

Hudson Valley Community College
COVID-19 Risk Assessment and Control Guidance
Revision Date June 23, 2020

As the college returns to operations following the COVID-19 PAUSE period, multiple levels of controls will be necessary college-wide and within individual departments to reduce the potential for exposure to the SARS-CoV-2 virus that causes COVID-19.

The college has developed a COVID-19 Re-Occupancy Safety Plan and supporting protocols addressing Health Screening, Social Distancing and Personal Hygiene, Cleaning and Disinfection, Face Mask and Glove Use, Contractor and Visitor Protocols and Travel Protocols. The Safety Plan and protocols are intended to comply with NYFORWARD guidance for reopening industries and specify college-wide controls to reduce the risk of COVID-19 transmission on Hudson Valley's campus and within the college community.

Additionally, each department should assess the unique hazards of their areas and select appropriate controls using the guidance contained in this document. This is best accomplished through an interactive discussion with department members. Departments and employees understand their own work the best and often implement simple but effective controls that work well for their own operations.

The risk assessment and selected controls should be documented on the COVID-19 Risk Assessment Form found in Appendix A. EHS is available for consultation, as needed. If a department with only low- or medium-risk jobs or tasks already documented potential risks for exposure and the selection of controls in a re-occupancy plan submitted to the vice president of the reporting chain, this assessment does not need to be repeated or documented again.

A formal risk assessment is required to be documented for higher-risk jobs and job tasks and approved by EHS prior to resuming operations.

Controls or interim controls should be implemented prior to resuming the specific task or operation.

Risk Assessment

The [OSHA COVID-19 Hazard Recognition](#) resource page should be used to assess risk levels to Hudson Valley Community College operations. An overview of risk levels and selected Hudson Valley operations is included below.

Lower Exposure Risk

Lower exposure risk jobs and tasks are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2. Workers in this category have minimal occupational contact with the public and other coworkers. Most Hudson Valley jobs/job tasks that do not involve contact with the public, interaction with students or frequent work within six feet of others pose a low level of risk.

Examples may include:

- Remote workers (i.e., those working from home during the pandemic)
- Office workers who do not have frequent close contact with coworkers, customers, or the public
- Faculty who do not have frequent close contact with students, coworkers, or the public
- Health Services workers providing only telemedicine services

Medium Exposure Risk

Medium exposure risk jobs and tasks include those that require frequent/close contact with people who may be infected, but are not known to have or suspected of having COVID-19. Most Hudson Valley jobs/job tasks involving contact with the public, interaction with students or frequent work around others pose a medium level of risk. Specific examples of Hudson Valley jobs/job tasks in this category may include:

- Public Safety workers interacting with employees, students and visitors
- ITS Help Desk workers interacting with employees and students
- Daycare workers providing care to children
- Receiving, mailroom and inventory workers handling and delivering mail and packages
- Physical Plant workers working around each other, using shared vehicles and working in common spaces around employees and students
- Events workers working around the public
- Faculty holding in-person classes
- Public-facing customer service and office workers, such as in Financial Aid, Registrar, Wellness Center, Food Pantry, Bookstore, reception desks, ITS, academic offices, etc.
- Workers in open or shared offices

High Exposure Risk

High exposure risk jobs or tasks are those with high potential for exposure to known or suspected sources of COVID-19. Examples of Hudson Valley jobs/job tasks in this category may include:

- Health Services staff and Public Safety EMTs performing patient assessment and treatment
- Health Sciences faculty and students performing non-aerosol procedures

Very High Exposure Risk

Very high exposure risk jobs are those with very high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Examples of Hudson Valley jobs/job tasks in this category may include:

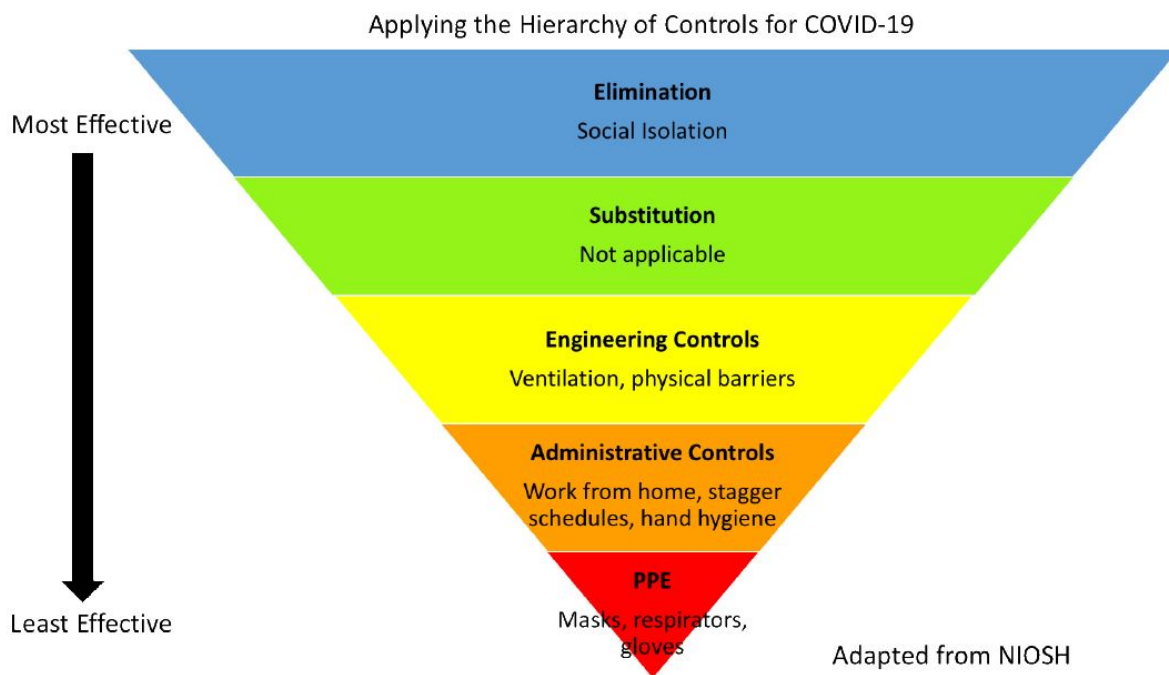
- Health Services employees performing aerosol-generating procedures such as nasopharyngeal swabs and nebulizer treatments
- Health Sciences faculty and students performing aerosol-generating procedures on patients or donor cadavers

