



**Title: WSP, Guam Office Resumption Plan**

**Date: 01/06/2021**

- A. Purpose and Intent:** WSP USA Inc. (WSP) is a professional service firm that is committed to providing our clients with industry leading services, even during these unprecedented times. In parallel, we're equally as committed to our employees' health, safety, mental and emotional well-being.

WSP's Guam office is a project office, located in Tamuning, Guam. WSP has contracts with the Port Authority of Guam, NAVFAC Pacific, United States Postal Service and Parsons Transportation Group (Guam Department of Public Works). In nearby Commonwealth, Saipan, WSP also has contracts with private developer clients. WSP's main contract with Parsons, whose contract pays for majority of the office rent, vehicles, and utilizes 5 full time on island staff and some remote mainland support staff.

As of March 16, 2020 to date, the Guam Office has been closed due to increased cases of Covid-19. Although in July 19, 2020, the Government of Guam (Gov Guam) reduced the Pandemic Condition of Readiness to PCOR 3, the island has since seen a high rise in the number of positive cases, which forced the Government to increase the Pandemic readiness level back up to PCOR1 on August 14, with a stay at home order (Executive Order 2020-27/2020-28). Although the island remains in PCOR1, we are now in a "safer at home" (EO 2020-34) advisory, encouraging all individuals (especially vulnerable persons) to stay home and minimize travel outside the home. On December 29, the Governor also extended the island's State of Emergency until January 29, 2021, unless further extended.

This plan describes the procedures that will be implemented to safely reopen the Guam office while ensuring the safety of WSP employees, and visitors during the Government of Guam (GovGuam) response to COVID-19.

**B. Standard Office Operating Procedures**

- a. Hours of Operation and Occupancy

The WSP Guam office will be open Monday to Friday from 8 AM to 5 PM. In order to provide adequate social distancing and due to requirements from Guam Department of Public Health and recommendations from the Center for Disease Control (CDC), the office occupancy will not exceed 50% of the capacity or WSP's regulations of 33%, whichever is less. A seating chart and schedule will be developed to ensure social distancing is being maintained. Employees may, under the discretion of the Project Manager, choose to adjust their hours in the office outside normal work hours. In order to ensure social distancing, cubicles located in the center of the office will not be used. Those cubicles will be sectioned off and off limits.

The office conference/training room will be limited to a maximum of 5 people, in order to adhere to the policies set forth by the Guam Department of Public Health and Center for Disease Control and WSP protocols.

b. Office Signage

Doors to all offices that are not in use will remain closed at all times. Conference room, IT room and storage room doors will also remain closed at all times. Signage will be posted at all entrances, office doors and throughout the office reminding employees and visitors on how to:

1. Stop the spread of COVID-19
2. Properly wash hands
3. Promote everyday protective measures
4. Properly wear a face covering

c. Individual Spaces

Employees are responsible to keep their workstation neat and clean. All offices and cubicles will be cleared of documents on desks and non-essential items. All “high-touch” surface areas will be frequently cleaned and disinfected daily. Refer to Section C below for additional details.

d. Pool Vehicles

Pool Vehicles will be cleaned regularly and high-touch areas shall be cleaned and disinfected frequently.

**C. Employee Guidelines**

In compliance with WSP Guidelines, all employees must notify their immediate supervisor and Human Resource Partner if you have any of the following exposures or conditions:

- a. You become ill or have symptoms related to COVID-19
- b. You are exposed to a known positive carrier of COVID-19
- c. You are exposed to someone that has been tested for COVID-19
- d. You have been tested for COVID-19 and are waiting for test results

Social distancing of at least 6 feet will be maintained at all times.

WSP Covid-19 Self Assessments (Internal application that requires health assessment and supervisor approval) must be completed prior to going into the office on a daily basis. These assessments will determine if an employee is approved to safely visit the office. Prior to entry, employees will be required to sanitize or wash their hands.

Employees must clean their spaces and sanitize “high-touch” surfaces daily. Cleaning products and gloves will be provided and hand sanitizers will be provided in each office/workstation. Each employee shall use their dedicated office and supplies and minimize sharing items.

All employees must (properly) wear face masks, which is to cover both the nose and the mouth. Employees who are assigned offices will have the option to remove their masks if they are alone in their office with the door closed. In accordance with DPHSS guidelines, masks with exhalation valves will be discouraged. If an employee prefers the use of a face shield, they have

the option to do so, however, based on DPHSS guidelines, this CANNOT be used in lieu of a face mask. While eating and drinking at their workstation, the face mask can be removed temporarily, but never in the presence of others.

Sick employees shall not report to the office and notify the Project Manager by phone or email. They will not be allowed to return until CDC criteria are met. Employees who start to feel sick while at the office will be sent home immediately.

Employees are required to bring their laptop computer home after every visit to the office, in case of sudden changes to Government restrictions.

#### **D. Visitor Guidelines**

Visitor and vendors shall schedule an appointment if an in-person meeting is required.

All visitors will be required to properly wear a mask prior to entry to the office. Furthermore, visitors shall be thermoscanned prior to entry into the office. In accordance with CDC recommendations, any visitor with temperatures in excess of 99.99 will not be allowed to enter the office.

Any visitor displaying symptoms of a cold or flu will not be allowed in the office. A list of symptoms are displayed on the WSP door. If a visual check confirms a visitor has any of the symptoms listed, they will not be allowed to enter the office.

Hand sanitizer will be available near the entrance, and must be used upon entering the office.

All visitors will be logged in by receptionist or welcoming employee, to include the date and time and with whom they are visiting.

Physical contact greetings (e.g. hugs and handshakes) are discouraged and will be replaced by non-contact recognition, such as a wave.

#### **E. Office and Personal Protective Equipment**

At office entry, signage will be posted stating following:

- Protective face coverings are required for entry.
- Please sanitize your hands upon entering and keep at least 6 feet from others while you are visiting us.
- Avoid touching surfaces unnecessarily
- STOP! Do not enter if you have any of these symptoms: fever, cough, shortness of breath, chills, muscle pain, sore throat or loss of taste or smell.

A plexiglass barrier/sneeze shield will be installed at the reception desk for protection and the waiting area will not have any chairs, as 6 feet distance cannot be maintained between waiting area and walkways.

Professional office cleaning services will be performed 5-days a week. The cleaner has been requested to use disinfectant cleaners for the floor, counters, windows and all high contact areas.

The following surfaces will be actively kept cleaned and sanitized during work hours using a disinfectant cleaner:

- All workstation desktop and countertop surfaces
- Door handles
- Light switches
- Printer/plotter handles and buttons
- Office chairs
- Conference room tables and chairs (if used. If not, the conference room doors will remain closed)
- Kitchen counters
- Water dispenser
- Coffee maker
- Kitchen appliances
- Kitchen cabinet /refrigerator handles
- Faucet
- Doorbell

For the office environment following measurements have been put in place to follow guidelines:

- Antibacterial hand soap will be provided, and proper hand washing reminders will be posted in the break room.
- Disinfectant wipes and hand sanitizers have been provided to each employee at their workstations, the common printing areas and kitchen. Disposable nitrile gloves are also available, located in the kitchen and reception area near copier.