



Must Dos in the Workplace to prevent the spread of COVID-19



Source: <https://doh.gov.ph/>



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- 1 Always practice personal protective measures such as regular hand washing, wearing of face masks and face shield, physical distancing of at least 1 meter, and avoiding crowded places.



- 2 Self isolate or just stay at home and not report to work if with COVID-19 like symptoms (fever, cough, sore throat, myalgia, flu-like illness). Inform your supervisor immediately of your condition.

- 3 Undergo risk exposure assessment and be subjected to contact tracing procedure if with exposure to COVID-19 suspect, probable or confirmed case, according to prescribed national guidelines set by the Department of Health and local government and workplace policies.



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7 Strictly adhere to guidelines on the implementation of community quarantine issued by the Inter Agency Task Force on Emerging and Infectious Diseases and all other authorized bodies regarding mass gatherings, observance of minimum health standards and physical distancing.

GUIDELINES

Wearing face mask and face shields

Hand washing

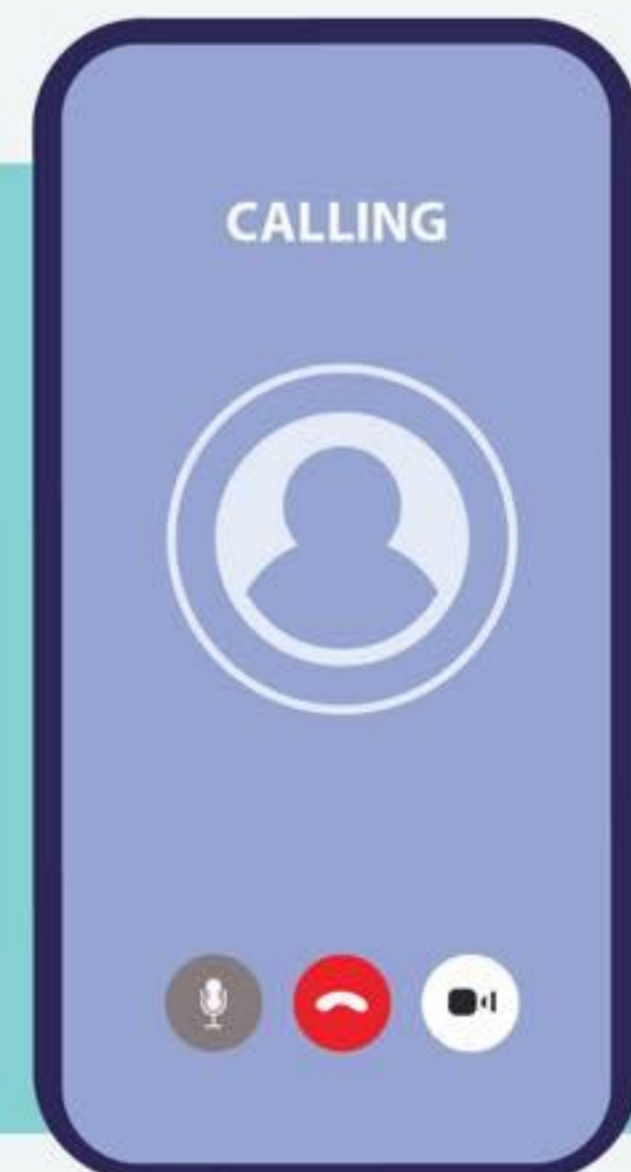
Physical distancing

Avoid crowded places



8 Always fact check and be on alert for any new information or advisory.

9 For any queries, you may contact the following COVID-19 Hotlines: ○ DOH: (02) 894 - COVID (26843) or 1555 (for all subscribers) ○ DOLE: 1349 ○ DTI Command Center: 0956 091 6570 (Text/Viber) ○ DILG Emergency Operations Center Hotline: (02) 8876 3454 local 8881 - 8884 to monitor the implementation of COVID-19 response in LGUs ○ One Hospital Command Center: (02) 885-505-00, 0915-777-7777 and 0919-977-3333



