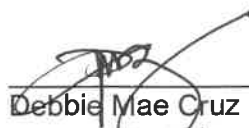


**DZSP 21**  
**Pandemic Influenza**  
**Preparedness and Response**  
**Planning Guide**  
**Revised: 23 March 2020**

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3/23/2020  
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## BACKGROUND

According to the World Health Organization (WHO),

*"An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world."*

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During an influenza pandemic the level of illness and death from influenza will likely increase dramatically worldwide.

The impact of an influenza pandemic on the local economy and business processes could be devastating. It is likely that 15-25% of Guam's population will be affected. There is a potential for high levels of illness and death, as well as significant disruption to society and our economy, making planning for the next influenza pandemic imperative.

Below is a table of the different types and severity levels of influenza strains to include H1N1.

	Targets	Severity
<b>Type A (avian flu virus)</b>	humans and animals	severe, extremely harmful, epidemic
<b>Type B</b>	humans	common, less severe, occasionally very harmful, non pandemic
<b>Type C</b>	humans	mild, rare, non epidemic

**Endemic:** When a disease that exists permanently in a particular region or population.

**Epidemic:** When an outbreak of disease that attacks many people at about the same time and may spread through one or several communities.

**Pandemic:** When an epidemic spreads throughout the world.

## ASSUMPTIONS

Predicted Spread and Severity:

- Illness rates in Guam's population: 15-20%
- Vaccine availability: 6-18 months after initial outbreak
- Anti-viral treatment: Likely to be in short supply and may not be effective



Potential Effects:

- Large percentages of the working population may be unable to work for days to months during the pandemic.
- Diminished numbers of people and expertise.
- Diminished emergency and essential services - fire, police, and medical.
- Diminished other services - retail, transport, government departments, etc.

Business Effects:

- Loss of people to operate the business
- Loss of services from suppliers
- Operations (e.g. production) and support (e.g. information technology) may be affected.
- Business travel may be affected.

## GUIDE PURPOSE

The purpose of this guide is to assist in managing the impact of a pandemic on employees and day-to-day based on two main strategies:

- Reducing spread of the virus within business facilities; and
- Sustaining mission essential services

This guide provides recommendations for businesses to develop a pandemic plan to include the following:

- Communication to business from external or internal sources regarding the pandemic virus
- Activities to reduce the spread of the virus
  - Reducing risk of infected persons entering the business facility
  - Social distancing (reduce person to person interactions) i.e. postponing conferences, conducting telephone meetings, cancel physical trainings, etc.
  - Increase frequency of cleaning of facilities.
  - Educating employees to reduce concern.
  - Managing employees who become ill at work and those who may have been exposed to the virus at work.
- For Travelers
  - Travel advice
  - Quarantine requirements, both local and federal
- Prevention/Treatment
  - Influenza vaccine
  - Anti-viral medication
  - Antibiotics
- Maintenance of Essential Business Activities
  - Identification of essential people and business functions.
  - Planning for absenteeism and supplier disruption.
  - Communication with employees and customers.
  - Education for employees and customers.
  - Short, medium, and long-term planning.



### **Business Plan Maintenance**

This planning guidance is intended to increase our attention and preemptive response to an issue that could become a potential problem if appropriate measures are not taken. The safety of our employees and their families is our primary concern. We will protect them through our efforts and diligence.

- The plan should be reviewed and revised annually.
- The plan should be exercised and tested annually.
- Exercise results should be incorporated into plans.
- Exercise and share your plan with your partners such as
  - Insurers
  - Health plans
  - Hospitals and healthcare providers
  - Public health agency

