

COVID 19 Operational Guidelines

Core Tech International operational procedures on Corona Virus covers all essential guidelines that employees should follow during the coronavirus outbreak and temporary alterations of existing sick leave and work from home policies. As per the guidelines of OSHA based on traditional infection prevention and industrial hygiene practices. It focuses the need of Core Tech International management to implement engineering, administrative and work practice controls and Personal Protective Equipment (PPE)

Policy brief & purpose

In order to help prevent the spread of COVID-19 at our Office and all jobsites, all employees must do their part. Core Tech International “CTI” has instituted maintaining proper housekeeping which includes routine cleaning and disinfecting of surfaces equipment and other elements of the work environment, increase the physical distancing among employees and between employees and others. Implement good hygiene and infection control practices. Company policy includes the measures we are actively taking to mitigate the spread of coronavirus. Employees are being requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. Employees are assured that private health and personal data will be treated with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is based on information available at the time of its development. It is subject to change based on further guidance provided by CDC, OSHA, and Local agencies.

Employees will be informed of any changes and additional guidelines on the policy.

In addition to proper implementation of and compliance with this plan, other duties specific to each role are described below.

If you have specific questions about this Policy or COVID-19, please contact your manager or supervisor.



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Scope

This policy is applicable to all Core Tech employees, salaried and hourly, as well as our project stakeholders (including subcontractors, vendors, clients, guests, and invitees). We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Roles and Responsibilities

COVID-19 CRISIS MANAGEMENT TEAM

Core Tech International formed a Crisis Management Team to handle the COVID-19 Pandemic issues. The COVID 19 Crisis Management which meets and discusses all issues regarding the pandemic including but not limited to health, safety, business operation, project operation and the workforce housing facility operation.

The COVID-19 Crisis Management team consists of the Following Members.

Names	Contact Number
Ho S. Eun	486-5000
Conchita D. Bathan	486-5005
Johann Cruz	486-5522
Henry Taitano	486-5650
Ramon Collera	486-5070
Enrique Gana-an	486-5128
Minnie T. Dizon	486-3004

Core Tech International Corporation also established a COVID-19 OPERATIONS Task Force which meets and discusses implementation of this plan and related revisions at the project.

COVID –19 Operation Task Force consists of the following members:

Ramon Collera	Ramir Javelosa	Richard Tantamco	Romeo Enriquez
Cris Pantino	Jun Ganaan	Alon Elamparo	Daewoong Kim
Pepito Bedia	Noel Qougana	Abby Baldo	Mark Maligaya
Cecille Robles	Roberto Lee	Roden Calilung	
Arman Dela Cruz	Adrian Cruz	Jeanny Ong	
John Abad	Dencio Mostoles	Irwin Liwag	
Darius Parangan	Jin woo	Hermie Villaflores	
Dennis Lozada	Joseph Ferrer	Romualdo Sanchez	
Genaro Lerum	Kyung Soo Kim	Marvin Isidro	

1. Project Managers and Supervisor

- Ensure immediate and proper implementation of this COVID-19 plan at your project site or department.
- Be familiar with this plan and be ready to answer questions from workers.
- Hold yourself and others accountable for compliance with all aspects of this plan.
- Practice social distancing, good hygiene, and required safety practices.
- Stay home if you are sick and notify your supervisor.
- Report illness or potential COVID-19 exposure notifications to the Safety Manager and HR Manager
- Ensure cleaning and disinfecting is conducted according to this plan.
- Enforce social distancing where possible – stagger work start/finish times, lunch breaks, etc.
- Notify subcontractors and their workers they need to stay home if they are sick.
- Notify subcontractors, suppliers, vendors, and regular visitors (inspectors, etc.) of our plan and our expectations.
- Ensure completion, review, and management of Illness/Health Assessment forms in accordance with Attachment 8.02.
- File all Illness/Health Assessment forms in a secure location to ensure worker privacy. Forms should be filed by company name and date.
- Ensure completed Illness/Health Assessment forms are destroyed thirty (30) days after receipt.

2. Site Workers

- Take steps to protect yourself.
- Stay home if you are sick and notify your supervisor.
- Consult personal care physician if you experience any of the COVID-19 symptoms as identified by CDC (e.g. fever, cough, shortness of breath). Notify supervisor if you are referred for COVID-19 testing.
- Ensure your work areas, tools, and any equipment you have used, are cleaned and disinfected when you are finished.
- Maintain a daily log of (1) your COVID-19 related cleaning and disinfecting activities and (2) group meetings held in your work areas for contact tracing purposes.
- Implement social distancing, good hygiene, PPE protocols (as applicable), and other safe practices to help stop the spread.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- Notify your manager or supervisor if you observe anyone not complying with this plan.
- If any person seeking access to our jobsite or jobsite office appears visually ill, he/she may be subject to further screening and/or prohibited from entry.

