

ARLUIS WEDDING GUAM

COVID SAFE PLAN

Arluis Wedding has provided appropriate preventive measures to take to mitigate the spreading of the COVID-19 infections to all employees. Our goal is to prevent novel COVID-19 infections from spreading within Arluis Wedding so that we can continue to provide the highest level of professional service. To ensure the safety of our employees and customers, Arluis Wedding previously communicated policies that will remain in effect.

What is the coronavirus?

A coronavirus is a kind of common virus that causes an infection in your nose, sinuses, or upper throat. Most coronaviruses spread the same way other cold-causing viruses do: through infected people coughing and sneezing, by touching an infected person's hands or face, or by touching things such as door knobs that infected people have touched. The signs and symptoms of infection with the new coronavirus are (1) fever, (2) cough, and (3) shortness of breath. If you become aware of these symptoms, do not make a self-diagnosis but seek an appropriate diagnosis by a doctor.

According to the DPHSS (Department of Public Health and Social Services), call your doctor if experiencing COVID-19 Symptoms. If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, do not attempt to go directly to your healthcare provider unless it is an emergency. Instead, call your healthcare provider in advance for medical advice.

The best way to prevent infection is to take daily precautions. Take the following precautionary measures:

Perform hand washing for at least 20 seconds using soap.

Do not touch your mouth or eyes with unsanitary hands.

Do not inadvertently approach anyone with a suspected medical condition.

When coughing, cover the mouth and nose with a tissue or sleeve of your own clothes.

Discard used tissues in the trash

Disinfect and clean the surface of objects and objects that are frequently touched.

STAFF PRACTICES

1. All employees are required to wash your hands habitually.
2. Use hand sanitizer/disinfectant, and mouthwash multiple times during the day (especially after returning to the office from briefings, weddings, meetings and/or appointments).
3. AWG employees must wear a face mask at all times.
4. Avoid close contact with others (6 feet social distancing)
5. All employees are required to have a mandatory body temperature measurement and recording at work. Anyone with a temperature of over 37.5 °C (99.5°F) must immediately report to your manager and will be required to go home.
6. Frequently touched surfaces (such as handrails, scanners, machinery, doors, phones, keyboards and other common touch areas) should be cleaned regularly using appropriate detergent solutions. Once cleaned, they should be disinfected regularly using appropriate disinfectant solutions.
7. Personal items used in the workplace such as; glasses and mobile phones should be cleansed and disinfected frequently (e.g. by using isopropyl alcohol wipes).
8. The common areas will be constantly ventilated. Items to be shared (tables, chairs, etc.) should be disinfected regularly. Workplace amenities including kitchens, lunch rooms, communal areas, change rooms, toilets, drink fountains and vending machines, should be cleaned and the frequency of this cleaning should increase.
9. Uniforms should be washed frequently and kept clean.
10. All meetings with more than 50 attendees should be cancelled, postponed, or conducted in a virtual form.
11. All staff are aware that if they require further support about compliance with the Weddings Industry-specific operational guidelines/procedures/protocols/ can also be viewed at the Guam Chamber of Commerce website by clicking on this link:
<https://www.guamchamber.com.gu/guam/guidelines-to-opening-guam-businesses-and-ngos>

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BOOKINGS/BRIEFING WITH CUSTOMERS/SIGNAGE

1. No guests are to enter the venue that were not pre-organized with the customer in advance.
2. Pre-bookings and walk-ins must receive details, first name, last name, email address and phone number.
3. Everyone has an obligation to stay at home while displaying any symptoms such as fever or coughing. Arluis Wedding have the right to refuse service and insist that anyone with these symptoms leaves the premises.
4. Placing signs at entry points to request customers not to enter the venue if they are unwell or have COVID-19 symptoms.
5. Display the COVID Safe Checklist on their front entrance door or window and be clearly visible.
6. Create floor markings that provide minimum guide distances between customers queuing for services.
7. Each Client is required to use hand sanitizer upon arrival and entering the office and venues.
8. Employees, vendors, clients who have symptoms related to COVID-19 must be excluded from the site.
9. All clients and employees must wear a face mask at all times.
10. All surfaces will be thoroughly cleaned with disinfectant before and after each client.

