

Hybrid Workplace – Onsite Guidelines

Philippines Global Delivery Center



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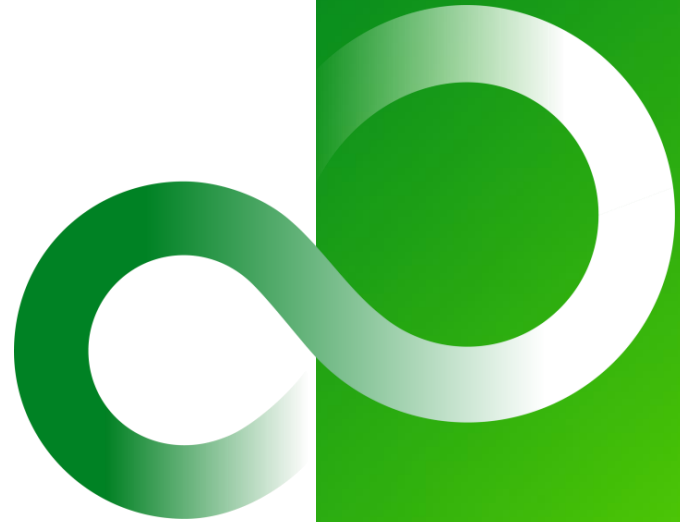
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As pandemic restrictions are gradually easing, Fujitsu Global Delivery Center now allows employees to work in the office as part of the Hybrid Workplace Model



To ensure that we provide a safe and secure work environment, the management team will prioritize 20% of the population who will meet the following conditions:



Role Requirement



Project Requirement



Negative COVID-19 test result

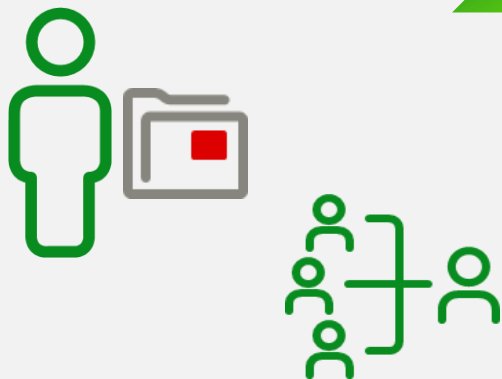


Work-from-home set-up/environment constraints

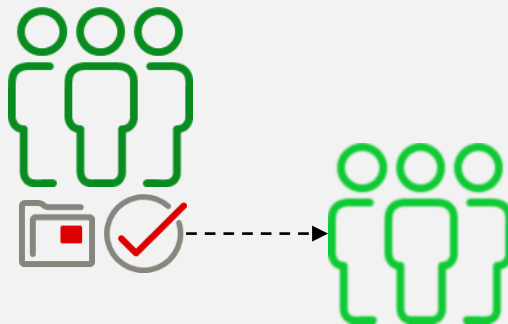


The employee is in good health and is not immunocompromised

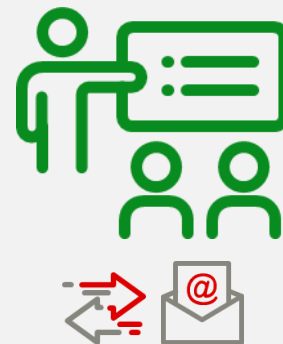
Applying to work on-site



Managers to consolidate the team's request to work on-site. Employees may connect directly with their manager for Hybrid Workplace requests.



All requests must be approved by the management team before it can be endorsed to the Facilities team.



Further instructions about Hybrid Workplace On-site work will be communicated directly to approved employees.

Employees' preparation to go on-site

1



**Self-check
first**

If experiencing any COVID-19 symptom, contact your manager immediately.

2



**Prepare your
essentials**

Always bring face mask and alcohol.

Bring your own food and water when you go to the office.

*N95 or *KM94 face mask is recommended.*

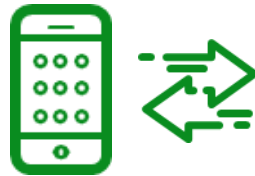
3



**Plan your
trip**

With new normal restrictions, seat capacity during commute, elevator, and health checks might affect your schedule. Always have a buffer to ensure readiness for work schedule. (1 hr advance)

4



**Stay
Connected**

Always keep your lines open for any updates on emergencies that might arise.