3. Project Stakeholders

Project Stakeholders including, but not limited to, subcontractors, owners, vendors, and inspectors, are expected to have a COVID-19 or Infectious Disease plan that is no less stringent than CTI. Compliance with the most stringent policy, regulation or law is required. At minimum you are required to:

- Take steps to protect yourself.
- Stay home if you are sick and notify your supervisor.
- Notify CTI immediately if you are ill and/or were potentially exposed to COVID-19 infected person(s).
- Comply with self-quarantine and return to work policies in this plan.
- Implement social distancing, good hygiene, PPE protocols (as applicable), and other jobsite safe practices to help stop the spread.
- Maintain a daily log of (1) your COVID-19 related cleaning and disinfecting activities and (2) group meetings held in your work areas for contact tracing purposes.
- Complete Illness/Health Assessment form (Attachment A) before entering jobsite.
- Notify CTI Management if you observe anyone not complying with this plan.

4. Main Office (employees based out of main office, visiting main office, clients, guests)

- Take steps to protect yourself.
- Stay home if you are sick and notify your supervisor.
- Enter main office through glass doors at Elevator area, Staircase at the north end the office.
- Wear face covering/mask upon entry to building, in conference rooms and all common areas, including, grand staircase, corridors, open cubicles, and restrooms.
- Practice social distancing, good hygiene and implement infection control measures for your work area(s).
- Complete temperature screening at reception desk. If scanner indicates elevated temperature you may be subjected to further screening and/or required to leave the office.
- Complete the Illness/Health Assessment form (Attachment B)
- Conference room tables, chairs and counters are to be cleaned after each use.
- Ensure your work areas, appliances and/or equipment you have used are cleaned when finished.
- In person meetings shall comply with current CDC, DOH and Local regulations,
- Allow at least one (1) hour between each use of conference room to allow time for proper cleaning.

- Maintain a daily log of (1) your COVID-19 related cleaning and disinfecting activities and (2) group meetings held in your work areas for contact tracing purposes.

5. Ukkudu Workforce Housing Facility

The protection of our workforce from infection and spread is critical for our operations and is our responsibility as members of this community. In order to protect all of our employees, jobsites, and the community, CTI will strictly enforce preventative and emergency response measures that will be regularly communicated and updated as needed. The Covid19 operational plan for our Workforce Housing Facilities will be led by the following CTI Management Team:

- Mr. Jun Gana-an, Project Manager/ Barracks Manager
- Ms. Minnie Dizon, Human Resources Manager
- Mr. Ramon Collera, Director of Safety

Robert Mercado is the Barracks Captain and on-site point of contact (POC) for all Workforce Housing Residents. Please contact him directly at **486-3690**

All employees are expected to take personal responsibility for their role in their personal health and the prevention of infection within our workforce. The following outlines the protocols established for our workforce housing:

• **REQUIRED PERSONAL PROTECTION and RESPONSIBILITY**

- Wear face covering/mask upon entry to building and sleeping quarter, and all common areas, including, staircase, corridors, restrooms and mess hall.
- Practice social distancing, good hygiene and implement infection control measures for your sleeping quarter area(s).
- No Mask No Entry will be implemented in the mess hall facilities.
- To follow Guam Department of Public Health and Services recommendation. Okkodo Mess Hall capacity will be limited to 50 persons.
- Workers staying at Okkodo housing Facilities will be required to stay inside the facility to minimize the exposure to others outside the facilities. Except for emergency needs and required to ask permission. (required to log in their destination).
- Daily temperature check will be done before riding the bus going to the jobsite
- Maintain a daily log of temperature check

• **GENERAL HYGIENE RULES**

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you will find in the hallway of each building and in the restrooms.

- Cough/ sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
 - Open the windows regularly to ensure open ventilation.
 - Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
 - If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
- **CLEAN RESIDENTIAL FACILITIES with STRICT ENFORCEMENT**
 - Workers housing will be disinfected daily; areas frequently touched such as doorknobs will be disinfected
 - Outside Visitors are **not** allowed in the facilities unless prior authorization is approved by the Workforce Housing Management Team.
 - If any person seeking access to our housing facilities appears visually ill, he/she may be subject to further screening and/or prohibited from entry.
 - **WHAT TO DO IF YOU ARE FEELING SICK or SHOWING ANY SYMPTOMS ?**

