

# COVID-19 MITIGATION PLAN

## I. MITIGATION GOALS

TG Engineers, PC (TGE), is pleased to submit its Mitigation Plan as we stay committed to protecting the health and safety of our employees, clients and visitors. We are eager to resume operations and shall remain vigilant in our daily and overall operational approach to ensure the safety of our employees, clients and visitors.

The COVID-19 Mitigation Plan's purpose is to help reduce the spread of illness (specifically SARS-CoV-2, the disease caused by the novel coronavirus) through screening, increased sanitation and hygiene practices, social distancing, and contact tracing. All employees working in the main office and/or the construction site are subject to the requirements of this Mitigation Plan.

## II. PREVENTION ACTION

All employees are required to comply with the following Prevention Action:

- Stay home if you are feeling sick or if any of your family members living with you are sick and report this to your Supervisor and HR department.
- Take your temperature before entering the main office and/or construction site (this applies to clients and visitors).
- Frequently wash your hands with soap and water for at least 20 seconds.
- If soap and running water are not available, use an alcohol-based hand rub that contains at least 60 percent alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Wear masks over your nose and mouth.
- Follow the 6ft social distancing policy.
- Follow the control measures, including personal protective equipment (PPE), necessary to protect workers from other job hazards associated with construction activities.
- To the extent tools or equipment must be shared, employees must clean the tools before and after every use.
- Report any concerns, possible exposures, symptoms, or the development of symptoms of any workers to their Supervisor and HR department.
- Avoid close contact with people who are sick.

The employer is required to:

- Provide sanitation and hygiene supplies and ensure they are available at areas required at all times (subject to availability).
- Provide cleaning service for the office and restrooms.

### III. MITIGATION ACTION PLAN

The employer will implement the following Mitigation Action Plan for when an employee becomes sick or has been contacted by public health through contact tracing:

- Be moved immediately to the designated isolated area (2<sup>nd</sup> Conference Room located in the warehouse).
- Employees with symptoms of COVID-19 (fever, cough, or shortness of breath) at work will immediately be sent home.
- Ensure safe transport for anyone sick to their home or to a healthcare facility.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC/DPHSS guidance if symptoms develop. If the employee is not experiencing any symptoms, they must follow the appropriate CDC/DPHSS guidance for home isolation.
- Notify local health officials, staff, clients, and visitors (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality according to the federal and state privacy laws.
- Close the office immediately for cleaning and disinfection.
- Close off areas used by a sick person to include company vehicles and do not use until after cleaning and disinfection. Ensure the safe and correct application of disinfectants.
- Advise sick employees not to return to work until they have met CDC/DPHSS' criteria to discontinue home isolation and the requirements set forth in the "Return to Work" company policy.
- Continue communication with staff.

RESOURCES: <https://www.cdc.gov> and <https://dphss.guam.gov>