



SAFER

Safe Actions For Employee Returns

Risk Exposure Index for Office Settings

This COVID-19 risk exposure index serves as guidance for office settings, taking into account three broad categories of Location, Interaction, and Task. Based upon the total risk exposure score, individuals can undertake one of three levels of risk mitigation activities consisting of a combination of physical distancing, hand washing, and face covering.

Location Scoring

To score on location, think about your primary work location. Assign a score based on the following criteria:

Location score = 1

Work is in a single location, such as an office or cubicle.

Location score = 2

Work is in multiple known scheduled locations, such as conference rooms or classrooms that hold multiple people.

Location score = 3

Work can take place in multiple locations throughout a building without a known schedule.



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Interaction Scoring

To score on interaction, think about how many people you may encounter as part of your job, for how often, and for how long. Assign a score based on the following criteria:

Interaction score = 1

Interaction with 5 or fewer people. Interaction means being in the same space 6 feet or more apart for 15 minutes or fewer. Work takes place in separate cubicles or offices.

Interaction score = 2

Interaction with more than 5 people. Interaction means being in the same space 6 feet or more apart for more than 15 minutes. Work can take place in cubicles, offices, or conference rooms.

Interaction score = 3

Work requires interaction with any number of people for any length of time at a distance of closer than 6 feet. Work can take place in cubicles, offices, conference rooms, or large common areas.

Task Scoring

To score on task, think of your activities and how closely you interact with people while performing your tasks. Assign a score based on the following criteria:

Task score = 1

Work does not require you to interact directly with others. Maintaining a distance of 6 feet is easy and standard procedure.

Task score = 2

Work tasks make it difficult or irregular to maintain a distance of 6 feet between individuals.

Task score = 3

Work tasks require you to regularly be within 6 feet of other individuals. You may be required to touch people or objects handed to you by other people.



COVID-19 Risk Exposure Index		Section Score
Location	<ul style="list-style-type: none"> SCORE 1: Work is in a single location, such as an office or cubicle. SCORE 2: Work is in multiple known scheduled locations, such as conference rooms or classrooms that hold multiple people. SCORE 3: Work can take place in multiple locations throughout a building without a known schedule 	
Interaction	<ul style="list-style-type: none"> SCORE 1: Interaction with 5 or fewer people. Interaction means being in the same space 6 feet or more apart for 15 minutes or fewer. Work takes place in separate cubicles or offices. SCORE 2: Interaction with more than 5 people. Interaction means being in the same space 6 feet or more apart for 15 minutes or fewer. Work can take place in separate cubicle, offices or conference rooms. SCORE 3: Work requires interaction with any number of people for any length of time at a distance of closer than 6 feet. Work can take place in separate cubicles, offices, conference rooms or large common areas. 	
Task	<ul style="list-style-type: none"> SCORE 1: Work does not require you to interact directly with others. Maintaining a distance of 6 feet is easy and standard procedure. SCORE 2: Work tasks make it difficult or irregular to maintain a distance of 6 feet between individuals. SCORE 3: Work tasks require you to regularly be within 6 feet of other individuals. You may be required to touch people or objects handed to you by other people. 	
		Total Score



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Risk Exposure Index Scoring

To calculate the total score, add the three assessment scores across Location, Interaction, and Task. Take the following measures based on the level of risk exposure:

Basic Risk: Total score = 3

Wash hands frequently and disinfect frequently touched surfaces.

Physically distance by keeping 6 feet or more of distance from other people.

Wear a simple face covering.

Additional basic recommendations:

- Minimize use of shared equipment

- Disinfect items before and after use

- Minimize trips to the office

- Do not come to work if any symptoms of COVID-19 are present

Simple Risk: Total score = 4-6

All the actions from the Basic Risk category apply, including:

- Upgrade face coverings to masks are more form-fitting and can be comfortably worn for longer periods of time

- Add physical barriers, such as sneeze screens, and install floor markings for spacing

- Review particular tasks to minimize contact and increase physical distance

Complex Risk: Total score = 7-9

All the actions from the Basic and Simple Risk categories apply, including:

- Upgrade face masks to N95 if further assessment warrants

- Develop and implement a disinfection schedule of tools, surfaces, and spaces

- Review tasks to determine if further physical barriers are needed

- Assess if gloves are needed for handling of materials

