

FY 2020

RELIABLE BUILDERS INC

COVID-19

**ALL MILITARY
NAVFAC MARIANAS / ANDERSEN AIRFORCE BASE**

WORKPLACE

PREPAREDNESS & RESPONSE PLAN

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Introduction

Corona Virus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all RBI workforce/ RBI office staff/RBI Management Team/RBI President CEO, to plan as a team and execute as a team for COVID-19 here in Guam.

Reliable Builders Inc. will update information from The World Health Organization and or Local /Federal Governments /Guam Homeland Security on now and future influenza pandemics, planning for COVID-19 may involve updating plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e., compared to pandemic influenza viruses).

RBI Safety and Health Office will prepare for any pandemic events and shall guide all work force as far in advance as possible of potentially worsening outbreak conditions. Lack of continuity planning can result in a cascade of failures as seen in most of the United States, attempt to address challenges of COVID-19 with insufficient resources and workers must be adequately trained by the RBI Corporate Safety Director for jobs they may have to perform under pandemic conditions.

Reliable Builders Inc. Corporate Safety Director and the Management Team has developed this COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for RBI Management team to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), for all workers as well as considerations for all people involved with the projects.

This guidance is intended for planning and execution purposes. All RBI Management Team shall use this planning guidance to help identify risk levels in workplace settings and to determine any appropriate control measures to implement. Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

About COVID-19 {Highly Contagious}

Symptoms of COVID-19: Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person to-person, including:

- Between people who are in close contact with one another (within about 6 feet).

- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission and or from Local / Federal News updates, Guam Homeland Security, and Guam Public Health.

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How a COVID-19 Outbreak Could Affect Workplaces

Similar to influenza viruses, SARS-CoV-2, the virus that causes COVID-19, has the potential to cause extensive outbreaks. Under conditions associated with widespread person-to person spread, multiple areas in Guam, the United States and other countries may see impacts at the same time.

In the absence of a vaccine, an outbreak may also be an extended event. As a result, workplaces may experience:

- Absenteeism. Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.
- Change in patterns of commerce. Consumer demand for items related to infection prevention (e.g., respirators) is likely to increase significantly, while consumer interest in other goods may decline. Consumers may also change shopping patterns because of a COVID-19 outbreak. People may try to shop at off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such as drive through service, to reduce person-to-person contact.
- Interrupted supply/delivery. Shipments of items from geographic areas severely affected by COVID-19 may be delayed or cancelled with or without notification.

Steps to Reduce Workers' Risk of Exposure to SARS-CoV-2

This section describes basic steps that Reliable Builders Inc. will take to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19, in the workplace. Employees shall stay abreast of guidance from federal, state, local, and consider how to incorporate those recommendations and resources into workplace-specific plans.

RBI Management Team will address the level {s} of risk associated with various worksites and job tasks workers perform at those sites. Such considerations may include:

- Where, how, and to what sources of SARS-CoV-2 might workers be exposed, including:

The general public, customers, and coworkers; and Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) COVID-19 transmission, healthcare workers who have had unprotected exposures to pe

- Non-occupational risk factors at home and in community settings.
- Workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).
- Controls necessary to address those risks.

Follow federal and state, local, tribal, and/or territorial (SLTT) Guam Homeland Security recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks, such as:

- Increased rates of worker absenteeism.
- The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures.
- Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services.
- Interrupted supply chains or delayed deliveries.

Implement Basic Infection Prevention Measures

protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices, including:

- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide RBI workers with mask, hand sanitizers tissues and trash receptacles.
- Increase the physical distance among employees and between employees and others.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens.

Procedures for Prompt Identification and Isolation of Sick People, if Appropriate:

Department of Public Health and social services shall be notified immediately

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.
- RBI Management Team will inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- All employees it's a RBI policies and procedures THAT all employees shall report if they are sick or experiencing symptoms of COVID-19.

RBI has purchased 3 Temperature reading scanners ;1 for the main office, 1 for the next biggest project that has the most work force, and 1 for the RBI Corporate Safety Director for daily random and request fever checks.

- Restrict the number of personnel entering isolation areas.
- Protect workers in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE.

Develop, Implement, and Communicate about Workplace Flexibilities and Protections

- Actively encourage sick employees to stay home.
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Maintain flexible policies that permit employees to stay home to care for a sick family member. RBI President is informed and aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- Recognize that workers with ill family members may need to stay home to care for them. See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Posters and educational materials is adequate, usable, and appropriate training, education, and informational material essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.

