

The below risk assessment tool is to be used by employers and businesses when making decisions about operations and employee and customer safety during the COVID-19 outbreak. The purpose of the assessment is to provide a framework for businesses/employers to make risk-informed decisions about the operations of their businesses.

For the purposes of this document, “risk consideration” refers to a scenario that may occur in a business and “risk mitigation strategy” refers to steps that employers/business owners should take to reduce the risk of exposure and protect the health of employees, customers, and visitors.

<b>Risk Assessment by Population of Employees/Customers/Visitors</b>		
<b>Risk Consideration</b>	<b>Risk Mitigation Strategy</b>	<b>Risk Level</b>
Are employees at a <a href="#">higher risk for serious illness</a> , such as older adults (65 and older) or people with chronic medical conditions?	<ul style="list-style-type: none"> <li>Actively encourage sick employees to stay home. Employees with COVID-19 <a href="#">symptoms</a> (i.e., fever, cough, or shortness of breath) should be advised to stay home;</li> <li>Communication about risk to staff/clients should be emphasized;</li> <li>Encourage the use of individual measures such as frequent hand hygiene, social distancing, respiratory etiquette and staying home when ill;</li> <li>Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.</li> </ul>	High
Have employees recently traveled or attended an identified risk setting (e.g., conference where cases were known to be present)?	<ul style="list-style-type: none"> <li>The United States Department of State has initiated a Level 4 Global Travel Advisory. This advisory discourages United States citizens from all international travel. International business travel should be suspended until further notice.</li> <li>Domestic travel should be limited and destinations where COVID-19 is spreading rapidly should be avoided. Non-essential business travel should be avoided. Please see the <a href="#">Department of Health’s Travel Information</a> website for more information about travel restrictions and guidance.</li> <li>If an employee has had close contact with another person who has been diagnosed with COVID-19 while traveling, the exposed employee should quarantine at home for 14 days.</li> </ul>	High
Has an employee tested positive for COVID-19?	<ul style="list-style-type: none"> <li>If an employee tests positive for COVID-19, close contacts of the employee should be notified, but the identity of the person who may have exposed them should not be shared.</li> <li>Return to work guidance for an employee diagnosed with COVID-19 that <u>does not work in a healthcare setting</u>:               <ul style="list-style-type: none"> <li>Stay home for at least seven days after you are tested AND wait until the employee is fever free for 72 hours;</li> </ul> </li> </ul>	High

	<ul style="list-style-type: none"> <li>○ After encouraging the employee to follow the DOH <b>isolation</b> guidelines and consulting with your employee about their condition, the employee may go back to work.</li> <li>● If an employee has had <b>close contact</b> with another employee who has been diagnosed with COVID-19, the exposed employee should <b>quarantine</b> at home for 14 days.</li> <li>● If an employee did not have close contact with their coworker, they do not need to be sent home but should continue to closely monitor for symptoms. More detailed guidance on exposure risks can be found <a href="#">here</a>.</li> <li>● Employers should practice proper cleaning and sanitizing, especially if an employee has tested positive for COVID-19. More information on proper sanitizing practices can be found <a href="#">here</a>.</li> </ul>	
<p>Has a household member or close contact of an employee tested positive for COVID-19?</p>	<ul style="list-style-type: none"> <li>● Because exposure is considered to be ongoing within the house, household contacts of persons with COVID-19 must be <b>quarantined</b> for 14 days after the case has been released from isolation. This means that household contacts will need to remain at home longer than the initial case. The symptoms may appear in as few as two days or as long as 14 days after exposure.</li> <li>● Employers should be practicing proper cleaning and sanitizing, especially if a customer or close contact of an employee has tested positive for COVID-19. More information on proper sanitizing practices can be found <a href="#">here</a>.</li> </ul>	<p>High</p>
<p>Are clients/customers at greater risk of spreading the disease (e.g., young children)?</p>	<ul style="list-style-type: none"> <li>● Consideration should be given to modifying service delivery (e.g., reducing number of clients using services at the same time, providing services outdoors) and promoting use of individual measures such as frequent hand hygiene, social distancing, respiratory etiquette.</li> <li>● Perform routine environmental cleaning and disinfection. Detailed guidance on cleaning and disinfecting can be found <a href="#">here</a>.</li> </ul>	<p>Medium</p>