It is important to remember an individual may not be symptomatic at the time of infection, so it is critical to for all to comply with all health protocols and respond immediately to potential threats. If you start feeling sick you are required to stay at the Barracks then take the steps below:

1. **Inform the On-site Barracks Captain at the first sign of sickness or any related health concerns:**
 - Barracks Captain: Roberto Mercado
 - Telephone Number: 486-3690
 2. **In addition to the Barracks Captain, the Human Resource Department must be immediately notified:**
 - HR Department: 473-5000
 - HR Department will lead the company emergency response measures as guided by our Medical Experts
 - Testing and Isolation protocols will be executed for the safety of all
 - If needed isolation including his roommates, they will be isolated in a separate designated building.
 - Isolated workers will not be allowed to go out until medical clearance is provided.
- **For confirmed positive case of COVID-19 on the housing facility, below are the protocols that must be followed, as established by the CDC :**
 - Isolate infected worker from others in a designated isolation building following CDC guidelines on quarantine protocol
 - Isolate workers who shared room with the infected worker in a designated isolation building

separate from the infected worker

- Temporarily close areas used by infected worker.
- Use appropriate PPE – disposable gloves and gowns, respirator/face shield.
- Post appropriate signage and/or barricades as necessary.
- Follow recommended CDC guidelines on cleaning and disinfecting contaminated area to minimize potential for exposure to respiratory droplets.
- Clean and disinfect all areas used by the infected worker, occurring on frequently touched surfaces including shared tools, machines, vehicles and other equipment, handrails, ladders, doorknobs, and portable toilets.
- Follow Medical facilities recommendation relative to the medical condition of the worker – if needed to be hospitalized.

Policy elements

Outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

- **Sick leave arrangements:**

- If you have flu like symptoms, such as colds, cough, sneezing, fever, or feel sick, request sick leave or work from home. Inform your immediate supervisor.
- If you were potentially exposed to a confirmed case of COVID-19, you are required to notify HR Manager and will be guided accordingly.
- If you have a positive COVID-19 diagnosis, you are required to provide health clearance from a doctor that you have fully recovered and stating that you can go back to work without restrictions.

- **Work from home requests:**

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), employee will comply with the government protocol in connection with the 14 day quarantine requirements. You may return to work only if you are fully asymptomatic and has medical note from the doctor confirming your negative or fully recovered. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and you have to stay at home with your children, request work from home.

Follow up with your manager or department leader to make arrangement and set expectations.

- If you need to provide care to a family member infected by COVID-19, request work from home. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.
- **Travelling/commuting measures:**
 - We encourage workers to cancel or postponed any off- island travel both domestic and International until further notice.
 - In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
 - If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we will ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.
- **General hygiene rules:**
 - Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around the office.
 - Cough/ sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
 - Open the windows regularly to ensure open ventilation.
 - Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
 - If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
- **Workplace controls and General Practices**
 - **Personal Protective Equipment (PPE)**
 - Employees are responsible in using the prescribed PPE as required for their construction related activities and to comply with applicable CORE TECH INTERNATIONAL policies for the use and care of required PPE (i.e. gloves, safety glasses, hardhats, etc.)
 - Use all PPE provided by CTI in connection with COVID-19. (Face mask, gloves, sanitizer and disinfectant)
 - Cloth face coverings, painters' hoods or other type of face protection are mandatory when task requirements make social distancing infeasible. These do not replace the required OSHA compliant PPE for your task.

- Engineering Control
 - Engineering controls involve isolating employees from work related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.
 - Engineering controls for COVID-19 include:
 - 36=Install high-efficiency air filters.
 - Increase ventilation rates in the work environment.
 - Install physical barriers, such as clear plastic sneeze guards.
 - Wear face shield

- Administrative Control

CTI will implement the following administrative control to reduce and minimize exposure to COVID-19 hazard. In workplaces where they are appropriate.

 - Any personal travel, domestic or international, shall be reported to the HR Manager and Department Manager. Upon return you must follow CDC AND Guam Department of Health and Services requirements for self-quarantine.
 - Immediately report to the HR Manager and Safety Manager any exposure to suspected or confirmed COVID-19 infected persons that may have occurred during your travels
 - Continuously providing all workers with update education and training on Covid-19 during safety tool box meeting and daily safety huddle.
 - Training will be given to workers who need to use personal protective equipment.