These examples are not intended to be a comprehensive list of all college job titles and tasks and may not account for department-specific risks or operations. Each department head is asked to conduct their own assessment of the tasks performed by their employees and students to identify if and when their employees and students are at increased risk of exposure. The risk assessment should include a review of tasks performed and an identification of specific risk factors (i.e. frequent contact with public, working within six feet of others, contact with patients not suspected of having COVID-19, performing aerosol-generating procedures, etc.)

Once tasks and risk factors have been identified, appropriate control measures should be selected and implemented to reduce the risks as much as is feasible.

Control Measures

As with any hazard, it is preferred to follow the industrial hygiene “hierarchy of controls” model when selecting controls to reduce the risk potential for exposure to SARS-CoV-2. Elimination is the most effective control, following by engineering and administrative controls. Personal Protective Equipment (PPE) is used when more effective controls are not feasible in the time needed to implement controls or as a supplement to other controls. Face coverings are a special type of protection, sometimes referred to as “Community Protective Equipment.” While face coverings may not prevent the wearer from becoming infected, they might help prevent the spread of COVID-19 from people who have the virus and are unaware.



The Re-Occupancy Safety Plan and supporting protocols detail controls being implemented or standardized campus-wide and include control measures such as:

- Elimination: Working from home when possible to reduce the number of people on campus, restricting travel for college business, canceling or postponing events or gatherings
- Engineering Controls: Installing partitions at public-facing counters, rearranging workstations to be six feet apart, relocating work stations or workers
- Administrative Controls: Working from home when possible to reduce the number of people on campus, staggering break times and shift schedules, health screening protocols, rotating shifts to keep from cross-contaminating within departments, eliminating non-essential meetings, enhanced cleaning and disinfection, social distancing signs and floor circles, elevator and drinking fountain protocol postings
- Personal Protective Equipment (PPE): PPE hazard assessments conducted for departments with increased risks to assess hazards and assign appropriate PPE when other controls are not feasible
- Community Protective Equipment: Wearing face masks in common spaces and when around others

Departments should implement these controls, as applicable, for all risk levels. These controls can be relaxed or enhanced as risk of community transmission changes or additional guidance becomes available.

Specific Industry Controls

NYS, OSHA and the CDC have issued mandatory guidance as well as recommendations for control measures for specific industries. This guidance should be consulted for any college operations meeting the description of the work encompassed by the document and may be required for compliance. It should be noted that guidance is continuously being released and updated. A list of industry guidance and links can be found in Appendix B.

Selecting Control Measures

Low Risk Level Jobs or Tasks


No additional department-specific controls may be necessary for jobs or tasks with a low risk level.

Medium Risk Level Jobs or Tasks

Departments with medium risk level jobs or tasks should identify the tasks and risk factors and select appropriate control measures to provide protection against potential exposures. Multiple controls measures should be considered to address each risk factor and provide several layers of protection. Table 1 provides examples of common risk factors and potential control measures. These are examples to help guide the assessment and selection of controls.

Departments and employees are the experts in their own work and are encouraged to develop their own controls. EHS is available for consultation on medium risk controls, as needed.