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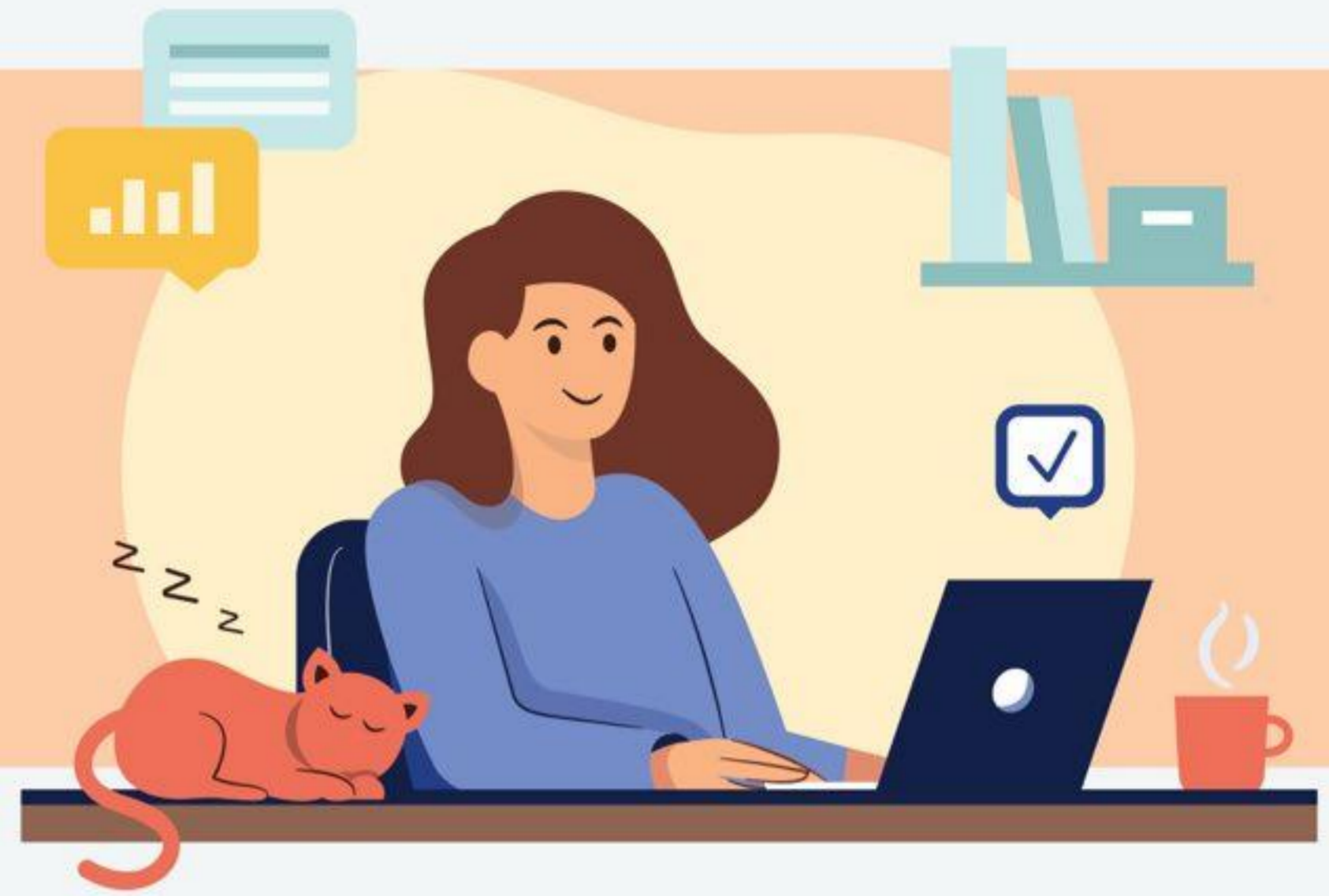


