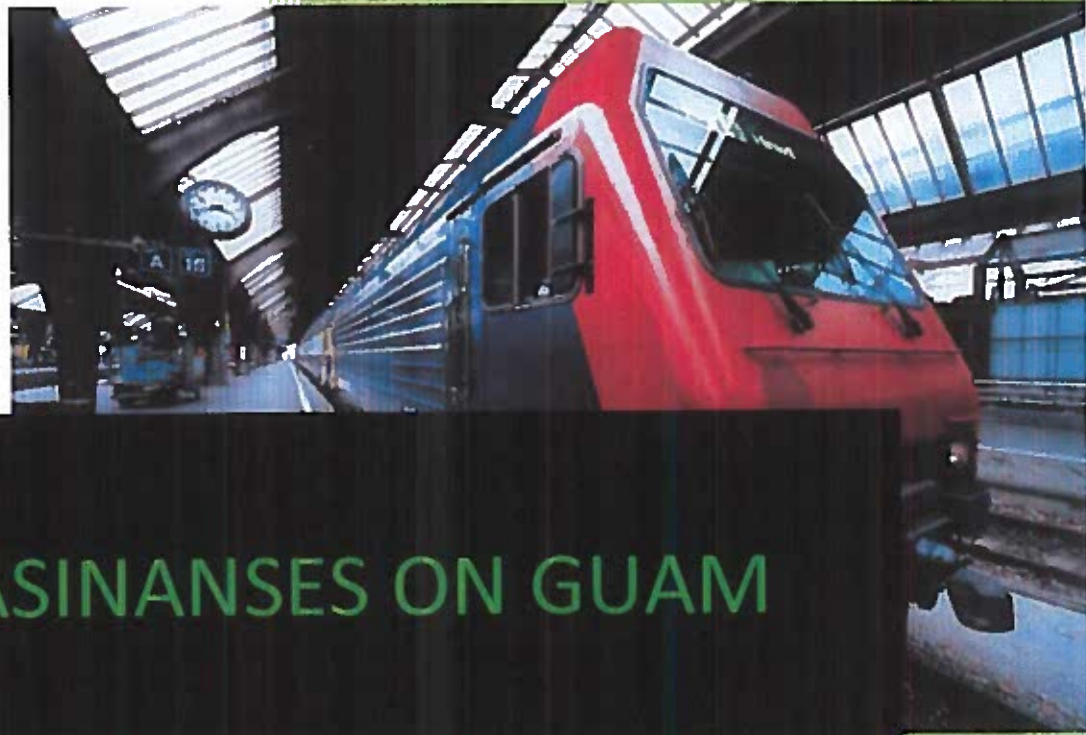


**COVID-19 BUSINESS AND
OPERATIONAL PLANNING:**

**Safety Plans for our FOPOG
Volunteers, Customers
At the Bingo Premises**

2020



FEDERATION OF PANGASINANSES ON GUAM

Alvin Ancheta
Secretary
05/29/2020

ADDRESS 261 CHALAN SUETE, HARMON GUAM 96931

GUAM HOURS OF OPERATION

12:00 PM – 10:00 PM TUESDAYS, WEDNESDAYS , THURSDAYS AND FRIDAYS

10:00AM TO 4PM SATURDAYS AND SUNDAY

FOPOG OR PANGASINAN BINGO IS THE LONGEST RUNNING BINGO PLACE IN GUAM RUN BY A LEGAL NON-PROFIT ORGANIZATION. OUR PLAN IS BASED ON HOW TO KEEP OUR STAFF AND CUSTOMERS SAFE DURING OPERATIONAL HOURS FROM COVID 19 PANDEMIC USING CDC, OSHA, U.S. DEPARTMENT OF LABOR AND THE GUAM DEPARTMENT OF PUBLIC HEALTH GUIDELINES

1. Mandate the Wearing of Face Masks for all FOPOG Volunteer and Bingo Players.

2. Develop and Communicate Social Distancing Policies:

- a. Bingo Players and FOPOG Volunteers shall develop and communicate social distancing policies or refine and update currently existing policies to include social distancing requirements.

These policies should help protect employees (as well as reassure those who fear returning to work) and customers. Social distancing plans must be industry- and employer-specific and must address the unique needs and circumstances of each business (including different kinds of worksites/operations).