## **COMMUNICATION**

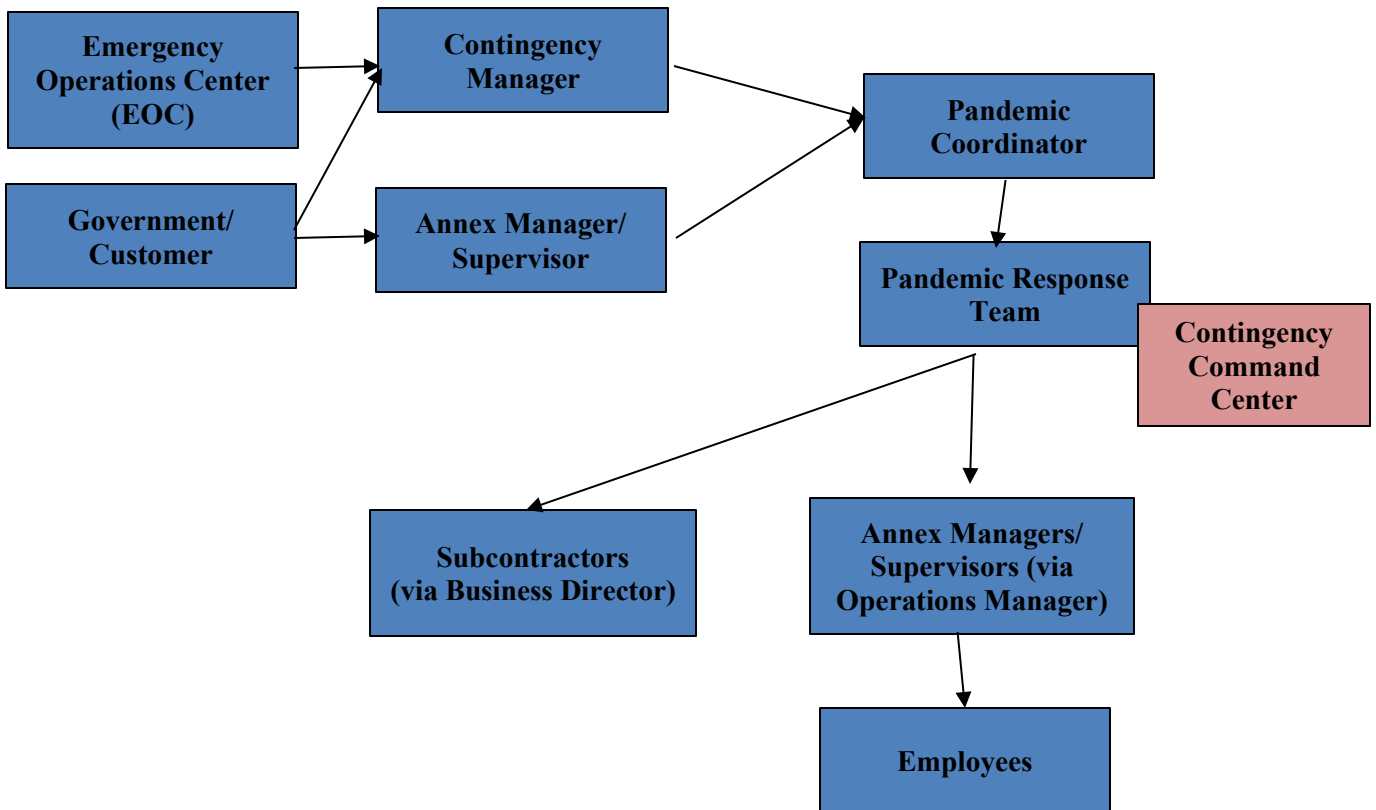
### **Business Communication**

- The business approach to the pandemic influenza threat is to align with the Department of Public Health and Social Services - Guam (DPHSS-GU) recommendations to avoid causing unnecessary panic. Key: partner closely with the local public health agency and establish communication mechanisms.
- A primary communication channel will be the health website at [www.dphss.guam.gov](http://www.dphss.guam.gov) or [www.cdc.gov](http://www.cdc.gov). Local communication plans will be developed and executed by the Pandemic Coordinator/Team upon approval by the company President/CEO.

### **Communications to Employees**

- Communications to employees will be managed by our Pandemic Coordinator with team assistance.
- Communications may be via email, Internet and Intranet website, telephone, social media or postal services.
- Links to relevant business or external sites should be utilized such as [www.who.int](http://www.who.int) or [www.cdc.gov](http://www.cdc.gov)
- Employees may contact the DPHSS hotline for any medical related questions at 480-7859/480-6760/480-6763/480-7883.
- Educational communications will be provided to encourage employees to acquire and maintain regular healthcare services.
- Educational communications will be provided regarding company policies for employee's compensation and sick leave absences that may be unique to a pandemic. Employees are directed to current HRO policies and are encouraged to contact Human Resources if they have policy questions.

## Lines of Communication



## DZSP 21 Website: Contingency Command Center

To avoid conflicting/ overlapping information/ guidance and to centralize the flow of information from leadership to employees, a Contingency Command Center has been developed. Information and directives will be posted in the DZSP 21 website under the contingency page <https://www2.dzsp21.com/DZSP21/PandemicInfo>. A list of Frequently Asked Questions (FAQs) will also be posted with responses to avoid an influx of calls to the Pandemic Response Team, HRO and or leadership.



## DZSP 21 Website: [HPCON LEVEL B] (Public Page)

LATEST NEWS		
Document	Summary	Release Date
	JIC RELEASE NO. 14 - 3 Test Positive for COVID-19; Practice Social Distancing, Older Adults Most at Risk	19 MARCH 2020
	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
DZSP 21 EXECUTIVE DIRECTIONS		
Document	Summary	Release Date
	Message from Project Director	12 MARCH 2020
	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
FAQS		
Question	Answer	
When shall I consider self quarantine?	XXXXXXXXXXXXXXXXXXXX	
What happens if I don't have PTO?	XXXXXXXXXXXXXXXXXXXX	

Managers, Supervisors and Pandemic Response Team members shall update personnel accountability, personnel affected by the pandemic (i.e., travel information, quarantine dates, etc....), impact to mission critical functions, equipment needs, and suspense/action items required internally and externally

