

COVID-19 Infection Control and Prevention Plan

1.0 Purpose

This policy is to prescribe detailed infection control and prevention guidance for Techni-Con, Inc. based on currently available information about COVID-19 and the current situation in Guam. The purpose of this plan is to minimize or eliminate employee exposure to COVID-19.

2.0 Scope

This policy applies to all Techni-Con employees, subcontractors, visitors, and their representatives. The plan will be made available via internal network and hard copy at each job site.

3.0 Definitions

PPE Personal Protective Equipment

4.0 Background

Techni-Con has adapted infection control strategies based on a thorough hazard assessment, using appropriate combinations of engineering and administrative controls, safe work practices, and PPE to prevent worker exposures. Because of the potential for asymptomatic and pre-symptomatic transmission, control measures are implemented even if they do not have symptoms of COVID-19. Falsifying or failure to disclose accurate and reliable information puts the health and safety of everyone at risk and will therefore result in unpaid suspension or termination.

5.0 Exposure Determination

Techni-Con, Inc. has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to CVODI-19. Techni-Con has determined that its employees' jobs fall into only the lower exposure and medium exposure risk for categories defined by the OSHA Guidance on Preparing Workplaces for COVID-19.

- 5.1 Lower Exposure Risk Jobs. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- 5.2 <u>Medium Exposure Risk Jobs.</u> These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.
- 5.3 <u>High Exposure Risk Jobs.</u> High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport,



nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. Techni-Con does have high exposure risk jobs.

Lower (caution)	Medium	High	Very High
Tasks that allow employees to remain at least 6 feet apart and involve little contact with the public, visitors, or customers.	Tasks that require workers to be within 6 feet of one another. Tasks that require workers to be in close contact (within 6 feet) with customers, visitors, or members of the public.	Entering an indoor work site occupied by people such as other workers, customers, or residents suspected of having or known to have COVID- 19, including when an occupant of the site reports signs and symptoms consistent with COVID-19.	Category not applicable for most anticipated work tasks.

6.0 Engineering Controls

Techni-Con has implemented feasible engineering controls to minimize or eliminate employee exposure to COVID-19. Engineering controls involve isolating employees from work-related hazards.

- 6.1 Routine use of disinfectants on shared equipment, facilities, spaces, work area, and frequently touched surfaces.
- 6.2 Barriers, ropes, and warning tapes to separate employees from public or building occupants.
- 6.3 Supply of individual isopropyl alcohol spray bottles
- 6.4 Supply of masks and face shields (clear plastic sneeze guards) between coworkers
- 6.5 Access to adequate amounts of clean water and soap
- 6.6 Handwashing stations and hand sanitizer dispensers
- 6.7 Using additional equipment to eliminate the need for workers to work in close contact; two scissor lifts instead of one.
- 6.8 Additional exits and entrances
- 6.9 Planned walk paths
- 6.10 Redesigned work areas to reduce grouping of workers

7.0 Administrative Controls

Techni-Con has implemented workplace policies, procedures, practices, education, scheduling, and signage that minimize or eliminate employee exposure to the hazard.



- 7.1 **Policies**. New rules for the workplace that are designed to eliminate or reduce threats of COVID-19.
- 7.2 **Procedures**. Steps that are created out of new policies.
- 7.3 **Education**. Training all employees on symptoms of COVID-19 or training on handwashing. Toolbox Talks.
- 7.4 **Scheduling**. Stagger break times or shift start times to reduce congestion or workers. Coordinate with other trades to ensure area does not exceed capacity that cannot offer safe work distance of 6 ft or more.
- 7.5 **Signage**. Placing appropriate messages around workplace directing or reminding employees of rules and education.

8.0 Procedures

- 8.1 Techni-Con commits to a safe workplace by implementing procedures related to: Social Distancing Requirements, Cleaning the workplace, Hygiene, Education, Screening and Reporting, Shift Change, Face Mask, Identification and Isolation of Suspected Cases, Cough and Sneeze Etiquette, Signage, PPE, and Where the social distancing guidelines cannot be followed.
 - 8.1.1 providing hand sanitizer, hand soap, isopropyl alcohol, face visors, mask inserts, hand hygiene supplies, and other disinfection supplies
 - 8.1.2 measuring employee's temperature and assessing symptoms prior to starting work
 - 8.1.3 making absolutely mandatory to use face masks, face visors and other PPE at all times while in the workplace
 - 8.1.4 making absolutely necessary to practice good hygiene, frequent handwashing, increased physical distancing between workers, and increased disinfection of surfaces, equipment, and other elements of the work environment
 - 8.1.5 disallowing sharing of headsets or objects used near face
 - 8.1.6 disallowing congregation in the staging area or other crowded places, if practical
 - 8.1.7 providing training, hand-outs, posters, and reminders to employees about sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure.
- 8.2 Techni-Con has made it mandatory for employees to wear approved face masks covering the entire mouth and nose upon arrival to and throughout their stay at the job site. Perform hand hygiene by using 60-95% alcohol or washing hands with soap and water for at least 20 seconds immediately before and after any contact with their face mask.
- 8.3 Techni-Con requires physical distancing, maintaining 6 feet between people, at all times when possible. Visitors to the job site shall be limited to those essential for the construction activities.
- 8.4 Techni-Con has made it mandatory for employees who tests positive of COVID-19 to disclose their positive test results to management and their supervisor.