Work from home is strongly encouraged to the extent feasible without interfering with your ability to carry out your assigned duties and responsibilities. Executives and Department Managers will evaluate needs of each project/department and work with project team their staff to develop a plan to limit number of personnel in offices and onsite. We will reevaluate this approach frequently and issue updated guidance as needed. Following are a few basic guidelines:

- These arrangements are expected to temporary and in accordance with guidance from CDC, GDPHS and GovGuam Executive orders.
- Do not assume any specified period for remote work. You may be required to return to regular in-office work at any time.
- Employees working remotely are required to work regular hours and be readily available for the duration of the workday to participate in conference calls, remote meetings, etc.
- Employees working remotely are expected to keep up with emails and other company communications including text messages and phone calls.
- Take laptops, tablets, cell phones and related accessories (chargers, etc.) home every day in preparation for extended project shut down.
- Employees bringing home company issued laptop, cellphones and data contained

within, will be held accountable of each. They should take reasonable precautions to protect those from loss, damage or theft.

- Workers staying in the Ukkudu temporary housing facility shall refrain from converging into a big group, shall maintain social distancing 6 ft. apart.
 - To follow Guam Department of Public Health and Services recommendation. Ukkudu Mess Hall capacity will be limited to 50 persons.
 - No Mask No Entry will be implemented in the mess hall facilities.
 - Outside Visitors are not allowed in the facilities.
 - Workers staying at Ukkudu housing Facilities will be required to stay inside the facility to minimize the exposure to others outside the facilities. Except for emergency needs and required to ask permission. (required to log in their destination).
 - If any person seeking access to our housing facilities appears visually ill, he/she may be subject to further screening and/or prohibited from entry.
- Company Meetings
 - Maintain a log of who participates in any in-person conferences, training or group meetings. The log shall include attendee's name, phone number, employer, and time in/out.
 - Use video or web conferencing (i.e. Microsoft Teams, Zoom, Skype, Go-To, etc.) is strongly encouraged.
 - Minimize jobsite gatherings to 10 people or less and be sure to accommodate social distancing.
- Visitors

All efforts should be made to reduce external traffic (i.e. visitors and vendor sales representatives) in offices and on jobsites whenever possible.
- Return to Work

Core Tech International has implemented leave policies for workers who stay at home when they are sick, when shared household members are sick or when required to isolate or quarantine. For more information relative to requesting a leave of absence please contact your immediate supervisor or HR Department.
- Training
 - All site personnel are required to participate in any additional training related to COVID-19.
 - Training will be conducted in a manner that meets the requirements for limited group sizes and social distancing. (i.e. multiple small groups, web-based, or conference calls).
 - Types of training may include jobsite postings, toolbox meetings, orientations, stand-downs, or other special safety meetings.
 - Orientations will be updated as necessary to include relevant components of this plan as well as infection control measures.

- Training attendance and minutes of discussion will be documented. Acquiring live signatures may not be feasible due to meeting format. Attendance may be confirmed verbally and must also be documented on a checklist or roll sheet.

• RECORD KEEPING

Under OSHA's recordkeeping requirements, COVID-19 is a recordable illness, and thus employers are responsible for recording cases of COVID-19, if:

- The case is a confirmed case of COVID-19, as defined by the Centers for Disease Control and Prevention (CDC);[\[2\]](#)
- The case is work-related as defined by 29 CFR § 1904.5;[\[3\]](#) and
- The case involves one or more of the general recording criteria set forth in 29 CFR § 1904.7.[\[4\]](#)

If an employee has a confirmed case of COVID-19, the Safety Manager will assess any workplace exposure to determine work-relatedness. OSHA frequently updates guidance for determining work-relatedness and, accordingly, Core Tech International will follow the guidelines in place at the time of notification.

HR Department will continue recording possible COVID-19 cases on CTI general monitoring of Injuries and Illnesses log.

Exposure Notifications

Any required notifications to those exposed, or potentially exposed, to a confirmed case of COVID-19 will be managed under the guidance of CTI's HR Manager. These notifications are separate from any OSHA requirements which will be managed by the Safety Manager.

PREPARING FOR JOB SHUTDOWN

The information below is general and intended to provide guidance to prepare for job slow down or shut down. There may be other project specific requirements to comply with.

General

- Consider all security risks including theft, fire, weather, attractive nuisance, etc.
- Document current conditions of project site with photos or video.
- Secure project documents, office equipment, supplies – depending on duration of shut down storage may need to be maintained offsite.
- Remove any computers, servers, external hard drives, and other sensitive information from the project site and store in secure place.
- Review contracts and insurance policies to determine minimum requirements, if any, for securing jobsites for extended duration.
- Ensure project fencing and gates are in good condition and secure from falling or collapse either into project or onto roadway.

