**BDC Exposure Risk Assessment**

Deadline: December 7 2020

Format: Group Safety Meeting

The risk assessment will address the following:

1. Can employees telework or otherwise work remotely?

*If an employee participates in quarantine or isolation, whether as a result of Medical Removal (see page 14 Temporary Rule Addressing COVID-19) or because BDC chooses to take additional precautions, the employee may work at home if work can be executed effectively from the remote location and the employee’s condition does not prevent it.*

How are employees encouraged or empowered to use distance work options to reduce COVID-19 transmission at the workplace?

*Key employees have been provided remote access to our patient management software prior to the Temporary Rule. The option to work remotely may be provided in the event an employee is ill, their condition does not prohibit remote work and they are able to execute the work effectively.*

1. What are the anticipated working distances between employees?

*BDC will adhere to physical distancing protocol as much as is feasible.*

*Administrative personnel will remain 6 feet apart from one another as much as is functionally possible. In order to maximize distance between front office personnel, Jennifer Blackburn, will work as much as is possible in Suite B.*

How might those physical working distances change during non-routine work activities?

*At any juncture where employees may be in closer proximity to one another, less than 6 feet, they are required to wear masks, don all appropriate PPE, limit duration of contact as much as is possible and make use of engineering and hazard controls.*

1. What is the anticipated working distance between employees and other individuals?

*Dental procedures require the practitioner to be within 6 feet of patients for whom they are delivering care. It is functionally impossible for a dentist, dental hygienist and/or dental assistant to provide clinical dental care within this provision. Contact with other individuals, such as equipment repair technicians and vendors, will be limited and if within 6 feet of separation all applicable PPE shall be donned.*

*Whenever feasible, front office personnel will maintain 6 feet of separation from other individuals.*

How might those working distances change during non-routine work activities?

*At any juncture where an employee may be in closer proximity to a non-employee, less than 6 feet, all parties are required to wear mask and limit duration of contact as much as is possible.*

1. How have the workplace or employee job duties, or both, been modified to provide at least 6-feet of physical distancing between all individuals?

*The reception area has seating spaced 6 feet apart. As determined by the day’s schedule, a patient or patients may be asked to remain in their vehicle or outside versus occupying the reception area until time of treatment.*

*Package deliveries, such as packages from UPS, FedEx and Amazon, have been requested to be delivered outside our reception area door, inside the foyer of the building.*

*One administrative team member will work mostly in Suite B of the building to provide the other three front office team members 6+ feet of distance from one another.*

1. How are employees and other individuals at the workplace notified where and when masks, face coverings, or face shields are required? How is this policy enforced and clearly communicated to employees and other individuals?

*In accordance with OHA’s statewide mask, face covering and face shield guidance, BDC requires all individuals on premises to wear a mask, face cover and/or face shield.*

*Employees are verbally notified and shown the location of masks, face coverings and face shields upon hire.*

*Posted by the reception door is a sign indicating masks are required for entrance.*

*Patients are informed upon entry that a mask, face covering and/or face shield is required. If they do not have one, a mask is provided.*

*The clinic area is limited to clinical team members and patients. Any other individual, such as an equipment repair person, will be provided a mask upon entry if he/she is not donning one.*

1. How have employees been informed about the workplace policy and procedures related to reporting COVID-19 symptoms?

*Prior to December 2020, verbally.*

*An employee is to report to Jennifer Blackburn if they have experienced the following symptoms in the previous 48 hours:*

*Fever or chills*

*Cough*

*Shortness of breath or difficulty breathing*

*Fatigue*

*Muscle or body aches*

*Headache*

*New loss of taste or smell*

*Sore Throat*

*Congestion or runny nose*

*Nausea or vomiting*

*Diarrhea*

How might employees who are identified for quarantine or isolation as a result of medical removal under this rule be provided with an opportunity to work at home, if such work is available and they are well enough to do so?

*In the event an employee is identified for quarantine or isolation as a result of medical removal (see page 14 Temporary Rule Addressing COVID-19), the employee is required to report that information to Jennifer Blackburn. At that time, the employee may work at home if work can be executed effectively from the remote location and the employee’s condition does not prevent it.*

1. How have engineering controls such as ventilation (whether portable air filtration units equipped with HEPA filters, airborne infection isolation rooms, local exhaust ventilation, or general building HVAC systems) and physical barriers been used to minimize employee exposure to COVID-19?

