



PORT OF GUAM
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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 18, 2020

INTER-OFFICE MEMORANDUM

TO: All Employees

FROM: Rory J. Respicio, General Manager *Rory Respicio*

SUBJECT: Guidance on Prevention of COVID-19

Hafa Adai! In accordance with Executive Order No. 2020-04, and as the Government of Guam continues to aggressively implement its response to prevent and contain the transmission of COVID-19 on Guam, we would like to remind you of the following processes to be taken to prevent the risk of you and others and to help slow the spread of this virus:

1. Avoid social gatherings in groups of more than 50 people and if possible, practice social distancing—by increasing your physical space between people at least 6 feet away to lessen your chances of catching COVID-19.
2. If you wish to greet a friend—do so verbally—avoid physical gestures, such as, shaking hands, hugging, etc.
3. Avoid eating or drinking at bars, restaurants and food courts. Use drive through, pick-up or delivery options.
4. Avoid discretionary travel, shopping trips and social visits.
5. Do not visit nursing homes or long-term care facilities.
6. Practice good hygiene.
7. Wash your hands especially after touching any frequently used item or surface.
8. Avoid touching your face.
9. Sneeze or cough into a tissue or the inside of your elbow.
10. Disinfect frequently used items and services as much as possible.

Employees who have returned from countries or states that have been exposed to COVID-19, are required to self-quarantine for a period of 14 days. Division heads will be required to provide me with a daily roster of employees who are currently on leave status, and will continue to do so unless otherwise rescinded by me.

Should you have any questions, please feel free to contact DGMO Dominic Muna, DGMA Luis Baza or me. *Si Yu'os Ma'ase.*