

ANNEX E

UNIVERSITY OF GUAM

CRISIS AND DISASTER

MANAGEMENT PLAN

**Pandemic Plan and Procedures for Preparing and
Operating Under PCOR3 / UPPOP3**

UPDATED JULY 1, 2020





ANNEX E - UOG Crisis and Disaster Management Plan

University of Guam – Pandemic Plan and Procedures for Preparing and Operating Under PCOR3 / UPOP3

As of June 30, 2020

PURPOSE

To provide guidance on effectively planning and executing procedures to open the University under Pandemic emergency conditions for Pandemic Conditions of Readiness 3 (PCOR3) / UOG Pandemic Phased Operating Plan 3 (U-PPOP3). Goal remains to (1) Protect human life, (2) Stabilize the incident, (3) Preserve property, and (4) Resume normal operations.

SCOPE

These procedures apply to all personnel, facilities, and properties owned or are under the responsibility of the University of Guam (UOG). UOG leadership will ensure all information are disseminated to their employees in a timely manner.

Latest guidance from the Governor's Executive Orders, Department of Public Health and Social Services (DHPSS) Memos, and Joint Information Center (JIC) Releases serve as the baseline for operating the University in PCOR2 and PCOR3. Other official sources are also included.

The primary contact for these procedures is the Chief Planning Office. Contact information: Office - 735-2902/2995; e-mail – dsokada@triton.uog.edu and hollyerj@triton.uog.edu.

REFERENCES

Guidance and changes are subject to updates at any time as the Pandemic emergency situation is a fluid condition and can change the operational status on a moment's notice.

- GHS/OCD Website: <https://ghs.guam.gov/coronavirus-covid-19>
- Department of Public Health and Social Services (DPHSS) Website: <http://dphss.guam.gov/covid-19/>
- CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing-resources.html>
- USDOE COVID-19 Website: <https://www.ed.gov/coronavirus?src=feature>
- UOG Website: <https://www.uog.edu/covid-19/>
- OSHA Guidance on Preparing Workplaces: <https://www.osha.gov/Publications/OSHA3990.pdf>
- Reasonable Accommodation in the Workplace: <https://adata.org/factsheet/reasonable-accommodations-workplace>

GUIDANCE FOR OPERATING UNDER PCOR3 / U-PPOP3

As the Pandemic emergency condition is still in effect, every precautionary measure remains in effect to ensure awareness and reduce the potential for spread of COVID-19.

Framework – Vulnerability assessments will be done for each area in order to provide mitigating measures and re-configure the area to prepare to open for operation. These measures provide minimum efforts to reduce the spread of the COVID-19 virus to protect employees, students, and visitors.

Know how the coronavirus 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.

At a minimum, the following actions will apply as the baseline to help reduce coronavirus spread:

Protecting Self and Others:

Maintain Social Distancing:

Keeping space between you and others is one of the best practices to reduce exposure to the coronavirus and slowing its spread.

- ✓ Stay at least 6 feet (about 2 arms' length) from other others.
- ✓ Do not gather in groups.
- ✓ Stay out of crowded places and avoid mass gatherings.

Limit close contact with others whether indoor or outdoor. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you, or they, have no symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

Use a mask, cloth face cover, and/or face shield when around others:

The primary purpose of using a mask, face cloth covering, and/or face shield is to reduce an individual from potentially spreading the virus, especially when an individual has COVID-19, but don't know it. Its secondary purpose is to reduce the risk of being infected.

- ✓ You could spread COVID-19 to others even if you do not feel sick.
- ✓ Everyone should wear a mask or cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
- ✓ Mask or 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 or cloth covering without assistance.
- ✓ Do NOT use a facemask meant for a healthcare worker, due to its shortage.
- ✓ Continue to keep about 6 feet between yourself and others. The mask or cloth face cover is not a substitute for social distancing.
- ✓ If washable, wash face mask or face cloth covering on a daily basis.
- ✓ Face shields can be worn with a face mask or face cloth covering where social distancing is not always consistent, such as a faculty walking around in a lab or classroom environment to check student work.

- ✓ Face shields can be used in situations where it is impractical to use a face mask and where safe distancing can be consistently maintained, such as a faculty speaking for long periods in front of a class. But, this should be used as an alternative option.
- ✓ Face shields will be worn properly so that it covers the entire face, from forehead to below the chin, wrapping around the sides of the face.
- ✓ Face shields should be sanitized after each use.

Use Sneeze Guards for Customer Service Areas:

Sneeze guards are used to help to reduce the risk of micro droplets, which are dispensed when coughing or sneezing between people in close proximity. All customer service areas should have a sneeze guard where close proximity is needed to conduct business or service.

Sneeze guards or barriers may also be used between employee work space in addition to reconfiguring space to maximize social distancing or positioning employees so they are not facing each other.

Sneeze guards should be sanitized frequently, and should be as frequent as after every customer. Sample sneeze guard and barrier/panel samples are at [Attachment A](#).

Wash 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.

Cover Coughs and Sneezes:

- ✓ **If you are in a private setting and do not have on your mask or 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 and on a recurring basis.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- ✓ **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- ✓ **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](#) will work.
- ✓ Everyone is responsible at every level to clean and disinfect areas of operation.

Cleaning - refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting - refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

(<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>)

A comprehensive listing of areas to sanitize, especially high touch areas to be used by FMS is at **Attachment B** for your information and internal use, as appropriate, by unit/department and individuals.

Monitor Your Health:

- ✓ **If you are sick, notify your supervisor and stay home.**
- ✓ **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- ✓ **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
 - Individuals with a temperature of 100.4⁰ Fahrenheit (F)(38.0⁰ Celcius (C)) will not be allowed to enter UOG facilities. See your health provider or contact DPHSS (see *contact tracing section below*).
- ✓ Follow [CDC guidance](#) if symptoms develop.

Communications:

Each UOG unit is responsible to ensure notices of operations are posted and available to the public. Encouraging appointments, or phone calls, or use of online services are recommended. Physical visits should be the last alternative, and when needed. It is important to ensure students and other customers are not confused about our University's hours of operation and services availability.

Publication of hours of operations may be submitted to the University Marketing and Communications Office at marcom@triton.uog.edu and/or posted within each unit's website or social media, on bulletin boards, and/or appropriate locations for students and visitors to see.

Keep organizational Phone Trees and maps updated for internal rapid communication. Ensure phone trees and maps are treated as FOR OFFICIAL USE ONLY (FOUO) and provided only to those who need to know.

Signage:

Signage plays a big part in clarifying information to students and all customers and part of UOG's communication plan. Signage will be placed at appropriate location on campus and within facilities without cluttering walls, windows, doors, glass doorways, and/or flooring. Signage printed on paper should be in a document protector to prolong its lifespan. All signage should be appropriately presentable. Samples of signage are at **Attachment C**.

Screening:

All personnel (employees, students, and visitors) will be subject to screening. Screening entails asking a series of pertinent questions to minimize the risk of the COVID-19 spread within UOG facility areas. Answers to these questions will be, "NO", in order to access UOG facility areas. For any "YES" answers, the individual will be denied access and sent home or referred to appropriate Public Health contacts for proper care and guidance. These questions include, but not limited to:

- ✓ Have you been diagnosed with COVID-19 within the last 14 days?
- ✓ Have you had any symptoms that make you likely to be COVID-19 positive (i.e. cough, shortness of breath, fever)?
- ✓ Do you live with someone who has been or is diagnosed with COVID-19 or traveled within the last 14 days?
- ✓ Have you been identified as someone requiring self-monitoring as part of contact tracing related to someone diagnosed with COVID-19?

Taking temperature of employees, students, and visitors is required. Individuals with a temperature of 100.4⁰ F (38.0⁰ C) will not be allowed to enter UOG facilities. See your health provider or contact DPHSS (*see contact tracing section below*). When taking temperature, ensure proper preparation, use, sanitization, and accountability of thermometers/equipment.

Accommodations:

Certain employees, students, and visitors may be at a higher risk levels based on certain conditions. For those conditions that are within the privacy of the Americans with Disability Act (ADA), these individuals are encouraged to register with UOG’s EEO/ADA/Title IX Office for appropriate accommodations. Contact information is at <https://www.uog.edu/administration/administration-finance/human-resources/eeoada-title-ix-office>.

For conditions that are not at the level of the ADA, “reasonable accommodations” may be requested through their supervisor who may seek consultation on such requests with UOG’s EEO/ADA/Title IX Office. Medical documentation or proof of condition may be requested in order to assess and provide appropriate accommodation options. Accommodations are considered “reasonable” if they do not create an undue hardship or a direct threat.

Sign-in Sheets:

Sign-in sheets should be used for purposes of contact tracing if information is needed. At a minimum the sign-in sheet should have the location in the header and information will include, full name, date, time in and out, and contact information.

Administrative Controls:

Administrative control measures will be addressed to minimize exposure to coronavirus. This may include, but, not limited to:

- ✓ Encouraging sick employees to stay home and keeping your supervisor informed.
- ✓ Minimizing contact among employees, students, and/or visitors by replacing face to face contact with virtual or online communications, teleworking, or shift work, as feasible.
- ✓ Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks.
- ✓ Developing and maintaining emergency communications plans.
- ✓ **Training employees:**
 - On COVID-19 risk factors and protective behaviors.
 - Who need to use protective clothing and equipment in relation to their current and potential duties.
 - On contact tracing for awareness and operations purposes.
 - On lock down procedures specific to their organization and operation.

