

# SUSPECTED OR CONFIRMED CASES AT WORK

If a suspected or confirmed case of COVID-19 is at work, make sure to:



## Isolate

- 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.
- The OSH officer attending to the worker must wear appropriate PPE and, if needed, must transport the affected worker to the nearest hospital.



## Transport

- Protocols for transport for suspect COVID-19 cases, whether from the workplace or production site, must be in place, including provision of an ambulance.



## Notify

- The hospitals will be responsible for reporting to the DOH the COVID-19 suspect case.



## Clean

- The workplace or production site must be decontaminated with appropriate disinfectants (e.g., chlorine bleaching solution and 1:100 phenol-based disinfectant). Prohibit persons from entering those areas until the process is complete - if required, evacuate and close down these areas. After decontamination of the workplace or production site, the production or work may resume after 24 hours.



## Quarantine

- 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.



## Support

- 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 disease not related to the 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.



## Contact Trace

- Trace who the person had close contact with in the past 14 days. Advise close contacts that they have been/may have been exposed, and encourage them to get tested and follow advice on quarantine requirements.

1. Contact the DOH Epidemiology Bureau or their respective Regional Epidemiology and Surveillance Units to report possible exposure and facilitate contact tracing, as necessary;
2. Gather records of all persons who have been on-site, or who have had close contact or have gotten involved with the person who has tested positive from the past two weeks of the onset of symptoms. These records must be presented to the DOH to aid in contact tracing;
3. Inform the wider workforce of the situation while protecting the individual's privacy so that further health monitoring can take place for individuals that a confirmed COVID-19 case potentially had contact with.

# WASH YOUR HANDS CONSISTENTLY AND THOROUGHLY WITH SOAP AND WATER TO PREVENT THE SPREAD OF GERMS



**1** Wet your hands under clean running water.



**2** Wash your hands with soap for at least 20 seconds.



**3** Rub soap on both sides of hands.



**4** Remember your fingers and thumbs.



**5** And your palms



**6** Rinse the soap under running water.



**7** Dry your hands for at least 20 seconds, with a paper towel if possible.

## HOW TO WEAR A MASK PROPERLY



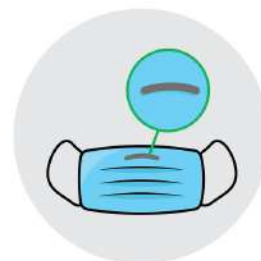
### Wash your hands

Always wash your hands before and after touching a mask.



### Mask

There are various kinds of masks depending on your needs.



### The Right Side

Make sure you wear the mask on the correct side.



### Placement

Place the mask on the correct side.



### Attachment

Pull the elastic bands over your ears.



### Stretch

Stretch the mask so that it covers your chin.



### Adjust

Adjust the mask so that it fits comfortably.



### Taking off the mask

Pull the elastic bands away from your ears.



### Disposal

Always place the used mask in the proper waste disposal bin.



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# PROTECT YOURSELF AND THE PEOPLE AROUND YOU

## Preventing the spread of germs



Always dispose of your used tissues in a waste bin or plastic bag after use.



Cough or sneeze into a tissue or your elbow.



Clean and disinfect surfaces and objects that people frequently touch.



Avoid close contact with people who are displaying symptoms.



Avoid touching your face with unwashed hands.



Stay at home if you feel sick.



Wash your hands frequently and thoroughly.

## You must self-quarantine for two weeks (14 days) if you...



Recently travelled from outside the country



Are showing symptoms of COVID-19



Have been in close contact with a confirmed case of COVID-19 in the last two weeks

### Symptoms include:



Cough



High temperature  
(more than 37.5 °C)



Shortness of breath



Sore throat



Sneezing and  
runny nose



Temporary loss  
of smell

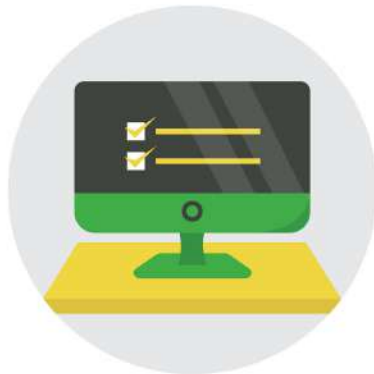


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## DO YOUR PART

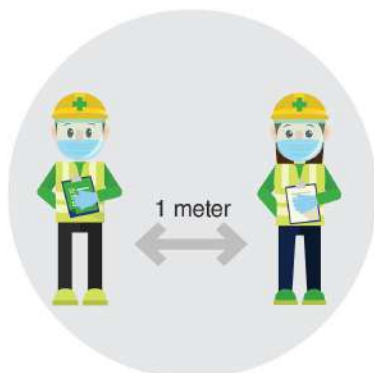
### Remember the 4Ws



**1** **Work from home**  
whenever possible.



**2** **Wear a mask**  
at all times.



**3** **Watch your distance**  
no less than one (1) meter apart.



**4** **Wash your hands**  
for at least 20 seconds  
frequently and thoroughly.

# STOP THE SPREAD OF COVID-19

Preventing the spread of the virus is currently the best defense now as there is no vaccine or medicine yet

## Increase Physical And Mental Resilience



Eat nutritious and well-cooked food.



