



PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR No. 2020-0032

TO : All PEZA Developers and Locators/Enterprises, Zone Administrators, Zone Managers, OICs, and Building Officials in the PEZA Zones and IT Centers

FROM : BGen CHARITO B. PLAZA MNSA, PhD
Director General

SUBJECT : Required Physical Distancing at Workstations or Production Areas inside PEZA Ecozones including IT/BPO Centers under Enhanced Community Quarantine (ECQ), Modified Enhanced Community Quarantine (MECQ), General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ)

DATE : 23 May 2020

Due to the pandemic caused by COVID-19 virus, the Department of Health (DOH) issued the Administrative Order No 2020-0015 (AO 2020-0015) dated 27 April 2020 regarding the Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation.

The AO 2020-0015 aims to provide guidance for sectoral planning on the implementation of Non-Pharmaceutical Interventions (NPI) as the minimum public health standards to mitigate the threat of COVID-19.

One of the guiding strategies in order to reduce contact and transmission of Covid-19 virus is to practice and implement strict physical distancing of at least one (1) meter apart. Likewise, the one-seat apart policy must also be implemented (as applicable), if the existing distance between seats in the workstations or in production areas is less than the required minimum of one (1) meter radius spacing requirement (side, back and front) as provided in the joint DTI-DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19 dated 30 April 2020. Furthermore, these include placement of red markings on the floors as guide and installation of protective barriers in front-desks/ counters/between cubicles.

In view of the foregoing, all ecozone developers and locator companies including IT/BPO enterprises are hereby directed to comply with the above-mentioned standards and other appropriate provisions stated in the AO 2020-0015 on physical distancing to be able to attain maximum public health/safety and to mitigate the spread of COVID-19 inside PEZA zones and IT centers.

All ZMs/OICs/BOs are instructed to monitor and ensure that all PEZA companies and IT/BPO enterprises in your respective jurisdictions are strictly complying with the aforementioned guidelines.

We have attached DTI and DOLE Interim Guidelines on Workplace Prevention and Control of Covid-19 and DOH AO No. 2020-0015 for your further information and reference.

For your strict compliance



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

APR 27 2020

ADMINISTRATIVE ORDER

No. 2020 - 0015

SUBJECT: Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation

I. RATIONALE

Coronavirus Disease 2019 (COVID-19) was first identified last December 2019 as a cluster of pneumonia cases of unknown etiology. On 30 January 2020, the World Health Organization declared the COVID-19 outbreak as a Public Health Emergency of International Concern and eventually as a Global Pandemic by 11 March 2020.

In the absence of specific treatment or a vaccine, non-pharmaceutical interventions (NPI) form the backbone of the response to the COVID-19 outbreak. Non-pharmaceutical interventions are public health strategies meant to mitigate and suppress transmission of infectious diseases. While the Enhanced Community Quarantine (ECQ) has been instrumental in slowing the rapid spread of the disease, local evidence suggests that the gains from the ECQ will be reversed in the absence of complementary interventions that will minimize case resurgence.

The Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) Resolution No. 28 mandates that minimum public health standards must be specified by the Department of Health (DOH) and adhered to by all sectors. These standards shall serve as a guide in institutionalizing key NPIs to combat COVID-19.

II. OBJECTIVE

This Order aims to provide guidance for sectoral planning on the implementation of NPIs as minimum public health standards to mitigate the threat of COVID-19. It shall serve as a basis in the decision-making process and development of more specific sectoral policies for COVID-19 response.

III. SCOPE AND COVERAGE

This Order shall apply to all entities involved in COVID-19 response both from public and private sectors, including all national government agencies (NGAs), government offices, private offices and workplaces, local government units (LGUs), development partners, academic and research institutions, civil society organizations,, and all others concerned.

IV. DEFINITION OF TERMS

A. Administrative Controls - refer to procedural interventions or modifications in policies, standards, and processes, that are meant to reduce the frequency and severity

Free
10/27

of exposure to infectious diseases (e.g. hygiene and disinfection protocols, work shifting, etc.)

- B. Comorbidity at risk of COVID-19 exacerbation** - presence of one or more additional conditions co-occurring with (that is, concomitant or concurrent with) a primary condition that increases an individual's risk for mortality if afflicted by COVID-19. This includes immunocompromised individuals (such as but not limited to those with cancer, HIV/AIDS and other autoimmune disorders) and individuals with chronic conditions (such as but not limited to hypertension, diabetes mellitus, and chronic kidney disease).
- C. Engineering Controls** - refer to physical interventions or modifications in spaces or environments, that is meant to prevent the transmission of infectious diseases (e.g. use of physical barriers, exhaust ventilation, etc.)
- D. Medical-grade Protective Apparel** - refers to the specialized personal protective equipment worn by healthcare workers and other frontliners involved in the disease outbreak response, for the purpose of protection against infectious materials. These include surgical face masks, N95 respirators, face shield or goggles, coveralls, isolation gowns, surgical gloves, protective oversleeves, head cap, and shoe cover, among others.
- E. Modification Potential** - refers to the degree to which mitigation strategies and other public health measures can reduce the risk of COVID-19 transmission in different settings.
- F. Most-at-risk Population (MARF) for COVID-19** - refers to population groups who have a higher risk of developing severe COVID-19 infection such as individuals aged 60 and above, pregnant, and those with underlying conditions or comorbidity at risk of COVID-19 exacerbation.
- G. Non-pharmaceutical Interventions (NPI)** - refers to public health measures that do not involve vaccines, medications or other pharmaceutical interventions, that individuals and communities can carry out in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population.
- H. Protective Personal Equipment**- refers to protective garments or equipment worn by individuals to increase personal safety from infectious agents
- I. Vulnerable groups** - refers to socially disadvantaged groups that are most susceptible to suffer directly from disasters and health events. These include senior citizens, immunocompromised individuals, women, children, persons deprived with liberty (PDL), persons with disabilities (PWDs), and members of indigenous peoples (IPs), internally displaced persons (IDPs), indigenous cultural communities (ICCs), among others.

V. GENERAL GUIDELINES

- A.** The DOH shall set minimum public health standards to guide the development of sector-specific and localized guidelines on mitigation measures for its COVID-19 response across all settings - such as but not limited to home, public places, offices and workplaces, high-density communities, food and other service establishments, schools, hotels and other accommodations, churches and places of worship, prisons and other places of detention, public transportation (air, land, and water transport), and health facilities.

