

June 18, 2020

To: **De La Salle Araneta University (DLSAU) Faculty and Staff**

Fr: **Mr. RONALD IBARLIN**  
Director, Human Resource Development and Management

Re: **Skeletal Work Health and Safety Protocol**

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**OBJECTIVE:**

To establish health and safety standards to prevent and minimize the spread of Covid-19 in the workplace.

**BACKGROUND:**

The provision of unhampered services to all students and stakeholders is critical during this COVID-19 pandemic. As such, all DLSAU personnel are expected to perform their respective roles with the same commitment and enthusiasm irrespective of work arrangements.

**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.

**GENERAL GUIDELINES:**

1. 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.
2. MINIMIZE CONTACT RATE
  - a. Observe Work From Home scheme if your work requires less physical interactions and if employee falls under the “vulnerable group” or are currently nursing babies or with young children, or living with elderly people.

- b. Make sure not to prolong face-to-face interaction with visitors and wear masks at all times.
  - c. Keep to a minimum number of participants and with short duration all meetings needing physical presence. Utilize videoconferencing for lengthy discussions among employees.
  - d. Arrange office tables in order to maintain proper physical distancing. Provide barriers between tables. Design workstation layout to allow for unidirectional movement in aisles, corridors or walkways, when applicable.
3. Each office shall only allow maximum of 30%, unless otherwise approved by the appropriate channels of its department/unit partner physically reporting at any time in the university campus for their conduct of work. These partners must be identified as necessary to be physically reporting in the university campus to perform their assigned duties and responsibilities and/or falls under the vulnerable group otherwise telecommuting shall be implemented.
4. Each office is expected to be both operating online and physically reporting in the university premises in order to deliver the expected and essential services of the university to its internal and external clients and partners.
- a. For Work From Home (WFH)
    - i. Carefully identify tasks which can be assigned thru the WFH arrangement;
    - ii. Conduct an inventory of equipment, resources and internet connection of personnel on WFH mode. Laptops and computer units may be sent to residences of those who do not have means to accomplish tasks at home. Personal accountability of employees to DLSAU properties must be documented by accomplishing the appropriate form from the concerned DLSAU offices like ADSERVE, ITC and Security Office;
    - iii. Remind employees to document their accomplishments and their 40 hours workweek through the OpenTime Clock application;
    - iv. Remind employees regarding their availability for video calls, teleconferences and virtual meetings when they are at home.
    - v. Remind employees that they are automatically “On Call” for physical reporting to work, as exigencies require, and as determined by higher supervisors.
  - b. For Skeletal Workforce

- i. Ensure that those who will form part of the skeletal workforce do not belong to the “vulnerable or high-risk group”. However, in the exigency of the service, the latter may be required to report for work;
- ii. Discern that only essential services which cannot be accomplished through WFH arrangement shall be performed by the skeletal workforce;
- iii. Provide transportation facilities for employees with no private vehicles to and from DLSAU;
- iv. Provide the necessary certifications, Office Orders, Rapid Pass and IDs;
- v. Remind the skeletal workforce to document their workhours through the biometric machine;
- vi. Remind employees to practice physical/social distancing and observe the safety precautionary measures to mitigate COVID-19; and
- vii. Ensure that no employee who is exhibiting COVID-19 symptoms and/ or those who are still under quarantine physically reports for work.

## 5. Canteen Operations

Since the food business is also one of the sectors affected by the ongoing COVID-19 pandemic, there is a need to review the existing program in managing a school canteen and adapting/modifying it to the new normal.

Although there is no concrete evidence at present to suggest that food is a likely source or route for the transmission of the virus, measures involving food safety, hygienic practices, personnel hygiene, cleaning and sanitation, and hygienic food processing environment must continually be reviewed and updated.

Doing so would not only protect and ensure the safety of students and other clients but also protect the food handlers from contracting the disease or any other illness, especially the food borne diseases, prevent exposure and transmission of the virus and/or bacteria, and strengthen food hygiene and sanitation practices.

### Guidelines

1. Canteen services need to remain open where there are no practical alternatives for students and personnel to obtain food.