Table 1– Examples of Medium-Level Risk Factors and Control Measures

| | | Effectiveness | | | | |
|--|------------|--|--|---|-----|---------------------------|
| | | Most Effective |  | | | Least Effective |
| Risk Factor/Task | Risk Level | Elimination | Engineering | Administrative | PPE | CPE |
| Office work within six feet of others | Medium | Perform work remotely | Install partitions or barriers, relocate offices | Shift or schedule rotation | N/A | Face coverings (required) |
| Maintenance work within six feet of others | Medium | Postpone task if possible; work alone if safe to do so | Not typically feasible | Shift or schedule rotation | N/A | Face coverings (required) |
| Instructional work within six feet of others | Medium | Perform remotely, video work, take pictures of work | Install partitions or barriers | Classroom protocols to minimize interaction | N/A | Face coverings (required) |
| Frequent interaction with the public | Medium | Perform work over phone, from home or isolated office | Install partitions or barriers | Social distancing prompts (circles, signs to promote six-foot distancing) | N/A | Face coverings (required) |
| Meetings | Medium | Eliminate in-person meetings, use Zoom or conference calls, call individuals on phone instead of visiting office | Not typically feasible | Remove or tag out chairs, limit overall attendance, disinfect surfaces before and after use, dedicate conference rooms to | N/A | Face coverings (required) |

| | | | | | | |
|----------------------------------|--------|-------------------------------------|------------------------|--|-------------------|---------------------------|
| | | | | specific groups of people | | |
| Handling shared objects or tools | Medium | Provide dedicated objects or tools | Not typically feasible | Procedure and supplies for disinfecting between uses | Gloves (optional) | |
| Shared desks or vehicles | Medium | Provide dedicated desks or vehicles | N/A | Procedure and supplies for disinfecting between uses | N/A | |
| General classroom instruction | Medium | Perform instruction remotely | N/A | Space desks six feet apart, limit total number of occupants, disinfect desks and shared surfaces before and after use, post classroom protocol signs, use dedicated entry/exit doors for larger spaces, eliminate shared objects | NA | Face coverings (required) |

High and Very High Risk Level Jobs or Tasks

Several academic and administrative departments perform tasks that may pose higher levels of risk to employees or students. A risk assessment is required to be conducted for these jobs and approved by EHS. Although engineering controls are typically preferred for higher-level risks, implementation of engineering controls may be challenging for some tasks. If exposures cannot be eliminated or engineered out, detailed administrative procedures may be needed, as well as personal protective equipment, to provide sufficient protection from potential exposures.

**Appendix A - Hudson Valley Community College
COVID-19 Department Risk Assessment Form**

Instructions:

- Use this form, in conjunction with the COVID-19 Risk Assessment and Control Guidance, to conduct a risk assessment and select controls to reduce the risk of exposure to SARS-CoV-2.
- Completion of this form is not required for Low and Medium risk tasks if risks and controls were adequately assessed and documented in department return plans
- Review with and approval by EHS is required for High and Very High Risk Level Jobs/Tasks

Department Information

Assessment Date ___/___/___

Department Name:

Department Location:

Department Supervisor/Director/Chair:

Individual(s) Completing Assessment:

Job/Task Assessment and Controls Selection

| Task/Risk Factor | Risk Level | Frequency | Control(s) | Comments |
|-------------------------|-------------------|------------------|-------------------|-----------------|
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Other Comments/Concerns:

Appendix B – Guidance and References

NYFORWARD Statewide Industry Guidance

<https://forward.ny.gov/statewide-guidelines>

- Childcare and Day camps
- Dentistry
- Religious and Funeral Services
- Professional Sports Training Facilities
- Sports and Recreation

NYFORWARD Reopening Guidance for Phase One Industries: Construction, Manufacturing, Retail (curbside only)

<https://forward.ny.gov/phase-one-industries>

NYFORWARD Reopening Guidance for Phase Two industries: Office Workers, Commercial Building Operations, Essential and Phase Two In-Store Retail

<https://forward.ny.gov/phase-two-industries>

NYFORWARD Reopening Guidance for Phase Three Industrial: Food Services, Personal Care

<https://forward.ny.gov/phase-three-industries>

NYFORWARD Reopening Guidance for Phase Four Industries: Higher Education

<https://forward.ny.gov/phase-four-industries>

OSHA Guidance for Specific Industries

<https://www.osha.gov/SLTC/covid-19/controlprevention.html#interim>

Stockroom and Loading dock workers

<https://www.osha.gov/Publications/OSHA4029.pdf>

Retail Workers

<https://www.osha.gov/Publications/OSHA3996.pdf>

Dental Practitioners

<https://www.osha.gov/Publications/OSHA4019.pdf>

Emergency Response and Public Safety

<https://www.osha.gov/SLTC/covid-19/emergency-response.html>

Laboratories

<https://www.osha.gov/SLTC/covid-19/laboratory.html>

Package Delivery Workforce

<https://www.osha.gov/Publications/OSHA3998.pdf>

Restaurant and Beverage Vendors Offering Takeout or Curbside Pickup

<https://www.osha.gov/Publications/OSHA4017.pdf>

Construction Workforce

<https://www.osha.gov/Publications/OSHA4000.pdf>

Manufacturing Industry Workforce

<https://www.osha.gov/Publications/OSHA4002.pdf>

CDC Guidance

CDC K-12 Schools and Childcare Facilities

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

CDC Youth sports

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

CDC Guidance for Dental Settings

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/dental-settings.html>

CDC Colleges and Universities

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Childcare, Schools and Youth Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>