**Appendix B (as of 5 January 2022)**

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| **Risk Assessment Form**This Risk Assessment Form serves as a guide in assessing the pre and post travel risks of the staff. All description in the form were adapted from the Center for Disease Prevention and Control (CDC) and were just arranged in table format and assigned points.Instructions. 1. For each category, choose the phrase that best describes the Staff's travel plans.
2. Add all the points corresponding to the choices you made.
3. Use the Scoring System (Appendix C) as a guide to assess the risk.
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|  |  |  |  |  |  |  |  |  |
| **Category** | **Low Risk** | **Pts** | **Medium Risk** | **Pts** | **High Risk** | **Pts** | **Very High Risk** | **Pts** |
| **Transportation** | Staying home is the best way to protect yourself and others from COVID-19 | 0 | Longer trips by car or rented vehicle with one or more stops along the way | 2 | Trips by car or rented vehicle with people who are not in your household | 3 | Flights with layovers | 4 |
|  | Short trips by car with members of your household with no stops along the way | 1 |   |   | Long-distance train or bus trips | 3 | Traveling on a cruise ship or river boat | 4 |
|  |   |   |   |   | Direct flights | 3 |   |   |
| **Contact** | Interacting with household members only (indoors and outdoors) | 1 | *Interacting with a few people who are not from your household, if:* |  | *Interacting with a few people, if:* |  | *Interacting with crowds, especially if:* |   |
|  |   |   | All are from the local area | 2 | People are from neighboring or other communities | 3 | People travel from distant communities or the crowd is made up of people from different places | 4 |
|  |   |   |   |   |   |   | Spread of COVID-19 is high in the community | 4 |
|  |   |   | You meet outdoors | 2 | You meet in an open, well-ventilated indoor space | 3 | You meet in a confined, poorly ventilated indoor space | 4 |
|  |   |   | All wear a mask | 2 | Most, or not all, wear masks | 3 | Few people wear masks | 4 |
|  |   |   | All stay at least 6 feet away from people they do not live with | 2 | Most stay at least 6 feet away from people they do not live with | 3 | No one stays at least 6 feet/2meters away from people they do not live with | 4 |
|  |   |   | No one shares food, drinks or personal items with people they don’t live with | 2 | Most limit sharing of food and personal items with others | 3 | People freely share food and personal items with others | 4 |
| **Lodging** | Staying home is the best way to protect yourself and others from COVID-19. | 0 | A house or cabin with people from your household (e.g., vacation rentals) | 2 | Hotels or multi-unit guest lodgings (e.g., bed and breakfasts) | 3 | Shared spaces with many people and shared bathroom facilities (e.g., dormitory-style hostels) | 4 |
|  |   |   |   |   | Staying at a family member’s or friend’s home | 3 |   |   |
|  |   |   |   |   | A house or cabin with people that are not in your household (e.g., vacation rentals) | 3 |   |   |
| **Food** | Bringing your own food and drinks | 1 | Picking up take-out food or drink inside of a restaurant | 2 |  |  |  |   |
|  | Using drive-thru, delivery, and curbside pick-up options | 1 | *Eating outside at a restaurant where:* |  | *Eating inside at a restaurant where:* | *3* | *Eating inside at a restaurant where:* |  |
|  | Wear a mask when interacting with restaurant employees | 1 | Distancing at least 6 feet/2meters is possible | 2 | Dining area is well ventilated | 3 | Dining area is poorly ventilated | 4 |
|  |  |  | Servers and other restaurant staff wear masks | 2 | Distancing at least 6 feet/2meters is possible | 3 | Distancing at least 6 feet/2 meters is not possible | 4 |
|  |   |   | Diners wear masks when not eating or drinking | 2 | Servers and other restaurant staff wear masks | 3 | Where servers and restaurant staff do not wear masks | 4 |
|  |   |   | Self-service options that minimize touching of surfaces, such as touchless drink dispensers | 2 | Diners wear masks when not eating or drinking | 3 | Diners do not wear masks | 4 |
|  |   |   |  |  | Self-service options that require limited touching of surfaces, such as touch-screen drink dispensers or use of touchpads for ordering | 3 | Self-service options that require extensive touching of surfaces, such as buffets | 4 |
| **TOTAL** |  | **5** |  | **24** |  | **51** |  | **56** |
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**Computation of Points**

|  |  |
| --- | --- |
| Category | Points |
| Transportation |  |
| Contact |  |
| Lodging |  |
| Food |  |
| Total |  |

**Appendix C (as of 5 January 2022)**

**Scoring System and Recommendations**

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| --- | --- | --- | --- |
| Category | Points | Suggested Arrangement for Unvaccinated  | Suggested Arrangement for Vaccinated \* |
| Low Risk | 1-5 |  | Back to work if with no symptoms |
| Medium Risk | 6-24 | Work-from-Home arrangement:1. with accomplished tasks must be submitted to the Unit Head.
2. if tasks are not possible, Unit Head and staff may agree on additional work days upon return to work.

WFH x 10 days; if no symptoms, RTW on Day 11.   | WFH and RT-PCR on Day 5; if NEGATIVE and no symptoms, personnel may go back to work.Result of RT-PCR should be submitted by personnel to the unit (HeLOs or PETs). OR If RT-PCR will not be done, personnel shall work from home and complete the 7-day quarantine period before physically reporting to work. Also, employee may return to work provided s/he is asymptomatic.  |
| High Risk | 25-51 | Work-from-Home arrangement:1. with accomplished tasks must be submitted to the Unit Head.
2. if tasks are not possible, Unit Head and staff may agree on additional work days upon return to work.

WFH x 14 days; if no symptoms, RTW on Day 15.  | WFH and RT-PCR on Day 5; if NEGATIVE and no symptoms, personnel may go back to work on Day 8.Result of RT-PCR should be submitted by personnel to the unit (HeLOs or PETs).ORIf RT-PCR will not be done, personnel shall work from home and complete the 10-day quarantine period before physically reporting to work. Also, employee may return to work provided s/he is asymptomatic.  |
| Very High Risk | 52-56 | Work-from-Home arrangement:1. with accomplished tasks must be submitted to the Unit Head.
2. if tasks are not possible, Unit Head and staff may agree on additional work days upon return to work.

WFH x 14 days, RT-PCR on Day 5; if NEGATIVE and no symptoms, RTW on Day 15.Result of RT-PCR should be submitted by personnel to the unit (HeLOs or PETs). | WFH and RT-PCR on Day 5; if NEGATIVE and no symptoms, personnel may go back to work on Day 10.Result of RT-PCR should be submitted by personnel to the unit (HeLOs or PETs).ORIf RT-PCR will not be done, personnel shall work from home and complete the 14-day quarantine period before physically reporting to work. Also, employee may return to work provided s/he is asymptomatic. |
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*\*Only for vaccinated personnel: If the employee chooses to quarantine instead of getting an RT-PCR,*

*they must adhere to the number of quarantine days recommended by the PHU/UPHS.*

*\*”Fully vaccinated” refers to those who have received the Primary Series (2 doses)*

*or Primary Series (2 doses) plus booster.*