**ORGANIZATION GUIDANCE**

The following guidelines are prepared for Krispy Klene Laundry located in Units 109 and 110, Sunshine Plaza, Ordot Guam. These are prepared in accordance with the Minimum Pandemic Workplace Operational Requirements issued by the Guam Department of Public Health and Social Services.

In order to prevent the spread of the Corona virus employees the following will be enforced:

* Face masks. Face masks will be required of all patrons and employees. Signs will be posted throughout the interior of the location.
* Social distancing policies will be enforced. Additionally, signs and other reminders for customers and employees to keep a distance of six feet, avoid touching surfaces unnecessarily; sanitize properly and regularly and wear a mask.
* Limit in-person interactions and physical contact
* A 15 person limit occupancy based on most recent requirements pursuant to Executive Order or Guam law
* Employees will be reminded and trained on social distancing policies and protocols; designate individuals to monitor and assess compliance.
* Temperature screening protocols for employees, customers, clients, and other workplace visitors will be conducted.
* Personal protective equipment will be provided as necessary
* Cleaning will occur throughout the day.