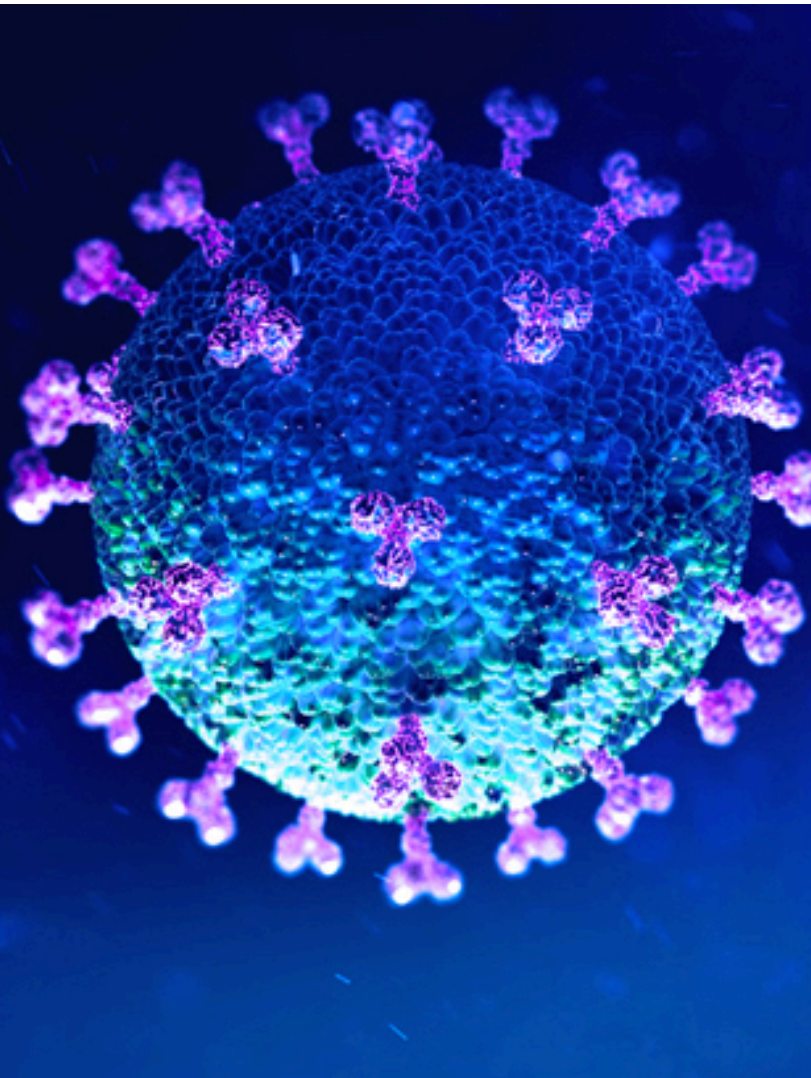




COVID-19 MITIGATION



COVID-19 SAFETY PLAN

181 E. HARMON INDUSTRIAL PARK RD
SUITE C
TAMUNING, GUAM 96913

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MJM Guam International Corporation has developed this document in accordance with best available information regarding COVID-19 mitigation. This document will change should new information be received regarding novel coronavirus COVID-19.

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RISK ASSESSMENT

MJM (GUAM) INTERNATIONAL CORPORATION understands and accepts the role employers play in slowing the spread of COVID19 in the workplace. Business operation decisions are based on daily monitoring of the local level of disease transmission and the company's readiness to protect the health and safety of its employees and customers.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by SARS-CoV-2 virus. It has spread from China to the world and has become a global pandemic. COVID-19 impacts aspects of everyday life including business operations and workplace safety. This document has been produced to reduce the impact of the pandemic on our workers and slow the spread of the disease through changes to daily operations.

COVID-19 is transmitted in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and touch your face. The risk of transmission increases based on the following factors:

- Proximity to other people
- Duration of time you spend near other people
- Number of people you come into close contact with

The risk of surface transmission increases when many people contact the same surface over short periods of time.

