



Architectural Painting Services COVID-19 Sickness Plan Policy

Architectural Painting Services LLC (APS) is committed to providing a safe and healthy workplace for all our workers, visitors and customers. To ensure we have a safe and healthy workplace, APS has developed the following Covid-19 Prevention Plan in response to the COVID-19 – 19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential transmission of Covid-10 in our workplaces and communities, and that full cooperation amongst our workers and management is mandatory. Only through the collaborative effort can we establish and maintain the safety and health of all persons in our workplaces and in turn our community.

APS's Covid-19 Preparedness Plan follows industry guidelines and recommendations by CDC and Guam DPHSS. It addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons.
- Social distancing – workers must be at least 6 feet apart.
- Work hygiene and source controls including face covering.
- Workforce cleaning and disinfection.
- APS will also be bound to Black Construction's Covid-19 Plan.

- **Interaction:** Face to face interaction with employees, clients, vendors, suppliers, and visitors should be kept at a minimum if non-contact interaction is not possible.

- **Social Distancing:** When interaction is required, attempts should be made to maintain social distancing (6 feet minimum) and minimize face to face interaction.

- **Sanitation and Disinfection:** Sanitation and disinfection practices should be enhanced and implemented when dealing with people and objects. Office sanitation to occur monthly by certified Disinfection services (See attached certificate which will be posted).

- **Any Individual associated with or visiting the company or employees:** If employees or others coming into the workplace believe they have COVID-19, or may be becoming ill with this virus, or coming into contact with someone who has COVID-19 should immediately take steps to prevent the spread of COVID-19, isolate at home and get tested.

- **Precautions for visitors, employees, and any other business partners :** A sign will be posted on the entrances indicating whether the business is open or closed. The sign should include contact information and instruction on how to enter the premises and who to notify.



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- **At the workplace:** If face to face interaction cannot be avoided, then the employee should meet the visitor at the door and ask if they are showing any symptoms of COVID-19 or have been in contact with anyone who has COVID-19. Temperature checks will also be conducted.
- **On outside property:** If face to face interaction cannot be avoided, then the employee should provide the client with steps the company is taking to prevent COVID-19 and ask if they are showing symptoms of COVID-19 .

Signage

- Regularly required signage pertaining to sanitization and hand washing will be posted in offices, restrooms, breakrooms, etc.
- Additional signs will be posted as needed.

Handwashing and Basic Sanitation

- Handwashing after interaction with a client should be regularly practiced, washing hands with soap for a minimum of 20 seconds.
- Handwashing and sanitization should be practiced on a regular basis.

Employee Illness

- Employees should utilize good health practices.
- An employee who is ill should not come to work. Instead the employee should inform their local doctor and look for symptoms of COVID-19.
- If an employee becomes ill at work, the employee should inform their local doctor and supervisor. They should then go home to maintain distance from other people.

Office Precautions

- Employees dealing with trash should sanitize regularly after dealing with the disposable materials.
- Entrance/Exit doors and bathroom doors should be regularly cleaned and sanitized after use.
- Tables used for food and other recreational activities should be cleaned after use to help prevent the spread of COVID-19
- Any individual entering the premises will be temperature checked and requested to sign in.



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Equipment/Vehicle Precautions

- Shared equipment such as printers, copiers, and fax machines should be cleaned daily after use.
- Assigned office equipment should be sanitized regularly after use.

Uniforms or Work Clothes

- Employees who do not wear uniforms should make sure that their clothes are properly laundered, sanitized, and fit for work.
- Any other appropriate precautions to prevent COVID-19 should be taken and practiced.

The above plan is subject to change at any time by recommendations from qualified authorities. This plan is considered minimum requirements for APS.

DISINFECTION SERVICE CERTIFICATE

THIS CERTIFIES THAT

ARCHITECTURAL PAINTING SERVICES

Offices were treated with ZOOONO @ 30 day Microbe Shield
on November 11, 2020.



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