

20 May 2020

TO: Department of Public Health and Social Services
RE: **Chalan Para Hinemlo': Road to Recovery**
Minimum Pandemic Workplace Operational Requirements

Hafa Adai,

The following are the operational guidelines, protocols, and procedures that we currently have in place as of Monday, May 18, 2020. It is with intended plan to open the "restricted" training session with approval for athletes on or after **Monday, June 1, 2020**. These operational guidelines, protocols, and procedures will be implemented to ensure the safety of our staff, customers and athletes.

Detail plans and checklists as well as safety briefing with personnel will be placed on regular basis.

1. Face masks are mandated for all staff. No entry to facility without masks.
2. Each person is to register upon arrival and thermometer scan reading is obtained.
3. Social Distancing Policies:
 - a) Facility layout has been modified to ensure 6 feet distance is placed between employees, customers and athletes.
 - b) Signs will be placed in designated areas to remind employees, customers and athletes to ensure social distancing of at least 6 feet, avoid touching surfaces unnecessarily, washing hands properly and regularly, use gel hand-sanitizer or hand washing facility, and to wear mask.
 - c) Maximum of 3 customers at a time in main office for services.
 - d) A plexi-glass shield is placed on main office counter to better serve customers.
 - e) See Diagram of field layout for athletes training while maintaining social distancing as well as managing occupancy limit.
 - f) Conduct safety training and safety communication policy.
 - g) Staggered Shift to limit in person present at workplace, continue remote work and virtual meetings.
 - h) Simple Motto:
 - a. **"One Way In, One Way Out"**
 - b. **"Get in, Train, Get out"**
 - c. **"Clean It, Use It, Clean It"**
5. Train Employees and Athletes on Social Distancing Policies and Protocols:
 - a) Conduct initial training and education of current policies and protocols before resumption of operations and training.
 - b) Establish any additional training materials to educate employees and athletes.
 - c) Generate video as visual tool to present to parents/athletes of established protocols and policy before commencing training.
 - d) Record keeping of completion of training.
6. Daily Screening Protocols:

- a) Proper training of personnel on how to appropriately conduct screening of temperatures and other symptom checks.
 - b) Recording all incoming personnel (employees, customers and athletes).
 - c) Ensure proper PPE is provided to employees when conducting such screenings.
 - d) Protocols should a person be displaying any symptoms.
7. Maintain Sanitary Workplace Conditions and Policies
- a) Ensure inventory of cleaning and disinfecting materials are on hand.
 - b) Maintenance checklist for various areas are established and maintained.
 - c) Monitoring and frequent cleaning required.

GFA has conducted the training of the new guidelines, layout, protocols, and acknowledged that this has been established to conform to the pandemic awareness initiative and to ensure the health and safety of all person involved at all times.

GFA has a more in-depth plan and SOP for the different areas of the facility. This will remain accessible upon request.

Should there be any additional changes necessary to ensure the well-being of all person involved, GFA stands ready to make necessary modification and is aware that practices and application is subject to change with priority of safety first.

Regards,



Cheri Stewart
Executive Director
Guam Football Association

Phase Back to Operations

Office Daily Procedures

Staff Daily Check-in:

