

# **DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19**



**BUREAU OF WORKING CONDITIONS**  
**Department of Labor and Employment**



# BACKGROUND

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- **March 8:** Declaration of State of Public Health Emergency through Proclamation No. 922
- **March 16:** Implementation of Luzon-wide ECQ until April 14
- **April 7:** Extension of the Luzon-wide ECQ until April 30
- **April 23:** Recommendation of the IATF for the issuance of guidelines by different government agencies to provide policy directions for the public and stakeholders in complying with Government regulations following the modification of ECQ



# OBJECTIVE & COVERAGE

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- To assist private institutions allowed to operate during the ECQ and GCQ in developing the minimum health protocols and standards in light of the COVID-19 pandemic.
- Applies to all workplaces, employer and workers in the private sector.
- Aligned with DOH AO 2020-0015 (Guidelines on the Risk-based Public Health Standards for COVID 19 Mitigation; April 27, 2020)



# WORKPLACE SAFETY AND HEALTH

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- A. Increasing physical and mental resilience
- B. Reducing transmission of COVID-19
- C. Minimizing contact rate
- D. Reducing risk of infection from COVID-19



# WSH: Increasing Physical & Mental Resilience

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1. Emphasize everyday actions to stay healthy such as:
  - a. Eat nutritious and well-cooked food,
  - b. Drink plenty of fluids and avoiding alcoholic beverages,
  - c. Have adequate rest and at least 8 hours of sleep, and
  - d. Exercise regularly;
2. Enjoin companies to provide free medicines and vitamins; and
3. Provide referral for workers needing counselling or presenting with mental health concerns.





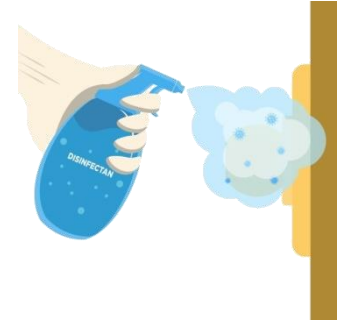
# WSH: Reducing transmission of COVID-19 (PRIOR TO ENTRANCE in buildings or workplaces)

- b. Disinfect equipment or vehicle entering the operational hub; and
- c. Instill physical distancing of one meter on queue outside the office or store premises.



# WSH: Reducing transmission of COVID-19 (INSIDE THE WORKPLACE)

- a. Clean and disinfect at least once every 2 hours all work areas and frequently handled objects;
- b. Provide sufficient clean water and soap in all washrooms and toilets;
- c. Encourage workers to wash hands frequently and avoid touching face
- d. Provide sanitizers in corridors, conference areas, elevators, stairways and areas where workers pass;





# WSH: Reducing transmission of COVID-19 (inside the workplace)



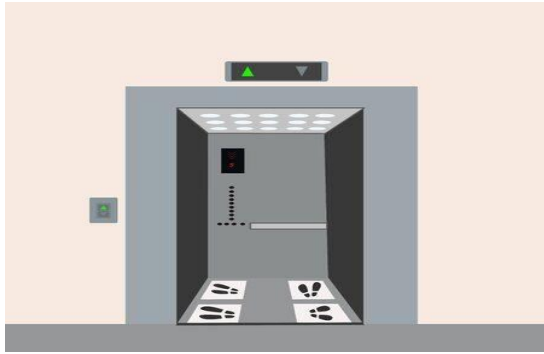
- d. Practice physical distancing of 1 meter radius space between workers at all times;
- e. Communal eating is discouraged
- f. Ensure that physical distancing is maintained if eating in dining areas; dispose wastes properly; and
- g. Clean and disinfect regularly canteens and kitchens.

