



Valcon Guam, LLC dba Valdez Equipment
Heavy Equipment Rental | Civil Contractor
535 H Road Piga Subdivision Machanao Dededo, Guam 96929
P.O. Box 25702 Barrigada, Guam 96921
(671) 987-1257 | (671) 987-1258
monicavaldez@valconguam.com

November 14, 2020

Department of Public Health & Social Services
Division of Environmental Health
(671) 300-9562 | (671) 300-9579
dphss-deh@dphss.guam.gov

Re: Mitigation Plan
(Attachment of Contractor Clearance Form)

Dear Sir / Ma'am,

Since this pandemic started, our company has implemented the following policies with all of our employees:

1. No face mask, no entry onto the business property.
2. All proceed straight to outside sink to wash hands before touching anything.
3. All submit to temperature check after washing hands and drying them properly with paper towels. If temperature is 99 degrees or higher, they will be sent home. (Has not happened yet – all have had temperatures lower than 98.4 degrees)
4. When getting temperature taken, it is asked if the employee is experiencing any cough, runny nose, difficulty breathing, loss of taste/smell, and any other symptom that is unusual for them. If they say yes to any of those symptoms, they are sent home and advised to get tested for COVID prior to returning to work. (Has not happened yet – all have been in good health status so far)

5. All must disinfect their work stations and/or heavy equipment surfaces that are touched most often (e.g. door knobs, desks, keyboards, desk and filing cabinet drawers, dump truck door handles, steering wheels, dashboard, joystick, switches and buttons). This disinfection is done before and after their work shift.
6. All work stations and heavy equipment units have company-issued hand sanitizer, which is used frequently throughout the employee's shift.
7. All wear facemasks throughout their work shifts. The only time they are allowed to remove it is during their lunch break so that they can eat or during a short break when they are drinking liquids.
8. Social distancing is being practiced as much as possible, most especially during lunch breaks when everyone has removed their facemasks to eat.

These safety measures were first announced during an emergency company meeting held on March 27, 2020. Since then, weekly reminders are given to all employees to ensure they take this pandemic seriously. There are also written reminders on a whiteboard displayed outside the office in plain view of all employees. It is the same whiteboard being used for employee scheduling, so each employee can't miss this information on a daily basis when they arrive at the office to check their work assignments.

We had two outside sinks installed, with soap and paper towel dispensers. We also posted up WHO posters regarding proper handwashing techniques at each outside sink location. Upon entry to the business property, there is a big orange sign that reads "No Face Mask No Entry. Employees only. Visitors must call 987-1257/58." There are also big signs at each office container door that reads "No Face Mask No Entry".

Valcon Guam, LLC dba Valdez Equipment has been taking this pandemic very seriously from the beginning. It is our company goal to ensure that we keep our employees healthy and safe as much as possible.

Respectfully,



Monica Valdez
President
(671) 987-1257