2. Canteen must have prerequisite programmes that include good hygiene practices, cleaning and sanitation, zoning of processing areas, supplier control, storage, personnel hygiene and fit to work - basic conditions and activities necessary to maintain a hygienic food processing environment.
3. Promote frequent and effective hand washing and sanitation at each stage of food processing, manufacture and marketing. These measures will protect canteen staff from spreading COVID-19 to school personnel and students, maintain a healthy workforce and detect and exclude infected food handlers and their immediate contacts from the workplace.
4. Staff working in food premises should be provided with written instructions and training on how to prevent the spread of COVID-19.
5. Provide PPE such as face masks, hair nets, disposable gloves, clean overalls and slip reduction work shoes for staff. The use of PPE would be routine in high risk areas of food premises that produce ready to eat and cooked foods.
6. Space out work stations which may require reduction in the speed of production lines.
7. Limit the number of staff in a food preparation area at any one time.
8. Drivers delivering to food supply premises should be aware of the potential risks involved in contact transmission of COVID-19.
9. Measures such as frequent handwashing, use of hand sanitizers, use of protective clothing, good respiratory hygiene will reduce the risk of spreading the disease.
10. Maintain frequent washing and sanitizing of all food contact surfaces and utensils.
11. Require canteen staff to frequently wash hands and if using gloves, these must be changed before and after preparing food.
12. Require canteen staff to frequently clean and sanitize counters, serving utensils and condiments containers.
13. Menu offering may be reduced to 2 to 3 items per day.
14. Physical distancing is very important in stopping the spread of COVID-19. WHO guidelines are to maintain at least 1 meter (3 feet) between staff canteen staff, school personnel and students.

15. Stagger workstations on either side of processing and canteen lines so that canteen staff, personnel and students are not facing one another.
16. Provide plastic barrier to the food on display to avoid being touched by the customer.
17. Minimize interaction between canteen staff and customer by posting menu and their prices clearly.
18. At the payment counter, alcohol sanitizer and receptacle to put in the cash should be provided to avoid hand contact. If feasible, the school may introduce contactless payment scheme.
19. Bottled drinks and prepackaged meals may be offered.
20. People entering the dining area may be limited to a comfortable number that will adhere to the social distancing protocol. This will require a canteen staff to be at the entrance at all times if no other method can be employed.
21. Space out queueing of personnel and students by providing marks on the floor by the counter.
22. Space out diners at the tables one meter apart from each other all facing in one direction.
23. Staggered schedule of recess and lunch across levels and work hours is recommended to avoid crowding in the canteens.
24. Make available hand sanitizers for students and personnel on their way in and out of the canteen.
25. The policy is applicable for take-out orders from the following:
  - a. Canteens and food kiosks therein, and
  - b. Kiosks during events inside the university.
26. Students and personnel as well as guests are encouraged to bring their own eating utensils which include among others:
  - a. Non-Disposable spoon and fork
  - b. Tumbler or canister for drinks and water
  - c. Non-disposal plate, tray or canister for solid food
27. All concessionaires should not use or sell the following:
  - a. Paper cups, waxed or non-waxed as packaging

- b. Paper plates, waxed or non-waxed as packaging
- c. All plastic cellophane and sando bags as packaging
- d. Plastic straws
- e. Plastic cups
- f. Bottled water

28. All canteen concessionaires are not allowed to deliver food to other venues aside from the canteens' dining area.

29. All personnel, students and other clients should not bring canteen utensils outside of the premises of the canteens.

30. If it cannot be avoided, canteens may provide microwaveable packaging for a fee. Fee shall include the cost of the packaging plus the cost of waste disposal. Canteens may provide non-plastic spoon and fork for a fee.

31. Personal utensils may be washed in the comfort rooms provided that food waste is collected and immediately brought to the nearest canteen for disposal. It must not be thrown to garbage bins in the buildings and grounds or feed to animals inside the campus. Canteen shall provide the covered and leak-free containers for the purpose.