Some key factors for consideration in developing social distancing policies include the following:

i. Physical workspace modifications such as:

1. separating tables , cashiers area and customer lines, and Bingo players tables workstations;
2. modifying open floor plans by, for example, adding partitions and or spaces
3. Adjust the number of persons using bingo player tables and chairs. (i.e., every other or every third workstation, or every other cubicle area);
4. closing or modifying common areas , smoking areas bingo hall and canteen;
5. modifying high-touch surfaces, such as replacing latch-based doorknobs or handles with doors that can be easily pushed open or closed; and/or

ii. Displaying markings or signs reminding customers and employees:

1. to maintain social distancing of at least 6 feet;
2. to avoid touching surfaces unnecessarily;
3. to wash your hands properly and regularly;
4. use gel hand-sanitizer when hand-washing facility is not readily available or accessible;
5. to wear a mask.

b. Bingo Customers and FOPOG Volunteers should consider creating a safety communication policy for returning employees and customers that explain safety protocols (what measures the company is taking and what precautions employees/customers should take), and where to report any issues;

c. Bingo Customers and FOPOG Volunteers should consider ways of reducing the number of employees present at the workplace. Possible options include staggered shifts, alternating teams.

d. Bingo Customers and FOPOG Volunteers should limit occupancy based on most recent requirements pursuant to Executive Order or Guam law;

e. Bingo Customers and FOPOG Volunteers should consider dedicated, Bingo hours for vulnerable or at risk-individuals; and/or

f. Bingo Customers and FOPOG Volunteers should consider separate entrance and exit doors/openings, if possible.

3. Limit In-Person Interactions and Physical Contact:

a. Holding fewer in-person meetings and using increased conference calls or video conferences;

b. Instructing employees not to use other employees' workspaces / equipment or share items;

c. Setting staggered or spaced lunch/break schedules;

d. Ensuring seating in all waiting areas meets social distancing requirements (or transition into virtual waiting rooms or waiting inside vehicles, etc.); and

e. Determining ingress/egress to and from restrooms and other common areas (i.e. photocopying room, break room, etc.) to establish paths that mitigate proximity for employees and customers and limit number of people allowed.

4. Train Employees on Social Distancing Policies and Protocols:

a. Managers and Bingo Staff need additional training to understand their responsibilities for enforcing policies;

b. Individuals should be designated as responsible contacts for overseeing and ensuring implementation; and

c. Bingo Customers and FOPOG Volunteers should consider how to track compliance and consistently discipline employees for failure to follow protocols.

5. Implement Regular Screening Protocols for Employees, Customers/Clients, or Other Workplace Visitors:

a. Bingo Customers and FOPOG Volunteers should consider training personnel on how to appropriately conduct screening to include temperature screens or other symptom checks and how to maintain medical/private information collected through screening;

b. Bingo Customers and FOPOG Volunteers should consider whether they will require personal protective equipment (PPE). Key considerations include the following:

i. Whether gloves are necessary for any areas/duties (i.e., taking/giving money to customers)

ii. Whether additional PPE, if any, is required for employees in higher-risk exposure positions.


c. Bingo Customers and FOPOG Volunteers should send any employees who are exhibiting flu-like symptoms home.

6. Assess Sanitary Workplace Conditions and Policies

- a. Bingo Customers and FOPOG Volunteers should consider additional cleaning and disinfecting policies such as:
 - i. Extra cleaning and disinfecting, including attention to employee common use areas, and items handled by customers;
 - ii. Disinfecting seats and other contact surfaces between use by customers;
 - iii. Making cleaning supplies/hand sanitizer available to employees (and customers/visitors); and/or
 - iv. Providing and requiring hand washing and/or gel hand-sanitizers to employees and guests prior to entering workplace;
- b. Bingo Customers and FOPOG Volunteers should analyze their infrastructure (i.e. air conditioning maintenance cleaning schedule, airflow system, etc.) for maximum sanitary conditions.
- c. FOPOG staff-in-charge should disinfect and clean bathrooms on a periodic basis throughout the day

OUR FRONT DOOR SIGNAGES :


FOR YOUR SAFETY AND OURS



MUST HAVE A MASK BEFORE ENTERING OUR ESTABLISHMENT



6 FEET DISTANCE AT ALL TIMES



PROTECTING OUR CUSTOMERS



HEALTHY TEAM



FREQUENT HAND WASHING



ALL SURFACES AND BATHROOMS DISINFECTED AFTER EACH USE.