Policies and procedures will clarify the variations of work status that will help employees balance workload when not physically present in the workplace. Employees and supervisors should also understand what status they will be in when dealing with caregiving for a sick family

member, being sick, caring for children if school or day care centers are closed, or are afraid to come to work because of fear of possible exposure and not working at all. Refer questions on policies and procedures to the Human Resources Office (HRO) at 735-2350/51 or hro@triton.uog.edu.

Facilities Management and Operations:

Everyone has facilities management and operations roles in implementing sanitizing, social distancing, mask/face cloth covering/face shield requirements. Each level needs to do their part to ensure a complete effort is made to reduce the risk of spreading the coronavirus causing COVID-19. These levels include, but not limited to: individuals, units/departments, and Facilities Management & Services (FMS).

FMS will be responsible to provide a primary hand sanitizing solution for major entrance areas and common service areas for customers to a facility. There may be more than one provided based on the configuration of the facility as discussed with each dean or director.

As a general rule, rooms internal to a facility for employees will be the responsibility of each dean/director. Special situations of support can be discussed with FMS.

Campus spaces and facilities should be used for official University business. UOG organizations may allow campus use for authorized community programs that lack alternative venues, if programs can adhere to the requirements in this or other applicable guidance.

Classrooms/Labs/Conference Rooms:

While online or virtual classes, labs, or meetings are encouraged as the primary means of instruction, there will be some classes, labs, or meetings that need to be on campus. Organizing small groups in cohorts is recommended, when possible.

Units/departments that have classrooms, labs, and conference rooms have the primary responsibility to re-organize these spaces to comply with sanitizing, social distancing, and mask or face cloth cover usage. Each area is unique and every room needs to be physically assessed based on its intended purpose for use and the type of furniture used. Samples of classroom, lab, and conference room layouts are at [Attachment D](#).

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
 - Social distancing
 - Use of mask or face cloth covering
 - Practice of good hygiene (hand washing/sanitizing, cover coughs, sneezes, etc)
 - Areas for use (chairs, tables, etc)
 - COVID-19 related screening questions
 - If sick, stay home

Use of Volunteers. Employees (faculty, staff, administrators) may empower the use of attendees as volunteers to assist in the management of social distancing, use of mask or face cloth covering, and areas for use, as appropriate.

Sanitizing solutions. Units/departments will be responsible for providing hand sanitizing solutions, as appropriate for employee common area rooms or offices (if needed). Not all rooms

will require a hand sanitizing solution as hand washing should be the primary source for sanitizing hands at the nearest restrooms. Some rooms will have sink capability that can serve this purpose as well, such as a break room. All employees, students, and visitors are encouraged to also have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. Rooms that are not used for seven (7) days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.
- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About an hour may be sufficient given the average size rooms on campus. On average the solution needs about 15 minutes to dry.

Technology. Technology can be used to augment the use of multiple rooms to increase the size of a class or meeting to meet the needs of the user. Costs for these capabilities will be the responsibility of the unit/department. If such technology capabilities are needed, deans/directors may seek the assistance of the Office of Technology, Operations Department, at 735-2640 or helpdesk@triton.uog.edu.

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office and FMS. Contact information: Office - 735-2902/2995; e-mail – dsokada@triton.uog.edu and hollyerj@triton.uog.edu.

Offices and Work Areas:

Units/departments have primary responsibility to re-organize these spaces to comply with sanitizing, social distancing, and mask or face cloth cover usage. Each area is unique and every room needs to be physically assessed based on its occupancy and the type of furniture used.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users, especially for meetings. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
 - Social distancing
 - Use of mask or face cloth covering
 - Practice of good hygiene (hand washing/sanitizing, cover coughs, sneezes, etc)
 - Areas for use (chairs, tables, etc)
 - COVID-19 related screening questions
 - If sick, stay home

Sanitizing solutions. Units/departments will be responsible for providing hand sanitizing solutions, as appropriate for offices and work areas (if needed). Not all rooms will require a hand sanitizing solution as hand washing should be the primary source for sanitizing hands at the nearest restrooms. Some rooms will have sink capability that can serve this purpose as well, such as a break room. All employees are encouraged to also have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. Rooms that are not used for seven (7) days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.
- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About an hour may be sufficient given the average size rooms on campus. On average the solution needs about 15 minutes to dry.

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office and FMS. Contact information: Office - 735-2902/2995; e-mail – dsokada@triton.uog.edu and hollyerj@triton.uog.edu.

Service Units and Lobby Areas:

Units/departments that have service units and lobby areas have the primary responsibility to reorganize these spaces to comply with sanitizing, social distancing, and mask or face cloth cover usage. Each area is unique and every room needs to be physically assessed based on its intended purpose for use and the type of furniture used.

Service units are recommended to have customers conduct business electronically or by phone. If physical presence is necessary, appointments are encouraged. Communications with customers to meet expectations and reduce confusion are extremely important.

Installing or having a drive-through area for customer service is recommended to reduce traffic into facilities, where possible.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
 - Social distancing
 - Use of mask or face cloth covering
 - Practice of good hygiene (hand washing/sanitizing, cover coughs, sneezes, etc)
 - Areas for use (chairs, tables, etc)
 - COVID-19 related screening questions
 - If sick, stay home
- ✓ Clear marking of waiting lines (six feet apart) outside of normal waiting areas will be done and customers outside should be kept informed of waiting time. See sample waiting line markings at **Attachment E**.

Identify the last person to be helped near closing time so that others who may come in line after that, do not need to wait if they will not be helped.

Sanitizing solutions. Units/departments will be responsible for providing hand sanitizing solutions, as appropriate for employee common areas. FMS will be responsible for providing hand sanitizing solutions near customer service areas, as appropriate. Units/departments will ensure accountability of reusable containers. All customers/visitors are encouraged to also have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. Rooms that are not used for seven (7) days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.
- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About an hour may be sufficient given the average size rooms on campus. On average the solution needs about 15 minutes to dry.

Technology. Technology can be used to facilitate communication to customers, as appropriate. Costs for these capabilities will be the responsibility of the unit/department. If such technology capabilities are needed, deans/directors may seek the assistance of the Office of Technology, Operations Department, at 735-2640 or helpdesk@triton.uog.edu.

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office and FMS. Contact information: Office - 735-2902/2995; e-mail – dsokada@triton.uog.edu and hollyerj@triton.uog.edu.

Calvo Field House Activities, Group Activities/Event, and Camps:

Group activities in this area are considered medium to high risk that needs assurance of stringent compliance in accordance with the latest Governor Executive Orders (EOs) and DPHSS Guidance Memos concerning these types of activities to minimize the spread of the coronavirus. As such, a detailed plan of action will be developed and staffed with DPHSS to provide feedback to the authorized group activity.

DPHSS provides **Guidance Memos** authorizing identified businesses and organizations to proceed to operate after industry-specific or organization-specific plans are developed and submitted with COVID-19 prevention and control measures outlined in the document ***Minimum Pandemic Workplace Operational Requirements*** and other requirements set forth by DPHSS. Plans must be emailed to PCOR2Plans@dphss.guam.gov. For additional questions, contact the DPHSS, Division of Environmental Health at 300-9579 from 8:00 a.m. to 5:00 p.m., Monday through Friday. More information concerning opening or having major events can be found at: <http://dphss.guam.gov/pandemic-condition-of-readiness-level-2-pcor2-re-opening-your-business/>.

Units/departments managing such group activities will ensure areas used are compliant with sanitizing, social distancing, and mask or face cloth cover, and/or face shield usage, as appropriate. Physical activities not requiring masks, face cloth covering, or face shields must ensure other mitigating measures are complied with to minimize the spread of the coronavirus. Room consideration should have proper ventilation. Activities outdoors is highly recommended. Each area is unique and every room needs to be physically assessed based on its intended purpose for use and the type of furniture/equipment used.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
 - Social distancing
 - Use of mask or face cloth covering

- Practice of good hygiene (hand washing/sanitizing, cover coughs, sneezes, etc)
- Areas for use (chairs, tables, etc)
- COVID-19 related screening questions
- If sick, stay home

Taking temperature of employees, students, and visitors is required. Individuals with a temperature of 100.4⁰ F (38.0⁰ C) will not be allowed to enter UOG facilities. See your health provider or contact DPHSS (see *contact tracing section below*). When taking temperature, ensure proper preparation, use, sanitization, and accountability of thermometers/equipment.

Sufficient employees will be hired to effectively manage the activity in accordance with the plan of action.

Sign-in sheet. Sign-in sheet is required for purposes of contact tracing if information is needed. At a minimum the sign-in sheet should have the location in the header and information will include, full name, date, time in and out, and contact information.

Sanitizing solutions. Units/departments will be responsible for providing hand sanitizing solutions, as appropriate, for the activity. All employees and participants are encouraged to also have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. Rooms that are not used for seven (7) days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.
- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About an hour may be sufficient given the average size rooms on campus. On average the solution needs about 15 minutes to dry.