1. If GFA Staff/Management are not feeling well, or an at risk individual, STAY HOME.
2. Staff/Management should have temperature check at home/work before proceeding to GFA Facility. Readings of 99.5 or below will enable the person to access the facility at GFA. If reading is above 99.5, the person should not report to office but instead, inform direct management as soon as possible via phone call and/or whatsapp message.
3. All entering the facility must wear face mask and its proper usage.
4. All individual entering the facility must sanitize their hands either through use of sanitizers or wash with water and soap (20 seconds).
5. All entering the facility will be subject to a body temperature scan reading. Individuals registering a temperature scan reading is at or below 99.5 F, the person is clear to enter into facility. Should the reading be above 99.5, person is to remain in isolated area outside for 15 minutes to acquire second reading. If the reading is 99.5 or below, the person can enter the facility. If the reading is higher than 99.5, the person is to leave the facility and to self-isolate for 72 hours to ensure fever subside and no other symptoms arise. This must be recorded and reported to management for control and monitoring.
6. All person entering must register into the logbook with its appropriate information, reading and purpose.
7. All GFA Staff and Management shall partake in keeping the facility, workspace and common area clean before and after use. This includes copy machines, phones, staff desk, conference table, staplers to name a few.
8. No sharing of personal items. If must, sanitizing of shared items must be implemented. **Clean it, use it, and clean it.** Such common area includes but not limited to: Copiers, scissors, staplers, whiteboard marker/erasers.
9. Daily and frequent cleaning of all door handles.
10. Daily and frequent cleaning of hands throughout the day.
11. All person must respect and maintain the 6-foot social distancing. Do not congregate in the main reception areas. Respect occupancy limit. Customer service comes first.
12. Should any staff/management begin to not feel well, he/she must inform management, sanitize workspace and leave facility immediately. He/she must continue to monitor condition (thermometer reading, symptoms) for the next 72 hours and possibly up to 10 days. ([cdc.coronavirus.com](https://www.cdc.gov/coronavirus))

13. Before leaving the office at end of the day, individual must:

- a. De-sanitized workspace;
- b. Continue to wear face mask;
- c. Respect 6-ft social distancing;
- d. Sanitize hands with sanitizers or wash hand with soap and water (20 sec);
- e. Take a body temperature scan reading and record in logbook upon exit.

FOR THE SAFETY OF ALL VISITORS TO THE GUAM FOOTBALL ASSOCIATION NATIONAL TRAINING CENTER AND STAFF



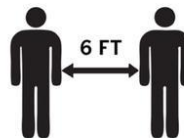
All individuals are subject to a body temperature scan reading. Individuals registering a temperature scan reading above 99.5 degrees Fahrenheit (37.5 degrees Celsius) will not be allowed entry.



A facemask and its proper usage (covering both nose and mouth) is required to enter GFA. Usage of facemasks also applies to players, officials, and referees on the pitch for football matches and in official areas unless otherwise advised.



Washing and/or sanitizing of hands is required prior to entry to GFA. Proper washing of hands by all players, officials, and referees is required before each match and during scheduled intervals.



All individuals must adhere to social distancing. Individuals must be at least six feet (two meters) away from each other.



Sharing of beverages, utensils, and towels is prohibited.

Phase Back to Operations

Daily Office Procedures: Incoming Customers **Prior** to National Team/EST Sessions

1. All entering the facility must wear face mask and its proper usage.
2. All individual entering the facility must sanitize their hands either through use of sanitizers or wash with water and soap (20 seconds).
3. All entering the facility will be subject to a body temperature scan reading. Individuals registering a temperature scan reading is at or below 99.5 F, the person is clear to enter into facility. Should the reading be above 99.5, person is to remain in isolated area outside for 15 minutes to acquire second reading. If the reading is 99.5 or below, the person can enter the facility. If the reading is higher than 99.5, the person is to leave the facility and to self-isolate for 72 hours to ensure fever subside and no other symptoms arise. This must be recorded and reported to management for control and monitoring.
4. All person entering must register into the logbook with its appropriate information, reading and purpose.
5. All person must respect and maintain 6-feet social distancing as marked in designated areas.
6. Customers are to ring doorbell to be recognized by GFA personnel.
7. No more than three (3) guests in the main office reception area. Remaining customers are to remain outside respecting the 6-feet social distancing.
8. Business administration shall be kept on topic. No congregating in main office.
9. Upon completion of the business administration, customers are to sanitize their hands and exit from back of main office doorway while respecting the social distancing.
10. After handling each customer, sanitization of counter, pens, credit card system and any necessary surfaces shall take place. Person handling the customer is to sanitize hands and workspace before handling another customer or resuming to personal workspace. **Clean it, use it, and clean it.**
11. Daily and frequent cleaning of all door handles.
12. Daily and frequent cleaning of hands throughout the day.

