



De La Salle Araneta University

SUPPLEMENTAL COVID-19 SKELETON WORK FORCE HEALTH AND SAFETY PROTOCOLS

1. OBJECTIVE

These protocols are additional or supplemental safety and health protocol to the initially approved and implemented DLSAU COVID 19 Skeletal Work Force Health and Safety Protocol. This is also in response to the additional minimum health requirements set by the Philippine government and its concerned agencies and departments tasked to prevent and minimize the spread of Covid-19 in the workplace.

DLSAU shall comply with DOH, DOLE and government agency laws, policies, rules and regulations related to COVID 19 such as but not limited to reporting of COVID-related cases, curfew, social distancing and the likes. Such new and amendments in DOH, DOLE and government agency laws, policies, rules and regulations shall be implemented by the university even without the release of another supplemental protocol such as this document.

2. BACKGROUND

This supplemental protocol is consistent with the Philippine Department of Labor and Employment mandate for the health and safety practices while in the workplace. Please see DTI-DOLE joint memo circular no. 20-04a for your reference.

3. COVERAGE

This policy guideline covers both regular and Contract of Service personnel of DLSAU who, in the exigency of service, are required to physically report for work and/ or work from home to carry out the mandate of DLSAU during this state of national emergency.



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4. ADDITIONAL GENERAL GUIDELINES

The Guidelines shall apply to all DLSAU workplaces and employees.

1. MINIMIZE CONTACT RATE

- a. Physically reporting partners are highly discouraged to loiter and stay in other offices or spaces for non-work related concerns.
- b. Offices shall have a designated counter or area for face to face interaction.
- c. Offices may implore action plans and mechanisms to further minimize contact rate such as but not limited to the following:
 - i. Conversion to online request processing instead of using printed documents
 - ii. Using the guard's assistance in the transmittal of documents (in a sealed and secured packaging) instead of allowing entry to the office

2. USE OF FACE SHIELD AND FACE MASK

Mandatory use of face shield and face mask while taking the university shuttle service, while at work and while within the campus premises. Non-compliance will mean non-admittance and/or applicable disciplinary actions from his/her immediate unit/department head.

3. OFFICE SPACE

Offices entrance and exit point assigned for the personnel or staff use shall be locked so that unauthorized personnel to enter or use the said access shall be limited to staying in designated areas only.

4. SHUTTLE SERVICE

Social distancing, talking with other passengers is highly discouraged, phone calls are also highly discouraged, use of face shield and face mask, vehicle ventilation (3 inches window opening while in transit) are strictly to be practiced and implemented while taking the university shuttle service.



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5. HEALTH DECLARATION FORM

Health declaration forms are to be filled out daily by all physically reporting Lasallian partners.

6. Guidelines and protocol upon entering the workplace to control spread of Covid based on the DOH Dept Memo no. 20-04a

I. **Detection**

1. All employees entering the workplace shall be required to accomplish the Health Declaration Form. The security staff or other assigned personnel shall immediately screen the accomplished form and perform a temperature check:
 - a. If YES to any item is answered or if with a $T > 37.5C$, the employee shall be denied entry and referred to the workplace isolation area for further evaluation by the Safety Officer.
 - b. If NO to all items are answered and Temperature is $< 37.5C$, the employee shall be permitted entry.
 - c. The accomplished health declaration forms shall be submitted immediately to the Human Resource or Clinic for appropriate action and storage within the day.
 - d. The Health Declaration Form should be handled and processed in accordance with the Data Privacy Act and related issuances to ensure that:
 - > Data collected shall only include such necessary data proportional to the purpose of contact tracing.
 - > The processing of personal data shall be transparent and that the data subjects shall be apprised of the reasons for such collection
 - > Reasonable and appropriate security measures and safeguards shall be implemented to protect the personal data.
 - > The personal data collected shall be considered highly confidential.
 - > The personal data shall be stored only for a limited period and shall be disposed of properly after thirty (30) days from the date of accomplishment.



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2. Employers shall direct Symptomatic individuals through appropriate health system entry point such as the primary care facility (e.g. Barangay Health Center, Private Clinics/Hospitals) or telehealth consultation. Referral networks shall be established.
3. Employers may contact the DOH through its Hotline 1555 for guidance on the handling and referring of symptomatic employees.

II. Management of Asymptomatic and Symptomatic Employees in the Workplace

Isolation and Referral

1. Regardless of work arrangements, employees shall have access to telemedicine services, either through health maintenance organization (HMO), employer initiated telemedicine services or Barangay Health Center.
2. Provision for an Isolation Room for every 200 employees, which shall be other than the company clinic, and must be situated near the entrances/ or in a nearby facility, for employees needing further assessment due to elevated temperature, presence of any flu-like symptoms, any Yes to the Health Declaration or exposure history to a COVID 19 case or probable case thereof.
3. The designated isolation area shall have adequate ventilation and PPE availability for the health personnel and symptomatic patient. It shall also be provided with chairs and restroom. It shall be disinfected once every two hours and/or immediately after any infected or confirmed Covid 19 employee leaves the area.
4. All individuals shall keep their face masks and face shields during isolation at all times.



