

COVID-19 Work Hazard Assessment Form Frequently Asked Questions (FAQs)

General Questions

1. What is the COVID-19 Work Hazard Assessment form?

The COVID-19 Work Hazard Assessment form addresses the SARS-CoV-2 and the COVID-19 disease related hazards that employees may be exposed to in the performance of their duties. It serves as the Hazard Assessment Certification document that will satisfy the requirements of VOSH Emergency Permanent Standard (16VAC25-220).

The Emergency Permanent Standard in the Commonwealth of Virginia provides best practices and guidelines for managing and controlling risks of exposure in the workplace.

2. When should a supervisor complete the COVID-19 Work Hazard Assessment form?

Supervisors should complete the COVID-19 Work Hazard Assessment form for employees that are physically working on campus. Supervisors should also complete this form for new employees and teleworkers prior to them physically working on a campus worksite. Supervisors do not have to complete the COVID-19 Work Hazard Assessment form for employees that telework 100% of the time.

3. Supervisors should complete the COVID-19 Work Hazard Assessment form on what type of positions?

The supervisor should complete the COVID-19 Work Hazard Assessment form for all positions that requires the employee to have a physical presence on a campus worksite. This is inclusive of classified, hourly, adjunct faculty, non-instructional part-time faculty, administrative faculty, professional faculty, teaching faculty, and research faculty.

4. Does a supervisor have to complete one form for every employee?

One form may be conducted on multiple positions that share the same classification, same duties, and the same responsibilities. The assessment should be conducted individually for specific positions with unique duties and responsibilities.

5. How does a supervisor access the COVID-19 Work Hazard Assessment form?

Supervisors may access the form by using their Midas account at [COVID-19 Work Hazard Assessment Form](#).

Controls and Risks

6. What are engineering controls?

Engineering controls are the use of substitution, isolation, ventilation, and equipment modifications to reduce the exposure to SARS-CoVS and the COVID-19 disease related to workplace hazards.

Engineering controls are more effective than administrative controls and PPE. Examples of engineering controls include social distance markings, signage, enhanced ventilation with clean filters, and modified office occupancy.

7. What are administrative controls?

Administrative controls are any procedures which significantly limit daily exposure to the virus that causes the COVID-19 disease related workplace hazards and job tasks by control or manipulation of the work schedule or manner in which the work is performed.

Examples of administrative controls include telework, staggered work schedules, increased breaks for handwashing, and providing face coverings, tissues, sanitizing wipes, and hand sanitizers.

8. What is PPE?

According to the U.S. Safety and Health Administration, Personal Protective Equipment (PPE) is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. PPE is not considered a means of administrative control and is considered a last resort.

Examples of PPE include face shields, disposable gowns, goggles, and the N95 particulate mask. Face coverings are not defined as PPE.

9. What levels of risks should supervisors assess when completing the form?

Very High Risk - Tasks have a high potential for employee exposure inside 6 feet to sources of or providing services to a person known or suspected of being infected with SARS-CoV-2.

Examples are performing specific medical procedures (e.g., aerosol generating procedures), or laboratory procedures with specimens from an individual.

High Risk - Tasks have a high potential for employee exposure inside 6 feet providing services to a person known or suspected to be infected with SARS-CoV-2. Examples are first responder services provided to those known or suspected of being infected, medical transport providers, medical and dental staff, non-medical support staff, etc.

Medium Risk - Tasks require more than minimal occupational contact inside 6 feet of others who "may" be infected with SARS-CoV-2, but are not known or suspected to be infected with SARS-CoV-2. Examples are on campus educational settings in schools, colleges and universities, agricultural workers, construction workers, domestic services workers, fitness instructors, manufacturing workers, and healthcare workers in a setting without known or suspected sources of COVID-19.

Lower Risk – Include tasks that do not require contact inside 6 feet of those known, suspected or who "may" be infected with SARS-CoV-2. Employees have minimal occupational contact or can achieve minimal occupational contact.

Questions

Supervisors may email hrcompclass@odu.edu if they have questions regarding the form. They may also email David Hawkins at dchawkin@odu.edu or Nadine Faulcon-Johnson at nfaulcon@odu.edu.