- 8.5 Techni-Con has made it mandatory for employees who have symptoms or may have been exposed to COVID-19 to undergo medical testing and disclose this information to management and their supervisor. A negative test result and medical clearance are required to return to work.
- 8.6 Techni-Con will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by ADA. Employees at the site with close contact, within 6 feet, and within 14 days since last contact of the ill employee during the time the employee had symptoms would be considered exposed.

9.0 Procedures

Policy	Procedure
Social Distancing	Maintain a six feet distance from others
Requirements	Wear an approved face mask and face shield at all times
	Use floor markings and other barrier types to promote distancing
	Limit physical interactions between workers and use other methods such as mobile phones or virtual meetings to communicate
	Limit number of workers on site by splitting shifts and reducing the number of tasks per day
	Creating specific walkways through the site to maintain physical separation. Implement one-way systems.
	Stagger meal times or breaks to limit the number of workers
	Conduct toolbox talks and safety meetings at wide open spaces
	Postponing non-essential training
	Preventing employees from attending public gatherings of more than 6 persons
	Staggered facility entry and exit procedures
	Avoid close contact with people who are sick
	Stay home if sick
	Limit passengers in corporate vehicles.
	Reduce job rotation and equipment rotation, for example single tasks for the day
	Reduce movement by discouraging non-essential trips within buildings and sites
	Minimize number of people outside your household or support bubble travelling in one vehicle
	Minimize contact during payments and exchange of documentation by using electronic payment or delivery methods
	Disallow congregation in the staging area or other crowded places, if practical
Cleaning the workplace	Conduct risk assessment for all sites that have been closed before restarting work
	Carry out cleaning procedures and providing hand sanitizers, disinfecting wipes, and soap before starting work



	Frequent cleaning of work areas and equipment between uses
	Frequent cleaning of objects and surfaces that are touched regularly, including buckets, equipment, control panels, etc.
	Clear workspace and remove waste and belonging from the work area at the end of a shift
	Sanitation of all hand tools, controls, machinery, temporary facilities, and equipment after use
Hygiene	Maintain good hygiene
	Increased hand washing is needed as construction work regularly involves touching of objects and surfaces
	All site amenities and surfaces on construction sites and office space must be cleaned thoroughly
	Adequate hygiene supplies on site by providing hand sanitizer, hand soap, isopropyl alcohol, face visors, mask inserts, hand hygiene supplies, and other disinfection supplies
	Sanitary processes implemented (soap, hand sanitizer, single-use gloves, doors propped open, hands-free capabilities, no shared food)
	Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
	Avoid touching your eyes, nose, or mouth with unwashed hands.
	Provide additional handwashing facilities where there are significant numbers of personnel on site
	Enhance cleaning for busy high traffic areas
	Regular cleaning of vehciles that workers take home
	Clean shared vehicles between shifts
	Disallow sharing of headsets or objects used near face
	Perform hand hygiene by using 60-95% alcohol or washing hands with soap and water for at least 20 seconds immediately before and after any contact with their face mask.
Education	Forehead temperature outside of 96.6–99.7°F (35.9–37.6°C), Fever, Chills, Cough, Shortness of breath/difficulty breathing, Muscle or body aches, Headache,
	New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea, Fatigue
	Using alcohol-based hand rub: dispense the recommended volume of product, apply product to the palm of on hand, rub hands together, covering all surfaces of hands and fingers until they are dry.
	Handwashing with soap and water: wet hands first with water, apply soap to hands, rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers, rinse hands with water and dry thoroughly with paper towel, use paper towel to turn off water faucet.



