


August 3, 2020

**President's Directive 2020-01**

TO: All University Employees, Students, Visitors, Tenants, and Contractors

From Thomas W. Krise, President 

**Re: Public Health Emergency PCOR3 Directives for UOG**

Guam has been in a state of public health emergency since it was declared by Governor Leon Guerrero on March 14, 2020. The COVID-19 pandemic has greatly disrupted our personal and work routines and has affected operating our services within the University of Guam. On July 19, the Governor issued Executive Order (EO) 2020-24, which extended Guam's public health emergency to August 29, 2020, and transitioned Guam into Pandemic Condition of Readiness 3 (PCOR3), which allows most businesses to reopen and activities to resume under moderate conditions. While PCOR3 reduces restrictions, there is an increased possibility of further spread of COVID-19 unless we all continue taking precautions to protect ourselves and others around us.

To comply with the Governor's EO and DPHSS guidance, the University must implement and enforce practices and procedures that protect all personnel. **For this directive, "personnel" is defined as ALL UOG employees, students, visitors, tenants, and contractors unless specifically stated otherwise.**

All University departments will be responsible to ensure all personnel participating in their activities and using their facilities comply with these requirements. Non-compliance issues can be reported to: [covidsafety@triton.uog.edu](mailto:covidsafety@triton.uog.edu)

Please review the attached **UOG Crisis and Disaster Management Plan for Pandemic Plan and Procedures** to understand the framework for UOG's continuity of operations plan (COOP). More information about UOG's response to the pandemic can be found at [www.uog.edu/covid19](http://www.uog.edu/covid19).

All personnel are expected to follow the guidance outlined below which have been considered best practices and proven to minimize risks:

- **Be Aware of Campus Procedures.** Upon arrival to campus, please put on your mask before proceeding to a building. And, once at the entrance of a building you may be scanned for temperature and facial recording so we know who is on campus. You may also be asked the typical COVID screening questions. If you have a temperature higher than 100 degrees, don't feel well, or have been in contact with someone who has had the virus recently, we will ask you to return to your vehicle and go home. Please inform your employer or instructor that you are unable to work or attend classes. If you are healthy, we will ask you to sanitize your hands before proceeding further into a building. Please follow all floor, office, classroom, bathroom, and elevator signage.

If you have been exposed to a possible COVID-positive person, you may be contacted by professional Contract Tracers so that virus spread can be minimized.

T: +1 671.735.2990 F: +1 671.734.2296 W: [www.uog.edu](http://www.uog.edu)

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

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- **Wear Masks on Campus.** ALL personnel must wear a mask or cloth face covering. All personnel will properly wear them, covering both nose and mouth while on-campus, to include inside and outside of buildings and when in the presence of other people. Masks must be worn even if personnel are wearing face shields and if the personnel is behind a plexiglass barrier. If personnel share an office space; masks should be worn at all times. All personnel must also wear a mask or cloth face covering while in UOG official vehicles and boats, on- and off-campus, when there is more than one person inside. See *resource: [World Health Organization - Masks](#)*.
- **Maintain Social Distancing.** Avoid close contact and any physical greetings such as handshakes and hugs. Keep a minimum distance of six (6) feet between you and other people. Signage and floor decals have been placed around campus to remind us of this requirement.
- **Wash or Sanitize Hands Frequently.** Handwashing is one of the best ways to protect yourself from getting sick. If washing your hands isn't an option, use hand sanitizer with at least 60% alcohol content. See *resource: [Centers for Disease Control – Handwashing](#)*
- **Cover Coughs and Sneezes.** You could spread COVID-19 and other diseases even if you do not feel sick. Properly dispose of used tissues in the trash. Immediately wash your hands with soap and water or use hand sanitizer with at least 60% alcohol content.
- **Avoid and Discourage Large Gatherings.** This will limit potential exposure to COVID-19. Current guidance from the Governor's EO 2020-24, dated July 19, 2020 and Department of Public Health and Social Services (DPHSS) Guidance Memo 2020-29, dated July 20, 2020, provides occupancy limits congregations or gatherings as follows (these are subject to change on short notice):
  - A congregation or gathering for indoor activities is restricted to no more than fifty percent (50%) of the room capacity load.
  - A congregation or social gathering for outdoor activities are limited to no more than fifty (50) people.
  - Both indoor and outdoor activities will ensure a minimum of six (6) feet of separation between people, tables, or chairs.
- **Monitor Your Health and Exposure to Others.** If you are sick or have been exposed to a COVID-19 positive individual, stay home and inform your supervisor or appropriate UOG point of contact for any activity or work arrangements or sick leave, as appropriate. Contact your medical service provider or DPHSS to assess your medical condition.
- **Practice Safety While Eating and Drinking.** There are risks when having a meal with two or more people who do not live together. While eating, particles can be projected from one person's mouth to another's who is in close proximity.

All personnel should eat at their desks, outside, or at authorized eating locations.

Lunchrooms are closed, and will only be used for significant, special circumstances under the

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discretion of your supervisor. Do not consume food or drink with your mask pulled down while walking around campus. Take your food or drink to a fixed location at least 8-10 feet away from others before removing your mask.

- **Request for Reasonable Accommodations.** Certain personnel may be at a higher risk based on certain conditions. Employees can contact Mr. Larry Gamboa, Acting EEO/ADA/Title IX Director at 765-2971 or email [lgamboa@triton.uog.edu](mailto:lgamboa@triton.uog.edu). Students may contact Ms. Sallie Sablan, Senior Academic Counselor, ADA Specialization at 735-2460 or email [sssablan@triton.uog.edu](mailto:sssablan@triton.uog.edu).

Medical documentation or proof of condition may be requested in order to assess and provide appropriate accommodation options. Accommodations are considered “reasonable” if they do not create an undue hardship or a direct threat.

- If a situation does occur, **DO NOT PANIC**. Reference our official procedures and think through the process to manage the situation while protecting yourself and others. See attached: **UOG Crisis and Disaster Management Plan for Pandemic Plan and Procedures**

### ENFORCEMENT

- Non-compliance with this President's Directive may result in progressive disciplinary actions for the employee and direct supervisor in accordance with UOG rules and regulations.
- Non-compliance with the Governor's EOs may result in fines and other penalties available under Guam law.

### CONTACT

For more information, contact the President's Office at 671-735-2990 or email [covidsafety@triton.uog.edu](mailto:covidsafety@triton.uog.edu).

The requirements in this directive will be updated should the Governor or DPHSS change their guidance or procedures regarding the COVID-19 pandemic. This Directive is enforced until replaced, rescinded, or the Governor places Guam in PCOR4.

### Attachments:

- UOG Crisis and Disaster Management Plan for Pandemic Plan and Procedures
- Governor's Executive Order 2020-24
- DPHSS Guidance 2020-29 and 27

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