### Risk Assessment by Setting

Risk Consideration	Risk Mitigation Strategy	Risk Level
Does your business/workplace provide life sustaining services?	<ul style="list-style-type: none"> <li>• <b>Only life sustaining businesses should remain open.</b> On March 19, Governor Wolf issued an order to close all non-life sustaining businesses. The complete list of non-life sustaining can be found <a href="#">here</a>.</li> <li>• If your business is life sustaining:               <ul style="list-style-type: none"> <li>○ Adjust workplace policies and procedures to reduce social contact, such as teleworking arrangements, flexible hours, staggering start times, use of email and teleconferencing;</li> <li>○ Review and revise, as needed, your business continuity plans to prioritize key functions in the event of high workplace absenteeism.</li> <li>○ For more detailed guidance on ways to protect the health of employees, customers, and visitors, please see the Department of Health's Guidance for Business.</li> </ul> </li> </ul>	High
Will employees/clients be participating in activities that promote transmission?	<ul style="list-style-type: none"> <li>• Encourage employees to practice social distancing. This means maintaining at least 6 feet between employees during all interactions, including lunch, employee trainings, and other workplace events.</li> <li>• Use videoconferencing or teleconferencing for work-related meetings and gatherings when possible. Large in-person meetings and gatherings should be canceled or postponed if videoconferencing or teleconferencing is not available.</li> </ul>	High
Is your workplace/business in a geographically remote area or a densely populated area?	<ul style="list-style-type: none"> <li>• All non-life sustaining businesses must close. The complete list of non-life sustaining can be found <a href="#">here</a>.</li> <li>• Life sustaining businesses that operate in public spaces and/or urban centers can consider modifying service delivery/hours.</li> <li>• Encourage employees/clients to take public transit at non-peak times or to use a personal vehicle if possible.</li> </ul>	Medium
How do employees, customers and visitors primarily access your workplace/business (e.g., public transit, personal car)?	<ul style="list-style-type: none"> <li>• Encourage employees/customers to take public transit at non-peak times or to use a personal vehicle if possible.</li> </ul>	Medium

### Risk Assessment by Environment

Risk Consideration	Risk Mitigation Strategy	Risk Level
Does your workplace have a continuity plan for times of emergencies?	<ul style="list-style-type: none"> <li>• Create a workplace continuity plan for emergencies, continually review and revise as needed.</li> <li>• Plan for high rates of absenteeism and disruptions in key functions of operations.</li> <li>• Update emergency contact information of employees and contractors</li> </ul>	High
Does your workplace have existing environmental cleaning procedures? Do they align with the Centers for Disease Control guidance?	<ul style="list-style-type: none"> <li>• Enhance your environmental cleaning procedures and protocols with special attention to high touch services and objects (elevator buttons, counters, door handles, etc.)</li> <li>• Ensure that proper sanitizing is taking place.</li> <li>• The CDC guidance can be found <a href="#">here</a>.</li> </ul>	High
How will staff absenteeism impact your operations?	<ul style="list-style-type: none"> <li>• Prepare and have a plan to institute flexible workplace and leave policies for employees who are sick, in self-isolation, or caring for family members.</li> </ul>	High
Will employees or customers be participating in activities that could lead to potential exposure?	<ul style="list-style-type: none"> <li>• Reinforce social distancing measures (avoid handshakes, maintain 6 feet distance between others)</li> <li>• Avoid sharing communal office supplies and equipment (tables, electronic devices, pens)</li> <li>• Avoid potlucks, buffets, staff lunches, and other instances where serving utensils, plats, trays, and other objects may be handled by multiple people.</li> <li>• Employees should wash their hands between each client interaction.</li> </ul>	High
Does your workplace employ a large number of people?	<ul style="list-style-type: none"> <li>• Consider varying work hours to reduce the number of employees in a space at one time.</li> <li>• Consider having employees with critical functions report to work to minimize potential for close contact.</li> </ul>	High
Does your organization conduct frequent domestic or international travel?	<ul style="list-style-type: none"> <li>• Actively monitor <a href="#">travel advisories</a></li> <li>• Cancel all non-essential travel outside of Pennsylvania</li> <li>• Assess the need for business travel based on the risks and benefits</li> <li>• Consider alternative approaches such as virtually attending meetings.</li> </ul>	High
Can your workplace or facility infrastructure be easily altered to	<ul style="list-style-type: none"> <li>• Provide access to handwashing facilities and place hand sanitizing dispensers in locations throughout the workplace;</li> <li>• Provide additional supplies such as tissues, lined waste container, and hand hygiene products/supplies;</li> </ul>	High

<p>implement recommended health and prevention control measures?</p>	<ul style="list-style-type: none"> <li>• Consider increasing the spatial separation between desks and workstations as well as individuals (employees, customers) from each other, ideally a 6-foot separation or use a physical barrier (e.g., cubicle, Plexiglas window), if possible;</li> <li>• Enhance your environmental cleaning procedures and protocols with a special attention to high-touch surfaces and objects</li> </ul>	
<p>Do you have a method of communication that ensures timely and effective messages are sent to employees and customers?</p>	<ul style="list-style-type: none"> <li>• Develop a risk communication plan to ensure effective and efficient communication with employees, contractors, and clients.</li> </ul>	<p>Medium</p>
<p>Does your workplace offer mental health support to employees?</p>	<ul style="list-style-type: none"> <li>• Provide mental health support services and tailor plans for minimizing employee or client stress.</li> <li>• Individuals experiencing a mental health crisis should text “PA” to 741741 for support and services.</li> </ul>	<p>Medium</p>