

DEPARTMENT OF TRADE AND INDUSTRY (DTI) &
DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)

INTERIM GUIDELINES ON WORKPLACE PREVENTION AND CONTROL OF COVID-19

WITH LATEST ISSUANCES OF THE INTER-AGENCY TASK FORCE (IATF)
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

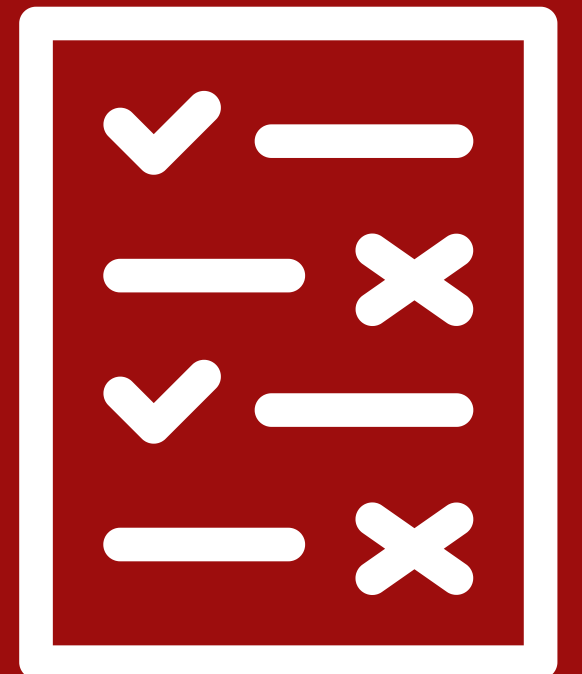


FREQUENTLY ASKED QUESTIONS

Tan
Venturanza
Valdez

What is the Interim Guidelines?

The Interim Guidelines, issued by the DTI and DOLE on 30 April 2020, consists of the minimum health protocols and standards in light of the COVID-19 pandemic to assist private institutions that are allowed to operate during the Enhanced Community Quarantine (ECQ) and General Community Quarantine (GCQ) to develop their own health and safety policies.



When do these guidelines take effect?



The Interim Guidelines took effect immediately after their issuance on 30 April 2020. These guidelines may be amended or superseded by later guidelines.

What is the difference between **ECQ** and **GCQ**?

ENHANCED COMMUNITY QUARANTINE

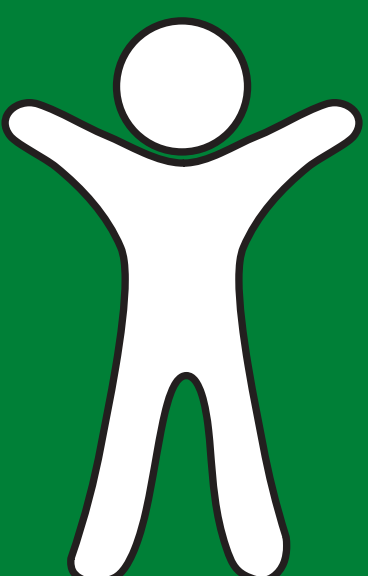


- **STRINGENT LIMITATION ON MOVEMENT** and transportation of people.
- **STRICT REGULATION** of operating industries, provision of food and essential services.
- **HEIGHTENED PRESENCE** of uniformed personnel to enforce community quarantine protocols.



GENERAL COMMUNITY QUARANTINE

- **LIMITATION ON MOVEMENT** and transportation of people.
- **REGULATION** of operating industries, provision of food and essential services.
- **PRESENCE** of uniformed personnel to enforce community quarantine protocols.



What establishments are allowed to operate during the **ECQ**?



FOOD PRODUCTION

- Agriculture
- Forestry
- Fisheries



SELECT RETAIL ESTABLISHMENTS

- Public markets, supermarkets, and grocery stores
- Food preparation (take-out and delivery)
- Water-refilling stations
- Laundry services



MEDICAL FACILITIES & STORES

- Hospitals
- Medical, dental and optometry clinics
- pharmacies and drug stores



MANUFACTURING AND PROCESSING PLANTS

- Basic food products
- medicine and vitamins
- medical supplies, devices, and equipment
- essential products



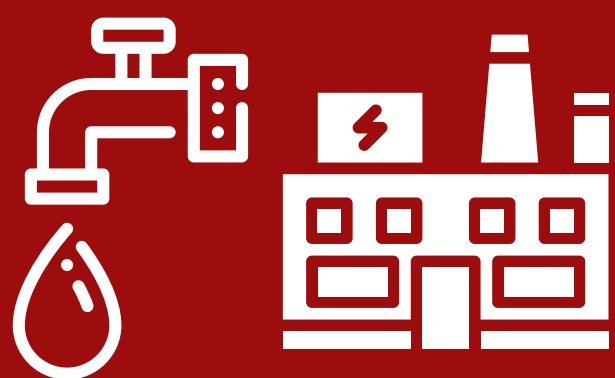
DELIVERY SERVICES TO TRANSPORT THE FF:

- Food
- Medicine
- essential goods
- clothing, & accessories
- hardware, housewares
- school and office supplies
- pet food and other veterinary products



FINANCIAL INSTITUTIONS

- Capital markets
- Banks
- Money transfer services
- Microfinance institutions, excluding pawnshops not performing money transfer, and credit cooperative, including their armored vehicle services, if any



UTILITIES

- Power, energy and water
- Information technology
- Telecommunications supplies & facilities
- waste disposal services, property management, building utility services



TELECOMMUNICATIONS

- Telecommunications companies
- Internet service providers and
- Cable television providers

What establishments are allowed to operate during the ECQ?



AIRLINES



**BUSINESS PROCESS
OUTSOURCING**



MEDIA



CONSTRUCTION

- Construction workers accredited by the Department of Public Works and Highways
- Manufacturing companies and supplies of equipment or products necessary to perform construction works



HOTELS

To accommodate the ff guests:

- those who have existing booking accommodations for foreigners as of 01 May 2020 (outside Luzon),
- those who have existing long-term bookings,
- distressed OFWs and stranded Filipinos or foreign nations, repatriated OFWs,
- non-OFWs who may be required to undergo mandatory facility-based quarantines and
- health care workers and
- other employees from exempted establishments.



**FUNERAL &
EMBALMING SERVICES**



VETERINARY CLINICS

What is "Modified ECQ"?