	Recognize personal risk factors. According to CDC, certain people including older adults and those with underlying conditions such as heart or lung disease or diabetes are at a higher risk of developing more serious complications See Activity Hazard Recognition: COVID-19 Best Practices
Screening and Reporting	Daily body temperature scan performed and logged for all on-site employees and visitors
	Contact 311 and your healthcare provider if there any questions regarding symptoms, close contact, tests, medical clearance, and return to work procedures.
	Screening Q1: HAVE YOU BEEN TO (OR CONNECTED THROUGH) ANY COUNTRIES OUTSIDE OF GUAM IN THE PAST 14 DAYS?
	Screening Q2: ARE YOU OR YOUR CO-HABITANT (Partner, Spouse, Children, Roommate, etc.) EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS?
	Screening Q3: HAVE YOU BEEN WITHIN 6 FEET OF AN INFECTED PERSON FOR A CUMULATIVE OF 15 MINUTES OR MORE OVER A 24-HOUR PERIOD STARTING 2 DAYS BEFORE ILLNESS ONSET (OR, FOR ASYMPTOMATIC PATIENTS, 2 DAYS PRIOR TO TEST SPECIMEN COLLECTION) UNTIL THE TIME PATIENT IS ISOLATED?
	Screening Q4: HAS YOUR CO-HABITANT BEEN WITHIN 6 FEET OF A SICK PERSON FOR A CUMULATIVE OF 15 MINUTES OR MORE OVER A 24-HOUR PERIOD 2 DAYS BEFORE ILLNESS ONSET (OR, FOR ASYMPTOMATIC PATIENTS, 2 DAYS PRIOR TO TEST SPECIMEN COLLECTION) UNTIL THE TIME PATIENT IS ISOLATED?
	Screening Q5: ARE YOU A PATIENT UNDER INVESTIGATION (PUI), INDIVIDUAL WITH A PENDING COVID-19 TEST, OR AN INDIVIDUAL WHOM A TEST HAS BEEN ORDERED?
	Employees must immediately report symptoms associated with COVID-19 exposure
	Employees must report contact with any person who test positive for COVID- 19, person under investigation, person awaiting results or whom a test has been ordered, or sick
	Mandatory for employees who tests positive of COVID-19 to disclose their positive test results to management and their supervisor.
	Mandatory for employees who have symptoms or may have been exposed to COVID-19 to undergo medical testing and disclose this information to management and their supervisor. A negative test result and medical clearance are required to return to work.
	Techni-Con will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by ADA. Employees at the site with close contact, within 6 feet, and within 14 days since last contact of the ill employee during the time the employee had symptoms would be considered exposed



Shift Change	Extended hours on weekends and public holidays would assist building and
	construction work to spread across more days of the week allowing a smaller
	number of workers to facilitate social distancing
	Stagger start times to avoid bottlenecks at entrances and exits
Face Mask	All employees, subcontractors, visitors, and their representatives are required to have a mask on at all times.
	Face masks can only be removed when alone
	Face masks should fit snugly but comfortably against side of the face
	Face masks should be secured with ties or ear loops
	Face masks should include multiple layers of fabric
	Face masks should allow for breathing without restriction
	Face masks should be washed and dried without damage or change to shape
	Face masks shall not be used in lieu of other control methods such as hand hygiene and physical distancing
	When removing face masks, remove it from ear loops. Do not touch the front.
	Discard or wash cloth face mask after each use
	Do not wear a cloth face covering when it is damp or when wet from spit or mucus
Identification and	
Isolation of Suspected Cases	Prompt identification and isolation of potentially infectious individuals is a critical first step in protecting workers, visitors, and others at the work site.
Cough and Sneeze Etiquette	Practice good respiratory etiquette, including covering coughs and sneezes. Cover the mouth and nose with a tissue when coughing or sneezing. Dispose o the used tissue in the nearest waste receptacle. Perform handy hygiene after contact with respiratory secretions and contaminated objects/materials.
Signage	Use ground markings to help people comply with social distancing
	Provide signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, cough and sneeze etiquette
	Provide signage on COVID-19 precautions, reminders, education, physical distancing, etc. all around the jobsites
Where the social	Further increase frequency of hand washing and surface cleaning
distancing	Keep the activity time involved as short as possible
guidelines cannot	Use screens or barriers to separate people from each other
be followed	Use back-to-back or side-to-side working (rather than face-to-face) whenever possible
	Reduce the number of people each person has contact with by using fixed teams or partnering (so each person works with only a few others)
PPE	
	Wear gloves when there is potential contact with blood, blood fluids, mucous membranes, non-intact skin, or contaminated equipment. Wear gloves that fit
	appropriately. Do not re-use gloves. Perform hand hygiene before and
	immediately after removing gloves.