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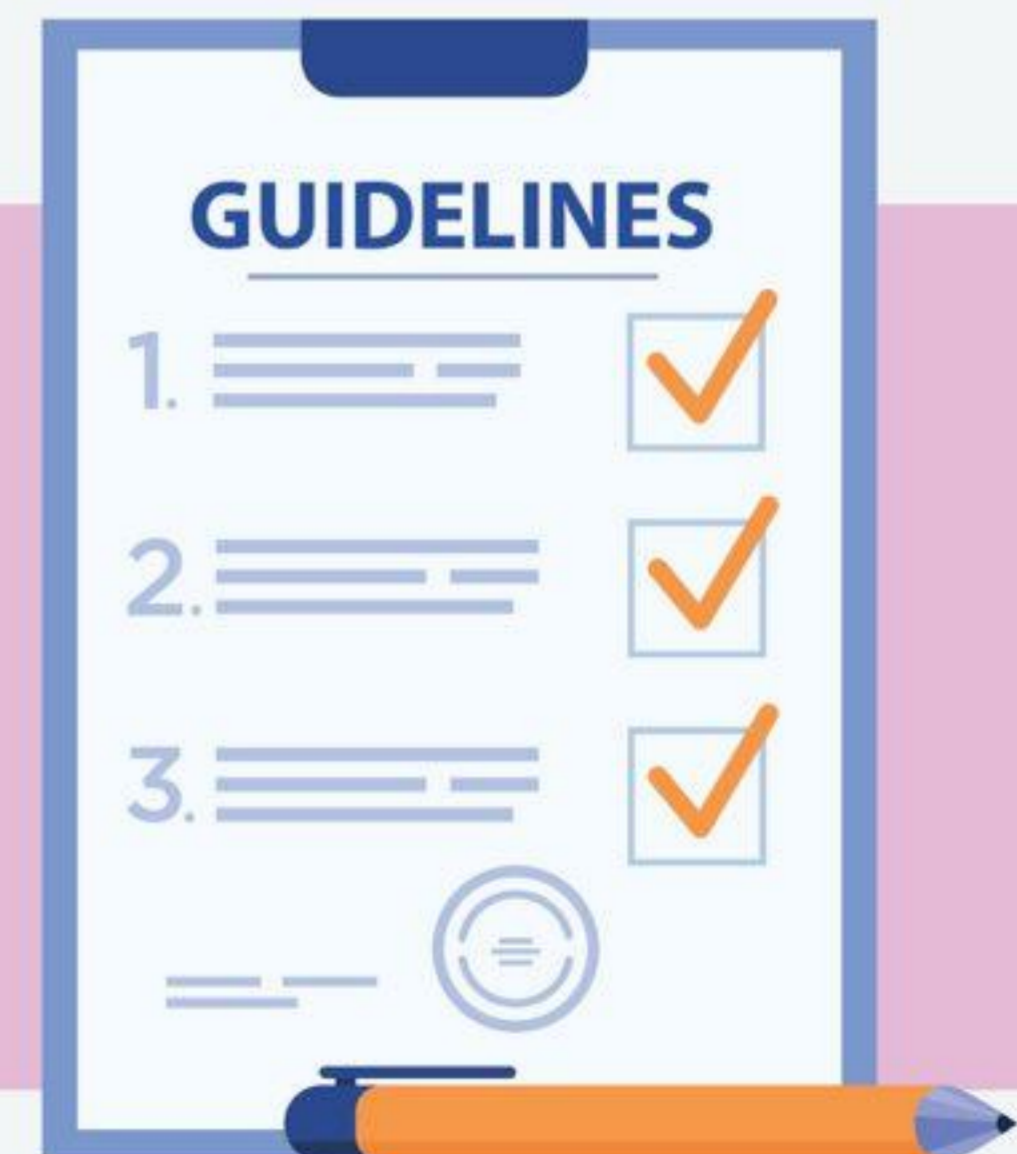
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- 4 Adopt an appropriate alternative work arrangement upon discussion with and approval by your work supervisors subject to governing rules and regulations and other local personnel guidelines. Workplace Handbook 15 A.



- 5 Keep personal track of daily activities for easier history-taking when contact tracing is needed.

- 6 Strictly follow and implement guidelines on infection control procedures, waste management, and all other guidelines on managing visitors and clients.



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