



“Disabled-Veteran Owned Small Business”

COVID-19 Guidelines

Pacific Industrial Coatings is committed to providing a safe and healthy workplace for all our workers and visitors. To ensure we have a safe and healthy workplace, **Pacific Industrial Coatings** has developed the following COVID-19 Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

For PIC Employees:

- Prior to reporting to work, all employees are required to monitor for any symptoms or signs of sickness. In the event that an employee has any signs/symptoms, the employee must contact their respective manager and stay home. If an employee is positive for COVID-19, the employee must follow the Guam Public Health and Social Services guidelines as stated on their website <https://dphss.guam.gov> or contact the DPHSS Medical Triage Hotline.
- Employees must wear proper personal protective equipment (PPE i.e.: facial mask, face shield, etc.) in the workplace and the jobsite(s) at all times.
- Employees must check their temperature and answer the daily health questionnaire prior to their shift.
- Employees must sanitize/wash their hands prior to their shift and continuously during the day.
- Employees must practice proper social distance protocols at the workplace and the jobsites. In the event where social distancing cannot be enforced, employees are required to wear their PPEs.
- At the job site – PIC employees must follow the protocols of the contactors’ COVID-19 plan.
- At the end of the shift, the frequently touched surfaces will be sanitized.

Anyone entering the premises:

- Visitors experiencing any symptoms of COVID-19 are not permitted to enter the office.
- Visitors must wear proper face masks prior to entering the office.
- Upon entering the main office, visitors are required to sanitize their hands and take their temperature.
- Visitors must sign in and are expected to follow the proper social distance protocols.



Social Distancing

Keep at least 1 metre (3 feet)
ideally at least **2 metres** (6 feet) from one another

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Coronavirus
COVID-19
Public Health
Advice



(At least 1 metre)



e WORK TOGETHER

e STAY APART



Reduce your risk of COVID-19



Wash your hands regularly with soap and water or use hand sanitizer

Don't touch your eyes, nose or mouth



Cover your cough and sneeze with tissue or an elbow

Keep over 1 m distance from others - avoid shaking hands, kissing and hugging



World Health
Organization

Representative Office
for the South Pacific

COVID-19 SCREENING REQUIREMENTS

Questionnaires:

1. Have you been to or traveled through any countries outside of the United States in the past 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) in the past 14 days? Yes or No

Employee Name	Date			10/25/20			10/26/20			10/27/20			10/28/20			10/29/20			10/30/20			10/31/20			Signature			
	Questions:	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3						

* = Employee on leave
 Y = Yes
 N = No
 T = Body Temperature, °F

Prepared by: _____

