**IMPORTANT NOTE:**

The [Occupational Safety and Health Administration (OSHA)](https://www.osha.gov/Publications/OSHA3990.pdf)) recommends classifying job exposures to then develop and implement mitigation controls. The [Centers for Disease Control and Prevention (CDC)](https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf) also provides similar guidance.

**Create your own form by listing the Job Areas, Job Positions, and Risk Exposure Level.**

**Purpose:** 1) To classify potential employee and job exposures and create a record.

|  |  |  |
| --- | --- | --- |
| **JOB AREAS** | **JOB POSITIONS** | **RISK EXPOSURE LEVEL** |
| Low / Standard | Medium / Elevated |
| **Hotel Management** | General Manager | *
 |  |
|  | Sales & Marketing Manager |  |  |
|  | Human Resources |  |  |
|  | Group sales |  |  |
|  | Reservationist |  |  |
|  | <Other> |  |  |
| **Front Desk / Reception** | Front Desk Associate |  |  |
|  | Concierge |  |  |
|  | Bellmen/Steward |  |  |
|  | Valet  |  |  |
|  | <Other> |  |  |
| **Food & Beverage** | Food & Beverage Manager |  |  |
|  | Catering Manager |  |  |
|  | Executive Chef, Sous Chef |  |  |
|  | Prep cooks |  |  |
|  | Dishwasher |  |  |
|  | Bartender |  |  |
|  | Hostess / Host |  |  |
|  | Waiter/Waitress |  |  |
|  | Banquet Server |  |  |
|  | Bus person |  |  |
|  | <Other> |  |  |
| **Housekeeping** | Executive Housekeeper |  |  |
|  | Housekeeping Supervisor |  |  |
|  | Housekeeper, Room Attendant |  |  |
|  | Houseman/Steward |  |  |
|  | <Other> |  |  |
| **Maintenance** | Maintenance Manager |  |  |
|  | Maintenance Supervisor |  |  |
|  | Maintenance Technician |  |  |
|  | <Other> |  |  |

|  |  |  |
| --- | --- | --- |
| **Supervisor**:  | **Date**: |   |