*HL** **B.C.** The adoption and implementation of the standards shall be guided by the following principles:

1. *Shared accountability*

- a) Health is a key development objective that is the shared accountability of the government, communities, households, and individuals.
- b) A whole-of-system, whole-of-government, whole-of-society approach is essential to develop cohesive solutions to current and future challenges to public health and national security.
- c) All efforts shall espouse the government's strategic directions of national government-enabled, local government-led, and people-centered response to the COVID-19 health event.

2. *Evidence-based decision-making*

- a) Evidence shall guide policy development and decision-making at all levels of government.
- b) As science continues to evolve, all actors shall periodically assess and recalibrate policies, plans, programs and guidelines.

3. *Socioeconomic equity & rights-based approach*

- a) Recognizing that vulnerabilities are socially determined, it is important to be cognizant of the equity considerations and implications of blanket policies, plans, and programs that are being conceptualized for scaled-up implementation. Vulnerable groups should therefore be identified and provided additional social safety net protections.
- b) Policy design shall always choose the least restrictive alternative that achieves its goals.
- c) In the event of any conflict of rules or guidelines, the interpretation shall ensure the protection of human rights. As such, the safety, needs, and well-being of the individual shall prevail.

*HL** **C.D.** All policies, investments, and actions shall ensure that COVID-19 mitigation objectives are achieved using the following strategies:

1. *Objective 1: Increase physical and mental resilience*

- a. Ensure access to basic needs of individuals, including food, water, shelter and sanitation.
- b. Support adequate nutrition and diets based on risk.
- c. Encourage appropriate physical activity for those with access to open spaces as long as physical distancing is practiced.
- d. Discourage smoking and drinking of alcoholic beverages.
- e. Protect the mental health and general welfare of individuals.
- f. Promote basic respiratory hygiene and cough etiquette.
- g. Protect essential workforce through provision of food, PPE and other commodities, lodging, and shuttle services as necessary.
- h. Provide financial and healthcare support for workforce who contracted COVID-19 through transmission at work.
- i. Limit exposure of MARP groups, such as through limitation in entry or prioritization in service or provision of support.
- j. Provide appropriate social safety net support to vulnerable groups for the duration of the COVID-19 health event.

2. **Objective 2: Reduce transmission**

- a. Encourage frequent hand washing with soap and water, and discourage the touching of the eyes, nose, and mouth, such as through appropriate information and education campaigns.
- b. Encourage symptomatic individuals to stay at home unless there is a pressing need to go to a health facility for medical consultation, if virtual consultation is not possible.
- c. Ensure access to basic hygiene facilities such as toilets, handwashing areas, water, soap, alcohol/ sanitizer.
- d. Clean and disinfect the environment regularly, every two hours for high touch areas such as toilets, door knobs, switches, and at least once every day for workstations and other surfaces.
- e. Ensure rational use of personal protective equipment (PPEs) that is suitable to the setting, and the intended user. Medical-grade protective apparel shall be reserved for health care workers and other frontliners, and symptomatic individuals at all times.

3. **Objective 3: Reduce contact**

- a. Implement strict physical distancing at all times, specially at public areas, workstations, eating areas, queues, and other high traffic areas.
- b. Reduce movement within and across areas and settings.
- c. Restrict unnecessary mass gatherings.
- d. Limit non-essential travel and activities.
- e. Install architectural or engineering interventions, as may be deemed appropriate.
- f. Implement temporary closure or suspension of service in high risk areas or establishments, as necessary.

4. **Objective 4: Reduce duration of infection**

- a. Identify symptomatic individuals and immediately isolate, such as through the use of temperature scanning, symptom self-monitoring, and voluntary disclosure.
- b. Coordinate symptomatic individuals through appropriate health system entry points such as primary care facilities or teleconsulting platforms.
- c. Trace and quarantine close contacts of confirmed individuals consistent with Department of Health guidelines.

VI. **IMPLEMENTING GUIDELINES**

- A. **Risk Severity Grading.** All actors (NGAs in coordination with Civil Service Commission, LGUs and/or Private Sector) shall base their COVID-19 mitigation response from the IATF-EID's risk severity grading (e.g., Low, Moderate, and High Severity)
- B. **Risk-based Public Health Standards Across Settings.** *At the minimum*, all actors shall implement the prescribed interventions in various settings (**Annex A**) depending on their Risk Severity Grading. For each prescribed intervention, concrete examples of corresponding hazard controls (e.g. engineering control, administrative control, and PPEs.) are provided.

Depending on the risk severity grading:

1. Interventions that are listed as '**MUST DO**' shall be mandatory. See **Annex B**.
2. Interventions that are listed as '**CAN DO**' shall be optional, and may be tailored further as guided by the Modification Potential Matrix on **Annex C.1**.

NGAs shall build on the identified interventions in developing sector-specific policies and plans, and may propose adjustments for additional interventions inconsistent with those indicated in this Order.

C. Prioritizing Additional Mitigation Strategies based on Modification Potential.

All actors may implement additional mitigation interventions for different settings. The Modification Potential Matrix provided for in **Annex C.1**, rated settings based on the likelihood that it can be modified to lessen contact. All actors are encouraged to prioritize settings that scored high, followed by medium, then low.

VII. ROLES AND RESPONSIBILITIES

A. DOH shall:

1. Provide technical assistance in facilitating inter-agency or sector-specific planning;
2. Continue to update the set minimum public health standards based on most recent evidence available and issue succeeding updates through DOH Department Circulars;
3. Develop standards, systems, and guidelines on operationalizing post-ECQ interventions;
4. Engage stakeholders and promote awareness on NPIs and its importance, including relevant and accurate information about appropriate protocols; and
5. Consolidate reports and recommendations from NGAs and LGUs for endorsement to the IATF-EID and other agencies concerned

B. Other National Government Agencies shall:

1. Develop and submit their sector-specific plans and guidelines on the operationalization of the risk-based public health standards to the DOH, which shall be consolidated and endorsed by the Secretary of Health to the IATF; and
2. Submit to the DOH sector-specific monitoring tools to track compliance.

C. Local Government Units shall:

1. Ensure implementation of risk-based public health standards for COVID-19 mitigation;
2. Set up mechanisms to monitor compliance and submit reports according to provided tools;
3. Coordinate with DOH and other NGAs in carrying out these guidelines;
4. Develop counterpart local ordinances, to ensure compliance with national directives at the local level; and
5. Ensure immediate and widest dissemination of these guidelines to all units/sectors within their jurisdiction

D. Industries and the Private Sector shall:

1. Comply with the risk-based public health standards set by DOH, sector-specific policies and plans by other NGAs, and other relevant rules and regulations

VIII. REPEALING CLAUSE

Other related issuances not consistent with the provisions of this Order are hereby revised, modified, or rescinded accordingly. Nothing in this Order shall be construed as a limitation or modification of existing laws, rules and regulations.

