



ICC COVID -19 ACTION PLAN

1.0 PURPOSE

- This ICC Covid-19 Action Plan is to help prevent the spread of COVID-19 at our offices and jobsites. Everyone must do their part. ICC has instituted housekeeping, social distancing, worker screening and other best practices to help with this effort.
- This plan is based on HDCC’s COVID-19 PLAN and on information available at the time of its development. It is subject to change based on further guidance provided by CDC, OSHA, and Local agencies. This plan will be in effect until further notice. It is applicable to all ICC employees, salaried and hourly, as well as our project stakeholders (including vendors, clients, guests, and invitees).

2.0 ROLES and RESPONSIBILITIES

2.01 Operations Task Force

- ICC has established a COVID-19 (Pandemic) Operations Task Force which meets and discusses implementation of this plan and related revisions at the projects. Operations Task Force consists of the following members:

Donald Harper	Ma. Victoria Navarrete
Becky Sampson	Jan Vallarta
Christopher Cruz	Ed Patton
Michael Sosa	
Freddie Torres	
Jo-an Cabales	

2.02 Lead Implementor

- The SSHO Christopher Cruz will be the Lead Implementor of this COVID-19 ACTION PLAN. He shall:
 - Ensure completion, review, and management of Covid-19 Questionnaire forms in accordance with Attachment A.
 - File all Covid-19 Questionnaire forms in a secure location to ensure worker privacy. Forms should be filed by company name and date.
 - Report to Operations Task Force any proposed changes to this plan.

2.03 Managers and Supervisors

- Set a good example to all by following the procedures and guidelines set in this plan.
- Ensure immediate and proper implementation of this COVID-19 plan at your project site or department.
- Be familiar with this plan and be ready to answer questions from workers.
- Hold yourself and others accountable for compliance with all aspects of this plan.
- Practice social distancing, good hygiene, and required safety practices.
- Stay home if you are sick and notify your supervisor.
- Report illness or potential COVID-19 exposure notifications to SSHO.
- Ensure cleaning and disinfecting is conducted according to this plan.
- Enforce social distancing where possible – stagger work start/finish times, lunch breaks, etc.



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- Notify suppliers, vendors, and regular visitors (inspectors, etc.) of our plan and our expectations.

2.04 Workers, Staff, Subs, Vendors, Visitors

- Take steps to protect yourself.
- Stay home if you are sick and notify your supervisor.
- Consult personal care physician if you experience any of the COVID-19 symptoms as identified by CDC (e.g. fever, cough, shortness of breath). Notify supervisor if you are referred for COVID-19 testing.
- Ensure your work areas, tools, and any equipment you have used, are cleaned and disinfected when you are finished.
- Maintain a daily log of (1) your COVID-19 related cleaning and disinfecting activities and (2) group meetings held in your work areas for contact tracing purposes.
- Implement social distancing, good hygiene, PPE protocols (as applicable), and other safe practices to help stop the spread.
- Notify your manager or supervisor if you observe anyone not complying with this plan.

2.05 Site Superintendent and SUXOS

- Site Superintendent and SUXOS shall scan the body temperature of each individual accessing the jobsite using a no-contact body temperature scanner. Anyone with a fever (100.4 degrees F and above) shall not be allowed on site.
- If any person seeking access to our jobsite or jobsite office appears visually ill, he/she may be subject to further screening and/or prohibited from entry.

3.0 BEST PRACTICES/INFECTION PREVENTION

3.01 Daily COVID-19 Screening Questionnaire

- ICC shall perform the daily screenings of all personnel during the morning Safety Briefing.
 1. Have you been to or travelled through any countries outside of the United States in the last 14 days? Yes or No
 2. 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.
 3. Have you had close personal contact (within 6 feet, in a confined space, or had direct contact with infectious secretions) with anyone who has experienced those symptoms (identified in question 2 above) in the past 14 days? Yes or No.
- If any personnel answered “Yes” to any of these questions, SSHO shall contact the US Naval Hospital Guam Medical Screening Call Center at (671)333-2772/2773/2774 for a second phone screening.
- SSHO to notify OICC immediately
- Weekly reports of Daily COVID-19 Screenings shall be submitted to the Contracting Officer.
- CDC currently defines close contact as:
 - Being within 6 feet of someone who has COVID-19 for at least 15 minutes.



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- Providing care at home for someone who is sick with COVID-19.
- Having direct physical contact (touching, hugging, or kissing) with someone who is sick with COVID-19.
- Sharing eating or drinking utensils with someone who is sick with COVID-19.
- Being sneezed on, coughed on, or somehow exposed to respiratory droplets of someone who is sick with COVID-19.
- Monitor yourself for symptoms, including cough, shortness of breath, fever of 100.4 or higher, or other symptoms as described by CDC.