Phase Back to Operations

Procedures: Incoming Customers **during** National Team/EST Session Commence

1. The protocol will remain the same as “BEFORE National Team/EST Session Commence” with one change:
 - a. The point of entry will to entrance at UA-1 Parking Entrance (see Diagram) to sanitize their hands, temperature reading and register.
 - b. Protocols for temperature reading will follow the same as National Team and EST before being release to access the main office.
2. All person must respect and maintain 6-feet social distancing as marked in designated areas.
3. Customers are to ring doorbell to be recognized by GFA personnel.
4. No more than three (3) guests in the main office reception area. Remaining customers are to remain outside respecting the 6-feet social distancing.
5. Business administration shall be kept on topic. No congregating in main office.
6. Upon completion of the business administration, customers are to sanitize their hands and exit from back of main office doorway while respecting the social distancing.
7. After handling each customer, sanitization of counter, pens, credit card system and any necessary surfaces shall take place. Person handling the customer is to sanitize hands and workspace before handling another customer or resuming to personal workspace. **Clean it, use it, and clean it.**
8. Daily and frequent cleaning of all door handles.
9. Daily and frequent cleaning of hands throughout the day.

Phase Back to Operations

Procedures: National Team/Elite Select Team Session

1. GFA will do everything possible to create a safe environment, the decision to return to play must be made by the parent (minor)/the player (adult). Individual is entering upon the premises of GFA at your own risk and are advised to take such precautions as necessary for your safety as you deem appropriate and as permitted by GFA. Just because the facility is open for training does not mean it is mandatory. Participation is on a voluntary basis during this time.
2. Only registered players for the National team and Elite Select team are eligible to attend training session.
3. If players or staff are not feeling well, or an at risk individual, STAY HOME.
4. Players and staff should have temperature check at home/work before proceeding to GFA Facility. Readings of 99.5 or below will enable the person to access the facility at GFA. If reading is above 99.5, the person should not proceed to partake in any activities at GFA and should notify the designated person of contact at GFA (e.g. Head Coach of specified age group – whatsapp or email to GFA Technical)
5. Parents will follow “drop off and pick up” procedures as shown in diagram. The same follows for pick up. This is to ensure smooth movement and safety of all person on GFA’s premises. Parents are to minimize their congregations and respect social distancing as well as wear mask on GFA’s facility. No parents/spectators allowed inside of facility. They are to remain in parking lot. See Guideline for Parents.
6. All individuals entering the facility must wear face mask and its proper usage.
7. Players and Staff must proceed to entrance at UA-1 Parking Entrance (see Diagram) to sanitize their hands and water bottles. See Guideline for Players as well as Staff/Coach.
8. All individuals entering the facility will be subject to a body temperature scan reading. Individuals registering a temperature scan reading is at or below 99.5 F, the person is clear to enter into facility. Should the reading be above 99.5, person is to remain in “isolated waiting area”, see Diagram, for 15 minutes to acquire second reading. If the reading is 99.5 or below, the person can enter the facility. If the reading is higher than 99.5, the person is to leave the facility and to self-isolate for 72 hours to ensure fever subside and no other symptoms arise. This must be recorded and reported to management for control and monitoring.
9. All person entering must register into the logbook with its appropriate information, reading and purpose.
10. All person must respect and maintain 6-feet social distancing as marked in designated areas.

