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Lieutenant Governor

CIVIL SERVICE COMMISSION
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DANIEL D. LEON GUERRERO
Executive Director

CSC No.: 2021-012

CIVIL SERVICE COMMISSION – COVID PROTOCOL
PCOR-3, EFFECTIVE FEBRUARY 22, 2021

The Department of Public Health and Social Services issued DPHSS Guidance Memorandum 2021-06 which details what businesses and services are authorized to operate under PCOR-3 which started Monday, February 22, 2021.

The purpose of the guidance is to advise the public of restrictions, allowances for business and government operations in accordance with Executive Order No. 2021-04. Furthermore, appointments are recommended for face-to-face service.

Government of Guam Departments and Agencies

A. Government of Guam Departments and Agencies are operational, including those making accommodations for walk-in services that emphasize on customer facing services provided, such offices are able to adequately protect their employees and the public through the implementation of COVID-19 mitigation measures provided by DPHSS Guidance Memorandum 2020-28. (Minimum Requirements for Government of Guam).

B. Work of Government of Guam social workers and other human services personnel who are authorized to conduct home visitations for the purpose of ensuring that social, educational, and human services are properly provided to for the members of the community; and that:

- 1) In as much as possible, there is no direct physical contact between the social workers/human services personnel and the client(s);
- 2) Social workers/human services personnel properly wash their hands or use approved hand sanitizers prior to the start, and after each home visit, and after the home visit;
- 3) Social distancing of not less than 6 feet is maintained;
- 4) Face masks are worn at all times by the GovGuam worker;
- 5) Frequent cleaning of all surfaces; and,
- 6) Permitting/encouraging teleworking.

Civil Service Commission Covid-19 Protocols pursuant to Executive Order 2021-01, January 19, 2021 remain effective.

[CSC Issued: February 23, 2021]



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**Civil Service Commission Covid-19 Protocols
Safety First, Service Second**

Pursuant to Governor's Executive Order 2021-01, January 19, 2021 and Department of Public Health Social Services Memo 2020-08, effective January 19, 2021, the Civil Service Commission (CSC) office will be open to the public from 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm. Except for holidays. CSC encourages clients and the public to work with our office by telecommunication.

The entrance to the CSC office will be inaccessible and visitors are asked to ring the bell or knock or call 647-1855 for service. To enter the office, you must wear a mask, exhibit no flu-like symptoms, and pass a thermal temperature testing. (Less than 100.4 F. or 38 C.) Visitors will be required to provide an ID and to be logged to include name, cell phone no., and email or work phone for contact tracing. Any person who fails to follow safety protocols or shows flu-like symptoms you will be required to leave the CSC facility.

Board Hearings resumes on February 2021 and adhere to Public Health & Social Services covid-19 protocols including social distance, wearing masks, sanitization, and washing of hands.

CSC Administrative Counsel will instruct parties that they are permitted up to 4 witnesses at any given time within the CSC facility. If there are 5 or more witnesses arrangements shall be made during prehearing

Administrative Counsel, Case Managers, and other CSC officials shall advise parties, clients, and witnesses to follow covid-19 protocols. Any person that violates the safety protocols shall be removed and the case may be postponed.