

## **2020Sep12 Smithbridge Notes to DPHSS Covid Management checklist**

### Note #1: Arrival Quarantine.

- Our 4 No H-2 workers arrived last year March 2019 when there was no pandemic.
- US mainland workers arriving 2020 are tested negative before departure, and are home quarantined and on the DPHSS essential worker restricted movement regime for 14 days.
- We plan to bring H2 workers from NZ , Aus and PI later in 2020. The test and arrival process will be the same as for the USA workers above.

### Note #2: Smithbridge COVID-19 testing programme.

Our COVID-19 testing program commenced in early May 2020 and includes the following:-

- Any employees or family members with symptoms are tested ASAP after showing symptoms.
- All off-island arrivals are tested prior to departure, and again ASAP after arrival.
- All employees with traced contact to positive cases are tested ASAP after identification of the positive contact and the tracing.
- All employees are invited to take “peace of mind” Covid 19 testing at the companies cost at any time.

### Note #3: Type of COVID testing undertaken by Smithbridge.

- Smithbridge established a private PCR testing program with GRMC late in May 2020.
- Smithbridge have ordered and paid for an ABBOT ID NOW Rapid Covid Nasal test machine. This unit will arrive next week. It will be operated under contract by GRMC as a continuation of the existing test program but with the benefit of COVID-19 negative or positive test results within 15 minutes of testing.

### Note#4: Testing Frequency.

- The total number of PCR tests conducted to date by Smithbridge is 376 up until 11 Sep 2020.
- This is 331 employee tests and 45 family member tests.
- Some employees and family members were also tested in the public DPHSS system.
- Total positive tests is 15 employees and 9 family members
- Of these positives, 2 were identified by the public DPHSS testing program.

### Note #5: Employees Living on Smithbridge Yigo Site

- There are currently 4 single employees, 1 family of 1 employee and 2 non employee family members, and 1 family of 2 employees and 1 non employee family member living at the Smithbridge Yigo property to make a total of 10 residents including 7 employees in 6 separate on site apartments.

Note #6. Employees living in off site Smithbridge supplied accommodation.

- Smithbridge has a total of 277 employees with 270 living off site.
- Smithbridge provides off site housing for 25 employees .
- The remaining 245 employees are local hire and make their own accommodation arrangements.
- The housed employees live in 18 different private apartments and houses including some owned and some privately rented.
- All employees live in arrangements where they have their own private bedroom and their own private bathroom.
- This includes 4 No x H2 workers.
- All Smithbridge housed employees make their own private arrangements for cooking and meals.
- All Smithbridge supplied accommodation includes a suitable equipped kitchen.

Note # 7. Social Distancing Policy.

- Policy is employees travel in own vehicle whenever practical.
- Office employees work in own office space(i.e. minimize group work areas)
- Lead hands and foreman have individual office space and small sheltered outside team meeting areas.
- Management meetings are conducted from individual rooms using Zoom or teams wherever possible.
- Field team meetings are held outside or in sheltered breezeways in compliance with the 6ft distancing rules.

Note #8. Cleaning protocol

- Employee evening shift cleaners work scope was extended in April to include spray disinfecting of all internal work spaces with 75% isopropyl alcohol antiseptic topical solution
- and disinfectant wipe down of all at risk surfaces including desks, phones, computer, door handles ,chairs, etc.
- All company vehicles and heavy equipment are equipped with hand and spray sanitizer for cleaning of regular contact surfaces.
- Extended cleaning requirements are also applied to toilet facilities, lunch rooms, and meeting areas.
- Wash hand basins have been added at entry points to office meeting areas.
- Perspex screens have been added to all public reception points.
- COVID management signage has been installed where appropriate.

Note#9. Employee Communication:

- Smithbridge Guam releases and distributes a safety newsletter every Friday to keep employees up to date with company operational information and safety topics including COVID-19.
- Smithbridge also issues as required COVID-19 status notices to keep employees and , clients, and families informed of the changing regulations and internal procedures
- These have been issued upon receipt and understanding of each government directive, and each policy change or significant COVID related event.
- Copies are available on request.