

Annex E. REMINDERS FOR PREPARING AND SETTING UP WORKPLACES UNDER COVID-19

- A. Producers/Employers must consider the current Community Quarantine condition of the area where the workplace or production site is located before setting up or returning to operations.
- B. Producers/Employers must determine workers who need to work from the office, and those who may work from home for all or some of their duties and discuss these options with those involved. Workers working from home is a practical step towards eliminating and minimizing the risks.
- C. The following must be considered when setting up workplaces or production sites for operation under the different Community Quarantine conditions:
 - 1. The number of personnel required at various stages of the project.
 - 2. The provision of adequate hygiene facilities e.g. hand washing facilities, sanitizing stations.
 - 3. The shared and common areas and if the measures in place are sufficient to deal with possible surface contamination like in the kitchens, photocopiers, and supply cupboards.
 - 4. Fog sanitizing the areas before use. This may be a one-off or a regular requirement depending on other factors such as the number of persons using it and/or coming and going from the space.
 - 5. The workspaces that require daily or potentially more frequent sanitizing.
 - 6. The placement of adequate signage and/or posters promoting best practices and processes.
 - 7. Establishment of adequate processes in place to control persons entering the office/building like couriers, suppliers, and placement of proper signage to explain what they need to do.
 - 8. The office configuration that will allow for the recommended physical distancing under the Community Quarantine conditions. This includes the distance between personnel when seated at their workstation and when accessing their workstation.
 - 9. The placement of doors between offices or dividers between workstations. Automatic sliding doors may be considered for some doors especially if particular offices are visited regularly by workers.
 - 10. Full engagement with workers to ensure that the implemented measures are suitable and realistic for all workspaces.