

OFFICE @ SMART

888 North Marine Corp Drive, Star Building, Suite 123
Tamuning, GU 96913

Coronavirus (COVID-19) Policy

Updated: 09/27/2020

Purpose:

This document outlines guidelines to operate Jaragi Corp DBA Office Smart (Tamuning, Guam) under Pandemic Conditions of Readiness 1.

Sick Leave Arrangement:

- a) If employees have cold symptoms, such as cough, sneezing, fever, or feel poorly, request sick leave and do not come to work.
- b) If employees have a positive COVID-19 diagnosis, you can return to work only after proper quarantine, and a doctor's note confirming your recovery.
- c) If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we ask you to self quarantine at home for 14 days and may return to work only if you are fully asymptomatic.
- d) If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, we ask you to self quarantine at home for 14 days and inform management/DPHSS immediately.
- e) If you need to provide care to a family member infected by COVID-19, request for your sick leave or paid time off. You'll only be permitted to return to work, 14 days after your family member has fully recovered, provided that you are asymptomatic and you have a doctor's note confirming, you don't have the virus.

Travelling /Events:

a) All work trips, events and vacation request will be cancelled/postponed until further notice.

General Hygiene Rules:

a) Wash your hands with soap and water frequently, after using the toilet, and before eating. Follow the 20 seconds hand-washing rule. You can also use sanitizers you will find in the premises.

b) Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.

c) Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

d) 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).

e) Sanitize frequently touched areas (such as counters, door knobs, credit card terminal / PIN pad, writing instrument, calculators, computers, baskets, trays, chairs, cash register, etc.) with 70% Isopropyl Alcohol.

f) Wear Face mask and practice social distancing (6 feet apart).

g) Customers/Employees hands to be sanitize with 70% Isopropyl Alcohol/Handsanitizer prior to or upon entering the premises.

h) All employees must sanitize counterspace after every customer interaction.

i) All store patrons and employees must practice social distancing.