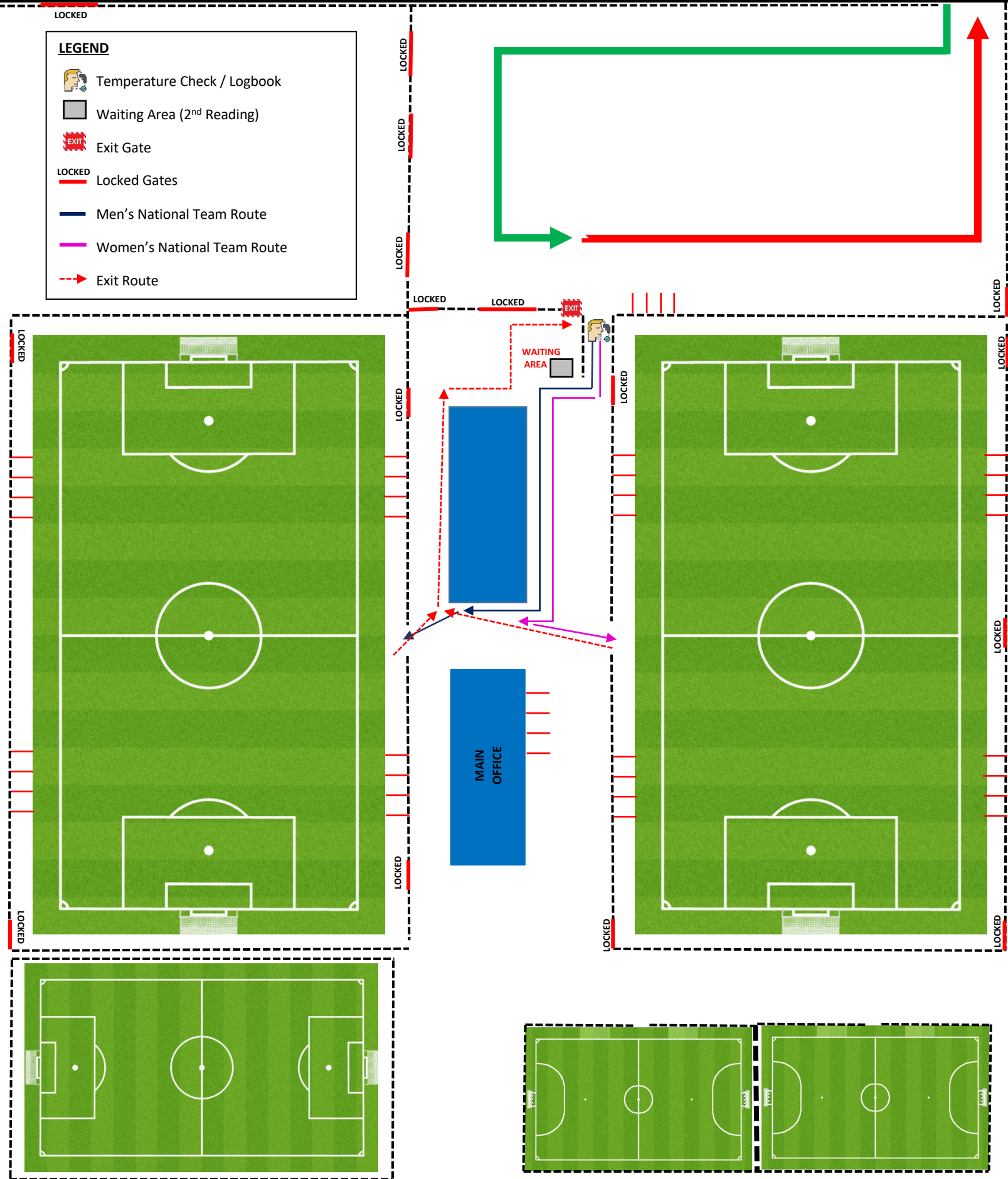
Guam Football Association

11. Players are to stage their personal belongings in the designated space and maintaining 6-ft social distancing. Players are highly advised not to bring any valuable personal belongings. GFA is not responsible for any items that may be lost or stolen or damaged.
12. There will be no access to locker rooms, showers, fitness center, water dispensers, towels or sharing of personal equipment/belongings. Only public restrooms are available for toilet use and hand washing areas.
13. Players/staff water bottles are to be in designated areas respecting the 6-ft social distancing inside the pitch area. There shall
14. GFA personnel will ensure all surfaces shall be sanitized via electronic sprayer according to the established cleaning schedule/protocol for equipment with the proper use of disinfectant before, during and after training.
15. Equipment will not be used for more than one (1) session at a time. **Clean it, use it, and clean it.**
16. Players/staff are to “**Get in, Train, Get out**” during each session. No congregating before or after training session. Avoid any activities that may require direct or indirect contact (e.g. bumping, handshakes, hugs and/or high fives).
17. Upon exiting GFA Facility, all individuals shall wear mask, sanitize their hands and water bottles while respecting 6-ft social distancing. It is highly encouraged that all individuals leave the premises within fifteen minutes to enable the next group to access the facility safely while GFA personnel can proceed to sanitize the facility in an efficient manner.

