

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: Safety Committee

Date: Working Document last updated 1/29/21

Name(s) of employee and authorized employee representative that participated: All members of the Safety Committee

Facility Area	Purpose	Potential Hazards	Actions Taken
Staff Lounge	Used for breaks and lunch by employees	People congregating, not enough space to maintain social distancing, removing face covering to eat and drink	Reduced seating capacity; one chair per table; all at least 6 ft apart; additional space provided in adjacent room and outside
Conference Room	Used for staff meetings	People congregating, not enough space to maintain social distancing	Conference room closed; all meetings are being conducted via Zoom
Front Office & Lobby	Reception area; admin staff screens employees and visitors, supports other staff	Potential for employees to congregate in front office, to break social distancing when working on a project with Admin	Social distancing markers on floors and signage; partition installed on Admin Coord desk; admin coord to remind others not to congregate
Classrooms	Providing preschool and kindergarten to children	Helping children maintain social distancing, children with disabilities may not be able to wear face coverings	Distance learning is instructional model as of 1/29/21; classroom set ups will be reconfigured upon re-opening to foster social distancing
Bathrooms		Opportunity to congregate with colleagues, high touch surfaces, small enclosed space	Limited use to one person at a time, single use paper towels provided, staff trained to disinfect high touch surfaces after each use with provided products
Shared Office Spaces	Offices with more than one staff member; or offices accessed by multiple employees	Opportunity to congregate, more challenging to maintain social distancing	Staff is either working remote or has been separated to individual offices; partitions have been installed in offices where necessary