Technology. Technology can be used to augment the use of multiple rooms to increase the size of activity to meet the needs of the user. Costs for these capabilities will be the responsibility of the unit/department. If such technology capabilities are needed, the host may seek the assistance of the Office of Technology, Operations Department, at 735-2640 or helpdesk@triton.uog.edu.

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office and FMS. Contact information: Office - 735-2902/2995; e-mail – dsokada@triton.uog.edu and hollyerj@triton.uog.edu.

Break Rooms and Lunch Areas:

Social distancing is more critical when using break rooms and lunch areas, especially since masks or face cloth covering are not worn while eating and/or drinking. It is imperative that all employees, students, and visitors adhere to social distancing when in authorized small groups for the safety of each other. Employees are encouraged to eat in their office areas, as feasible.

Restrooms:

FMS is responsible for the recurring cleaning and sanitizing of rest rooms on campus. Sanitizing checklist will be used, to include replenishing supplies, as needed.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
 - Social distancing
 - Use of mask or face cloth covering
 - Practice of good hygiene (hand washing/sanitizing, cover coughs, sneezes, etc)
 - Areas for use (stalls, sinks, etc)
 - If sick, stay home
- ✓ Clear marking of waiting lines (six feet apart) outside of normal waiting areas will be done.

Residence Halls:

Residence Halls management presents unique situations in an operation that is 24/7 with common kitchen, laundry, recreation, restrooms, and shower facilities which makes this area medium to high risk that needs assurance of stringent compliance in accordance with sanitizing, social distancing, and mask or face cloth cover, and/or face shield usage, as appropriate. Each area is unique and every area needs to be physically assessed based on its intended purpose for use and the type of furniture/equipment used.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
 - Social distancing
 - Use of mask or face cloth covering
 - Practice of good hygiene (hand washing/sanitizing, cover coughs, sneezes, etc)
 - Areas for use (chairs, tables, etc)
 - COVID-19 related screening questions
 - If sick, get displaced into quarantine location

Taking temperature of employees, students, and visitors is required. Individuals with a temperature of 100.4⁰ F (38.0⁰ C) will not be allowed to enter UOG facilities. See your health provider or contact DPHSS (*see contact tracing section below*). When taking temperature, ensure proper preparation, use, sanitization, and accountability of thermometers/equipment.

Sufficient employees will be hired to effectively manage the operation in accordance with the operations plan of action.

Sanitizing solutions. The Residence Halls Office will be responsible for providing hand sanitizing solutions, as appropriate, for areas of operations, as needed. All employees and resident are encouraged to also have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. Rooms that are not used for seven (7) days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.

- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About an hour may be sufficient given the average size rooms on campus. On average the solution needs about 15 minutes to dry.

Training. Employees should be trained on how to respond if a resident becomes ill. Adequate cleaning and personal hygiene supplies should be made available. See **Contact Tracing** and **Lock Down Procedures** below.

Meal Program. Meal program should be modified to ensure higher level of food preparation and distribution are conducted in ways to reduce the potential spread of the coronavirus. High consideration of “grab-and-go” bagged meals is recommended. Residents need to ensure that there is no congregation during meals that violate social distancing and sanitizing measures.

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office and FMS. Contact information: Office - 735-2902/2995; e-mail – dsokada@triton.uog.edu and hollyerj@triton.uog.edu.

Contact Tracing:

Contact tracing is the process to identify, monitor, and support individuals (contacts) who have been exposed to a COVID-19 infected person and possibly were infected themselves. The contact tracing process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not.

DPHSS, Epidemiology and Laboratory Capacity (ELC) Program, has the responsibility for contact tracing and case investigations. Individuals suspected of having the coronavirus will be reported to:

- ✓ During GovGuam Business Hours:
Epidemiology and Laboratory Capacity (ELC) Program at 735-7136
- ✓ After Hours/Weekends:
Territorial Epidemiologist, Dr. Ann Pobutsky, at 888-WARN (9276)
Alternate contact is Annette I. Aguon, at 777-7210
- ✓ 24 Hours via fax at 734-1475

All UOG employees have the responsibility to understand this process, report suspected individuals (name and contact information) to DPHSS, and follow the lock down procedures described below.

If a UOG organization is contacted a DPHSS case investigator, they will be referred to the UOG Safety Office as the first contact for UOG. Contact information for UOG Safety Office is: Office - 735-2900/2995; e-mail – dsokada@triton.uog.edu and hollyerj@triton.uog.edu.

Lock Down Procedures/Isolation Measures:

When a suspected or confirmed case is found on campus or if an infected person has been on campus, regardless of community transmission, coordination and lock down procedures will be implemented as follows:

Isolate infected person:

Depending on the situation, the individual (employee, student, or visitor) should be placed in isolation pending disposition through communication with DPHSS.

- Pick a room or area for temporary isolation purposes.
- Restrict the number of people entering the isolation area.
- Immediately report the individual's name and contact information to DHPSS (see Contact Tracing information above).
- Provide other names of individuals and their contact information who may have been exposed for contact tracing purposes and appropriate disposition to DPHSS.
- Follow guidance from DPHSS.
- Once the individual has been properly moved, conduct immediate sanitation measures and next steps below.

Clean and disinfect thoroughly.

- Close off areas used by the individual suspected or confirmed as having the COVID-19 virus. Open outside doors and windows (if applicable) to increase air circulation in the area and then begin cleaning and disinfecting.
- Clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the individual suspected or confirmed as having the COVID-19 virus, focusing especially on frequently touched surfaces. FMS will provide room sanitation via fogging as well as other sanitizing protocols. Schedule for fogging.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).

Outline Next Steps. Identify next steps in the process and courses of actions through the Safety Office POC. The Safety Office POC will coordinate the respective ad hoc task force for appropriate next steps and decisions.

- Is a short-term closure (2-5 days) of facilities needed? If so, which facilities/areas?
- Is a longer time needed?
- Who needs potential quarantine and for how long? What are the confidentiality requirements?
- Any testing requirements for COVID-19?
- What information to the employees and public will be done? How soon? The Office of the Marketing and Communications will take the lead.

Make decisions about extending the class or service suspension and event and activity cancellation in coordination with DPHSS.

- Should classes or services be temporarily suspended to stop or slow the further spread of COVID-19?
- Is there an alternative online plan for classes that are affected?
- If there is no online alternative for classes, what is plan of action to take care of the students?
- Are there alternative work sites for faculty/staff or option for teleworking, as approved by the supervisor?
- If classes or services are suspended, can some facilities spaces stay open for staff or faculty that are not ill?
- Should other large events and activities be cancelled? If so, when and for how long?

- When can students and employees return to campus and what additional steps are needed to do this?
- When should students and employees who are well but are taking care of or share a home with someone with a case of COVID-19 to return to campus?

Implement options to continue education and other related supports for students.

- **Ensure continuity of education and research.**
 - Review continuity plans, including plans for the continuity of teaching, learning, and research. Implement e-learning plans and distance learning options as feasible and appropriate.
 - Ensure continuity plans address how to temporarily postpone, limit, or adapt research-related activities (e.g., study recruitment or participation, access to labs) in a manner that protects the safety of researchers, participants, facilities, and equipment.
 - Consider the following approaches:
 - Use of existing infrastructure and services (e.g., Moodle, Skype for Business, MS Teams, and Big Blue Button) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
 - Other student support services such as online library services, print materials available online, phone- or internet-based counseling support, or study groups enabled through digital media.
- **Determine:**
 - How to convert face-to-face lessons into online lessons and how to train faculty to do so.
 - How to triage technical issues if faced with limited IT support and staff.
 - How to deal with the potential lack of students' access to computers and the Internet at home or in temporary housing.
- **Ensure continuity of Residence Halls.**
 - **Work closely with DPHSS on decisions related to student housing.**
 - **If cases of COVID-19 have not been identified among residents of the Residence Halls,** students may be allowed to remain in on-campus housing. In this situation, educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19. Residents should follow any more specific recommendations provided by local health officials. Any on-campus resident who may have been in close contact with a confirmed case of COVID-19 should follow instructions provided by local public health officials and Residence Halls Director, including possible temporary relocation to alternate housing for self-quarantine and monitoring for symptoms.
 - **If cases of COVID-19 have been identified among residents of the Residence Halls, work with DPHSS officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. [Close contacts](#) of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms. Consult with local health officials to determine when, how, and where to move ill residents. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC's [website](#).

- **Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus.** Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges, or pose risk of transmission to others either on the way to the home or once there. The Residence Hall Director will work with DPHSS officials and UOG leadership to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.
- **Ensure any staff remaining to support students in the Residence Halls receive necessary training to protect themselves and residents from spread of COVID-19.** Staff should also be trained on how to respond if a resident becomes ill. Adequate cleaning and personal hygiene supplies should be made available.
- **Ensure continuity of meal programs.**
 - Consult with DPHSS officials to determine strategies for modifying food service offerings to the Residence Halls community.
 - Consider ways to distribute food to students, particularly those who may remain on campus, while classes or other events and activities are dismissed.
 - If there is minimal to moderate or substantial community spread of COVID-19, design strategies to avoid food distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
 - If Residence Halls residents have been relocated to temporary alternative housing, consider how meals can be provided to these students. Work with DPHSS officials to determine strategies for providing meals to residents with COVID-19 or who are being monitored because of contact with persons with COVID-19.
 - Ensure any staff remaining on campus to support food services receive necessary training to protect themselves and those they serve from spread of COVID-19.
- **Consider if, and when, to stop, scale back, or modify other support services on campus.**
 - Do students or employees need essential medical, social, or mental health services?
 - How will these services be provided while classes are dismissed or students are in temporary housing?
 - What other types of services (e.g., library services, cleaning services) are needed?
 - What other actions need to be taken to further reduce the risk of COVID-19 transmission while maintaining services deemed necessary?

