

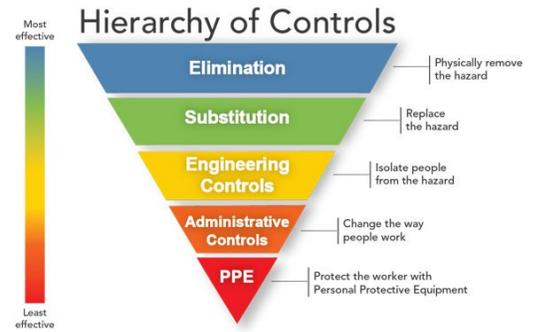
Appendix B: Staff Protections

Controlling exposures to hazards in the workplace is key to help reduce risk and keep staff healthy on the job. To do this, a hierarchy of controls approach is used. The [hierarchy of controls](#) helps to determine:

- How to implement feasible and effective control solutions
- Which controls to prioritize when faced with limited resources

Controls in Schools During COVID-19

While these controls are intended to help reduce risk for staff, these controls can also help to reduce risk for students.



Elimination and **Substitution** involve removing or replacing a hazard with something that is not as hazardous. These controls are typically the most effective at managing hazards. However, elimination is difficult to do and substitution is not possible for an infectious disease, like COVID-19, that has spread in the community or in work settings.

Example: The hazard of potential COVID-19 exposures is eliminated in the school setting by engaging in virtual-only instead of in-person traditional classes, activities, and events or elimination of assemblies and activities that promote mass gathering without social distancing measures.



Engineering Controls involve changes to the physical environment to isolate or remove staff from the hazard.

Examples:

- Increasing ventilation (outdoor air) and filtration
- Installing barriers
- Rearranging or removing workstations and furniture to allow for social distancing



Administrative Controls involve changes to work practices and behaviors of people to reduce or limit exposure to the hazard.

Examples:

- Policies that prevent the hazard from entering schools
 - » Encouraging self-monitoring
 - » Prohibiting individuals with symptoms of COVID-19 or who have been recently exposed to someone known or suspected to have COVID-19 from entering the school building or campus
- Policies that encourage or enforce prevention methods
 - » Cohorting (identifying small groups and keeping them together)
 - » Wearing masks, physical distancing, using hand hygiene, and cough/sneeze etiquette
 - » Cleaning and disinfection
- Educating and training staff, students, parents, guardians, and caregivers on hazards and hazard prevention
- Providing signs and visual reminders to encourage healthy behaviors



Personal Protective Equipment (PPE) is the last line of defense and is used after all engineering and administrative controls have been implemented where possible. The right PPE must be chosen for each hazard.

Examples:

- Gloves
- Gown
- Face shield or goggles
- Respirator
- Surgical mask