- Patch holes or cuts
- Close gaps to help prevent unauthorized entry
- Inspect perimeter of project and eliminate any potential trip hazards including those related to excavations in sidewalk.
- Remove ladders, tools or other equipment that could be used to break in and steal materials or equipment from site.
- Empty all dumpsters and have them removed from site.
- Post emergency contact information on gates.
- Notify local authorities (police, fire) of project shut down.
- List all flammable, combustible materials stored on site – provide to fire dept.
- Designate responsible persons to continue required inspections and maintenance.

Equipment

- Determine whether construction equipment (cranes, hoists, pumps, compactors, etc.) needs to stay in place or be removed from site.
- Follow manufacturer guidelines for preparing and storing idle equipment.
- Remove all keys, lock cab doors, and disable all construction equipment remaining on site so it cannot be operated by vandals/thieves.
- Store small portable equipment and tools in a secured location.
- Empty and secure or remove gas cans to prevent fire risk.

Temporary Structures

- Determine whether temporary structures (scaffolding, stair towers, fall protection, etc.) should be taken down.
- Ensure any temporary structures that must remain are adequately braced, secured, and anchored to prevent collapse.
- Secure remaining temporary structures from unauthorized access.
- Shut off and lockout the main water supply if possible.
- If fire sprinkler system is already active, ensure water supply to that is maintained.
- Evaluate need to shut off water to rest of building.
- Tower crane should be in weathervane mode.
- Board up tower crane ladder to prevent unauthorized entry.
- Inspect and secure any pedestrian walkways, eliminate all trip hazards, ensure adequate lighting.

Environmental

- Ensure SWPPP and BMPs are followed, correct any deficiencies and document conditions.
- Arrange for periodic inspections as required by applicable regulatory agencies.
- Create emergency contact list for key essential services subcontractors (electricians, plumbers, etc.) – for project team distribution.

Excavations

- Backfill or cover open trenches and protect them from collapse.
- Protect excavations/trenches from erosion and accumulated water.
- Ensure dewatering systems, sump pumps and discharge hoses/piping are clear and secured in place to remove accumulated water.
- Arrange for periodic inspections of protective measures to ensure no damage or failure.

Buildings

- Ensure all walls or partially completed walls are stable or adequately braced to prevent collapse.
- Brace, secure or remove forms as needed to prevent collapse or failure. If building is partially complete and can be secured, temporary enclose and secure all openings (windows, doors, etc.) at ground level to prevent unauthorized access.
- Ensure building is protected from weather damage or exposure as needed.
- Ensure perimeter handrails and/or cabling is secured and in good condition.
- If there are adjacent structures or existing structures that are to be tied into ensure that all openings and access points are secured to prevent unauthorized entry.
- Identify anything that could be damaged by exposure to weather, follow manufacturer guidelines for protection and storage.
- Make sure materials and storage locations do not create fire hazard.
- Have subs remove their stored materials, tools, and equipment from building.
- Items that must remain onsite need to be secured and protected from theft, vandalism, and weather
- Secure and clearly mark floor opening covers.
- Ensure building envelope is weather tight – address winds, rains, etc.

Communication

- Notify key stakeholders about shutdown (subcontractors, delivery services, local authorities, etc.).
- Establish communication methods for project team and maintenance/inspection personnel.
- Establish key emergency contacts and firms assigned to perform site monitoring for project team distribution.

INFECTION CONTROL MEASURES

Your help in preventing the spread of illness is critical. Follow the general recommendations for routine cleaning and disinfection on jobsites.



Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.



Everyone Should Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing

- After handling your mask
- After changing a diaper
- After caring for someone sick
- After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 70% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



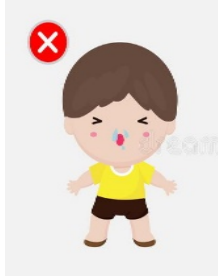
Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)



Cover your mouth and nose with a mask when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
 - Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

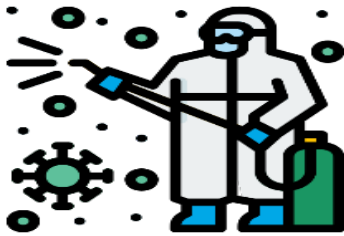


COVER COUGHS AND SNEEZES



Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 70% alcohol.



Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.

Attachment A:

CLEAN JOBSITE CHECKLIST

As part of your regular cleaning and disinfection of your jobsite, use this checklist to focus on the following areas as applicable to your project:

- Schedule more frequent cleaning and disinfecting of portable toilets.
- Ensure eating areas are cleaned after each group.

