

## **COVID-19 Control Plan for De Leva Millworks Corporation**

### **1.0 GENERAL**

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. COVID-19 spread from China to many other countries around the world, including the United States. The COVID-19 pandemic is impacting all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. This plan defines site-specific efforts regarding:

- Awareness and Education
- Screening Methods
- Contamination Prevention and Sanitation
- Reporting and Illness/Exposure Management

### **2.0 CONTROLS**

#### **2.1 Awareness and Education**

A continual assessment of hazards is required to maintain a current awareness of exposures and the effectiveness of current controls. These methods will ensure all employees have access to current information employees on how the pandemic is progressing, known site-specific exposures, site-specific controls and how to effectively implement them, and reporting requirements.

- At a minimum, COVID-19 training shall be provided via new hire orientation, daily toolbox talks, Near Miss/Great Catch reporting, findings from inspections, informational postings and informal discussions with supervision or employees.
- On-going assessment of local, state and federal guidelines from organizations such as the Guam Department of Public Health and Services, CDC, OSHA, Guam Homeland Security Joint Information Center, Office of the Governor of Guam, Andersen Air Force Base Procedures, and NAVFAC are required by all leadership employees to maintain an accurate understanding of the current threats.

#### **2.2 Screening Methods**

Employees can be exposed both at the jobsite and away from the jobsite. Fever, coughing, and shortness of breath are primary symptoms that may present between two and fourteen days from contraction of the virus. It is critical to remind employees to identify any of these symptoms and to quickly isolate the symptomatic from other employees.

- Employees shall continually evaluate themselves for the onset of any symptoms, particularly fever, coughing or shortness of breath.
- Infrared thermometers will be deployed as available to assess all employees for potential fevers. Employees parking by the office will be screened prior to entering the building when temperature screening is available.
- A temperature measured in greater than 100.4 °F is considered a fever. Anyone with a fever will be isolated from the workforce and sent home.
- Any employee who notices a co-worker exhibiting or complaining of symptoms of acute respiratory illness (fever, coughing, shortness of breath) should alert Safety Officer so that appropriate steps can be taken to assess the employee's fitness to work. Stop Work Authority is to be used.

### **2.3 Contamination Prevention and Sanitation**

Current medical understanding is that the virus is primarily transmitted via respiratory droplets. The virus can potentially survive on varying surfaces from hours to multiple days. Primary routes of entry include the mouth, eyes and nose.

- Any employee who is experiencing symptoms of acute respiratory illness (fever, cough, shortness of breath) shall notify the employee's supervisor and not report to work.
- Employees should not cover any cough or sneeze with hands but should use a tissue or the elbow to contain the cough or sneeze. This process lessens contamination on hands and in air. Employees must properly wash hands following any cough or sneeze.
- At a minimum, all employees shall conduct adequate hand washing prior to eating, before and after preparing food, following use of the restroom, following sneezing or coughing, and following touching of the face, especially the mouth, eyes or nose.
  - Adequate hand washing is achieved by following these five steps:
    1. Wet your hands with clean, running water (warm or cold); turn off the tap, and apply soap.
    2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
    3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
    4. Rinse your hands well under clean, running water.
    5. Dry your hands using a clean towel or air dry them.
- Do not touch your eyes, nose or mouth. Sores should also stay covered and protected. These measures are to prevent routes of entry. If the face, eyes, nose or mouth must be touched, employees shall adequately wash their hands prior to, and after.
- Two hand wash stations are provided onsite, one near the laydown/break area and one near the office trailer. These handwash stations are currently serviced two times per week by the vendor. Site team will call the vendor for additional servicing should the supply of hand soap and water not be adequate. Water is available onsite for quick filling of these stations.

- If handwashing stations are not immediately available, employees should use hand sanitizer containing at least 60% alcohol. Hand sanitizer should not be used in lieu of handwashing if hands are visibly soiled. Hand sanitizer is readily available for employees to frequently disinfect their hands throughout the jobsite.
  - Use hand sanitizer in the following manner:
    - Apply the gel product to the palm of one hand. (Read the label to learn the correct amount).
    - Rub your hands together.
    - Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This process should take around 20 seconds,
- Whenever possible, everyone is to maintain a minimum 6ft. distance from other people. This practice insulates individuals from potential exposure to respiratory droplets. If situations require close contact, time within 6ft. should be minimized. Employees are also not to touch other employees unless absolutely necessary to complete a task. Any touching should be followed by adequately disinfecting as soon as possible.
- No employees are bussed to/from the project site. All employees utilize personal vehicles to come and leave the project site.
- Break times, including lunch times, have been staggered to minimize interactions with others.
- Whenever possible, meetings are to be conducted via teleconference rather than in person. No in-person meeting is to exceed 10 people.
- Daily Project Sign-In is being conducted outdoors.