Stop smoking during this pandemic because COVID-19 attacks the lungs and affects the rest of the respiratory system.



Working hours must be strictly enforced:

- For production sites, a maximum of up to 14 hours
- For workplaces and offices, a maximum of up to 12 hours



A 12-hour turnaround time for all must be observed to allow for workers to rest and recoup.

## REDUCE CONTACT RATE



Follow hygiene protocols and physical distancing measures. Maintain a distance of at least one (1) meter from co-workers.



Habitually clean and disinfect doorknobs, railings, and other often-touched surfaces.



Wash your hands for at least 20 seconds every time to dissolve the protective coating of the virus. Production sites must have handwashing stations with ample supply of water, soap, and disposable hand towels. Hand sanitizers are also useful.



Stop the spread of the virus when you cough by coughing into your elbow, and not on your hands.

## Stop Transmission



A face mask, when worn correctly, helps in stopping people from touching their face. This helps prevent the virus from getting on the hands and entering through the eyes or mouth.



Stay home if you are ill. Producers and employers must send sick workers home. If you have just returned from an overseas trip, have been in contact with a confirmed COVID-19 case, or are showing symptoms of being sick, you are advised to go on self-quarantine for 14 days.



If you have been in contact with someone with COVID-19, stay at home. Assume that you may have the virus, too.

## COVID-19 H&S Protocols

The government has set sector-specific standards and protocols through the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001 on the Health and Safety Protocols on the Conduct of Film and Audiovisual Productions Shoots and Audiovisual Activities During COVID-19 Pandemic. These protocols are in place for protecting workers against the risks of COVID-19. The procedures cover the steps for operating a site including *Before arriving on site*, *Site entry*, *Site operations*, *Leaving site* and *Management Protocols*. The protocols include some useful guides and resources to assist with implementing the protocols on site.

## TRANSPORTATION

Physical distancing and hygiene protocols can be compromised by transport services, that's why producers and employers are given the following options to help stop the spread of COVID-19:

- a. When aboard vehicles to and from work sites and between locations, workers are recommended to travel separately. If that's not possible, a production's vehicle travel set-up must abide by the protocols of DOT:



Workers using public transport must follow the physical distancing guidelines imposed by the driver or operator.



Should there be more than one person in a vehicle, passengers must be as far apart as possible from one another and from the driver.



In private cars, only one (1) person is allowed in the front passenger seat and in front-facing seats, only two (2) passengers are allowed per row.



The space between two (2) passengers per row must be maximized in larger vehicles. Passengers must occupy alternating sides of rows in a larger vehicle.



The number of workers in a vehicle must be reduced to the minimum. Producers and employers must keep a log of the schedule of travels and passengers per trip.



As much as possible, workers must travel with the same group of colleagues. A worker who repeatedly rides the same vehicle should always use the same seat.



Thorough disinfection must be done on vehicles after every trip, and after every use of different groups.



Workers and the driver must sanitize or wash their hands before entering the vehicle and upon alighting the vehicle.



The aircon should run in a fresh air setting instead of being on recirculation.



Individual vehicles are preferred over shared vehicles. The travel time in shared vehicles should be minimized.

- b. Vans, trucks, and other hired vehicles must be cleaned and disinfected. The vehicle's inner and outdoor handles and steering wheel must be sanitized in between drivers and at the end of the day.
- c. There must be an ample supply of alcohol or hand sanitizer, disinfecting wipes, and appropriate PPEs in all vehicles.
- d. Picking up or delivering outside designated areas must be avoided by all drivers.

# GOING HOME AFTER WORK

## Preventing the spread of COVID-19 from production sites and workplaces to workers' homes

It is important for workers going home to take precautions to stop the possible spread of COVID-19 among their loved ones at home and in their communities. Here are five easy guidelines to follow:



### Wash hands first

Try not to touch anything when you get home until you have washed your hands.



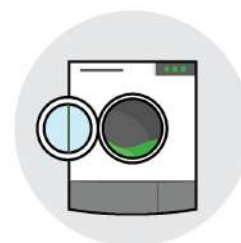
### Footwear

Remove your shoes. Don't enter the house with them, just leave them outside. Clean and disinfect the soles of your shoes later.



### Items

Disinfect items used at work that have to be brought home like mobile phones and laptops. For other non-essential items, leave them at the work site or workplace.