#### I. BEFORE GOING TO WORK

1. All returning employees /workers reporting to their work shall be screened and checked for symptoms, including fever, cough, colds and other respiratory signs and symptoms and/or relevant history of travels or exposure within the last 14 days.  
Exposure should have happened 2 days before or within 14 days from the onset of symptoms of a confirmed or probable case occurring in the following manners:
  - a. Face to face contact with a confirmed case within 1 meter, and for more than 15 minutes.
  - b. Direct physical contact of a confirmed case.
  - c. Direct care of a patient with probable or confirmed COVID-19 without using appropriate PPE.
2. Returning employees/workers who are symptomatic with relevant history of exposure on the date of work resumption shall not be allowed to physically return to work and must consult with their primary care provider.

3. Returning employees/ workers with relevant history of travel/exposure within the last 14 days prior to the date of work resumption shall present a certificate of Quarantine Completion duly issued by the step-down care facility or local health office, whichever is applicable based on the latest DOH guidelines on re-integration of suspect, probable and confirmed case of COVID-19.
4. If asymptomatic within the last 14 days prior to date of work resumption, employee/worker can be cleared to physically return to work.
5. As of May 21,2020, DOH has announced that the department is not officially requiring for employee/worker to get tested against COVID-19 prior to work re-entry. Employers, likewise are not officially required to have their employees tested nor require their employees to get tested. However, they are encouraged to undergo testing only if symptoms are present.
6. If employers should opt to conduct testing, DOH suggests selecting a representative sample of those who have a high risk of contracting COVID-19 due to the nature of their work. Test using RT PCR for baseline can be done to look for evidence of asymptomatic transmission.
  - a. If tested positive, returning employee is considered a COVID case and will be isolated and referred accordingly. All close contacts shall be contacted and test accordingly.
  - b. If found negative, returning employee can continue working with the usual precautions.
7. For Infection Prevention and Control , the following measures are adopted in the work setting:
  - a. All personnel shall have temperature and symptoms monitoring recorded daily in a health questionnaire record.
  - b. A referral network shall be established for employees who will develop symptoms and signs. They will be advised to undergo testing for COVID-19.
  - c. Physical distancing, wearing of protective masks, meticulous hand hygiene, cough and other respiratory etiquette must be practiced and enforced strictly.
  - d. Work arrangement that observes physical distancing must include reducing the number of people in the workplace , reduce the need to travel including home arrangements for high risk employees and those whose task can be done at home.

\* high risk individuals are those age 60 or more, or of any age with pre-existing health conditions, like hypertension, diabetes, cancer, immunocompromised health status and high risk pregnancy.

e. Appropriate PPE shall be worn. For health personnel ( face shield and mask since they render service via face to face encounters).

e. Provide a program that will strengthen the physical and mental resilience of the employees/workers.

## 8. Support Mechanisms

All personnel who are covered in this policy guidelines shall be afforded with the following adequate support mechanisms:

a. Free rapid antibody testing and as necessary, RT-PCR testing;

b. Isolation facility within DLSAU;

c. Referral to a quarantine facility within DLSAU, or accredited hospital facility, if warranted;

d. Personal Protective Equipment (PPE), such as face masks, face shields, and gloves;

e. Disinfectants, sanitation materials/supplies in work areas and strategic locations in DLSAU;

f. Reasonable transportation support/ service vehicle to employees assigned as skeletal workforce, whenever practicable;

g. Provision of cell cards for those who are not regular cell card recipients but who perform tasks which are communication intensive;

h. Provision of hazard pay, subject to the usual accounting rules and regulations;

i. Provision of health supplements and medicines available at the Clinic;

j. Provision of webinars and materials on mental health and coping with COVID-19;

k. Counselling and stress debriefing care of in-house psychologists; and

l. Referral to the DLSAU for counselling, if warranted.

## 9. Other Support

Partners who will be part of the skeletal work force of the university may choose to take advantage of the free accommodations at the University Dormitory.