Command Page : [HPCON LEVEL B]					
(Read Only for all)					
<b>PERSONNEL</b>					
<b>Accountability (as of &lt;timestamp&gt;)</b>					
*READ ONLY (sum by annex input)[maintain history/audit]					
Annex	# on duty	# on leave	#military orders	# accounted	
TOTAL					
Annex1	X	X	X	X	
<b>Pandemic Impact (as of &lt;timestamp&gt;)</b>					
*READ ONLY: Based on what is reported to HR ONLY [maintain history/audit]					
	Quarantined	PUI	Suspect	Confirmed	Cleared
TOTAL					
Annex1	X	X	X	X	X
<b>IMPACTED SERVICES/ FUNCTIONS/ AREAS</b>					
*READ ONLY (by annex input)[maintain history/audit]					
Annex	Function/ Area	Notes	Timestamp/ Updated by		
Annex1	X	X	X		
Annex2	X	X	X		
<b>SUSPENSE/ ACTION (External)</b>					
<< PANDEMIC CONTROL INPUT>> [maintain history/audit]					
	Action	Status	Notes	Timestamp/ Updated by	
Add/ Edit	X	X	X	X	
Add/ Edit	X	X	X	X	
Add/ Edit	X	X	X	X	
Add/ Edit	X	X	X	X	
<b>SUSPENSE/ ACTION (Internal)</b>					
<< PANDEMIC CONTROL INPUT>> [maintain history/audit]					
	Action	Status	Notes	Timestamp/ Updated by	
Add/ Edit	X	X	X	X	
Add/ Edit	X	X	X	X	
Add/ Edit	X	X	X	X	
Add/ Edit	X	X	X	X	

## Annex Page [Annex drop down]

**PERSONNEL**

Accountability (as of <timestamp>)  
<< MANAGER INPUT>> [maintain history/audit]

	# on duty	# on leave	# military orders	# accounted
Edit/ Save	X	X	X	X

Pandemic Impact (as of <timestamp>)  
\*READ ONLY: Based on what is reported to HR ONLY [maintain history/audit]

# Quarantined	# PUI	# Suspect	# Confirmed	# Cleared
X	X	X	X	X

**IMPACTED SERVICES/ FUNCTIONS/ AREAS**  
<< MANAGER INPUT>> [maintain history/audit]

	Function/ Area	Notes	Timestamp/ Updated by
Add/ Edit	X	X	X
Add/ Edit	X	X	X
Add/ Edit	X	X	X
Add/ Edit	X	X	X

**MISSION ESSENTIAL FUNCTIONS**  
<< MANAGER INPUT>> [maintain history/audit]

	Function	Notes	Timestamp/ Updated by
Add/ Edit	X	X	X
Add/ Edit	X	X	X
Add/ Edit	X	X	X
Add/ Edit	X	X	X

**EQUIPMENT NEEDS**  
<<MANAGER INPUT>> [maintain history/audit]

	Equipment & Qty	Notes	Timestamp/ Updated by
Add/ Edit	X	X	X
Add/ Edit	X	X	X

## PREPAREDNESS & RESPONSE

### Educating Employees to Eliminate Concern

There will likely be anxiety regarding the pandemic influenza, and this may contribute to increased absenteeism and/or increased distress to staff. Methods to address this include:

- Pandemic Coordinator will check the DPHSS website for the latest information on use of anti-viral medications and recommendations when available for communication.
- Pandemic Coordinator will conduct training to Annex Managers who will conduct mandatory training of their personnel to ensure workforce awareness of key facts about the pandemic and DZSP 21's preparedness efforts
- As more information becomes available, provide timely updates.
- During the pandemic, continue to educate employees on the progress of the pandemic and its effects.
- Encourage employees to contact our Health and Benefits Coordinator for information on health benefits entitled to them.
- Refer employees to contact DZSP 21 Pandemic Team for questions and concerns
- DPHSS-GU will provide recommendations of the use of anti-viral medication.
- The pandemic coordinator will check the Public Health's website for the latest information on the use of anti-viral medications and recommendations and disseminate to workforce for awareness

### Reducing the Spread of the Virus

DZSP21's Pandemic Team consists of personnel from the Safety, HRO, Contingency and Program Management. The team has defined individual roles and will ensure that preparedness planning and response occur and are properly executed.

- All planning activities should include input from labor/employee representatives as appropriate.





- The pandemic coordinator and/or team will compose and maintain the Pandemic Response Plan for the company/business, manage health related activities, and coordinate communication and education.
- Upon notification that a pandemic is occurring, the pandemic coordinator and/ or team for each facility will do the following:
  - Set up prominent notices at all entry points to each facility to reduce the risk of infected persons entering the work/business site advising staff and visitors not to enter if they have symptoms of highly contagious viral infection or if they have travelled within the designated date as identified by Executive Leadership.
  - Educate employees on how to stop the spread of the virus and place notices around the workplace (including entrances, notice boards, meeting rooms and restrooms). Notices should contain information regarding hand hygiene, covering coughs and sneezes, and social distancing.
  - Ensure adequate supplies of tissues, anti-bacterial soap, hand sanitizing gels, and cleaning supplies are available for employees.
  - The pandemic coordinator will ensure that employee education includes a pandemic fact sheet containing information regarding mitigating the spread of the virus and performing effective social distancing.
  - Shared work areas such as desktops, tables, doorknobs, stair rails, etc. should be cleaned between shifts or more often if feasible.

### **Social Distancing**

Social distancing refers to strategies to reduce the spread of the virus between people; For example, postponing conferences, conducting meetings over the phone or working from home. Social distancing strategies may include:

- Avoid meeting people face to face - use the telephone, video conferencing and the Internet to conduct business as much as possible even when participants are in the same building.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops and training sessions.
- If and where possible, arrange for employees to work from home or work flex hours to avoid crowding at the workplace.
- If DZSP21 transportation is used, ensure good ventilation within the vehicle, wash hands often and ensure that everyone covers coughs and sneezes.
- Bring lunch and eat at desk or away from others (avoid crowded eating areas). Introduce staggered lunchtimes to reduce the number of people in lunchrooms or break areas.
- Minimize face-to-face interactions.
- If face-to-face meetings are unavoidable, minimize the meeting time. Choose a large, well ventilated meeting room and do not sit close to each other if possible; avoid shaking hands or hugging.
- Encourage employees to practice social distancing outside of the workplace.