MASKS AND GLOVES WORN BY OUR INSTRUCTORS



WE PRACTICE SOCIAL DISTANCING



WE DISINFECT OUR FLOORS ON A DAILY BASIS



CDC SIGNS TO BE PLACED ON THE WALLS OF OUR ESTABLISHMENT

CORONAVIRUS DISEASE 2019
(COVID-19)

Your cloth face covering protects them.
Their cloth face covering protects you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CORONAVIRUS DISEASE 2019
(COVID-19)



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CORONAVIRUS DISEASE 2019
(COVID-19)

You can help prevent the spread of respiratory illnesses with these actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Practice social distancing by putting space between yourself & others.
- Wash hands often with soap & water for at least 20 seconds.

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Calls to U.S. poison centers about cleaner and disinfectant exposures increased by 20%*

Prevent COVID-19 Spread and Clean Safely:

- Follow label directions
- Don't mix chemicals
- Wear protective gear
- Use in a well-ventilated area
- Store chemicals out of reach of kids

* Jan. - March, 2020

[cdc.gov](https://www.cdc.gov) bit.ly/MMWR_ChemicalExposures 

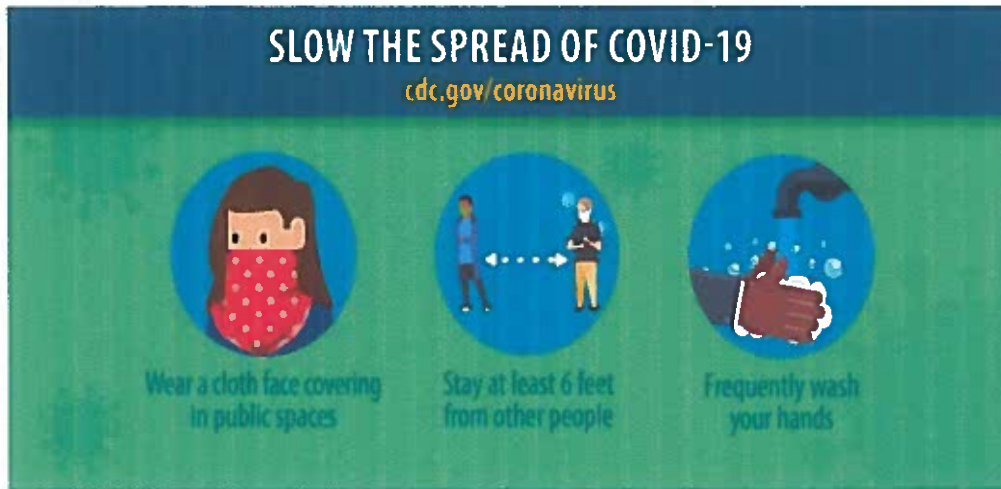
STOP THE SPREAD OF GERMS

Wash your hands often with soap and water for at least 20 seconds.



CDC **COVID-19 PREVENTION**
RECOMMENDATIONS
The best way to prevent illness is to avoid being exposed to this virus. For more information: www.cdc.gov/COVID19

CDC SIGNS AND FLOOR DECAL TO BE PLACED ON THE WALLS OF OUR ESTABLISHMENT



FLOOR DECALS

Decals to be placed on the floors with each measured six feet apart.



TRAINING FOR OUR VOLUNTEERS AND CUSTOMERS AS NEEDED:

What is COVID 19 AND IT'S SYMPTOMS

Source: OSHA 3990-03 2020, *Guidance on Preparing Workplaces for COVID-19*

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

What is COVID 19, it's symptoms and how to protect yourself.

Source: Centers for Disease Control and Prevention (CDC)

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild to no response to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicines, go to the doctor, and complete banking activities online when possible.
- If you must go to person, stay at least 6 feet away from others and disinfect areas you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



cdc.gov/coronavirus

Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.



FACT 1 Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.



FACT 2 For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.



FACT 3 Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.



