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## DPHSS Guidance Memo 2020-29

Re: Businesses and Organizations Authorized to Operate during Pandemic Condition of Readiness Level 3 (PCOR3)

The purpose of this document is to outline the minimum requirements for the opening of all businesses, with the exception of senior centers and organized sports leagues, tournaments, and events, during Pandemic Condition of Readiness Level 3 (PCOR3), which was declared by *Maga'hagan Guahan* Lourdes A. Leon Guerrero on July 20, 2020.

This document *supersedes* DPHSS Guidance Memoranda 2020-01 (March 19, 2020); 2020-02 (March 28, 2020); 2020-05 (April 08, 2020); 2020-06 (April 08, 2020); 2020-07 (May 7, 2020); 2020-08 (May 15, 2020); 2020-10 (May 27, 2020); 2020-14 (June 6, 2020); 2020-19 (June 13, 2020); 2020-21 (June 18, 2020); and 2020-24 (June 22, 2020), and *supplements* DPHSS Guidance Memoranda 2020-09 (May 27, 2020); 2020-12 (June 10, 2020); 2020-13 (June 03, 2020); 2020-15 (June 6, 2020); 2020-16 (June 6, 2020); 2020-17 (June 6, 2020); 2020-18 (June 10, 2020); 2020-20 (June 13, 2020); 2020-22 (June 18, 2020); 2020-23 (June 18, 2020); 2020-25 (June 22, 2020); 2020-26 (June 24, 2020); 2020-27 (July 15, 2020); and 2020-28 (July 9, 2020).

### A. General Requirements and Restrictions

1. 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 matter.
  - Childcare center facilities shall continue to operate at no more than 50% of child enrollment.
  - Bars and Taverns shall continue to operate at no more than 50% occupancy rate.
2. Post signage at the entrance to remind employees and patrons on how to:
  - Stop the spread of COVID-19
  - Properly wash hands
  - Promote everyday protective measures
  - Properly wear a face covering

The following links provide downloadable signs and other educational materials:

- <http://dphss.guam.gov/covid-19-educational-resources/>
  - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
  - <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html>
3. All employees and patrons must wear mask, which is to cover both the nose and the mouth, unless otherwise specified or allowed in previous guidance memoranda.

- Masks with exhalation valve are discouraged as it does not stop virus droplets from escaping and possibly infecting others. Further, such masks with exhalation valve are prohibited in Schools and Institutions of Higher Education.
  - Face shield is not an option in lieu of a face mask. It can be used as an additional barrier but not meant to replace a face mask.
  - The establishment may adopt U.S. Centers for Disease Control and Prevention (CDC) guidelines for face coverings for certain population and situations, including those with certain medical conditions, such as asthma and COPD (“Who Should Not Wear a Cloth Face Covering” and “Feasibility and Adaptations”):
  - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#not-wear>.
4. Have a written pandemic plan that addresses the following:
- Minimum requirements outlined in this memorandum and the “*Minimum Pandemic Workplace Operational Requirements*” (attachment to DPHSS Guidance Memo 2020-07);
  - Protecting high-risk patrons and staff (older persons, persons with underlying medical conditions);
  - Sick employees, particularly those with COVID-19 symptoms; and
  - How and who will be monitoring and enforcing these measures internally.

## **B. Employee Health and Hygiene**

1. Employees and customers must be provided access to hand washing facilities with soap, water, and sanitary paper towel or with an approved gel and/or liquid hand-sanitizer.
2. Educate all employees about COVID-19 prevention, this includes appropriate and frequent hand-hygiene practices, respiratory hygiene, mask use, symptoms of COVID-19 and what to do if feeling sick.
3. Signs must be posted at conspicuous location(s) at all public entries stating that persons who are experiencing respiratory illness and symptoms of COVID-19 are prohibited from entering.
4. Establish written procedures for employees who have symptoms of COVID-19, or who are feeling unwell, so that the individual is sent home or isolated from others. The establishment must follow CDC or DPHSS guidelines, whichever is more stringent.
5. Promote healthy hygiene and have adequate supplies to support healthy hygiene behaviors.
  - Encourage employees to wash their hands immediately upon entering establishment or workplace and utilize hand-sanitizer when handwashing is not readily available.
  - Soap and sanitary paper towel (or hand-dryer) are to be provided.
6. 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 in this document.

## **C. Cleaning, Disinfection, and Ventilation**

1. Frequently clean and disinfect all “high-touch” surfaces.
2. Follow CDC’s guidelines for cleaning and disinfecting surfaces:  
[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf).

If commercial-grade, EPA-registered household disinfectant is unavailable, a home-made disinfectant may be used by mixing 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/disinfecting-your-home.html>).

3. Ensure that toilet facilities and handwashing sinks are thoroughly and regularly cleaned and disinfected.
4. Create a regular cleaning and disinfecting schedule for daily operations.
5. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, such as by opening windows and doors.
6. Take steps to minimize air from blowing from one person directly at another individual if fans and other mechanical ventilation systems are used.

#### **D. Social Distancing and Other Protective Measures**

1. Office spaces, waiting or meeting rooms, dining areas, break rooms, communal seating area, or similar areas are to be arranged so to ensure minimum of 6 feet of separation between people, tables, or chairs.
2. In situations where people will form lines inside and outside of retail spaces, businesses are to enforce the minimum 6 feet distancing and provide signs or other visual cues such as tape or chalk marks.
3. If providing counter-service, protect employees and patrons through distance and/or placement of physical barriers, and:
  - Limit waiting areas;
  - Promote appointments;
  - Limit clients entering the premises of the building; and
  - Implement other strategies to minimize direct interaction with the public.
4. Congregation of people during outdoor activities are limited to no more than 50 people, while indoor congregation is restricted to 50% of the occupancy load; both outdoor and indoor activities must ensure a minimum of 6 feet of separation between people, tables, or chairs.

#### **E. Enforcement of Public Nuisances**

Any business which fails to operate consistent with applicable and current Executive Orders and/or Public Health Guidance shall be deemed a public nuisance under Chapter 20, Title 10 of the Guam Code Annotated. Further, DPHSS Division of Environmental Health (DEH) shall consider such public nuisance as a violation of the conditions of the business' Sanitary Permit. If a business is found to be in violation, DEH may revoke or suspend the Sanitary Permit in accordance to Guam law and regulations.

Businesses and organizations, which were authorized to operate during PCOR 2 and had previously submitted their plans to the Department of Public Health and Social Services, will need to update their plans, if necessary, as a result of this memorandum. Those businesses and organizations that have yet to submit their plans must do so via email to [PCOR3Plans@dphss.guam.gov](mailto:PCOR3Plans@dphss.guam.gov).

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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