

# **DUODUO SHEN, LLC dba SHEN'S CONSTRUCTION**

PMB 316 979 ARMY DR. BARRIGADA GU 96913 (671) 686-2929

## **Virus prevention spread**

- Masks must be worn at all times by both employees and visitors
- In the event of respiratory issues due to mask wearing, employees may remove the mask separate from other employees not less than six feet distancing.
- Avoid all physical contact with employees and visitors to the jobsite
- Prior to start of work, at the end of work, prior to work breaks and after, prior to touching of items not from the jobsite (documents, plans, etc.) and after employees and visitors must wash their hands with soap and water for not less than 20 seconds or use hand sanitizer when soap and water is not immediately available.

## **Social Distancing**

- Avoid meeting people face to face - use the telephone, WhatsApp, video conferencing and the Internet to conduct business as much as possible even when participants are in the same building.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops, and training sessions.
- If and where possible, arrange for employees to work from home or work flex hours to avoid crowding at the workplace.
- If transportation is used, ensure good ventilation within the vehicle, wash hands often and ensure that everyone covers coughs and sneezes; persons traveling together will always wear masks.
- Bring lunch and eat away from others (avoid crowded eating areas). Introduce staggered lunchtimes to reduce the number of people in lunchrooms or break areas.
- Minimize face-to-face interactions as much as feasibly possible in field activities.
- If face-to-face meetings are unavoidable, minimize the meeting time to under 10-minutes; anything beyond such time will be conducted via teleconference or other similar means. Choose a large, well ventilated meeting room and do not sit close to each other if possible; with absolutely no contact e.g. kissing on the cheek, shaking hands, or hugging.
- Encourage employees to practice social distancing outside of the workplace and adhere to local government instruction and directives. Workplace Cleaning

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- Cleaning of shared work areas, counters, railings, doorknobs, and stairwells should be performed more frequently during the COVID-19 pandemic.
- Filters of the air conditioning systems should be cleaned and changed frequently.
- Telephones should not be shared.
- Specialized cleaning solutions are not essential. Standard cleaning products are adequate (including soap and water), most important is the frequency of cleaning.

In the event of positive COVID case in the workplace

- Immediate shutdown of the jobsite
- Immediate notification of the positive case to Department of Public Health and Social Services
- Immediate and mandatory sanitation of the workplace
- Workplace will stay closed for five days after the finding of the positive case