Checklist for Use:

A general guidance checklist is at **Attachment F** for use by UOG organizations.

PCOR 3 - UOG Pandemic Phased Operating Plan - U-PPOP 3

3-Jun-20

PCOR Level	Status of Pandemic Emergency	Gov Guam PCOR Level regarding Education	Campus Status (Open, Closed)	Students on Campus (Status of Classes)	Remote Operations	Fundamental System Priorities	Staffing	Masks	Health Testing and Hygiene	Required on face shields / face guards	Sanitization	Fogging (EPA approved products such as hydrogen peroxide)	Physical/Social Distancing	Employee role	Employees with comorbidities	Student / Visitor / Contractor role
3. Minimum Restrictions	The disease is contained, but the risk of community transmission remains	PCOR3 - Minimum Restrictions	Open to public, open to employees who need access to campus. Research activities continue. Generally, on-campus services remain limited. Extension & outreach activities continue under best safety practices.	Generally, classes remain in on-line format. University preparing for hybrid courses composed of on-line and on-campus activities.	Encouraged	Safety, fire alarms, fire suppression, aircons, pumps, generators, information services.	Open to all employees - portions of campus, remaining portions practicing remote work or staggered shifts.	As required by Executive Order.	Thermometer checks highly encouraged. Requiring hand-washing/hand-sanitizing before entrance to building and/or offices.	Required on customer-facing work stations.	Mid-level hygiene (all high touch surfaces sanitized, as needed).	As requested, used in group rooms, not typically in individual work spaces, where more than one person has been present within the last 7 days (inclusive of the 7th day).	Social Distancing at 6 feet minimum. No Social Gatherings or Congregations larger than 25 persons unless a person has been authorized by Executive Order.	Personal space sanitization before and after work shift, and as needed as in between.	Encouraged to work from home and/or appropriate accommodations made.	Personal space sanitization before and after work shift, and as needed as in between.



Plexiglass shields reduce risks to employees in the workplace.

easy adds

Redefine spaces and add protection with modular/ moveable walls, panels, and screens



UOG High-Touch Custodial Guidelines for COVID-19 Response (DRAFT - 3/23/2020)

FMS Custodians & Our Campus Clients:

1. Every day, we come prepared to work safely and to provide high-quality, verified cleaning and sanitizing services to FMS' UOG clients. Before heading to work in the morning, we . . .
 - Wash our hands with soap and water, with at least 20 seconds of washing time.
 - Wear freshly washed clothes for work; including laundered caps and hats.
 - Do not smoke - if we can help it - viruses can enter our body from our fingers.
2. Follow these personal precautions while at work (and back home):
 - Work, rest, and be a minimum of 6 feet from the next person.
 - Wash our hands with soap and water, with at least 20 seconds of washing time.
 - Cover our nose and mouth with a tissue, or sleeve, when sneezing or coughing.
 - Do not touch our face with unwashed hands. Our eyes, nose, and mouth are how germs (viruses and bacteria) enter our body.
 - Do not shake hands. Instead, wave, elbow bump, bow, etc.
 - Monitor our health more closely than usual for cold or flu symptoms.
 - Stay home if sick:
 - Stay home and call your doctor if you have symptoms like coughing, shortness of breath, fever, and/or sore throat.
 - If you need help getting medical care, call 911.
3. Normally, we sweep, mop, and wax room floors; clean bathrooms; take out trash; clean window and doors; pick up trash within 20 feet of our building, help other crews, and do a whole host of other tasks to keep UOG going ... *and now we have a bit more to do.*
4. The UOG' FMS' Custodial staff, and supporting colleagues, are one of the campuses' **most important groups at this difficult time** - we help reduce the chance of someone contracting COVID-19. While we can never make the risks zero, we can do a lot to reduce the chances. We are critical to everyone's continued health and **we take that responsibility seriously and personally - we "own" campus buildings' cleanliness!** Below is the list of "high-touch" items to clean and/or sanitize on every shift. Once these tasks are done, sign and date this form and return it to the building office for their records.
5. Wearing the Personal Protective Equipment (PPE) - gloves, mask, eye protection, etc. - required by the cleaning solution label, clean and sanitize these items in the building you maintain and make a check on this list when done. Note and follow the labeled mixing concentration and "contact time" for each cleaning/sanitizing chemical and/or surface.

Bathrooms

- or N/A - Bathroom floors
- or N/A - Bathroom grab bars
- or N/A - Counters
- or N/A - Diaper changing stations
- or N/A - Door edges (opening edge)
- or N/A - Doorknobs / handles / bars / push plates
- or N/A - Employee / Guest lockers
- or N/A - Hand-dryers
- or N/A - Light switches
- or N/A - Paper towel dispensers
- or N/A - Sinks
- or N/A - Soap dispensers
- or N/A - Toilet seats (both sides), cover flap, flush handle, sprayer handle
- or N/A - Toilet stall doors, handles, locks, ADA handles
- or N/A - Toilet tissue holder
- or N/A - Trash / Garbage cans
- or N/A - Urinals
- or N/A - Wash basins
- or N/A - Other _____

General areas

- or N/A - ADA door openers
- or N/A - Benches
- or N/A - Door edges (opening edge)
- or N/A - Doorknobs / handles / bars / push plates
- or N/A - Drinking fountains / buttons
- or N/A - Elevator / lift buttons
- or N/A - Equipment handles
- or N/A - Handrails (stair and balcony)
- or N/A - Notice boards
- or N/A - Trash / Garbage cans
- or N/A - Vending machine buttons
- or N/A - Water cooler handles
- or N/A - Water handles / taps / spigots / bibs
- or N/A - Other _____

Lounge areas

- or N/A - Air conditioner remotes
- or N/A - Appliances (touchable knobs, surfaces)
- or N/A - Arm rests
- or N/A - Chairs

I confirm that I am using the cleaning/sanitizing training I received, and the above tasks were accomplished with significant attention to detail. I confirm that I have washed my hands prior to signing this report.

_____/_____/____ Time: ____ am/pm _____/_____/____ Time: ____ am/pm
 Employee name and signature date and time Over-sighter name and signature date and time

Attachment B-2

- or N/A - Coffee stations
- or N/A - Counters
- or N/A - Door edges (opening edge)
- or N/A - Doorknobs / handles / bars / push plates
- or N/A - Drawer pulls / handles
- or N/A - Drinking fountains / buttons
- or N/A - Light switches
- or N/A - Kitchen surfaces
- or N/A - Microwave oven handles
- or N/A - Refrigerator handles
- or N/A - Tables
- or N/A - Telephones (w/ permission)
- or N/A - Touch screen displays (w/ permission)
- or N/A - Trash / Garbage cans
- or N/A - TV remotes
- or N/A - Vending machine buttons
- or N/A - Vinyl furniture
- or N/A - Water cooler handles
- or N/A - Water handles / taps / spigots / bibs
- or N/A - Other _____

Storage areas

- or N/A - Cleaning equipment (e.g. vacuum cleaner bags)
- or N/A - Containers (plastic, metal)
- or N/A - Other _____

Office areas

- or N/A - Air conditioner remotes
- or N/A - Appliances (touchable knobs, surfaces)
- or N/A - Arm rests
- or N/A - Chairs
- or N/A - Computer mice (w/ permission)
- or N/A - Counters
- or N/A - Desktops (w/ permission)
- or N/A - Door edges (opening edge)
- or N/A - Doorknobs / handles / bars / push plates
- or N/A - Drawer pulls / handles
- or N/A - Fan switch / knob
- or N/A - Filing cabinet handles
- or N/A - Keyboards (w/ permission)
- or N/A - Letter boxes

- or N/A - Light switches
- or N/A - Podiums
- or N/A - Projector remote
- or N/A - Seat backs
- or N/A - Tables
- or N/A - Telephones (w/ permission)
- or N/A - Touch screen displays (w/ permission)
- or N/A - Trash / Garbage cans
- or N/A - TV remotes
- or N/A - Vinyl furniture
- or N/A - Water cooler handles
- or N/A - Water handles / taps / spigots / bibs
- or N/A - Other _____

Specialty areas - Field House

- Triton Fitness Center
- or N/A - Fitness room carpet
- or N/A - Exercise ball
- or N/A - Yoga mats
- or N/A - Other _____

Locker Room

- or N/A - Lockers
- or N/A - Mirrors
- or N/A - Showers
- or N/A - Sinks
- or N/A - Other _____

Arena

- or N/A - Bleacher seats
- or N/A - Cart handles
- or N/A - Floor chairs
- or N/A - Floor tables
- or N/A - Sport balls
- or N/A - Other _____

Concessions

- or N/A - Equipment
- or N/A - Floors
- or N/A - Other _____



SAFETY FIRST

**NO MASK
NO ENTRY**

**Thank you for helping stop the spread
of COVID-19.**



For more information, visit www.uog.edu/covid-19

STAY SAFE. MAKE SPACE.