### **Workplace Cleaning**

- Office cleaning of shared work areas, counters, railings, doorknobs and stair wells



should be performed more frequently during the influenza pandemic.

- Filters of the air conditioning systems should be cleaned and changed frequently.
- Telephones should not be shared.
- Specialized cleaning solutions are not essential. Standard cleaning products are adequate (including soap and water), most important is the frequency of cleaning.

### **Managing Illness in Employees**

- Pandemic coordinators will post information on what to do if people get sick while at work.
- If a person becomes ill, or if someone observes that another person is exhibiting symptoms of influenza at work; make sure the ill person leaves the workplace as soon as possible and that proper supervisor notification is completed. Individuals may be required to present a return to work doctor's certification as required by management team or based on HRO policy for absences of three or more workdays
- The employee should be encouraged to seek medical care and report back to pandemic coordinator if influenza is likely.

### **Travel Related Issues**

- Travel advisory notices are provided by the Office of the Governor, [Travel.State.Gov](http://Travel.State.Gov) and the CDC and should be communicated to all employees.
- DZSP 21 will enforce appropriate travel policies based on current travel advisories from the U.S. Department of State and direction from the Contracting Officer.
- The requirement to self-quarantine from the workplace may be directed by Executive Leadership if restricted travel is enforced by the Contracting Officer.
- Individuals may be required to present a DPHSS recognized and certified document that attests he or she is not infected with the influenza pandemic
- Advice to recent travelers will be provided by public health officials regarding self-checking for symptoms and seeking medical care.
- Information concerning travel may be obtained from [www.travel.state.gov](http://www.travel.state.gov)

## **Treatment**

### **Influenza Vaccine**

When and if available, public health officials will make the best use of any available vaccine and will inform businesses and the public on how the vaccine will be used appropriately. It may take six months or more to manufacture and distribute the vaccine from the beginning of the pandemic.

- Encourage employees to obtain their annual influenza vaccines also known as the flu shot.
- The DPHSS-Guam and the Center for Disease Control will provide advice on priority groups for pandemic influenza immunization.

### **Anti-Viral Medication**

Antiviral medications may play an integral role in the treatment and prevention of pandemic influenza; however, the certainty of their efficacy against a pandemic strain of influenza is currently unknown. Unlike the influenza vaccine, certain antiviral medications are already



available, though there may be barriers in attempting to use them as a treatment and prevention tool in the event of pandemic influenza.

- The DPHSS-GU will provide recommendations of the use of anti-viral medication.
- The pandemic coordinator will check the Public Health's website for the latest information on the use of anti-viral medications and recommendations

## CONTINUITY OF OPERATIONS

As part of the company's contingency planning, core functions, people and critical skill sets shall be identified, and strategies developed in order to manage operational and workplace requirements prior to a pandemic. The [attached Business Pandemic Influenza Planning and Response checklist](#) will assist managers and supervisors to plan, coordinate and perform critical tasks that will greatly assist our prevention efforts.

In the event Naval Base Guam implements HPCON B (Bravo), DZSP 21 will abide by the instructions set forth by the NBG Emergency Management Officer and will ensure measures are taken to protect the workforce.

### Contingency Supply Locker

All annexes shall coordinate with Safety to ensure that proper Personal Protective Equipment (PPE) to support a pandemic is stocked and included in their contingency supply locker. Inventory shall be performed on an annual basis to ensure all materials for contingency is accounted for. Annexes will coordinate with their Annex Contracting Officer Representative (COR) for funding of materials/PPE. Pandemic supplies will be procured by Annex 0200 Program Management and distributed accordingly to the annexes

### BOS Contract Support

In the event of a pandemic, the Government has determined that all Guam BOS Contract services are considered as mission essential of the Base and shall provide support in accordance with the contract.

Below are DZSP action items that may be required for execution. The Government may also implement additional mission essential requirements for each Annex.

- Transportation and facility sustainment resources to support requirements generated by the pandemic response will be prioritized as an emergency and responded to within one hour
- Project execution may be limited based on priority and resource availability
- Contingency manual work order processing may be in effect for limited system access and resources
- Personnel must ensure proper PPE is worn accordingly. Additional PPE may be needed when providing support to agencies or vessels that have been identified to have individuals that present influenza like illness (ILI) symptoms
- Capture all cost under a work order and designated project abbreviation
- All additional support not on the performance work statement (PWS) will be coordinated between DZSP21 Contracts office and KO



### Base Lockdown guidance

In the event Naval Base Guam executes a lockdown, the following guidance will apply

- Only Critical Mission Essential personnel on the approved list will be allowed to enter. It is the Annex Manager's responsibility to ensure currency of list is provided to the Contingency Manager to ensure no delays are experienced in entering the installation
- Only one gate will be designated for BOSC entry. Specific entry restrictions and requirements may apply for heavy equipment and/or emergency locations which will be coordinated by the Contingency Manager through EOC/ Base Security