IX. SEPARABILITY CLAUSE

Should any provision of this Order or any part thereof be declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

X. EFFECTIVITY

This Order shall take effect immediately.


FRANCISCO T. DUQUE III, MD, MSc
Secretary of Health

Annex A. Required public health standards across all settings (as of April 27, 2020)

Intervention	Minimum Requirements by Settings				
	A. Home	B. Public Places	C. High-Density Communities	D. Offices/ Workplaces	E. Food and Other Service Establishments
1. INCREASE PHYSICAL AND MENTAL RESILIENCE					
1.1 Respiratory Hygiene and Cough Etiquette	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals if going to a health facility.</p>	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: Employers may provide tissues within easy reach in all workstations and communal space</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: Owners may provide tissues in strategic places within the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
1.2 Promote Mental Health	<p>Health emergencies can put people in extreme stress. Individuals may reach out to families and friends or a mental health professional through the telemedicine hotlines</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to families and friends or a mental health professional through the telemedicine hotlines</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>

	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: None</p>	<p>Administrative Control: None</p> <p>PPE: None</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: None</p>	<p>Administrative Control: Employers must provide mental and psychosocial support such as but not limited to providing mindfulness activities/sessions, in-house counseling sessions, online counseling, and support groups to its employees</p> <p>Employers to promote work-life balance through proper scheduling of activities and rotation of workforce</p> <p>PPE: None</p>	<p>Administrative Control: Owners must provide mental and psychosocial support such as but not limited to in-house counseling sessions, online counseling, and support groups to its employees</p> <p>Owners to promote work-life balance through proper scheduling of activities and rotation of workforce</p> <p>PPE: None</p>
<p>1.3 Reduce exposure of vulnerable individuals (e.g., senior citizens, individuals with underlying health conditions) to prevent infection</p>	<p>Elderly, individuals with underlying conditions, and pregnant women must stay at home and limit their travel to essential or urgent needs. They should also minimize their exposure from individuals who frequently leave the house.</p> <p>Engineering Control: None</p> <p>Administrative Control: Daily monitoring of individuals at risk; and contingency planning by the household for accessing healthcare or purchasing of</p>	<p>Elderly, individuals with underlying conditions, and pregnant women must stay at home and limit their travel to essential or urgent needs</p> <p>Engineering Control: None</p> <p>Administrative Control: LGUs and establishment owners must designate specific lanes or areas for the elderly, individuals with underlying conditions, and pregnant women in public places</p>	<p>Elderly, individuals with underlying conditions, and pregnant women living in high-density communities must stay at home and limit their travel to essential or urgent needs</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Elderly, individuals with underlying conditions, and pregnant women may be asked not to physically report to work</p> <p>Engineering Control: None</p> <p>Administrative Control: Employers must provide alternative work arrangements to the elderly, individuals with underlying conditions, and pregnant women for the duration of COVID-19 health event</p>	<p>Elderly, individuals with underlying conditions, and pregnant women may be asked not to report to work</p> <p>Engineering Control: None</p> <p>Administrative Control: Owners must designate specific lanes or areas for the elderly, individuals with underlying conditions, and pregnant women within the establishment</p> <p>PPE: Cloth mask for general</p>

	<p>medication from pharmacy in case of emergency.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>LGUs must provide transport services to health facilities for vulnerable groups needing health care.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>		<p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>public or surgical mask for symptomatic individuals</p>
<p>1.4 Provision of support for essential workforce (ex: financial, lodging, shuttle, food, etc.)</p>	<p>N/A</p>	<p>Engineering Control: None</p> <p>Administrative Control: Provision of financial, transportation, food, and other services as needed</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user (personnel managing checkpoints, monitoring of public spaces) and setting</p>	<p>N/A</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p> <p>Administrative Control: Provision of financial, transportation, food, and other services to employees as needed</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p> <p>Administrative Control: Provision of financial, transportation, food, and other services as needed</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting</p>
<p>1.5 Provision of support for vulnerable groups (ex. Social Amelioration Programs, Food Assistance)</p>	<ul style="list-style-type: none"> - Provision of benefits under the Social Amelioration Program to qualified beneficiaries as determined by DSWD Memorandum Circular No. 04, Series of 2020 - LGUs may further extend their support to other vulnerable groups (e.g. PWDs, women, IPs, IDPs, among others) as may be deemed necessary - Other NGAs shall continue or may further expand their assistance to the vulnerable groups as part of their mandates. - Private sector may also provide additional assistance and support to MARPs and vulnerable groups 				

2. REDUCE TRANSMISSION

2.1 Personal Hygiene (e.g. handwashing with soap and water, sanitizing with hand disinfectants, etc.)	<p>Individuals must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: None</p>	<p>Individuals must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: Placement of makeshift handwashing facilities, hand sanitizers and dispensers with an alcohol-based solution in all public places, (i.e. areas with high foot traffic, transportation systems)</p> <p>Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all public places</p> <p>PPE: None</p>	<p>Individuals living in high-density communities must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: None</p>	<p>Individuals must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: Placement of handwashing facilities, hand sanitizers, and dispensers with an alcohol-based solution in all entrances, exits, areas with high foot traffic and facilities</p> <p>Administrative Control: Employers must ensure daily monitoring and availability of hand soaps, sanitizers, and other disinfectants in restrooms and in all entrances and facilities</p> <p>PPE: None</p>	<p>Individuals must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: Placement of handwashing facilities, hand sanitizers, and dispensers with an alcohol-based solution in all entrances and facilities</p> <p>Administrative Control: Owners must ensure daily monitoring and availability of hand soaps, sanitizers, and other disinfectants within the establishment</p> <p>PPE: None</p>
2.2 Environmental Hygiene (e.g. disinfecting surfaces and objects)	<p>Disinfection of frequently touched surfaces such as but not limited to tables, doorknobs, light switches, phones, toilets, among others using 0.5% bleach solution (100 mL Bleach, 900 mL water)</p> <p>Engineering Control: None</p> <p>Administrative Control:</p>	<p>Disinfection of frequently touched surfaces and objects using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least twice a day</p> <p>Disinfection of purchased items</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach</p>	<p>Disinfection of frequently touched surfaces such as but not limited to tables, doorknobs, light switches, phones, toilets, among others using 0.5% bleach solution (100 mL Bleach, 900 mL water)</p> <p>Engineering Control: None</p> <p>Administrative Control:</p>	<p>Disinfection of frequently touched surfaces and objects such as but not limited to tables, switches, doorknobs, and workstations using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least once a day</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach</p>	<p>Disinfection of frequently touched surfaces and objects such as but not limited to tables, switches, doorknobs, and workstations using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least once a day</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach</p>