3.02 Training

- All site personnel are required to participate in any additional training related to COVID-19.
- Training will be conducted in a manner that meets the requirements for limited group sizes and social distancing. (i.e. multiple small groups, web-based, or conference calls).
- Types of training may include jobsite postings, toolbox meetings, orientations, stand-downs, or other special safety meetings.
- Orientations will be updated as necessary to include relevant components of this plan as well as infection control measures.
- Training attendance and minutes of discussion will be documented. Acquiring live signatures may not be feasible due to meeting format. Attendance may be confirmed verbally and must also be documented on a checklist or roll sheet.

3.03 Social Distancing

- Social distancing of at least 6' should be maintained whenever possible. Some suggestions to achieve this are:
 - ❖ Control jobsite access to ensure completion of the Illness/Health Assessment prior to start of work.
 - ❖ hold multiple small stretch and flex sessions to keep group size to less than 10 people,
 - ❖ schedule tasks by location and trades to maintain small group size and social distancing.
- Implement administration controls where social distancing cannot be achieved. For this example, additional controls may include, but are not limited to:
 - ❖ Limit the max number of occupants in offices, meeting rooms or other enclosed areas.
 - ❖ Increase cleaning and disinfecting schedules.
 - ❖ Where possible, open doors and/or windows for ventilation.

3.04 Cloth Face Covering/Face Mask (terms are considered interchangeable)

- Cloth Face Covering/Face Mask is required when social distancing is not feasible.
- The use of a cloth face covering (mask) is required where social distancing measures are difficult to maintain such as conference rooms, common indoor areas, enclosed units (whether windows/doors are open or closed).
- Face covering shall be cleaned according to CDC guidelines (i.e. washed daily).
- Do not touch the inside of face coverings when putting on or taking off.
- Face coverings do not replace the requirements for social distancing when possible.



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3.05 Good Hygiene Practices

- Always incorporate proper hygiene protocols on your job.
- Promote frequent and thorough hand washing (at least 20 seconds) by providing places to wash hands. Soap and running water are preferable but if you need to use hand sanitizer make sure it contains at least 60% ethyl alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Do not share food or drinks.
- Tell workers to stay home if they are sick.
- Remind them to keep in touch with you while they are out.
- Cover your mouth with tissue or use your elbow when sneezing or coughing and wash hands thoroughly.
- Throw used tissues in the trash.

3.06 Cleaning and Disinfecting

- Clean and disinfect frequently touched surfaces daily.
- If surfaces are dirty, clean them with detergent or soap before disinfecting.
- Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface. Options include:
 - ❖ Follow manufacturer's instructions for application and proper ventilation.
 - ❖ Check to ensure the product is not past its expiration date.
 - ❖ Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

3.07 Food, Beverage and Water

- Sharing of food and drinks is strictly prohibited.
- ICC issues its workers with their personal water container and make sure bottled water is also available for their use as needed.
- Remind workers there is no sharing of food or drink.
- Reinforce good hygiene practices before and after eating.
- Eating areas should be cleaned and social distancing (6') is maintained.

3.08 Company Meetings/Trainings

- All in-person conferences, training, and group meetings shall be conducted in accordance with applicable government regulations, orders, or proclamations.
- Maintain a log of who participates in any in-person conferences, training, or group meetings. The log shall include attendee's name, phone number, employer, and time in/out.
- Use video or web conferencing (i.e. Microsoft Teams, Zoom, Skype, Go-To, etc.) is strongly encouraged.
- Minimize jobsite gatherings to 10 people or less and be sure to accommodate social distancing.
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3.09 Ride Sharing

- Wearing of mask is required while riding



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- When two or more are riding in a vehicle, all passengers, including the driver, shall wear masks.
- Eating or drinking shall not be allowed inside the vehicles.
- Vehicles used by two or more passengers (including the driver) shall be cleaned and disinfected daily

3.10 Work from Home (Staff Only)

- Work from home is allowed only to the extent feasible without interfering with your ability to carry out your assigned duties and responsibilities. Operational Task Force will evaluate needs of each project and work with their staff to develop a plan to limit number of personnel in offices and onsite. We will reevaluate this approach frequently and issue updated guidance as needed. Following are a few basic guidelines:
 - ❖ Do not assume any specified period for remote work. You may be required to return to regular in-office work at any time.
 - ❖ Employees working remotely are required to work regular hours and be readily available for the duration of the workday to participate in conference calls, remote meetings, etc.
 - ❖ Employees working remotely are expected to keep up with emails and other company communications including text messages and phone calls.
 - ❖ Take laptops, tablets, cell phones and related accessories (chargers, etc.) home every day in preparation for extended project shut down.
 - ❖ With regard to computers, tablets and cell phones and data contained within, you should take reasonable precautions to protect them against loss, damage, or theft.

