



Workplace Prevention Policy and Guidelines for Covid-19



Keeping safe working operations in the continuous increasing number of positive cases due to Covid-19 pandemic, requires many considerations in order to lower the risk within the workplaces, as Northern Construction ensure to maintain a healthy workforce in light of the Covid-19 pandemic.

The following safety and health prevention guidelines shall be implemented in all workplaces in line with the requirements of the Public Health Sanitary Department under new normal phase of work. Thus, maintaining a work environment that is free from the COVID-19 pandemic.

Definition of Terms:

- Coronavirus disease 2019 (COVID-19) - is a respiratory infection caused by SARS-CoV-2 (COVID-19 virus).
- Environmental surfaces - include sinks and toilets, electronics (touch screens and controls), furniture and other fixed items, such as counter tops, stairway rails, floors and walls.
- Cleaning - is the process of removing unwanted substances such as dirt, infectious agents and other impurities, from an object or environment.
- Disinfection - the removal or destruction of adequate numbers of potentially harmful micro-organisms to allow the object to be handled or used safely.
- Disinfectants- are chemical agents designed to inactivate or Destroy microorganisms on inert surfaces.
- Social Distancing - limiting/ staying away from close contact of at Least 6 feet.

I. Worksite method of Prevention and Guidelines

1-Prior to entrance in the worksite or workplaces; All staff and workers shall:

- a. Wear face mask at all times and remove the same only when eating/ drinking.
- b. Accomplish daily health symptoms questionnaire and submit to the designated safety officer prior to entry.

c. Temperature checking and recording in the health symptoms questionnaire (see attached).

- For employees and workers with temperature > 99.5 °F, even after 5 minutes rest, or if their response in the questionnaire needs further evaluation by the Safety Officer, the person shall be isolated in an area identified by the company and shall not be allowed to enter the worksite premises. The isolation area should be well ventilated and must be disinfected frequently.

- Safety Officer assigned to assess the worker held in the isolation area shall be provided the appropriate medical grade PPE's by the company which shall include but not limited to face masks goggles/face shields and/ or gloves; and spray alcohol/ sanitizer to both hands.

d. Vehicle entering the project sites must go through a disinfection process.

e. Long queue possible outside worksite premises, there is a roving officer should maintained physical distancing of 6 feet back and front.

2. Inside the Worksite

a. Personal Protective Equipment- must be worn at all times such as:

- Face Mask
- Hard Hat
- Working Uniform (long sleeves)
- Maong Pants
- Safety Shoes
- Reflectorized Vest
- Clear or dark goggles

b. Environmental surfaces inside work areas and frequently handled objects such as personal tools and equipments shall be cleaned and disinfected regularly, at least once every 2 hours.

b. All washrooms and toilets provide sufficient clean water and soap, workers are encouraged to wash their hands frequently and avoid touching their eyes, nose and

mouth.

c. Personal hand sanitizer case hang on belt loop, the Company provided each workingman for their immediate use to sanitize their both hands after handled tools and equipments.

d. Workers shall always practice physical distancing of 6 feet radius space (side, back and front) between workers.

- Eating in communal area is discouraged.
- Advised workers to eat in individual work area instead and all waste shall be disposed properly.
- If eating in individual work area is not possible, the assigned Safety Officer or Site Supervisor shall ensure that physical distancing is maintained in dining areas with 6 feet distance per worker.
- It is discouraged that workers engage in conversation during meal time.
- Tables and chairs shall be cleaned or disinfected after every use.

e. Mess hall/ pantry should be cleaned and disinfected regularly.

3. Reduce Contact Rate

a. To maintain physical distancing, number of staff/ workers inside an enclosed space such as washroom, toilets, store or hall shall be limited.

b. Use of stairs should be encouraged subject to physical distancing requirements, designed in a separate access/direction going up and going down

c. Walkways at worksite layout should be designed for moving in a single direction movement with directional arrow.

d. Worksite gates designed for way in and way-out.

e. Sharing of hand tools / equipment is highly discouraged. If sharing is necessary, the shared tools / equipment shall be sanitized prior to transferring to the next user and vice versa.

