

Annex A. PHYSICAL DISTANCING, HYGIENE PROTOCOLS, AND LIMITING PHYSICAL CONTACT AT EVERY STAGE OF PRODUCTION

Practicing safe work to limit exposure to COVID-19, while operating under community quarantine conditions, means assessing the risks first, and then implementing the appropriate controls, whenever applicable.

All work must be approached to reduce possible contact between workers and promote physical distancing wherever possible.

A. What is Physical Distancing?

- a. Physical distancing means keeping a safe distance from others.
- b. No less than one meter away from other people must be observed wherever possible. This is an important measure to help protect from COVID-19 which spreads via droplets from coughing and sneezing.
- c. There are varying measurements of physical distancing within spaces depending on the type of space where work is undertaken. These are broken down in controlled, uncontrolled, and close contact spaces.

- i. A **Controlled Space** is a situation where a Producer/ Employer can reasonably provide:

1. Hand sanitizing / cleaning
 2. Cleaning between groups when they occupy an area.
 3. Maintain the required physical distancing
 4. Health screening
 5. Contact tracing (recording name, phone, and address)

In a Controlled Space, the required separation is one meter between people whenever applicable because of the additional measures implemented.

- ii. An **Uncontrolled Space** is a situation where a producer/employer cannot reasonably provide the above measures. For these spaces (e.g. public spaces, shops, etc.), there is an expectation of two meters separation whenever applicable between workers and other persons because these spaces are outside of the production zone.
 - iii. A **Close Contact Space** involves close personal contact that results in workers not being able to maintain one-meter physical distancing, e.g. Make-up and Hair, or intimate scenes. Close contact safety measures need to meet the same requirements as the controlled space above as well as taking additional control measures such as PPE and increased ventilation.

B. On Reducing Contact Rate

- a. A maximum number of people on the production site must be limited to fifty (50) people, unless a locality's community quarantine guidelines prescribe a less maximum number.
- b. Work from Home arrangements (WFH) must be utilized for all stages of production as applicable. Physical contact may be reduced by conducting online meetings, electronic transactions, virtual reviews, and checks.
- c. Prolonged face-to-face interaction between workers and clients is discouraged, and face masks must be worn at all times and not removed. Meetings needing physical presence must be kept to a minimum and with a short duration. Videoconferencing must be utilized for lengthy discussions among workers whenever possible.

C. On Shortening Duration of Infectiousness of COVID-19

- a. If a worker is suspected of having COVID-19, he/she must immediately proceed to the isolation area designated in the workplace or production site and never remove his/her mask.
- b. The OSH officer attending to the worker must wear appropriate PPE and, if needed, must transport the affected worker to the nearest hospital.
- c. Protocols for transport for suspect COVID-19 cases, whether from the workplace or production site must be in place, including provision of an ambulance. The hospitals will be responsible for reporting to the DOH the COVID-19 suspect case.
- d. The workplace or production site must be decontaminated with appropriate disinfectants (e.g., chlorine bleaching solution and 1:100 phenol-based disinfectant).
 - i. After decontamination of the workplace or production site, the production or work may resume after 24 hours.
 - ii. Workers who were present in the workplace or production site with the suspect COVID-19 case must go on a 14-day home quarantine with specific instructions from the clinic staff on monitoring of symptoms and possible next steps. If the suspected COVID-19 case has a negative result, the personnel may be allowed to report back to work earlier.
 - iii. If a worker is sick or has a fever but is not suspected of having COVID-19 (e.g., urinary infection, wound infection or any diseases not related to lungs or respiratory tract), the producer/employer must advise the worker to take prudent measures to limit the spread of infectious diseases, as follows:
 1. Stay at home and keep away from work or crowds.
 2. Take adequate rest and take plenty of fluids.
 3. Practice personal hygiene to prevent the spread of disease.
 4. Seek appropriate medical care in the case of persistent fever, when the difficulty of breathing has started, or when he/she becomes weak.