

Guidelines on Workplace Prevention and Control of COVID-19

Issued by the Department of Trade and Industry (DTI) and the Department of Labor and Employment (DOLE), the guidelines aim to assist private institutions allowed to operate during Enhanced Community Quarantine (ECQ) and General Community Quarantine (GCC) in developing the minimum health protocols and standards in light of the COVID-19 pandemic.

It shall apply to all workplaces, employers, and workers in the private sector.



DTI.Philippines



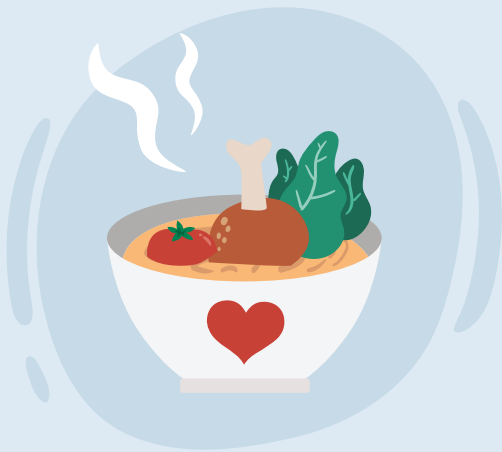
@DTIPhilippines



dti.gov.ph

INCREASE PHYSICAL AND MENTAL RESISTANCE

All workers must practice daily good habits:



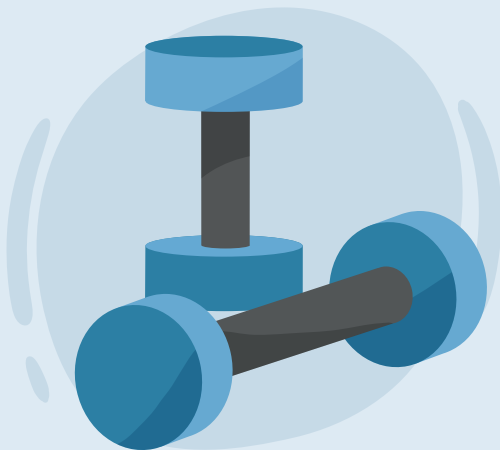
Consume **nutritious** and
well-cooked food



Drink plenty of fluids &
avoid alcoholic beverages



Sleep at least
eight (8) hours a day



Take time to **exercise**

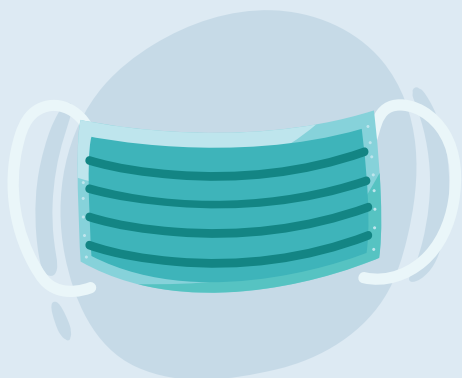


Take **vitamins***

**Companies are enjoined to provide free medicines and vitamins to their employees.
They shall also provide referral for workers needing counseling or presenting mental health concerns.*

REDUCING TRANSMISSION OF COVID-19

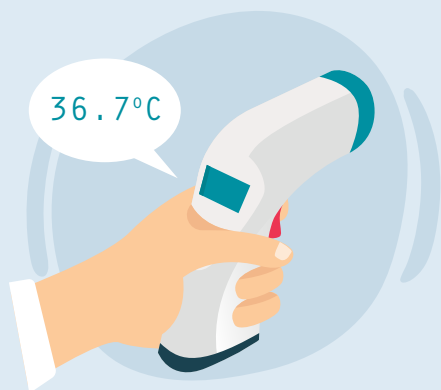
PRIOR TO ENTRANCE IN BUILDINGS OR WORKPLACES,
all employees and workers shall:



Wear **face masks** at all times and only remove them when eating or drinking



Accomplish the daily **Health Symptoms Questionnaire** and submit to the guard/ designated safety officer*



Have their **temperatures** checked**



Spray **alcohol/sanitizers** for both hands and be provided with disinfectant foot baths at the entrance, if practicable