3.11 Company Meetings

- Virtual meetings or via remote shall be encouraged as much as practicable.
- Where person-person meetings are necessary, always practice all COVID precautions.
- All in-person conferences, training, and group meetings shall be conducted in accordance with applicable government regulations, orders, or proclamations.
- Maintain a log of who participates in any in-person conferences, training, or group meetings. The log shall include attendee's name, phone number, employer, and time in/out.
- Use video or web conferencing (i.e. Microsoft Teams, Zoom, Skype, Go-To, etc.) is strongly encouraged.
- Minimize jobsite gatherings to 10 people or less and be sure to accommodate social distancing.

3.12 Visitors

- All efforts should be made to reduce external traffic (i.e. visitors and vendor sales representatives) in offices and on the jobsite whenever possible.

3.13 Travel

- Any personal travel, domestic or international, shall be reported to Operations Task Force.



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Upon return employee must follow current requirements for self-quarantine.

- Immediately report any exposure to suspected or confirmed COVID-19 infected persons that may have occurred during your travels, to SSHO.

3.14 Return to Work from Travel or Leave

- ICC has implemented leave policies for workers who stay at home when they are sick, when shared household members are sick or when required to isolate or quarantine. For more information relative to requesting a leave of absence please contact your immediate supervisor or any member of the ICC Operations Task Force.

4.0 INFECTION CONTROL MEASURES

4.01 Exposure/Potential Exposure Protocols

Exposure to an infected person may occur at the jobsite, in the office or at home. Possible situations may include:

- Sitting inside office and near the infected person for most of the workday;
- Working closely with infected person on jobsite as a pair or team for most of work day;
- Being coughed or sneezed on by the infected person;
- Having given first aid or immediate care to the infected person (i.e. helping at home, caring for another infected person, etc.);
- Rooming/sharing hotel or home with the infected person.

In the event of a suspected or laboratory-confirmed case of COVID-19 on the project, please follow these additional guidelines, as established by the CDC to clean, and disinfect the jobsite or work area:

- Isolate potentially infected worker from others until he/she can be removed from jobsite.
- Temporarily close off areas used by the ill individual.
- Use appropriate PPE – disposable gloves and gowns, respirator/face shield.
- Post appropriate signage and/or barricades, as necessary.
- Wait if practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets. CDC currently recommends waiting a minimum of 24 hours if possible.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the ill individual, focusing on frequently touched surfaces including shared tools, machines, vehicles and other equipment, handrails, ladders, doorknobs, and portable toilets.
- Exercise proper contact tracing following definition of close contact as defined by CDC.
- Be prepared for a complete job shut down if necessary.
- Follow any additional jobsite specific procedures that may be in place.

4.02 Return to Work Procedures

- Anyone who has been exposed to or had closed contact with an infected person shall get



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tested for COVID-19.

- An employee who has been exposed to an infected person or potentially inspected person shall be allowed to return to work after getting a negative COVID-19 test result.
- Said personnel will need to be under observation and a follow-on COVID-19 test shall occur as per attached decision plan.

4.03 Quarantine

- Stay home for a minimum of 14 days after your last contact with person who has COVID-19.
- If at any time during quarantine you come into contact with another person who has COVID-19, your quarantine starts from that day.
- Even if you test negative for COVID-19, or feel healthy, you must quarantine for minimum of 14 days.
- If at any time during quarantine you feel ill or experience COVID-19 symptoms you must consult with your physician and obtain a work release before being allowed to return to work.

5.0 NOTIFICATION GUIDANCE and ACTION FLOWCHART

5.01 Exposure Notification

- Under EEOC, ADA and FMLA, any information regarding medical condition or history of an employee obtained as part of an examination or inquiry into a disability may constitute a confidential medical record and may only be disclosed in limited circumstances. Therefore, ICC will disclose positive COVID-19 test results to affected employees or project stakeholders, without revealing any identities.
- No other information regarding possible testing, potential exposure or monitoring will be released.
- Employees determined to have had close contact **with infected person** will be required to contact physician and quarantine for a minimum of 14 days. Must have medical clearance to return to work.
- ICC shall notify CHK JV as per established COVID notification procedures to CHK JV.

