

## Quick Guide for Managers/Supervisors COVID-19 Job Hazard Assessment Form

**Hiring Managers** - §16VAC25-220, Emergency Permanent Standard for COVID-19 Infectious Disease Prevention compliance requires COVID-19 exposure hazard assessment of all positions based on job tasks. The assessment includes the identification of Engineering and Administrative controls as well as specific PPE to mitigate the exposure to COVID-19 and the SARS-Cov-2 virus.

A work hazard assessment must be performed on all types of positions. Positions that are currently 100% teleworking, performing all work without being on campus, do not need a work hazard assessment. However, one must be performed and submitted prior to returning to the campus worksite.

The hazard assessment may be conducted individually for specific positions with unique duties and responsibilities. However, for multiple positions that share the same classification, same duties, and same responsibilities, the supervisor may complete a pooled assessment on one form. Supervisors should inform and discuss the hazard assessment with the incumbent in the position.

1. Review the COVID-19 Work Hazard Assessment information on the HR Main Page at <https://www.odu.edu/humanresources>.

It is also recommended to review the position descriptions for the positions that a work hazard assessment is conducted. Classified position descriptions can be found in PAPERS at <https://jobs.odu.edu/hr>.

If you are unsure of how to log-in to PAPERS instructions can be found here <https://www.odu.edu/content/dam/odu/offices/human-resources/docs/pa7-login-guide.pdf>. Approved copies of current Hourly (Wage) and Administrative/ Professional Faculty position descriptions should be on file in the department. If copies are needed, please contact the Department of Human Resources Compensation/Classification staff members for assistance.

2. Follow the link to the Qualtrics survey from the email sent from HR or click on the QRcode below or the link here:  
[https://odu.co1.qualtrics.com/jfe/form/SV\\_6zmYdnfi7uPoWHP](https://odu.co1.qualtrics.com/jfe/form/SV_6zmYdnfi7uPoWHP)
3. Log in with your MIDAS account and password.
4. Supervisors are to identify job tasks that are being performed that present an exposure risk to SARS-CoV2, the virus that causes COVID-19. They are asked to identify the hazard controls being used to reduce the exposure and then rate the level of risk according to the guidance in the Emergency Permanent Standards for each risk type that is provided.

5. The work hazard assessment may be conducted on a specific position with unique tasks and duties. Or, it may be conducted on multiple positions that share the same classification and same duties and responsibilities.
6. Employees in positions that are being assessed should be involved in the process. Discuss the reasons for the assessment and the procedures being used. Review the job duties & tasks, along with the potential hazards of COVID-19 SARS-CoV2 exposure as well as any PPE currently in use.
7. Assess the following factors to determine the exposure risk level:
  - a. Specific job tasks being performed.
  - b. Work environment (indoors or outdoors).
  - c. Known or suspected presence of the SARS-CoV-2 virus.
  - d. Presence of a person known or suspected to be infected with SARS-CoV-2.
  - e. The number of employees and other persons in relation to the size of the work area.
  - f. The physical distance between employees and other persons that is achievable during the performance of work.
  - g. The duration and frequency of employee exposure through contact inside of six feet with other employees or persons.
  - h. The types of hazards that will be encountered during work, including the potential exposure to the airborne transmission of SARS-CoV-2 virus.
8. Determine the appropriate “Engineering” and “Administrative” job hazard controls that are/will be employed to mitigate the exposure risk. (The use of Personal Protective Equipment (PPE) is not considered an Engineering or Administrative Control.)
9. After considering the job hazard controls, assess and rate the exposure risk of the position by job tasks. Use the risk levels provided in the instruction guide. Description of the risk and the associated type of work can be found there. The four levels are “Very High”, “High”, “Medium”, and “Lower” risk.
10. Complete and submit the form for each applicable position reviewed.

**QR Code to the COVID-19 Work Hazard Assessment Form:**