# WSH: Minimizing contact rate

1. Adoption of alternative work arrangements- shift work or staggered work hours, WFH;
2. Discourage prolonged face-to-face interaction between workers and with clients;
  - Masks should be worn
  - Meetings with minimum pax short duration
  - Use videoconferencing



# WSH: Minimizing contact rate



3. Arrange office tables to maintain proper physical distancing;
4. Design workstation layout to allow for unidirectional movement in aisles, corridors or walkways;
5. Limit number of people in enclosed space;
  - Elevators: physical distancing

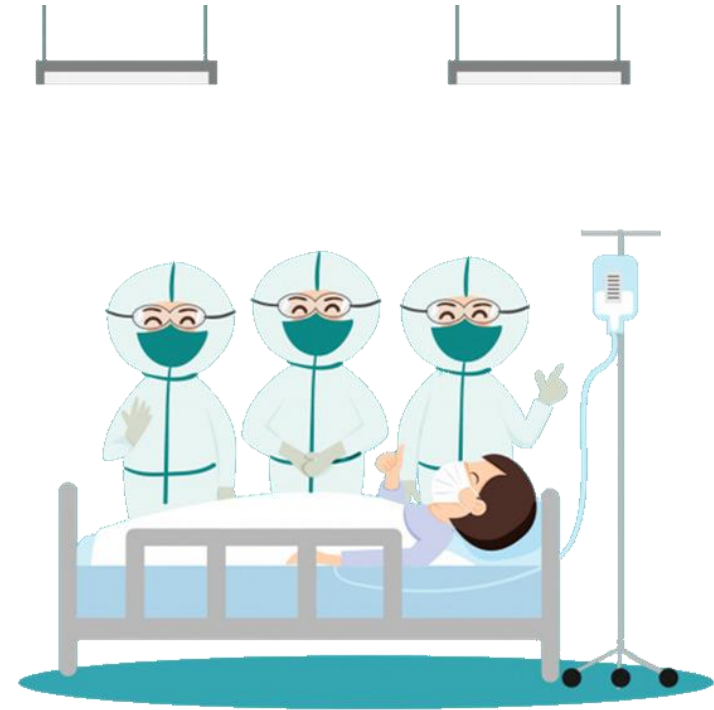
# WSH: Minimizing contact rate

6. Encourage use of stairs with physical distancing (unidirectional if possible);
7. Encourage highly the use of online system for clients needing assistance from offices including the use of videoconferencing; and
8. Roving officer ( ex, safety officer) shall ensure physical distancing and observance of health protocols.



# WSH: Reducing risk of infection from COVID-19 (worker is a COVID-19 suspect)

- a. The worker shall immediately proceed to the designated isolation area and never remove his/her mask.
- b. Clinic personnel attending to the workers should wear appropriate PPEs and, if needed, require the transport of the affected worker to the nearest hospital.
  - PCR testing shall be done and results reported by hospital to DOH



# WSH: Reducing risk of infection from COVID-19 (worker is a COVID-19 suspect)

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## c. Decontamination of workplace:

- i. Workplace shall be decontaminated with appropriate disinfectants;
- ii. After decontamination of the work area, work can resume after 24 hours; and
- iii. Workers present in the work area with the suspect COVID-19 worker shall go on 14 days home quarantine.



# WSH: Reducing risk of infection from COVID-19 (worker is sick or has fever, not COVID-19)

Employer must advise the worker to take prudent measures to limit the spread of communicable diseases, as follows:

- i. Stay at home and keep away from work or crowds;
- ii. Take adequate rest and plenty of fluids;
- iii. Practice personal hygiene to prevent spread of disease; and



# WSH: Reducing risk of infection from COVID-19 (worker is sick or has fever, not COVID-19)

- iv. Seek appropriate medical care if there is:
- Persistent fever,
  - Difficulty of breathing, or
  - Weakness.





# DUTIES OF EMPLOYERS

1. Provide the necessary company policies for the prevention and control of COVID-19 in consultation with workers;
  - Advocacy and IEC programs from reliable source
2. Provide resources and materials needed to keep the worker healthy and the workplace safe (masks, soap, disinfectants, PPE, testing kit);
3. Designate a safety officer to monitor COVID-19 prevention and control measures;



# DUTIES OF EMPLOYERS

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4. Enhance health insurance provision for workers;
5. Provide shuttle services and/or decent accommodation on near-site location to lessen travel and people movement, when feasible;
6. Enjoin the hiring from the local community; and
7. Put up a COVID-19 Hotline and Call Center for employees.

