



## COVID-19\_WORKPLACE COMPLIANCE PLAN

**FROM:** Full Circle, LLC

**TO:** Department of Public Health and Social Services, 590 S. Marine Corps Drive, Tamuning Guam 96913

**SUBJECT:** The Road to Recovery Minimum Pandemic Workplace Operational Requirements

Buenas Yan Hafa Adai!

Full Circle, LLC, hereby refers to as "Full Circle", is pleased to submit its Workplace Compliance Plan as we continue to work towards the implementation of new policies for the reopening and as the PCOR level develops to ensure mitigation measures are met. We are eager to resume operations and shall remain vigilant in our daily and overall operational approach to ensure the safety of our employees and customers. Please note Full Circle's Workplace Compliance Plan below:

### Employees, Customers, & Vendors Policy

1. Facemasks are required to enter Full Circle premises.
2. Temperature readings are a requirement to enter Full Circle premises. All employees, customers, and vendors are subject to this procedure. Full Circle will continue the following procedures for Employees, Customers, and Vendors:
  - a. **Employees** will be required to undergo a temperature scan every morning before entering the premises.
    - i. The thermometer is a handheld thermometer which gauges temperature through scanning your forehead.
    - ii. Your temperature will be taken every day and your reading will be reported on a Temperature Log.
    - iii. Should the employee be running a temperature between 37.5°C or 38.1°C (99.5° or 100.6°F), the employee will be advised to stay home for the day.
  - b. **Customers** will be required to undergo a temperature scan before entering the premises.
    - i. Full Circle staff will scan the temperature reading of the customer and report the reading on a Temperature Log.
    - ii. Should the customer run a temperature between 37.5°C or 38.1°C (99.5°F or 100.6°F), they will be advised they will not be allowed to enter the premises. Signage has been placed at the front door to explain this required procedure for Full Circle.
  - c. **Vendors** will be required to undergo a temperature scan before entering the premises.
    - i. Full Circle staff will scan the temperature reading of the vendor and report the reading on a Temperature Log.
    - ii. Should the vendor run a temperature between 37.5°C or 38.1°C (99.5°F or 100.6°F), they will be advised they will not be allowed to enter the premises. Signage has been placed at the front door to explain this required procedure for Full Circle.
3. In the event an issue is raised by a customer who refuses to follow procedure, designated management team members have been assigned for additional assistance.



4. Should the customer be combative and resistant to company procedures, our team is instructed to call 911.
5. For employees who are impacted and must self-quarantine for 14-days, Full Circle policy is as follows:

Upon declaration of an epidemic or a pandemic by the World Health Organization or, the (U. S.) Center for Disease Control,

- a. Employees who have traveled to an area designated as a Level 2 or above risk area of disease, will be subject to a 14-day quarantine period upon arrival back to work to ensure non-infection and avoid spreading of the disease to your co-workers. Employees will have the option to utilize Personal Time Off or (Administrative) Leave Without Pay during this time.
- b. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

#### **Hours of Operation**

1. Company office hours will remain from 7:30 a.m. to 4:30 p.m. (Monday through Friday) and 7:30 a.m. to 12:30 p.m. (Saturday) or by appointment.
  - a. Not more than 3 customers or vendors will be allowed in the premises at any one given time

#### **Safety Policies**

1. Surfaces will be thoroughly cleaned by Full Circle's staff every work end of working shift: door handles will be wiped, desktop counters, office chairs, break rooms, and other common areas will be sanitized and wiped.
2. Every Friday at 5:00 pm, the office will be disinfected via spray by the Full Circle's staff.
3. Common areas (waiting rooms) for customers and vendors will situate chairs separated in accordance with the 6ft social distancing policy.
4. The designated areas will continue to enforce the 6ft social distancing policy.
5. Restrooms will be cleaned every day by the Full Circle's staff.
6. Restrooms will be filled with hand disinfectant soap every day by the Full Circle's staff.
7. Hand sanitizers/wipes will be provided at the main entrance door, at every station, and provided to all employees (subject to availability) by the company.
8. Plexiglass will be mounted on the reception and mixing station to give protection to both the customer and employee.

Should you have further questions, please feel free to contact me at 671.646.3366.

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