**COVID-19 Hazard Assessment Instructions**

This document address COVID-19 Hazards employees may be exposed to. It will serve as the Hazard Assessment requirements of 16VAC-25-220-50.B.1

Based on the hierarchy of controls, PPE is a last resort. Personal protective equipment alone should not be relied upon to provide protection against COVID-19 but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

**General Guidelines**

The Hazard Assessment can be conducted for an area, a job category or for an individual by selecting and filling in the appropriate box. The assigned evaluator shall include their name, department/division being assessed, and the date. Completed assessments must be accessible to employees and inspectors and updated when needed.

**HAZARD ASSESSMENT INSTRUCTIONS**

**STEP 1: INFORM AFFECTED EMPLOYEES OF THE PROCESS:**

Affected employees from each work area that is being assessed should be involved in the process. Discuss the reasons for the survey and the procedures being used for the assessment. Review the job procedures, potential hazards and the PPE currently in use.

**Step 2: Review data:**

Reports of work‐related injuries or illnesses, near‐miss events and reported safety concerns are sources of data that can provide helpful information for assessing hazards. Determine which employees are fully vaccinated. Determine community transmission levels.

**Step 3: Conduct a walk‐through survey:**

The purpose of the survey is to identify sources of hazards to employees. Observe the following: layout of the workplace, location of the employees, work operations, hazards and places where PPE is currently used including the device and reason for use. Using the form, check the type of hazard(s) present within each work area.

**Step 4: Identify COVID 19 Risks**

Jobs that have high potential for exposure to sources of COVID-19.

Healthcare Examples:

i. Aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on a COVID-19 patient

ii. Collecting or handling specimens from a known or suspected COVID-19 patient (e.g., manipulating cultures from patients known or suspected to have COVID-19 patients)

iii. Performing an autopsy, which generally involves aerosol-generating procedures, on the body of a person known to haveCOVID-19 at the time of their death

iv. Healthcare delivery and support staff (hospital staff who must enter patients’ rooms) exposed COVID-19 patients

v. Medical transport (ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles

vi. Mortuary workers exposed to known or suspected COVID-19 patients

Other examples:

i. Correctional facilities

ii. Schools

iii. High population density work environments (e.g., poultry, meat, other food processing; manufacturing, etc.)

iv. High-volume customer facing retail settings (grocery stores, restaurants, bars, etc.)

v. Mass gathering venues (e.g., sports, entertainment, movies, theaters, etc.)

**Step 5: Determine Controls to protect against COVID-19:**

After considering and/or planning for engineering and administrative controls, select the PPE or face covering which provides at least the minimum level of protection required to protect employees from the hazards. Using the form, note the appropriate controls in the boxes.

**Step 6: Make Document Accessible:**

Once completed, signed and dated, store the form either electronically or as a hard copy in a location easily accessible to employees and inspectors.

**Step 7: Reassess the workplace as necessary by identifying and evaluating:**

1. New equipment and processes
2. Accident records
3. Suitability of previous control measures

See the attached Hazard Assessment

**COVID-19 HAZARD ASSESSMENT**

|  |  |
| --- | --- |
| Evaluator: **Department/Division: Date:**  |  |
| ***Job Task/Employee/Job Category*** |
| ***Check the appropriate box for each hazard:*** | ***Description of hazard(s):*** | ***Engineering/Administrative Controls*** | ***PPE*** |
| Healthcare |  |  |  |
| Higher Risk |
| ***Job Task/Employee/Job Category*** |
| ***Check the appropriate box for each hazard:*** | ***Description of hazard(s):*** | ***Engineering/Administrative Controls*** | ***PPE*** |
| Healthcare |  |  |  |
| Higher Risk |
| ***Job Task/Employee/Job Category*** |
| ***Check the appropriate box for each hazard:*** | ***Description of hazard(s):*** | ***Engineering/Administrative Controls*** | ***PPE*** |
| Healthcare |  |  |  |
| Higher Risk |
| ***Job Task/Employee/Job Category*** |
| ***Check the appropriate box for each hazard:*** | ***Description of hazard(s):*** | ***Engineering/Administrative Controls*** | ***PPE*** |
| Healthcare |  |  |  |
| Higher Risk |