

## INTERIM GUIDELINES FOR WORKPLACE PREVENTION AND CONTROL OF COVID-19

### Additional Workplace Guidelines

- Employees with co-morbid conditions must work from home.
- Employees with flu-like symptoms must notify their Team Leader/Manager immediately stay at home and must self-quarantine for 21-30 days.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and undergo self-quarantine for 21-30 days while working from home.
- Maintain a physical distance of at least 1 meter apart.
- No face mask, no entry. Wear mask covering from your nose to your chin ALL THE TIME. Don't wear the mask under your chin or leaving your nose or mouth uncovered. Mask with vents should not be used.
- Minimise face to face meetings and utilise Skype or MS Teams.
- Disinfect your hands frequently through proper handwashing with soap and water or alcohol-based sanitizer specifically, but not limited to the following:
  - Before entering and re-entering the office.
  - Before and after work shift.
  - Before and after handling food or eating.
  - Before and after work breaks.
  - Before and after using the washroom/toilet.
  - Before and after taking off your face mask and/or face shield.
  - After touching frequently touched surfaces and objects (e.g. stair railings, doorknobs, doorhandles, toilet fixtures, etc.)
  - Before and after touching your face.
  - After coughing or sneezing.
- Observe proper respiratory etiquette.
- Open the windows during breaks for ventilation.
- Always practice CLAYGO as a courtesy to the next users.

### VDW Lunchroom Utilisation

- Windows must be opened for the air to circulate.
- Lunchroom will be utilised to consume meals/snack ONLY.
- Meeting Room will serve as an interim extension of our lunchroom from 11 AM to 12 PM. Two persons at a time and windows must also be opened for the air to circulate.
- Food is to be consumed within 15 mins to give way to other employees; 2 to 3 persons at a time only. Check suggested scheduled room utilization below.
- Strictly no talking inside the room when a mask is not worn.
- Masks should be immediately worn after eating.
- You may also utilise the washroom on the second floor to wash your utensils, plates, containers.
- Sanitise your space after using. Practice CLAYGO.

### Hotline numbers of COVID-19 Emergency Operations Center are as follows:

#### Globe Hotline

*Calls Only:* 0927 604 5797

*Text Only:* 0906 367 4671

#### Smart Hotline PLDT Hotline

*Calls Only:* 0919 071 1111 (082) 222 0181

*Text Only:* 0939 340 5675

#### Telemedicine (Medical Consultation/Check-up)

*Dial 911*

#### HMO: Maxicare Teleconsult Service

*(082) 238 7016*