



MRE – MICRONESIA RENEWABLE ENERGY INC.

Contact No. (671) 632-2613

GUIDELINES ARE NON-NEGOTIABLE AND MUST BE FOLLOWED AT ALL TIMES TO ENSURE EMPLOYMENT AND TO MITIGATE-PREVENT FURTHER SPREAD OF COVID-19.

GENERAL INFO AND GUIDANCE:

All MRE employees must remain vigilant in following all CDC guidelines and complying with all government issued orders AT ALL TIMES. This document is subject to change contingent on the latest pandemic information, best practices, and updates to local public health guidelines.

Social Distancing

- If you are feeling unwell, do not come into work, inform your Manager and HR, and Self-isolate and follow and call your doctor immediately for further instructions
- If you come into contact with someone who is sick with the virus or someone who has been in contact with a confirmed case, notify your immediate supervisor and do not come to work!
- All staff must remain a minimum of 6' apart from each other, customers, otherwise mask are to be worn all times during the workday.
- Do not participate in gatherings (for work or for personal matters)
- Reduce group size whenever possible.
- Avoid anyone who may have COVID-19 or may have come in contact with someone who has contracted the virus.

- Limit your exposure by minimizing the number of trips to obtain essentials for MRE (i.e. hardware, fuel, etc.) and your personal needs (groceries, etc).
- Only one person during smoke breaks, no socializing is allowed during smoke breaks

Hygiene:

All staff are required to practice good hygiene on the job and encouraged to maintain these practices while off duty:

- Frequently wash hands with soapy water for at least 20 seconds especially when preparing food, before eating, after coughing or sneezing, or touching any potentially contaminated surface.
- Use alcohol based hand sanitizer when soap and water is not available.
- Disinfect high traffic, communal surfaces both at work and at home.
- Avoid touching face, nose, and eyes.
- Do not share your work gloves. Disinfect with Clorox spray once per day on-site after the conclusion of the workday.
- Eye Pro: Do not share eye protection with anyone. Disinfect once per day.
- Non-sterile nitrile gloves can be used under work gloves or when touching communal or public surfaces (i.e. gas station pumps) at workers' discretion and when disposing of communal waste (i.e. trash, gray water from hand washing stations).
- Do not store any of your personal items in the Office or Work Vehicles.

Office and Warehouse

- Only 2 or 3 staff can be within the warehouse at any point, you will need to ensure you are 6 feet away from each other
- Disinfect locks, handles, and commonly touched surfaces using the disinfection supplies
- Make sure your workspaces are clean and hygienic
- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads

Field Crew

- Field guys are to report directly to the job site and one designated driver will come to the office to pick up the vehicle and meet the team at the jobsite.
- Sharing tools is unavoidable, disinfect before exchanging and at the end of each workday.
- Avoid exchanging tools between crew by keeping hand tools in designated trucks
- Do not share any PPE (gloves, eye pro, hats, lip balm, buffs, sunscreen, ect.). All PPE is to remain on your person.
- All staff must wash hands and/or use hand sanitizer before and after eating at the jobsite.

Work Vehicles

- Only 1 staff may be in a MRE vehicle at any given time
- One MRE truck will be assigned to one person. The crew will continue to use this same truck every workday until further notice.
- Disinfect all frequently touched surfaces routinely using the disinfection kit located within each vehicle.
- Use nitrile gloves when fueling vehicles or have attendant fuel up for you
- If sharing tools is unavoidable, disinfect before exchanging and at the end of each workday.
- Avoid exchanging tools between crews by keeping hand tools in designated trucks overnight. Be sure to lock vehicles!

All surfaces touched by staff during the workday must be disinfected. These include but are not limited to:

- Trucks (tailgate handles, topper handles, steering wheels)
- Tools
- Warehouse
- Computers
- Doorknobs
- Copier machine



Implemented on August 26, 2020

COVID-19 DIRECTIVE

MRE Managers:

As the Covid-19 pandemic is increasing on Guam it is imperative that we do everything that is in our power and that we can control to keep our employees safe. As you all are aware MRE has taking the necessary steps to keep all of our employees safe and these are the necessary steps as managers that you should be exercising in your departments and for the employees under your direction.

- 1.) Please make sure there is adequate hand sanitizer, face masks and rubber gloves in your department and on the jobsites for all employees and please make sure the employees are utilizing this resource.
- 2.) Please make sure social distancing is being followed religiously
- 3.) Please make sure there is only one employee driving a vehicle, with no passenger. In a vehicle the social distancing rule still applies and since we cannot be 6 feet apart there is only one employee allowed in a vehicle. Every morning before the service vehicles go out to the jobsite, they are to sanitize the vehicles first.

Mailing Address: PO Box 7810, Tamuning Guam 96931
Physical Address: 177 ILIPOG Drive Tamuning, Guam 96913

Ph (671) 632-2613 Fax (671)647-8035
www.micronesiarenewableenergy.com



4.) Please make sure that if someone comes to work that you feel is sick or not feeling well or another employee calls you telling you they feel an employee is sick that they are sent home immediately and to call the HR Department for further direction. They are not allowed to return to work or a jobsite unless the HR department clears them. If Employee feels like he/she displays symptoms of the covid virus, the employee must ensure that he/she takes the covid test. Before returning back to work the employee must provide the covid results to the HR Department and the HR Department will inform the employee if he/she is cleared to return back to work.

5.) Please tell all employees that we are the MRE family and if you do not feel good to please stay home you are putting other people at risk and this is not fair to anyone.

If you have any questions **PLEASE CALL** Jacque Losongco who is the MRE Human Resource Manager

Thank you,

Jeffrey Voacolo

Mailing Address: PO Box 7810, Tamuning Guam 96931
Physical Address: 177 ILIPOG Drive Tamuning, Guam 96913

Ph (671) 632-2613 Fax (671)647-8035
www.micronesiarenewableenergy.com