

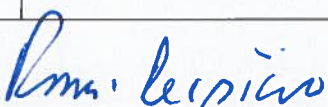


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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

POLICY MEMORANDUM NO. 2025-GM04

To: Port Employees, Shipping Agents, Contractors, Vendors	Subject: Infection Prevention During Servicing Operations
Effective Date: August 25, 2025	Revision Date:
Approved By:  RORY J. RESPICIO, General Manager	

I. PURPOSE.

The Port Authority of Guam recognizes that repeated COVID-19 infections increase the risk of severe health issues, including organ failure, diabetes, and mental health problems. Each subsequent infection can also raise the likelihood of developing long COVID, which can have lasting effects on various organ systems.

Given these dangers, this policy establishes procedures to reduce the spread of infectious diseases during servicing, repair, and maintenance at the Port Authority of Guam. It applies to all Port employees, contractors, and vendors performing work on Port equipment, facilities, vessels, or infrastructure.

II. SCOPE.

The policy covers:

- Equipment servicing and preventive maintenance (yard tractors, forklifts, gantry cranes, reefer plugs, etc.).
- Vessel servicing and dockside operations.
- Facility repairs and inspections within terminals, warehouses, and office spaces.
- IT equipment and systems servicing.
- Emergency repairs within operational areas.

III. ROLES AND RESPONSIBILITIES.

- Division Managers and Supervisors
 - Ensure all servicing personnel follow this policy.
 - Provide PPE, disinfectants, and sanitation supplies.
 - Review compliance and report lapses to the General Manager's Office.
- Technicians, Port Police, and Servicing Staff
 - Adhere to infection-prevention procedures while on duty.
 - Disinfect tools, shared vehicles, radios, and equipment before and after use.
 - Immediately report any potential exposure or sanitation concern.
- End Users of IT Services and Other Employees Requesting Support
 - Prepare work areas before IT or maintenance staff arrive by clearing unnecessary items.



- Wear masks and practice distancing while IT personnel or maintenance staff are servicing equipment.
 - Sanitize hands before and after using serviced equipment.
 - Follow cleaning and usage instructions provided after servicing.
 - Report any suspected infection exposure promptly to supervisors and the Safety Office.
- Facilities and Safety Office
 - Provide updated infection-control guidance based on CDC and Department of Public Health advisories.
 - Maintain records of incidents, cleaning schedules, and policy reviews.
 - Coordinate with Terminal and Operations staff on any required area closures or sanitation.

IV. PRE-SERVICING PROCEDURES.

- Perform a health self-assessment before reporting to work.
- Check in with the Safety Office if experiencing symptoms or after known exposure.
- Confirm vessel or facility protocols (masking, access control, crew restrictions).
- Ensure assigned PPE and disinfectants are on hand before starting work.

V. PERSONAL PROTECTIVE EQUIPMENT (PPE).

- Minimum PPE: face mask and disposable gloves for all servicing activities.
- Additional PPE (eye protection, coveralls, face shield) required when entering enclosed vessel spaces, confined areas, or high-touch environments.
- PPE must be replaced between service jobs and disposed of in designated receptacles.

VI. HYGIENE AND EQUIPMENT CLEANING.

- Wash or sanitize hands before and after servicing tasks.
- Disinfect shared tools, radios, keyboards, control panels, and steering wheels.
- Clean workstations and gangways at the start and end of shifts.
- Use only Port-approved disinfectants that are compatible with sensitive electronic and mechanical equipment.

VII. WORKSITE PRACTICES.

- Maintain safe distancing when feasible, particularly during servicing within crewed vessel areas.
- Limit personnel in confined spaces.
- Suspend eating, drinking, or use of personal items while inside service zones.
- Place temporary barriers or caution tape around active servicing to control access until disinfection is complete.
- Responding personnel have the authority to deny or suspend assistance if the worksite or end users are not in compliance with this policy. Assistance will resume only once proper safeguards are in place.

VIII. INCIDENT REPORTING.

- All exposures or failures in infection-control must be reported immediately to the Safety Office and Division Manager.
- Reports must include time, location, personnel involved, and steps taken.
- The Safety Office will investigate and coordinate area sanitation, medical referral, and documentation.

IX. DOCUMENTATION.

- Servicing logs must include PPE use, disinfection details, and completion sign-off.
- Logs will be maintained by division supervisors and subject to audit by the General Manager's Office.
- Incidents will be recorded for compliance review and reporting to the Board if required.

X. TRAINING AND AWARENESS.

- All Port employees engaged in servicing duties will complete infection-prevention training, with emphasis on the fact that repeated COVID-19 infections increase the risk of severe health issues, including organ failure, diabetes, and mental health problems. Each subsequent infection also raises the likelihood of developing long COVID, which can have lasting effects on various organ systems.
- End users of IT and other support services will receive instruction on their responsibilities, including preparing spaces for servicing, following PPE requirements during service calls, and complying with post-servicing hygiene protocols.
- Contractors must be briefed and sign acknowledgment of this policy before entering Port premises.
- Refresher training will be conducted annually or when public health guidance changes.

XI. RETURN TO WORK AFTER ILLNESS.

- Employees returning after illness must be cleared by the Human Resources Division in consultation with the Department of Public Health guidelines.
- Clearance will follow isolation, quarantine, or recovery timelines as applicable.

XII. REVIEW.

This policy will be reviewed annually by the Safety Office in coordination with the General Manager and updated as necessary to reflect new guidance.

XIII. ENFORCEMENT.

Failure to comply with this policy may result in disciplinary action under the Port Authority of Guam's Personnel Rules and Regulations and may affect contractor access to Port facilities. Responding personnel are fully authorized to withhold or withdraw assistance if compliance is not observed.