



P.O. Box 23066 GMF Barrigada, GU 96921
Tel: (671) 637-3060 Fax: (671) 637-3139
E-mail: tonysworkshop@teleguam.net

COVID-19 MITIGATION PLAN

Tony's Workshop is dedicated in providing a safe and healthy work environment for all our employees.

The following guidelines are some practical actions to mitigate the spread of COVID-19 in our workplace, in conjunction with applicable DPHSS and OSHA workplace guidelines.

- OSHA and DPHSS guidelines and signage are posted in the workplace to remind employees and/or clients before entering the workplace.
- Office communications with clients, customers and suppliers are mainly done thru e-mails and/or phone calls to reduce person-to-person exposures.
- Employees are required to stay at home if ill with symptoms of COVID-19 until criteria to discontinue isolation have been met, in consultation with the local public health authority or healthcare provider.
- All employees are educated with the risk of exposure and transmission of COVID-19.
- Promote the use of personal practices such as frequent hand washing and avoid touching the face.
- Immediate access to hand sanitizer dispensers in prominent areas around the workplace.
- Increased cleaning and disinfecting of workplace.
- Promote physical distancing.
- All employees are required to wear face mask/covering at all times.
- Company vehicles are provided with water container and soap for hand washing in case bathrooms are not easily accessible.
- Increase frequency of environmental cleaning and disinfecting, especially of high touch surfaces or equipment.
- Clean and disinfect essential shared equipment before and after use.
- Toolbox/safety meetings are held at a minimum and are short as possible.
- Work is organized to allow physical distancing for employees and minimal personnel in each jobsite.
- Employees are to remain out of "congregate settings" as much as possible.
- In event a positive case is confirmed among employees, immediate contact-tracing will be conducted according to CDC and DPHSS protocols.
- Proper sanitation and disinfection of affected work area.