## PANDEMIC TEAM

In the event of a pandemic, DZSP 21 will play a key role in protecting employees' health and safety as well as limiting the negative impact to the services provided by the Company. Planning is very crucial in our organization. DZSP 21 pandemic team has been identified as follows:

Role	Primary	Alternate
<b>Pandemic Coordinator</b> Coordinates direction from executive leadership in support of pandemic preparedness and response	Vincent Salas Project Safety Manager Ph: 671-339-3944 Cell: 671-864-9025 Email: <a href="mailto:vincent.salas@dzsp21.com">vincent.salas@dzsp21.com</a>	Daniel Soto Safety Technician Ph: 671-339-3132 Cell: None Email: <a href="mailto:Daniel.Soto@dzsp21.com">Daniel.Soto@dzsp21.com</a>
<b>Contingency Manager</b> Coordinates mission critical requirements to ensure BOSC continuity in support of base operations. Represents BOSC in Emergency Operations Center activities	Debbie Mae Cruz Contingency/Security Manager Ph: 671-339-3919 Cell: 671-682-2182 Email: <a href="mailto:debbie.perez@dzsp21.com">debbie.perez@dzsp21.com</a> <a href="mailto:Debbie.cruz.ctr@fe.navy.mil">Debbie.cruz.ctr@fe.navy.mil</a>	Suzette Gutierrez Office Manager Ph: 671-339-3997 Cell: 671-685-2911 Email: <a href="mailto:Suzette.Gutierrez@dzsp21.com">Suzette.Gutierrez@dzsp21.com</a>
<b>Human Resources: Liaison and supp</b>	Therese Stanley HRO Manager Ph: 671-339-3974 Cell: 671-487-0272 Email: <a href="mailto:therese.stanley@dzsp21.com">therese.stanley@dzsp21.com</a>	Shannon Quinata Business /Annex 0200 Manager Ph: 671-339-3971 Cell: 671-488-3900 Email: <a href="mailto:Shannon.quinata@dzsp21.com">Shannon.quinata@dzsp21.com</a>
<b>Public Works Director</b>	Mark Lopez Public Works Director Ph: 671-339-4415 Cell: 671- 687-3220 Email: <a href="mailto:mark.lopez@dzsp21.com">mark.lopez@dzsp21.com</a>	Benny Dimapan Annex 1502 Manager Ph: 671-339-3111 Cell: 671-688-0214 Email: <a href="mailto:Benny.Dimapan@dzsp21.com">Benny.Dimapan@dzsp21.com</a>
<b>Business Manager</b>	Shannon Quinata Business /Annex 0200 Manager Ph: 671-339-3971 Cell: 671-488-3900	Xiomara Ungacta Finance Director Ph: 671-339-3929 Cell: 671-682-1868



	Email: <a href="mailto:Shannon.quinata@dzsp21.com">Shannon.quinata@dzsp21.com</a>	Email: <a href="mailto:Xiomara.Ungacta@dzsp21.com">Xiomara.Ungacta@dzsp21.com</a>
<b>Program Management</b>	Wayne Cornell President/CEO/ Project Director Ph: 671-339-3998 Cell: 671-488-5837 Email: <a href="mailto:Wayne.Cornell@dzsp21.com">Wayne.Cornell@dzsp21.com</a>	Robert Jackson Deputy Project Director/Operation Manager Ph: 671-339-3204 Cell: 671-788-7577 Email: <a href="mailto:robert.jackson@dzsp21.com">robert.jackson@dzsp21.com</a>
<b>Quality Management</b>	Shiela Concepcion Quality Manager Ph: 671-339-3969 Cell: 671-483-8869 Email: <a href="mailto:Shiela.Concepcion@dzsp21.com">Shiela.Concepcion@dzsp21.com</a>	Lorrie Uong Quality Supervisor Ph: 671-339-3920 Cell: NONE Email: <a href="mailto:Lorrie.Uong@dzsp21.com">Lorrie.Uong@dzsp21.com</a>

## Business Pandemic Influenza Planning and Response Checklist

In the event of pandemic influenza, the company will play a key role in protecting employees' health and safety as well as limiting the negative impact to the customer and society. Planning for pandemic influenza is critical. To assist you in your efforts, the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist for large businesses. It identifies important, specific activities large businesses can do now to prepare, many of which will also help you in other emergencies. Further information can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov) and [www.cdc.gov/business](http://www.cdc.gov/business).

### 1.1 Plan for the impact of a pandemic:

Completed	In Progress	Not Started	Task	Comment
			Identify a pandemic coordinator. Establish pandemic planning and implementation teams, including chain of command, with clearly defined roles, responsibilities, and authorities for preparedness and response planning. Establish lines of communication and authority within the overall organization. The planning process should include input from labor representatives.	
			Monitor the status of pandemic as reported through official sources such as Centers for Disease Control ( <a href="http://www.cdc.gov/">www.cdc.gov/</a> ) or Guam's Department of Public Health and Social Services ( <a href="http://www.dphss.guam.gov">www.dphss.guam.gov</a> ).	

