Exposure to the novel coronavirus (SARS-CoV-2) in occupational settings depends on several factors, such as the duration and frequency of work in close proximity to others. Certain work activities inherently require more than one employee to work within close proximity, and additional measures to prevent exposure may be required.

The table below categorizes the work risk levels and is intended to assist supervisors in determining necessary controls. NOTE: Maximizing physical distancing continues to be the most effective method to eliminate close contact risks. Personal Protective Equipment (PPE) does not take the place of primary protective strategies, including physical distancing, hand hygiene, and staying at home when sick, but rather is another layer of prevention.

Contact EH&S for assistance with assessing work risk levels and identifying appropriate safety control measures at health-alerts@stanford.edu.

### Stanford Workplace COVID-19 Risk Matrix

*Per US CDC, being in close proximity (less than 6 feet) to another person for 15 minutes can be considered an operational definition of prolonged exposure.*

#### Work Risk Level
- **Level 1**
  - Jobs that can be done away from Stanford campus, while remaining physically distanced from others.
  - Work from home.
  - Activity Types: None.
  - Face Covering & Hygiene Requirements: None.
  - Job Planning Requirements: Typical Household Cleaning.
  - Cleaning & Disinfecting Requirements: None.
  - Other Required Action Items: None.

- **Level 2 (Lower Risk)**
  - Jobs involving minimal contact with the public and other coworkers.
  - Working more than 6 feet from others, with incidental bypassing within that proximity (i.e., in a hallway/stairway).
  - Activity Types: The use of a face-covering is required when inside any Stanford facility and while conducting business activities with others outside. Routinely wash or sanitize hands.
  - Face Covering & Hygiene Requirements: No additional job planning requirements.
  - Cleaning & Disinfecting Requirements: Health Check Tool (daily).

- **Level 3 (Medium Risk)**
  - Jobs requiring sustained/frequent close contact with co-workers or the public.
  - Working less than 6 feet from another person:
    - For more than 15 continuous minutes*, OR
    - For less than 15 continuous minutes* at a time, on a regular/frequent basis.
  - Activity Types: The use of a face-covering is required while inside any Stanford facility and while conducting business activities with others outside. Use disposable gloves or promptly wash/sanitize hands before & immediately after work activity.
  - Face Covering & Hygiene Requirements: Supervisor to:
    1. Evaluate if work can be completed in a physically-distanced manner.
    2. Identify safety procedures/practices including:
       - Where appropriate, install physical barriers.
       - Additional PPE may be warranted.
  - Cleaning & Disinfecting Requirements: As appropriate, disinfect work areas before and/or after each use.
  - Other Required Action Items: Shared PPE and tools should be cleaned before and after each use.

- **Level 4 (Higher Risk)**
  - Jobs with a high potential for exposure to known or suspected sources of COVID-19.
  - Activity Types: Performing aerosol-generating activities such as:
    - Collecting potential COVID-19 specimens from subjects.
    - Handling potentially infectious material in an uncontained manner or in high concentrations.
  - Face Covering & Hygiene Requirements: NIOSH-approved N95 filtering facepiece respirator or better. (consult EH&S).
  - Job Planning Requirements: Supervisor to:
    1. Evaluate if work can be completed in a physically-distanced manner.
    2. Identify safety procedures/practices including:
       - Where appropriate, install physical barriers.
       - Additional PPE may be warranted.
  - Cleaning & Disinfecting Requirements: Cleaning and disinfection procedures are established based on location. Users are required to disinfect their work areas before and/or after each use.
  - Other Required Action Items: Shared PPE and tools should be cleaned prior to and after each use.

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* Update: 7/15/2020

**Measures to Maintain Social Distancing**
- **Default** to remote work whenever possible.
- To allow adequate social distancing (6 feet minimum) at all times and comply with occupancy limitations in the local Health Order. Strategies being employed include, but are not limited to:
  - Posting occupancy signage in common spaces (e.g., elevators).
  - Affixing indoor signage and floor demarcations to prevent building flow choke points.
  - Staggering of staff work schedules and physical spacing of individual workstations.
  - Reconfiguring break rooms and other common areas to ensure physical distancing.
  - Instruct staff to maintain at least six feet of distance from each other, except staff may momentarily come closer when necessary to perform a job duty.
- Minimize exposure between individuals through use of barriers where social distancing cannot be maintained.
- Occupied desks or individual workstations are separated by at least six feet, or this is achieved through shift rotation.
- Stagger personnel breaks, in compliance with wage and hour regulations, to maintain adequate social distancing.
- Place tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

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**Note:** This guidance is current as of July 15, 2020 and is subject to change.