

COVID-19 MITIGATION PLAN

Introduction

Response to the coronavirus disease, or COVID-19, has prompted Clayarch, Inc. Team to alter many of our standard work practices to combat the spread of this virus.

Clayarch, Inc. Project Manager continues to maintain open channels of communication with Construction Management Engineer (CME) and Engineering Technician (ET). All Directives concerning COVID-19 will be fully supported, along with guidance from GovGuam, Department of Health & Social Services (DPHSS) and the Center for Disease Control (CDC).

Clayarch, Inc. management team continually monitors credible federal and local government websites dedicated to sharing information about the COVID-19 crisis.

Information Sources:

Guam Department of Public Health & Social Services (DPHSS)

DPHSS Website: (<http://dphss.guam.gov/2019-novel-coronavirus-2019-n-cov/>),

World Health Organization (WHO)

WHO Website: (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>)

Center of Disease Control (CDC)

CDC Website: (<https://www.cdc.gov/coronavirus/2019-n-CoV/index.html>)

All project personnel are encouraged to monitor these websites

Background

COVID-19 is a respiratory disease caused by a new type of coronavirus – severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). There are many types of coronavirus, which can cause symptoms ranging from those of the common cold to pneumonia. COVID-19 reportedly originated in the Hubei province of Central China in late 2019 and quickly spread throughout the world.

As COVID-19 is a new disease, the experts are making new developments every day, so it is crucial for Clayarch, Inc. to refine our response regularly as new information is received.

Based on current information, the key characteristics of the disease are:

Symptoms	Fever of 100.4 F or above, cough, sore throat, fatigue, and shortness of breath
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Spread	The virus can spread from person to person through close contact with an infectious person, contact with their droplets from a cough or sneeze, or contact with surfaces (e.g. doorknobs or tables) contaminated by droplets.
Prevention	Everyone should practice good hygiene to protect against infections. Wash your hands with soap and water for 20 seconds. Use a tissue and cover your mouth and nose when you cough and sneeze. Avoid close contact with others. Maintain a 6 foot “Social Distancing”
Diagnosis	If you become unwell, seek urgent medical attention. Call ahead of time to book an appointment and tell your doctor if you have been in close contact with someone who has been ill or have travelled recently.
Treatment	There is no specific treatment for COVID-19, but medical care can help with the symptoms.
Vaccination	Currently no vaccination, but scientists from around the world are working on developing a vaccine. The World Health Organization (WHO) believes this may be available within 18 months.

Risks

Coronavirus Facts:

1. For most people, the immediate risk of becoming ill from the virus that causes COVID-19 is low. Adults 60 years old and older and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.
2. The risk of transmission in outdoor, open air environments goes down significantly.
3. Cleaning surfaces with an approved disinfectant is very effective at removing the virus.
4. Scientists and medical professionals expect the spread of Coronavirus to last for the next 12 to 18 months and possibly longer.
5. The Coronavirus which causes COVID-19 disease has been confirmed to come from animals. It is not manufactured biological weapon.
6. 80% of people have mild or no symptoms of illness.
7. 5-8% with coronavirus have serious health complications.
8. Currently, experts estimate the death rate will be less than 1%. Death rate is the number of people who are expected to die out of confirmed cases.
9. People who have completed quarantine or have been released from isolation do not pose a risk of infection to other people.

Based on information and guidance from sources including Guam Department of Public Health & Social Services, Center for Disease Control, Clayarch, Inc. has implemented the following precautionary measures on the project site:

1. External temperature scan of all personnel entering the site
2. All employees, subcontractors and authorized visitors will submit to the screening questions.
 - a. Have you traveled to or through any countries outside of the United States in the past 14 days? Yes or No
 - b. Are you experiencing any of the following symptoms to include fever, chills, cough, sore throat, shortness of breath and/or body aches? Yes or No

- c. Have you had close personal contact (within 6 feet, in a confined space or had contact with infectious secretions) with anyone who has experienced those symptoms (identified in previous questions) in the past 14 days? Yes or No

Individuals who respond “Yes” to any questions are advised to contact the Guam Department of Public Health & Social Services for telephone consultation

3. To the greatest extent possible, all project personnel will practice “Social Distancing” and observe the “6 Foot Rule”. Implementation of social distancing includes:
 - a. Telecommunications for regular meetings; if face to face meeting is required, the number of attendees should be limited to less than 10 and meeting should be held outdoors if possible
 - b. Maximize communication using remote means such as telephone, radio, text messaging, email, chat group apps and site bulletin boards
 - c. Reduce office staff by allowing telework whenever possible
 - d. Smaller teams for “Stretch & Flex” and daily safety briefings (Take 5)
 - e. Smaller work crews; minimum personnel to safely complete assigned tasks
 - f. Limit ride sharing in project vehicles. If the vehicle must transport passengers, the number should be limited. Recommend 1 passenger per trip, seated as far from driver as possible, windows down
 - g. Stagger work shift times to reduce number of personnel in POV parking areas
4. Implement hygienic workplace practices. Measures to improve sanitary conditions include:
 - a. Continually encourage workers to “self-isolate” at the first sign of flulike symptoms or close personal contact with persons exhibiting those symptoms
 - i. Notify supervisor by phone
 - ii. Contact healthcare provider or Guam DPHSS for guidance
 - b. Wash hands with soap & water for at least 20 seconds or use hand sanitizer frequently. Especially important before meals and after using the restroom
 - c. Avoid touching your face, especially mouth, nose and eyes
 - d. Cough and sneeze into the crooks of your arm
 - e. Avoid physical contact, no handshakes or fist bumps
 - f. Wear gloves (nitrile or standard work gloves)
 - g. Discontinue collections of signatures at all meetings. Shared use of pens, pencils and electronics, such as iPads, is highly discouraged. Supervisors will record safety meeting and document attendance electronically
 - h. Personnel are assigned as attendants for the ice & water station. Only attendant, in appropriate PPE (nitrile gloves & N95 mask), will touch ice coops & faucets
 - i. Personnel are assigned as cleaners. Cleaners are provided paper towels & disinfectant to wipe commonly touched surfaces. Target areas include:
 - i. Door handles on office trailers & port-o-lets
 - ii. Nonporous surfaces such as countertops
 - iii. Heavy equipment and project vehicles, especially door handles, steering wheels, joysticks, gearshifts, turn signal arms, seatbelt buckles, etc.

- j. Minimize sharing heavy equipment between operators. When equipment must be assigned to a new operator, wipe down commonly touched surfaces with disinfecting solutions, especially in the cab, before new operator starts
- k. Provide maximum number of hand-wash stations to workers
- l. Procure & distribute the following:
 - i. Hand sanitizer
 - ii. Nitrile gloves
 - iii. N95 respirators
 - iv. Disinfectant spray bottles
 - v. Paper towels
5. Practice the principles of “Speak Up/Listen Up” throughout the workday. If you observe questionable or risky behavior, have respectful conversation with that person. If you are on the receiving end be thankful some cared enough to highlight a potential problem.
6. Encourage all workers to implement the following preventative measures at home:
 - a. When returning home, remove work clothes and shower as soon as possible
 - b. Consider not carpooling with coworkers unless from the same household
 - c. Restrict travel to essential trips, grocery stores, gas station, post office, etc.
 - d. Limit personal contact with others, especially those in high-risk categories such as the elderly or persons with underlying medical conditions
 - e. Maintain a healthy lifestyle, eat well balanced meals, drink plenty of water, exercise and get plenty of sleep.

Review & Update

As new information and guidance concerning COVID-19 is received. Clayarch, Inc. will amend this plan as required.