FACT 4 There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unclean hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



FACT 5 You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
 - Cough
 - Shortness of breath
- Seek medical attention immediately if you or someone you love has emergency warning signs, including:
- Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or not able to be woken
 - Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are serious or concerning.



cdc.gov/coronavirus

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following



If you have COVID-19, you may have mild (or no symptoms) to severe illness. Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are serious or concerning.



cdc.gov/coronavirus

How to Protect Yourself and Others

Source: Centers for Disease Control and Prevention (CDC)

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet)
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use a **hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - Remember that some people without symptoms may be able to spread virus.
 - This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-put-a-space-between-people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- You could spread COVID-19 to others even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces daily**. This includes tables, door knobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/need-cleaning-disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfecting.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](https://www.cdc.gov/coronavirus/2019-ncov/need-cleaning-disinfecting-your-home.html).

cdc.gov/coronavirus

How to Cope with Stress and Build Resilience During the COVID-19 Pandemic

Source: Centers for Disease Control and Prevention (CDC)/Behavioral Health & Wellness Center (GBHWC)

General Contact Information for Guam Behavioral Health & Wellness Center (GBHWC)

Call:
(871) 847-5440
(for Emergencies, call 911)

Crisis Hotline:
(871) 847-8833/ 647-8834

COVID-19 INFORMATION
Call: 311

Coronavirus Disease 2019 (COVID-19)

Employees: How to Cope with Job Stress and Build Resilience During the COVID-19 Pandemic

Remember you are going out with a working hour from the COVID-19 pandemic but definitely changes the way you work. Fear and anxiety about the new disease and other things you are not used to, the work being, the way you live. Take stress, your emotions, and your thinking during this pandemic, it is often that you recognize what stress looks like. Use ways to build your resilience and manage job stress, and stress others to go if you need help.

Recognize the symptoms of stress you may be experiencing.

- Feeling sad, angry, or stressed
- Feeling nervous, restless, or worried
- Losing motivation
- Feeling tired, overwhelmed, or burned out
- Feeling lost or hopeless
- Feeling trouble sleeping
- Feeling trouble concentrating

When the common work-related factors that can add to stress during a pandemic:

- Concern about the risk of being exposed to the virus at work
- Taking care of personal and family needs while working
- Managing a different schedule
- Lack of access to the tools and equipment needed to perform your job
- Worries that you are not contributing enough to work or that about not being on the frontline
- Uncertainty about the future of your workplace and employment
- Learning new communication tools and working with others in difficult
- Adapting to a different schedule and/or work schedule

Follow these tips to build resilience and manage job stress.

- Communicate with your supervisor, managers, and employees about job stress with supporting work situations for best results
 - Identify things that cause stress and work together to identify solutions
 - Fill gaps with employer, colleagues, and others about how the pandemic is affecting work. Employees should be encouraged to help by employees
 - Ask others how to share mental health resources in your workplace
- Identify those things which you do not have control over and do the best you can with the resources available to you
- Improve your sense of control by developing a consistent daily routine when possible... study and that is better to your schedule before the pandemic
 - Keep a regular sleep schedule
 - Take breaks from work to stretch, exercise, or talk to your support network, including family, and friends
 - Spent time outdoors, when being physically active or relaxing

- If you work from home, set a regular time to end your work for the day if possible
 - Prepare yourself/always disconnect
 - Use things you enjoy during non-work hours
- Know the facts about COVID-19. Be informed about how to protect yourself and others, understanding the risk and sharing accurate information with people you love about your health status and help you make a decision with others
- Surround yourself with people of all ages, a mix of roles in fighting the pandemic
- Be good yourself that everyone is in an unusual situation and limited resources
- Take breaks from working, reading, or listening to news stories, including social media reporting about the pandemic, especially not by scrolling and mindlessly following
- Connect with others. Talk with people you trust about your concerns, how you are feeling, or how the COVID-19 pandemic is affecting you
 - Connect with others through phone calls, email, chat, through, meeting others in parks, yards, and other outdoor
 - Connect with others, making others experience your sense of support, belonging, and well-being. Look for safe ways to offer social support to others, especially if they are showing signs of stress, such as exhaustion and anxiety
- If you feel you may be needing alcohol or other drugs (including prescription drugs) as a means of coping, reach out for help
- If you are being treated for a mental health condition, continue with your treatment and be aware of any side or worsening symptoms

Where others to go if you need help or more information.

If you feel you or someone in your household may have symptoms of COVID-19:

- National Suicide Prevention Lifeline
 - Toll-free number: 1-800-273-8255
 - The Crisis Text Line: Text "HELP" to 734-746-3
- Guam Behavioral Health Institute
 - Call: 1-800-790-7231 and 771-1-800-761-3234

If you are being hospitalized with COVID-19 symptoms, opportunities to assist:

- Guam Behavioral Institute
 - Call: 1-800-790-7231 or text "HELP" to 734-746-3
- Check with your employer for information about possible employer assistance program resources

If you have a health condition or mental health condition, continue with your care:

- Go to your doctor and mental health services (telehealth services) if you have them

Mental Health Resources

- CDC Coronavirus COVID-19 Stress and Coping
- National Psychological Association
- National Alliance on Mental Illness

COVID-19 Resources

- National Institute of Health and Health Topics
- CDC COVID-19
- CDC COVID-19: 1-800-232-6233 or 771-1-800-232-6233 | 771-1-800-232-6233 | 771-1-800-232-6233

Fliers to be placed on our walls for our staff.