5



**Enjoy the
journey**

It's been a while since we have traveled back to the office. Continue to stay safe while following the health protocols.

Wearing of face mask is mandatory. It is important to follow all signages posted in the office specially in these locations.



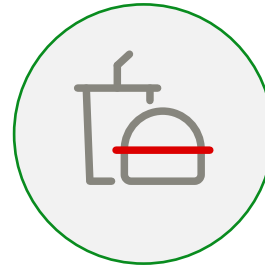
Lobby/Parking



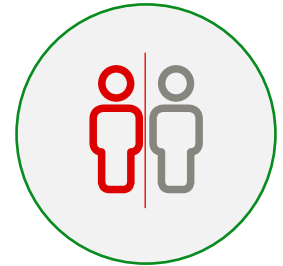
Workstation



Meeting Rooms

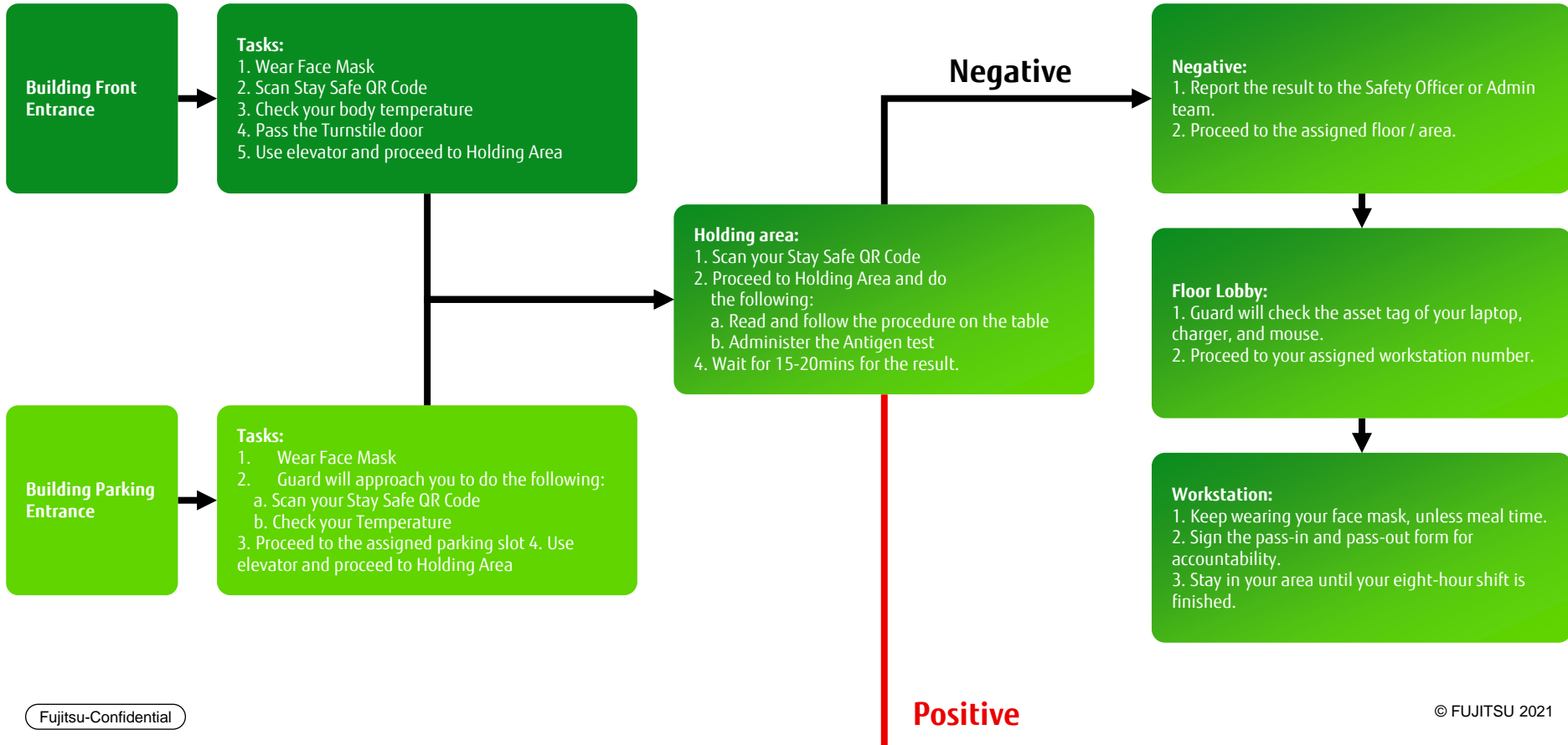


Pantry

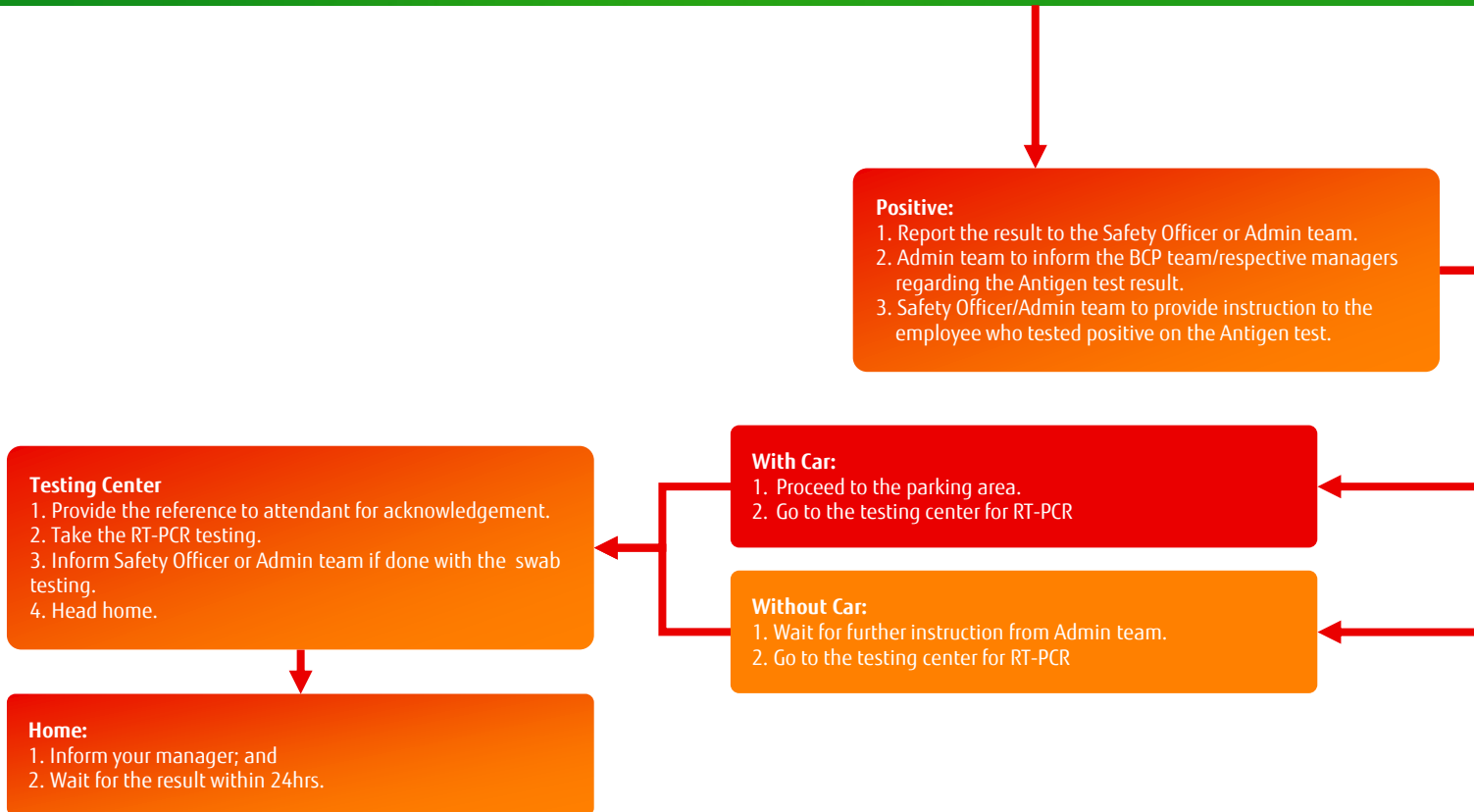


Restroom

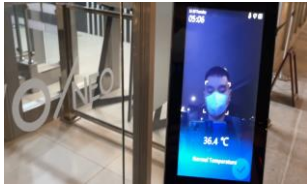
Entering the Building Premises



RTO Process : Entry



While on-site – Lobby / Parking



If travelling by vehicle and parking at the Fujitsu office, try to leave an empty car space between vehicles(as possible).

Always go through the non-contact temperature scanning.

Use hand sanitizer or alcohol when entering the building.

- If physical signing is required, use hand sanitizer before and after using pens. In most cases, card access is implemented.

Unless otherwise stated, lifts must only be occupied by four (4) persons as advised by the building admin (unless otherwise stated).

Use hand sanitizer or alcohol before and after touching the lift operating controls.

Observe two (2)-meter distance when using the stairs.

Allow those travelling one-way to complete the journey before entering the stairs yourself.

Personal mails and deliveries are not allowed in our leased premises. Employees need to go down and accept their personal mails or deliveries outside of the building. A common drop box at the delivery area of the building is provided for company documents.

While on-site - Workstation

CLEAN AS YOU GO



