



# **Employee Health & Safety Guidelines Related to COVID19 Pandemic**



# HEALTH AND SAFETY GUIDELINES FOR COVID-19

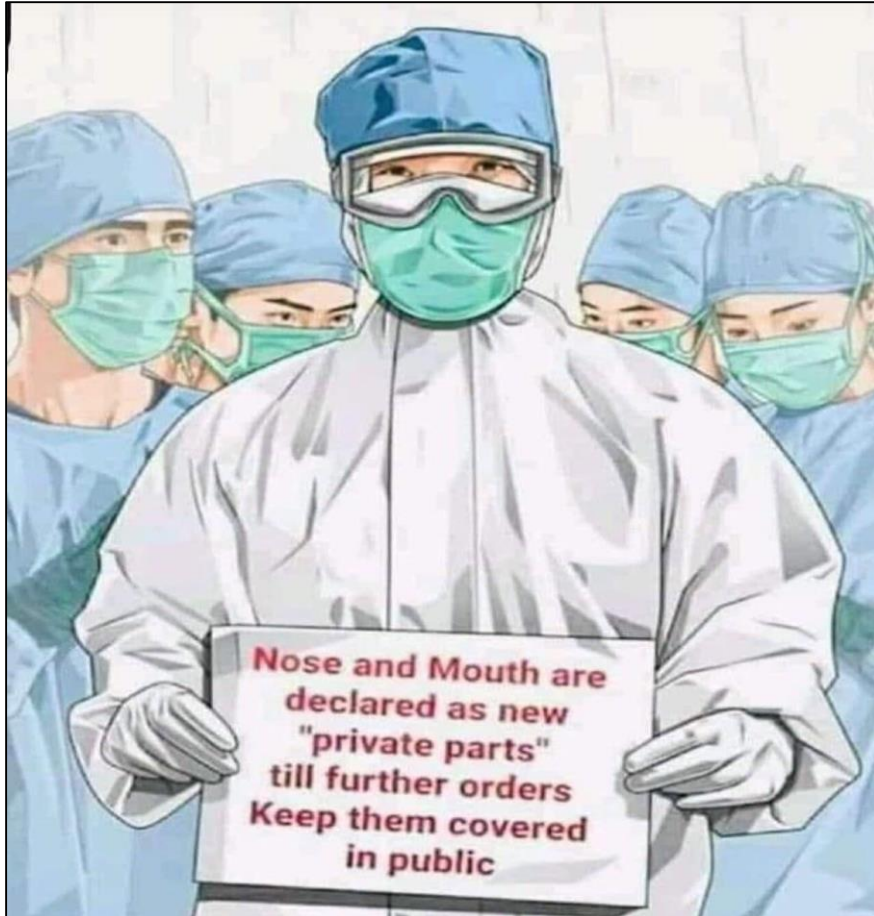
## 1. Main Gate

- ✓ All vehicles entering the company premises must undergo tire bath



# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 2. Employees Entrance

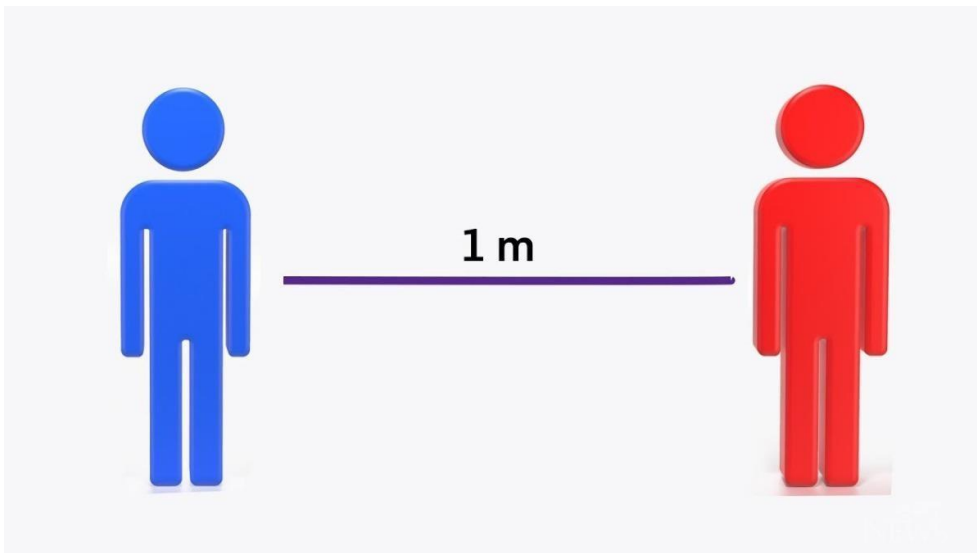


# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 2. Employees Entrance

- ✓ Employees must observe social distancing while on queue
- ✓ Employees must utilize the provided foot bath

Please observe 1 meter distance



# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 2. Employees Entrance

- ✓ Employees must undergo thermal scanning
- ✓ Employees must sanitize using alcohol



# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 2. Employees Entrance

- ✓ Employees must accomplish health declaration checklist everyday.