5.02 Notification Guidance and COVID Action flowchart.

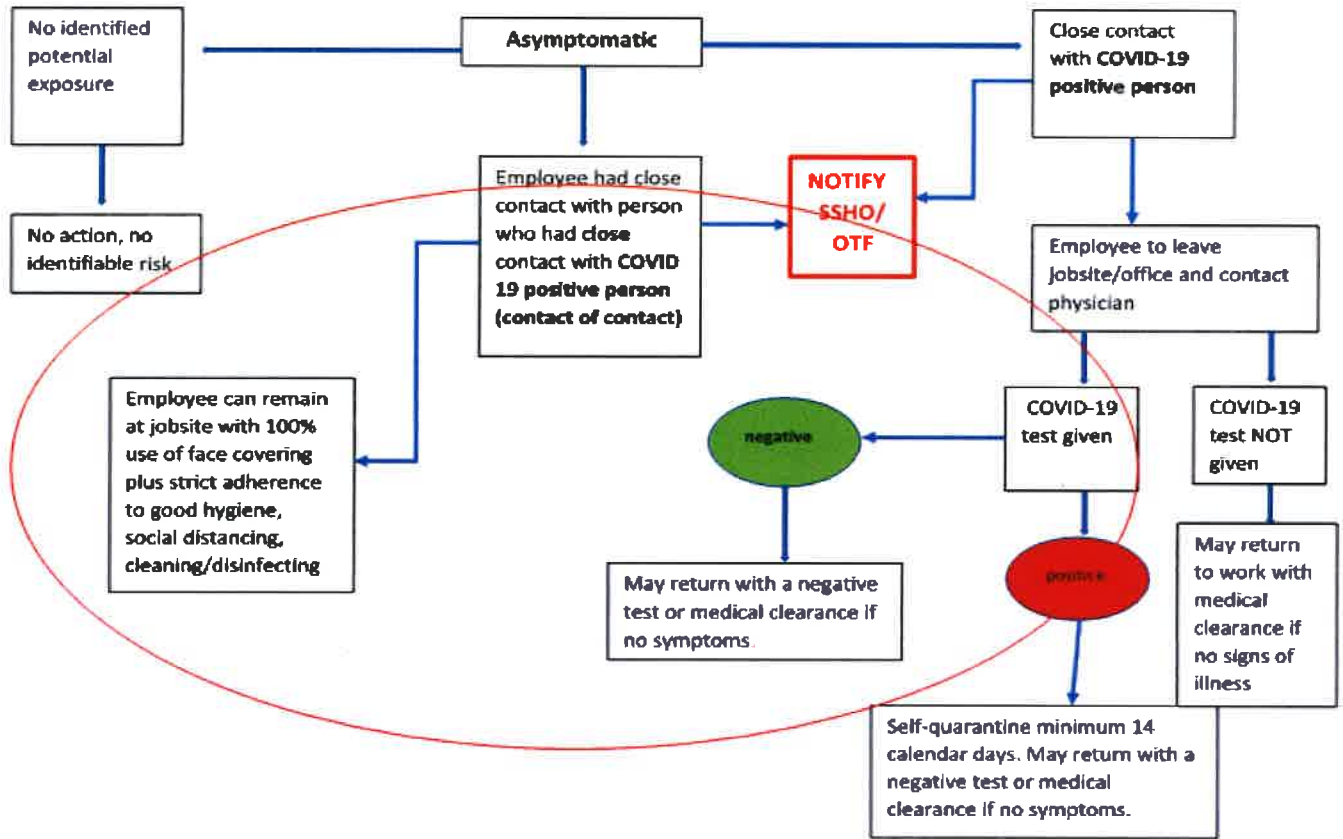
Please refer to the next two pages for flowcharts on:

