

UP Diliman Return-to-Work Guidelines



Post-ECQ Protocols for Construction Sites and Business Concessions

Office of the Vice Chancellor for
Planning and Development

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The Office of the Vice Chancellor for Planning and Development (OVCPD) strictly adheres to the guidelines set by the Inter-Agency Task Force (IATF) for the Management of Infectious Diseases, the Department of Public Works and Highways (DPWH) and the Quezon City Department of Building Official (QC-DBO) to prevent the transmission and spread of the virus in the workplace, particularly among on-site construction workers and business concessions staff.

A. For Construction Sites

The following guidelines are strictly enforced:

A.1. DPWH Department Order (D.O.) No. 34 Series 2020: Basic Hygiene, Workplace Sanitation and Social Distancing Measures to be observed in the Workplace (http://www.dpwh.gov.ph/dpwh/sites/default/files/filefield_paths/DO_34_s2020.pdf)

A.2. DPWH D.O. No. 39 Series 2020: Revised Construction Safety Guidelines for the Implementation of Infrastructure Projects during COVID-19 Public Health Crisis repealing Department Order 35 on Construction Safety Guidelines for the Implementation of All DPWH Infrastructure Projects during the COVID-19 Public Health Crisis (http://www.dpwh.gov.ph/dpwh/sites/default/files/filefield_paths/DO_39_s2020.pdf) shall apply, particularly the following:

Areas under Modified Community Quarantine (MECQ)

1. In addition to the construction projects enumerated in Section A, other essential and priority projects shall be allowed subject to strict compliance with the Revised Construction Safety Guidelines; however, **small-scale projects shall not be allowed.**
2. **Small-scale projects** are construction projects intended for private and personal use, and because of scale, would not be able to or will find it impractical to comply with the Revised Construction Safety Guidelines in areas under ECQ, MECQ, GCQ and MGCQ.

Areas under General Community Quarantine (GCQ) or Modified General Community Quarantine (MGCQ)

All public and private construction projects shall be allowed, subject to strict compliance with the herein Revised Construction Safety Guidelines.

Prior to Deployment

1. The workforce for construction projects excludes the following persons: below 21 years and 60 years and above; with immune deficiencies, comorbidities or other health risks; pregnant; and those residing with the aforementioned, except as may be allowed under the Revised Omnibus Guidelines issued by the IATF.
2. Construction personnel shall undergo quarantine for 14 days prior to deployment; or, in the alternative, may undergo any available Food and Drug Administration-approved COVID-19 test, as prescribed by the Department of Health (DOH) and be retested as the need arises. Consultation with medical doctors (duly accredited by DOH, if possible) prior to the test shall be made. Further, COVID-19 test procedures and return-to-work policies of contractors must comply with DOH Circular No. 2020-0160 (March 31, 2020), Department Memorandum No. 2020-0220 (May 11, 2020), and other pertinent DOH issuances on the matter.
3. Concessionaires, contractors, subcontractors and suppliers shall provide personnel/workers the necessary welfare facilities and amenities, such as quarters for board and lodging, ensuring compliance with physical distancing, proper hygiene, etc.
4. Concessionaires, contractors, and subcontractors shall ensure that their projects are in compliance with Department of Labor and Employment (DOLE) D.O. No. 13, Series of 1998, and the joint Department of Trade and Industry (DTI) and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19 (IGWPCC). Contractors shall provide personnel/workers with continuous supply of vitamins, particularly vitamin C, other over-the-counter medicines, quarantine facilities and oxygen tanks for emergency purposes.
5. Concessionaires, contractors, and subcontractors shall provide disinfection facilities at their respective project sites in compliance with pertinent DOH and IATF guidelines, to be placed at strategic locations.

6. Safety Officers shall disseminate information regarding COVID-19 construction protocols and construction safety practices to all personnel/workers.

During Deployment

1. Conduct an inventory of works to be undertaken to sequence the phases of construction to meet the required physical distancing measures. Break times shall be conducted in a staggered manner.
2. Under the ECQ, MECQ, GCQ, and MGCQ, employees shall be housed in their respective quarters for the entire duration of the project. Should there be a need to leave the quarters during the project duration, Prior to Deployment procedures will be implemented at every instance of re-entry.
3. Errands conducted outside the construction site premises must be kept to a minimum. The number of personnel running errands shall be limited; they must be properly disinfected and closely monitored for symptoms within 14 days upon re-entry.
4. Field offices, employees' quarters and other common areas shall be regularly maintained and disinfected daily.
5. Adequate food, safe/potable drinking water, disinfectants and hand soaps shall be made available by contractors, subcontractors and suppliers for in-house personnel.
6. As a preventive measure, contractors, subcontractors and suppliers shall monitor the workers' pre- and post-work health conditions including, but not limited to, temperature, health and exposure. Personnel with symptoms relative to COVID-19 shall immediately be isolated and quarantined for 14 days and if necessary, brought to the nearest DOH COVID-19 treatment facility under strict confidentiality and privacy. Proper protocols in accordance with the joint DTI and DOLE IGWPCC shall likewise be strictly observed.
7. A full-time Safety Engineer/Officer shall be assigned to the site. Said officer shall ensure strict compliance with DOLE D.O. No. 13, Series of 1998 and the joint DTI and DOLE IGWPCC with regard to the wearing of required personal protective equipment (PPE) such as, but not limited to, face masks, safety glasses/goggles,

face shields, long sleeve T-shirts, and other measures to contain the spread of COVID-19 in the workplace.