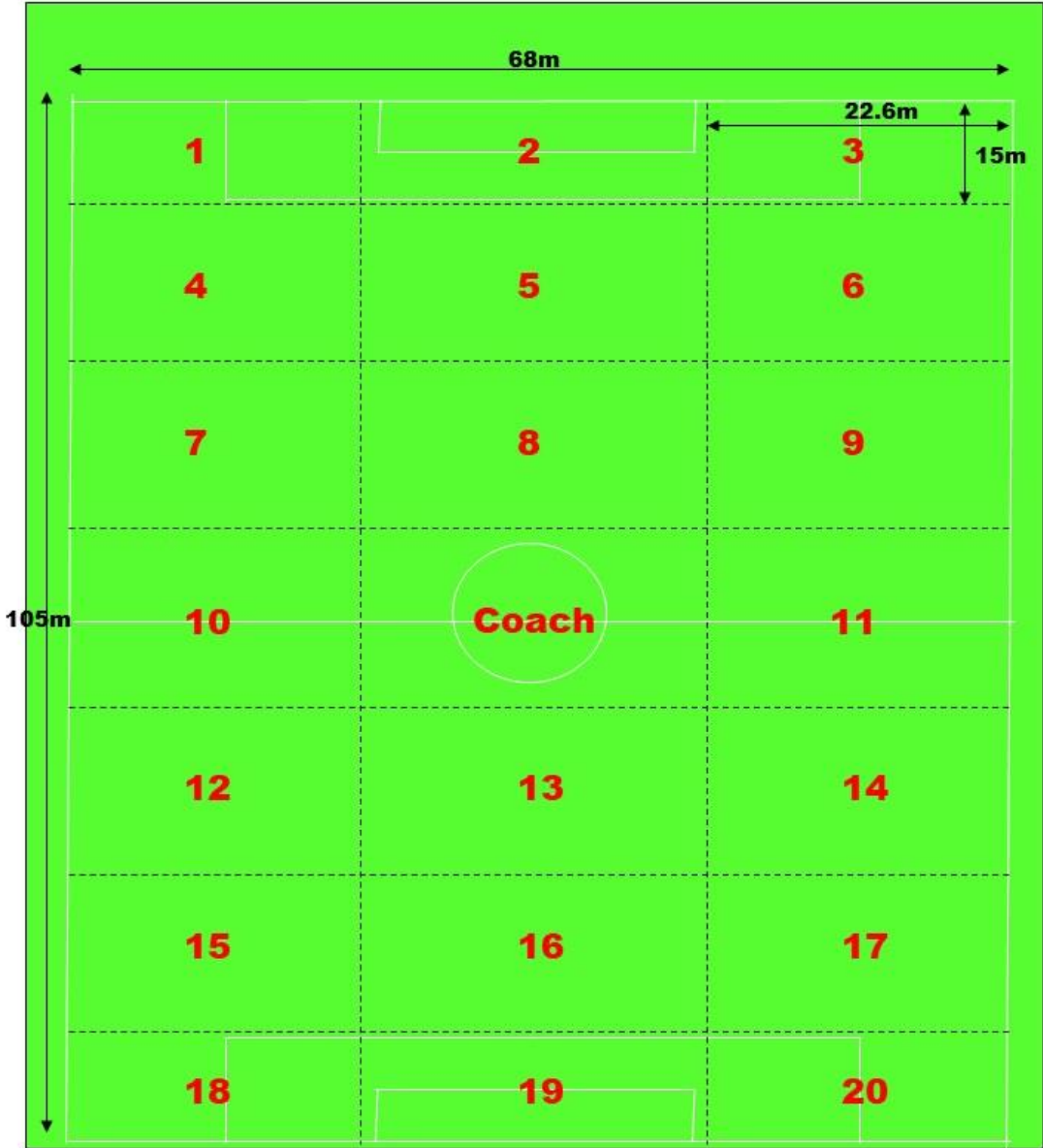
HARMON LOOP ROAD

LEGEND

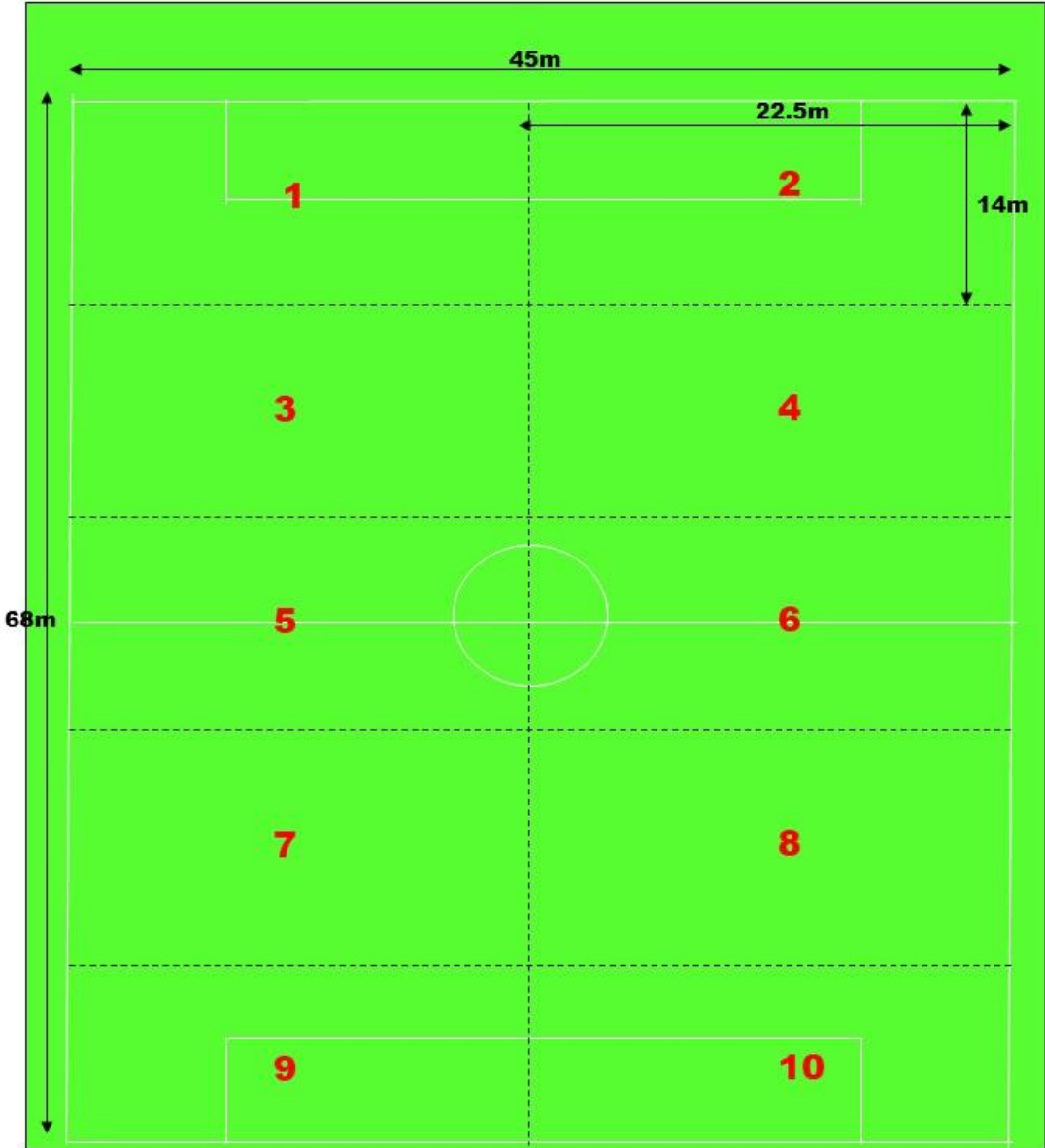
- Temperature Check / Logbook
- Waiting Area (2nd Reading)
- Exit Gate
- LOCKED** Locked Gates
- Men's National Team Route
- Women's National Team Route
- Exit Route



