

ASIA-PACIFIC INTERNATIONAL, INC

P.O.Box 23663, Barrigada, Guam 96921 Tel: (671) 632-8889; Fax: (671) 633-8898

COVID-19 Mitigation Plan

With limited business operations, the company is currently maintaining a smaller working team of only a few local employees working part time on call and as needed basis to do construction repair works.

In response to the public health emergency caused by Covid-19 pandemic, the company has drafted and adopted this Mitigation Plan with the general guidelines for all the working employees to follow at the work place as further stated below.

1. General Preventive Measures:

- (1) The company will provide all the required PPE supplies, such as face masks, sanitizers and other necessary items for all the working employees to use at the work place.*
- (2) The company will maintain a good sanitation and frequent and regular cleaning at the work places, including but not limited to office floors, office desks, office equipment, bathroom facilities and other possible contact and touching surfaces by working employees etc.*
- (3) All working employees must be screened in first to ensure no fever, coughing, shortness of breath and other Covid-19 related symptoms before start of works each working day at the work place.*

- (4) *All working employees are allowed to have enough break time during working hours. A good ventilation and fresh air will be maintained at the work place.*
- (5) *The sign will be posted at the work place to comply with the following requirements:*
 1. *Wear Face Masks.*
 2. *Keep Social Distancing(6' Minimum)*
 3. *Keep Personal Hygiene*
- (6) *The sign will be posted at the work place to comply with the following requirements:*
 1. *No entry will be allowed for people with fever, coughing, shortness of breath and other Covid-19 related symptoms.*

2. Emergency Point of Contacts:

- (1) *In case of experiencing fever, coughing, shortness of breath and other related Covid-19 symptoms, each individual employee must immediately contact and report to the following representative of the company so that the cancellation of working schedules, a stay at home order, immediate medical testing and other DPHSS guidance should be arranged and followed:*

*Henry Sun,
General Manager,
Cell: 482-8888
Tel: 632-8889
Email: apiusa@guam.net*

3. **Remarks:**

The company will follow CDC guidelines in cleaning and disinfecting the work place and will ensure a sanitary, healthy and safe working environment for the working employees at the work place.