- Provide disinfecting wipes/sprays. Since workers share tools and equipment make sure the wipes or sprays are available for them to use.
- Provide additional tools, equipment, PPE, signage to ensure potentially infected areas can be cleaned thoroughly and safely. This includes, but is not limited to:
 - barrier tape, stanchions, cones, or other temporary barricading methods,
 - disposable gloves,
 - respirator and/or face shield
 - protective clothing (i.e. Tyvek suit)
- Disinfect/sanitize all common or high traffic areas including, but not limited to:
 - handrails
 - gang box handles and locks
 - storage room/container door handles and locks
 - gate or door handles and locks
 - doorknobs
 - lunch areas
 - conference room tables, chairs (including backs and arms), audio/visual controls
 - light switches
 - other shared/common areas
 - restrooms
 - vehicle and heavy equipment controls, seats, and seatbelts
 - Maintain a log of all daily/periodic sanitizing efforts.

Part of Attachment A

TO DISINFECT:

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface. Options include:

- Diluting your household bleach:
 - To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water OR
 - 4 teaspoons bleach per quart of water

Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired

household bleach will be effective against coronaviruses when properly diluted.

- Alcohol solutions:
 - Ensure solution has at least 70% alcohol.
- Other common EPA-registered household disinfectants:
Products with EPA-approved emerging viral pathogens claims (list attached) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

NOTE: MAKE SURE THAT ALL SAFETY DATA SHEET OF DISINFECTANT CHEMICALS ARE AVAILABLE

Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance and Guam Department of Health and Services guidance if symptoms develop.

EXPOSURE/POTENTIAL EXPOSURE PROTOCOLS

GENERAL ILLNESS DEFINED AS:

1. If Employee presents signs of illness
 - Employee cannot come to work and is expected to contact their supervisor to report their illness.
 - If employee come to work while ill, they must be send home.
 - Supervisor must contact their safety manager or HR representative immediately for assistance to complete an Exposure Risk Assessment.
 - Worker should contact their medical professional for advice and guidance.
 - Worker must remain in isolation and away from the workplace until they meet the requirements of the Return to Work After Illness Guidelines of this Plan.
 - HR follows up on worker's status as appropriate.
 - An Illness/health assessment must be submitted by end of shift.
 - Notification may be required to subcontractors and to owner based on details and potential exposure.
 - Additional cleaning and disinfection may be required based on details and potential exposure.

2. Recognize Exposure Defined as Prolonged Exposure* to an
 - Individual who is ill, laboratory confirmed to have COVID-19.
 - Individual who is ill, symptoms clinically compatible to COVID-19.
 - Individual in contact with someone laboratory confirmed to have COVID-19.
 - Individual in contact with someone ill, symptoms clinically compatible to COVID-19.

3. For other potentially impacted workers/ on-site personnel, the following steps should be taken as appropriate based on the exposure assessment and as determined by Management :
 - Supervisor to assess level of close contact (***) per CDC definition and the Exposure Illness/health Assessment Guide of this Plan. If:
 - Recognize Exposure : impacted employees notified, sent home for 14 days, asked to self-monitor, contact medical provider, and avoid contact with high risk/vulnerable individuals.
 - Unrecognized Possible Exposure : continue general practices and continue to monitor for symptoms, follow appropriate social distancing and prevention guidelines
 - HR follows up on affected worker status as appropriate.
 - Determine jobsite actions, e.g. temporary partial/ full closure (final determination made by Project Management Team and Crisis Management Team).
 - As appropriate, notification sent to Client, Subcontractors, Vendors, and other Partners (utilizing provided templates).
 - As appropriate, HR to send notification to affected worker or others outlining actions taken and/or requirements to return.
 - An Illness/health assessment should be filed by the end of shift.

Coronavirus Disease (COVID-19)

Self-Monitoring Information Sheet

What is self-monitoring?

Self-monitoring means that you should monitor or watch yourself for the following symptoms of COVID-19 and if you develop symptoms or your symptoms get worse, report them to your health care provider:

- Fever
- New or worsening cough AND OR
- Shortness of breath
- Muscle aches
- Runny nose
- Sore throat
- Nausea/ Vomiting
- Diarrhea
- Headache
- Loss of sense of smell
- Chills
- Generally feeling unwell

Why should employee do self-monitor?

It is a good idea to always be aware of any of the symptoms of COVID-19 listed above that you might have. If you develop these symptoms you can protect others by staying home. If you are unwell, let your health care

provider know so you can receive the right care and advice.

When should an employee do self- monitor?

It is very important to monitor for symptoms when:

- You return from travel outside of Guam
- You believe you were exposed to COVID-19
- A health care provider tells you that you were exposed to a person with COVID-19
- A health care provider or employer asks you to self-monitor for other reasons
- You are recovering from COVID-19

How long should an employee do self-monitor?

