

COVID-19

Mitigation Plan

Introduction

Island CERTS Corporation (ICC) takes the health and safety of our employees very seriously. With the spread of COVID-19, ICC must remain vigilant in mitigating the outbreak. ICC plays an essential role in support of the construction industry on Guam. In order to be safe and maintain operations, we have developed this COVID-19 Mitigation Plan to be implemented, to the extent feasible and appropriate, throughout ICC and at all of our jobsites. This Plan is based on information available from the CDC, OSHA and DPHSS at the time of its development, and is subject to change based on further information provided by these same entities.

Island CERTS Corporation (ICC) Action Plan:

1. Jobsite Protocol:

- ICC personnel to wear PPE, practice social distancing and proper hygiene on all jobsites.
- ICC managers are to ask all trade foremen if any members of their staff are at risk of being sick or carrying illness. The managers are to ask these questions:
 - Have you or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
 - Are you having trouble breathing, have a dry cough, or have flu like symptoms?
- Per CDC recommendations, if any answer is “yes”, the employee is to be sent home immediately and will not be allowed to return to work without a doctor’s letter verifying “OK to return to work” status.
- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day be separated from other employees and be sent home immediately. ICC manager is to send any worker home if there are any observed symptoms of sickness.
- Managers are instructed to prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin.
- No large group meetings: limit all meetings to five people or less.

2. Shop & Office Protocol:

- ICC to display signage regarding Wellness Tips throughout the shop and office, restrooms, lobbies, etc. where allowed.
- ICC **may** require all non-essential office staff to work remotely. Please review with your manager for specific details for your position.
- No large group meetings: limit all meetings to five people or less. The managers weekly schedule meetings, etc. are to be held with only the manager’s and with personal distance between individuals.

- All other meetings are to be scheduled with the use of conference calls, video conference, etc. in lieu of in person meetings.
- All non-essential visits by vendors, subcontractors, clients, etc. to the office are suspended.
- All external team meetings previously scheduled at the main office are to be rescheduled as a conference and/or video conference call.
- Limit all person to person contact.
- Perform daily routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- No visitors are permitted to enter ICC workplaces, office and shop, unless fundamental to the execution of the work.
- Follow all CDC protocol.

3. COVID-19 Measures:

- Employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their manager and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- If an employee is confirmed to have COVID-19, ICC will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- If an employee is diagnosed with COVID-19, they must stay home. ICC will provide paid sick leave (without affecting VL) for up to fourteen (14) days, the anticipated quarantine timeframe.
- ICC will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism.
- We will cross-train personnel to perform essential functions so that the workplace is able to operate if key staff members are absent.

4. Travel Protocol:

ICC advises employees before considering travel to take certain steps:

- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country or region to which you will travel. <https://wwwnc.cdc.gov/travel>

- Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>
- Employees who become sick while traveling or on temporary assignment must notify their manager and should promptly call a healthcare provider for advice.
- **ICC will enforce a mandatory 14-day self-quarantine upon returning from travel outside the United States and potentially domestic locations to be determined.**
- Inform manager prior to scheduling any travel.

5. General Protocol:

ICC will actively encourage sick employees to stay home:

- If employees are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the jobsite and/or office and call (or go to) the doctor:
 - Fever
 - Cough
 - Shortness of breath
- Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants). Employees should immediately notify their manager and stay home if they are sick..
- Per CDC recommendations, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- ICC will communicate the following to its employees and contractors:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing
 - Avoid unnecessary contact with others
 - Use disposable paper tissue and no-touch disposal trash receptacles.

- Clean hands often with an alcohol-based hand sanitizer that contains at least 60- 95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Perform daily routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

ICC is committed to the safety of its employees, vendors, subcontractors, clients, and the general public. The above action plan is consistent with the CDC's Interim Guidance which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Confidentiality / Privacy

Except for circumstances in which ICC is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. ICC reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. ICC also reserves the right to inform contractors, subcontractors, customers, vendors or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. ICC leadership is committed to providing the best work environment possible for all staff and jobsites and we will continue to monitor the CDC website for updates. We will make revisions to this policy as updated information is available.