

2020

**FENCEMASTERS WORKPLACE GUIDELINES
& PREPAREDNESS BEST PRACTICES
FOR CORONAVIRUS (COVID-19)**



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1. AWARENESS

1.a Communication Policy

It is of the utmost importance that a communication policy regarding COVID-19 be implemented.

Misunderstanding, misinformation and rumors can fuel company fears and spread quicker than the virus! It is imperative that we communicate with our team clearly, using consistent messaging and keeping this information available to everyone. This situation is unprecedented and our ability to communicate with everyone efficiently and effectively will be one of our keys to successfully navigating this challenge. We have provided an outline in this document on how we will get information to our employees as we provide updates of policy, procedures and general information.

Recognizing the Signs and Symptoms of COVID-19, MONITORING GUIDELINES AND ADDITIONAL INFORMATION, SAFE WORK CONDITIONS AND PRACTICES and COVID-19 updates will be posted at the main office and all lay down yards.

Contact Guidelines & Employee Incident Notification Guidelines and Form will be printed and provided to each employee. Employees will sign receipt of these documentations and for training.

1.b Recognizing the Signs and Symptoms of COVID-19

What is the COVID-19 (Coronavirus)? - It is a respiratory illness that can be spread from person to person.

Signs and Symptoms of Coronavirus: Fever, Cough, and Shortness of Breath

Treatment: There is no specific antiviral treatment. You will be treated to relieve symptoms. Those with compromised immune systems (elderly, chronic illnesses, children) are at higher risk for severe complications.

2. MONITORING GUIDELINES AND ADDITIONAL INFORMATION

2.a Self-Monitoring Guidelines

Avoid being exposed to the virus by:

- Avoid close contact with people who are sick
- Avoid touching eyes, nose, and mouth with unwashed hands
- Wash your hands often with soap at least 20 seconds
- Use at least 60% alcohol-based sanitizer if soap and water not available
- Stay home when you are sick
- Cover your cough/sneeze with a tissue, then throw in the trash, then wash your hands. **DO NOT COVER YOUR COUGH WITH YOUR BARE HANDS!!**
- Clean and disinfect frequently touched objects and surfaces
- Wear a facemask if you are sick
- Do not shake hands
- Maintain a 6' minimum approach distance from people
- Call ahead to the doctor's office before arriving and share signs and symptoms. Several doctor offices are utilizing Telemedicine opportunities and should be considered as an option if your physician recommends.
- Do NOT share personal items: utensils, cigarettes, jacket, Personal Protective Equipment, etc.
- Good communication with your healthcare provider is essential

- Create a similar plan for your home.
- Stay informed- www.cdc.gov

2.b Office Guidelines

- Don a face mask always
- Do not shake hands
- Maintain a 6' minimum approach distance from people
- Disinfect facility daily by wiping down common surfaces, equipment, doors, desk etc.
- Provide disinfectant stations
- Keep soap and disinfectant readily available
- Educate and inform all staff of pertinent information
- Post a visitor COVID-19 Safety guideline sheet in your reception area.
- During PCOR1 all customers will be entertained outside of the office.

2.c Estimators Guidelines

- Provide estimate (dimensions, drawings, pictures) via email to info@fencemasters.net.
- Don a face mask always when in the field
- Do not shake hands
- Maintain a 6' Minimum approach distance from people

2.d Crew/Trucks Guidelines

- Don a face mask always when in the field
- Do not shake hands
- Maintain 6' minimum social distancing guidelines
- Personal vehicle use is permitted and must be coordinated with supervisor to support social distancing
- Do not share drinks, food, cigarettes, clothing, etc.
- Disinfect tools, truck door handles, truck instruments, etc. daily. **NOTE:** The driver assigned to the vehicle is responsible for the disinfecting the vehicle.

2.e Safety Meetings/Meetings/Gatherings Guidelines

- Don a face mask always when in the field
- Do not shake hands
- Maintain 6' minimum social distancing guidelines
- Federal/State Government/Agencies: Follow all guidelines and recommendations that pertain to Fence Masters.