You will need to monitor yourself for at least 14 days before reporting back to work or since your last possible contact with COVID-19. If you still have symptoms after 14 days you should continue to monitor yourself and let your health care provider know. Your health care provider may ask you to monitor for symptoms for longer than 14 days (e.g. you are living with someone who has COVID-19).

What should EMPLOYEE do if HE develop symptoms of COVID-19 or symptoms worsen?

If employee develop symptoms or symptoms worsen, self-isolate and call a health care provider:

Inform the following :

CTI Main Office: 671 473 5000/4 (HR Department)

671 486 5070 (Safety Department)

***** Contact your Immediate Project Managers or supervisors and/or Site Safety and Health Officer (SSHO)

In the event of a suspected or laboratory-confirmed case of COVID-19 on the project, please follow these additional guidelines, as established by the CDC to clean, and disinfect your jobsite:

- Isolate potentially infected worker from others until he/she can be removed from jobsite.
- Temporarily close off areas used by the ill Employee.
- Use appropriate PPE – disposable gloves and gowns, respirator/face shield.
- Post appropriate signage and/or barricades as necessary.
- Wait as long as practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets. CDC currently recommends waiting a minimum of 24 hours if possible.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the ill Employee, focusing on frequently

touched surfaces including shared tools, machines, vehicles and other equipment, handrails, ladders, door knobs, and portable toilets.

- Be prepared for a complete job shut down if necessary.
- Follow any additional jobsite specific procedures that may be in place.

SOCIAL DISTANCING

- Social distancing of at least 6' should be maintained whenever possible. Some suggestions to achieve this are:
 - Control jobsite access to ensure completion of the Illness/Health Assessment prior to start of work.
 - staggering lunch periods, project start/arrival and end times,
 - hold multiple small stretch and flex sessions to keep group size to less than 10 people,
 - schedule tasks by location and trades to maintain small group size and social distancing (i.e. one subtrade per floor),
 - Implement administration controls where social distancing cannot be achieved (e.g. hoists). For this example, additional controls may include, but are not limited to:
 - Limit the max number of occupants in offices, meeting rooms or other enclosed areas.
 - Limit the number of stops made by hoists or elevators (every third floor, ground, fourth, seventh, etc.).
 - Limit gate opening/closing to hoist operator.
 - Increase cleaning and disinfecting schedules of hoist.
 - Provide additional PPE to lift operators (respirator, face shield, disposable gloves, etc.)
 - Where possible, open doors and/or windows for ventilation.

CLOTH FACE COVERING/MASK (terms are considered interchangeable)

- The use of a cloth face covering (mask) is required where social distancing measures are difficult to maintain such as conference rooms, common indoor areas, enclosed units (whether windows/doors are open or closed).
- Face covering shall be cleaned according to CDC guidelines (i.e. washed daily).
- Do not touch the inside of face coverings when putting on or taking off.
- Face coverings do not replace the requirements for social distancing when possible.

CLOSE CONTACT

- CDC currently defines close contact as:
 - Being within 6 feet of someone who has COVID-19 for at least 15 minutes.
 - Providing care at home for someone who is sick with COVID-19.
 - Having direct physical contact (touching, hugging, or kissing) with someone who is sick with COVID-19.
 - Sharing eating or drinking utensils with someone who is sick with COVID-19.
 - Being sneezed, coughed on, or somehow exposed to respiratory droplets of someone who is sick with COVID-19.
- If you have had close contact (as defined above) with someone who has COVID-19 you will be required to quarantine at home for a minimum of 14 days after your last contact with infected person.
- Monitor yourself for symptoms, including cough, shortness of breath, fever of 100.4 or higher, or other symptoms as described by CDC.

QUARANTINE

- Stay home for a minimum of 14 days after your last contact with person who has COVID-19.
- If at any time during quarantine you come into contact with another person who has COVID-19, your quarantine starts from that day.
- Even if you test negative for COVID-19, or feel healthy, you must quarantine for minimum of 14 days.
- If at any time during quarantine you feel ill or experience COVID-19 symptoms you must consult with your physician and obtain a work release before being allowed to return to work.

Food, Beverage, and Ice Handling

- Have workers to bring their own personal water container and provide a designated filtered drinking water source for refilling.
- Only designated personnel to have access to ice machine before start of shift and at lunch break.
- Designate authorized person(s) to dispense ice. Lock machine when not in use.
- Provide disposable gloves, ensure authorized person(s) are using when dispensing ice.
- Provide ice scoop, ensure it is cleaned and stored properly after each use.
- If authorized person becomes ill be prepared to drain, clean, and disinfect machine.
- Remind workers there is no sharing of food or drink.