# DUTIES OF WORKERS

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1. Comply with all workplace measures in place for the prevention and control of COVID-19 (masks, physical distancing, frequent handwashing);
2. Observe proper respiratory etiquette;
3. Cough and sneeze into tissue or into shirt sleeve
4. Dispose used tissues properly; and
5. Disinfect hands immediately after a cough or sneeze.



# COVID-19 TESTING

- Employers may test workers for COVID-19.
- Testing of workers and interpretation of results shall be in accordance with DOH Memorandum No. 2020-0180<sup>1</sup> and Administrative Order No. 2020-0014<sup>2</sup>.



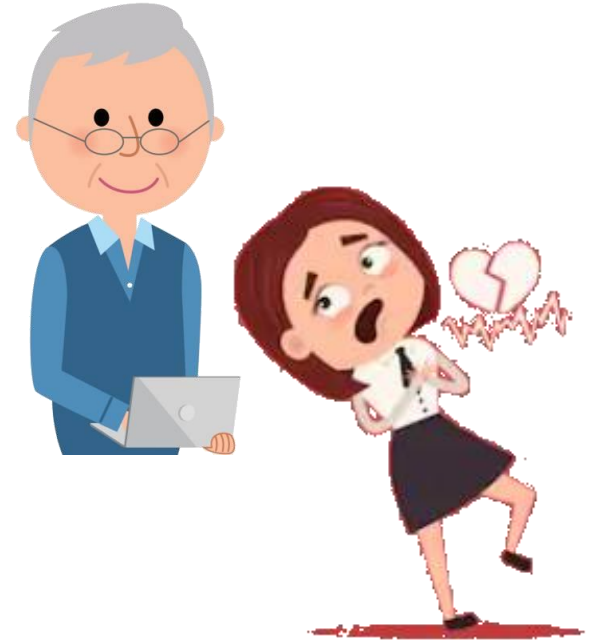
<sup>1</sup> Revised Interim Guidelines on Expanded Testing for COVID-19, 16 April 2020

<sup>2</sup> Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines, 07 April 2020



# MOST AT RISK WORKERS AND VULNERABLE GROUPS

- Employer are highly encouraged to allow most at risk workers and vulnerable groups to do work from home arrangement.
  - Most at risk workers: >60 years old or of any age with co-morbidities or pre-existing illness
- Work arrangements should be developed to detail the workers' deliverables and there shall be no diminution in wages or benefits.