The following is an assessment of areas of transmission risk at MJM:

HIGH RISK AREAS

- High touch surfaces
- Store Shelves
- Light switches
- Doorknobs
- Customer counterspace
- Shared computer keyboards
- Break Room Appliances
- Telephones
- Toilets and Faucets
- Construction Sites

MODERATE RISK AREAS

- Conference Room
- Shared Office Spaces
- Break Room
- Warehouse
- Company Vehicles

RISK REDUCTION PROTOCOLS

RISK REDUCTION PROTOCOLS

Each protocol presented in this document offers a different level of protection. Wherever possible, management and staff will use the protocol that offers the highest level of protection. Utilizing multiple layers of risk reduction is highly encouraged where practical.

Safety Protocols

ELIMINATION

- Limit the number of people that may occupy sales floor.
- Ensure workstations are at least 6' apart

ENGINEERING CONTROLS

- Install UVC air purification systems in ducting and enclosed offices
- Install plexiglass barriers to separate customers from staff
- Install temperature sensor/hand sanitizer machine for customer and staff use
- Install barrier between sales floor and office spaces

ADMINISTRATIVE CONTROLS

- Occupancy limits
- Cleaning protocols
- Provide regular training on transmission prevention
- Provide regular updates on health regulations and JIC announcements

PERSONAL PROTECTIVE EQUIPMENT

- Provide staff with PPE
- Train staff on proper use of PPE
- Require 100% mask use

RISK REDUCTION PROTOCOLS

PERSONAL PROTECTIVE EQUIPMENT

MJM will install the following engineering controls:

PPE	ACCEPTABLE USE
FACE MASK	<p>MANDATORY Acceptable Use: Daily use for the entire duration of work. Material: Cloth, 3-ply disposable mask Mask must be worn properly and fit securely to cover nose and mouth. Cloth masks must be clean and washed each day.</p>
FACE SHEILD	<p>OPTIONAL Acceptable Use: Used as additional protection Material: Plastic Mask must be worn in addition to a face mask.</p>
NITRILE GLOVES	<p>MANDATORY Acceptable Use: Protect hands from chemical or microbial contaminants when cleaning with chemicals or when coming into contact with high concentrations of infectious microbes such as in bathrooms and trash receptacles. Material: Nitrile Used in one area at a time. Gloves must be disposed after each use. Gloves must be changed to prevent cross contamination.</p>



RISK REDUCTION PROTOCOLS

ROLES AND RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS RESPONSIBILITIES

Operations Manager is responsible for monitoring COVID-19 related guidance from the US Center for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the Department of Public Health and Human Services (DPHHS). Operations manager will monitor Joint Information Center for executive orders related to COVID-19 to ensure full compliance with local laws and regulations related to public health and safety. Operations manager is responsible for informing senior management of changing conditions and executive orders as they are released. Senior Management will make the final determination to remain open or cease operations. Management will procure and provide access to ample chemicals and soaps to support workplace hygiene and to sanitize work surfaces. Management will provide training to support employee safety and COVID-19 awareness.

EMPLOYEE RESPONSIBILITIES

Employees are expected to maintain a safe and healthy work environment to minimize the risk of transmission wherever possible. Employees shall adhere to the following:

- Sanitize work space before the work day begins and after end of business day.
- Enforce customer safety protocols (limit occupancy, temp check, and contact tracing)
- Wear a mask at all times
- Sanitize high risk areas every hour and after customer contact
- Practice frequent hand washing or hand sanitizing
- Report any signs or symptoms of COVID-19 they may experience including
 - Nausea
 - Vomiting
 - Fever
 - Coughing
 - Chills
 - Body Aches
 - Sore throat
 - Headache
 - Diarrhea
 - Runny Nose
 - Loss of Taste

RISK REDUCTION PROTOCOLS

ENGINEERING CONTROLS

MJM will install the following engineering controls:

EQUIPMENT	MITIGATION APPROACH
Plexiglass Barrier	Physically separate sales staff from customers. Prevent transmission of droplets via sneeze or cough
UVC In Duct Air Purifier	Utilize UVC light to deactivate viruses in air conditioning ducts which distribute cooled air throughout facility.
P900 Portable Air Purifier	Install Air Purifier in enclosed offices.
Temperature Sensors	Temperature sensors are installed near entrance for customers to ensure customers do not have fever
Touchless Hand Sanitizer Dispenser	Dispense hand sanitizer to each customer before coming into contact with sales counter or other high touch surfaces.