	Wear facemasks upon arrival to and at all times at the job site. Employees may use face shields over the mask for additional protection of mouth, nose, and eyes
	Employees may only return to work after 14 days of self-quarantine, self- isolation, and obtaining signed and valid negative test result and medical clearance from Department of Public Health and Social Services and their
Return to work	healthcare provider.

Activity/Work Task: COVID-19 Best Practices	Overall Risk Assessment Code (RAC) (Use highest code)				L	
Project Location: DET 2 Bldg 34, AAFB	Risk Assessment Code (RAC) Matrix					
Contract Number: N40192-18-D-2804-N4019220F4367	Soverity	Probability				
Date Prepared: Nov 07, 2020	Severity -	Frequent	Likely	Occasional	Seldom	Unlikely
Prepared By (Name/Title): Hector Herrero/CQC Manager/SSHO	Catastrophic	E	E	н	Н	М
Prepared By (Name/Title). Rector Refero/CQC Manager/33RO	Critical	E	Н	н	М	L
Reviewed By (Name/Title): Rictor Palentinos/Project Manager Lot Public	Marginal	Н	М	М	L	L
Reviewed by (Name/ Title). Rictor Falentinos/Froject Manager gur pour	Negligible	М	L	L	L	L
Notes (Field Notes, Review Comments, etc.): Step 1: Review each "Hazard" with identified safety "Controls" and determine RAC		RAC (See abo	ve)			
	"Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely.		Chart			
	"Severity" is the outcome/degree if an incident, near miss, or accident did occur		E = Extreme	= Extremely High Risk		
	and identified as: Catastrophic, Critical, Marginal, or Negligible H = High Risk					
	Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each M = Moderate Risk				e Risk	
	"Hazard" on AHA. Annotate the	overall highest l	RAC at the top	of AHA.	L = Low Ris	k

Job Steps	<u>Hazards</u>	Controls	RAC
1. General Safety Requirements all steps	 1.1 Respiratory droplets may cause viral transmission 1.2 People who are infected with COVID-19 may become infectious to others 2 days before they start to feel ill. 	 1.1 Avoid working less than six feet from others 1.2 Avoid touching your face, mouth, nose, and eyes. 1.3 Wash your hands regularly with soap and water. 1.4 Avoid touching frequently touched surfaces or objects without first disinfecting the surface or object. *Close contact is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time patient is isolated. 	L

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2. Monitor your personal health every morning	2.1 Reporting to work when unwell or feeling sick2.2 Reporting to work pre-symptomatic or asymptomatic from co-habitant's exposure to infected colleagues at their place of work.	 2.1 If you are exhibiting symptoms: Fever, Chills, Cough, Shortness of breath/difficulty breathing, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea, Fatigue: *Do not come to work; *Contact your supervisor to let them know that you are exhibiting these symptoms; and *Consult with a healthcare professional on next steps before returning to work 2.2 If your co-habitant is exhibiting symptoms or has been within 6 feet of an infected person from their place of work, then you are at risk of viral transmission. *Contact your supervisor to let them know your co-habitant had close contact with an infected person 	L
3. Conducting morning stretching	3.1 Exposure to other workers in close proximity or not adhering to physical distancing	3.1 Before performing the stretching exercises, position yourself at least 6 feet away from others.	L
4. Completing and participating in your daily pre-job safety inspection	4.1 Unknown virus contamination on surfaces	4.1 All personnel are required to adhere to controls to avoid transmission.4.2 Disinfect all surfaces and objects prior to touching or use4.3 Practice proper hand hygiene	L
5. PPE	5.1 PPE can contain contaminated surfaces frequently touched/handled by your hands and hands of others	 5.1 Keep your PPE in a clean and sanitary condition. Before work starts and at each break, wipe down head wear, safety eye wear. And at the end of day, wipe down surface areas where these devices will be stored. 5.2 Do not allow others to touch your personal equipment. 	L