## **2.4 Reporting and Illness Management**

### **2.4.1 General**

- 2.4.1.1 To ensure both prompt medical evaluation and prevention of any potential contamination to the jobsite, De Leva Millworks requires employees to immediately report any symptoms (fever, cough, or difficulty breathing), no matter how slight, to Safety Officer.
- 2.4.1.2 De Leva Millworks will communicate appropriate notifications to Guam Department of Public Health and Services, NAVFAC and AAFB in accordance with established protocols and in keeping with applicable privacy laws.

Employees experiencing symptoms of any illnesses are to stay home. Please take the necessary steps for your health and safety and the health and safety of your co-workers.

- 2.4.1.3 Notification to supervision is required. Employees who are experiencing any symptoms are not to report to work until the employee has been symptom and fever free for at least 24 hours without the assistance of fever reducing medications
- 2.4.1.4 Cases potentially work-related will be evaluated at:

**American Medical Center**  
**1244 Marine Corps Drive**

**Tamuning, GU 96913  
(671) 647-8262**

For cases potentially work-related, consideration should be given to allowing the affected employee to self-transport to seek medical care in order to maintain social distancing of 6ft. or greater. Vehicles offering adequate distance, such as passenger vans may also be used. Vehicles used for transport are disinfected following the trip.

2.4.2 Potential or Known Exposure to COVID-19 or Employees with Symptoms:

2.4.2.1 Symptomatic employees

If an employee is experiencing symptoms of acute respiratory illness and a fever (greater than 100.4 degrees Fahrenheit, or 37.8 degrees Celsius), the employee must not come to work. The employee must alert his or her supervisor that he or she is symptomatic and is staying away from work. Supervisors should alert Safety Officer immediately once they receive information that an employee is staying home with acute respiratory illness symptoms.

2.4.2.2 Potentially exposed but asymptomatic employees

If an employee does not have symptoms, the employee must also stay home and not come to work, and alert the employee's supervisor, if the employee has had any of the following interactions with an individual who has symptoms and/or has laboratory-confirmed COVID-19:

- Have had close contact
  - **Close contact** - being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case– or –b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

These employees must remain self-quarantined and not at the worksite for 14 days from the diagnosis or onset of symptoms of the person to whom the employee was exposed.
- Live in the same household as, are in a physical relationship with, or are caring for someone at home

2.4.2.3 Diagnosed Employees

Employees testing positive for COVID-19 are required to follow their health care provider's orders and will not be allowed back onsite until cleared by the health care provider to return to work.

2.4.2.4 Potential Workplace Exposure

De Leva Millworks will inform employees of a potential workplace exposure, while maintaining confidentiality (i.e., without revealing the infected individual's name unless otherwise directed by Guam Department of Public Health and Services).

De Leva Millworks will analyze whether any other employees were potentially exposed to an employee diagnosed with COVID-19 through "close contact" with the diagnosed employee. Following CDC recommendations and directives, De Leva Millworks will direct potentially

exposed asymptomatic employees to self-quarantine and remove them from the jobsite for a 14-day period.

## **2.5 Roles and Responsibilities**

### **2.5.1 Manager**

- Responsible for oversight and coordination of the CCP implementation to ensure consistency in program content and efficient use of resources.
- Responsible for ensuring that all employees adhere to the procedures, including training and awareness of CCP issues.
- Responsible to ensure communication of project expectations in regard to the CCP.
- Ensure compliance to the CCP by all employees, subcontractors, and vendors.
- Provide the resources necessary for implementation of the CCP.
- Ensure that adequate Emergency Response Procedures are in place for the evacuation of employees.

### **2.5.2 Superintendent**

- Assists the Manager in ensuring that all employees adhere to the procedures, including training and awareness of CCP issues.
- Assists the Project Manager in ensuring communication of project expectations in regard to the CCP.
- Actively support the CCP.

### **2.5.3 Safety Officer**

- Review and analyze new data on COVID-19 risk, prevention, and management.
- Identify and provide training and awareness materials.
- Provide leadership with health risk assessment efforts for each area of the project.
- Identify and communicate program expectations (i.e., diagnosis, treatment and notification) to preferred medical providers
- Review COVID-19 incident data.

### **2.5.4 Employees**

- Adhere to all program requirements regarding prevention and mitigation measures.
- Participate actively and vocally in the awareness program.
- Report any suspected symptoms of acute respiratory illness (fever, coughing, shortness of breath) immediately to the supervision.
- Stay home when sick.