



# RETURN TO WORK: INTERIM GUIDE ON HEALTH AND SAFETY IN THE WORKPLACE (5/7/2020)

## PRIOR TO GOING BACK TO WORK

### HEALTH AND SAFETY COMMITTEE / PANDEMIC RESPONSE TEAM

- Health and safety committee together with employers (top management) human resources, line managers, pandemic response team, labor union and other key people to work together to address the pandemic concerns
- Recommendation and implementation of controls
- Coordination of OH personnel and safety officer in ensuring control measures are implemented.

### ENGINEERING CONTROLS

- Install barriers
- Increasing ventilation or installing air filters, negative pressure ventilation, linear airflow ventilation if possible

### ADMINISTRATIVE CONTROLS

- Plan to adopt new normal corporate framework and develop site specific protocols
- Identification of vulnerable workers based on Occupational Health Services data
- Site specific preventive materials in place and with adequate supply
- Sanitation, disinfection and disposal measures and protocols
- Isolation protocols and coordinator training
- Physical distancing protocols
- Health screening protocol with health screening daily
- Self quarantine and return to work protocol
- Labor relations alignment and education on the pandemic response plan for their cooperation
- Communication and employee trainings and education
- Facility Signages
- Onsite or near site accommodation and transportation services
- Hotline, call center, telemedicine services

### PERSONAL PROTECTIVE EQUIPMENT \*

**VULNERABLE WORKFORCE**

- High risk pregnancy, 60 y.o and above, any age with co-morbidities or pre-existing illness (uncontrolled hypertension, uncontrolled diabetes, recurrent asthma attacks, COPD, cancer, blood dyscrasias, chronic liver and kidney diseases or with immunocompromised status)

- Employers are highly encouraged to allow work from home, alternative workplace accommodation, working hour shifts.

### ATTIRE

- Encourage wearing of shorter sleeves for ease of hand washing (except in jobs that need long sleeve protection ex: chemical handling, construction etc.)
- Avoid neckties, wearing of jewelries and accessories
- Encourage Females to wear pants instead of skirts
- Wear closed comfortable shoes with socks, safety shoes and boots
- Do not repeat used clothing

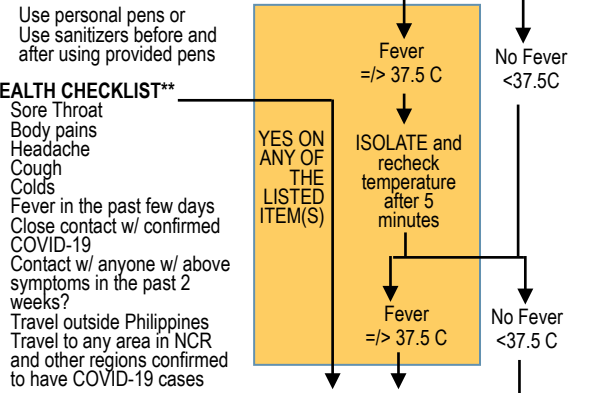
sources:  
<https://www.osha.gov/Publications/OSHA3993.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>  
 \*\* <https://www.dole.gov.ph/news/dti-and-dole-interim-guidelines-on-workplace-prevention-and-control-of-covid-19>  
<https://www.psmid.org/unified-covid-19-algorithms-3>  
<https://www.doh.gov.ph/sites/default/files/health-update/ao2020-0015.pdf>  
<https://www.lear.com/safeworkplavbookfiles>  
 mmc 5/8/2020

## AT THE WORKPLACE ENTRANCE

- Queueing at least 1 meter radius (front, side, back)
- Floor markers/ chairs in place
- Hand washing stations/ alcohol dispensers in strategic locations
- No Mask No Entry Policy

Accomplish Daily Symptom Questionnaire/ Health Declaration Form/ Health Checklist\*

TEMPERATURE CHECK (non contact thermal scan)



**HEALTH CHECKLIST\*\***

- Sore Throat
- Body pains
- Headache
- Cough
- Colds
- Fever in the past few days
- Close contact w/ confirmed COVID-19
- Contact w/ anyone w/ above symptoms in the past 2 weeks?
- Travel outside Philippines
- Travel to any area in NCR and other regions confirmed to have COVID-19 cases

**YES ON ANY OF THE LISTED ITEM(S)**

Proceed to ISOLATION AREA

- Health personnel in proper PPE
- Further assessment
- Call DOH hotline (MHO/CHO/BHERT)

**SEND HOME**

- Medical Advice management
- Refer to MHO/CHO
- May use company vehicle if warranted with precaution of proper use of PPE.