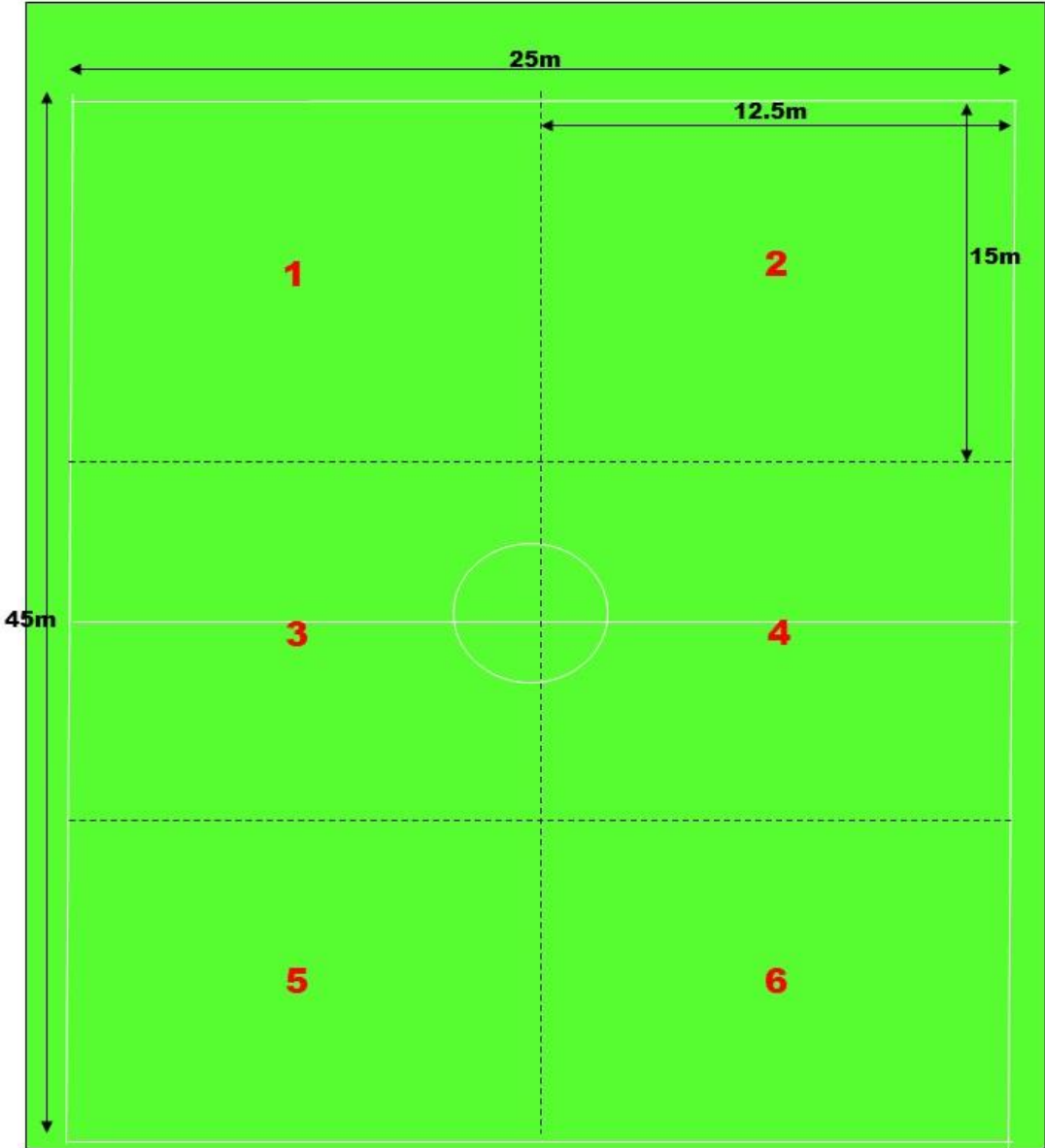
UA1 & UA2
20 Players + 1 Coach per session