All employees must follow the seat arrangement plan, observing two (2) meters social distancing at all times.



Do not share colleague's equipment or accessories. Work areas and external screens, for example, will be sanitized under the direction of Facilities / Admin management before each use. You are encouraged to do the same with your personal IT equipment and accessories.



All employees are allowed to eat on their workstations.



Encourage to conduct surface disinfection at your workstations before, during, and the end of your shift.



Stay at your own workstations whenever possible. Limit movements to your area.



Clean frequently touched surfaces at personal workspaces like your table, keyboard, and mouse.



Report any potential hazards (damaged chair, table, electronic equipment) so we can replace it immediately.



Keep work areas neat and organized.



Use of air-conditioning are in alternating patterns to reduce the risk of aerosol transmission.



Standalone air purifier and HEPA filter are in place.

While on-site – Meeting Room

**ROOM IS NOT
CLEANED**

DO NOT USE

**SANITIZED AND
READY TO USE**



Meeting rooms should be operated by a pre-booking system to ensure access. Layout and sanitization regimes can be controlled (insert pre-booking tutorial).



Unless otherwise stated, meeting rooms, regardless of size, are either closed or only for the use of one person. Meeting rooms must be left clean and tidy when vacating. Meeting rooms must be sanitized before each use.



Please allow our facilities/admin team to clean and sanitize the meeting rooms every after use. (If there is red tag and green tag).



