

FK Image Interior COVID-19 Preparation Plan

POILICY: COVID-19 Preparedness Plan for FK Image Interior. FK Image is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to decrease the potential for transmission of COVID-19 in our workplace. This requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. FK Image supervisors and employees have our full support in enforcing the provisions of this policy. Our workers are our most important assets. We are serious about safety and health and keeping our workers working at FK Image Interior safe. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by assigning one person to check temperature for all employees, including themselves. Our Preparedness Plan follows the following:

- hygiene and respiratory etiquette
- engineering and administrative controls for social distancing
- housekeeping – cleaning, disinfection and decontamination
- prompt identification and isolation of sick persons
- communications and training that will be provided to managers and workers
- management and supervision necessary to ensure effective implementation of the plan

Screening Policy

Screening and policies for employees experiencing signs and symptoms of COVID-19 Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms:

- All workers will receive mandatory temperature checks at the start of the day.
- If experiencing signs of COVID-19, employees are required to notify their supervisor via Whatsapp or text message.
- If an employee were to experience COVID like symptoms, they are required to remain at the workplace and receive further questioning regarding their symptoms
- Employees are encourage to frequently wash their hands with soap and water.

Exposed to COVID-19 Policy

FK Image Interior has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. A sign in sheet is provided at the start of a shift to indicate the identity of employees who were present. If a person were to have come into contact with COVID-19, FK Image notifies the employee immediately and provides necessary leave.

Social Distancing Policy

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- FK Image employees are required to bring their own masks, but if failed to do so, masks are provided by the company.
- Gloves are implemented at the jobsite, as well
- Work hours are flexible and decreased to reduce employees at our workplace.
- Employees are to remain 6 feet apart
- Lunch breaks are to be taken separately

Housekeeping Policies

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls and door handles. A log checklist is provided to ensure sanitation.

- FK Image start and end shift employee conducts mandatory sanitation with rubbing alcohol

If an employee of FK Image Interior were to test positive for COVID-19, Guam Clean Masters will be contacted and an appointment will be scheduled to conduct deep sanitation.

This Preparedness Plan was communicated at the FK Image company meeting and a copy of this plan has been handed out.



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