What is the difference between ECQ and MECQ?

IATF Resolution Nos. 35 & 36

MODIFIED

ENHANCED COMMUNITY QUARANTINE

- refers to the ***transition phase*** between ECQ and GCQ when these temporary measures are ***relaxed***: stringent limiting movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols become less necessary

ECQ

- No movement regardless of age and health status
- Outdoor exercise is not allowed
- Mass gatherings not allowed
- No public transportation; No domestic flights, only international
- School premises are closed
- Government establishments working with skeletal onsite

MECQ

- Limited movement to get essential services and go to work
- Limited outdoor exercise is allowed
- Mass gatherings highly restricted to maximum of 5 people
- No public transportation; No domestic flights, only international; Controlled inbound travel; Biking and non-motorized transport encouraged
- School premises are closed
- Government establishments working with skeletal onsite

What establishments are not allowed to operate during **ECQ** but are allowed in **MECQ** with maximum 50% work on site?



**OTHER
MANUFACTURING
COMPANIES**



REAL ESTATE ACTIVITIES



**PUBLIC AND PRIVATE
CONSTRUCTION PROJECTS
(ESSENTIAL AND PRIORITY)**



**OFFICE ADMINISTRATIVE
AND SUPPORT**



LEGAL SERVICES



**ACCOUNTING & AUDIT
SERVICES**



**MANAGEMENT
CONSULTANCY SERVICES**



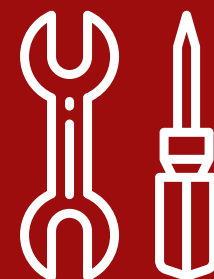
**ARCHITECTURE AND
ENGINEERING
ACTIVITIES**



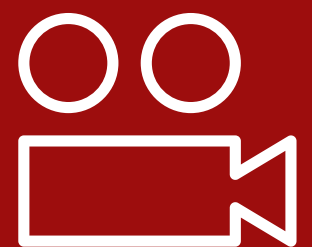
**PROFESSIONAL,
SCIENTIFIC, TECHNICAL &
OTHER NON-LEISURE
SERVICES**



**PUBLISHING AND
PRINTING ACTIVITES**



**REPAIR &
MAINTENANCE;
HARDWARE STORES**



**FILM, MUSIC AND
TV PRODUCTIONS**



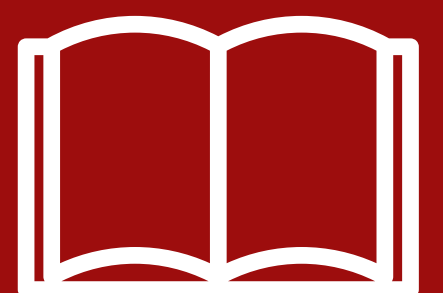
**OTHER FINANCIAL SERVICES
(MONEY EXCHANGES,
INSURANCE, REINSURANCE,
NON-COMPULSORY PENSION
FUNDING)**



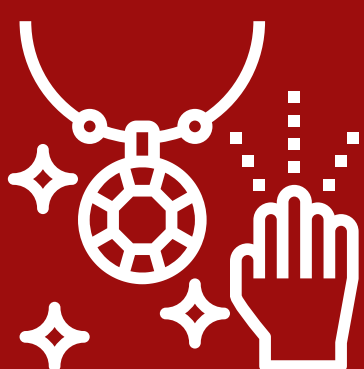
**MALLS AND
COMMERCIAL CENTERS
(NON-LEISURE ONLY)**



**CLOTHING AND
ACCESSORIES**



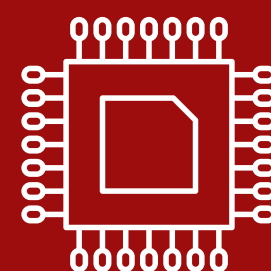
**BOOKSTORES,
SCHOOL AND OFFICE
SUPPLIES STORE**



**FLOWER, JEWELRY,
NOVELTY, ANTIQUE,
PERFUME SHOPS**



**PET FOOD AND
PET CARE SUPPLIES**



**IT, COMMUNICATIONS
ELECTRONIC EQUIPMENT**



**BABY CARE SUPPLIES
TOY STORE**

What establishments are allowed to operate during GCQ?

CATEGORY

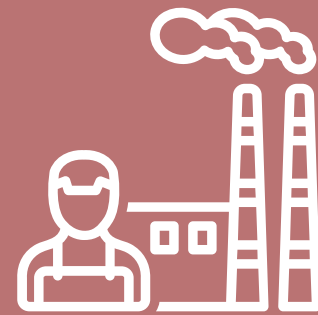
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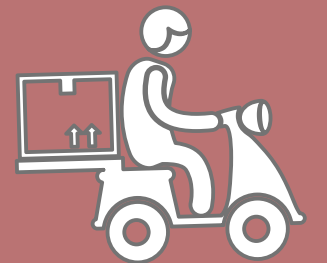
FOOD PRODUCTION