Interim Guidance for Implementing Safety Practices

Source: Centers for Disease Control and Prevention (CDC)

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Essential infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift.

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue face masks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distancing:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, breakrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during that time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS/CISA website or the CDC's special first responder guidance page.

INTERIM GUIDANCE

The interim guidance provides essential infrastructure workers, including those in the following sectors, with key safety practices:

- Pre-Screen: Measure temperature and assess symptoms prior to starting work.
- Regular Monitoring: Self-monitor under supervision.
- Wear a Mask: Wear a face mask at all times.
- Social Distancing: Maintain 6 feet and practice social distancing.
- Disinfect and Clean Workspaces: Clean and disinfect all areas.

ADDITIONAL CONSIDERATIONS

- Employers should not allow workers to return to work if they are sick.
- Employers should ensure the response and recovery capabilities for their workers.
- Employers should ensure workers are not exposed to high-risk areas.
- Employers should provide all workers with the information they need to respond to a potential exposure.



IF YOU ARE AN ESSENTIAL CRITICAL WORKER WHO HAS BEEN EXPOSED TO COVID-19

DO	DON'T
<ul style="list-style-type: none"> • Take your temperature before work. • Wear a face mask at all times. • Practice social distancing in the workplace as work duties permit. 	<ul style="list-style-type: none"> • Stay at work if you become sick. • Share headsets or objects used near face. • Congregate in the break room or other crowded places.

CDC CISA

IF YOU ARE AN EMPLOYER OF WORKERS EXPOSED TO COVID-19

DO	DON'T
<ul style="list-style-type: none"> • Take employee's temperature and assess symptoms prior to their starting work. • If an employee becomes sick during the day, send them home immediately. 	<ul style="list-style-type: none"> • Test the use of face masks to ensure they do not interfere with work flow. • Increase air exchange in the building. • Increase the frequency of cleaning commonly touched surfaces.

CDC CISA

Fliers to be placed on our walls for our staff.

HOW TO PROPERLY WEAR, CLEAN AND REMOVE A FACEMASK

FACEMASKS

How to properly wear a face mask.

Face masks should:

- Fit snugly but comfortable against the side of the face.
- Be secured with ties or ear loops
- Include multiple layers of a fabric.
- Allow for breathing without restriction
- Able to be laundered and machine dried without damage or change to shape.

Should cloth face coverings be washed or otherwise cleaned regularly?

How regularly?

- Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth covering?

- A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth covering?

- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

*This poster will be hung in our establishment
for staff and customer to be aware of how to
help slow the spread of COVID-19.*

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings
Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings
CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in cases of significant community-based transmission. CDC often advises the use of single cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings (apart from hospital-grade masks or masks at home from consumer electronics at low cost) can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or a unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N 95 respirators. These are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?
A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.




 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

HOW TO CLEAN AND DISINFECT OUR ESTABLISHMENT BASED ON CDC GUIDELINES

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone Is Sick, and Considerations for Employers

How to clean and disinfect

Wash disposable gloves to clean and decontaminate.

Clean

- Clean surfaces using soap and water. Pay close attention to cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, door knobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

Use a minimum of EPA registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surfaces wet for a period of time (see product label).
- Preventing people from touching surfaces and making sure you have good ventilation during use of the product.



- Follow household bleach solutions may also be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solutions on the surface for at least 1 minute.

To make a bleach solution, use:

- 5 tablespoons (1/2 cup) bleach per gallon of water.

OR

- 4 teaspoons bleach per quart of water.

- Alcohol solutions with at least 70% alcohol.

Soft surfaces

For soft surfaces such as carpeted floors, rugs, and drapes:

- Clean the surface using soap and water or with a cleaner appropriate for use on these surfaces.



- Laundry items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. Soap, disinfectant, and warm water are effective for use against COVID-19.

Electronics

- For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider using a wipeable cover on electronics.

- Follow manufacturer's instructions for cleaning and disinfecting.