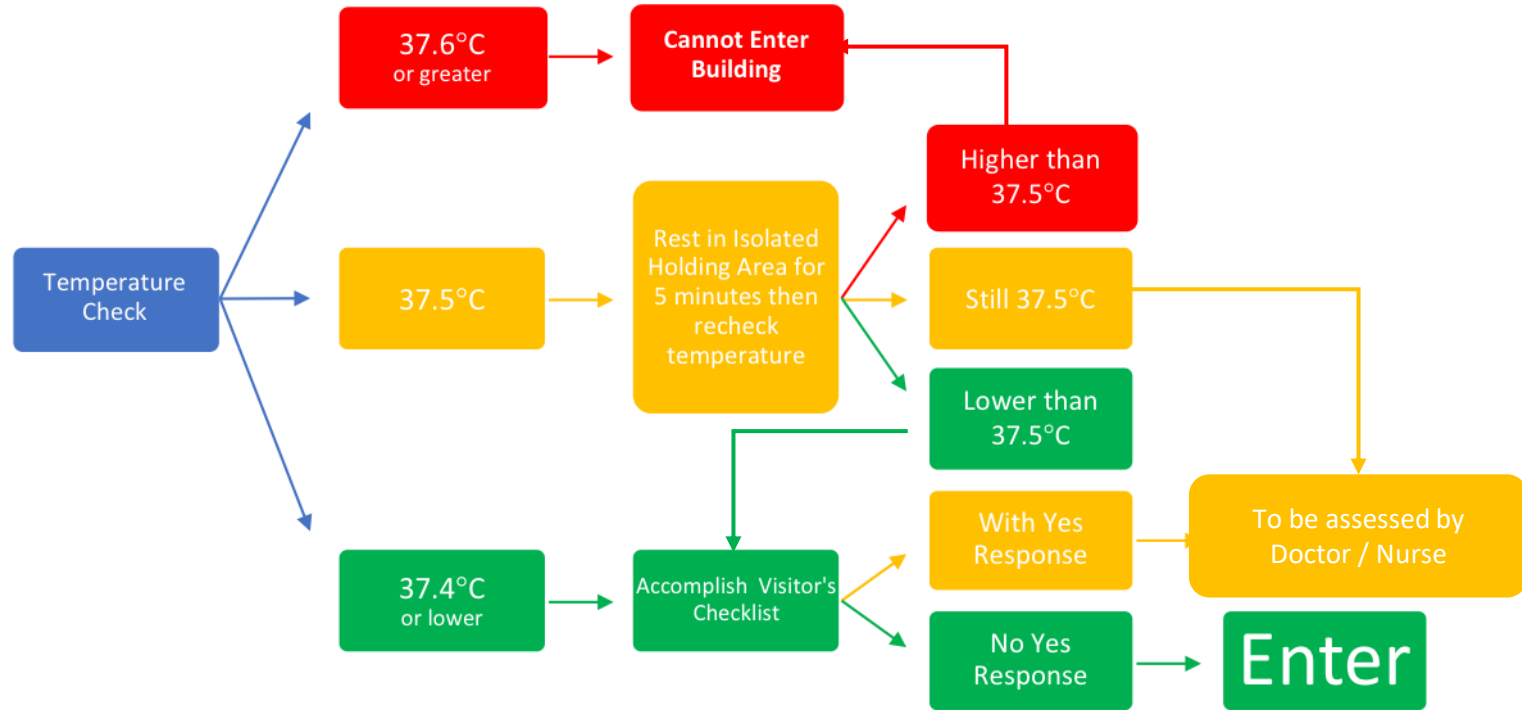
# ASSISTANCE AND REPORTING

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- DTI and DOLE shall extend assistance and technical support to all workplaces, employers and workers in complying with the Guidelines.
- The employer shall provide the DOLE through its Regional Office, copy furnished the DOH, monthly reporting of illness, diseases and injuries utilizing the DOLE Work Accident/Illness Report Form ([WAIR](#)).



# SAMPLE PROTOCOL FOR SCREENING EMPLOYEES AND VISITORS



# HEALTH CHECKLIST

Health Checklist		Temperature: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>	
Name: _____		Sex: _____ Age: _____	
Residence: _____			
Nature of Visit: <i>Please check one</i>	Official: <input type="checkbox"/> Personal: <input type="checkbox"/>	If official, fill-in company details below	
Company Name: _____			
Company Address: _____			

		Yes	No
1. Are you experiencing: ( <i>nakakaranas ka ba ng:</i> )	a. Sore throat ( <i>pananakit ng lalamunan / masakit hununok</i> )	<input type="checkbox"/>	<input type="checkbox"/>
	b. Body pains ( <i>pananakit ng katawan</i> )	<input type="checkbox"/>	<input type="checkbox"/>
	c. Headache ( <i>pananakit ng ulo</i> )	<input type="checkbox"/>	<input type="checkbox"/>
	d. Fever for the past few days ( <i>Lagnat sa nakalipas na mga araw</i> )	<input type="checkbox"/>	<input type="checkbox"/>





# HEALTH CHECKLIST

2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? ( <i>May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?</i> )	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past 2 weeks? ( <i>Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) lingo?</i> )	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last 14 days? ( <i>Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?</i> )	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to any area in NCR aside from your home? ( <i>Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?</i> ) Specify( <i>Sabihin kung saan</i> ): _____	<input type="checkbox"/>	<input type="checkbox"/>

I hereby authorize [name of establishment], to collect and process the data indicated herein for the purpose of effecting control of the COVID-19 infection. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required by RA 11469, Bayanihan to Heal as One Act, to provide truthful information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# END OF PRESENTATION

*got questions?*

**CONTACT US**

**just dial**

**1349**