Avoid any skin-to-skin contact like handshake, or physical contact like touching or exchanging supplies or equipment.



People attending meetings need to guarantee physical distancing of two (2) meters, preventing face-to-face positioning.



Make sure that air purifier with HEPA filter is available in the area.



Encourage all participants in the meeting to have their own hand sanitizer.



A sign be placed on the meeting room entrance that clearly states the maximum number people allowed. The lower the density the better.

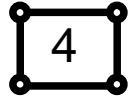
While on-site – Pantry



Recommend personnel to bring pre-prepared meals and refillable drinking bottles from home. Whenever required, provide individual packaged drinks and meals.



Respect physical distance of two (2) meters, prevent face to face positioning with others, and reduce contact time.



Display communication signs/posters at entry points informing about limited number of people permitted to use the facilities at any one time.



Ensure enough spacing between the chairs and removing chairs as necessary.



Reusable cutlery, eating utensils, cups etc. should not be provided to avoid lack of proper hygiene measures; unless they are owned by the worker, clean the utensils with employees' own detergent.



No food sharing and/or cutlery / utensils shall be permitted. Provide disposables where required.



All trash should be put straight into the bin. None should be left for someone else to clear up.



All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs.



Ensure access to soap and water / sanitizing gel. And use paper towel provided.



Encourage to bring your own sponge for washing your utensils.



