COVID-19 Work Hazard Assessment Form
Frequently Asked Questions (FAQs)

General Questions

1. What is the COVID-19 Work Hazard A

    for managing and controlling risks of exposure in the workplace.

2. When should a supervisor complete the COVID-19 Work Hazard Assessment form?

    Supervisors should complete the COVID-19 Work Hazard Assessment form for employees that are physically working on campus. Supervisors should also complete this form for new employees and teleworkers prior to them physically working on a campus worksite. Supervisors do not have to complete the COVID-19 Work Hazard Assessment form for employees that telework 100% of the time.

3. Supervisors should complete the COVID-19 Work Hazard Assessment form on what type of positions?

    The supervisor should complete the COVID-19 Work Hazard Assessment form for all positions that require the employee to have a physical presence on a campus worksite. This is inclusive of classified, hourly, adjunct faculty, non-instructional part-time faculty, administrative faculty, professional faculty, teaching faculty, and research faculty.

4. Does a supervisor have to complete one form for every employee?

    One form may be conducted on multiple positions that share the same classification, same duties, and the same responsibilities. The assessment should be conducted individually for specific positions with unique duties and responsibilities.

5. How does a supervisor access the COVID-19 Work Hazard Assessment form?

Supervisors may access the form by using their Midas account. [COVID-19 Work Hazard Assessment Form](#).

Controls and Risks

6. What are engineering controls?

Engineering controls are the use of substitution, isolation, ventilation, and equipment modifications to reduce the exposure to SARS-CoV-2 and the COVID-19 disease related to workplace hazards.

Engineering controls are more effective than administrative controls and PPE. Examples of engineering controls include social distance markings, signage, enhanced ventilation with clean filters, and modified office occupancy.

7. What are administrative controls?

Administrative controls are any procedures which significantly limit daily exposure to the virus that causes the COVID-19 disease related workplace hazards and job tasks by control or manipulation of the work schedule or manner in which the work is performed.

Examples of administrative controls include telework, staggered work schedules, increased breaks for handwashing, and providing face coverings, tissues, sanitizing wipes(a)-1 (t)3 (e)-1 (r)3 (e)

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