If no guidance, use alcohol based wipes or sprays containing at least 70% alcohol. Dry surfaces thoroughly.

Laundry

For clothing, towels, linens and other items:

- Wash disposable gloves and gowns for all tasks in the absence of gloves, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfection product to be used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person.
- Wash laundry from a sick person separately and do not share with other people's items.
- Clean and disinfect clothes hampers according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick.

- Clean off areas used by the sick person.

- Wipe outside doors and windows to remove any contamination on the area. Wait 24 hours before you clean or disinfect. If 24 hours is not possible, wait as long as possible.

- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.

(Continue reading cleaning and disinfecting.)

When cleaning:

- Wash disposable gloves and gowns for all tasks in the absence of gloves, including handling trash.

Additional personal protective equipment (PPE) might be required based on the cleaning/disinfection product to be used and whether there is a risk of splash.

Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person.



Hand sanitizer if soap and water are not available and hands are not visibly dirty, an alcohol based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- Additional key items to wash hands include:

After blowing one's nose, coughing, or sneezing.

After using the restroom.

Before eating or preparing food.

After contact with animals or pets.

Before and after providing patient care for another person who needs assistance (e.g., a child).

Additional Considerations for Employers

- Advise workers performing cleaning, trash, and trash pick-up to recognize the symptoms of COVID-19.

- Provide extra time for what to do if they develop symptoms within 14 days after their last possible exposure to the virus.

- Develop policies for worker protection and provide training to all cleaning staff on the proper use of cleaning tools.

Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).

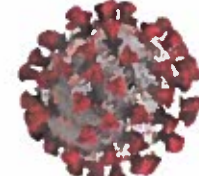
- Comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).



For facilities that have people overnight:

- Follow CDC's guidance for mitigation and containment. Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.

- For guidance on cleaning and disinfecting a sick person's bathroom, review CDC's guidance on disinfecting from Home Assessment to IAQ.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CDC APPROVED PRODUCTS FOR DISINFECTING AND CLEANING

List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2
 Date Accessed: 05/17/2020

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and suspension for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List N
6013-76	Sodium hypochlorite	Clorox MFC	The Clorox Company	Rotavirus	10	RTU	Hard Nonporous (99)	Healthcare, Institutional	Yes	05/14/2020
56392-7	Sodium hypochlorite	Clorox Healthcare® Bleach Germicidal Cleaner Spray	Clorox Professional Products Company	Corona Parvovirus, Feline Parvovirus, Vesicular Stomatitis Virus, Hepatitis A Virus, Norovirus, Poliovirus, Rotavirus	1	RTU	Hard Nonporous (99), Food Contact, Post-Rinse Required (FCR)	Healthcare, Institutional	Yes	03/03/2020
6013-105	Sodium hypochlorite	Clorox Multi Surface Cleaner + Bleach	The Clorox Company	Rotavirus, Corona Parvovirus, Feline Parvovirus, Vesicular Stomatitis Virus, Norovirus, Poliovirus	1	RTU	Hard Nonporous (99), Food Contact, Post-Rinse Required (FCR)	Residential	Yes	03/03/2020
6013-110	Hydrogen peroxide	Clorox Pro Solutions Advanced Formula Disinfecting Spray & Odor Remover	The Clorox Company	Enterovirus D68, Norovirus, Rotavirus	5	RTU	Hard Nonporous (99)	Healthcare, Institutional, Residential	Yes	03/03/2020
6013-111	Sodium hypochlorite	Clorox Disinfecting Bleach2	The Clorox Company	Corona Parvovirus, Feline Parvovirus	10	Dilutable	Hard Nonporous (99)	Healthcare, Institutional, Residential	Yes	03/03/2020
6013-114	Sodium hypochlorite	Clorox Performance Bleach1	The Clorox Company	Corona Parvovirus, Feline Parvovirus	10	Dilutable	Hard Nonporous (99)	Healthcare, Institutional, Residential	Yes	03/03/2020