ADMINISTRATIVE CONTROLS

MJM has established the following administrative controls to minimize risk of transmission and provide support to contact tracing should DPHHS require data.

- Limit Occupancy to 3 customers.
- All visitors must sign contact tracing log
- All visitors must submit to temperature check and sanitize hands
- Delivery area limited to warehouse
- All occupants must wear a cloth, three-ply disposable mask or better
- Staff must sanitize high touch areas before store front opens and again at the close of business
- Staff must sanitize counter space after each customer use.
- Staff must sanitize designated high touch areas each hour throughout the day
- Staff must sanitize shared office equipment including keyboards, telephones, pens, printers before and after use.
- Staff must wash their hands after using the bathroom and before meals.
- PPE use is mandatory when visiting project sites. Staff must log date, time, and location of off-site work. Log is to be kept in company vehicle
- Any visitor or staff without PPE or experiencing the symptoms of COVID-19 will be asked to leave and an incident report shall be written to document the event.

CLEANING AND HYGIENE

WORKPLACE CLEANING AND HYGIENE

AREA	EXAMPLE	CLEANING MEASURE	POINTS OF CAUTION
WORK STATIONS	<ul style="list-style-type: none"> • Desks • Tables • Chairs • Phone • Keyboard • Touchscreen • Writing Utensils 	<ul style="list-style-type: none"> • Wipe with disinfectant before and after use. 	<ul style="list-style-type: none"> • Equipment used by others especially visitors • Apply appropriate concentrations of approved disinfectants such as (70% or greater isopropyl alcohol)
TRANSIT AREAS	<ul style="list-style-type: none"> • Door knobs • Bay door locks • Doors 	<ul style="list-style-type: none"> • Disinfect each hour 	<ul style="list-style-type: none"> • Same as above
COMMUNAL AREAS	<ul style="list-style-type: none"> • Restroom • Break room • Conference room • Tables/ Counter • Light Switches • Faucet and Fixtures 	<ul style="list-style-type: none"> • Wipe with disinfectant before and after use. 	<ul style="list-style-type: none"> • Ensure washing hands thoroughly after using restroom • Disinfect high touch fixtures before and after use.
SHARE AMENITIES	<ul style="list-style-type: none"> • Refrigerators • Microwave • Coffee Machine • Printers 	<ul style="list-style-type: none"> • Wipe with disinfectant before and after use. 	<ul style="list-style-type: none"> • Ensure washing hands thoroughly before consuming food or beverage. • Disinfect high touch fixtures before and after use. • Dispose of all trash in proper receptacles.
GENERAL WORKSPACE	<ul style="list-style-type: none"> • Air Conditioning • Ventilation • UVC Systems 	<ul style="list-style-type: none"> • Check air filters • Ensure UVC system is functional 	<ul style="list-style-type: none"> • Ensure full PPE including eye protection, gloves, and mask is used when checking or cleaning air filters to prevent infection • Do not look at UVC light directly to prevent damage to eyes.

SHUT DOWN PROCEDURES

This procedure shall be activated in the event

- One (1) employee is confirmed positive for COVID-19
 - MJM is the subject of contact tracing of COVID-19 positive case
 - Instructed to cease operations by authorized government agency
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01 **INFORM PUBLIC HEALTH AGENCY**

PROVIDE CONTACT TRACING OF ALL EMPLOYEES FOR A PERIOD OF ONE WEEK PRIOR TO CLOSURE. SUBMIT COPIES OF ALL CONTACT TRACING FORMS.

02 **SITE SAFETY AND SECURITY**

DEPLOY ALL TYPHOON PREPARATION PROTOCOLS TO SECURE WORK SITE AGAINST DAMAGE WHILE OPERATION IS CEASED. ENSURE ALL FIRE ALARMS AND SECURITY CAMERAS ARE FUNCTIONING

03 **100% TESTING OF ALL EMPLOYEES**

REQUIRE ALL EMPLOYEES SUBMIT TO COVID-19 TESTING

04 **QUARANTINE SHALL LAST A MINIMUM OF 14 DAYS**

EMPLOYEES MAY NOT RETURN TO WORK WITHOUT NEGATIVE COVID-19 TEST RESULT. OPERATIONS MAY NOT RESUME UNTIL AUTHORIZED BY PUBLIC HEALTH AGENCY.