

ANNEX E - UOG Crisis and Disaster Management Plan

University of Guam – Pandemic Plan and Procedures for Preparing and Operating Under PCOR3 / UPPOP3 - **AMENDMENT**

As of October 2, 2020

PURPOSE

To provide updated guidance on the use of UOG official vehicles during the public health emergency under Pandemic Condition of Readiness 1 (PCOR1).

SCOPE

These procedures apply to all official vehicles used by any personnel that are owned or are under the responsibility of the University of Guam (UOG). **“Personnel” is defined as UOG and/or Research Corporation of the University of Guam (RCUOG) employees, students, visitors, tenants, and contractors unless specifically stated otherwise.** UOG and RCUOG leadership will ensure all information are disseminated to all personnel in a timely manner.

Effective Sep 30, 2020, the Department of Public Health and Social Services (DPHSS) has telephonically authorized UOG to develop its own guidelines on the use of official vehicles and number of passengers within it while in operation, given current restrictions to social distancing, face mask use, sanitizing, and other guidelines.

All supervisors and personnel using official vehicles have the responsibility to enforce and comply with the guidance set forth in this amendment.

The UOG Safety and Security Office has the overall responsibility for monitoring compliance. Interim contact information: Office - 735-2902/2995; e-mail – dsokada@triton.uog.edu and hollyerj@triton.uog.edu. This office will also serve as UOG’s point of contact to respond to DPHSS inquiries and complaints/concerns from all personnel. This office will also evaluate UOG’s implementation of its guidelines and procedures.

Non-compliance issues can be reported to covidsafety@triton.uog.edu.

The primary contact for these procedures is the Chief Planning Office. Contact information: Office - 735-2902/2995; e-mail – dsokada@triton.uog.edu and hollyerj@triton.uog.edu.

REFERENCES

Current DPHSS Guidance Memos and telephonic authorization effective, Sep 30, 2020. Changes are subject to updates at any time as the Pandemic emergency situation is a fluid condition and can change the operational status on a moment’s notice.

GUIDANCE FOR OFFICIAL VEHICLE OPERATION

Guidance to all personnel using official vehicles to travel to and from UOG, around campus, and/or to off-campus locations:

1. The primary option is for one (1) person at a time to travel in a vehicle as this reduces risk and the spread of COVID-19 virus.
2. The maximum number of personnel authorized in an official vehicle is two (2), as determined by the task being conducted by the primary operator and supervisor. If there

is a bed outside of the cabin of the vehicle, such as a pickup truck, a third person may be in the bed of the truck, safely and properly seated.

3. If more than one (1) person must travel in an official vehicle, then all occupants will:
 - a. Wear masks over nose and mouth.
 - b. Roll the windows down (unless raining).
 - c. If there is a third person in the bed of a truck, that person will have a face mask available and used when the vehicle is not in motion.
4. All personnel using the official vehicle will sanitize the vehicle before and after use. This means wiping down high touch areas such as the steering wheel, door handles, turn signals, etc.
5. All personnel will wash their hands or use hand sanitizer with at least 70% alcohol prior to entering the vehicle and after using/sanitizing of the vehicle.
6. When not in the official vehicle, all personnel will resume social distancing of at least six (6) feet and continue to wear their face mask.

These measures are intended to keep all personnel safe and to minimize the spread of the COVID virus.

For more information concerning UOG's pandemic plan and procedures, refer to the Pandemic Plan and Procedures for Preparing and Operating Under PCOR3 / UPPOP3, dated August 3, 2020. Information is located at: www.uog.edu/covid-19.