

**TECH-RITE BUILDERS, INC.
COVID-19 RESPONSE PLAN**

For contract No. & Title:

Prepared for:

Company Name: _____

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Submitted by:

Tech-Rite Builders, Inc.

P. O. Box 3477

Hagatna, Guam 96932

Approved by: _____

Position: **Company President**

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TECH-RITE BUILDERS, INC.

COVID-19 RESPONSE PLAN

OVERVIEW:

In response to this Coronavirus Disease 2019 (COVID-19) pandemic that has become an unprecedented global crisis, Tech-Rite Builders, Inc. is prompted to level up our standards work practices to fight and resist the spread of this virus. This includes any of our sub-contractors to comply with their own COVID-19 Plan upon review and approval of Tech-Rite Builders, Inc. top Management.

Tech-Rite Builders, Inc. will work together as a team with our respective counterparts. All Directives concerning COVID-19 will be fully supported, along with guidance from GovGuam, Department of Health & Social Services (DPHSS) and Center of Disease Control (CDC).

Tech-Rite Builders, Inc. management Team will continually monitor credible Federal and Local Government websites dedicated to sharing information about the COVID-19 crisis then transmit said information to each jobsite while holding Safety Briefings to keep the workers informed of any changes.

Background

Coronavirus Disease 2019 (COVID-19) is a virus that caused respiratory illness that can spread from person to person through droplets and now escalated to be airborne because of the volume of cases now in Guam. This virus was first identified during an investigation in China and drastically started spreading all over the world, from one person to another who are in close contact with each other within 6 ft. through respiratory droplets produced when infected person coughs or sneezes or by touching surfaces or objects that has virus on it and then touching their mouths or nose and possibly the eyes areas.

As COVID-19 is a new disease, the experts are making new developments every day, so it is crucial for Tech-Rite Builders, Inc. to refine our Response Plan regularly as new information is received.

COVID-19 Key Characteristics:

Symptoms: Fever of 100.4 F or above, cough, sore throat, fatigue, and shortness of breath.

Complications: Some patients may have pneumonia in both lungs, multi-organ failure and in some cases, death.

Protection: Avoid close contact with people who are sick, avoid touching your eyes, nose and mouth with unwashed hands, wash your hands often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer that contains at least 70% alcohol if soap and water are not available. Wear cloth mask if an OSHA approved mask is not available.

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Prevention: If you are sick, please do not keep on spreading the possible virus, stay home get tested and see your Doctor.

Diagnosis: If you become unwell, seek urgent medical attention. Call ahead of time to book an appointment and tell your doctor if you have been in close contact with someone who has been ill or have travelled recently.

Treatment: There is no specific treatment for COVID-19, but medical care can help with the symptoms.

Vaccination: Currently no vaccination, but scientists from around the world are working on developing a vaccine. The World Health Organization (WHO) believes this may be available within 18 months.

Coronavirus Facts:

- 1. For most people, the immediate risk of becoming ill from the virus that causes COVID-19 is low. Adults 60 years old and older and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.**
- 2. The risk of transmission in outdoor, open air environments goes down significantly.**
- 3. Cleaning surfaces with an approved disinfectant is very effective at removing the virus.**
- 4. Scientists and medical professionals expect the spread of Coronavirus to last for the next 12 to 18 months and possibly longer.**
- 5. The Coronavirus which causes COVID-19 disease has been confirmed to come from animals. It is not manufactured biological weapon.**
- 6. 80% of people have mild or no symptoms of illness.**
- 7. 5-8% with coronavirus have serious health complications.**
- 8. Currently, experts estimate the death rate will be less than 1%. Death rate is the number of people who are expected to die out of confirmed cases.**
- 9. People who have completed quarantine or have been released from isolation do not pose a risk of infection to other people.**

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Information and Guidance:

Sources including Guam Department of Public Health & Social Services, and the Center for Disease Control, Tech-Rite Builders, Inc. has implemented the following precautionary measures on the project site:

- 1. External temperature scan of all personnel entering the site.**
- 2. All Tech-Rite Builders Inc. employees, subcontractors and authorized visitors to all jobsites including the Office employees will be asked to submit or ask to fill out the attached screening questions as outlined and submit to the respective Jobsite Project Supervisor or Site Safety and Health Officer.**
- 3. Individuals who respond "Yes" to any questions are advised to contact the Guam Department of Public Health & Social Services for telephone consultation.**
- 4. We have included to discuss the risks and prevention coverage of COVID-19 into our Jobsite daily Toolbox meetings and weekly Safety meetings.**
- 5. To the greatest extent possible, all project personnel will practice "Social Distancing" and observe the "6 Foot Rule". Implementation of social distancing includes:**
 - a. Telecommunications for regular meetings; if face to face meeting is required, the number of attendees should be limited to less than 10 and meeting should be held outdoors if possible and attendees wear masks**
 - b. Maximize communication using remote means such as telephone, radio, text messaging, email, chat group apps and site bulletin boards**
 - c. Reduce office staff by allowing telework whenever possible**
 - d. Smaller teams for "Stretch & Flex" and daily safety briefings (Take 5)**
 - e. Smaller work crews; minimum personnel to safely complete assigned tasks.**
 - f. Limit ride sharing in project vehicles. If the vehicle must transport passengers, the number should be limited. Recommend 1 passenger per trip, seated as far from driver as possible and wear mask with windows down.**
 - g. Stagger work shift times to reduce number of personnel in POV parking areas.**

