



# CORONAVIRUS (COVID-19)

## **COVID-19**

# Exposure Prevention, Preparedness and Response Plan

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# COVID-19 Exposure Prevention, Preparedness and Response Plan



## INTRODUCTION

Black Construction Corporation (BCC) takes the health and safety of our employees very seriously. With the spread of “COVID-19”, BCC must remain vigilant in mitigating the outbreak. BCC is a proud part of the construction industry on Guam. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness and Response Plan to be implemented, to the extent feasible and appropriate, throughout BCC and at all of our jobsites. BCC has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the Department of Public Health and Social Services (DPHSS) continue to make available.

This Plan is based on information available from the CDC, OSHA and DPHSS at the time of its development, and is subject to change based on further information provided by these same entities.

### **I. RESPONSIBILITIES OF MANAGERS AND SUPERVISORS**

All managers and supervisors must be familiar with this Plan and be prepared to answer questions from employees. Managers and supervisors shall lead by example by following this Plan diligently at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

### **II. RESPONSIBILITIES OF EMPLOYEES**

BCC is asking every employee to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, BCC has instituted various housekeeping, social distancing and other best practices at our jobsites all employees are required to adhere to. In addition, employees are expected to report to their manager or supervisor if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact the following individuals:

- Arnold B. Abella, SSHO/RN    683-2488
- Joseph A. Castro, Safety Administrator                        777-3623



## **COVID-19 Exposure Prevention, Preparedness and Response Plan**

CDC, OSHA and DPHSS have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Wearing of face masks is “MANDATORY”.
- Avoid close contact with people who are sick.

Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone exhibiting these symptoms, call your supervisor and healthcare provider right away.

### **III. WORKFORCE HOUSING QUARANTINE PROTOCOLS**

#### **A. *Standard Pre-Deployment Medical Exam***

- Within 1 month of departure to Guam, H-2B workers will undergo a pre-deployment physical condition and general health screening. This screening shall include, a chest x-ray (CXR), syphilis screening by RPR, HIV testing, documented tetanus vaccination within the past 10 years, MMR vaccination (or documentation of positive titers for measles, mumps and rubella), influenza vaccination, varicella vaccination (or documentation of positive titers for varicella), blood pressure check, and a comprehensive dental exam.
- H-2B workers will be encouraged to self-quarantine prior to departure.

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- BCC reviews employee medications to evaluate risks of high blood pressure and diabetes.
- Positive tuberculosis cases are required to undergo 3 to 9-month medication therapies and must be re-evaluated by an accredited medical staff in Manila.
- BCC will ensure that each worker's health status prior to deployment to Guam is adequate for performance of the activities to which the worker is assigned giving consideration to the climatic and other physical elements to be experience on Guam. Any applicant found to have conditions inconsistent with the prospective future employment term on Guam are promptly referred for medical advice and treatment and their employment status is determined by the employer in accordance with their hiring policies.

### **B. Pre-Departure Medical Exam (Philippines)**

- Within 72 hours of departure to Guam, H-2B workers will undergo general health screening.
- Upon arrival at the Red Planet Hotel in Manila, workers will be in quarantine for 14 days.
- Medical tests will include:
  - Antibody Rapid Test on day 2 (Monday) – if test result is positive, worker will be sent home.
  - PCR Test (Swab test) on Day 4 (Wednesday) – if test result is positive, worker will be sent home.
- A COVID-19 kit will be distributed to the worker upon arrival at the Hotel. The kit includes:
  - Personal Digital Thermometer
  - 6 Surgical Face Masks
  - 1 N95 mask (to be worn during the flight)
  - 6 pairs of medical grade hand gloves
  - 1 60ml bottle of alcohol
  - 1 pack of anti-bacterial wipes (to be used inside the plan to wipe the food tray)
  - Information pamphlet on COVID-19 risk reduction measures

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- On Friday, a pre-departure briefing will be conducted and each worker will receive an envelope containing the following documents:
  - Passport with H2B Visa
  - Petition Document
  - Overseas Employment Certificate
  - PDOS Certificate
  - NBI Clearance
  - E-Ticket
  - Master Employment Contract
  - Notarized Health Declaration Form
  - RT-PCR Swab Test Result
  - Form LPCD 11 – Application of Registration with Guam Department of Labor
- On departure day, workers will strictly observe the following COVID-19 precautionary measures:
  - Maintain physical and social distancing and minimum contact AT ALL TIMES in all places within the airport.
  - Wear N95 mask AT ALL TIMES
  - Wear face shields AT ALL TIMES
  - Wash hands with soap (if possible) or use alcohol to disinfect
  - Disinfect push cart handle is used
- Upon arrival at Guam International Airport and after checking out with the U.S. Immigration and Custom, a BCC representative will meet the arriving workers. Workers will be transported to BCC's approved quarantine facility at BLK-2 where they will remain for 14 days.
- Multiple temperature checks will be conducted prior to departure with a final temperature check at the airport.

### **C. BCC Notification to Guam DPHSS**

- BCC will notify DPHSS of the names and the exact number of arriving H-2B workers per batch, date of travel, flight number and provide negative Covid-19 test results prior to and upon arrival.