	<p>None</p> <p>PPE: None</p>	<p>solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Placement of signs reminding the general public to minimize touching of surfaces in public places</p> <p>Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>None</p> <p>PPE: None</p>	<p>solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>solution; 1 litre bleach mixed with 9 litres of clean water)s</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>
<p>2.3 Use of PPE and other medical-grade protective apparel</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Individuals with flu-like symptoms must wear a medical-grade mask at all times (and the elderly or people with underlying conditions)</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Healthy or Asymptomatic Individuals shall use cloth face masks in public places.</p> <p>Individuals with suspected flu-like symptoms, or are feeling sick must wear medical-grade mask at all times if they go outside</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Individuals living in high-density communities must wear cloth face masks when leaving the household</p> <p>Individuals with suspected flu-like symptoms must wear medical-grade mask at all times</p>	<p>Engineering Control: None</p> <p>Administrative Control: Management shall allocate appropriate PPEs to employees (i.e., essential workforce) on duty, depending on the nature of work and contact with the general public.</p> <p>PPE: Healthy or Asymptomatic Individuals shall use cloth face masks.</p>	<p>Engineering Control: None</p> <p>Administrative Control: Owners shall allocate appropriate PPEs to employees (i.e., essential workforce) on duty, depending on the nature of work and contact with the general public.</p> <p>PPE: Individuals may use cloth face masks when going to restaurants and other establishments</p>

3. REDUCE CONTACT

3.1 Practicing physical Distancing	<p>Practice physical distancing (at least 1 meter apart) in communal areas (e.g. living room, dining room, etc.)</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: Placement of red marking tapes on the floor to guide individuals to stay at least one meter apart from each other</p> <p>Administrative Control: Limitation on the number of people inside the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>If possible, practice physical distancing (at least 1 meter apart) in communal areas (e.g. living room, dining room, etc.)</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: Installation of temporary barriers between cubicles</p> <p>Administrative Control: Employers must limit face to face meetings as much as possible and adopt WFH arrangements.</p> <p>Allow flexible dining policy in the work space/cubicle during lunch break; OR limit the number of individuals who can eat in the pantry at a given time.</p> <p>If WFH are not possible, practice physical distancing in the workplace (at least one meter apart from each co-worker)</p> <p>Employers provide cloth masks to employees.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: Installation of temporary barriers in front desks, counters, etc.</p> <p>Placement of red marking tapes on the floor to guide individuals to stay at least one meter apart from each other when ordering for food at the counter</p> <p>Administrative Control: Limitation on the number of people inside the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
3.2 Modified Work Structures and Schedules, and alternative work arrangements	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Engineering Control: None</p> <p>Administrative Control: Employers should provide modified alternative</p>	<p>Engineering Control: None</p> <p>Administrative Control: Owners should provide modified alternative</p>

				<p>structures and arrangements</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>structures and arrangements (e.g. online transactions and pick-up, drop-off points, delivery services. etc.)</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
3.3 Limitation of non-essential services	N/A	N/A	N/A	N/A	<p>Engineering Control: None</p> <p>Administrative Control: Owners should provide modified alternative structures and arrangements for transactions (i.e. pick-up, delivery, drop-off points, online transactions, etc.)</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
3.4 Restriction on Mass Gatherings	N/A	<p>Engineering Control: None</p> <p>Administrative Control: Limitation on the number of people in public places</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Suspension of office meetings, conferences, and other large gatherings</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Limitation on the foot traffic within the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>

4. REDUCE DURATION OF INFECTION

4.1 Detection and isolation of Symptomatic Individuals (at home or in designated community quarantine facilities)	<p>Individuals with flu-like symptoms must be isolated in a separate room or area within the household</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Individuals with flu-like symptoms must not go to any setting except for health-related concerns, if virtual consultation is not possible.</p> <p>Engineering Control: None</p> <p>Administrative Control: Placement of standard symptom and temperature checks in strategically located areas in public places and proper referral of all individuals with symptoms of ILI</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>If possible, Individuals with flu-like symptoms must be isolated in a separate room or area within the household or a community quarantine/ isolation facility when made available by the LGU</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Employers must subject all employees to temperature checks prior to entering the building/ office spaces and proper referral to appropriate facility for symptomatic employees</p> <p>Employers must monitor all employees daily to ensure proper detection of employees with symptoms</p> <p>Employees with mild flu-like symptoms shall adopt a work from home (WFH) arrangement for the duration of COVID-19 health event</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Individuals with flu-like symptoms must not go to any setting except for health-related concerns, if virtual consultation is not possible.</p> <p>Engineering Control: None</p> <p>Administrative Control: Owners must subject all customers to temperature checks prior to entering the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
--	---	--	---	--	---

Intervention	Minimum Requirements by Settings (cont.)				
	F. Schools	G. Hotels and other accommodations	H. Transportation and Ports of Entry	I. Churches / Places of worship	J. Prisons and other places of detention
1. INCREASE PHYSICAL AND MENTAL RESILIENCE					
1.1 Respiratory Hygiene and Cough Etiquette	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: School administration may provide tissues and alcohol hand rub in entrances, corridors and other communal areas. All toilet facilities should have adequate water and soap for handwashing.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: Hotel Management may provide tissues and alcohol hand rub in communal areas and amenities. All toilet facilities should have adequate water and soap for handwashing.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: None Management may provide tissues and alcohol hand rub in entrances and exits and along waiting. All toilet facilities should have adequate water and soap for handwashing.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: Owners must provide tissues within the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
1.2 Promote Mental Health	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Services to support mental health must be made available.</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Services to support mental health must be made available.</p> <p>Engineering Control: None</p>