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- 6. Implement hygienic workplace practices. Measures to improve sanitary conditions include:**
- a. Continually encourage workers to "self-isolate" at the first sign of flulike symptoms or close personal contact with persons exhibiting those symptoms**
 - i. Notify supervisor by phone**
 - ii. Contact healthcare provider or Guam DPHSS for guidance**
 - b. Wash hands with soap & water for at least 20 seconds or use hand sanitizer frequently. Especially important before meals and after using the restroom**
 - c. Avoid touching your face, especially mouth, nose and eyes**
 - d. Cough and sneeze into the crooks of your arm**
 - e. Avoid physical contact, no handshakes or fist bumps**
 - f. Wear gloves (nitrile or standard work gloves)**
 - g. Discontinue collections of signatures at all meetings. Shared use of pens, pencils, and electronics, such as iPads, is highly discouraged. Supervisors will record safety meeting and document attendance electronically**
 - h. Personnel are assigned as attendants for the ice & water station. Only attendant, in appropriate PPE (nitrile gloves & N95 mask), will touch ice coops & faucets**
 - i. Personnel are assigned as cleaners. Cleaners are provided paper towels & disinfectant to wipe commonly touched surfaces. Target areas include:**
 - i. Door handles on office trailers & port-o-toilets.**
 - ii. Nonporous surfaces such as desktops and countertops areas.**
 - iii Heavy equipment and project vehicles, especially door handles, steering wheels, joysticks, gearshifts, turn signal arms, seatbelt buckles, etc.**
 - j. Minimize sharing heavy equipment between operators. When equipment must be assigned to a new operator, wipe down commonly touched surfaces with disinfecting solutions, especially in the cab, before new operator starts.**

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- k. Provide maximum number of hand-wash stations to workers**
- l. Procure & distribute the following:**
 - i. Hand sanitizer**
 - ii. Nitrile gloves**
 - iii. N95 respirators**
 - iv. Disinfectant spray bottles**
 - v. Paper towels**
- 7. Practice the principles of "Speak Up/Listen Up" throughout the workday. If you observe questionable or risky behavior, have respectful conversation with that person. If you are on the receiving end be thankful some cared enough to highlight a potential problem.**
- 8. Encourage all workers to implement the following preventative measures at home:**
 - a. When returning home, remove work clothes and shower as soon as possible**
 - b. Consider not carpooling with coworkers unless from the same household**
 - c. Restrict travel to essential trips, grocery stores, gas station, post office, etc.**
 - d. Limit personal contact with others, especially those in high-risk categories such as the elderly or persons with underlying medical conditions**
 - e. Maintain a healthy lifestyle, eat well balanced meals, drink plenty of water, exercise and get plenty of sleep.**

Information Sources:

Guam Department of Public Health & Social Services (DPHSS) Website:
(<http://dphss.guam.gov/2019-novel-coronavirus-2019-n-cov/>),

World Health Organization (WHO)WHO Website:
(<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>)

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Center for Disease Control Website:

(<https://www.cdc.gov/coronavirus/2019/n-CoV/index.html>)

All project personnel are encouraged to monitor these websites

Review & Update:

As new information and guidance concerning COVID-19 is received. Tech-Rite Builders, Inc. will amend this plan as required.

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IN-HOUSE COVID-19 Screening Questionnaire

1. ARE YOU CURRENTLY feeling any of the following symptoms? YES NO
- a. Fever
 - b. Cough
 - c. Sore Throat
 - d. Shortness of Breath
 - e. Fatigue
 - f. Body Aches
 - g. Headaches
 - h. Loss of Taste or Smell
 - i. Congestion, Nausea

If “Yes” DO NOT ENTER/REMOVE YOURSELF from the workplace, inform employer, put a clean mask on when one is available, and contact your medical provider (call ahead to inform them of your pending arrival). Follow CDC Guidance

Refer to link below for additional information:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

2. Have you TRAVELED OUTSIDE of the U.S. in the past 14 days? YES NO

If “Yes” DO NOT ENTER/REMOVE YOURSELF from the workplace, inform employer/supervisor.

Complete 14 days of self-quarantine/ROM (restricted of movement)
DO NOT ENTER workplace for 14 days. Follow CDC Guidance

3. Have you TRAVELED to the U.S. (outside of your local area) in the past 14 days? YES NO

If “Yes”, self-monitor for the following symptoms: fever, cough, difficulty breathing. Implement social distancing. If symptoms develop, immediately contact your medical provider. Follow CDC Guidance.

Refer to link below for additional information:

<https://www.dc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

4. Have you had CLOSE PERSONAL CONTACT, with anyone who has been diagnosed with COVID-19 in the past 14 days? YES NO

For Example:

- a. Within 6 feet for a long period of time
- b. In direct contact with infectious secretions (been coughed/sneezed upon, etc.)

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5. Once instructed by higher authority to conduct TEMPERATURE checks:
- a. If temperature is less than 100F (37.8C), able to enter
 - b. If temperature is EQUAL or HIGHER than 100F (37.8C), DO NOT ENTER/REMOVE YOURSELF from workplace. Inform employer/supervisor. Wear a clean mask if one is available. Contact your medical provider.

EMPLOYEE: _____

SUPERVISOR: _____

SIGNATURE: _____

SIGNATURE: _____