			Identify essential employees and other critical inputs (e.g. raw materials, suppliers, sub-contractor services/ products, and logistics) required to maintain business operations by location and function during a pandemic.	
			Understand local governments' policy and the potential impact they may have on your business operations and emergency plans.	
			Analyze the capability of local governments to provide assistance to your company and employees.	
			If required, train and prepare ancillary workforce (e.g. contractors, employees in other job titles/ descriptions, retirees).	
			Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic (e.g. effect of restriction on mass gatherings, need for hygiene supplies).	
			Determine potential impact of a pandemic on business-related domestic and international travel (e.g. quarantines, border closures).	
			Establish an emergency communications plan and revise periodically. This plan includes identification of key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating business and employee status.	
			Implement an exercise/ drill to test your plan and revise periodically.	

### 1.2 Plan for the impact of a pandemic on your employees and customers:

Completed	In Progress	Not Started	Task	Comment
			Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.	





			Implement guidelines to modify the frequency and type of face-to-face contact (e.g. handshaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers (refer to CDC recommendations).	
			Encourage and track annual influenza vaccination for employees.	
			Evaluate employee access to and availability of healthcare services during a pandemic, and improve services as needed.	
			Evaluate employee access to and availability of mental health and social services during a pandemic, including corporate, community, and faith-based resources, and improve services as needed.	
			Identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan.	

### 1.3 Establish policies to be implemented during a pandemic:

Completed	In Progress	Not Started	Task	Comment
			Establish policies for employee compensation and PTO-leave absences unique to a pandemic (e.g. leave sharing, liberal leave), including policies on when a previously ill person is no longer infectious and can return to work after illness.	
			Establish policies for flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).	
			Establish policies for preventing influenza spread at the worksite (e.g. promoting respiratory hygiene / cough etiquette, and prompt exclusion of people with influenza symptoms).	
			Establish policies for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite (e.g. infection control response, immediate mandatory leave).	

			Establish policies for restricting travel to affected geographic areas (consider both domestic and international sites), evacuating employees working in or near an affected area when an outbreak begins, and guidance for employees returning from affected areas (refer to CDC travel recommendations).	
			Set up authorities, triggers, and procedures for activating and terminating the company's response plan, altering business operations (e.g. shutting down operations in affected areas), and transferring business knowledge to key employees.	

#### 1.4 Allocate resources to protect your employees and customers during a pandemic:

Completed	In Progress	Not Started	Task	Comment
			Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations.	
			Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.	
			Ensure availability of medical consultation and advice for emergency response.	
			Work with local law enforcement/NBG Security Forces to develop security plans to protect operations, facilities, etc.	

#### 1.5 Communicate to and educate your employees:

Completed	In Progress	Not Started	Task	Comment
			Develop and disseminate programs and materials covering pandemic fundamentals (e.g. signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/ sneezing etiquette, contingency plans, social distancing).	
			Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly.	
			Ensure that communications are culturally and linguistically appropriate.	
			Disseminate information to employees about your pandemic preparedness and response plan.	





			Provide information for the at-home care of ill employees and family members.	
			Develop communication strategies for communicating pandemic status and actions to employees, vendors, suppliers, and customers inside and outside the worksite in a consistent and timely way, including redundancies in the emergency contact system.	
			Identify community sources for timely and accurate pandemic information (domestic and international) and resources for obtaining counter-measures (e.g. vaccines and antivirals).	
			Establish a system to account for employee status (e.g. dial-in system)	

### 1.6 Coordinate with external organizations and help your community:

Completed	In Progress	Not Started	Task	Comment
			Collaborate with insurers, health plans, and major local healthcare facilities to share your pandemic plans and understand their capabilities and plans.	
			Collaborate with military, federal, state, and local public health agencies and/or emergency responders to participate in their planning processes, share your pandemic plans, and understand their capabilities and plans.	
			Communicate with local and/or state public health agencies and/or emergency responders about the assets and/or services your business could contribute to the community.	
			Share best practices with other businesses in your communities, chambers of commerce, and associations to improve community response efforts.	

### 1.7 Overall Preparedness and Response Checklist

1.	HPCON O Routine	DATE / TIME	INITIALS
	<ul style="list-style-type: none"> <li>Review and disseminate information provided by Pandemic Planning Coordinator and/or Contingency Planner to annex personnel.</li> </ul>		



