This is sample document is limited solely to hazards presented by COVID-19 hazard and is provided to employers to help assess hazards associated with COVID-19 in the workplace.

*PLEASE NOTE: Employers are responsible for completing a workplace hazard assessment identifying ALL hazards in the workplace, including hazards associated with COVID-19. The hazard assessment must be used to determine where hazards may be eliminated or substituted, engineering controls implemented, administrative controls incorporated, and, as a last resort, personal protective equipment (PPE) chosen for remaining hazardous conditions.*

Assessment Completion Details

Click or tap here to enter text. / /

Business/Employer Name Date

Click or tap here to enter text. Click or tap here to enter text.

Completed by (name) Job title of person completing form

Click or tap here to enter text.

Contact information for person completing form

Employee job classifications evaluated in this assessment:

* Click or tap here to enter text.

**Questions and Answers**

1. Can employees telework or otherwise work remotely? How are employees encouraged or empowered to use those distance work options to reduce COVID-19 transmission at the workplace?

Click or tap here to enter text. Use as much space as needed.

1. What are the anticipated working distances between employees? How might those physical working distances change during non-routine work activities?

Click or tap here to enter text. Use as much space as needed.

1. What is the anticipated working distance between employees and other individuals? How might those working distances change during non-routine work activities?

Click or tap here to enter text. Use as much space as needed.

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?

Click or tap here to enter text. Use as much space as needed.

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

Click or tap here to enter text. Use as much space as needed.

# How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms? How might employees who are identified for quarantining 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?

Click or tap here to enter text. Use as much space as needed.

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?

Click or tap here to enter text. Use as much space as needed.

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

Click or tap here to enter text. Use as much space as needed.

1. What is the procedure or policy for employees to report workplace hazards related to COVID-19? How are these hazard reporting procedures or policies communicated to employees?

Click or tap here to enter text. Use as much space as needed.

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?

Click or tap here to enter text. Use as much space as needed.

1. How have the Centers for Disease Control (CDC), industry-specific, activity-specific, or local COVID-19 requirements been implemented for workers? How are periodic updates to such guidance documents incorporated into the workplace on an on-going basis?

Click or tap here to enter text. Use as much space as needed.

1. In settings where the workers of multiple employers work in the same space or share equipment or common areas, how are the physical distancing; mask, face covering, or face shield requirements; and sanitation measures required under this rule communicated to and coordinated between all employers and their affected employees?

Click or tap here to enter text. Use as much space as needed.

1. 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?

Click or tap here to enter text. Use as much space as needed.

**A note on N95 respirators.**

If it is determined that N95 respirators are **required** to protect employees from recognized hazards, then employers must meet the requirements of [OSHA’s Respiratory Protection Standard](https://www.osha.gov/respiratory-protection/standards), including development of a written Respiratory Protection Program, medical evaluation, fit-testing, and training by a competent person.

If a **documented hazard assessment** demonstrates that employees are **not required** to wear N95 respirators, but the employer will offer N95 respirators to employees for comfort or employees bring their own N95 respirators to work, then employers must comply with 29 CFR 1910.134(c)(1) which requires employers to provide information in [29 CFR 1910.134 Appendix D to employees.](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134AppD)