



GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



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DPHSS Guidance Memo 2020-28

Re: Minimum Requirements for Government of Guam

Outlined below are the minimum general requirements, employee health, cleaning and disinfecting, ventilation, social distancing, and other protective measures for the operation of Government of Guam agencies, department, and other entities of the government.

A. General Requirements and Restrictions

- Operate at no more than the percent occupancy rate for the establishment, including employees, as identified in the most recent Executive Order, which addresses this issue.
- All employees must wear mask, which is to cover both the nose and the mouth.
 - Department of Administration Circular No. 2020-014 provides recommended guidance for masks.
 - Masks with exhalation valve are discouraged as it does not stop virus droplets from escaping and possibly infecting others.
- An employee occupying a private room alone may remove his/her mask while in the room, provided the following are adhered to:
 - No other individual occupies the room;
 - The door to the room is kept closed;
 - The room is frequently cleaned and disinfected, especially high-touch surfaces; and
 - The employee utilizes hand-sanitizer, and dons a face mask, prior to exiting the room.
- All employees must maintain social distancing of 6 ft., inclusive of workstations.
 - Government office may need to rearrange furniture to maximize workspace for the implementation of the 6-foot distancing.
 - Placement of physical barriers (i.e., plexiglass, dividers, cardboards, etc.) between cubicles, desks, and chairs are permitted, if 6 ft. distancing is not possible. The height of the barrier must be no less than the tallest employee (standing) occupying the adjacent workstation.
- Post signage at the entrance to remind employees and clients of new policies and procedures.
- If possible, prohibit sharing of office furniture, equipment, and other items. If sharing, item must be disinfected frequently following the cleaning and disinfecting procedures provided by CDC (link provided below).
- Have written procedures in place that addresses the following:
 - Employee health;
 - Cleaning and disinfecting procedures; and
 - Social distancing and protective equipment.

B. Employee Health and Hygiene

- An employee must immediately report symptoms to his/her immediate supervisor.
- If employee is showing COVID-19 symptoms, or have been found positive, the establishment must follow CDC guidelines or DPHSS guideline, whichever is more stringent.
- Each agency/department is to provide mask to their employees, and also encouraged to provide hand-sanitizer.
- Promote healthy hygiene practices and have adequate supplies to support healthy hygiene behaviors.
 - Employees are encouraged to wash their hands immediately upon entering their workplace and utilize alcohol-based hand-sanitizer when handwashing is not readily available.
 - Soap and sanitary paper towels (or hand-dryer) are to be provided at every handwashing sink.

C. Cleaning and Disinfection

- Follow CDC's *Cleaning and Disinfecting Decision Tool*, which can be found in <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>.
 - Disinfectant solution can be made by mixing 5 tablespoons (1/3 cup) bleach per gallon of water, or 4 teaspoons bleach per quart of water (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html)
- Focus on high-contact areas (i.e. door handles, tables, counters, utensils).
- Create a regular cleaning and disinfecting schedule for daily operations.
- Ensure that toilet facilities and handwashing sinks are thoroughly and regularly cleaned and disinfected.


D. Ventilation

- If fans are used, steps need to be taken to minimize air blowing from one person directly at another individual.

E. Social Distancing and Other Protective Measures

- Prohibit hand-shaking and other physical contacts during greetings.
- Restrict or prohibit the use of common areas that encourage congregation, such as lounge, lunchroom, etc.
- Promote the use of video communication for meetings.
- If providing counter-service, protect employees through distance and/or placement of physical barrier, and:
 - Eliminate or limit waiting areas;
 - Promote appointments;
 - Curtail clients entering the premises of the building; and/or
 - Implement other strategies to minimize direct interaction with the public.

For further questions, please contact the Division of Environmental Health at 300-9579; 8:00 a.m. to 5:00 p.m., Monday through Friday.


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