THIS CONFERENCE ROOM
CAN HOLD A MAXIMUM OF

A large white octagonal sign with a green number 7 inside, centered on a dark green background.

PERSONS AT A TIME

**KINDLY WAIT OUTSIDE
IF THE MAX OCCUPANCY
HAS BEEN REACHED.**

FOR MORE INFORMATION, VISIT
WWW.UOG.EDU/COVID-19

UOG PROMOTES A HEALTHY WORKPLACE

YOUR ACCESS TO THE OFFICE MAY BE **RESTRICTED** IF:

- YOU HAVE ANY SYMPTOMS RELATED TO COVID-19.
- YOU HAVE HAD CLOSE CONTACT WITH A PERSON INFECTED WITH COVID-19.

KINDLY OBSERVE THE FOLLOWING:

PRACTICE
good hygiene.
Wash hands frequently.



PRACTICE
good coughing
and sneezing
etiquette. Cough
and sneeze in
elbow and away
from others.



DO NOT
shake hands.
Extend greetings without
physical contact.



MAINTAIN
a safe social distance.



PROTECT
and respect
yourself and
others by
wearing a mask.



FOR MORE INFORMATION, VISIT WWW.UOG.EDU/COVID-19



**FACE MASKS
MUST BE WORN
AT ALL TIMES.**



**NO MASK,
NO ENTRY.**



**FACE MASKS MUST BE
WORN AT ALL TIMES.**

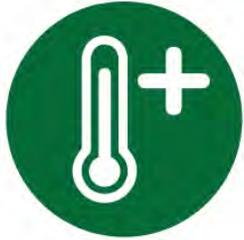


**NO MASK,
NO ENTRY.**



**FACE MASKS MUST BE
WORN AT ALL TIMES.**

IF YOU HAVE:



HIGH FEVER



COUGH



**SHORTNESS OF
BREATH**

DO NOT ENTER.

PLEASE HAVE READY:



PHOTO ID



**PAYMENT
(CASH ONLY)**



**APPOINTMENT
SLIP**

COVID-19

Protect you and your loved ones



Wash your hands with soap and water for 20 seconds

Use hand sanitizer when unable to wash



Cover cough or sneeze with tissue or bent elbow



Disinfect hightouch items like phone, tablet, keyboard, doorknobs



Avoid touching your face

Stay home when feeling sick





Guam / Micronesia Geriatrics Workforce Enhancement Program

This publication is supported by the Health Resources and Services Administration of the US Department of Health and Human Services as part of an award totaling \$749,989.00 with zero percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the US Government. Geriatrics Workforce Enhancement Program Award #: 1 U1QHP33078-01-00

COVID-19 Kōjbarok eok im ro raorōk ippam



Kwaļ peim kin
joob
im den iumwin 20
jekōn

Kōjbal kein karreo
pa ko (hand
sanitizer)
ñe kwōj jab maroñ
kwaļ peim



Pinej am bokbok
ak m aje ilo
napkin
ko ak mokjen
peim



Kōjbal kein karreo
manman kij ñan men
ko emmakikij jibwi
einwōt talboon, tablet,
keyboard, jikin
kōppeļok kōjām ko



Kajjoñ jab jibwe
turin mejam

Bed wōt im weo
eļañne kwōj
eñjaake am
nañinmej





Guam / Micronesia Geriatrics Workforce Enhancement Program

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COVID-19

Tùmùnù Pusin En me Atongewmw Kewe



Tènù poumw non ùkùkùn 20 seken ngeni soop me chiri ngeni konik

Aea sanitizer fansoun omw kosapw tongeni tènù poumw ngeni soop me konik



Pwènù omw mwoor ika mwesinong non tissue ika fen nekupupun poumw



Nimeti fichi ekkewe pisek en mi soun nèùnèù ika atapa ren Foon, tablet, keyboard, suukun asam



Kosapw atapa won mesomw

Nòmwetiw non iimw fansoun omw mefi wènùngawan semau



HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →



Wash your hands before touching the mask

Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

who.int/epi-win

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

FINDINGS

(roughly and quickly evolving)

UOG has 184 FACE-TO-FACE
LEARNING SPACES in 30 major
buildings:

98 CLASSROOMS

32 LABS

15 CONFERENCE ROOMS

39 OTHER (ATRIUMS, ROTUNDAS,
FITNESS ROOMS, RESOURCE ROOMS)

Oh, and **85** restrooms, not including the 3 dorms
or the 35 Dean Circle houses.

Information Captured on Rooms

COVID-19 Focused

- Room Number
- Room Common Name
- Room Name by Donor
- Room Type (Classroom, Lab, Conference Room, Office, Auditorium, etc.)
- Length (ft)
- Width (ft)
- Area (sq ft)
- Floor Level
- Room Occupancy (based on Guam Fire Code)
- Seating Type (tablet armchairs, tables & chairs, theater, incline, flex, office, lab)
- Current # of Seats
- Social Distancing # of Seats
- Seat Material (cloth, plastic, vinyl, wood, etc.)
- Floor Type (tile, carpet, concrete)
- A/C Type (central or split)
- Projectors, TVs, Boards (chalk or white / set or flex)

Length and width dictate how many students can be in a room - with buffer spaces

These materials, especially, will dictate our new cleaning and disinfection practices