*All air filtration systems are maintained and replaced as necessary to ensure the proper function of the ventilation system. BDC has in total 11 air filtration systems. There are 3 surgically clean air filtration systems, 3 IQ air filtration systems, 4 ADS extraoral dental suction air filtration systems and 1 DAX air unit Model 1. All intake ports that provide outside air to the HVAC system are cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system. Advantage Heating and Cooling Maintenance manages our HVAC unit. The last performed maintenance was November 6 2020.*

1. How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID-19?

*BDC has implemented staggered scheduling; limited the reception area and the clinic to patients only with exception to the individuals such as equipment repair persons and clinical personnel and requested* p*ackage deliveries to be delivered outside our reception area door, inside the foyer of the building.*

1. What is the procedure or policy for employees to report workplace hazards related to COVID-19?

*Workplace hazards related to COVID-19 are to be reported to Jennifer Blackburn as soon as they are perceived. Report may be verbal or written.*

How are these hazard reporting procedures or policies communicated to employees?

*Initial communication to employees occurred during the safety meeting.*

1. How are sanitation measures related to COVID-19 implemented in the workplace? How have these sanitation practices been explained to employees and other individuals at the workplace?

*The clinical team adheres to universal precautions, infection control and sterilization processes. The clinical team also dons appropriate PPE and utilizes air filtration systems to minimize COVID-19 risks when performing aerosol-generating procedures. Prior to any treatment, patients rinse with ozone solution to minimize COVID-19 transmission risks.*

*Per Governor Kate Brown, the CDC and OHA’s guidance front office sanitation measures were created May 1 2020. This information was emailed, printed as well as posted in the office and reviewed with front office team members. Measures include proper hand hygiene, cleaning and disinfection of common areas, high touch surfaces and shared equipment with hospital grade disinfectants. Air filtration units are also utilized in the reception area.*

1. How have the industry-specific or activity-specific COVID-19 requirements in Appendix A of this rule and applicable guidance from the Oregon Health Authority been implemented for workers?

***Physical distancing*** - *The reception area has seating spaced 6 feet apart; when applicable, patients are asked to remain in their car or outside until their treatment room is available; when applicable patients have their payment information collected prior to their appointment; one administrative team member works mostly in Suite B of the building to provide the other three front office team members 6+ feet of distance from one another; the clinic is limited to patients and practitioners.*

***Mask requirement*** *- Masks, face coverings, or face shields are required for all individuals on premises. OHA’s Mask Required sign is posted by the reception door indicating this requirement.*

***Employer provision*** *- BDC provides, at no cost to employees, masks, face coverings and face shields.*

***Transportation*** *– As of the release of Oregon OSHA’s Temporary Rule Addressing COVID-19 Workplace Risks, employees have been informed that when transported in a vehicle for work purposes, all occupants must wear a mask.*

**Cleaning and sanitization** - *BDC provides, at no cost to employees, all necessary supplies to clean or sanitize all common areas, shared equipment and high-touch surfaces and materials needed for proper hand hygiene. BDC also provides reasonable time to perform these tasks.*

*Common areas, such as the reception area and high touch surfaces, such as countertops, touch screen devices, and credit card terminals are cleaned and sanitized at a minimum of twice daily.*

*Clinical team members will follow universal precautions, infection control and sterilization practices as set forth by the CDC.*

***Posting requirement*** *- As of the release of Oregon OSHA’s Temporary Rule Addressing COVID-19 Workplace Risks, the COVID-19 Hazards Poster has been ordered and will be posted in a central location that is easily visible to employees.*

***Ventilation requirement*** *- At BDC all intake ports that provide outside air to the HVAC system are cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system. Advantage Heating and Cooling Maintenance manages our HVAC unit. The last performed maintenance was November 6 2020.*

How will periodic updates to such Oregon Health Authority guidance documents be incorporated into the workplace on an on-going basis?

*Upon notification of updates, BDC will review and comply with guidelines.*

1. *Not applicable*
2. How can the employer implement appropriate controls that provide layered protection from COVID-19 hazards and that minimize, to the degree possible, reliance on individual employee training and behavior for their efficacy?

*Since March 2020, when applicable, BDC has utilized electronic forms of communication in lieu of in-person, close contact. Platforms include Zoom and FaceTime for meetings and Email.*