## II. PRIOR TO ENTRANCE IN DLSAU PREMISES

All employees shall observe the following:

1. Wear a face mask upon entry to DLSAU. No face mask no entry shall be strictly implemented.
2. Observe at least 1.8-meter radius of social distancing at all times.
3. Undergo thermal scanning at all entry points. If an employee registers a temperature 38 degrees Celsius or higher, he/she should be given a 5-minute rest then required to repeat temperature check. If the temperature has not changed, isolate and refer to a hospital for screening (Refer to new DOH classification of individuals on COVID or COVID-related cases dated April 2020).
4. Step on the footbath provided in the entry point to disinfect their respective foot wares.
5. Observe hand sanitation after using the biometric machine. Alcohol dispensers are made available for this purpose.

## III. INSIDE THE WORKPLACE

### A. Required Behavior When Inside the Workplace

1. Observe physical distancing in the workplace.
2. Avoid touching surfaces that are potentially contaminated or frequently touched by others.
3. Avoid touching your eyes, mouth, and nose.
4. Practice respiratory etiquette.
5. Practice proper disposal of tissue in close bins.

B. Behavior expected when an employee is in a common area or waiting area

1. Observe physical distancing.
2. Wear mask at all times.
3. Always utilize the right portion of the hallway and staircases when walking.
4. Observe physical distancing when using elevator. Face the elevator wall. Only 1 person is allowed to use the elevator at anytime.

C. Behavior expected when an employee is in his/her work area

1. Observe physical distancing.
2. Wear mask at all times.
3. Place physical barriers between employees and clients whenever applicable.
4. Disinfect work area by spraying or wiping using alcohol and other disinfectant every after shift.
5. Do not eat in communal areas. It is best to eat in individual work area and all wastes shall be disposed properly.

IV. GOING HOME

1. Dispose of all disposable masks properly.
2. Keep used washable masks inside a plastic bag/container.
3. Change into clean clothes before heading home as much as possible.
4. Always wear masks when travelling from work to home.
5. Observe physical distancing.
6. Disinfect hands after using the biometric machine.
7. Disinfect items which are brought home like IDs, bags, keys, mobile phones, etc. Take a bath at home before engaging with family members as much as possible.

8. Observe physical distancing when utilizing public transportation to and from work.

V. EMPLOYEES WITH SUDDEN MANIFESTATION OF COVID-19 SYMPTOMS WHILE AT WORK OR UPON ENTRY

DLSAU shall comply with DOH, DOLE and government agency laws, policies, rules and regulations related to COVID 19 such as but not limited to initial check-up, manifestation of symptoms while at work/upon entry, reporting of COVID-related cases, curfew, social distancing and the likes.

VI. DUTIES OF BOTH DLSAU MANAGEMENT AND EMPLOYEES

Management shall:

1. Ensure implementation of policies for the prevention and control of COVID-19 based on DOH, WHO and other reliable sources of information on COVID-19;
2. Provide information, resources and materials needed to keep the employees healthy and safe in the workplace;
3. Provide programs that develop the physical and mental resilience of employees;
4. Ensure that an isolation room is always available for use of employees;
5. Provide partners with a temporary place to stay and rest after their duty during the COVID 19 pandemic. The institution may continue to offer its own facilities temporarily free while on GCQ or collaborate with nearby dormitories and design a payment scheme if there will be minimal charges for the employees.
6. Install signages to remind people of the adopted protocols.
7. Install markers for physical distancing in public areas
8. Ensure the availability of necessary technology-related and other support via the ITC and Adserve Help desks (available in the website)

Employees shall:

1. Comply with all workplace measures such as, frequent hand washing, wearing of masks;
2. Ensure they always stay healthy. Eat balanced nutritious meals, exercise and ample time to rest.

**REPEALING CLAUSE:**

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

**SEPARABILITY CLAUSE:**

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

**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.

**INFORMATION DESSIMINATION**

Unit/department heads shall provide a copy of this memorandum to all of his/her team (permanent, probationary full-time, part-time and consultants).

Thank you! Animo La Salle Araneta!

Noted:

(Officially Signed) June 18, 2020

**MR. CHRISTOPHER POLANCO**

University Chancellor

(Officially Signed) June 18, 2020

**DR. BJORN SANTOS**

University President