
COVID-19: Mitigation Plan

HIGHWAY SAFETY SERVICES, LLC • 11.19.2020

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HSS's Goals

1. Develop policies and provide training for prevention and worker protection against COVID-19.
 2. Educate workers to recognize the signs and symptoms of COVID-19.
 3. Provide instructions on what to do if employees develop symptoms within 14-days after their last possible exposure to the virus.
 4. Provide instruction on what to do when employees return to work.
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Overview

PREVENTION

HEALTH ASSESSMENT

GUIDANCE ON QUARANTINE,
TESTING, AND ISOLATION

RETURN TO WORK

PREVENTION

TO HELP PREVENT THE SPREAD...

HSS employees will protect themselves by practicing these **PREVENTIVE ACTIONS**:

1. WEAR A MASK
 2. PRACTICE SOCIAL DISTANCING
 3. WASH or SANITIZE HANDS OFTEN.
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REMEMBER THE 3 W'S

To help remember the **PREVENTIVE ACTIONS**, workers should remember the 3 W's:

1. **WATCH** your distance.
 2. **WASH** your hands.
 3. **WEAR** your masks.
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WATCH YOUR DISTANCE

HSS Employees are required to...

6 FEET DISTANCE between yourself and others must be kept at all times.

GREET SAFELY by **WAVE** , **THUMBS UP**, **SHAKA**, or **PEACE SIGN**.

AVOID CROWDS.

WATCH YOUR DISTANCE (cont.)

MINIMIZE THE DURATION OF INTERACTION

if 6 FEET DISTANCE cannot be kept because the longer you closely interact with others the higher the risk of COVID-19 spreading.

WASH YOUR HANDS

HSS Employees are required to...

Wash with **SOAP AND WATER** for 20 seconds.

OR

Use a **HAND SANITIZER** that contains at least 60% alcohol.

WEAR A MASK

HSS Employees must...

COVER MOUTH WITH FACE MASK when around others.

Masks must **FIT PROPERLY** around the nose and chin with no large gap around the sides of the face.

Use **NON-MEDICAL DISPOSABLE** masks.

TO HELP PREVENT THE SPREAD...

**HSS will be providing COVID-19 PPE ITEMS ON
HAND WHEN AT WORK:**

- 1. DISPOSABLE NON-MEDICAL FACE MASKS**
 - 2. BOX OF TISSUES**
 - 3. A BOTTLE OF HAND SANITIZER with at least
60% alcohol**
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TO HELP PREVENT THE SPREAD...

HSS will clean and disinfect Facility, Vehicles and Equipment following CDC guidance.

1. **Wear DISPOSABLE GLOVES** when cleaning and disinfecting.
 2. **Clean using soap and water.** Pay attention to **HIGH TOUCH** surfaces.
 3. **Disinfect with an EPA-registered household disinfectant or diluted bleach solution** after cleaning the area or item.
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TO HELP PREVENT THE SPREAD...

Cleaning and disinfecting areas exposed to someone who is sick:

1. **CLOSE OFF ALL AREAS** used by the sick person.
 2. **OPEN OUTSIDE DOORS AND WINDOWS** to increase air circulation.
 3. **WAIT 24 HRS (or as long as possible)** before cleaning or disinfecting.
 4. **CLEAN AND DISINFECT ALL AREAS USED** by the sick person.
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TO HELP PREVENT THE SPREAD...

For all tasks in the CLEANING PROCESS, including handling trash...

- **Wear DISPOSABLE GLOVES, GOWNS and all additional required PPE.**
 - **Follow manufacturer's instruction for all cleaning solutions.**
 - **All cleaning PPEs should be removed carefully to avoid contamination of the wearer and the surrounding area.**
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TO HELP PREVENT THE SPREAD...

For all tasks in the CLEANING PROCESS, including handling trash...

- **WASH or SANITIZE hands often.**
 - **Wash with soap and water for 20 seconds immediately after removing gloves, visibly dirty and after contact with a sick person.**
 - **If soap and water are not available and hands are not visibly dirty, use hand sanitizer that contains at least 60% alcohol.**
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TO HELP PREVENT THE SPREAD...

DISINFECT clean areas using:

- **EPA-REGISTERED HOUSEHOLD DISINFECTANT.**
 - **Follow instructions on the label to ensure safe and effective use of the product.**
 - **Follow all precautions and recommended PPEs.**
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TO HELP PREVENT THE SPREAD...

DISINFECT clean areas using:

- **DILUTED HOUSEHOLD BLEACH SOLUTION**
 - **Make sure bleach is NOT EXPIRED.**
 - **Expired household bleach is NOT EFFECTIVE** against coronaviruses.
 - **Follow manufacturer's instructions for application and proper ventilation.**
 - **Never mix household bleach with ammonia or any other cleaner.**
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TO MAKE BLEACH SOLUTION, MIX:

- **5 tablespoons ($\frac{1}{3}$ cup) bleach per gallon of water.**

OR

- **4 teaspoons bleach per quart of water**
 - **Leave solution for at least 1 minute.**
 - **Bleach solution will be effective for disinfection up to 24 hours.**
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TO HELP PREVENT THE SPREAD...

DISINFECT clean areas using:

- **ALCOHOL SOLUTIONS WITH AT LEAST 70% ALCOHOL.**
 - **Follow manufacturer's instructions for application and proper ventilation.**
 - **Dry surface thoroughly before use.**
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TO HELP PREVENT THE SPREAD...