## D. *Quarantine Debriefing and Acknowledgement*

- To ensure Center for Disease Control (CDC) Wuhan Virus compliance, all medically approved workers will receive a quarantine debriefing and signed acknowledgement prior to their departure for Guam.

The debriefing will address quarantine and isolation protocols including, but not limited to:

- Subject to Quarantine
- Restricted to barracks only
- No Visitors
- Importance of staying COVID-19 free
- No-pay during quarantine period
- Providing of adequate food and clothing
- Importance of 6 feet social distancing measure
- Mandatory use of face masks
- Reporting of illnesses
- Daily medical surveillance
- Wi-Fi provided for entertainment and communications
- Failure to comply with quarantine and isolation protocols will result in termination of employment and repatriation of personnel.

Signing of Release Form by each employee prepared in their native language and English.

## IV. ARRIVAL PROCEDURES

### A. *Personal Protective Equipment (PPE) Distribution*

- H2B workers are provided PPE upon their arrival to include face masks and a personal size bottle of Purgo hand sanitizer.

### B. *Transportation from the Airport*

- Prior to boarding the bus, temperature check will be conducted.



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- All seats and frequently touched surfaces are sanitized after every trip to and from the airport.

### **C. Quarantine Briefing & Rules**

- All in-bound H-2B workers are subject to a mandatory 14-day quarantine period. Workers will be housed in BCC's DPHSS approved quarantine facility located at BLK-2, Harmon Industrial Park.
- Upon arrival, a quarantine briefing will be conducted to reinforce the importance of rules and prevention of consequences in accordance with Section III. Pre-Departure Procedures outlined in item D.

### **D. Area Assignments & Social Distancing**

- Review of House Rules:
  - Personal space
  - Mandatory Use of Face Masks

## **V. GUAM MEDICAL PROCEDURES**

### **A. Screening Exam Procedures**

- Workers normally receive a baseline CSR and clinical examination on their first day of arrival for signs and symptoms of tuberculosis. This examination will be expanded to address COVID-19.
- If there are indications of any illness, the employee will be moved to isolation.
- BCC's Designated Healthcare Professional (Arnold B. Abella, Phil. R.N.) will ensure all protocols and guidelines are being implemented, perform signs and symptoms screening, daily temperature checks (twice a day), assess/manage minor ailments if needed, and identify quarantined employees who need further medical assessment.

### **B. Isolation Process**

- If any worker develops symptoms of COVID-19 (fever, cough, sore throat, shortness of breath, etc.) or other illnesses, they will be immediately moved to isolation and American Medical Center (AMC) will be notified for further guidance. If either COVID-19 or tuberculosis is detected, DPHSS will immediately be notified as well.



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- ✓ A follow-up exam will be scheduled with AMC
- ✓ Daily reports will be provided to AMC
- ✓ Release from isolation will require written approval from DPHSS and follow up concurrence with AMC

### C. *End of Quarantine Procedures*

- Day 12 or 13 of the quarantine period, an exit exam and COVID-19 test may be conducted to assure that the worker is fit to work and is virus free.
- At the end of the 14-day quarantine period, all monitoring tests are sent to AMC for review/evaluation by the designated occupational health specialist and a medical fit for duty clearance will be provided.
- Once cleared from quarantine, employee is discharged and relocated to normal berthing quarters. Daily COVID-19 screening protocols at BLK-2 are conducted prior to worker leaving to their respective jobsites.

## VI. ACCESS CONTROL

### A. *Daily Screening*

- BCC will conduct daily workforce housing medical monitoring for BLK-2 tenants. The monitoring will focus on indicators that would raise the index of suspicion of an infectious disease etiology. BCC will report any conditions to AMC and DPHSS within the timeframe required by Guam Code.
  - Temperature checks (twice a day)
  - Daily health questions with temperature check
  - Day 12 or 13 of the quarantine period, an exit exam and COVID-19 test to assure that the worker is fit to work and is virus free

### B. *Food, Trash and Other Materials*

- Food items are delivered to the quarantine area(s) via food cart.
- All food items are packaged/wrapped individually in disposable containers with disposable utensils.
- Trash receptacles are provided to bag all trash and will be left outside of the main door to be picked up for proper disinfections and disposal.



## C. *Inspections / Cleaning*

- Facility inspections are conducted daily by BCC.
- BLK-1 and BLK-2 facility cleaning and disinfecting is performed twice a day by a third-party contractor (iCAN). Areas include:
  - Unoccupied rooms
  - Common areas
  - Restrooms
  - Frequently touched surfaces (door knobs, tables, light switches, toilets, faucets and sinks, etc.)

BCC conducts daily auditing to ensure environmental cleaning is acceptable and deficiencies brought to the attention of both iCAN and in-house cleaners for immediate corrective action.