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List N
6013-115	Quaternary ammonium	Clorox Scrubber Bathroom Disinfecting Foam Cleaner	The Clorox Company	Rotavirus	5	RTU	Hard Nonporous (99)	Residential	Yes	03/03/2020
6013-21	Sodium hypochlorite	Clorox Clean-Up Cleaner + Bleach	The Clorox Company	Norovirus, Poliovirus	1	RTU	Hard Nonporous (99)	Healthcare, Institutional, Residential	Yes	03/03/2020
6013-40	Quaternary ammonium	Clorox Disinfecting Bathroom Cleaner	The Clorox Company	Rotavirus	10	RTU	Hard Nonporous (99)	Healthcare, Institutional, Residential	Yes	03/03/2020
6013-79	Quaternary ammonium	Clorox Disinfecting Wipes	The Clorox Company	Rotavirus	4	Wipe	Hard Nonporous (99)	Healthcare, Institutional, Residential	Yes	03/03/2020
6013-89	Sodium hypochlorite	Clorox Toilet Bowl Cleaner with Bleach	The Clorox Company	Rotavirus, Poliovirus	10	RTU	Hard Nonporous (99)	Institutional, Residential	Yes	03/03/2020
67619-12	Sodium hypochlorite	Clorox Healthcare® Bleach Germicidal Wipes	Clorox Professional Products Company	Corona Parvovirus, Feline Parvovirus	3	Wipe	Hard Nonporous (99)	Healthcare, Institutional	Yes	03/03/2020
67619-16	Sodium hypochlorite	Clorox Commercial Solutions® Toilet Bowl Cleaner with Bleach1	Clorox Professional Products Company	Rotavirus, Poliovirus, St	10	RTU	Hard Nonporous (99)	Institutional, Residential	Yes	03/03/2020
67619-17	Sodium hypochlorite	Clorox Commercial Solutions® Clorox® Clean-Up Disinfectant Cleaner with	Clorox Professional Products Company	Norovirus	5	RTU	Hard Nonporous (99), Food Contact, Post-Rinse Required	Healthcare, Institutional, Residential	Yes	03/03/2020

CDC APPROVED PRODUCTS FOR DISINFECTING AND CLEANING

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following viral	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging viral Pathogen Claim?	Date Added to List
67619-21	Quaternary ammonium Ethanol	Clorox Commercial Solutions® Clorox® Disinfecting Spray	Clorox Professional Products Company	Coxsackie Virus, Echovirus, Feline Calicivirus, Hepatitis A Virus, Poliovirus	10	RTU	Hard Nonporous (HNS)	Healthcare, Institutional, Residential	Yes	03/05/2020
67619-24	Hydrogen peroxide	Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant	Clorox Professional Products Company	Norovirus, Rotavirus	1	RTU	Hard Nonporous (HNS), Food Contact, Post Rinse Required (PCR)	Healthcare, Institutional, Residential	Yes	03/05/2020
67619-25	Hydrogen peroxide	Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant Wipes	Clorox Professional Products Company	Norovirus	2	Wipe	Hard Nonporous (HNS)	Healthcare, Institutional, Residential	Yes	03/05/2020
67619-21	Quaternary ammonium	Clorox Commercial Solutions® Clorox® Disinfecting Wipes	Clorox Professional Products Company	Rotavirus	4	Wipe	Hard Nonporous (HNS)	Healthcare, Institutional, Residential	Yes	03/05/2020
67619-22	Sodium hypochlorite	Clorox® Clorox® Commercial Bleach	Clorox Professional Products Company	Coxsackie Virus, Coronavirus 229E, West Nile Virus, Dengue Virus, Feline Parvovirus, Hepatitis A Virus	1	Dilutable	Hard Nonporous (HNS)	Healthcare, Institutional, Residential	Yes	03/05/2020

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-coro-cv-2

3 of 3

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following viral	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging viral Pathogen Claim?	Date Added to List
67619-22	Hydrogen peroxide	Clorox Commercial Solutions® Clorox® Disinfecting Surface & Door Restorer	Clorox Professional Products Company	Marburg Virus, Poliovirus, Rotavirus	5	RTU	Hard Nonporous (HNS)	Healthcare, Institutional, Residential	Yes	03/05/2020
67619-27	Quaternary ammonium	Clorox Commercial Solutions® Wipes	Clorox Professional Products Company	Norovirus	5	Wipe	Hard Nonporous (HNS)	Healthcare, Institutional, Residential	Yes	03/05/2020
67619-28	Quaternary ammonium	Clorox® Clorox® Total 360® Disinfecting Cleaner 1	Clorox Professional Products Company	Adenovirus	2	RTU, Electrostatic spray (Clorox® Total 360® system)	Hard Nonporous (HNS), Food Contact, Post Rinse Required (PCR)	Healthcare, Institutional, Residential	Yes	03/05/2020
11344-3	Sodium hypochlorite	Clorox HW	The Clorox Company	Feline calicivirus, Norovirus	1	Toothpaste	Hard Nonporous (HNS)	Healthcare, Residential	No	03/26/2020
11344-5	Sodium hypochlorite	Clorox HS	The Clorox Company	Feline calicivirus, Norovirus	1	RTU	Hard Nonporous (HNS), Food Contact, Post Rinse Required (PCR)	Healthcare, Residential	No	03/26/2020
11344-4	Quaternary ammonium	Clorox DS	The Clorox Company	Human coronavirus 229E	2	RTU	Hard Nonporous (HNS), Food	Healthcare, Residential	No	03/13/2020