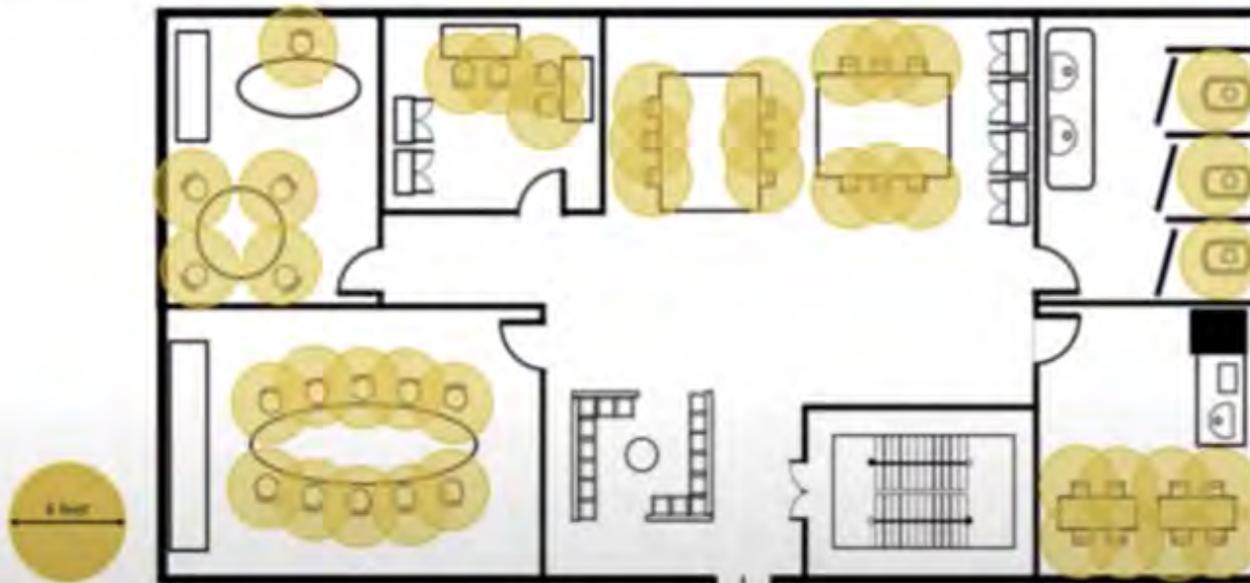
Attachment D-3

Building	Room Number	Room Common Name	Room Name by Donor	Room Type	Length (ft.)	Width (ft.)	Area (sq. ft.)	Floor Level	Room Occupancy (Based on Guest Fire Code)	Seating Type (tablets, chairs, theater, incl. flex, office, lab)
Humanities & Social Science (College of Liberal Arts & Social Sciences)	310		None	Classroom	27	17	459	3		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	111	Online Learning Room	None	Computer Room	39	13	507	1		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)		Computer Room	None	Computer Room	13	8	104	2		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)	318	Conference	None	Conference	24	13	312	3		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)		Conference Room	None	Conference Room	19	13	247	2		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)		Conference Room	None	Conference Room	22	11	253	1		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)	208F	Lab	None	Lab	8	4	32	2		lab
Humanities & Social Science (College of Liberal Arts & Social Sciences)	109	Social Work Division Multipurpose Room	None	Multipurpose Room	21	14	294	1		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)		Multipurpose Room	None	Multipurpose Room	17	18	221	2		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	118	Program Dev	None	Student Room	27	27	729	3		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	112		None		11	9	99	3		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	118		None		12	11	132	3		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	Q18		None		19	0	180	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)		Atrium	Henry By Atrium	Atrium	73	71	6081	1		flex
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	110		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	111		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	112		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	140		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	149		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	234		None	Classroom	37	18	703	3		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	235	Classroom	None	Classroom	28	24	672	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	Q209	Classroom	None	Classroom	34	10	340	3		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	218	Classroom	None	Classroom	34	24	816	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	262		Camacho Family Personal Finance Center Room	Classroom	34	24	816	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	281		None	Classroom	34	24	816	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	280		None	Classroom	34	24	816	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	239		None	Classroom	34	24	816	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	230	Melson Conference Room	Melson Navigation Company Conference Room	Conference	18	14	252	2		tables & chairs
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	211	Conference Room	None	Conference	30	21	630	2		tables & chairs
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	234	President's Conference Room	None	Conference	25	15	375	2		tables & chairs
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	131	T&E Lecture Hall	Margaretta Gomez Perez & Jaime P. Tuzson T&E Lecture Hall	Lecture Room	39	70	2730	1		lecture
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	129	Armedy Leon Guerrero Multipurpose Room	Armedy Leon Guerrero Multipurpose Room	Multipurpose Room	32	70	2240	1		flex
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	235	Center for Entrepreneurship and Innovation Bank of Hawaii Center for Entrepreneurship and Innovation Resource Room		Resource Room	51	46	2436	2		flex
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	106	Student Organization Room	None	Student Room	22	16	366	1		tables & chairs
Lecture Hall (College of Liberal Arts & Social Sciences)		Auditorium	None	Auditorium	51	45	2436	1		seating
Luzio Tan Student Service Center		Cafeteria	None	Cafeteria	67	60	5220	1		flex
Luzio Tan Student Service Center		Refrunds	None	Refrunds	48	44	2112	1		flex
Luzio Tan Student Service Center		MarketSpace	None	Student Room	45	27	1215	1		tables & chairs
Maine Laboratory	205	Classroom	None	Classroom	28	35	980	2		
Maine Laboratory	202	Conference Room	None	Conference	18	11	198	2		tables & chairs
Maine Laboratory	206	Lab	None	Lab	28	35	980	2		lab
Maine Laboratory	201	Lab	None	Lab	23	28	644	2		lab
Office of Information Technology (OIT)		Training Room A	None	Classroom	25	19	475	1		tables & chairs
Office of Information Technology (OIT)		Training Room B	None	Classroom	25	19	475	1		tables & chairs
Office of Information Technology (OIT)		Conference Room	None	Conference	18	15	270	1		tables & chairs
Office of Information Technology (OIT)		Computer Lab	None	Lab	53	31	1643	1		tables & chairs
Richard F. Taitano Micronesian Area Research Center (MARC)		Conference	None	Conference	23	10	230	2		tables & chairs
School of Education (SOE)	117		None	Classroom	29	29	841	1		
School of Education (SOE)	103		None	Classroom	23	22	506	1		
School of Education (SOE)	108A	Classroom	None	Classroom	23	18	414	1		
School of Education (SOE)	108B	Classroom	None	Classroom	29	28	812	1		

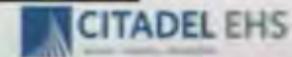
FROM THIS



PHYSICAL ENVIRONMENT



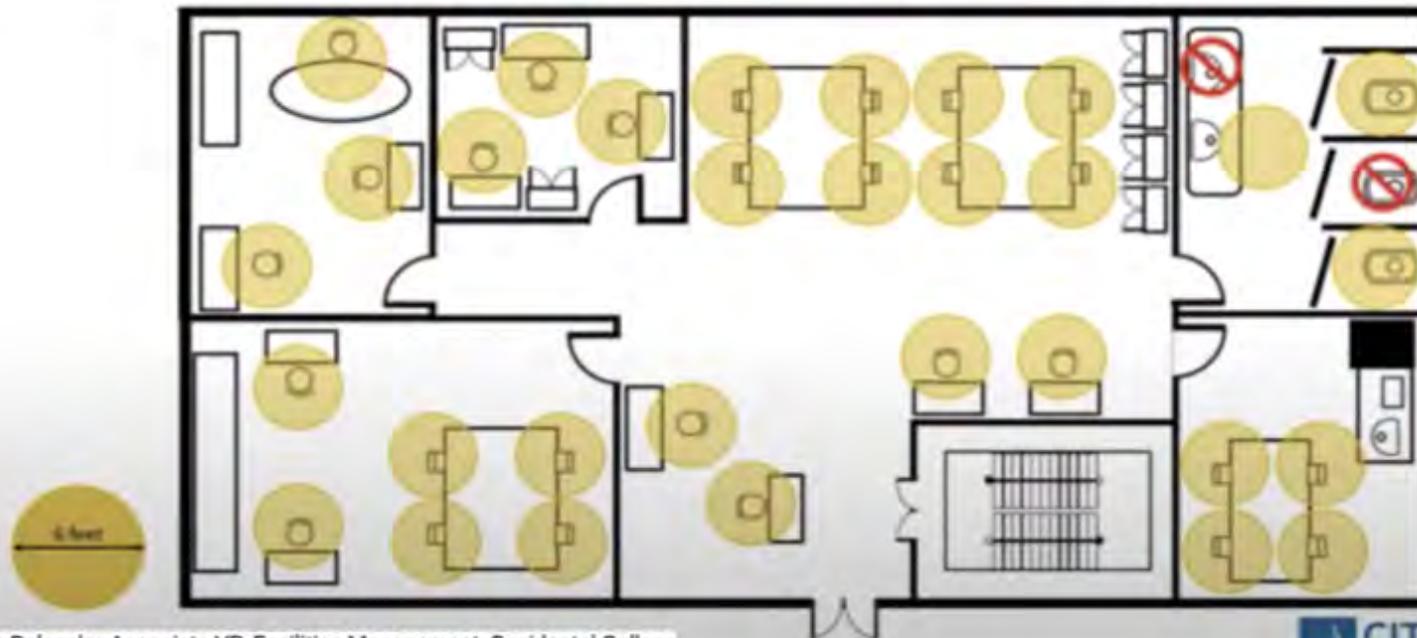
Tom Polansky, Associate VP, Facilities Management, Occidental College
Panelist for Association of Physical Plant Administrators (APPA) Town Hall: Impact of COVID-19 on Space



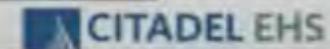
TO THAT



PHYSICAL ENVIRONMENT



Tom Polansky, Associate VP, Facilities Management, Occidental College
Panelist for Association of Physical Plant Administrators (APPA) Town Hall: Impact of COVID-19 on Space