**The Health Symptoms Questionnaire may be accessed thru: bit.ly/DTI-DOLE_workplace-guidelines*

***For temperatures above 37.5°C even after five (5) minutes of rest, person shall be isolated in an identified area and not allowed entry.*

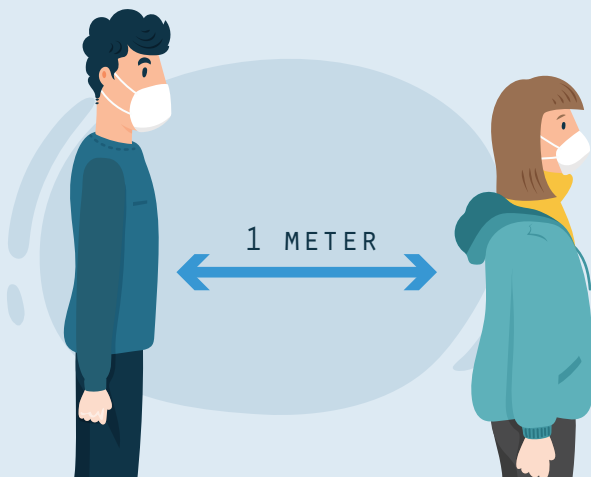
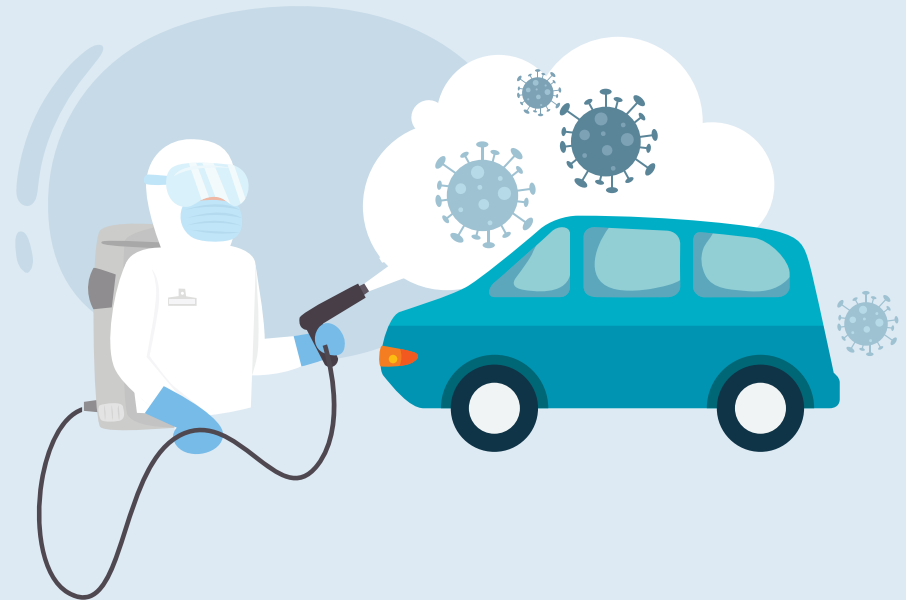
REDUCING TRANSMISSION OF COVID-19



Isolation area should be **well-ventilated** and **disinfected** frequently.

Clinic staff assigned to assess workers held in isolation area shall be provided with the appropriate **medical-grade Personal Protective Equipment (PPE)** by the establishment.

Equipment or vehicle **entering the hub operational area** must go through disinfection process.



If there is a long queue, roving officers shall instill physical distancing of **one (1) meter**.

REDUCING TRANSMISSION OF COVID-19

INSIDE THE WORKPLACE



DISINFECT

All workplace areas and frequently handled objects, such as door knobs and handles, shall be cleaned and disinfected at least **once every two (2) hours**.



SANITIZE

All washrooms and toilets shall have sufficient **clean water and soap**. Sanitizers shall be made available in all areas where workers pass.



PHYSICAL DISTANCING

Workers, whether in office workstations or operations area, shall always practice physical distancing at a minimum of **one-meter radius space** between each other.



NO EATING IN COMMUNAL SPACES

It is best to eat in **individual work areas** and all wastes shall be properly disposed.

REDUCING TRANSMISSION OF COVID-19



If eating in individual work area is not possible, employer shall ensure that **physical distancing is maintained** in dining areas with one (1) worker per table, and one-meter distance per worker.