FOOD RETAIL &
FOOD PREPARATION
ESTABLISHMENTS



FOOD MANUFACTURING
& FOOD SUPPLY



FOOD DELIVERY
SERVICES



HEALTH RELATED
ESTABLISHMENTS



LOGISTICS



TELECOMMUNICATIONS



MEDIA



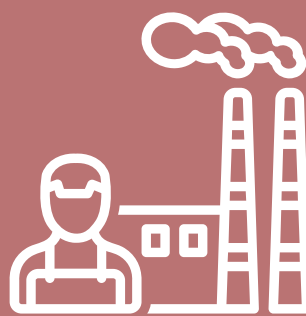
INFORMATION
TECHNOLOGY

CATEGORY

2



MINING



OTHER
MANUFACTURING
COMPANIES



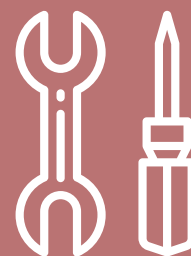
OTHER
EXPORT ORIENTED
BUSINESSES



E-COMMERCE



DELIVERY



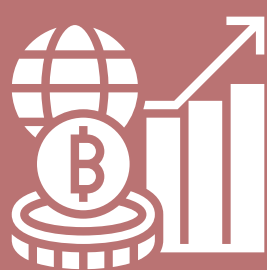
REPAIR &
MAINTENANCE



HOUSING & OFFICE
SERVICES

CATEGORY

3



FINANCIAL SERVICES



BUSINESS PROCESS
OUTSOURCING



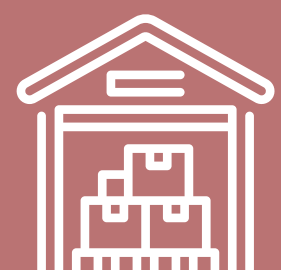
ACCOUNTING & AUDIT
SERVICES



PROFESSIONAL, SCIENTIFIC,
TECHNICAL & OTHER NON-
LEISURE SERVICES



LEGAL SERVICES



OTHER NON-LEISURE
WHOLESALE AND RETAIL
ESTABLISHMENTS

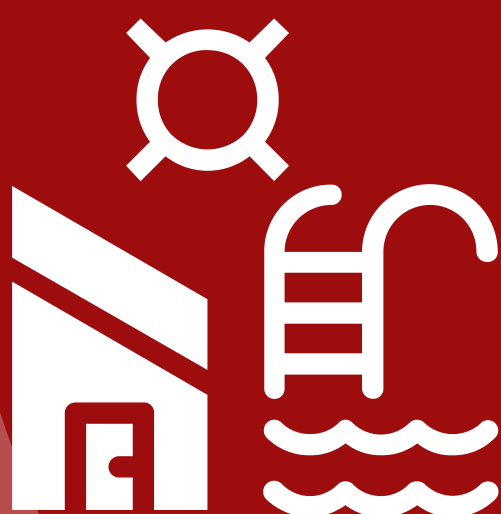
What establishments are **NOT** at all allowed to operate until further notice?



GAMING



AMUSEMENT



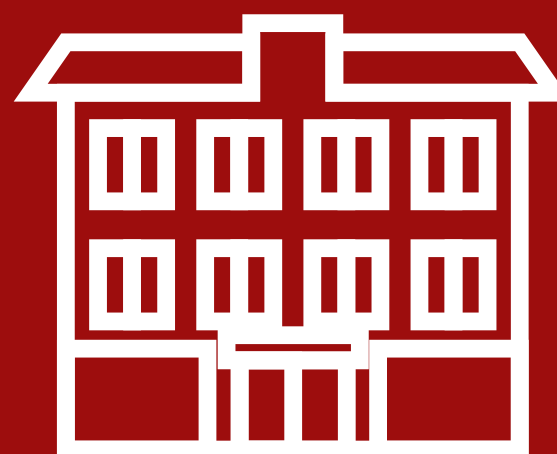
LEISURE



TOURISM
INDUSTRY



FITNESS
ESTABLISHMENTS



SCHOOLS



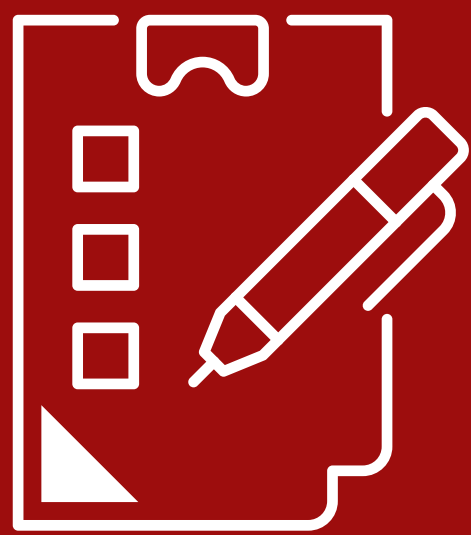
FACILITIES FOR KIDS

What should employers and workers do prior to entrance into buildings and workplaces to reduce transmission of COVID-19 in areas under **ECQ** and **GCQ**?

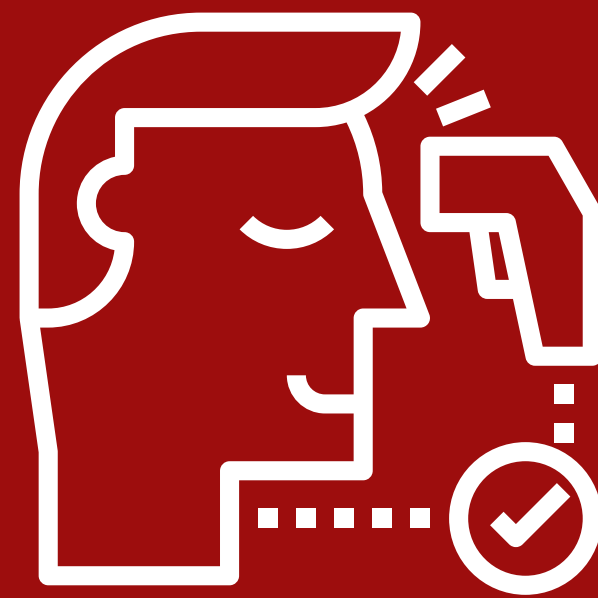
ALL EMPLOYERS AND WORKERS SHALL:



WEAR A MASK
at all times



ANSWER QUESTIONNAIRE
and submit to the guard or designated safety officer prior to entry.



CHECK TEMPERATURE
and recorded in the health symptoms questionnaire



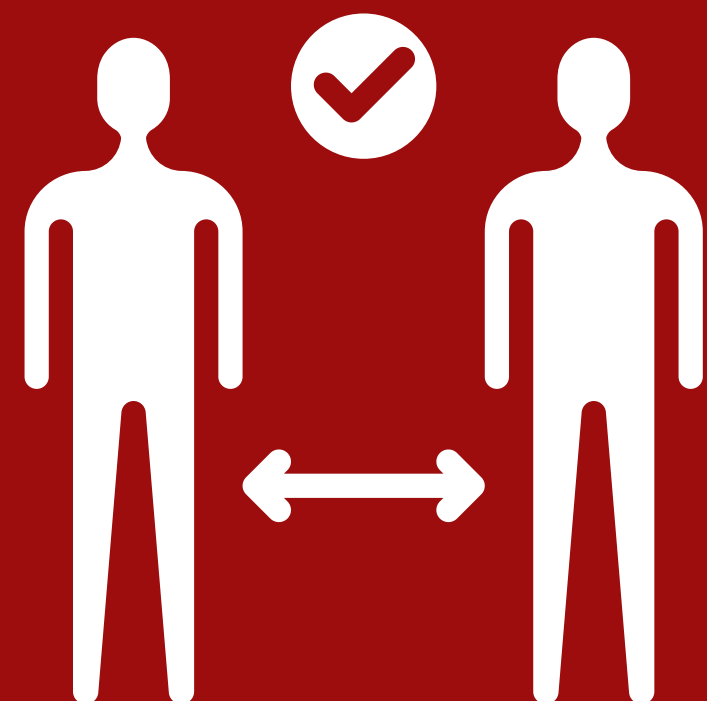
SPRAY SANITIZER/ALCOHOL
on both hands; provide disinfectant foot baths at the entrance if applicable.