	<p>Administrative Control: Administrators must provide mental and psychosocial support such as but not limited to in-house counseling sessions, online counseling, support groups, etc.</p> <p>PPE: None</p>	<p>Administrative Control: Management must provide mental and psychosocial support such as but not limited to in-house counseling sessions, online counseling, and support groups to its employees</p> <p>PPE: None</p>	<p>Administrative Control: None</p> <p>PPE: None</p>	<p>Administrative Control: None Management can institute activities promoting mental wellbeing and overall health to their constituents including online programs and counseling. Communal online prayer activities</p> <p>PPE: None</p>	<p>Administrative Control: Management must provide mental and psychosocial support such as but not limited to in-house counseling sessions and support groups to employees and inmates</p> <p>PPE: None</p>
<p>1.3 Reduce exposure of vulnerable individuals (e.g., senior citizens, individuals with underlying health conditions) to prevent infection</p>	<p>Engineering Control: None</p> <p>Administrative Control: School administrators may offer alternative arrangements to personnel who are elderly, with underlying conditions, and pregnant.</p> <p>If alternative arrangements are not possible, designated areas in communal areas must be available to high-risk groups</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Availability of designated areas or facilities for the elderly, individuals with underlying conditions, and pregnant women.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Operators and drivers may designate a specific area for the elderly, individuals with underlying conditions, and pregnant women within the vehicle and waiting area.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Officiators and religious leaders may designate a specific area for the elderly, individuals with underlying conditions, and pregnant women in the place of worship or offer alternative ways of participation (e.g. online, recorded mass, etc.)</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Availability of designated lanes or areas for the elderly, individuals with underlying conditions, and pregnant women.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
<p>1.4 Provision of support for essential workforce (ex: financial, lodging, shuttle, food,etc.)</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p>	<p>N/A</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p>

	Administrative Control: Provision of financial, transportation, food, PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting	Administrative Control: Provision of financial, transportation, food, PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting	Administrative Control: Provision of financial, transportation, food, PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting		Administrative Control: Provision of financial, transportation, food, PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting
1.5 Provision of support for vulnerable groups (ex. Social Amelioration Programs, Food Assistance)	<ul style="list-style-type: none">- Provision of benefits under the Social Amelioration Program to qualified beneficiaries as determined by DSWD Memorandum Circular No. 04, Series of 2020- LGUs may further extend their support to other vulnerable groups (e.g. PWDs, women, IPs, IDPs, among others) as may be deemed necessary- Other NGAs shall continue or may further expand their assistance to the vulnerable groups as part of their mandates.- Private sector may also provide additional assistance and support to MARPs and vulnerable groups				
2. REDUCE TRANSMISSION					
2.1 Personal Hygiene (e.g. handwashing with soap and water, sanitizing with hand disinfectants, etc.)	Engineering Control: Placement of handwashing stations, hand sanitizers, and dispensers with an alcohol-based solution in all rooms, communal areas, and amenities especially eating areas. Administrative Control: Students and teachers must perform regular and thorough handwashing with soap and water. Allot a specific period of time for handwashing. Hand sanitizers or alcohol-based solutions must be available in all classroom	Engineering Control: Placement of handwashing stations, hand sanitizers, and dispensers with an alcohol-based solution in all rooms, communal areas, and amenities Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all rooms and public areas PPE: None	Engineering Control: Placement of hand sanitizers and dispensers with an alcohol-based solution in all vehicles, LRT/MRT, bus and train stations, and in all exits and entrances. Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all exits and entrances. PPE: None	Engineering Control: Placement of hand sanitizers and dispensers with an alcohol-based solution at strategic entry points Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all strategic entry points PPE: None	Engineering Control: Placement of handwashing stations, hand sanitizers, and dispensers with an alcohol-based solution in all rooms, communal areas, and amenities Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all strategic entry points PPE: None

	<p>or school facilities</p> <p>Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all classrooms, restrooms, etc.</p> <p>PPE: None</p>				
<p>2.2 Environmental Hygiene (e.g. disinfecting surfaces and objects, waste management, proper disposal of infectious wastes)</p>	<p>Disinfection of tables, doorknobs, desks, and school items using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least twice a day</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>Regular disinfection of rooms, front desks, counters, and other frequently touched surfaces and objects such as key cards, door handles/knobs, elevator buttons, among others using 0.5% bleach solution (100 mL Bleach, 900 mL water)</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>Ensure implementation of proper food preparation and handling.</p>	<p>Disinfection of surfaces that are often touched by passengers using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least every two hours</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>Regular disinfection of chairs, tables, cloths, relics, and other equipment using 0.5% bleach solution (100 mL Bleach, 900 mL water)</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>Disinfection of surfaces and frequently touched surfaces using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least twice a day</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>

		<p>PPE: Surgical masks for front desk/concierge staff/staff stationed at entry points and at the lobby.</p> <p>Mouth cover and gloves for food preparers and handlers in the kitchen, buffet/hotel restaurants</p>			
2.3 Use of PPE and other medical-grade protective apparel	<p>Engineering Control: None</p> <p>Administrative Control: School administrators shall allocate appropriate PPEs to teachers, canteen vendors, maintenance, and security guards.</p> <p>PPE: School personnel who are in contact with students and school staff (security guards, maintenance crew, canteen handlers, etc.) must wear cloth masks at all times</p>	<p>Engineering Control: None</p> <p>Administrative Control: Hotel Management shall allocate appropriate PPEs to its hotel staff (e.g. concierge, maintenance, guards, etc)</p> <p>PPE: Hotel staff who are in contact with guests (security guards, concierge, maintenance, etc) must wear cloth masks at all times</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Drivers, Barkers, and conductors who are in contact with passengers must wear cloth masks at all times</p> <p>Personnel manning exits and entrances and those with high exposure to people entering must wear surgical mask</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Attendees may wear cloth face masks during mass and other religious gatherings</p>	<p>Engineering Control: None</p> <p>Administrative Control: Governing body with jurisdiction over prisons shall appropriate funds to provide PPEs to its essential employees and inmates</p> <p>PPE: Provision of cloth face masks for inmates and detained individuals</p>
3. REDUCE CONTACT					
3.1 Practicing Physical Distancing	<p>Practice physical distancing (at least 1 meter apart) in all communal areas</p> <p>Engineering Control: None</p> <p>Administrative Control: Restriction on mass</p>	<p>Practice physical distancing (at least 1 meter apart) in all areas</p> <p>Engineering Control: Placement of red marking tapes on the floor of front desks, buffet, and other</p>	<p>Practice physical distancing (at least 1 meter apart) in all areas</p> <p>Engineering Control: Placement of marks or temporary barriers in buses, trains</p>	<p>Practice physical distancing (at least 1 meter apart) in all areas</p> <p>Engineering Control: Placement of marks to guide attendees during communion or offertary services and</p>	<p>Engineering Control: Placement of temporary barriers between inmates and non-residents</p> <p>Administrative Control: Practice physical distancing</p>