Workers are **discouraged** from engaging in conversations **with masks off**.



Tables and chairs shall be cleaned or disinfected **before and after use**, as well as at the **end of the work day**.

Canteens, kitchens, dining areas, and all other common areas should be **disinfected regularly**.



MINIMIZE CONTACT RATE



Alternative work arrangements such as working-hour shifts, work from home (WFH), where feasible and on rotation basis are encouraged.



Prolonged face-to-face interaction between workers and clients are discouraged.



Masks shall be worn at all times.



Meetings needing physical presence shall be kept to a minimum number of participants and with short duration; video-conferencing shall be used for lengthy discussions among workers.



Office tables should be arranged in order to maintain proper physical distancing; barriers may be provided between tables.



Workstation layout should be designed to allow for unidirectional movement in aisles, corridors or walkways.



Number of people inside enclosed spaces (rooms, stores, halls, elevators) shall be limited to observe the one-meter physical distancing.



Use of stairs should be encouraged subject to physical distancing requirements. If more than two stairways are accessible, one may be used exclusively for going up and another for going down.



Online system shall be highly encouraged to be utilized for clients needing assistance from offices, including the use of video-conferencing.



Roving officers shall always ensure physical distancing and observance of minimum health protocols.

MINIMIZE CONTACT RATE

EMPLOYERS SHALL...

Provide **necessary company policies** for the prevention and control of COVID-19.

Ensure health insurance for workers, including the **provision of resources and materials** needed to keep the workers healthy and workplace safe (e.g. masks, soap, sanitizer, disinfectant, PPEs, COVID-19 testing kits).

Designate a **safety officer** to monitor COVID-19 control measures such as physical distancing, wearing of masks, regular disinfection, compliance to thermal scanning, and accomplishment of health symptoms questionnaire.

Where feasible, provide **shuttle services** and/or decent **accommodation on near-site location** to lessen travel and people movement, as well as enjoin the hiring from the local community.

Put up a **COVID-19 Hotline and Call Center** for employees to report if symptomatic and daily monitoring of employee condition.



MINIMIZE CONTACT RATE

EMPLOYEES SHALL...

Comply with all workplace measures in place for the prevention and control of COVID-19, such as frequent hand washing, wearing of masks, and observe physical distancing, etc.

Observe proper respiratory etiquette such as coughing and sneezing into tissue or shirt sleeve if tissue is not available; disposing used tissues properly; and, disinfecting hands immediately after a cough or sneeze.



WORKPLACE WITH IMMINENT DANGER SITUATIONS



In workplaces where workers are evidently at risk of infection, such as health-care and other frontline services, the employer shall comply with **DOH Department Memorandum No. 2020-0178: Interim Guidelines on Health Care Provider Networks during the COVID-19 Pandemic** issued on 11 April 2020.

Workers in said workplaces must take **extra precautionary measures**, which include observance of strict hygiene and the use of PPE. Employers shall ensure that PPE (e.g. respirators such as N95, gowns, gloves) is properly worn by the workers while at work and disposed of accordingly after use.

COVID-19 TESTING



Employers may test workers for COVID-19. Testing kits used and procured shall be **the responsibility of the employer**. DOH protocols shall be followed for the testing of workers and interpretation of results in accordance with **DOH Memorandum No. 2020-0180: Revised Interim Guidelines on Expanded Testing for COVID-19**, issued on 16 April 2020 and **DOH Administrative Order No. 2020-0014: Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines**, issued on 07 April 2020.

Company policy on COVID-19 testing shall be **formulated and agreed upon by employers and workers** in conformity with DOH protocols.

Workers with a negative test **shall continue to work**. They should be given appropriate advice and instructions once they develop any health complaints or symptoms.

MOST AT RISK WORKERS AND VULNERABLE GROUPS



60 years old and above



Women with high-risk pregnancies



Workers with co-morbidities or pre-existing illnesses
(e.g. hypertensions, diabetes, cancer) or with
immunocompromised health status

Employers are highly encouraged to allow these workers to do **work-from-home arrangement**. Work agreements should be developed to detail the deliverables from these employees and there shall be **no diminution in wages or benefits**.



The complete guidelines can be
accessed thru:
bit.ly/DTI-DOLE_workplace-guidelines