## VII. **FOOD HANDLING**

### A. *Within Quarantine Area*

- Food is provided 3 times a day (breakfast, lunch and dinner), delivered to front door of the Quarantine Area(s) via food cart or tray. Food handler is required to have proper PPE, at a minimum, face shield / mask, and new nitrile butyl gloves.
- All food items are packaged/wrapped individually in disposable containers with disposable utensils.
- Trash cans are provided to bag all trash and will be left outside of the front door to be picked up at the end of the day for proper disinfection and disposal.

### B. *Food Preparation (3<sup>rd</sup> Party Location)*

- The kitchen staff or food handlers of Triple J Enterprise follow standard CDC practices by wearing mandatory PPEs (face masks and gloves) when delivering food.



## VIII. SANITARY PROCEDURES

### NOTE:

All common areas are provided with Zoono Z-71 Surface Sanitizer for everyday use. Thoroughly sanitized every 30 days and with every transition, by Greener Day Resources using the Zoono Fogger Method to ensure that all surfaces are covered.

### **A. Personal Space**

- Each employee is provided bottles of hand sanitizers and each worker is expected to keep their personal space clean regularly. Zoono Z-71 will be available for additional sanitation.

### **B. Restrooms**

- Restrooms are sanitized daily using Zoono-71.
- No more than 2 workers are authorized in the restrooms at one time. Social-distancing is mandatory.

### **C. Common Area**

- Workers are required to wear masks in common areas and shall observe a minimum (6 feet) distance at all times.

## IX. ISOLATION AREA

The Isolation Room is located on the first floor of BLDG. 2, Quad D.

- Any person testing positive for COVID-19 upon arrival or feeling ill will be held in this area.
- Daily updates will be provided to AMC.
- AMC to direct medical procedures.
- Release worker from quarantine only after written confirmation from DPHSS and follow-up concurrence with AMC.

## X. JOB SITE PROTECTIVE MEASURES

BCC has instituted the following protective measures at all jobsites.



### A. *General Safety Policies and Rules*

- Wearing of face masks is “MANDATORY”.
- Any employee/subcontractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- All hands safety meetings are temporarily suspended until further notice. Jobsites will conduct individual work crew tailgate meetings to meet contract requirements. Attendance will be collected verbally and the foreman/superintendent will sign-in each attendee.
- Avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-workers/subcontractors/visitors) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailer.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by virtual conferencing.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- BCC understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, BCC will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers tools and equipment. To the extent tools must be shared, BCC will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.



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- BCC will divide crews/staff into two (2) groups where possible, so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
- As part of the division of crews/staff, BCC will divide employees into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for an employee to change shifts, BCC will have sole discretion in making that alteration.
  - Employees are encouraged to minimize sharing rides in their vehicles. While in vehicles, employees must ensure adequate ventilation.
  - If practicable, each employee should use/drive the same truck or piece of equipment every shift.
  - In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

### ***B. Workers entering Occupied Buildings***

- Construction and maintenance activities within occupied office buildings and other establishments, present a unique hazard with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. BCC will provide alcohol-based wipes for this purpose.
- Employees should remind other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

### ***C. Job Site Visitors***

- The number of visitors to the job site, including the field office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving at the job site. If the visitor answers “yes” to any of the following questions, he/she will not be permitted to access the jobsite:

- Have you been to or traveled through any countries outside of the United States in the past 14 days?
- Are you experiencing any of the following symptoms to include fever, chills, coughs, sore throat, shortness of breath, and/or body aches?
- Have you had close personal contact (within 6 feet, in a confined space, or had direct contact with infectious secretions) with anyone who has experienced the above symptoms in the past 14 days?
- Have you been confirmed positive for COVID-19?
- Site deliveries will be permitted but should be properly coordinated in line with BCC's minimal contact and cleaning protocols. Delivery person should remain in their vehicles if at all possible.

### **D. Personal Protective Equipment and Work Practice Controls**

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), BCC will also provide:
  - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
  - Eye protection: Eye protection should be worn at all times while on-site.
  - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by the work and if available.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
  - Keep dust down by using engineering and work practice controls, especially through the use of water delivery and dust collection systems.
  - Limit exposure time to the extent practicable.
  - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.



- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

### XI. JOB SITE CLEANING AND DISINFECTING

BCC has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite field offices, containers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper PPE, such as nitrile, latex, or vinyl gloves and gowns, as recommended by CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. BCC will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, BCC will clean those areas of the jobsite that a confirmed-positive individual may be contacted and will do so before employees can access that work space again.
- BCC will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).
- BCC will maintain Safety Data Sheets (SDS) of all disinfectants used on site.



## XII. JOBSITE EXPOSURE SITUATIONS

- Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). BCC will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. BCC will require an employee to provide documentation clearing his or her return to work.

- Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If BCC learns that an employee has tested positive, BCC will conduct a contact tracing investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the previous 14 days, and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. BCC will also notify sub-contractors, vendor/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of



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the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

### **XIII. CONFIDENTIALITY / PRIVACY**

Except for circumstances in which BCC is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. BCC reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. BCC also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

### **XIV. GENERAL QUESTIONS**

Given the fast-developing nature of the COVID-19 outbreak, BCC may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the Safety Administrator at 671-646-4861 ext. 890 or 671-777-3623 (Cellular).