<ul style="list-style-type: none"> <li>Assess and identify mission essential job functions and essential personnel. Request update of contact information for Annex personnel. Provide report to: <a href="mailto:DZSP21PandemicResponse@dzsp21.com">DZSP21PandemicResponse@dzsp21.com</a></li> </ul>			
<ul style="list-style-type: none"> <li>Prepare to capture response costs for later submission</li> </ul>			
<ul style="list-style-type: none"> <li>Identify areas of mission impact should employees be sent home or HPCON level is elevated</li> </ul>			
<b>2.</b>	<b>HPCON A – Limited: Health Alert</b>		
<ul style="list-style-type: none"> <li>Annexes will maintain a list of personnel who have travelled to affected countries and provide to DZSP 21 HRO and Contingency Planner.</li> </ul>			
<ul style="list-style-type: none"> <li>Control and maintain any possible epidemic within the organization.</li> </ul>			
<ul style="list-style-type: none"> <li>DZSP 21 will continue to assess and identify mission essential functions and essential personnel.</li> </ul>			
<ul style="list-style-type: none"> <li>Annexes will identify personnel skill sets and trainings required to augment positions in need.</li> </ul>			
<ul style="list-style-type: none"> <li>Identify contract deliverable that may need to curtail or request for waiver.</li> </ul>			
<ul style="list-style-type: none"> <li>Contingency planner will coordinate planning, preparation and response actions as directed.</li> </ul>			
<ul style="list-style-type: none"> <li>DZSP 21 Contracts will coordinate with Government Contracting Office (KO) on identifying mission essential functions to continue to operate and funding required to support the event.</li> </ul>			
<b>3.</b>	<b>HPCON B – Moderate: Strict hygiene</b>	<b>Date/ Time</b>	<b>Initial</b>
<ul style="list-style-type: none"> <li>Assess employees who may be displaying symptoms. When identified, sent those employees home with notification to: <a href="mailto:DZSP21PandemicResponse@dzsp21.com">DZSP21PandemicResponse@dzsp21.com</a></li> </ul>			
<ul style="list-style-type: none"> <li>Initiate orders required PPE to support (i.e. masks, gloves, eye protection, alcohol, sanitation wipes, etc.)</li> </ul>			
<ul style="list-style-type: none"> <li>Limit access to workspace / area. Essential personnel only. Release non-essential personnel as determined by Executive Leadership.</li> </ul>			
<ul style="list-style-type: none"> <li>Screen all personnel who seek access to installations or facilities utilizing the health questionnaire as a reference</li> </ul>			
<ul style="list-style-type: none"> <li>Provide Status on Mission essential work and impact based on current status: <ul style="list-style-type: none"> <li>Manning</li> <li>Resources</li> <li>PPE</li> </ul> Report to be provided to: <a href="mailto:DZSP21PandemicResponse@dzsp21.com">DZSP21PandemicResponse@dzsp21.com</a> </li> </ul>			



4.	HPCON C – Substantial: Social distancing	Date/ Time	Initial
	<ul style="list-style-type: none"> <li>Contingency Planner will continue to attend briefings and provide feedback to executive leadership on NBG guidances/directions.</li> </ul>		
	<ul style="list-style-type: none"> <li>Pandemic Coordinator will continue to provide guidance to annex managers and employees.</li> </ul>		
	<ul style="list-style-type: none"> <li>Executive leadership will continue to monitor the situation to determine if non-essential personnel will be released or used to augment mission essential annexes.</li> </ul>		
5.	HPCON D – Severe: Restriction of movement (e.g., quarantine); mass evacuation; mass decon		
	<ul style="list-style-type: none"> <li>Executive leadership will continue to monitor the situation to determine if non-essential personnel will be released or used to augment mission essential annexes.</li> </ul>		
	<ul style="list-style-type: none"> <li>Contingency Planner will continue to work closely with EOC and PWO to ensure support to mission essential functions are provided.</li> </ul>		

#### 1.8 Prepare for post-pandemic scenarios:

Completed	In Progress	Not Started	Task	Comment
			Assess availability of medical, mental health, and social services for employees after the pandemic. Provide after action and lessons learned report	
			Post-pandemic review of response and revise plan as needed.	
			Prepare for possible follow-on pandemic waves.	



## References

Joint Region Marianas Press Releases

Department of Public Health and Social Services

Office of the Governor of Guam Press Releases

Guam Homeland Security (GHS) Press Releases

Centers of Disease Control and Prevention [www.cdc.gov](http://www.cdc.gov)

World Health Organization [www.who.int](http://www.who.int)



## HRO Policy Reminders

### Absences

In the event an employee has symptoms related to the pandemic while at work, employee must be sent home to minimize the spread of infections to customers and other staff. Currently, HR policy states if employee is sick for more than three days s/he must provide a return to work doctor's certification. For those who have been quarantined, management requires a doctor's certification stating that employee is fit to return to work and is not contagious after being quarantined.

Employee will be paid in accordance with current HRO policies. Non-exempt and exempt personnel who are unable to be come to work due to an illness or have been quarantined based on the direction by Executive Management must use Paid Time Off (PTO) leave. Employees would use Leave Without Pay (LWOP) once they have exhausted all their PTO hours, or leave sharing options may apply.

### Leave Without Pay/ Unpaid Leave

Employees will comply with current HRO policies. Employees who do not have enough PTO must use Leave without pay. All unpaid leave requires pre-approval by Program Management. There may be circumstances where pre-approval is not feasible (you develop symptoms over the weekend, e.g.); the employee would still be required to notify their annex manager who would then notify Program Management. LWOP would then need to be ratified following the employees.

### Family Medical Leave Act

An employee who is sick or whose family members are sick may be entitled to leave under the Family and Medical Leave Act (FMLA) under certain circumstances. The FMLA entitle eligible employees of covered employers to take up to 12 weeks of unpaid, job protected leave in a designated 12-month leave year for specified family and medical reasons which may include the flue where complications arise that create a "serious health condition" as defined by the FMLA. Employees on FMLA leave are entitled to the continuation of group health insurance coverage under the same conditions, as coverage would have been provided if the employee had been continuously employed during the leave period.

### Paid Time Off

In the event of a pandemic outbreak and to ensure continuity of essential operations services, pre-approved vacation leave may be cancelled. Any cancellation or request for leave will be at the discretion of Annex Managers or above and will be monitored for consistency.