II-Reducing the risk of infection

1. In the event that the worker is suspected as having COVID-19;
 - a. The worker shall be brought immediately to the isolation area/facility designated in the workplace never remove his/her masks and Public Health will be Notified.
 - Company Isolation Facility Address: 211 Flores Pago Lane Latte Heights Mangilao Guam 9691
 - Call Covid-19 hotline 311 for more info and how they can further assist.
 - b. Personnel attending to the workers should wear appropriate PPE's such as:
 - Facemask and face shield
 - Latex gloves
 - Clear goggles
 - Spray alcohol or hand sanitizer
 - c. Decontamination of workplace;
 - Workplace shall be decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution).
 - Workers present in the work area with suspect Covid-19 worker shall go on 14 day's home quarantine with specific instructions from the Company on monitoring of symptoms and for possible next steps. If suspect Covid-19 worker has negative result, co-worker may be allowed to report back to work.
2. In the event that the worker is sick or has fever but is not suspected to have Covid-19 (ex. Urinary infection, wound infection or any diseases not related to lungs or respiratory tract) the company must advise the worker to take precautionary measures to limit the spread of communicable diseases, as follows;
 - a. Stay at housing/barracks and keep away from work or crowds.
 - b. Take adequate rest and take plenty of fluids.
 - c. Practice personal hygiene to prevent spread of disease.
 - d. Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started or when become weak.

III. Equipment / Service Vehicle Disinfection

- a. Maintenance Company Service personnel must conduct daily cleaning and disinfection of construction equipment especially its control dashboards, handles, pads and levers.
- b. Drivers must conduct daily cleaning by spraying water and washing of soap the inside and outside of their assigned service vehicles.
- c. Regular disinfection should be done especially on the steering wheel, its control dashboards, handles, door handles, passenger's seat in front and back seats.
- d. A cleaning solution shall be used as disinfecting agent of choice for cleaning the inside part of the vehicles. Alternatively, a chlorine solution.
- e. Employees are required to disinfect their hands upon entry and prior to riding the service vehicles. The driver must always disinfect the door handles before and after transporting employee.
- f. Since drivers are personnel running errands, they shall be properly disinfected and closely monitored for symptoms and limits their movement while inside the project site.

IV. TRANSPORTATION

- a. Service vehicles provided by the company with spray alcohol/hand sanitizer inside and disinfected regularly by the assigned drivers and all passengers must observe social distancing.
- b. Service vehicle may be used to fetch-off workers to their designated housing /barracks every morning and vice versa after working hours.

V. TOOLBOX MEETING

- a. Tool Box Meeting are recommended to be conducted in batches (small groups) with a maximum of 20 participants and or as long as 6 feet radius distance to the next person is maintained.
- b. Information campaign covering COVID-19 transmission, precautionary and preventive measures and how to boost the immune system must be always



priority topic on Tool Box Meeting.

c. Engineer's, Supervisor's and Foreman are required to attend the tool box meeting, attendance is needed.

VI- ARRIVAL AT THE HOUSING UNIT

- No shoes are allowed to enter the unit especially if its work shoes.
- All construction tools should be sanitized and properly cleaned before putting it away.
- All work clothes should be properly put in closed bins.
- If worker are not able to shower after work, wash the exposed area of their body with warm water and soap.

VII-CONTACTS NUMBER

Supervisors:

Meilbert Lopez – 1(671) 929-9424

Meilber Lopez – 1(671) 988-1345

Mary Louise Lopez – 1(671) 787-1565



NORTHERN CONSTRUCTION

License No. CLB16-1222

P.O.Box 11831 Yigo, Guam 96929 * 586 Marine Corps Drive, Hafe Adai
Commercial II Unit 202, Yigo, Guam 96929

Phone: (671) 989-9424 * E-mail: mlopez.nci@guam.net

Health Checklist:

Temperature: _____

Name: _____

Sex _____

Age _____

Address: _____

Company Name: _____

Company Address: _____

ITEM	Please check	Yes	No
1. Are you experiencing: (Nakakaranas ka bang:)	a. Sore throat(pananakit ng lalamunan masakit lumunok)		
	b. Body pains (Pananakit ng katawan)		
	c. Headache (Pananakit ng ulo)		
	d. Fever for the fast few days(Lagnat sa nakalipas na mga araw)		
Have you work together or stayed in the same close environment of a confirmed COVID-19 case?(may nkasama kb o nakatrabahong tao na kumpirmadong may COVID-19/ may impeksiyon ng corona virus?)			
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past 2 week?(Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) linggo?)			
4. Have you travelled outside of the Guam in the last 14 days? Ikaw ba ay nagbiyahe sa labas ng Guam sa nakalipas na 14 na araw?)			
5. Have you travelled to any area in Guam aside from your home?(Ikaw ba ay nagpunta sa iba pang parte ng Guam bukod sa iyong bahay?) Specify (sabihin kung saan):			

I hereby certify that the above information is true and correct to the best of knowlegdge and belief.

Signature: _____

Date: _____