

# Exposure Risk Assessment Form

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Assessment Completion Details

R&R Fun Pub

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Completed by (name): Terry Smith

Date: 11/17/2020

Job title: Owner

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Contact information: 503-378-3272

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## Employee job classifications evaluated in this assessment:

Bartender

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Waitress/waiter

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Busser

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Cook/Prep

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Security guard (front lobby)

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Management/office personnel

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## Questions and Answers

### 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?

No they cannot telework, unless arrangements have been made in advance with management.

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

In general, wait staff are able maintain physical distancing unless actively delivering food, exchanging money, or handing-off take-out food orders (routine activities). A non-routine work activity where physical distancing may be difficult to achieve is team-lifting (e.g. heavy deliveries such as food pallets, beer kegs, etc.). In such instances, facial coverings are used by all staff members as described below.

Facial coverings are worn by all staff members while indoors, irrespective of physical distancing. In outdoor settings, employees are required to use facial coverings if physical distancing cannot be consistently maintained.

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**What is the anticipated working distance between employees and other individuals? How might those working distances change during non-routine work activities?**

Wait staff are able to maintain physical distancing except when they are actively delivering food, exchanging money, or handing-off take-out food orders. Host/Hostess are able to maintain physical distancing when escorting guests to seats.

Our security personnel could be involved in deescalating situations involving patrons inside the restaurant or members of the public (e.g. parking lot), during which physical distancing of 6-feet may not be possible (non-routine activity).

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**How have the workplace or employee job duties, or both, been modified to provide at least 6-feet of physical distancing between all individuals?**

No seating at bar. Tables are spread out, and only every other booth is occupied to provide more space between parties. There are markings on the floor to help employees and guests see the spacing guidelines. Barriers have been added in front of the cash register to prevent patrons from approaching within 6-feet while exchanging money.

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**How are employees and other individuals at the workplace notified where and when masks, face coverings, or face shields are required? How is this policy enforced and clearly communicated to employees and other individuals?**

“Mask required,” signs have been posted at all entrances to the establishment, in addition to common areas and the employee breakroom. Employees are trained about the specific facial covering requirements and are reminded of the policy during the daily “team huddle,” led by the shift supervisor. To aid with compliance with this policy, at least one staff member of each shift will be designated as a “distancing monitor,” to ensure that employees and patrons maintain physical distancing and use proper facial coverings.

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**How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms? How might employees who are identified for quarantining or isolation as a result of medical removal under this rule be provided with an opportunity to work at home, if such work is available and they are well enough to do so?**

Employees are instructed to notify their manager/supervisor if experiencing COVID-19 compatible symptoms. Such employees are not required to report to work if they are feeling ill. A list of COVID-19 signs/symptoms is posted in the employee breakroom, managers office, and was distributed digitally via email to all staff members. All employees received training related to recognizing signs/symptoms of COVID-19, as well as how to avoid high-risk situations (e.g. attending large gatherings with people outside the immediate household). This training also covers the medical removal benefits provided under OAR 437-001-0744(3)(I). A copies of Oregon OSHA's temporary rule for COVID-19 are maintained in the employee break room and managers office.

As stated previously, work-from-home options are not typically available to staff members. Employees interested in remote-work should speak with their manager/supervisor.

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**How have engineering controls such as ventilation (whether portable air filtration units equipped with HEPA filters, airborne infection isolation rooms, local exhaust ventilation, or general building HVAC systems) and physical barriers been used to minimize employee exposure to COVID-19?**

The building's HVAC system has been assessed and set to ensure that the amount of outdoor circulated through the system is optimized. Plexiglas shielding has been added around the check-in host/hostess stand in the front lobby. Extra tables and chairs have been used as barricades to prevent patrons from wandering into "closed" portions of the establishment (e.g. banquet hall).

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

Markers on the floors have been put in place to keep physical distancing and one way markers. The number of patrons allowed into the establishment at any given time has been reduced to no more than 75% the building's capacity. Staff members are organized into teams similar to cohorts so that the same employees typically work together on the same shifts.

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

In addition to the designated “distancing monitor,” (described above) employees are encouraged to report COVID-19 related hazards immediately to their supervisor/manager. Depending on the complexity of the hazard and its abatement, the manager will produce a “work order.” A copy of upcoming work orders is posted in the employee breakroom. Employees have the chance to discuss COVID-19 hazards at the beginning of each shift during the daily “team huddle,” led by the shift supervisor. In addition to management, the safety committee is notified of COVID-19 hazards identified in the workplace.

If experiencing COVID-19 compatible signs/symptoms, the involved employee is required to notify their shift supervisor/manager. The notify member of management will instruct the employee to contact their medical provider to inquire what additional precautions may need to be taken.

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## **How are sanitation measures related to COVID-19 implemented in the workplace? How have these sanitation practices been explained to employees and other individuals at the workplace?**

“Hand hygiene,” and “Masks required,” signs developed by the OHA have been posted in various common areas throughout the establishment. COVID-19 sanitation measures are implemented by the designated “distancing monitor.” All staff members are provided with the supplies necessary to clean shared equipment and high-tough surfaces in their work areas. Employee training includes specific instruction on the use of disinfectants. Any employee or patron may submit a sanitation request (e.g. of a bathroom) at any time to their supervisor/manager.

Specifically, the bartender is responsible for cleaning and disinfecting bar areas as needed. The food prep team and kitchen staff (i.e. cooks) are responsible for keeping the kitchen clean areas sanitized as required by county public health. Wait staff and table bussers are responsible for cleaning and disinfecting table and restrooms, door knobs and other frequently handled items accessible to patrons.

A third party janitorial company has been hired to assist with “deep-cleaning” common rooms and bathrooms.

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**How have the industry-specific or activity-specific COVID-19 requirements in Appendix A of this rule and applicable guidance from the Oregon Health Authority been implemented for workers? How are periodic updates to such guidance documents incorporated into the workplace on an on-going basis?**

Each Monday, all managers and supervisors meet to discuss current/updated OHA guidance related to COVID-19. Additionally, as a pub restaurant, a copy of Appendix A-1 guidance for restaurants from Oregon OSHA's temporary rule for COVID-19 is available for reference in the employee breakroom and managers office. When there are changes or updates to any industry-specific guidance, such modifications are discussed with staff members during the daily "team huddle," and/or safety committee meetings.

It is management's responsibility to ensure that all staff members are made aware of changes to any public health guidance related to COVID-19. The management coordinates the updates and ensures that each shift is aware of the changes.

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**In settings where the workers of multiple employers work in the same space or share equipment or common areas, how are the physical distancing; mask, face covering, or face shield requirements; and sanitation measures required under this rule communicated to and coordinated between all employers and their affected employees?**

This is not a multi-employer worksite. N/A.

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**How can the employer implement appropriate controls that provide layered protection from COVID-19 hazards and that minimize, to the degree possible, reliance on individual employee training and behavior for their efficacy?**

Management has implemented a series of engineering controls and administrative controls (described above) to reduce the reliance on individual employee training. Engineering controls include plexi-glass barrier at the cash registers, increased airflow from the HVAC system, established employee traffic patterns to reduce personal contact and limited occupancy in the breakroom. All employees and clients are required to wear a mask or face covering. Employees have been provided masks and disposable masks are available for guests.

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