EQUIPMENT & VEHICLES



Must be disinfected before entering the Company's hub

LONG QUEUES



Observe physical distancing
min. one (1) meter radius

If upon checking, the employee has a high temperature, can the employee be denied entry into the establishment?



The employee shall be isolated in an area identified by the company and not allowed to enter the premises, if:

- Has a temperature of $>37.5^{\circ}$, even after a 5-minute rest, or
- His/her response in the questionnaire needs further evaluation by the clinic staff.



TVV Opinion: The employer may ask the employee to self-isolate, consult a doctor, and test for COVID-19 if symptoms persist after a couple of days.

If an employee refuses to wear a face mask, can the employee be denied entry into the establishment?



Workers shall comply with all workplace measures established in place for the prevention and control of COVID-19.

What are the minimum requirements that must be observed inside the workplace to reduce transmission of COVID-19?



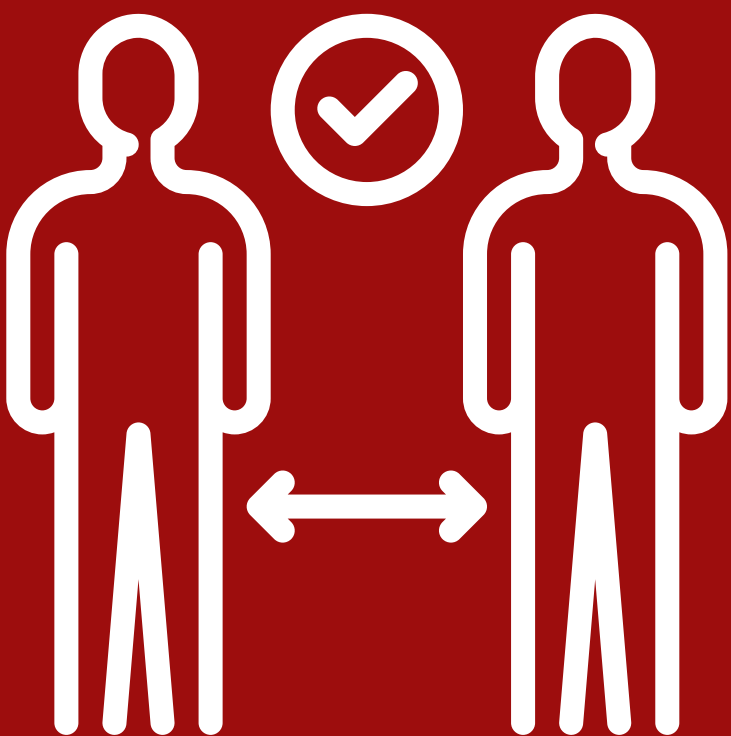
**DISINFECT FREQUENTLY
HANDLED OBJECTS
EVERY 2 HOURS**



**ENSURE SUFFICIENT
CLEAN WATER AND
SOAP IN WASHROOMS**



**MAKE SANITIZERS
AVAILABLE IN COMMON
AREAS**



**PHYSICAL DISTANCING
AT LEAST ONE (1) METER
RADIUS (FRONT, SIDE
AND BACK)**



**AVOID EATING IN
COMMUNAL AREAS**



**REGULARLY CLEAN AND
DISINFECT CANTEENS
AND KITCHENS**

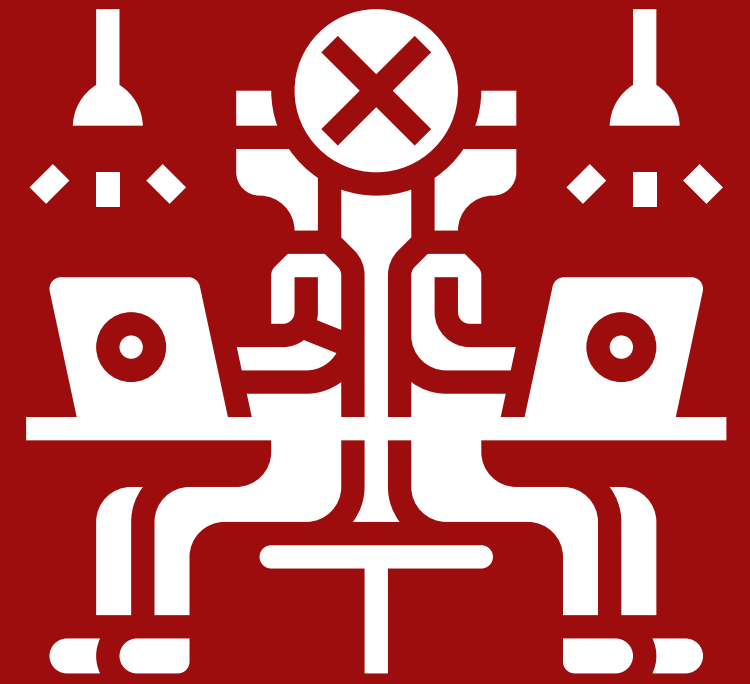
How can contact rate be minimized in the workplace?