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5. Isolation area personnel shall always wear the recommended PPE prior to attending to the symptomatic employee as prescribed in the DOH dm no. 2020-0197 (disposable gown, face mask, face shield, gloves). All used PPEs shall be properly disposed after every use.
6. Company protocols for transporting the symptomatic employee to the nearest health facility, such as ambulance conduction and if necessary, for PCR testing shall be put in place.

III. Contact Tracing

1. Employers shall ensure strict compliance with the protocols established by the DOH and LGUs for contact tracing of employees in close contact with a Covid 19 case, as specified in the DOH memo no. 2020-0189 entitled “ Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Covid 19 Cases”.
2. Close contacts shall be defined as employees with exposures two days before or within 14 days from onset of symptoms of a suspect, probable or confirmed case. Exposure shall be any of the following:
 - a. Face to face contact with a confirmed case within one (1) meter and for more than 15 minutes, with or without a mask
 - b. Direct physical contact with a confirmed case; or
 - c. Direct care for a patient with probable or confirmed Covid 19 disease without using PPEs.
3. Contact tracing among the workforce
 - a. Identify close contact within the workplace. Workplace CCTV may be used to determine close contacts.



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- b. Close contacts of the employee whose RT PCR test was confirmed positive should undergo a 14 day quarantine period.
- c. During the 14 day quarantine, close contacts shall be required to regularly report to their employer any development, including new symptoms. If symptoms appear during this period, the close contact is required to undergo the rtPCR test from a nationally accredited testing facility and update their employer of the result.
- d. Close contact who remain asymptomatic for 14 days may return to work without a need for a test. However, personnel concerned will be asked to submit medical clearance from his/her attending physician.
- e. Employers shall make available work from home (WFH) arrangements for the close contacts when feasible.
- f. Other localized contact tracing policies, protocols and procedures may be implemented by the university consistent to Barangay Potrero and City of Malabon ordinances.

4. Contact Tracing of Customers and Visitors

- a. Customers, including visitors entering private establishments/ business premises shall be required to completely accomplish the Health Declaration Form (DTI-Dole jmc 20-04a ,Annex A-1)
- b. Health Declaration Form shall be collected by the HR officer or clinic personnel for future referencing and safekeeping.
- c. Employers shall explore the use of technology, such as using contactless forms.



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- d. Contactless form shall be handled with the highest degree of confidentiality and securely disposed of after thirty (30) days.
- IV. Referral of Symptomatic individuals shall be coordinated to the nearest health care facility as provided under the latest interim guidelines (e.g. DOH dm 2929-00334) .
 - V. Be a responsible Lasallian Partner
 1. Any Lasallian partner is expected to take care of his/her own health and as well as the health of the other members of the community where he/she belongs to.
 2. All Lasallian partners are required to be responsible enough in ensuring that his/her decisions and actions are beneficial to all internal and external partners of the DLSAU community.
 3. All Lasallian partners are expected to be truthful in filling out the health declaration form when they enter the school premises at the start of their shift.
 4. Always be updated with the latest WHO and DOH Covid-19 related advisories

7. SICK LEAVE

1. Any Lasallian partner who feels sick are encouraged to file sick leave and consult with our Medical and Dental Clinic Head via email regardless if the sickness is COVID-19 related symptoms or not.
2. Under no circumstances that a Lasallian partner will be allowed to enter the school premises or telecommute when he/she is sick.
3. Sick partners are encouraged to consult with their barangay health centers/facility or Intellicare, if he or she is a member.

8. REPEALING CLAUSE

All other issuances and orders inconsistent herewith shall be deemed repealed, amended, or modified accordingly.

9. SEPARABILITY CLAUSE

Should any provision of this Circular be declared invalid, the other provisions not affected thereby shall remain valid and subsisting.



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10. EFFECTIVITY

This Office Circular takes effect immediately and shall remain in force until the General Community Quarantine has been lifted by the President of the Philippines.

11. PROTOCOL REVIEW, ADDITION AND AMENDAMENT

PROTOCOL	EFFECTIVITY DATE
1. Skeletal Work Force Health and Safety Protocol	June 19, 2020
2. Supplemental Covid 19 Skeleton Work Force Health and Safety Protocol	September 1, 2020

Proposed by:

MR. RONALD YAGO IBARLIN
HRDM Director

DR. BUENA HEBRON
Medical and Dental Clinic Head

ENGR. VIRGILIO SUSTITUIDO
AdServe, Director

MR. JOHNREX OSEO
Security Officer

Approved during the 21 September 2020 Executive Council Meeting.