	<p>gatherings that will require close contact (e.g. school activities, flag ceremony if physical distancing is not possible, etc.)</p> <p>Provide platforms for online learning, adjustment of teaching methods and schedules to allow for physical distancing.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>amenities to guide guests to stay at least one meter apart from each other</p> <p>Installation of temporary barriers in concierge, front desks, etc.</p> <p>Administrative Control: Limitation on the number of guests inside the hotel, amenities (pool, buffet, etc.), and other public places</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Administrative Control: Passengers must keep a safe distance from other passengers</p> <p>Limitation on the number of passengers in public transportation including buses, jeepney, taxi, tricycles, and trains.</p> <p>Restrict motorcycle-sharing public transportation system</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>temporary barriers to separate attendees</p> <p>Administrative Control: If possible, religious authorities should release guidelines modifying religious practices to limit close contact, maintain physical distancing, and prevent cross-contamination of frequently touched surfaces and religious objects.</p> <p>Limitation on the number of attendees in churches and places of worship. But if possible, implement online religious services until further notice.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>in all communal areas</p> <p>Temporarily suspend visitation privileges or provide alternative mechanisms (e.g. online visitations)</p> <p>Limit conduct of group activities within the facility</p> <p>Isolate symptomatic individuals</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
3.2 Modified Work Structures and Schedules, and alternative work arrangements	<p>Engineering Control: None</p> <p>Administrative Control: Administrators should provide modified alternative structures and arrangements</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Administrators should provide modified alternative structures and arrangements</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	N/A	N/A	N/A

3.3 Limitation of non-essential services	N/A	N/A	N/A	N/A	N/A
3.4 Restriction on Mass Gatherings	<p>Engineering Control: None</p> <p>Administrative Control: Restriction on large gatherings (e.g. school activities, field trips, sports festivals, and flag ceremony, if physical distancing is not possible, etc.)</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Limitation on the number of reservations to control the number of guests in the hotel</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Limitation on the number of passengers in vehicles, buses, trains, and other public transportation</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Provide multiple schedule of services or alternative practices to limit the number of attendees in religious services</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
4. REDUCE DURATION OF INFECTION					
Detection and isolation of Symptomatic Individuals (e.g. temperature scanning at entry points, symptom monitoring, etc.)	<p>School administrators must provide alternative arrangements for students, teachers, and personnel (e.g. online meetings/classes, recorded classes, etc) with flu-like symptoms</p> <p>Engineering Control: None</p> <p>Administrative Control: School administrators and teachers must subject all students and personnel to temperature checks prior to entering the classrooms and facilities.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Hotel Management must subject all guests and employees to temperature checks prior to entering the hotel</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Individuals with flu-like symptoms must not go to any setting except for health-related concerns, if virtual consultation is not possible.</p> <p>Engineering Control: None</p> <p>Administrative Control: Operators and drivers must subject passengers to temperature checks prior to entering public transportation (e.g. buses and trains)</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Officiators and Religious Leaders must subject all attendees to temperature checks prior to entering the place of worship</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Immediate isolation of suspected, probable, and confirmed cases in designated areas within the facility</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>

Annex B. Risk Severity Grading and Risk-based Public Health Standards

Intervention	Risk Severity ¹ Based on Classification Tool		
	Low	Moderate	High
OBJECTIVE NO. 1 Increase Physical and Mental Resilience			
Respiratory Hygiene and Cough Etiquette	Must Do	Must Do	Must Do
Promote Mental Health	Must Do	Must Do	Must Do
Reduce exposure of vulnerable individuals (e.g., senior citizens, individuals with underlying health conditions) to prevent infection	Can Do	Must Do	Must Do
Provision of support for essential workforce (ex: financial, lodging, shuttle, food, etc.)	Can Do	Must Do	Must Do
Provision of support for vulnerable groups (ex. Social Amelioration Programs, Food Assistance)	Can Do	Must Do	Must Do
OBJECTIVE NO. 2 Reduce Transmission			
Personal Hygiene (e.g. handwashing with soap and water, sanitizing with hand disinfectants, etc.)	Must Do	Must Do	Must Do
Environmental Hygiene (e.g. disinfecting surfaces and objects)	Must Do	Must Do	Must Do
Use of PPE and other medical-grade protective apparel	Can Do	Must Do	Must Do
OBJECTIVE NO.3 Reduce Contact			
Physical Distancing	Must Do	Must Do	Must Do
Modified Work Structures and Schedules, and alternative work arrangements	Can Do	Must Do	Must Do
Limitation on non-essential	Can Do	Must Do	Must Do

¹ Takes into account the case doubling rate and critical care utilization rate

Limitation of non-essential Services	Can Do	Can Do	Must Do
Restriction on Mass Gatherings	Can Do (50 individuals max)	Can Do (10 individuals max)	Must Do
Closure of Schools OR use of alternative learning modalities (e.g., online/distance learning)	Can Do	Must Do	Must Do
OBJECTIVE NO.4 Reduce Duration of Infection			
Detection and isolation of Symptomatic Individuals (e.g. temperature scanning at entry points, symptom monitoring, etc.)	Must Do	Must Do	Must Do

Annex C.1. Modification Potential Per Setting²

Setting	Contact Intensity	Number of Contacts	Modification Potential
Home	Low	Low	Low
Public Places			
Groceries	Medium	Medium	Medium
Wet Markets	Medium	Medium	Medium
Parks, playground, and other outdoor recreation spaces	Low	Low/Medium	Low
Athletic Fields	Medium	Medium	Low
Pools	Medium	Low/Medium	High
Beaches	Low	High	Medium
Communities	High	High	Low
Food and other service establishments			
Restaurants	Medium	Medium	Medium
Shopping Malls	Low	Medium	Medium
Salon, spas, and other personal care services	Medium/High	Low	Medium
Gyms/Fitness studios	Medium	Medium	Medium
Theaters, Museums	Medium	High	Medium
Outdoor large venues (concerts, sports)	High	High	Medium
Indoor large venues (concerts, sports)	High	High	Low
Offices and workplaces	High	Medium	High
Schools			
Childcare facilities (day care, play schools)	High	Medium/High	Low/Medium
Schools (elementary and high school)	High	High	Low

²Adopted from the *Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors*, John Hopkins University (2020), and modified to local context.

Universities	High	High	High
Residence Hall and other dormitories	High	Medium	Low
Hotels and other Accommodations	Medium	Medium	Medium
Transport and Ports of Entry			
Buses, PUVs	High	High	Medium
LRT/MRT	High	High	Medium
Airplanes	High	High	Medium
Taxis	High	Low	Low
Ports of Entry	High	High	Medium
Places of worship	High	High	Medium
Prisons and other places of detention	High	High	Medium

Annex C.2. Basis of Assessment Rating for Modification Potential Matrix

Criteria	Rating		
	Low	Medium	High
Contact Intensity	Individuals are only in contact for a brief period of time and they can easily practice physical distancing at all times(e.g. walking past someone)	Individuals are in contact for a longer period of time and are fairly distant from each other (e.g individuals in restaurants who are separated by several feet apart)	Individuals are in prolonged close contact (e.g. inmates sharing communal prison cells), and may not be able to practice physical distancing at all times
Number of Contacts	A few number of individuals in the setting at a given time	A small group of individuals in the setting at a given time	A large group of individuals in a setting at a given time
Modification Potential	Risk of transmission can be reduced through the use and provision of Personal Protective Equipment (e.g wearing masks, face shields, coverall, etc.)	Risk of transmission can be reduced through administrative controls (e.g. enforcing limits on the number of people allowed within an establishment)	Risk of transmission can be reduced through engineering controls (e.g. installation of temporary barriers and placement of red marking tapes on the floor, etc.)