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-coro-cv-2

4 of 5

CDC APPROVED PRODUCTS FOR DISINFECTING AND CLEANING

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emergent Viral Pathogen Claim?	Date Added to List 11
5813-80	Sodium hypochlorite	Ultra Clorox Brand Regular Bleach	The Clorox Company	Human coronavirus	5	Dilutable	Contact Post-Rinse Required (PCR) Hard Nonporous (HNO)	Healthcare, Institutional, Residential	No	03/13/2020
5812-73	Quaternary ammonium	Clorox Evolve	The Clorox Company	Human coronavirus	0.5 (30 seconds)	RTU	Hard Nonporous (HNO)	Institutional, Residential	No	03/13/2020

FOPOG FLOOR PLAN AND TABLE LAYOUT

COVID-19 PROTOCOL for BINGO Players and FOPOG Volunteers:

Temperature Monitoring

Measure each employees and independent contractors temperature using a Non-Contact Forehead Thermometer Infrared IR Digital Medical Body Laser Gun. CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater.

Employees and independent contractors will be encouraged to self monitor themselves for signs and symptoms of COVID-19 if they suspect possible exposure.

Temperatures will be documented privately by the employees and independent contractors as well as any symptoms that may occur during the hours of employment.

Face Masks & Gloves

Employees and independent contractors must wear a face mask and gloves at all times while in the workplace.

Color Guam will have a stock of 25 masks and 50 sets of gloves at all times for employees and independent contractors to wear.

Social Distancing

Employees and independent contractors should maintain 6 feet and practice social distancing in the workplace.

Frequent Hand Washing

Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

Sick

Employees and independent contractors must stay home if they feel sick. They are urged to contact their physician should they feel they have COVID-19 symptoms.

Caring for a sick family member

If you have a family member who is ill, we encourage you to stay home to take care of your family.

Respiratory Etiquette

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands

Remember to immediately wash your hands after blowing your nose, coughing or sneezing.

Washing your hands is one of the most effective ways to prevent yourself and your loved ones from getting sick, especially at key times when you are likely to get and spread germs.

- Wash your hands with soap and water for at least 20 seconds
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands

To help prevent the spread of respiratory disease, you can also avoid close contact with people who are sick. If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying home from work or school when possible. Color Guam will provide tissues for customers and employees and independent contractors

Other prevention measures

- Employees and independent contractors should not share headsets or other objects that are near mouth or nose.
- Employees and independent contractors should increase the frequency of cleaning commonly touched surfaces.
- Doors will be open after each session to increase air exchanges in room.
- Employees and independent contractors should physically distance when they take breaks together. Breaks will be staggered, employees and independent contractors are not allowed to congregate in the break room, and not to share food or utensils.

Disinfecting and Cleaning work spaces

Clean and disinfect all areas such as counters, tables, chairs, cabinets, shelves, bathrooms, common areas, paint brushes, art supplies and shared electronic equipment routinely after each session and when each counter or bathroom is used.

Actions taken if an employees and independent contractors is sick and has come in contact with with others

Surfaces in their/our workspace will be cleaned and disinfected.. Information on persons who had contact with the ill employees or independent contractors during the time the they had symptoms and 2 days prior to symptoms will be compiled. Other employees and independent contractors in our establishment with close contact within 6 feet of the the person during this time would be considered exposed.

Isolation Room for Sick Employees or Independent contractors

Bathroom 1 will be designated as the isolation room until an employees and independent contractors can be removed from the establishment/worksite. No other employees or independent contractors is to enter this room. See floor plan.

Handling Trash in the Bin

Employees and independent contractors are to place trash in the bin. All trash bins will have a cover on them. Employer will properly remove all trash to avoid an employees or independent contractor and others from being exposed to any contamination.