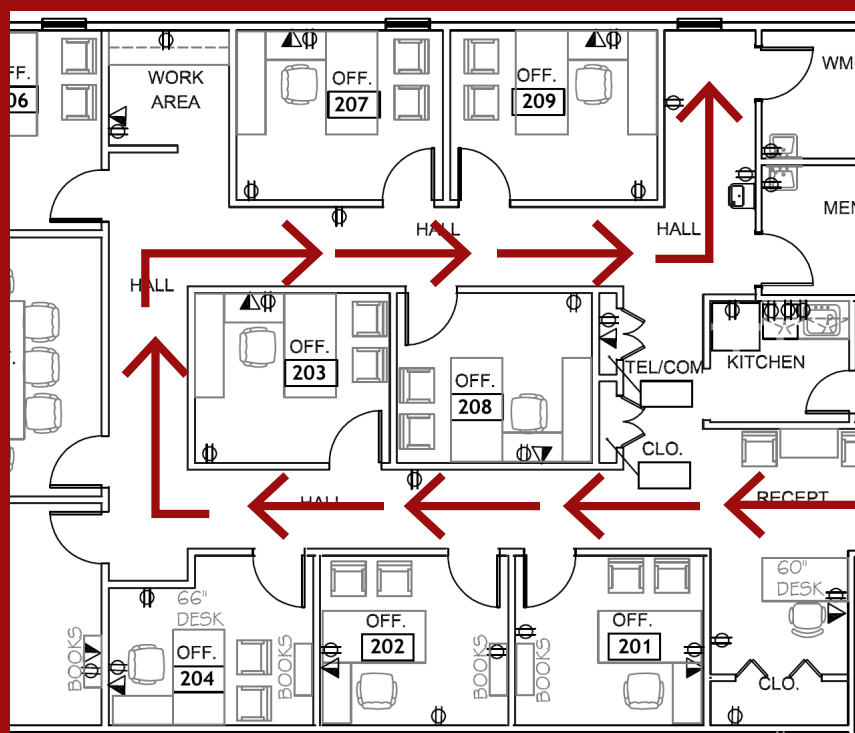
ALTERNATIVE WORKING ARRANGEMENTS



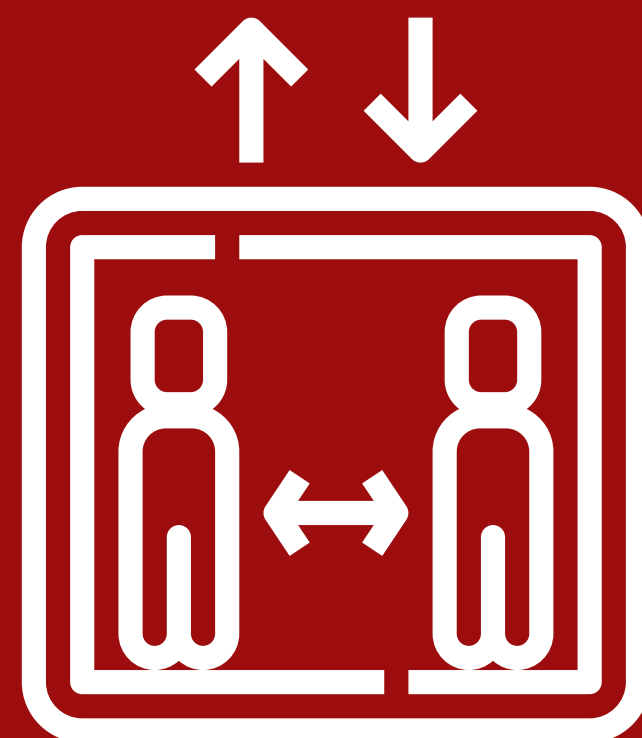
AVOID FACE TO FACE INTERACTION



PHYSICAL DISTANCING OF OFFICE TABLES OR INSTALLATION OF BARRIERS



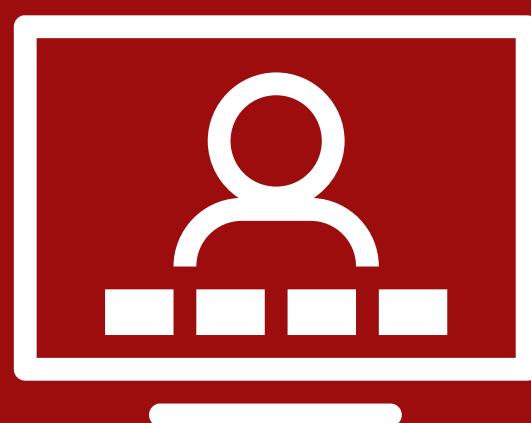
UNIDIRECTIONAL MOVEMENT IN AISLES, CORRIDORS OR WALKWAYS



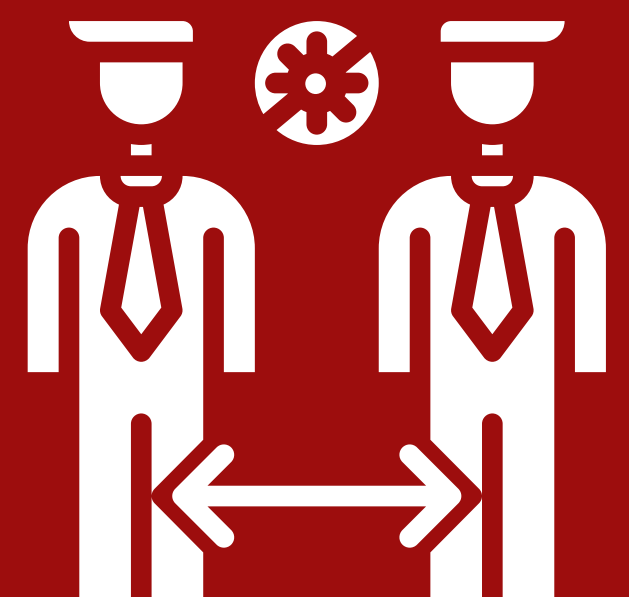
LIMITED NUMBER OF PEOPLE IN ENCLOSED SPACES



ENCOURAGE USE OF STAIRS



VIDEOCONFERENCING IS HIGHLY ENCOURAGED



ROVING OFFICERS TO ENSURE PHYSICAL DISTANCING AND MINIMUM HEALTH MEASURES

Can the employer reduce the working hours and/or working days of an employee?



Employers may adopt Flexible Work Arrangements (FWA) (i.e. Reduction of Workhours and/or Workdays or Forced Leave) in light of the COVID-19 outbreak upon consultation with the employees. provided:

- FWA must not exceed six (6) months.
- Employer submits the Establishment Report Form on COVID-19 to DOLE prior implementation.

DOWNLOAD the FORM:

<https://www.dole.gov.ph/wp-content/uploads/2020/03/ER-COVID19-Monitoring-Form-as-per-Labor-Advisory-09-s.2020.pdf>.