Workplace Controls

the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE.

There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures

will be necessary to protect workers from exposure to SARS-CoV-2. In addition to the types of workplace controls discussed below,

Engineering Controls

Engineering controls involve isolating employees from work related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.
- Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Post handwashing signs on the portable toilets.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. RBI Management Team checks the OSHA and CDC websites regularly for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators). GUIDANCE ON PREPARING WORKPLACES FOR COVID-19
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

RBI President is aware that employer shall provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure. Workers, including those who work within 6 feet of patients known to be, or suspected of being, infected with SARS-CoV-2 and those performing aerosol-generating procedures, need to use respirators.

REMEMBER: COVID-19 is caused by a virus. **Antibiotics** do not work against viruses **ONLY** to Bacteria

COVID -19 EMERGENCY NUMBERS

For all emergencies, ambulance; **911**

COVID -19 Guam hot line Phone Number; **311**

DPHSS Medical Triage Hotline and for MEDICAL questions regarding COVID 19 CALL **671-480-7859, 480-6760,480-7883**

RBI Corporate Safety Director; 671 898-0105

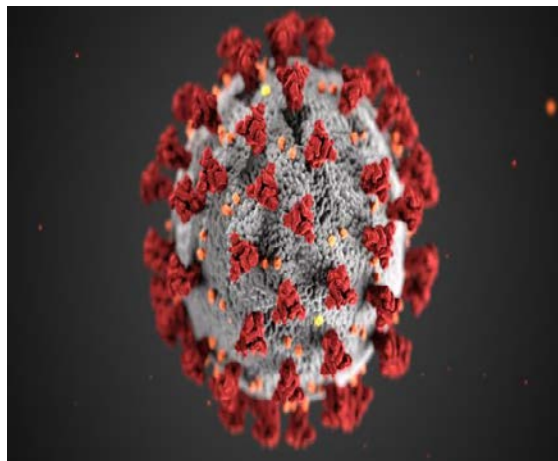
RBI Main Office; 671 646-1516

Guam Homeland Security: 671 478-0208/09/10

24/ 7 Watch Desk officer on duty 671 478-0289/90

Governor of Guam Lou Leon Guerrero; 671 472-8931

This illustration, created at the Centers for Disease Control and Prevention (CDC), reveals ultrastructural morphology exhibited by the 2019 Novel Coronavirus (2019-nCoV). Note the spikes that adorn the outer surface of the virus, which impart the look of a corona surrounding the virion, when viewed electron microscopically. This virus was identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China. Photo: CDC / Alissa Eckert & Dan Higgins



Quarantine Procedures

In case an RBI workforce test positive for COVID -19.

No RBI Workforce with any preexisting health issues for example; Diabetes, Heart Problems, Lung Problems, Etc. **SHALL NOT assist** in anyway the infected person, due to the High Risk Factors.

1. Ensure the responder has the PPE, WORN FASK MASK on at all times, immediate attention will be given first and foremost to the INFECTED individual to ensure he or she is stable, by having that person move safely and away from others and wait for the Corporate Safety Director. Important to gather information about the WHERE, WHAT, AND WHEN.
2. Notify DPHSS immediately, the hotline numbers that are on page 8 of this manual.
3. Quarantine units located in RBI Harmon Housing, Designated Units available 13, 14, and 15.
4. Daily Communication Via Cell phone with infective patient is a MUST to ensure health conditions are not becoming extreme.
5. If the RBI Infected person shows or MENTIONS he or she has breathing difficulties, and is feeling worst immediately call 911, then call DPHSS, and then the RBI Corporate Safety Director.
6. Temperature devices shall be used daily to ensure fever is controlled.
7. 14-18 Days of Quarantine or whichever comes first, regarding additional testing.
8. Food and water, personal hygiene materials shall be provided by RBI. laundry will be carefully treated.
9. If Infected person{s} gets caught leaving his designated unit, without the proper clearance ----Disciplinary actions and or might become also a Criminal Charge for attempting to spread the Covid -19.
10. Contact tracing shall immediately take place.
11. Once patient recovers and clearance has been issued, immediate 100% sanitizing of the unit shall take place.

UPDATED NOTES FOR WRITTING