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- Reinforce good hygiene practices before and after eating.
- Eating areas should be cleaned after each group.
- Eating groups should be limited to maintain maximum size and social distancing (6').

EXPOSURE NOTIFICATION

Under EEOC, ADA and FMLA, any information regarding medical condition or history of an employee obtained as part of an examination or inquiry into a disability may constitute a confidential medical record and may only be disclosed in limited circumstances. Therefore, CORE TECH INTERNATIONAL will disclose positive COVID-19 test results to affected employees or project stakeholders, without revealing any identifies. No other information regarding possible testing, potential exposure or monitoring will be released.

If you have any questions or concerns regarding the above, please contact the Safety Manager or HR Manager.

Here is a sheet to help you keep track of your daily symptoms while self-monitoring.

COVID-19 Daily Self-Monitoring Form

Let your healthcare provider know if you develop symptoms.


Name: _____

Date of Symptom Onset: _____

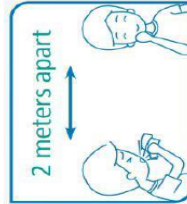
Monitoring End Date: _____

Date each day, check your temperature and then check any of the symptoms.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	If symptoms continue past this point call your healthcare provider
Day															
Date															
No Symptoms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Symptoms :	Let a health care provider know if you develop symptoms.														
Temperature (specify: °C)															
Chills/Feverish															
Difficulty breathing															
New or worsening cough															
Rummy Nose															
Nausea/Vomiting/ Diarrhea															
Sore throat															
Tiredness															
Muscle aches															
Headache															
Loss of sense of smell															
Generally feeling unwell															
Other, specify															

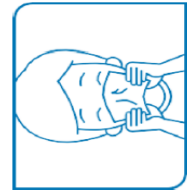
Healthy Respiratory Practices Everyone Can Use to Protect Yourself & Your Community




Stay home if you are sick




2 meters apart
If you are sick, avoid close contact with others




Turn and cover your mouth and nose



Throw used tissues in the garbage



Wash your hands



Clean/Disinfect

COVID-19 ILLNESS/HEALTH ASSESSMENT

To be administered to all jobsite personnel and/or visitors daily before entry to site. For any "yes" responses please contact SAFETY MANAGER immediately for further guidance.

Name : _____ Date: _____
Company: _____

COVID-19 symptoms include but are not limited to fever, coughing, shortness of breath

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE:

- Are you experiencing any symptoms such as fever, cough, or shortness of breath? Yes No
- Have you been in close contact* with anyone who has been diagnosed with COVID-19? Yes No
- Have you been in close contact* with anyone who may have COVID-19 but is yet to be confirmed? Yes No
- Are you currently in close contact* with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19? Yes No
- Have you traveled outside of the Guam in the last 14 days Yes No

Privacy Notice: Except for circumstances in which CORE TECH INTERNATIONAL is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable laws and to the extent practical under the circumstances. When it is required the number of persons who will be informed that an unnamed worker has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential transmission to others. CORE TECH INTERNATIONAL reserves the right to inform other personnel that an unnamed co-worker has been diagnosed with COVID-19 if the other personnel might have been exposed to the disease so they may take measures to protect their own health. CTI also reserves the right to inform sub-contractors, vendors, suppliers or visitors that an unnamed worker has been diagnosed with COVID-19 if they might have been exposed to the disease so those Employees may take measures to protect their own health.

I certify this questionnaire is completed truthfully to the best of my knowledge.

Signature

**Close Contact: Guidelines from the federal Centers for Disease Control and Prevention define "close contact" Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.*

INSTRUCTIONS FOR ILLNESS/HEALTH ASSESSMENT

- All site personnel must complete form prior to entry.
- All site visitors including, but not limited to, inspectors, owners, owners' representatives, suppliers, vendors, delivery drivers, concrete truck drivers, must complete form prior to entry and comply with the requirements of this Plan.
- All responses are confidential. Do not disclose or discuss openly.
- "Yes" responses should only be discussed with SAFETY MANAGER Manager.
- Do not allow workers to congregate in group sizes or areas that do not allow for the minimum 6' social distancing requirements.
- Remind all personnel the purpose of the form is for their protection as well as those around them, both at home and at work. Honest answers are critical.
- If anyone is found to be onsite without having completed the assessment, he/she will be asked to leave and may not return until further notice.
- If anyone is found to have been dishonest when completing the assessment, he/she will be asked to leave and may not return until further notice.
- All completed forms are to be kept in a secured location with controlled access.
- File completed forms by company name and date.
- Destroy completed forms thirty (30) days after receipt.

NOTE: If you have any questions about this form or the process please contact Safety Manager/HR Manager.