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## **COVID-19 Risk Assessment for Siuslaw Vision Employees**

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Siuslaw Vision conducted a COVID-19 risk assessment for its employees November 10, 2020, and had meetings with all employees on November 16, 2020 to get feedback and additional input from employees before finalizing the assessment. Employees also reviewed [Oregon OSHA guidelines](#) so they were up to date on current COVID-19 workplace protocols and recommendations.

The following questions were considered during our risk assessment.

### **1. Can employees telework or otherwise work remotely? How are employees encouraged or empowered to use those distance work options to reduce COVID-19 transmission at the workplace?**

All Siuslaw Vision employees work remotely. Meetings are conducted via virtual meeting software. Employees have received OSHA notices on COVID-19 regulations for activities conducted in settings where they may come into contact with other people.

### **2. What are the anticipated distances between employees? How might those physical working distances change during non-routine work activities?**

All Siuslaw Vision employees work remotely. Meetings are conducted via virtual meeting software. Employees have received OSHA notices on COVID-19 regulations for non-routine work activities, such as running work-related errands.

### **3. What are anticipated working distances between employees and other individuals? How might those working distances change during non-routine work activities?**

All Siuslaw Vision employees work remotely. Meetings are conducted via virtual meeting software. Employees have received OSHA notices on COVID-19 regulations for activities conducted in settings where they may come into contact with other people.

**4. How have the workplace or employee job duties or both been modified to provide for at least 6-foot physical distancing between all individuals?**

Meetings and other events are now conducted via virtual meeting software.

**5. What is the mask, face shield, or face covering policy for COVID 19 at the workplace? How is this policy communicated to employees and other individuals at the workplace?**

All Siuslaw Vision employees work remotely. Employees have received OSHA notices via email and the employee web page on COVID-19 face covering regulations for activities conducted in settings where they may come into contact with other people.

**6. How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms? How will employees who are identified for quarantining or isolation as a result of medical removal under (3)(I) of this rule be provided with an opportunity to work at home?**

Employees are informed via email about workplace policies and procedures related to reporting COVID-19 signs and symptoms. All employees work remotely. OSHA notices are also posted on the employee web page: <http://www.siuslawvision.org/employees/>

**7. How have engineering controls such as ventilation and physical barriers been used to minimize employee exposure to COVID-19?**

Not applicable. Our organization does not have office space. Employees work remotely.

**8. How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID-19?**

Not applicable. Our organization does not have office space. Employees work remotely.

**9. What is the procedure or policy for employees to report workplace hazards related to COVID-19? How are these reporting procedures or policies communicated to employees?**

Employees should report workplace hazards or concerns, including COVID-19, to the Siuslaw Vision co-chairs, as outlined in the "complaint procedure" section of the [Employee Handbook](#), pages 14-15.

**10. How are sanitation methods related to COVID-19 implemented in the workplace? How have these sanitation practices been explained to employees and other individuals that enter the workplace?**

Not applicable. Our organization does not have office space. Employees work remotely. OSHA notices have been sent to employees so they can take precautions in their remote work spaces.

**11. How has industry-specific public health guidance from the Oregon Health Authority been implemented in addition to this rule? How are periodic updates to such guidance documents incorporated into the workplace on an ongoing basis?**

Employees are informed via email about workplace policies and procedures that pertain to our organization. All employees work remotely. Notices are also posted on the employee web page: <http://www.siuslawvision.org/employees/>

**12. For multiemployer worksites, how are physical distancing; masks, face shield, or face covering requirements; and sanitation provisions required under rule (3)(a), (3)(b), and (3)(c) of this rule respectively, and communicated to and coordinated between all employers and their affected employees?**

Not applicable to our organization.

**Name, job title, and contact information of the person who performed the exposure risk assessment:** Stephanie Sarles, Vision Coordinator, coordinator@siuslawvision.org, 541-590-2425.

**Date completed:** November 10, 2020

**Employee job classifications that were evaluated:** Part Time non-exempt

**Summary of the employer's answers to each of the applicable exposure risk assessment questions:**

All Siuslaw Vision employees work remotely. Meetings are conducted via virtual meeting software. Employees have received OSHA notices on COVID-19 regulations for activities conducted in settings where they may come into contact with other people.