DTI and DOLE INTERIM GUIDELINES ON WORKPLACE PREVENTION AND CONTROL OF COVID-19



I. BACKGROUND

On March 8, 2020, President Rodrigo R. Duterte, recognizing that COVID-19 constitutes a threat to national security and prompting a whole-of-government approach in addressing the outbreak, declared a State of Public Health emergency throughout the entire Philippines through Proclamation No. 922.

On March 16, 2020, to prevent the sharp rise of COVID-19 cases in the country, the President placed the entire of Luzon under Enhanced Community Quarantine (ECQ) until April 14, 2020.

On April 7, 2020, upon the recommendation of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), the President extended the implementation of the ECQ until April 30, 2020.

On April 23, 2020, the IATF recommended that guidelines be issued by the different government agencies to provide policy directions for the public and stakeholders in complying with Government regulations following the modification of ECQ.

II. OBJECTIVE

The guidelines are issued to assist private institutions that are allowed to operate during the Enhanced Community Quarantine (ECQ) and General Community Quarantine (GCQ) in developing the minimum health protocols and standards in light of the COVID-19 pandemic.

III. COVERAGE

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

IV. WORKPLACE SAFETY AND HEALTH

The following safety and health standards shall be implemented in all workplaces aligned with the objectives of the minimum health standards of the Department of Health:

A. Increase physical and mental resilience

1. Emphasize to all workers the everyday actions to stay healthy such as:
 - a. Eat nutritious and well-cooked food;
 - b. Drink plenty of fluids and avoid alcoholic beverages;

- c. Increase the body's resistance by having adequate rest and at least eight (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

B. Reducing transmission of COVID-19

1. Prior to entrance in buildings or workplaces
 - a. All employers and workers shall:
 - i. Wear face masks at all times and remove the same only when eating/drinking. Employers shall provide the appropriate face masks for workers. Should cloth masks be used, the washable type shall be worn but additional filter material such as tissue papers inside the masks may be added;
 - ii. Accomplish daily the health symptoms questionnaire and submit to the guard or designated safety officer prior to entry;
 - iii. Have their temperature checked and recorded in the health symptoms questionnaire. (refer to annex)

For any personnel with temperature $> 37.5^{\circ}\text{C}$, even after a 5 minute rest, or if their response in the questionnaire needs further evaluation by the clinic staff, the person shall be isolated in an area identified by the company and not allowed to enter the premises. The isolation area should be well ventilated and must be disinfected frequently.

Clinic staff assigned to assess the workers held in the isolation area shall be provided the appropriate medical grade PPEs by the establishment which shall include but not limited to, face masks, goggles/face shields, and/or gloves; and
 - iv. Spray alcohol/sanitizers to both hands; and provide disinfectant foot baths at the entrance if practicable.
 - b. Equipment or vehicle entering the hub operational area must go through a disinfection process; and
 - c. If there will be a long queue outside the office or store premises, roving officers should instill physical distancing of one meter.
2. Inside the workplace
 - a. All work areas and frequently handled objects such as door knobs and handles, shall be cleaned and disinfected regularly, at least once every two (2) hours;
 - b. All washrooms and toilets shall have sufficient clean water and soap, workers are encouraged to wash their hands frequently and avoid touching their eyes, nose and mouth;
 - c. Sanitizers shall be made available in corridors, conference areas, elevators, stairways and areas where workers pass;

- d. Workers, whether in office workstations or in operations area, shall always practice physical distancing meaning at the minimum one (1) meter radius space (side, back and front) between workers;
- e. Eating in communal areas is discouraged. It is best to eat in individual work area and all wastes shall be disposed properly.
If eating in individual work areas is not possible, the employer shall ensure that physical distancing is maintained in dining areas with one worker per table and 1 meter distance per worker. It is discouraged that workers engage in conversation with masks off during meal times. Tables and chairs shall be cleaned or disinfected after every use of the area, and before as well as at the end of the work day; and
- f. Canteens and kitchens should be cleaned and disinfected regularly.

C. Minimize contact rate

- 1. Alternative work arrangements, such as working-hour shifts, work from home (WFH), where feasible and on rotation basis;
- 2. Prolonged face-to-face interaction between workers and with clients are discouraged and masks shall be worn at all times and not removed. Meetings needing physical presence shall be kept to a minimum number of participants and with short duration. Videoconferencing shall be utilized for lengthy discussions among workers;
- 3. Office tables should be arranged in order to maintain proper physical distancing. Barriers may be provided between tables;
- 4. Workstation layout should be designed to allow for unidirectional movement in aisles, corridors or walkways;
- 5. To maintain physical distancing, number of people inside an enclosed space such as a room, store or hall shall be limited. Elevator use should consider physical distancing and limit the number of persons in order to observe the 1-meter physical distancing;
- 6. Use of stairs should be encouraged subject to physical distancing requirements. If more than 2 stairways are accessible, one stairway may be used exclusively for going up and another for going down;
- 7. Online system shall be highly encouraged to be utilized for clients needing assistance from offices including the use of videoconferencing; and
- 8. Roving officers shall always ensure physical distancing and observance of minimum health protocols.

D. On Reducing the risk of infection from COVID-19

- 1. In the event that a worker is suspected as having COVID-19:
 - a. The worker shall immediately proceed to the isolation area designated in the workplace and never remove his/her mask;

- b. Clinic personnel attending to the workers should wear appropriate PPEs and if needed should require the transport of the affected worker to the nearest hospital. Company protocols for transport for suspect COVID-19 cases and for **PCR testing**, should be in place including providing for ambulance conduction. Hospitals will report to the DOH for COVID-19 suspect; and
- c. Decontamination of workplace
 - i. Workplace shall be decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol based disinfectant);
 - 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 with specific instructions from the clinic staff on monitoring of symptoms and possible next steps. If suspect COVID-19 worker has negative result, co-workers may be allowed to report back to work.
- 2. In the event that a worker is sick or has fever but is not suspected to have COVID-19 (ex., urinary infection, wound infection or any diseases not related to lungs or respiratory tract) the 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 take plenty of fluids;
 - iii. Practice personal hygiene to prevent spread of disease; and
 - iv. Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when he/she becomes weak.