Tables should be cleaned and disinfected between each use.

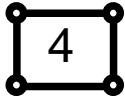


Report any specific concerns to the relevant Manager / Supervisor.

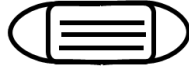


One table per person only.

While on-site – Restroom



Display communication signs/posters at entry points informing about limited number of people permitted to use the facilities at any one time.



Stay masked.



Beware of the risk of splash or backlash.



Wash or sanitize your hands after leaving the restroom



Avoid / minimize touching surfaces in restroom and stall.



Hand Dyers are not in use. Single-use paper towel is provided.



Read the signs and posters to increase awareness of good hygiene.

In case of Emergency - Covid Positive

If you develop symptoms while you are in the office, contact your manager and Occupational Health and Safety representatives.



Assist – The employee should be moved to an area which is at least two (2) meters away from other people.



Isolation – Should be transferred immediately to the designated isolation room.



Communication – Call the health service. If it is an emergency (if seriously ill or injured or their life is at risk) then call and explain the situation and provide relevant information, such as their current situation.



Disinfection / Sanitation – Immediately sanitize the area where the infected employee is deployed.



Contact Tracing – Employee exposed to a co-worker with confirmed COVID-19 should be given instructions on what to do according to company policy policies, building management and local / national authorities guidelines.

In case of Emergency - Fire / Earthquake

Building Emergency Evacuation

- In the event of the Fire alarm Sounding please evacuate in compliance with the building Fire Evacuation Procedure but maintaining the two (2)-meter Social Distancing in both evacuation and at the emergency assembly / muster points.
- The Evacuation Procedure may not have changed from normal building occupancy. The Evacuation Procedure will be explained during the building Hybrid Workplace Model Induction. If any temporary changes have been made to the Evacuation Procedure as part of repopulation planning, temporary instructions will be displayed.

First Aid

- If First Aid Assistance is required, please contact [Admin Facilities / OSH team on emergency contact provided](#).

Accidents and Incidents

- All accidents and incidents must be reported to the Facilities / Admin Team or [Ask Safety](#)
- Do not travel in groups when moving around and inside the building



