

# COVID-19 SAFETY PROCEDURES FOR GPX

## PROTECTING CUSTOMERS AND EMPLOYEES AT GUAM PAK EXPRESS

### Requirements for GPX to Continue In-Person Operations

#### Health and Cleaning

- Provide masks for employees to wear at all times.
- Clean and disinfect the building frequently, especially high-touch areas.
- Make sure employees have access to soap and water, hand sanitizer, and disinfectant wipes.
- Tell employees they should notify their supervisor if they are sick and stay home.
- Employees that are asymptomatic and positive should not return to work.

#### Social Distancing

- Prevent large groups from entering or leaving the building at the same time.
- Limit the number of employees in common areas.
- Conduct meetings virtually. For in-person meetings, limit the number of employees and maintain a distance of six feet.
- Don't allow non-essential visitors.

#### If there is COVID-19 exposure in our GPX Warehouse

- Establish a plan for employee COVID-19 exposure, that includes building cleaning and notifying affected employees.
  - Wait at least 24 hours (or for as long as practical) before cleaning and disinfecting the area visited or used by the sick person. Do the same for all shared areas and equipment used by the sick person.
  - Ensure each employee's temperature is taken before they enter the building, either at the workplace or at home. Do not allow those who have a temperature of 100.4°F or higher to enter the worksite.
  - Employees should notify their supervisor if they have symptoms and go or stay home.
  - Open windows and doors to let air in. Use ventilation fans to help circulate air.
- Advise sick employees to follow CDC recommended guidance on home isolation

### Additional Safety Guidance for Any Operation at GPX Warehouse

- Conduct business with the public by appointment only, when possible.
- Limit the number of people inside the building according to Guam Department of Health guidance.
- Modify business hours so there is enough time to clean and restock.
- Install shields at check-out areas to separate cashiers and customers.
- Provide delivery or pick-up options and encourage online ordering.
- Designate a specific time for people at high risk to use the business at least once a week.
- Require customers to wear masks or face coverings.
- Limit check-out lanes to every other register and rotate every hour to allow for disinfection.
- Schedule hand-washing breaks for employees at least every hour.
- Assign an employee to wipe down carts and handbaskets before the customer uses it.

### Questions or Concerns?

#### Businesses

Contact the Guam Department of Health at 1-671-735-7305

#### Employees or Customers

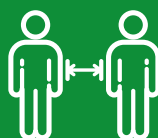
If you feel unsafe at your workplace relative to COVID-19 concerns, file a complaint with:

- A local health department or law enforcement agency.
- The Occupational Safety and Health Administration at OSHA.gov.
- The Guam Department of Health at [dphss.guam.gov](http://dphss.guam.gov).



### Remember These Important Steps to Stop the Spread of COVID-19

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.



- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Regularly clean high-contact surface areas.
- When sick, stay at home.