



COVID-19 Mitigation Plan

Guam Advance Enterprises, Inc. is committed to ensuring the health, safety, and protection of our personnel, their families, and our community while continuing to work through this pandemic. The following measures have been taken and shall continue throughout the duration of this pandemic, and in accordance with guidance provided by government authorities.

1. Prevention and Reduction of Transmission Among Employees

1.1. Employees who are sick are encouraged to stay home.

1.1.1. Employees who have symptoms should notify their supervisor and stay home.

1.1.2. Sick employees are instructed to follow the CDC-recommended steps.

Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.

1.1.3. Employees who are well, but have a sick household member with COVID-19 should notify their supervisor and follow CDC and DPHSS recommended precautions.

1.1.4. Employees who are at high-risk or highly susceptible to COVID-19 may obtain supervisor approval to work from home or use the office during off-peak hours (flex-scheduling).

1.2. Health Checks

1.2.1. Temperature check upon arrival at any office or job site.

1.2.2. Employees who appear to have symptoms upon arrival or who become sick during the day shall immediately inform a supervisor and separate from other employees, clients and visitors.

1.3. Employee Travel and Social Gatherings

1.3.1. Employees are to notify their supervisor of any travel plans.



1.3.2. Employees are encouraged to limit travel to essential travel only.

1.3.3. Employees are encouraged to comply with current DPHSS directives regarding social gatherings.

2. Personal Protective Equipment

2.1. Temperature checking device is placed at the office entrance, equipped with hand-sanitizer dispenser.

2.2. Reception desk is equipped with plastic barrier to protect the employee and visitors.

2.3. Visitation is by appointment only.

2.4. Employees and staff are provided with PPE, including but not limited to face-coverings, hand sanitizer, and nasal rinse.

2.5. Hand soap for hand washing to be provided for employee bathroom facilities.

2.6. COVID-19 countermeasures signage posted.

3. Social Distancing

3.1. Employees in the offices and on job sites are required to maintain social distance of six (6) feet, unless in case of emergency.

3.2. Facemask or face-covering is required at all times unless actively eating or drinking.

3.3. Gatherings are not allowed during break times or during lunch breaks.

3.4. Meetings are conducted via virtual platform (Zoom, Skype, etc.) or telephone conference whenever possible.

Should you have any questions regarding this COVID-19 Mitigation Plan, please contact Julius Tawatao, Project Manager, at julius@guamadvance.com or (671) 858-2926.