2.f Additional Information

- More info: - www.cdc.gov - www.osha.gov

3. REPORTING POLICIES AND PROCEDURES

3.a Contact Guidelines

| If you have had: | Steps to be Taken |
|--|--|
| <p>Contact with anyone having a confirmed COVID-19 positive test. NOTE: Direct contact with a person.</p> <p>Contact with anyone (including immediate family) under quarantine for a suspected COVID19 diagnosis. NOTE: Indirect physical contact by touching something recently touched by other</p> <p>OR</p> <p>Contact with anyone who has been notified of a potential exposure to COVID-19 but is not under quarantine. NOTE: Being within 6 feet of the person</p> | <p>-Contact your supervisor immediately</p> <p>-You will be placed on sick leave effective immediately</p> <p>-Your return to work will be based on the following criteria:</p> <ul style="list-style-type: none"> -Completion of 14 days under self-quarantine without any coronavirus related symptoms (fever, persistent cough, shortness of breath), AND -Confirmation of a negative screen for COVID-19, OR -A release to return to work from a medical provider after the quarantine and without any coronavirus related symptoms during the quarantine period. |
| If you are: | Steps to be Taken |
| <p>Experiencing fever, persistent cough, and/or shortness of breath</p> | <p>-Please contact your Supervisor Immediately</p> <p>-Remain out of work until:</p> <ul style="list-style-type: none"> -A doctor provides you with a note authorizing your return to work, OR -You can provide confirmation of a negative COVID-19 test <p>-IF YOUR DOCTOR ADVISES YOU TO SELF-QUARANTINE OR YOU TEST POSITIVE FOR COVID-19, YOU MUST INFORM YOUR SUPERVISOR IMMEDIATELY</p> |
| <p>Missing work due to childcare needs associated with school and childcare facility closing</p> | <p>-Please contact your Supervisor Immediately</p> <p>-Fill out a leave form and provide it to your supervisor</p> <p>-This policy is focused on meeting short term needs while each individual searches for a better long term solution</p> |

Seeking Medical Attention:

-Call ahead to your Medical Facility and inform them of your circumstance, signs and symptoms, and other pertinent information.

-Follow their steps precisely

Before returning to Work:

-Send all Medical paperwork in promptly via email, text, or by mail.

-After receiving all pertinent medical information your Supervisor/Office Manager will contact you to give you a return-to-work date.

***We realize that these guidelines may not cover every possible scenario and some flexibility may be necessary.**

Name:(print) _____ Date: _____

Signature: _____

3.b Employee Incident Notification Guidelines and Form

EMPLOYEE INCIDENT FORM COVID- 19 (Corona Virus) DOCUMENTATION. For supervisors to fill in and turn into the main office.

Instructions: Complete, sign, and return this form to the OFFICE MANAGER if you are going to miss work related to any reason due to illness/non illness during COVID-19 Outbreak.

Date: _____

Office/Company: _____

Name: _____ Phone #: _____ DOB: _____

*Contact means: 1. Direct physical contact with the person; 2. Indirect physical contact by touching something recently touched by other; 3. Being within 6 feet of the person

Please check one:

| |
|--|
| Illness Related: <input type="checkbox"/> I have contact with someone who has a confirmed COVID-19 positive test. <input type="checkbox"/> I have had contact with someone who has been under quarantine for a suspected COVID19 diagnosis. <input type="checkbox"/> I have had contact with someone who has been notified of a potential exposure to COVID19 but is not under quarantine. <input type="checkbox"/> I am experiencing fever, persistent cough, and/or shortness of breath. |
| Non-Illness Related: (if you are requesting to miss work due to other reasons related to COVID-19) <input type="checkbox"/> School Closings <input type="checkbox"/> Daycare Closings |

Please complete:

| | |
|---|--|
| Date symptoms started or came in contact: | Symptoms: <input type="radio"/> Fever <input type="radio"/> Cough <input type="radio"/> Shortness of Breath <input type="radio"/> Other: |
|---|--|

| |
|---|
| <p>***OFFICE USE ONLY*** please check when employee returns these:</p> <ul style="list-style-type: none"><input type="radio"/> Date symptoms ended: _____<input type="radio"/> Medical documentation<input type="radio"/> Positive test results from approved testing facility <p>Supervisor Signature: _____ Date: _____</p> |
|---|

4. SAFE WORK CONDITIONS AND PRACTICES

4.a Control and Prevention

Measures for protecting workers from exposure to, and infection with, the novel coronavirus, COVID-19 depend on the type of work being performed and exposure risk, including potential for interaction with infectious people and contamination of the work environment.

Employers should adapt infection control strategies based on a thorough company assessments, using appropriate combinations of engineering and administrative controls, safe work practices, and personal protective equipment (PPE) to prevent worker exposures.

Some OSHA standards that apply to preventing occupational exposure to COVID-19 also require employers to train workers on elements of infection prevention, including PPE.

OSHA has developed this interim guidance to help prevent worker exposure to COVID-19.

From The U.S. Department of Defense Regardless of specific exposure risks, following good hand hygiene practices can help workers stay healthy year-round.

General guidelines for all workers, regardless of specific exposure risks, it is always a good practice to: Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. Avoid touching your eyes, nose, or mouth with unwashed hands. Avoid close contact with people who are sick.

Employers and workers in operations where there is no specific exposure hazard should remain aware of the evolving outbreak situation. Changes in outbreak conditions may warrant additional precautions in some workplaces not currently highlighted in this guidance.

4.b Social Distancing Guidelines

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

Stay at least 6 feet (2 meters) from other people

Do not gather in groups

Stay out of crowded places and avoid mass gatherings

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

When COVID-19 is spreading in your area, everyone should limit close contact with individuals outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is especially important for people who are at higher risk of getting very sick.

Why should we practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Social distancing helps limit contact with infected people and contaminated surfaces.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.