For more information on FWA, please see Labor Advisory No. 09, Series of 2020 accessible at:

https://www.dole.gov.ph/php_assets/uploads/2020/03/Labor-Advisory-No.-09-20-Guidelines-on-the-Implementation-of-Flexible-Work-Arrangements-as-Remedial-Measure-due-to-the-Ongoing-Outbreak-of-Coronavirus-Disease-2019-COVID-19.pdf.

Can the employee refuse to report for work during the **ECQ/MECQ/GCQ?**



Employees who fail or refuse to work by reason of imminent danger resulting from natural or man-made calamity shall not be exposed or subject to administrative sanction. Consequently, such employee will not be paid his/her salary for unworked days. NO WORK, NO PAY. (*Labor Advisory No. 01, Series of 2020*)

If the employee is required to go on a 14-day home quarantine, is the employee entitled to his/her salary?

The guidelines are SILENT on the matter, however, per clarification of DOLE's Dr. Maria Teresita Cucueco in a webinar held on 08 May 2020, employers are advised to pay the employee his/her salary during the mandatory 14-day home quarantine. The 14-day period for home quarantine should not be deducted from the leave credits of the employee.



What to do when a worker is suspected to have COVID-19?



The worker shall immediately proceed to the designated isolation area and never remove his/her mask;



- Clinic personnel attending to the worker should wear appropriate PPEs
- If needed, transport of the affected worker to the nearest hospital.
- Company protocols for transport for the suspect COVID-19 cases and for PCR testing should be in the place including providing ambulance condition; and



- Workplace shall be decontaminated with disinfectant;
- Work can resume after 24 hours from disinfection;
- Workers present in the work area with the suspect COVID-19 worker shall go on 14 day home quarantine. If suspect COVID-19 worker has negative result, co-workers may be allowed to report back to work.

What to do when a worker is sick or has fever but is not suspected to have COVID-19?

The employer must advise the worker to:



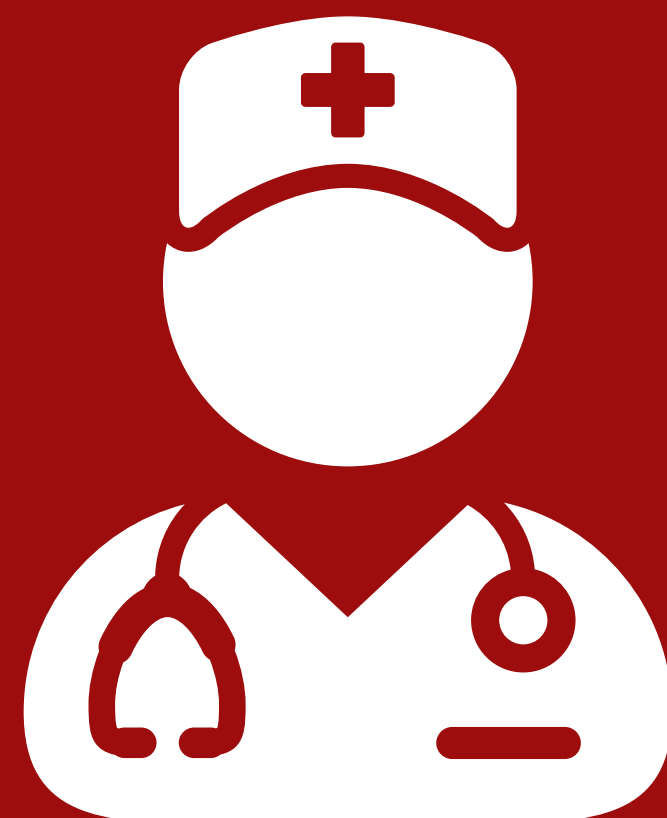
STAY AT HOME and keep away from work or crowds;



Take adequate **REST** and take plenty of **FLUIDS**;



Practice **PERSONAL HYGIENE** to prevent spread of disease;



Seek appropriate **MEDICAL CARE** if there is persistent fever, Then difficulty of breathing has started, or when he/she becomes weak

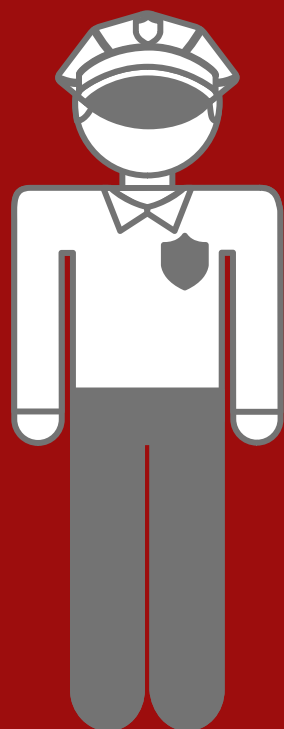
What are the duties of the EMPLOYER to prevent and control COVID-19 in the workplace?



Provide **COMPANY POLICIES** for the prevention and control of COVID-19 in consultation with workers



Provide **RESOURCES AND MATERIALS** needed to keep the workers healthy and the workplace safe



Designate the **SAFETY OFFICER** to monitor COVID-19 prevention and control measures



Enhance **HEALTH INSURANCE** for workers



Put up a **COVID-19 HOTLINE** and Call Center for employees



Provide **SHUTTLE SERVICE** and/or **DECENT ACCOMMODATION** on near-site location, where feasible



Hire from **LOCAL COMMUNITY**

What are the duties of the EMPLOYEE to prevent and control COVID-19 in the workplace?



COMPLY with all workplace measures in place for the prevention and control of COVID-19



Observe proper
RESPIRATORY ETIQUETTE



Coughing and sneezing into **TISSUE** or into **SHIRT SLEEVE** if tissue is not available



DISPOSE used tissues properly



DISINFECT hands immediately

Are employers required to test their employees for COVID-19?



Employers, however, may voluntarily test workers for COVID-19. Testing kits used and procured shall be the responsibility of the employer and must comply with Department of Health (DOH) standards and protocols.

Workers with negative test results may report back to work.