### Bags and clothes

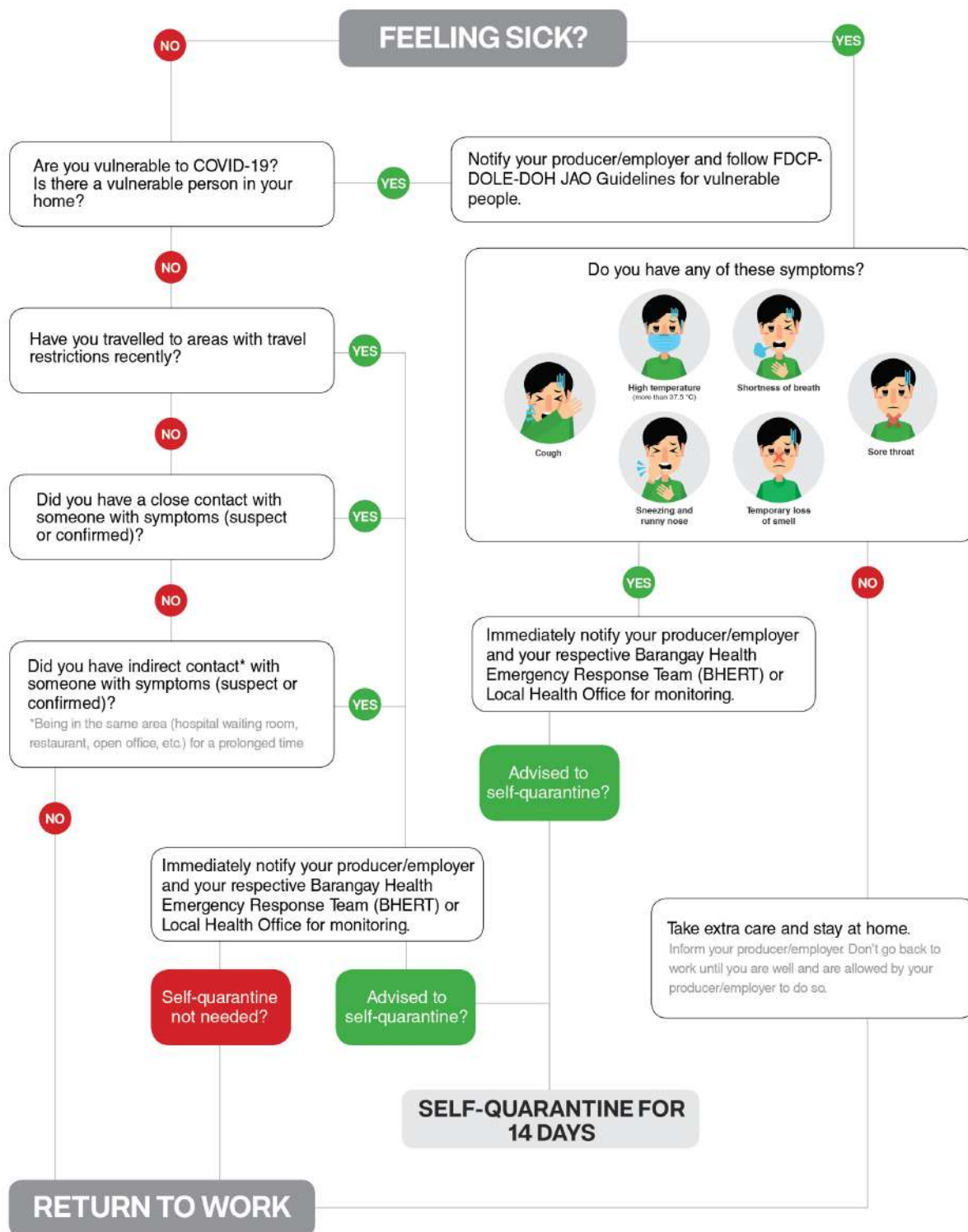
Have a container for your bags and clothes that were used for work. Work clothes must be placed in washing machines or hand-washed properly.



### Take a bath

Make sure that your hands, nails, wrists, arms, neck, and ears are thoroughly cleaned when you take a bath, along with other areas that could have been exposed to the virus.

# PERSONAL HEALTH FLOWCHART



# SAFE PRACTICES WHEN USING GLOVES

## When to wear gloves



### When cleaning

Use disposable gloves when cleaning and disinfecting surfaces that may be frequently touched. After using disposable gloves, throw them out in a lined trash can.



### When caring for someone who is sick

Use disposable gloves when cleaning and disinfecting the area around the person who is sick especially when touching or having contact with body fluids, such as saliva, mucus, vomit, etc.

## Remember:



Do not disinfect or reuse the gloves.



Avoid touching your face while wearing gloves.



After you have removed the gloves, Wash your hands thoroughly with soap and water for 20 seconds. Dry your hands using a clean towel or air dry them.



Practicing personal hygiene and physical distancing are still crucial even if you're wearing gloves as gloves alone won't keep you safe from the virus.



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