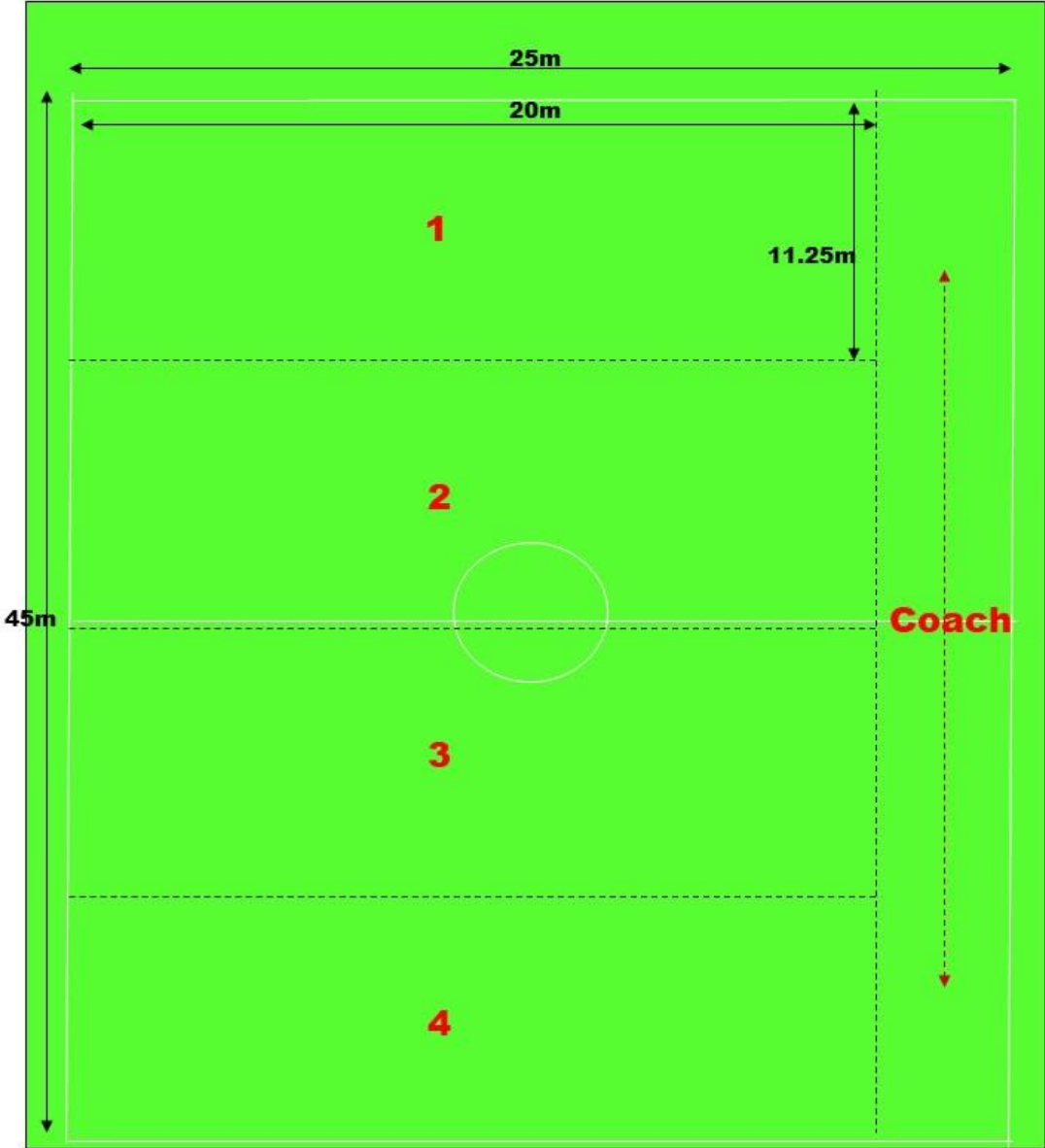
Mini Pitch
10 Players per session



Futsal Field
6 Players per session



Futsal Field
4 Players + 1 Coach per session



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