**NONE OF THE ABOVE**

MAY ENTER THE WORKPLACE

**MAY ENTER THE WORKPLACE**

- Disinfect by soaking shoes, foot wear on doormat with disinfectant
- Hand disinfection
- MANDATORY USE OF FACE MASK.

### BIOMETRICS, AUTOMATED MACHINES, etc.

- Clean hands before and after using biometric scanners, photocopy machines, shredder, ATMs etc.

## INSIDE THE WORKPLACE (during working hours)

- Physical distancing 1-2 meter (front, side, back)
- Avoid touching surfaces that are potentially contaminated or frequently touched by others
- Avoid touching your mouth, eyes, and nose
- Practice respiratory etiquette at all times
- Use tissue or inner portion of elbow to cover nose and mouth when sneezing, coughing
- Practice proper disposal of tissue in close bins
- Alcohol dispensers located on strategic locations

### WAITING AREA/ COMMON AREAS

- 1 to 2 meters front, side and back
- Floor markers, unidirectional walkways and aisles
- Limit entry of visitors at a time
- Wear masks at all times

### WORK AREA

- 1 to 2 meters front, side and back
- Wear masks and other appropriate PPE\* at all times
- May place physical barriers ie. improvised plastic table shields
- Cover keyboards for ease of disinfection every after use at the end of the shift
- Refrain from sharing of pens and other office supplies
- Disinfection measures: spray w/ hand held sprayer or wipe at least every after shift

### BREAK TIME (cafeteria, pantry, canteen, etc)

- Optimal allowable seats, discourage conversing with people
- Place signages
- May eat in your work area
- No sharing of meals
- Bring your own utensils, cups etc.
- Disinfection generally 3 or more times per shift to include after all breaks and meals
- Replace used masks after eating following proper disposal protocols

### RESTROOM

- Regular cleaning and disinfection
- Limit entry to allow proper distancing
- Liquid soap and dispenser/ hand dryers

### ALL FLOORS AND WALLS

- Disinfect periodically especially frequently touched surfaces

### ELEVATOR, SWITCHES, DOOR KNOBS, HAND RAILS, etc.

- Clean hands immediately after handling any of the above
- Sanitizers on strategic locations
- Face the elevator wall and following floor markings for distancing
- Promote one-way use of staircases and paths to reduce direct human to human contact

Sudden manifestation of COVID symptom(s) while at work (employee to proceed to isolation area) NOTE: clinic not an isolation area

## GOING HOME

- Disposable used PPE (masks) must be placed in a separate plastic and disposed in designated infectious bins.
- After use of washable masks must be kept in a closed plastic bag (refrain from putting in your pocket or inside your personal belongings)
- Refrain from kissing or hugging family members, take a bath first
- Discard in separate hamper used uniform or outfit away from family members or immediately soak in water with detergent
- Essentials brought home like ID tags, bags, keys etc. should be securely placed outside the house
- Frequently clean cellphones and gadgets. Put in ziplock plastic for easy cleaning or change every after tour of duty
- Follow physical distancing in vehicles or in any form of transportation

## WORKER EXPOSURE RISK TO COVID-19

**LOW EXPOSURE RISK**

- Individuals that are only in contact for a brief period of time.
- Jobs that do not require contact with people known to be, or suspected of being infected. Workers have minimal occupational contact with the public and other coworkers.
- Practice physical distancing at all times
- \*Follow applicable engineering, administrative and PPE controls in your workplaces

**MEDIUM EXPOSURE RISK**

- Individuals are in contact for a longer period of time and are fairly distant from each other
- Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients or close contacts of the same.
- Workers may have contact with the general public (e.g., restaurants, high-population-density work environments, some high-volume retail settings) including individuals returning from locations with widespread COVID-19 transmission.
- \*Follow applicable engineering, administrative and PPE controls in your workplaces

**HIGH EXPOSURE RISK**

- Individuals are in prolonged close contact and may not be able to practice physical distancing at all times. Large group of individuals in a given time (inmates)
- Jobs with a high potential for exposure to known or suspected sources of COVID-19. Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.
- \*Follow applicable engineering, administrative and PPE controls in your workplaces

**VERY HIGH EXPOSURE RISK**

- Healthcare workers, morgue workers, performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.
- \*Follow applicable engineering, administrative and PPE controls in your workplaces

\*depending on the health and safety committee recommendation