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: \_\_\_\_\_

	Yes	No	
1. Are you experiencing: (nakakaranas ka ba ng:)			
	a. Sore throat (pananakit ng lalamunan / masakit lumunok)	<input type="checkbox"/>	<input type="checkbox"/>
	b. Body Pains (pananakit ng katawan)	<input type="checkbox"/>	<input type="checkbox"/>
	c. Headache (pananakit ng ulo)	<input type="checkbox"/>	<input type="checkbox"/>
	d. Fever for the past few days (lagnat sa nakalipas na mga araw)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past 2 weeks? (May roon ka ba ng nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) linggo?)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you travelled outside of the Philippines in the last 14 days? (Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you travelled to any area in NCR aside from your home? (Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?) Specify (Sabihin kang saan): _____	<input type="checkbox"/>	<input type="checkbox"/>	

I hereby authorize APO Production Unit, Inc. 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: \_\_\_\_\_

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## 3. Admin Area (Lobby)

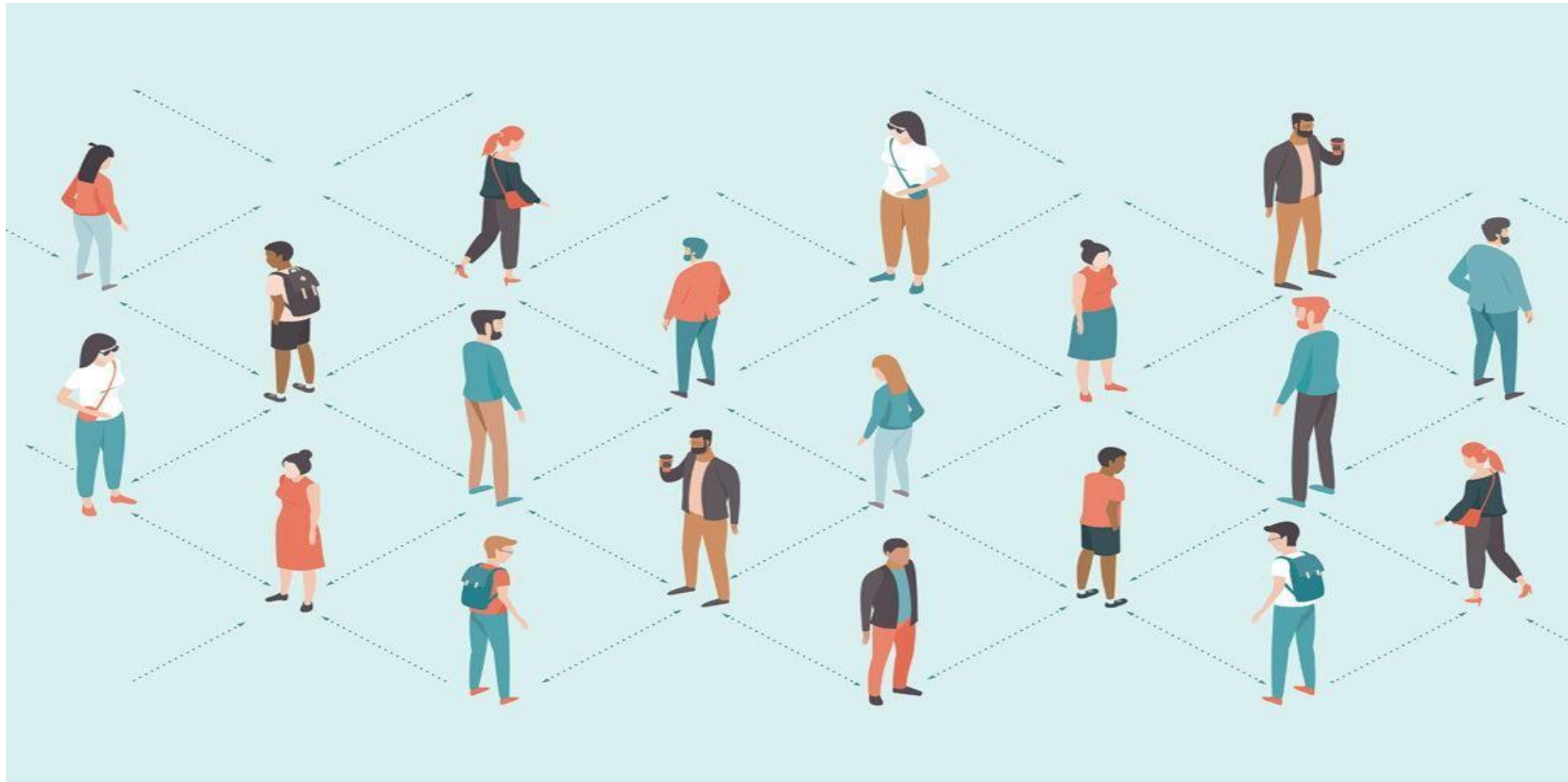
- ✓ Employees must observe social distancing while queuing at Biometrics Area



# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 4. Admin Hallway

- ✓ Employees must observe “social distancing” at all times
- ✓ When at the hallway, please be guided by the markings





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## 4. Admin Hallway

- ✓ Employees must observe the “keep right” policy at all times.



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## 5. Disposal of Used PPE's

- ✓ Employees are advised to utilize the provided garbage bin when disposing used masks, gloves and other PPEs.

For used Gloves and Mask



Residual Waste



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## 6. Locker Area

- ✓ Employees must observe one-way traffic when entering the locker area
- ✓ Maximum number of personnel inside is 10 only.
- ✓ Bags are not allowed on the table at the locker area



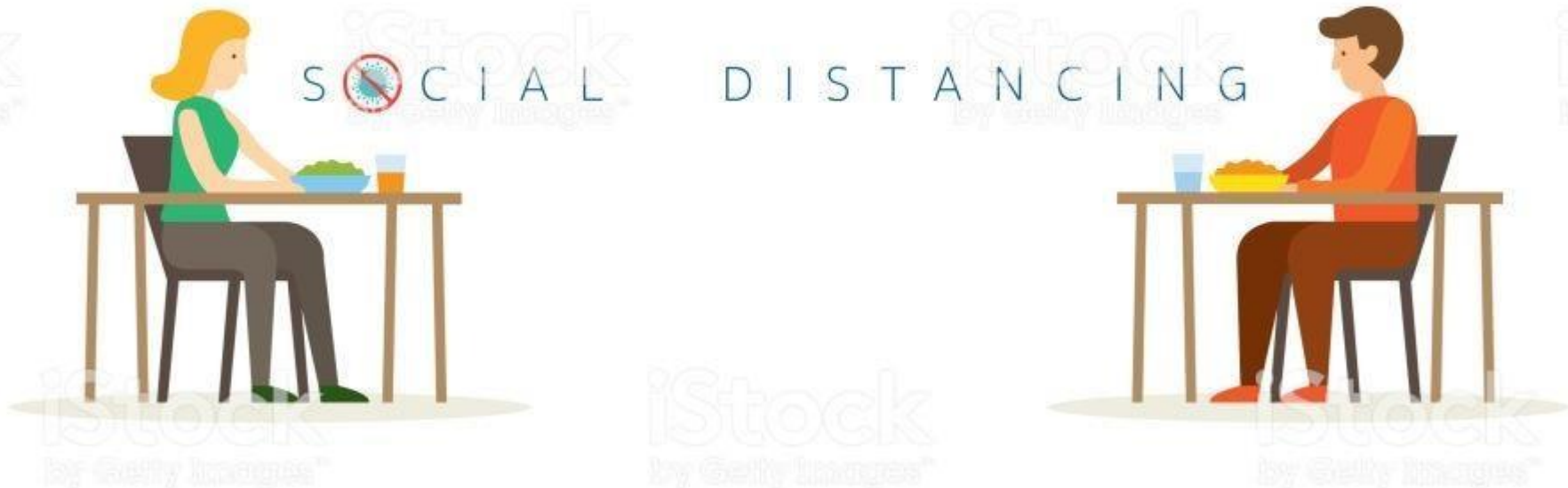
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## 7. Canteen Area

- ✓ Employees must observe the 1 meter distance (see markings)



# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 8. Disinfecting of commonly used areas

- ✓ Done every 2 hours



# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 10. For Hand hygiene

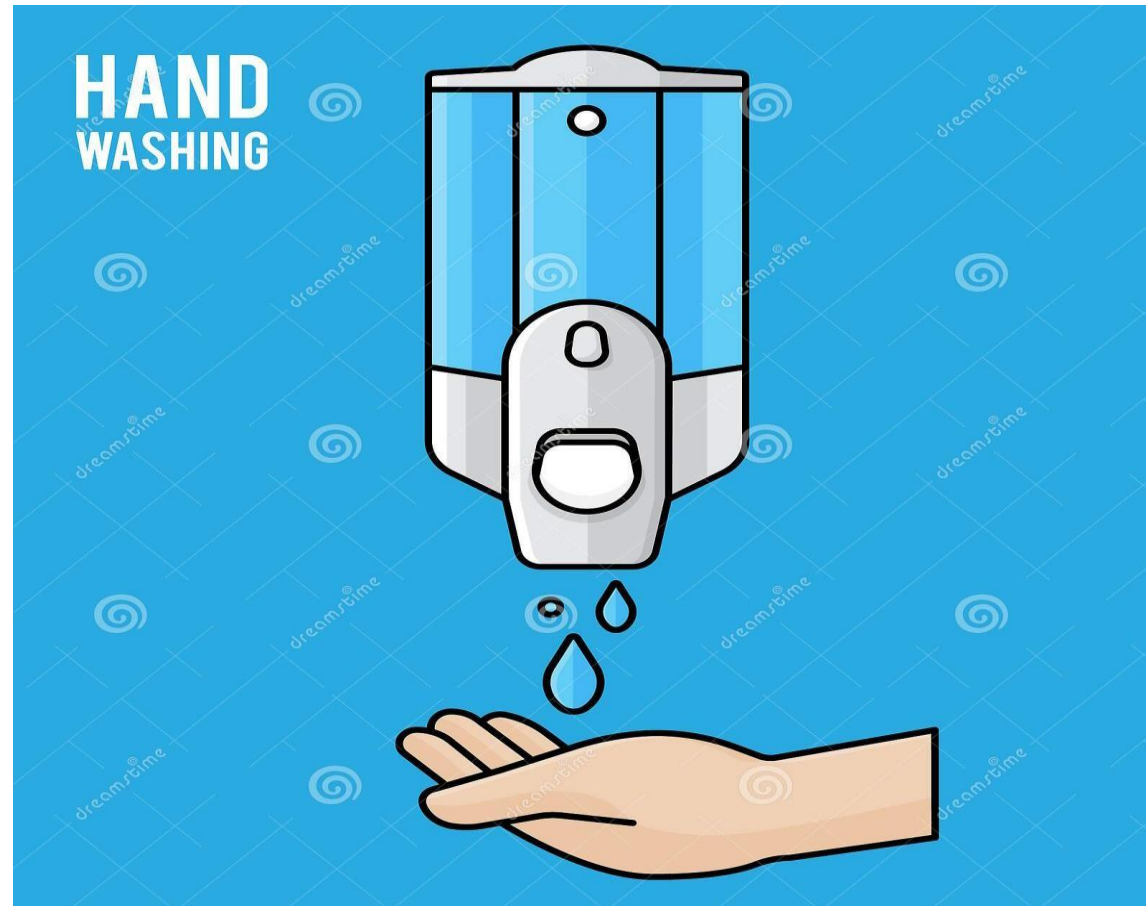
- ✓ Handwashing is still the single most effective way to prevent the spread of infection.
- ✓ Employees must wash hands before going to their work area.



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## 10. For Hand hygiene

- ✓ Hand sanitizers are available in common areas (e.g. entrance & exit) and other offices



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## 11. Smoking Area

- ✓ Maximum of 3 personnel must be observed
- ✓ Please be guided with X-marks





# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 12. Isolation Area

- ✓ Designated area for possible COVID 19 carrier with symptoms (e.g. temperature reading of  $\geq 37.5$  °C and above)



# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 13. Employees Egress

- ✓ Employees must undergo thermal scanning before leaving company premises – this is to monitor the health condition of all employees



# HEALTH AND SAFETY GUIDELINES FOR COVID-19

## 14. COVID-19 HOTLINE

**COMPANY'S COVID-19**

**HOTLINE**

**0975-5663-150**