HSS will ensure that employees are :

- **Trained on the hazards of all cleaning and disinfecting chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).**
 - **Comply with OSHA's standards on proper disposal of regulated waste, and PPE (29 CFR 1910.132).**
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HEALTH ASSESSMENT

TO HELP PREVENT THE SPREAD...

If any HSS Employees is feeling sick, they are required to...

STAY HOME.

DO NOT GO INTO WORK.

TO HELP PREVENT THE SPREAD...

If any HSS Employees is has come into contact with COVID-19 positive individual, they must...

- 1. STAY HOME.**
 - 2. SEEK MEDICAL ATTENTION IMMEDIATELY.**
 - 3. ADVISE HSS SUPERVISOR AS SOON AS POSSIBLE.**
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SEEK MEDICAL ATTENTION IF...

- **EMERGENCY COVID-19 “WARNING SIGNS”***
 - **TROUBLE BREATHING**
 - **PERSISTENT PAIN OR PRESSURE IN CHEST**
 - **NEW OR WORSENING CONFUSION**
 - **INABILITY TO WAKE OR STAY AWAKE**
 - **BLUISH LIPS OR FACE**

*** THIS LIST DOES NOT INCLUDE ALL SYMPTOMS OF COVID-19.**

TO REPORT SYMPTOMS OR OBTAIN GUIDELINES CALL...

- **MEDICAL PROVIDER**

OR

- **DPHSS MEDICAL TRIAGE HOTLINE at 311,
(option 1)**

OR

- **911 for any other sever symptoms or concerns.**
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ADDITIONAL DPHSS NURSE TRIAGE HOTLINE NUMBERS

- 687-7321
- 685-0358
- 480-7859
- 998-4442
- 998-4460
- 480-6763
- 480-6760
- 480-7883
- 998-4474
- 998-4480

MONDAY - SATURDAY: 8AM-10PM

SUNDAY: 8AM-5PM

Missed calls or calls going into voicemail will be returned within the day.

If you have any emergency warning signs for COVID-19, seek medical attention immediately

Call your doctor or 311 (Dial 1) DPHSS Medical Triage Hotline or 911.

Follow Test Result Guidelines provided by the Guam DPHSS and CDC.



Stay home.
Separate from others.
Avoid contact as much as possible.
Do not go to work.

DPHSS will discuss with you steps for isolation and testing.

GUIDANCE ON QUARANTINE, TESTING, AND ISOLATION

Guidance on PRE-TEST RESULT

WAITING FOR COVID-19 TEST RESULT

- Remain in quarantine until you receive your results.
 - Stay home and only be out for essential things, such as getting groceries or seeking medical care. **DO NOT GO TO WORK.**
 - You should not have any visitors or visit other households or public places until your result is returned.
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Guidance on POSITIVE RESULT

POSITIVE COVID-19 TEST RESULT

- If you are asymptomatic or with mild to moderate symptoms: Isolate yourself from others in your home.
 - Stay in a separate room. Use a separate bathroom. Avoid contact with other people in your home. DPHSS will contact you to discuss options for isolation and explain next steps.
 - If you are severely ill: Advise your doctor or DPHSS nurse of your symptoms or call 911. It's important to seek medical attention as soon as possible.
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Guidance on **NEGATIVE RESULT**

NEGATIVE COVID-19 TEST RESULT

- If you are identified as a close contact to a COVID-19 positive patient, you are still advised to remain in quarantine for the remainder of the 14-day quarantine period.
 - If you are not identified as a close contact to a COVID-19 positive patient and are symptomatic, you should consult with your doctor on next steps.
 - If you are not identified as a close contact to a COVID-19 positive patient, and you are not symptomatic, then you may return to your normal activities.
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CLOSE CONTACT

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
 - You provide care at home to someone who is COVID-19 positive.
 - You had direct physical contact with the person (hugged or kissed them).
 - You shared eating or drinking utensils with .
 - A COVID-19 positive individual sneezed, coughed, or somehow got respiratory droplets on you.
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RETURNING TO WORK

WHAT YOU NEED TO KNOW

Before any HSS Employee can return to work, they they must...

Submit a **SIGNED AND DATED NOTE** from their COVID-19 assigned physician or health advisor that clearly states the individual can return to work.

WHAT YOU NEED TO KNOW

HSS Employees returning to work after COVID-19 related quarantine or isolation must,

1. LIMIT CLOSE INTERACTION
 2. CONTINUE PRACTICING PREVENTATIVE ACTIONS
 3. KEEP COVID-19 PPE ON HAND
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WHAT YOU NEED TO KNOW

HSS Employees returning to work after COVID-19 related quarantine or isolation must,

LIMIT PROLONGED CLOSE INTERACTION

- **The more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread.**
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WHAT YOU NEED TO KNOW

HSS Employees returning to work after COVID-19 related quarantine or isolation must,

CONTINUE PRACTICING PREVENTATIVE ACTIONS.

- **Wear masks**
 - **Practice social distancing**
 - **Wash/sanitize hands often.**
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WHAT YOU NEED TO KNOW

HSS Employees returning to work after COVID-19 related quarantine or isolation must,

KEEP COVID-19 PPE ON HAND AT ALL TIMES.

- **Face Mask**
 - **Tissues**
 - **Hand Sanitizer with at least 60% alcohol**
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