- Asymptomatic Employee
- Symptomatic Employee
- Exposed Person

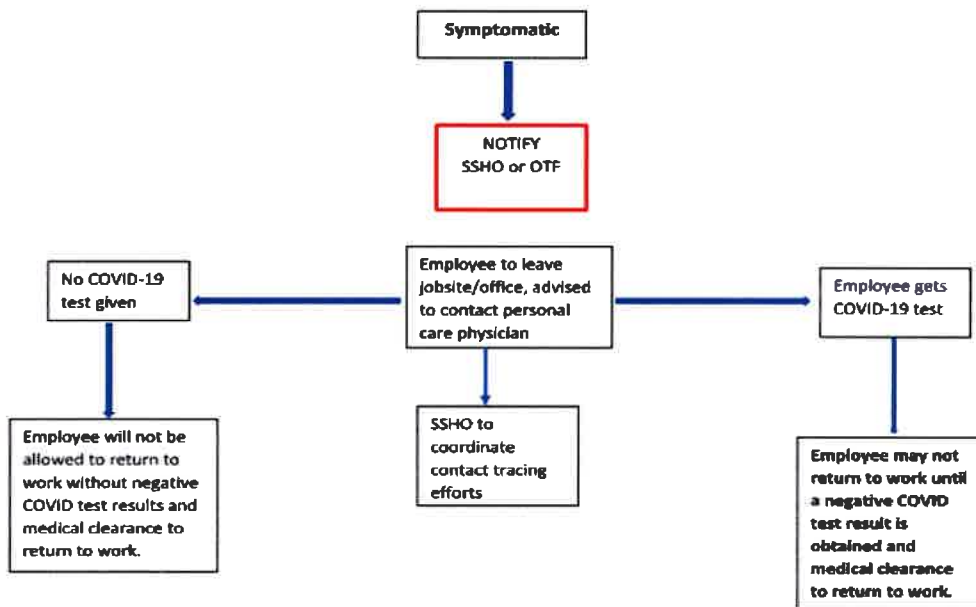


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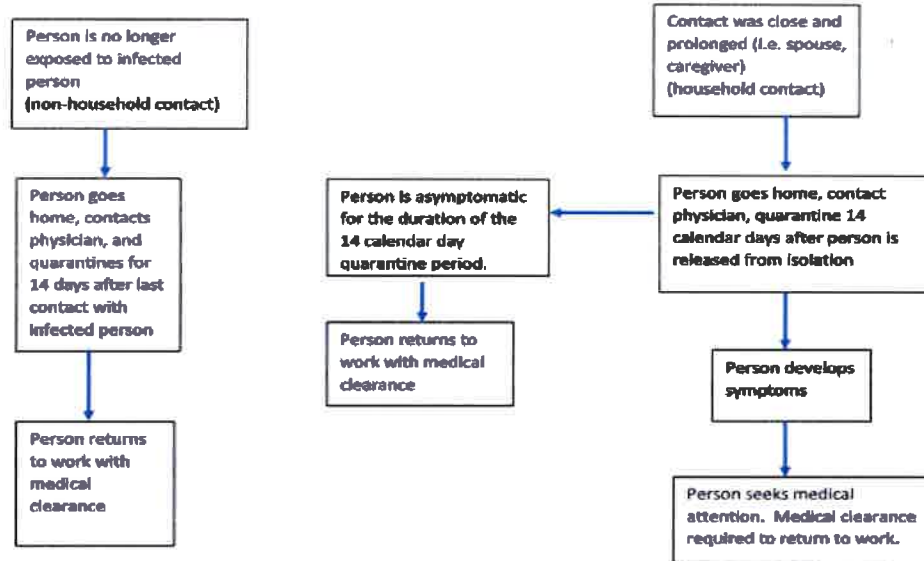
ASYMPTOMATIC EMPLOYEE: No fever, no cough, no difficulty breathing, no shorness of breath, etc.



SYMPTOMATIC EMPLOYEE: fever, cough, shortness of breath or difficulty breathing



EXPOSED PERSON (refer to definitions above)





Attachment A
COVID-19 SCREENING QUESTIONNAIRE

DATE: _____

CIVIL CREW

#	NAMES	TEMPERATURE (F)	INITIAL	1. Have you been to or traveled through any countries outside of the US in the past 14 days?		2. Are you experiencing the following symptoms to include fever, chills, cough, sore throat, shortness of breath, and/or body aches?		3. Have you been close personal contact (within 6', in a confined space, or had a direct contact with infectious secretions) with anyone who has experienced those symptoms (identified in question 2) in the past 14 days?	
				YES	NO	YES	NO	YES	NO
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REMARKS:

a. Those who answered "yes" are advised to call the US Naval Hospital Guam Medical Screening Cell Center at (671) 333-2772 / 2773 / 2774 for a second screening.

Screening conducted by:

Freddie Torres, Superintendent



Attachment A
COVID-19 SCREENING QUESTIONNAIRE

DATE: _____

MEC CREW

#	NAMES	1. Have you been to or traveled through any countries outside of the US in the past 14 days?		2. Are you experiencing the following symptoms to include fever, chills, cough, sore throat, shortness of breath, and/or body aches?		3. Have you been close personal contact (within 6', in a confined space, or had a direct contact with infestious secretions) with anyone who has experienced those symptoms (identified in question 2) in the past 14 days?	
		YES	NO	YES	NO	YES	NO
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REMARKS:

- a. Those who answered "yes" are advised to call the US Naval Hospital Guam Medical Screening Call Center at (671) 333-2772 / 2773 / 2774 for a second screening.
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Screening conducted by:

Freddie Torres, Superintendent