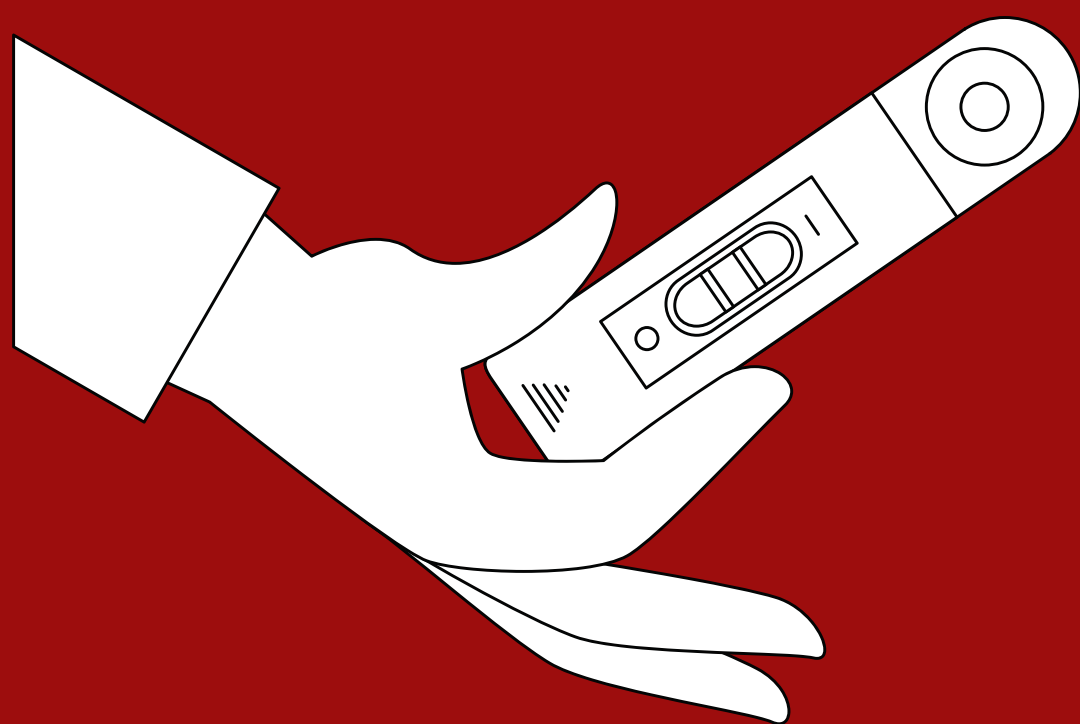
Are all employees required to take the COVID-19 test prior to or upon returning to work?



Only those who have fever and respiratory symptoms in the last 14 days prior to reporting for work are advised to be tested and isolated.



Can the employer require the employee to provide proof that he/she has tested negative for COVID-19 as a pre-requisite prior to reporting for work after the lifting of the ECQ/MECQ/GCQ?



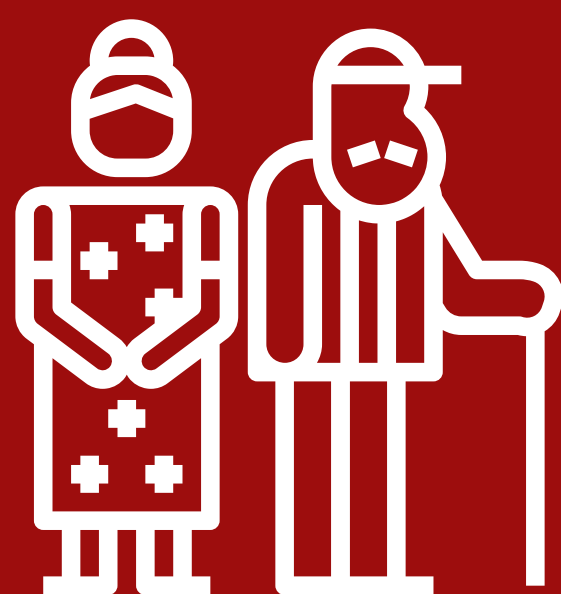
The employer cannot impose this requirement on the employee. To require employees to show proof of a negative COVID-19 test result unreasonably burdens the employee considering the difficulties in testing.

The employer **may** have the workers tested for COVID-19 subject to its company policy formulated and agreed upon by employers and workers in conformity with the DOH protocols.

How can the employer ensure the safety of those most at risk workers and vulnerable groups?



**THOSE WITH CO-MORBIDITIES OR
PRE-EXISTING ILLNESSES**
(i.e. hypertension, diabetes, cancer or
with immunocompromised health status)



60 YEARS OLD AND ABOVE



HIGH RISK PREGNANCY

Employers are highly encouraged to allow these workers to do work from home arrangement. Work Agreements should be developed to detail the deliverables from these employees and there shall be no diminution in wages or benefits.

Can the employer require employees to divulge information about their pre-existing conditions, illnesses or co-morbidities?



The employer must:

- Obtain employees' consent, before asking the employees about their respective medical conditions for the purpose of fixing their work schedules.
- Consent must be freely given, specific, informed indication of will, whereby the employee agrees to the collection and processing of the personal information regarding his/her medical condition.
- Consent shall be evidenced by written, electronic or recorded means.

The collection and processing of information should always comply with the Data Privacy Act.

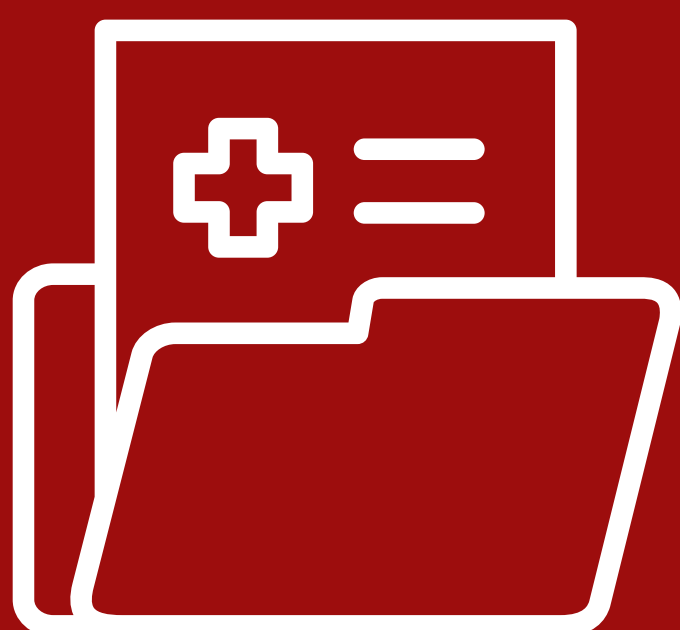


Are employers required to report illnesses, diseases or injuries of its workers to the DOLE?