HAIR AND MAKE

1. Acquire Barbicide Certification in accordance with GBBC guidelines and post it.
2. All surfaces will be thoroughly cleaned with disinfectant before and after each client.
3. Thoroughly disinfect tools for each use. Use disinfectants labeled with bactericidal, virucidal, and bactericidal substances that are registered with EPA.
4. The disinfectant for bathing the Barbicide equipment should be mixed daily and better if contaminated during work.
5. Before disinfecting, the disinfectant works only on clean surfaces. Wash or wipe all surfaces and tools with hot soapy water. Disinfectants can be used in contaminated areas (e.g. hair/debris) it should be replaced daily.
6. Prepare towels and capes that are clean and disinfected for the number of customers per day.
7. Disinfection of makeup room before and after every use. Before and after each customer leaves, be sure to disinfect the inside of the make room. Door knobs, mirrors, tables, chairs, shelves, sinks and trash cans, and other common touch areas.

WEDDING CEREMONY, ENTERTAINMENT AND PHOTOGRAPHY

1. When performing entertainment, keep a sufficient distance (*) with attendants
2. Entertainment that involves sharing props (e.g. photo props) is not permitted.
3. Pastors and Singers will adhere to social distancing policies. (*)
4. All photography should adhere to social distancing requirements.
5. All clients must wear a face mask at all times with the exception of during the wedding ceremony and photo sessions.
6. A maximum of 50% of occupancy rate will be allowed in our facilities.
7. Post signage for employees and clients on good hygiene and sanitation practices.
8. Each client and vendor are required to use hand sanitizer upon arrival to the chapel.
9. All equipment used during the wedding will be cleaned, sterilized and disinfected before and after each use.
10. All surfaces will be thoroughly cleaned with disinfectant before and after each client's use.
11. Ventilate the inside facilities, maximize fresh air through use of existing ventilation systems before and after each client's use.

(*) "Sufficient space" means at least 6 feet, with at least one seat between adjacent seats.

CLEANING AND VENTILATION

1. Usual cleaning schedules will need to be increased.
2. Frequently touched surfaces (such as handrails, benches, Pianos, keyboards, altar's, podiums, microphones, and door knobs, and other common touch areas) should be cleaned regularly using appropriate detergent solutions. Once cleaned, they should be disinfected regularly using appropriate disinfectant solutions.
3. Ventilate the inside facilities, maximize fresh air through use of existing ventilation systems before and after each client's use.

PREVENTING AND MANAGING AN OUTBREAK

Guam Chamber of Commerce has prepared a guide to require advice and information relating to COVID-19 in the workplace. Any person who has recently been at our workplace such as a worker, client or customer may inform that they have, or may potentially have, COVID-19. Depending on the circumstances (e.g. how recently the person was at our workplace and how closely they were in contact with others) may have reasonable concerns about the health of others in our workplace. This may mean taking steps above and beyond public health requirements to eliminate or minimize, so far as is reasonably practicable, the risk of workers and others in our workplace (such as customers) contracting COVID-19.

SEEK ADVICE AND ASSESS THE RISKS

If any person/s who are experiencing symptoms consistent with COVID-19, please call your health care provider. If a patient does not have a regular health care provider, they can CALL any of the Community Health Centers or the DPHSS Medical Triage Hotline phone numbers listed below to report symptoms and obtain guidance from clinicians, or call 311 and dial option number 1.

(671) 480-7859
(671) 480-6760/3
(671) 480-7883
(671) 687-6170 (ADA Dedicated Number)

The Medical triage Hotline can provide advice on when and how to seek medical help or about how to get tested for COVID-19. Ensure that you have current contact details for the person and make a note about the areas they had been in the workplace, who they had been in close contact within the workplace and for how long. This will inform you about risks to others and areas to clean and disinfect. If a client or staff member has a probable or confirmed case of COVID 19, follow the guidelines on Industry-specific operational guidelines/procedures/protocols/ can also be viewed at the Guam Chamber of Commerce website by clicking on this link:
<https://www.guamchamber.com.gu/guam/guidelines-to-opening-guam-businesses-and-ngos>