

## COVID-19 BUSINESS PLAN

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### 1. INTRODUCTION

Parsons Transportation Group Inc. (PTG) and its affiliated Parsons Companies is a professional service company. Currently PTG in Guam is the consultant to Government of Guam, Department of Public Works supporting with program management services for the Federal Highway Administration program.

This plan outlines the measurement and steps PTG has taken to ensure the safety of its employees and visitors during the Government of Guam (GovGuam) response to COVID-19 stages PCOR 1, PCOR 2, and PCOR 3.

### 2. OBJECTIVE

Our objective is to keep our management and employees safe and healthy while being able to support our client(s) productively and per contract requirements.

### 3. DAILY OPERATION – GUIDELINES AND PROTOCOL

PTG office will be open to the public between Monday to Friday from 8:00AM to 5:00PM, while the employees may under coordination of management choose to flex their hours in the office from Monday to Sunday. The office occupancy will not exceed 50% at any time during PCOR 2.

All PTG office entry points are locked at all times. Employees and in-office subconsultants are required to use their security badge to enter in accordance with company policy. A video doorbell is used to provide visitor entry at the main entrance.

Training and review of company information and guidelines regarding COVID-19 as found on company internal COVID-19 Response site <https://pweb.parsons.com/ops/Security/Pages/Coronavirus.aspx> shall be completed by all employees and in-office sub-consultants prior to opening the office on June 1, 2020. Updates communicated via PTG's internal COVID-19 Response site and Company News Group as well as GovGuam will be posted in the common areas of the office and communicated by management to the employees.

PTG encourages their employees to work from home if it can be done productively and without disruption to our client(s) and in compliance with GovGuam COVID-19 response requirements.

#### 3.1 Employee and In-Office Sub-Consultants

Employees and in-office sub-consultants who have symptoms of COVID-19 as outlined in CDC guidelines or have been in close proximity to someone who has contracted COVID-19 shall stay home and notify their manager. Employees and sub-consultants can use the self-checker on CDC site (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>) as a guide to help make decisions and seek appropriate medical care. Employees are also required to follow company guidelines as outlined on Parsons' internal website. Sub-consultants are also required to follow sub-consultant company guidelines.

- Prior to entry, Employees/sub-consultants will be required to use hand sanitizer or wash their hands with soap in the kitchen area.
- All employees/sub-consultants shall wear face masks (provided by PTG or personal) while moving around in the common areas of the office and when social distancing of 6 feet is not possible. While eating and drinking and at their workstation, the face mask can be off unless talking with another employee/sub-consultant with less than 6 feet distance. Employees may elect to also wear their personal face shield.
- Employees/sub-consultants shall practice social distancing of 6 feet at all times with exception of work tasks that requires review and demonstration and cannot be mitigated to ensure proper distancing.
- Employees/sub-consultants who start to feel unwell while at the office will be sent home.
- Sick employees/sub-consultants shall not report to the office and notify the Project Manager by phone or email. Sick employee/sub-consultant shall not return until CDC criteria are met.
- Employees/sub-consultants are responsible to keep their workstation neat and clean.
- Each employee/sub-consultant shall use dedicated office workstation and supplies and minimize sharing items.
- Employees are required to bring their laptop computer home after every visit to the office, in case of sudden changes to Government restrictions.

### **3.2 Visitors**

Visitors and vendors shall schedule an appointment if in-person meeting is required. The preferred method is virtual meeting using company approved online application. Following guidelines will be required for visitors:

- Visitors must not be symptomatic as outlined in CDC guidelines.
- Visitors must not have been in close proximity to someone who has contracted the virus.
- Visitors must not have, in the 14 days preceding their visit/scheduled visit, traveled internationally (outside the country hosting the meeting) or via cruise ships (to any destination).
- Limit of no more than five visitors/vendors in the PTG office at any one given time.
- All visitors are required to wear a mask at all times while in the building.
- Hand sanitizer will be available near the entrance and must be used upon entering the PTG office.
- Required to sign-in and sign-out including date and time and with whom they are visiting with the receptionist.
- Physical contact greetings (e.g. hugs and handshakes) will be replaced by non-contact recognition, such as a wave.

### **3.3 Office Safety**

At each office entry signage will be posted stating following:

- Protective face coverings are required for entry.
- Please sanitize your hands upon entering and keep at least 6 feet from others while you are visiting us.
- Avoid touching surfaces unnecessarily

- STOP! Do not enter if you have any of these symptoms: fever, cough, shortness of breath, chills, muscle pain, sore throat or new loss of taste or smell.

A plexiglass barrier/sneeze shield has been installed at the reception desk for protection and the waiting area will have two chairs that are separated to ensure social distancing of 6 feet or more.

Professional office cleaning services has been increased to 5-days a week. The cleaner has been requested to use disinfectant cleaners for the floor, counters, and windows.

The following surfaces will be actively kept cleaned and sanitized during work hours using a disinfectant cleaner:

- All workstation desktop and countertop surfaces
- Door handles
- Light switches
- Printer/plotter handles and buttons
- Office chairs
- Conference room tables
- Kitchen counters
- Water dispenser
- Coffee maker
- Kitchen appliances
- Kitchen cabinet handles
- Faucet
- Doorbell

For the office environment following measurements have been put in place to follow guidelines:

- Hand soap will be provided, and proper hand washing reminders will be posted in the kitchen and restrooms.
- Disinfectant wipes and hand sanitizers have been provided to each employee at their workstations, the common printing areas and kitchen. Disposable plastic gloves are also available, located in the kitchen.
- Congregating/socializing in the common printing areas and kitchen will not be allowed and only one person at the time can be in the area.
- Office workstations have been reconfigured, so all employees are socially distanced with no less than 6 feet apart and employees are facing away from common access points.
- Physical distancing shall be observed during face to face meetings. Only 6 persons are allowed to meet when using the conference room. Masks should be used during these meetings. Preferably avoid or limit face to face meetings or use of company approved virtual meeting applications.