

Completed on 12/5/20

OR-OSHA Infection Control Plan for Otter Rock Water District

The exposure risk assessment involved participation and feedback from employees. The purpose of this plan is to implement controls including, but not limited to, ventilation, staggered shifts, redesigning the workplace to accommodate physical distancing, reducing use of shared surfaces and tools, limiting the number of employees and other individuals in work areas, personal protective equipment, etc. Employee feedback was achieved via a **safety committee** process.

The following is a list of job tasks at the Otter Rock Water District that require the use of personal protective equipment (including respirators) necessary to minimize employee exposure to COVID19:

Job Task 1:	Office manager/bookkeeper
PPE Required:	N95 mask indoors when another person is present
Job Task 2:	Superintendent
PPE Required:	N95 mask when indoors with another person or when it is necessary to share vehicle with another person on a job task. Well-fitting face mask of some type when interacting outdoors with the public on the job or when needing to work outdoors with another person.
Job Task 3:	Board member
PPE Required:	N95 mask when indoors with another person or when it is necessary to share vehicle with another person on a job task. Well-fitting face mask of some type when interacting outdoors with the public on the job or when needing to work outdoors with another person.
Job Task 4:	Community volunteer
PPE Required:	N95 mask when indoors with another person or when it is necessary to share vehicle with another person on a job task. Well-fitting face mask of some type when interacting outdoors with the public on the job or when needing to work outdoors with another person.

The following describes the procedures used to ensure that there is an adequate supply of masks, face coverings, or face shields and personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.

The district will supply face masks. Notify Beth Elliker or Dan Gleason when your supply is down to two unused masks.

Completed on 12/5/20

The following is a list and description of the specific hazard control measures that the employer installed, implemented, or developed to minimize employee exposure to COVID-19.

Hazard Control Measure	Description
Face masks	See PPE requirements above
Cleaning of contact surfaces	Cleaning and disinfection of contact surfaces (keyboard, control switches and buttons, file cabinet handles, restroom handles, door handles, lock-pads) after use and after contact by other people. Cleaning at the beginning of the work period is recommended in case someone else has touched these and not cleaned them since you were last present.
Periodic handwashing	This is recommended if you have shared the workspace with another person to reduce the risk of inadvertent contact contamination.
Increased office ventilation	Opening of both the intake and exhaust windows and turning on the exhaust fan when more than one person is present or expected to be in the office will significantly reduce the risk of aerosol exposure.
Physical distancing	Indoors: Physical distance of 6 feet or more between work stations, combined with mandatory mask wearing when another person is present. Outdoors: physical distancing of at least six feet, combined with mandatory mask wearing.
Office closure	Closure of the office to the public reduces both employee and public exposure risk.
Public meetings online	This eliminates COVID-19 transmission risk at our public meetings.

The following is a description of our COVID-19 mask, face covering, and face shield requirements at the workplace, and the method of informing individuals entering the workplace where such source control is required.

N95 masks required when more than one person is present indoors or in a vehicle. Close fitting masks are required outdoors when another person is present. Signage for the face mask requirement is posted at the front and back doors at the office. Employees are encouraged to remind each other if they forget to put on their mask or if has slipped.

The following is the procedure(s) we will use to communicate with its employees and other employers in multi-employer worksites regarding an employee’s exposure to an individual known or suspected to be infected with COVID-19 to whom other workers may have been exposed. This includes the communication to individuals identified through COVID-19 contact tracing and general communication to the workplace at large.

Not applicable. This is not a multi-employer worksite.

Completed on 12/5/20

The procedures the employer will use to provide its workers with the initial employee information and training required by this rule.

The employee information will be provided both verbally and in written form. Signage has also been posted. The employees will use the online training provided by OSHA for four of the current 10 required elements. The training for the remaining six elements will be provided verbally and in written form.