



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

March 23, 2020

**MEMORANDUM**

**TO:** Port Employees  
**FROM:** Rory J. Respicio, General Manager  
**SUBJECT:** **Port Clinic**

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This memorandum is to inform you that the Port Clinic is open and operational. This is made possible through the directive of Governor Lou Leon Guerrero, and Public Health Director Linda DeNorcey, in consultation with our Port Authority of Guam Chairman and Board of Directors.

Please let us first take a moment to thank you for your dedication and sacrifices during these challenging times. You are an essential employee, and mission-critical to ensure that the Port of Guam remains 100% operational. To ensure the continuity of critical services, please continue to practice the following:

**I. Prevention – Workplace Measures**

With the knowledge that contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads, the following measures are encouraged.

- Maintain good personal hygiene, including handwashing with soap and water, or the use of alcohol-based hand rubs. Wash hands:
  - regularly and thoroughly with soap and water
  - Before and after preparing food
  - After going to the toilet
  - Before and after eating
  - After coughing and sneezing; cover your mouth always
  - After removing personal protective equipment
  - Display notices in washrooms on proper handwashing techniques;
- Always wear a mask and gloves:
  - If you have a fever, cough, or runny nose
  - If you are recovering from an illness;
  - Change your mask and gloves regularly or if soiled or wet;
  - Wash your hands with soap and water after disposing a soiled mask properly into a bin;
  - Sneezing and coughing should be done onto tissue paper which should be carefully disposed;
- Avoid sharing cups, cutlery, etc.
- Avoid physical contact such as shaking hands;
- Avoid close contact with people who are sick;
- Make sure work areas are clean and hygienic:
  - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly;

- Place sanitizing hand rub dispensers in prominent places around the workplace. Ensure dispensers are regularly refilled;
- Avoid touching surfaces with your bare hands;
- Avoid gatherings that aren't essential to business to best protect yourself against getting sick;
- Maintain good indoor ventilation; and
- Place distance between yourself and other people.

## II. Port Clinic

The Port Clinic will be staffed by healthcare professionals, 24 hours a day, seven days a week (if necessary and depending on weekend business activity.) These nurses are available to take your temperature and observe you for any symptoms you may be experiencing that are related to COVID-19. If you have been in contact with a co-worker, family or friend, who has been informed by Public Health that they have been exposed to someone who confirmed positive for COVID-19, please observe the following Public Health guidelines:

1. Notify your supervisor within two (2) hours of when Public Health informed you;
2. If you are **symptomatic** (experiencing the COVID-19 symptoms), you are to immediately self-quarantine, call your physician, then notify your supervisor. All of this should also happen within two hours of when you are feeling symptomatic;
3. If you are **asymptomatic** (experiencing no COVID-19 symptoms), please inform your supervisor. You will still be required to come to work, and must continue to observe all extraordinary precautions. [We must continue to act as if though we have COVID-19, as well as those we come in contact with are also positive for COVID-19. Please refer to the guidelines.]. The Port Clinic is available for you to be screened and monitored.

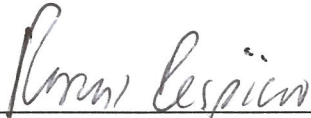
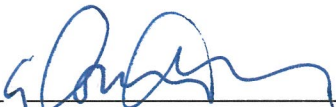
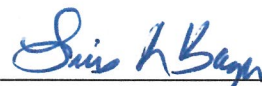
Note that pursuant to the Port's Pandemic Influenza Plan, if you are sick, please refer to page 17 "Organization and Assignment of Responsibilities", focusing on Item 8 as follows:

8. Immediately inform the General Manager and Safety Administrator of a potential infected employee and execute prevention and preparedness measures on pages 10-12 as identified in the Annex.

If you have access to a smartphone device, and interested in being included in our chat group, please notify Ms. Annette Mafnas, General Administration Division.

Thank you for taking the time to read this memorandum, and for doing your part at work and at your home to stop COVID-19 from spreading any further. Please know that we are available, at all times of the day and night, to answer any questions or concerns you may have relative to this pandemic.

***Stay Safe, and Stay Port Strong!***

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Rory J. Respicio, General Manager    Dominic G. Muna, DGM Operations    Luis R. Baza, DGM Adm/Fin.