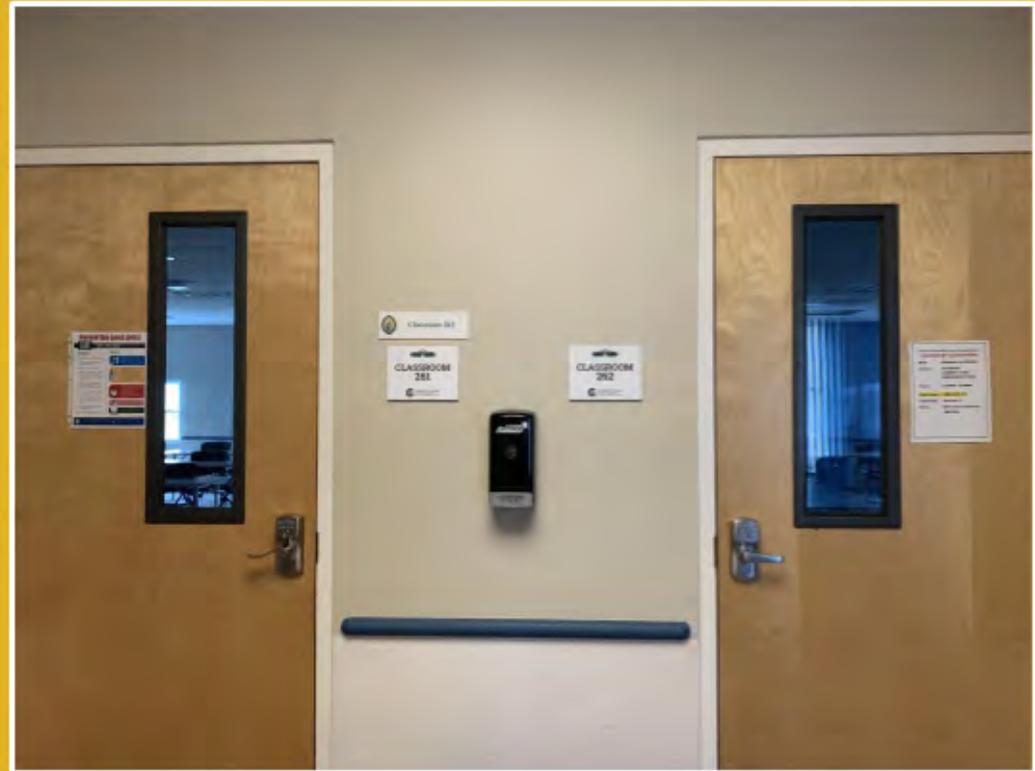


Attachment D-7





Attachment D-9



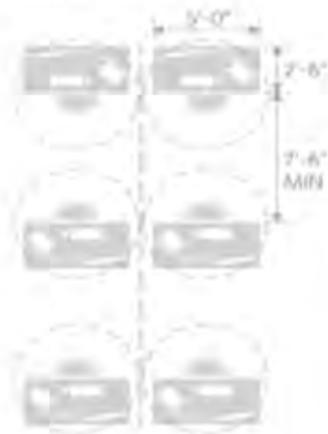
work spaces

_reconfiguration concepts

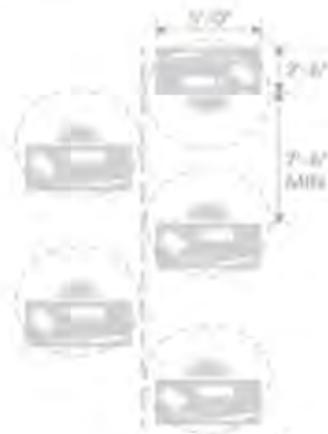
reduce density



rotate desks 90° on spine



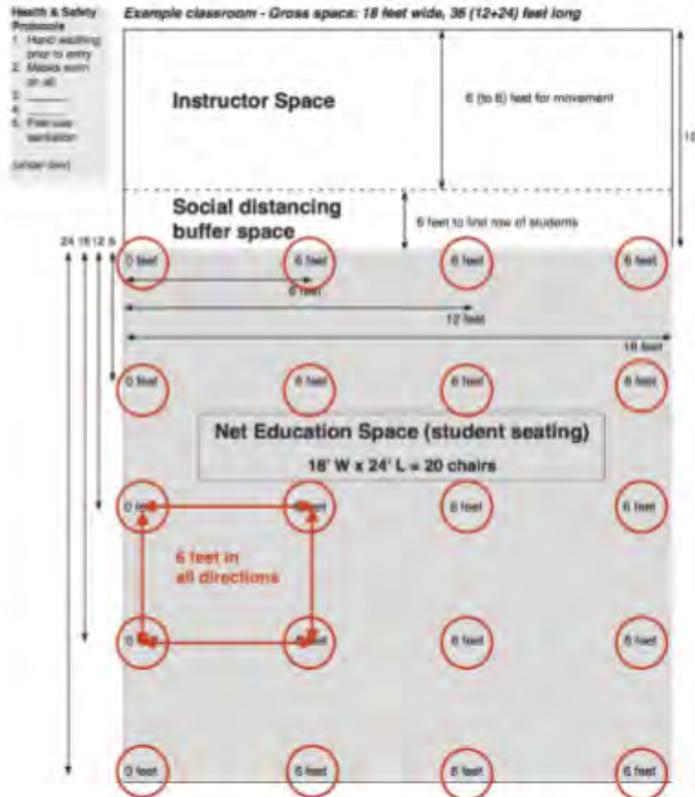
offset on spine



● removed chairs
● occupied chairs

- by rotating desks individuals have more dedicated space
- avoid face-to-face orientation

DRAFT:
Potential Spacing for UOG Classrooms under COVID-19
Social Distancing Guidelines (April 28, 2020)



GENERAL CLASSROOM FRAMEWORK

6ft x 6ft boxes

Attachment D-12

Room Type: Classroom

Length: 34 ft

Width: 24 ft

Area: 816 sq ft

Seating Type: Tables & Chairs

Current # of Seats: 25

Social Distancing # of Seats: 9

Seat Material: Plastic

Floor Type: Tile

A/C Type: Central

Projector: Yes

Projector Screen: Yes

TV: No

Board: White, set

**School of Business
& Public
Administration
(SBPA) Room 261**



BEFORE

Under normal conditions, this room holds up to **25 seats + 1 instructor.**



AFTER

With social distancing measures, this room accommodates up to **9 seats + 1 instructor.**

Room Type: Classroom

Length: 27 ft

Width: 27 ft

Area: 729 sq ft

Seating Type: Tablet armchairs

Current # of Seats: 42

Social Distancing # of Seats: 6

Seat Material: Plastic, wood

Floor Type: Tile

A/C Type: Central

Projector: No

Projector Screen: Yes

TV: Yes

Board: Whiteboard, set

**Humanities &
Social Sciences
(HSS)
Room 201**



BEFORE

Under normal conditions, this room holds up to **42 seats + 1 instructor.**



AFTER

With social distancing measures, this room accommodates up to **6 seats** + **1 instructor**.

Attachment D-18

Room Type: Auditorium

Length: 63 ft

Width: 45 ft

Area: 2835 sq ft

Seating Type: Theater, Tablet
Armchairs

Current # of Seats: 191

Social Distancing # of Seats: 15

Seat Material: Cloth, plastic, wood

Floor Type: Carpet

A/C Type: Central

Projector: Yes

Projector Screen: Yes

TV: No

Board: No

**College of Liberal
Arts & Social
Sciences (CLASS)
Lecture Hall**



BEFORE

Under normal conditions, this auditorium holds up to **191 seats.**



AFTER

With social distancing measures, this auditorium accommodates up to **15 seats**.

Room Type: Lab

Length: 30 ft

Width: 27 ft

Area: 810 sq ft

Seating Type: Lab

Current # of Seats: 20

Social Distancing # of Seats: 6

Seat Material: Plastic

Floor Type: Tile

A/C Type: Central

Projector: Yes

Projector Screen: Yes

TV: No

Board: White, set

**College of Natural
& Applied Sciences
(CNAS) Science
Lab 103**



BEFORE

Under normal conditions, this lab holds up to **20 seats + 1 instructor.**



AFTER

With social distancing measures, this lab accommodates up to **6 seats + 1 instructor**.

Instructors may need to wear **masks + face shields in lab courses** because they often walk around the room to check on students' work during lab. Plexiglass barriers not needed (so far).

Room Type: Lab

Length: 31 ft

Width: 27 ft

Area: 837 sq ft

Seating Type: Lab

Current # of Seats: 36

Social Distancing # of Seats: 6

Seat Material: Plastic

Floor Type: Tile

A/C Type: Central

Projector: Yes

Projector Screen: Yes

TV: No

Board: White, set

**College of Natural
& Applied Sciences
(CNAS) Science
Lab 112**



BEFORE

Under normal conditions, this lab holds up to **36 seats + 1 instructor.**



AFTER

With social distancing measures, this lab accommodates up to **6 seats + 1 instructor**.

Instructors may need to wear **masks + face shields in lab courses** because they often walk around the room to check on students' work during lab. Plexiglass barriers not needed (so far).

In the breakroom

How we eat **together** matters!

Moist droplets can be projected out of our mouths and towards others when eating.