### Leave Sharing Policy

During a pandemic, leave sharing is made available with the following guidance:

- Minimum PTO balance of 80 hours prior to sharing is waived
- Not applicable during base lockdown

## Appendix 1

### Response to Coronavirus (COVID-19) 2019-2020

#### Background

According to the Center for Disease Control (CDC) and Prevention,

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has not been previously identified in humans. Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.<sup>1</sup>

The virus that causes COVID-19 is infecting people and spreading easily from person-to-person. Cases have been detected in most countries worldwide and community spread is being detected in a growing number of countries. On March 11, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization (WHO).

This is the first pandemic known to be caused by the emergence of a new coronavirus. In the past century, there have been four pandemics caused by the emergence of novel influenza viruses. As a result, most research and guidance around pandemics is specific to influenza, but the same premises can be applied to the current COVID-19 pandemic.

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties, which may appear 2-14 days after exposure. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

#### Protective measure against the new coronavirus

Follow the guidelines provided in this Preparedness and Response guide to take care of your health and protect others by

- Maintaining cleanliness by washing hands frequently or surfaces of common areas;
- Maintaining social distancing of at least three feet between yourself and anyone who is coughing or sneezing;
- Avoid touching eyes, nose and mouth
- Practice respiratory hygiene
- Thoroughly cooking meat and eggs
- Seek medical care early when experiencing influenza like symptoms of fever, cough and difficulty breathing

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<sup>1</sup>  
(<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>)



- Stay informed and follow advice given by your healthcare provider

### **DZSP 21 Directives (dated 16 March 2020)**

Aligned with policies that the Government of Guam and NBG have published, the following are the self-quarantine (stay home) guidelines:

- Personnel who have returned from travel off-island starting 1 March 2020 shall self-quarantine for a minimum of 14 days following their return
- Personnel who have family members or others within their household that live with them and recently travelled off-island starting 1 March 2020 shall self-quarantine (stay home) for a minimum of 14 days following their return
- Though exceptions are made for travelers who possesses a DPHSS recognized and certified document that attests he or she is not infected with COVID-19, this certified document WILL NOT allow access to the base. Personnel shall self-quarantine for 14 days
- If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your health care provider immediately for medical advice and self-quarantine for a minimum of 14 days
- Personnel exhibiting any flu-like symptoms remain at or be sent home as well to prevent the spread of any germs. A doctor's certification to return to work may be requested by management for absences less than the three-day requirement or mandated for absences greater than three days
- Personnel who have had possible exposure with a person who was either tested positive for COVID-19 or have been in contact with an individual who tested positive for COVID-19 must self-quarantine for a minimum of 14 days. If this employee tests positive for COVID-19, any/ all personnel who had contact with this employee shall self-quarantine for 14 days
- Personnel who has had exposure to a person who travelled and has tested negative for COVID-19 shall either exercise their right to self-quarantine or continue to work and self-monitor for the next 14 days. If you experience influenza like symptoms, please seek medical assistance and self-quarantine for 14 days
- Seek clarification from KO: travelled, tested negative COVID-19, need self-quarantine for 14 days still, medical clearance before returning to work within 72 hours
- Personnel on high-risk are recommended to self-quarantine
- Failure to report and/or comply may result in severe disciplinary actions as such employees may be putting others at risk
- During the quarantine period, employees will be required to utilize PTO or LWOP. Leave sharing will be an option, however proof of the travel for the employee and/or immediate family member will need to be provided. A medical clearance with a return to work date from a medical provider within last 72 hours would need to be submitted to HR prior to return to work

Other guidance to encourage social distancing include:

- All internal trainings and off-island travel
- Require meetings be limited to those "as needed" and attended by only essential personnel
- Stay Up to Date with reputable sources

Guidance in interacting with incoming vessels IAW NAVBASEGUAMNOTE 6210:

- Pilot and tug crew will be medically screened prior to boarding the vessel or supporting personnel transfers. Consider possible delays of ~20 minutes prior to services (seek contract waiver if it impacts the 2-hour requirement)
- Line handlers are using proper PPE, including gloves
- Wharf were vessels are berthed are being shut down. MX may be delayed in those areas; check with Port Control prior to execution of maintenance/repair (contact: 339-6141)



- Vessels not underway for 14 days are following containment/isolation procedures
- Except for Emergency situation, NBG will not board vessel/submarine
- Maintain minimum of 6 feet distance from one another, particularly those experiencing influenza like symptoms
- Stay posted on possible/ affected areas and wharves for closure and communicate to your chain of command any delays in executing contract requirements

Despite ongoing events, DZSP 21 has a mission to support, and must continue to perform our duties. Please cooperate with the direction provided above for yourself, your family and the community. There is no need to panic. Remain calm and make sure that you are educating yourself and your family on the latest information available to you regarding this coronavirus.

It is important to note that the situation can change quickly. The community is reminded to only share official notices and visit the following links for the most up-to-date information:

- \* CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- \* DPHSS website: <http://dphss.guam.gov/2019-novel-coronavirus-2019-n-cov/>
- \* GHS/OCD website: <<https://ghs.guam.gov/coronavirus>> <https://ghs.guam.gov/coronavirus-covid-19>;

<https://ghs.guam.gov>

- \* NBG and Andersen's Facebook page for updated on information base changes.