The employers shall provide the DOLE through its Regional Office copy furnished DOH, monthly reporting of illness, diseases and injuries utilizing the DOLE Work Accident/Illness Report Form (WAIR).



Does the submission of WAIR include reporting of pre-existing illnesses?

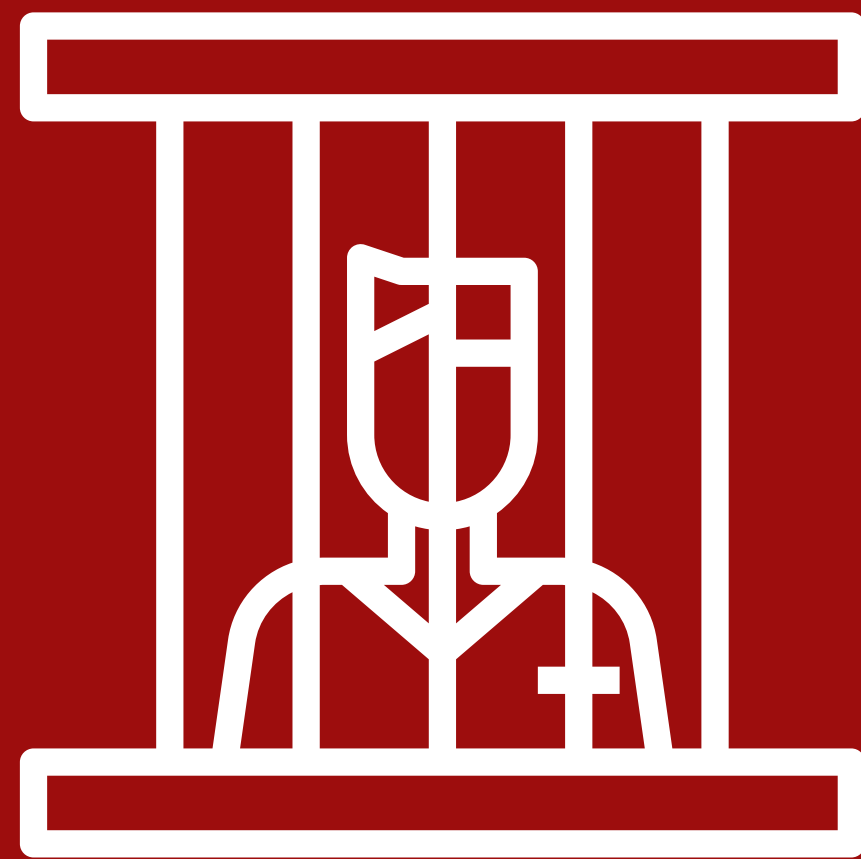


The WAIR shall be accomplished if the illness, disease or injury is work-related and not for those that are already pre-existing. Kindly note that per the Employees Compensation Commission, an attached agency of the DOLE, COVID-19 can be considered a work-related illness.

The WAIR is accessible at:

http://ncr.dole.gov.ph/fndr/mis/files/annual%20work%20accident%20report_1.pdf

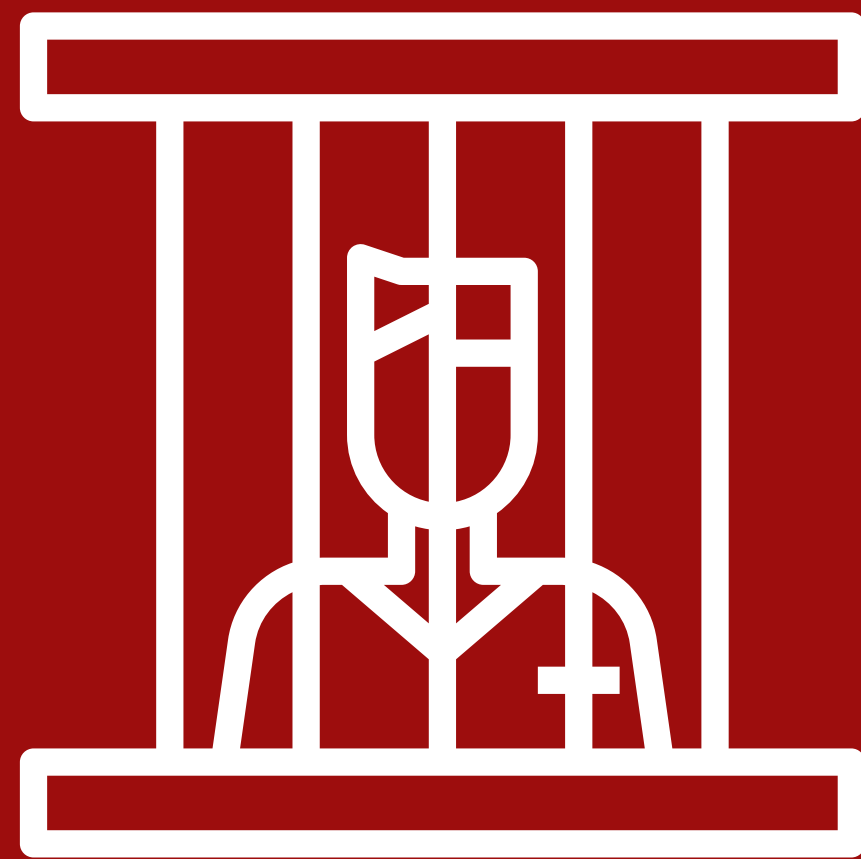
What is the penalty for failure of or refusal by EMPLOYERS to comply with the Guidelines?



Under RA No. 11058 or An Act Strengthening Compliance with Occupational Safety and Health (OSH) Standards, the penalty is a fine that shall not exceed P100,000.00 per day until the violation is corrected counted from date the employer is notified of the violation.

Under RA No. 11469 or the Bayanihan to Heal as One Act, the penalty is two (2) months imprisonment and/or a fine of P10,000.00 to P1,000,000.00.

What is the penalty for failure of or refusal by **EMPLOYEES** to comply with the Guidelines?



Under RA No. 11469 or the Bayanihan to Heal as One Act, the penalty is two (2) months imprisonment and/or a fine of P10,000.00 to P1,000,000.00.

Under RA No. 11332 or the Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act, the penalty is one (1) to six (6) months imprisonment and/or a fine of P20,000.00 to P50,000.00.