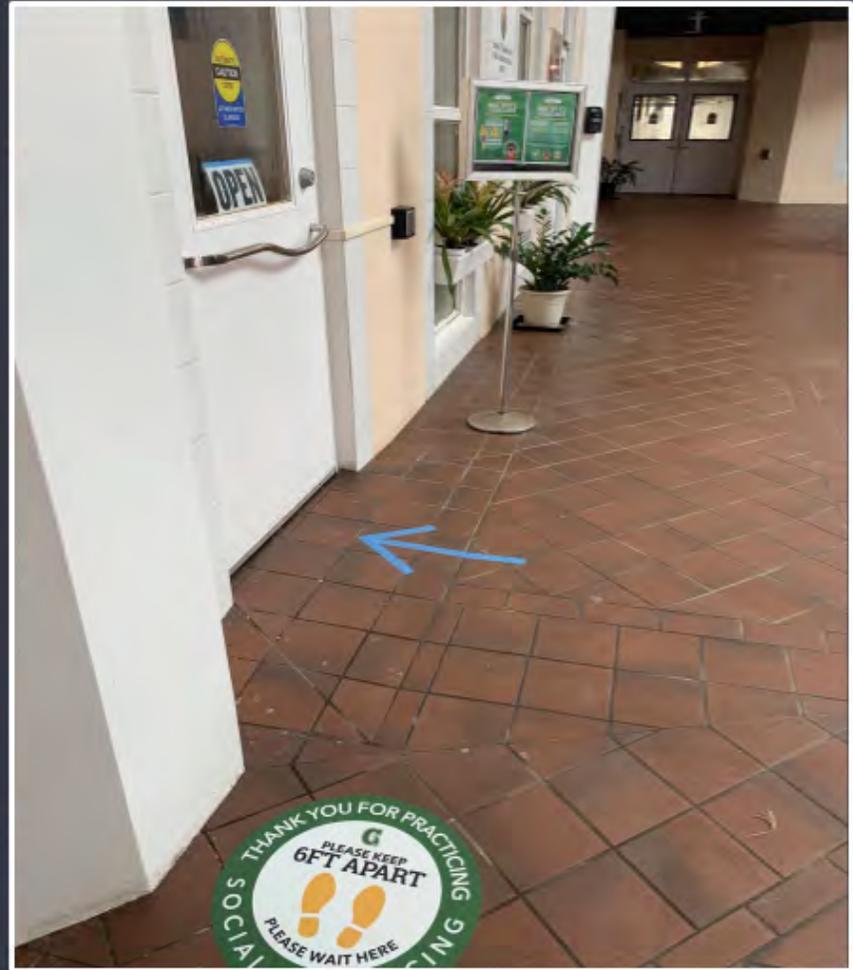


Original 6 seats on an 8 foot table

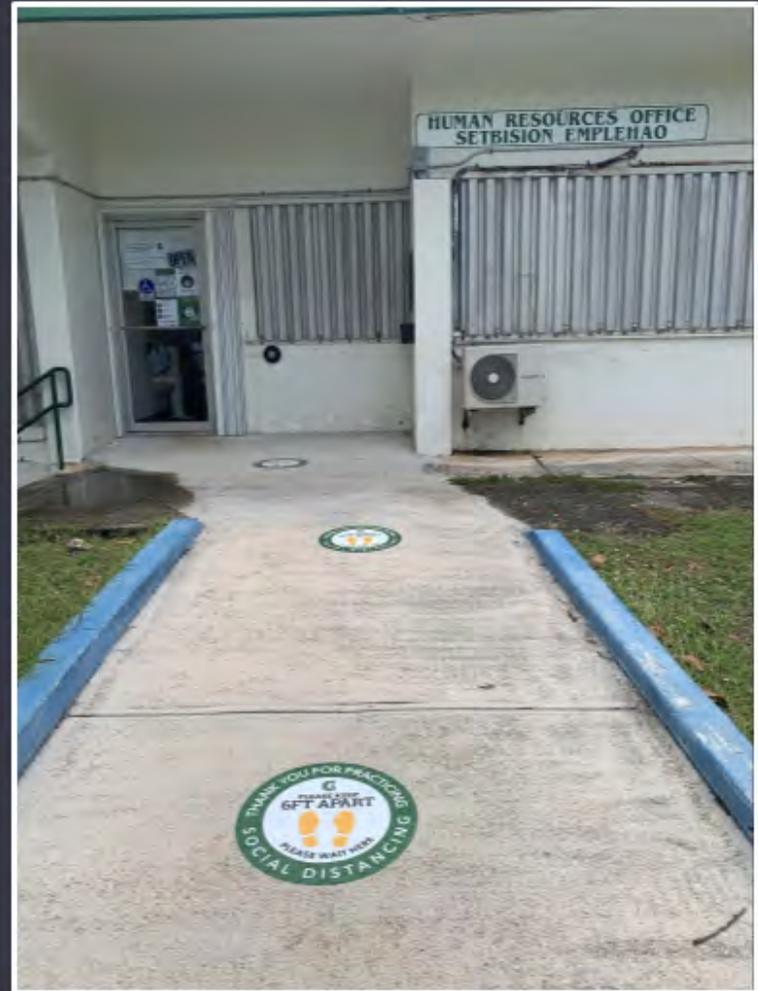
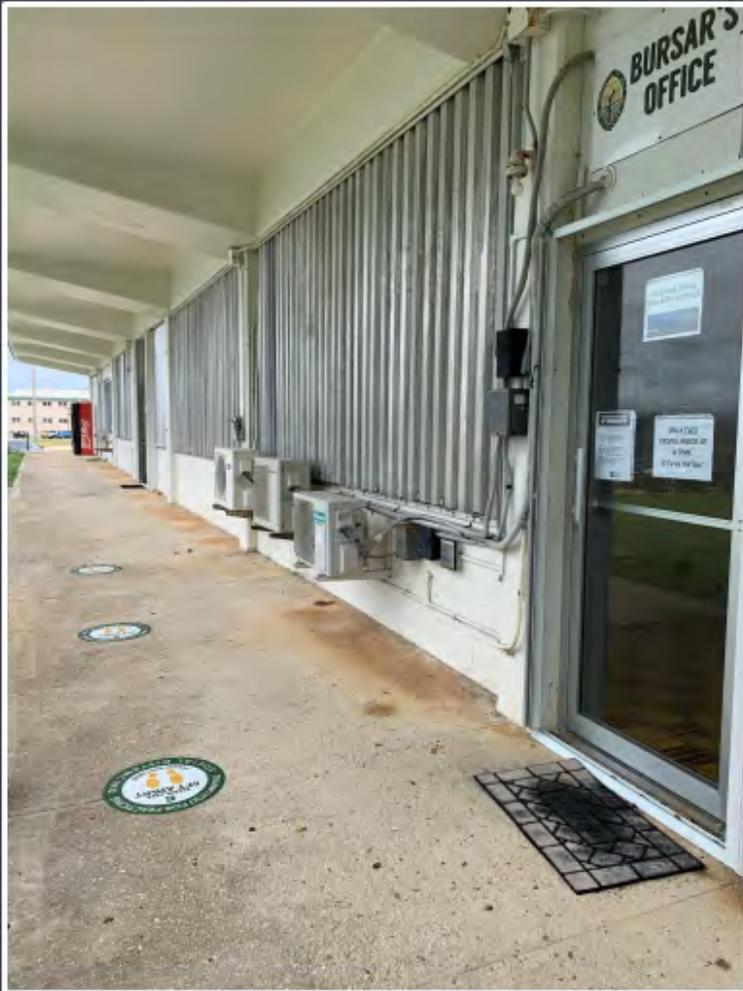


Now, 2 seats on an 8 foot table, with little or no room for others to be in the lunchroom

Attachment E-1



Attachment E-2



Attachment E-3



GENERAL GUIDELINE CHECKLIST BASED ON UOG'S PANDEMIC PLAN AND PROCEDURES FOR PREPARING AND OPERATING UNDER PCOR3 / U-PPOP3 - JUNE 26, 2020

CHECK BOX	ACTION
<input type="checkbox"/>	COOP: Distributed the PCOR3 / U-PPOP3 COOP to all employees in organization by leadership.
<input type="checkbox"/>	SOPs: Distributed Standard Operating Procedures specific to respective organizations to all employees by leadership.
<input type="checkbox"/>	Phone Trees and Maps: Phone Trees and Maps for all employees updated and distributed to those who need to know under "FOR OFFICIAL USE ONLY" purposes.
<input type="checkbox"/>	Conducted assessment of each areas of operation and implemented the following, as applicable:
<input type="checkbox"/>	Training: All employees trained and understand purpose of COVID-19 Room Capacity Configuration; Mask Wearing; Social Distancing; Hand Sanitizing or Washing; Proper Procedures for Sneezing or Coughing; If Sick Stay Home or See Your Health Provider; Hours of Operation; Line Markers for those Waiting in Line Outside Doors; Contact Tracing; Lock Down Procedures.
<input type="checkbox"/>	Communications: Posted important information in website, social media, primary bulletin boards, and other appropriate locations of hours of operation; point of contact information for questions or appointment; relevant schedules or activities, etc.
<input type="checkbox"/>	Signage: Posted signs for COVID-19 Room Capacity; Mask Wearing; Social Distancing; Hand Sanitizing or Washing; Proper Procedures for Sneezing or Coughing; Areas for Use (chairs, tables, etc); COVID-19 Related Screening Questions; If Sick Stay Home or See Your Health Provider; Hours of Operation; Line Markers for those Waiting in Line Outside Doors.
<input type="checkbox"/>	Screening Questions: Series of relevant questions written and posted for answering prior to entering facility or room.
<input type="checkbox"/>	Controlled Entrance: Main entrance area and separate exit area identified for control purposes, as applicable.
<input type="checkbox"/>	Temperature Check: Have a thermometer to check temperature.
<input type="checkbox"/>	Sanitizing: Have a hand sanitizer available for people entering or hand wash area.
<input type="checkbox"/>	Sign-in Roster/Pen: Have sign-in roster and pen for people entering room for accountability and contact tracing, as needed.
<input type="checkbox"/>	Sneeze Guards: Service area have sneeze guards, as appropriate.
<input type="checkbox"/>	Mask: Everyone has on a mask or cloth face cover. Use of face shield, as appropriate.
<input type="checkbox"/>	Social Distancing: Office, classroom, labs, service areas, lobbies, waiting line areas are socially distanced for work, teaching, service, or waiting.
<input type="checkbox"/>	Re-Sanitizing: Protocols and procedures in place to re-sanitize after each customer or class. Focus on high touch areas. Sanitize hands.

**GENERAL GUIDELINE CHECKLIST BASED ON UOG'S PANDEMIC PLAN AND
PROCEDURES FOR PREPARING AND OPERATING UNDER PCOR3 / U-PPOP3 - JUNE 26, 2020**

CHECK BOX	ACTION
<input type="checkbox"/>	Fogging: Fogging scheduled for rooms after multiple use.
<input type="checkbox"/>	Technology: Use of technology in place and operational, as appropriate.
<input type="checkbox"/>	Teleworking: Teleworking approved by supervisor and work being monitored for accountability.
<input type="checkbox"/>	Group Gatherings/Activities: In compliance with the current cap for gatherings/activities in accordance with latest executive order and DPHSS guidance memo.
<input type="checkbox"/>	Break Rooms and Lunch Areas: Areas are setup for social distancing and sanitizing before and after use by all individuals.
<input type="checkbox"/>	Restroom: Sanitizing checklist being used on a recurring schedule and are socially distanced with COVID-19 Room Capacity Configuration; signage; and Line Markers for those Waiting in Line Outside Doors.
<input type="checkbox"/>	Residence Halls: Requirements in COOP in compliance for common kitchen, laundry, recreation, restrooms, shower facilities, meals, isolation/quarantine.
<input type="checkbox"/>	Contact Tracing: Orientation or training conducted and UOG Safety Office and DPHSS contact information distributed for use, as appropriate. See COOP.
<input type="checkbox"/>	Lock Down Procedures: All employees know procedures tailored to each area in their organization. Alternative plans for classes, labs, services, office support, and operations have been discussed and ready to implement, as required. Care for students, visitors, and employees in place.