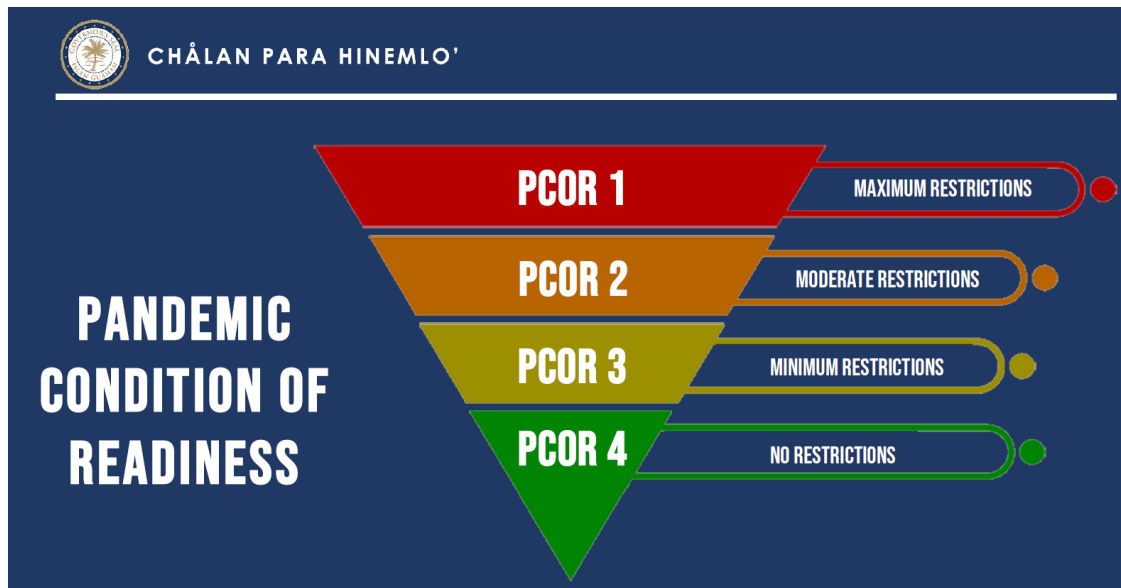


## GUAM PRESERVATION TRUST

### COVID19 Recovery Plan

#### INTRODUCTION

On May 6, 2020, Governor Lourdes Leon Guerrero announced Pandemic Condition of Readiness 2 (PCOR2) that provide moderate restrictions on the opening of private and public organizations to service the community. Upon receiving authorization to open by the DPHSS Advisory and in recognizing the need to recover and also being cognizant of our health and welfare, the Guam Preservation Trust developed this plan to open office and to guide the operations amidst COVID19 crisis.



Although there is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing, we stand steadfast to do our part with the following goals:

- I. Prevent and reduce transmission of the virus among employees;
- I. Maintain healthy business operations; and
- II. Maintain a healthy work environment.

The following are guidelines and procedures in the reopening of the Trust office:

## **I. Prevent and Reduce Transmission among Employees**

### **1. Sick employees are encouraged to stay home:**

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify the Chief Program Officer (CPO) and stay home.
- Sick employees should follow their healthcare provider and DPHSS recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and the DPHSS.
- Employees who are well but who have a sick family member at home with COVID-19 should stay home and notify their supervisor and follow DPHSS recommended procedure.

### **2. Identify where and how workers might be exposed to COVID-19 at work:**

- Be aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.

### **3. Separate sick employees:**

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, the CPO should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The CPO should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

### **4. How employees can reduce the spread of COVID-19:**

- Always use face or shield mask when around other employees or visitors.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2 external icon, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

## **II. Maintain Healthy Business Operations**

### **1. Sick leave and supportive policies and practices.**

- Sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Support employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional support might include giving advances on future sick leave.

### **2. Essential functions and the reliance the community have on services.**

- **GPT Business Hours:** 9:00am to 4:00pm (one hour to disinfect before and after hours)
- **All business/committee meetings (max 5 persons):** Conducted at the 1<sup>st</sup> floor.
- **All Planned Events:** Postponed until further notice
- **All GPT Regular Board meetings:** Postponed until further notice

### **3. Social distancing practice.** Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

- Physical space between employees at the worksite shall adhere to the 6 feet social distancing.
- Staggered shift for telework and office work site will be implemented if social distancing at the office worksite is compromised.

## **III. Maintain a Healthy Work Environment**

### **1. Office ventilation** by Increase the percentage of outdoor air that circulates into the office.

### **2. Respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:**

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.

### **3. Perform routine environmental cleaning and disinfection:**

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - Discourage employees from using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA’s criteria for use against SARS-Cov-2<sup>external icon</sup>, the cause of COVID-19, and are appropriate for the surface.
4. **Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:**
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

**Source:** Centers for Disease and Control (CDC): Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)