



**WIXON & ASSOCIATES LLC**  
**CONSULTING ENGINEERING**  
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Memorandum

Subject: Company Protocol - COVID 19 Mitigation

To All Staff:

The following will be strictly enforced in line with Department of Public Health and Social Services Guidelines regarding COVID 19 Mitigation

1. Office will be provided with disinfectants, a temperature checking device and face masks.
2. Facemasks, face covers and/or face shields are to be worn in office at all times.
3. Office closed to the public and/or by appointment only if necessary.
4. Employees are to use disinfectant after use of shared office equipment (copier, etc.) or toilet.
5. Social distancing strictly enforced.
6. Use of separate workstations so that there exists separation of more than 6ft apart.
7. Disinfect office daily.
8. Employees encouraged to wash hands frequently with soap and water.
9. No congregating allowed.
10. Notices upon entry point as required by DPHSS.
11. No physical contacts, no handshakes or fist bumps.
12. Stay home and call office if feeling sick with COVID 19 like symptoms (e.g., flu, vomit, nausea, cough, pneumonia, etc.).
13. Adhere to other guidelines as provided and/or announced by DPHSS and/or CDC.

Respectfully,

Wayne A. Wixon

Owner