

Memorandum

To: Junelyn L. Hautea, DPHSS Junelyn.Hautea@dphss.guam.gov

From: Yunmei GUO – Grace Vertical Corp
DBA: Grace Professional Shiatsu & Foot Reflexology
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Subject: PCOR3 Business Mitigation Plan (BMP):

Date: April 22, 2021

The Mitigation plan that my business (Grace Vertical Corp) is as follows:

1. As customers come in, COVID mitigation for health and safety are shown at the wall in front the entrance to the business.
2. A log-in sheet is posted at the front desk next to the entrance.
 - a. The log-in sheet details covered the Names of people(s) (individual or couple)/Phone and email address for Contact tracing purposes by DPHSS.
3. As prescribed, mask use by both myself, on call employees and our customer(s) are mandatory for our business to provide any services.
4. We are using PPE methods in our business at all time. This will include, hand sanitizers, sanitary spray bottles, wipes, and temperature checks.
5. In complying with current CDC measures for social distancing, we have only two massage therapy rooms. Our occupancy rate may support up to 3 customers and 1 employee in the business at any one time maximum (4). Based on that premise, we are accepting customers by appointment only and social distance/sanitization signs are posted in all utilized rooms.
6. Once signed in, customers may wait in specially distanced chairs, couches in the lobby, or in the massage therapy rooms.
7. Employees are trained extensively based on the DPHSS guidelines for safety measures. All employees (including on call Shiatsu/Masseur) will wear masks in the room while on the premises of the building. All customers will be serviced while wearing a mask at all time.
8. Also the following are required and has been complied with:

- a) Minimize contact between individuals by installing a physical barrier at reception area.
 - b) Remove unnecessary items, such as magazines, newspapers, and any other unnecessary paper products/decor.
 - c) Provide plastic covering/disposable paper cover/sheet on vinyl tabletops/headrests.
 - d) Procedures for proper storage/cleaning/disinfection of soiled linens which will be placed in a sealed bag or closed container until properly washed.
9. Owner and on call Shiatsu/Masseur are expected before and after they receive customers that the area, (equipment of the massage therapy used) from the lobby to the rooms used and bathrooms are all cleaned or disposed of before, during (between scheduled appointments) and after business hours. This would include, but is not limited to:
- a. Equipment: Towels, sheet covers, regular chairs, storage baskets, trays, warmers for towels, massage oils and lotion bottles, disposable sanitary napkins, and related items.
 - b. Facilities: Mopping, sweeping and disinfection of simulated hardwood flooring; doors, walls and windows and reception/counter area; hallway and utility room; general cleaning and disinfecting the bathroom.
10. Each customer's personal items are stored in cleaned basket right next to the massage therapy rooms. As stated before, these areas are cleaned in-between set appointments.
11. Among being updated on COVID19 safety guidelines; protocols for customers or employees (on call Shiatsu/Masseur) exhibiting possible symptoms are in place by management should the situation arise. We will automatically close the business for general cleaning and bleach and alcohol disinfection for the day if we are informed by DPHSS that a contact trace was within our business grounds. We will reopen only upon the stated COVID19 guidelines are met.
12. Finally, these mitigation and overall safety/health standards will be in place for GovGuam's PCOR 3 business compliance and will stay in effect until PCOR 4 (all government COVID19 restrictions lifted).

Please contact at our business phone number at 646-3570 (business) and 727-8369 (cell) respectively, Should you need more information or clarification of the aforementioned COVID19 mitigation protocols.

Guo Yun Mei

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