In case of Emergency – Contacts

Manila

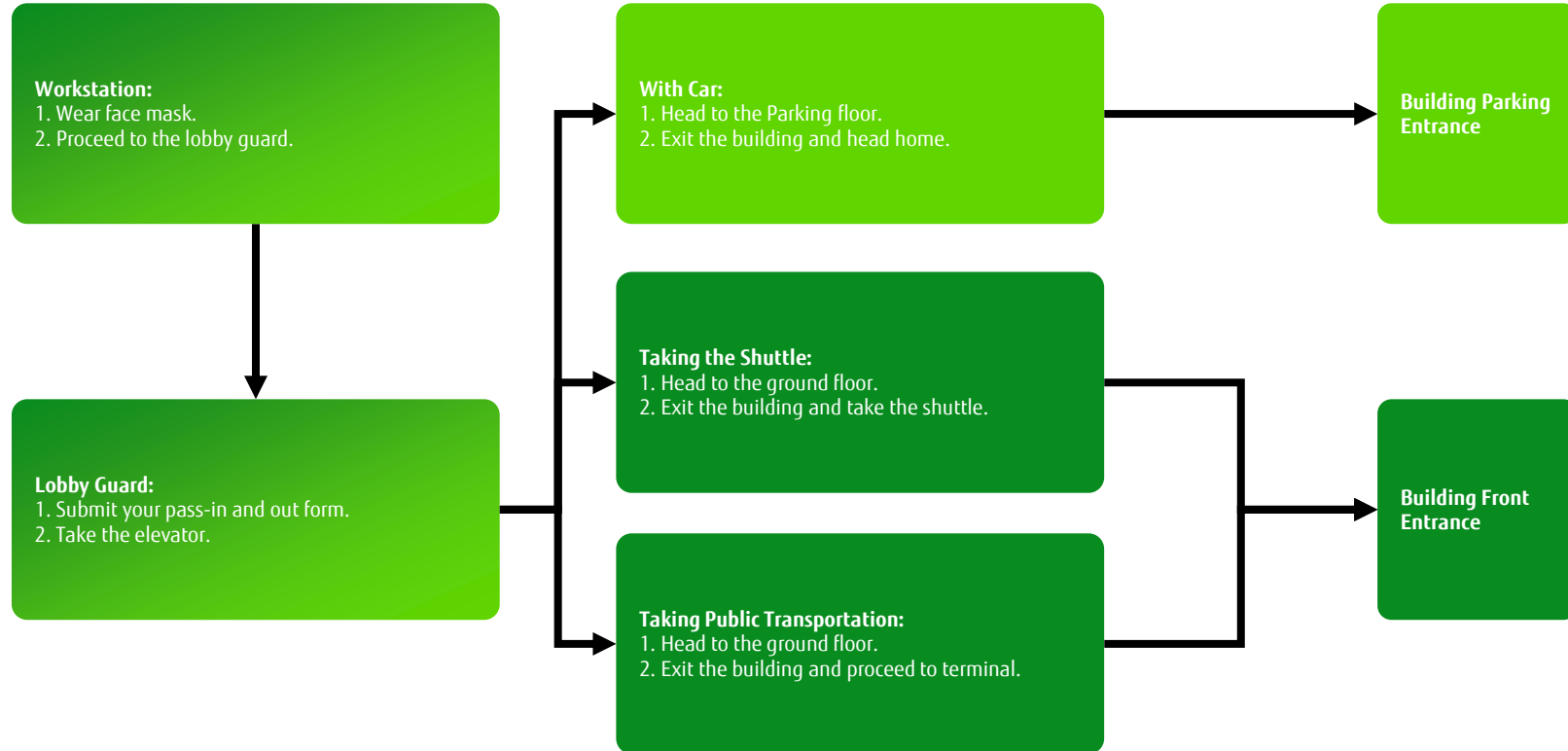
Event	Name	Contact Details
Occupational Health and Safety	Danilo Enolpe Jr.	+63 915 006 0468 / d.enolpe@fujitsu.com
Facilities / Admin	Edwin Isagan	+63 917 845 2430 / e.isagan@fujitsu.com
Reception	Guard on Duty	+63 2 8 793 7900 local 5111 (Manila)
Human Resources	Fujitsu - PH GDC HR BP	GDCPHhrbp@fujitsu.com
Development of COVID-19 Symptoms	Taguig City Epidemiology and Disease Surveillance Unit (CEDSU)	+632 8 878 9320
Fire – External	BGC Taguig City Fire Department, F02 Norton Jake Estrada	+63 906 430 5649
Ambulance – External	Lifeline Emergency Ambulance	+632 8 839 2520
Hospital - External	St. Luke's Hospital Taguig	+632 8 879 7700
Police – External	BGC Taguig City Police Precinct	+632 8 816 1813

In case of Emergency – Contacts

Cebu

Event	Name	Contact Details
Occupational Health and Safety	Jessie dela Cerna Shella Rosell	+63 995 963 1037 / j.delacerna@fujitsu.com +63 917 812 3316 / s.rosell@fujitsu.com
Facilities / Admin	Edwin Isagan	+63 917 845 2430 / e.isagan@fujitsu.com
Reception	Guard on Duty	+63 032 328 6500 (Cebu)
Human Resources	Fujitsu - PH GDC HR BP	GDCPHhrbp@fujitsu.com
Development of COVID-19 Symptoms	Cebu City Health Department	+63 032 232 1527
Fire – External	N. Balcaso Cebu City Fire Department	+63 032 340-0252/342-8509/256-0541/160
Ambulance – External	Emergency Rescue Unit Foundation (ERUF)	+63 032 161/340-2294/233-9300
Hospital – External	Perpetual Succor Hospital	+63 032 233-8620/232-2411
Police – External	Mabolo Cebu Police Station	+63 032 412-8262/412-8268/410-7549

Exiting the Building



- Neo /Eco

- Cebu

- Hybrid Workplace Procedure Guide Document
- Hybrid Workplace Induction Material

Thank you

If you have any questions relating to the content of this document, please get in touch:

- Admin: Edwin Isagan / Danilo Enolpe
- HR: Aristeo Cataluna / Jescel Gem De Guzman