VI. DUTIES OF EMPLOYERS AND WORKERS

Employers shall:

1. Provide the necessary company policies for the prevention and control of COVID-19 in consultation with workers. Advocacy and IEC programs should be taken from DOH, WHO and reliable sources of information on COVID-19;
2. Provide resources and materials needed to keep the workers healthy and the workplace safe, e.g., masks, soap, sanitizer, disinfectant, PPEs, including COVID-19 testing kits, etc;
3. Designate the safety officer to monitor COVID-19 prevention and control measures such as physical distancing, wearing of masks, regular disinfection, compliance to thermal scanning and accomplishing health symptoms questionnaire;
4. Enhance health insurance provision for workers;
5. Where feasible, provide shuttle services and/or decent accommodation on near-site location to lessen travel and people movement;
6. Enjoin the hiring from the local community; and
7. Put up a COVID-19 Hotline and Call Center for employees to report if symptomatic, and daily monitoring scheme of our “suspect” employee condition.

Workers shall:

1. Comply with all workplace measures in place for the prevention and control of COVID-19, such as, frequent hand washing, wearing of masks, observe physical distancing always, etc;
2. Observe proper respiratory etiquette;
3. Coughing and sneezing into tissue or into shirt sleeve if tissue is not available.
4. Disposing used tissues properly; and
5. Disinfecting hands immediately through proper washing with soap and water or alcohol-based sanitizer immediately after a cough or sneeze.

VII. WORKPLACE WITH IMMINENT DANGER SITUATIONS

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

Workers in said workplaces must take extra precautionary measures which include strict hygiene and the use of personal protective equipment (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.

VIII. 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 Department Memorandum No. 2020-0180: Revised Interim Guidelines on Expanded Testing for COVID-19, 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, 07 April 2020. Company policy on COVID-19 testing shall be formulated and agreed upon by employers and workers in conformity with the DOH protocols.

Workers with a negative test shall continue to work. They should be given appropriate advise and instructions once they develop any health complaints or symptoms. The company OSH personnel shall continue to monitor all workers.

IX. MOST AT RISK WORKERS¹ AND VULNERABLE GROUPS

¹ (> 60 Y.O, or, of any age with co-morbidities or pre-existing illness, i.e., hypertension, diabetes, cancer, or with immunocompromised health status; or with high risk pregnancy).

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.

IX. ASSISTANCE BY THE DTI AND DOLE

DTI and DOLE shall extend assistance and technical support to all workplaces, employers and workers in complying with the Guidelines.

X . REPORTING OF ILLNESSES/ DISEASES/INJURIES

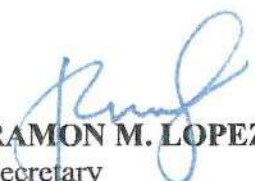
The employer shall provide the DOLE through its Regional Office copy furnished DOH, monthly reporting of illness, diseases and injuries utilizing the DOLE Work Accident/Illness Report Form (WAIR)


XI . EFFECT OF FUTURE GUIDELINES

This Interim Guidelines may be amended or superseded by later guidelines

XII . EFFECTIVITY

This Interim Guidelines shall take effect immediately.


RAMON M. LOPEZ
Secretary
Department of Trade and Industry


SILVESTRE H. BELLO III
Secretary
Department of Labor and Employment

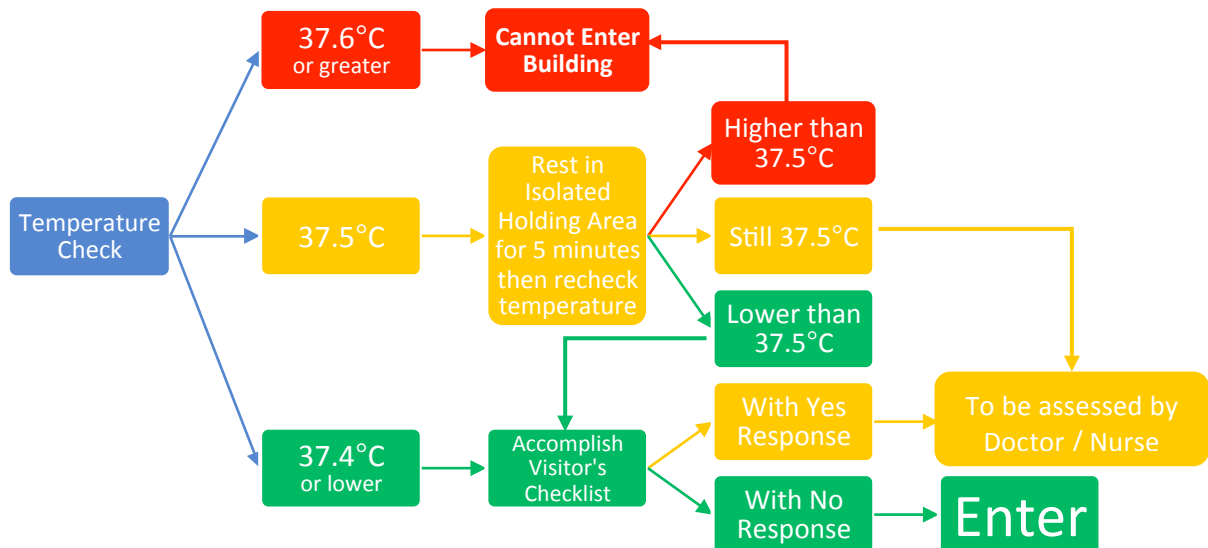
30 April 2020

ANNEX

Sample Protocol for Screening Employees and Visitors

Employers may adapt this sample protocol in toto or in portions, as applicable in their work environment. This sample protocol does not prevent employers from developing their own screening protocols compliant to the latest local or international occupational safety and health guidelines.

1. All workers, regardless of status, and visitors shall be subjected to a no-contact temperature scan.



2. All visitors shall accomplish the visitor's checklist
Health Checklist

Temperature:

Name: _____ Sex: _____ Age: _____

Residence: _____

Nature of Visit: Official: ☐ If official, fill-in company details below
Please check one Personal: ☐

Company Name: _____

Company Address: _____

1. Are you experiencing: (<i>nakakaranas ka ba ng:</i>)	a. Sore throat (<i>pananakit ng lalamunan / masakit lumunok</i>)	Yes <input type="checkbox"/>	No <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"/>
	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"/>
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: _____