

COVID-19 HAZARD ASSESSMENT

Evaluator: Tammy Safewright **Department/Division:** Human Resources **Date:** August 25, 2020

Job Task/Employee/Job Category ACCOUNT CLERK, ACCOUNTS PAYABLE CLERK, OFFICE MANAGERS, ASST. CO. ADM., ASST. FINANCE DIR., PSA BILLING CLERK, RECEPTIONIST, OFFICE ADMINISTRATORS, CONST. CONTRACT ADM., PSA CONST. INSP., CO. ENGINEER, PSA CUSTOMER SERV. SUPER., FINANCE DIR., E-911 EMPLOYEES, PUBLIC SAFETY ADM. ASST., ENGINEERING TECH. ASST., EXEC. SEC./CLERK TO BOS, FINANCE ACCOUNTANT, GARAGE EE'S, SHERIFF'S DEPT. GENERAL CLERK, GIS COORDINATOR, GROUNDS MAINT. EE'S, HR DIRECTOR, HR ASSISTANT, IT EE'S, PSA METER READER, PAYROLL SUPERVISORS, PSA WATER & SEWER EE'S, VISITOR CTR. ATTNDTS, PSA WTP EE'S

<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Engineering/Administrative Controls</i>	<i>PPE</i>
Very High	Does not require contact within 6 feet. Minimal direct contact with staff and customers.	Plexiglass placement in office spaces. Frequent hand washing, use of hand sanitizer and limited contact wiith co-workers and the public outside of six feet.	Masks
High			
Medium			
Lower			

Job Task/Employee/Job Category AFTER SCHOOL COUNSELORS, CENTRAL CAMP COUNSELOR, RANDOLPH PARK EE'S, RECREATION OFFICIALS

<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Engineering/Administrative Controls</i>	<i>PPE</i>
Very High	Minimal occupational contact inside six feet.	Social distancing as much as possible, frequent hand washing and use of hand sanitizer.	Masks
High			
Medium			
Lower			

Job Task/Employee/Job Category BLDG. CODE OFFICIAL, BLDG. INSPECTOR, PSA CONVENIENCE CTR. ATTENDANTS, ECO. DEV., DIRECTOR, COUNTY ADMINISTRATOR, GEN. SERV. DIR/PSA EXEC. DIRECTOR, PLANNING & ZONING DIRECTOR, PUBLIC SAFETY DIRECTOR, PUBLIC SAFETY DEPUTY DIRECTOR, ENVIRONMENTAL SERV. TECH., GENERAL SERVICES EE'S, NRCC EE'S, PARKS & REC. EE'S, PSA SANITATION WORKER, PSA SANITATION DRIVER, VJCCA COORDINATOR, LIBRARY EE'S

Check the appropriate box for each hazard:	Description of hazard(s):	Engineering/Administrative Controls	PPE
Very High	Minimal occupational contact inside six feet.	Social distancing as much as possible, frequent hand washing and use of hand sanitizer.	Masks, gloves (as needed), safety glasses (as needed).
High			
Medium			
Lower			

Job Task/Employee/Job Category COMMONWEALTH'S ATTORNEY POSITIONS, ASST. REGISTRAR, CIRCUIT COURT CLERKS, COMM. OF THE REVENUE EE'S, DEPUTY REGISTRAR, TREASURER'S OFFICE EE'S, REGISTRAR, VICTIMS ASSISTANCE

Check the appropriate box for each hazard:	Description of hazard(s):	Engineering/Administrative Controls	PPE
Very High	Minimal occupational contact inside six feet.	Social distancing as much as possible, frequent hand washing and use of hand sanitizer.	Masks
High			
Medium			
Lower			

Job Task/Employee/Job Category SHERIFF'S DEPARTMENT, CODE ENFORCEMENT OFFICER, EMERGENCY MGT. COORDINATOR, EM DEPUTY COORD., ANIMAL CONTROL OFFICERS

Check the appropriate box for each hazard:	Description of hazard(s):	Engineering/Administrative Controls	PPE
Very High	High exposure inside six feet to known or suspected cases.	Social distancing as much as possible, frequent hand washing and use of hand sanitizer.	Masks, gloves, safety glasses, gowns, face shields.
High			
Medium			
Lower			

Job Task/Employee/Job Category PUBLIC SAFETY EMPLOYEES, PUBLIC SAFETY DIRECTOR, PUBLIC SAFETY DEPUTY DIRECTOR

Check the appropriate box for each hazard:	Description of hazard(s):	Engineering/Administrative Controls	PPE
Very High	High potential for exposure during medical, postmortem or lab procedures.	Social distancing as much as possible, frequent hand washing and use of hand sanitizer.	Masks, respirators, gloves, safety glasses, gowns, face shields.
High			
Medium			
Lower			

I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.

Print Name: Tammy Safewright Signature: _____ Date: August 25, 2020