6. Taking breaks and during lunch time	6.1 Touching unsanitary surfaces such as tables, chairs, benches, water coolers, portatoilets with hands can spread viruses.6.2 Sitting too close to others	 6.1 Wipe your seating area, table top and chair/bench with approved cleaners prior to handling food and drink 6.2 Wash your hands prior to handling food 6.3 Avoid sharing food or drinks, especially chips where hands need to enter bags or food wrapping 6.4 Sit a safe distance from others 6.4 Try to stagger breaks and lunch schedules to minimize the number of people taking breaks at the same time 6.5 Once your break is over, clean up the eating surface, wipe down the area. 6.6 Wash hands again prior to going back to work 	L
7. Portable toilet breaks	7.1 Contact with contaminated/unsanitary surfaces spreads the virus	 7.1 Practice good personal hygiene, wash your hands before entry, clean the toilet seat prior to use, use disposable seat cover if provided 7.2 Wash your hands after each toilet break 7.3 Portable toilets will be cleaned once a week. Disinfect the portable toilets daily by wiping down the seating area, and all dispensing areas and door handles. 	L
8. Individual personal hygiene	8.1 Poor personal hygiene practices can unnecessarily expose yourself and others to the virus and infection	 8.1 Avoid touching your eyes, nose, and mouth with your hands 8.2 Cover your cough with your arm or sneeze with a tissue, then throw the tissue in the trash 8.3 Do not share personal items or supplies such as phones, pens, notebooks, PPE 8.4 Refrain from shaking hands with others 8.5 Wash your hands often with soap and water for at least two seconds, especially after going to the bathroom, before eating, after eating, and after blowing your nose, coughing or sneezing 8.6 Lather your hands by rubbing them together with soap. Be sure to lather the backs of your hands, between your fingers, tips of fingers and under your nails. Scrub your hands for at least 20 seconds 	L
9. Applying hand sanitizer	9.1 Many surfaces may be contaminated	9.1 Hand sanitizers will be available at or near entry points at the staging area or various high-traffic locations	L

10. Shared tools and equipment	10.1 Spreading virus, contamination, infections	 10.1 Hand tools such as hammers, snips, pliers, etc. must not be shared person to person without a thorough cleaning with a disinfectant containing more than 70% alcohol. 10.2 Door and ladder handles, hand holds, an drails, switches, buttons, knobs, fueling caps in powered mobile equipment must be cleaned at the end of each shift or between operators 10.3 Wipe down all office tools regularly 	
11. Vehicle Travel	11.1 Contact with person infected with COVID -19, potential spread to others	11.1 Clean and disinfect common touch vehicle surfaces, e.g. door handles, console, touch screen, steering wheel, inside of door, before and after use. Disinfect/sanitize before and after use by new driver 11.2 Travel should be limited to one person per vehicle. If project requires multiple personnel in one vehicle, don cloth face mask covering, face shield, maximize outside air flow and attempt to separate occupants by at leas six feet 11.3 Use nitrile glove, face mask, face shield when within six feet or another person. Use disinfectant wipe before and after use.	

12. Site Work	12.1 Contact with person infected with COVID -19, potential spread to others	 12.1 SSHO has the responsibility for ensuring that personnel with COVID-19 symptoms do not come onsite 12.2 SSHO should make daily observations of COVID-19 safety compliance and consider monitoring response workers for symptoms 12.3 Avoid use of clipboard and pen without disinfection before and after use 12.4 SSHO is responsible for conducting daily health status screening of site personnel and visitors 12.5 Screening includes non-contact temperature check 12.6 Require face coverings for all indoor and outdoor operations when physical distancing cannot be consistently maintained. 12.7 Site personnel are required to always routinely carry a small container of hand sanitizer/disinfectant with at least 60% alcohol, a face covering that covers the nose and mouth and gloves 12.8 Site personnel must thoroughly wash their hands upon arrival at the site, prior to taking a break, prior to eating lunch, after use of bathroom, after using shared items, upon leaving the site for the day 	
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Equipment to be Used	<u>Training Requirement/Competent or</u> <u>Qualified Personnel Name(s)</u>	Inspection Requirements
Approved Face Covering	1. Be familiar with acceptable face cloth covering as required by NAVFAC	 1.1 Masks with valves, bandanas, and the use of a Neck Fleece is NOT ALLOWED. 1.2 Acceptable Cloth Face Coverings (CFC). CFCs shall fit snugly on the face, fully cover the mouth and nose, extend over the chin, and be constructed of cloth fabric material. CFCs can be either reusable or disposable, including medical face coverings. 1.3 While the wearing of face shields is authorized, face shields are not a substitute for a CFC. Neck fleece and bandanas are less effective in reducing respiration and voice associated particles and shall not be worn. Masks with valves facilitate exhalation through the mask and decreases efficacy. Masks with valves are prohibited.
Hand Sanitizer	1. Use hand sanitizer with eat least 70% alcohol	3.1. Check label
Disinfectant Wipes, Disinfectant Solution with 70% Alcohol	1. Use disinfectant with at least 70% alcohol	4.1. Check label
Personal Protective Equipment	1. Inspect equipment and tools daily per manufacturers requirements	5.1. Proper use of PPE
Hand Wash Soap	1. Be familiar with proper hand hygiene	6.1 Proper use of soap 6.2 Frequency of hand washing hygiene
Non-contact thermometer		1