8. Work activities shall be strictly monitored daily by the Safety Officer on site to ensure compliance with safety standards and quarantine protocols.
 9. Transport service shall be provided to and from off-site employees' quarters. The vehicle/s shall be disinfected before and after use and physical distancing observed at all times in accordance with Department of Transportation (DOTr) guidelines.
 10. Sharing of construction and office equipment is discouraged. If necessary, the shared equipment must be disinfected in between transfers among personnel.
 11. Material and equipment delivery and disposal shall be conducted by a specific team of personnel on an isolated loading/unloading zone while limiting contact with the delivery/disposal personnel. As much as possible, materials and/or equipment entering the construction site shall be disinfected.
 12. Non-essential personnel, visitors and the general public shall be restricted from the construction site, employees' quarters and field offices. Otherwise, all personnel entering the construction site premises on a temporary basis (e.g., delivery truck drivers, inspectors, etc.) shall be properly logged and checked for symptoms. Gatherings, liquor and/or merry-making are strictly prohibited within the construction site premises.
 13. Clustered and staggered deployment of employees within the construction site shall be observed to minimize personnel contact and for easier contact tracing.
 14. Proper disposal shall be provided for infectious waste such as PPE and other waste products from the construction site premises.
- A.3. QC-DBO Memorandum on Guidelines for all Buildings/Structures (May 16, 2020)**
<https://quezoncity.gov.ph/index.php/covid-updates/item/771-mecq-guidelines-all-buildings-structures>
- A.4. QC-DBO Memorandum on Construction Safety Guidelines on the Implementation**

of Local/City Infrastructure Projects during the COVID-19 Public Health Crisis (May 15, 2020)

(<https://quezoncity.gov.ph/index.php/covid-updates/item/783-mecq-guidelines-construction-safety>)

A.5. IATF Transition from ECQ

(<https://www.officialgazette.gov.ph/downloads/2020/05may/20200515-omnibus-guidelines-on-the-implementation-of-community-quarantine-in-the-philippines.pdf>)

A.6. DOH Memorandum No. 2020-0220, Interim Guidelines on the Return-to-Work, dated May 11, 2020, (<https://www.doh.gov.ph/sites/default/files/health-update/dm2020-0220.pdf>) shall be adopted both for construction sites and business concessions, particularly the following sections:

1. Employers shall adopt business continuity plans to prevent the spread of COVID-19 in the workplace. Employers shall develop a work arrangement that will reduce the number of people in the workspace and the need to travel, including work-from-home (WFH) arrangements for those whose tasks can be done at home and among employees at high risk. This includes employees beyond 60 years of age, or of any age with co-morbidities, or pre-existing illness such as hypertension, diabetes, cancer or immunocompromised health status, or with high-risk pregnancy.
2. Employers must put in place social support that facilitates compliance such as appropriate policies on sick leaves, medical insurance coverage to accommodate the COVID-19 situation and pay allowances.
3. Procedures to screen returning employees for influenza-like symptoms must be in place. Temperature checks and proper disinfection of inbound and outbound persons shall be strictly implemented.
4. Non-pharmaceutical interventions such as infection prevention and control measures such as hygiene promotion, environmental cleaning, disinfection, physical distancing, health education and other public health and safety measures indicated in the Joint DTI and DOLE IGWPC must be implemented in the workplace.

Specific Guidelines

A. Engineering and administrative control measures

Employers must:

1. ensure that the workspace is properly disinfected, ventilated, and maintained;
2. provide proper visual reminders for safety policies around the workplace to improve compliance; and,
3. adopt and implement alternative working arrangements indicated in the Civil Service Commission (CSC) Memorandum Circular 10, series of 2020, and Joint DTI and DOLE IGWPC.

B. Other prevention and control measures

1. Monitor and record temperature and symptoms of staff daily.
2. Establish referral network for employees who will develop symptoms.
3. Enforce infection control procedures such as physical distancing, wearing of masks, meticulous hand hygiene and cough etiquette as stipulated in AO 2020-0015 on the Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation.
4. Wear PPE appropriate for work setting (e.g., face shields and masks for those who render service via face-to-face encounters, full PPE for frontline healthcare workers, etc.).
5. Implement activities to promote physical and mental resilience among employees and ensure other measures to reduce transmission, contact rate and risk of infection as indicated in the Joint DTI and DOLE guidelines.

C. Screening of returning employees/workers

1. Returning employees/workers physically reporting to their place of employment shall be screened for symptoms of COVID-19, such as fever, cough, colds and other respiratory symptoms, and/or relevant history of travel or exposure within the last 14 days.

The following exposures should have happened two days before or within 14 days from onset of symptoms of a confirmed or probable case:

- a. face-to-face contact with a confirmed case within one meter and for more than 15 minutes;
 - b. direct physical contact with a confirmed case; or,
 - c. direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment.
2. Returning employees/workers who are symptomatic with relevant history of travel/exposure on the date of work resumption shall not be allowed to physically return to work and must consult with their primary care provider. The use of telemedicine is encouraged for proper care and coordination.
 3. Returning employees/workers who were symptomatic with relevant history of travel/exposure within the last 14 days prior to the date of work resumption shall present the Certificate of Quarantine Completion duly issued by the step-down care facility or local health office, whichever is applicable based on the latest DOH guidelines on reintegration of suspect, probable, and confirmed COVID-19 cases.
 4. If asymptomatic within the last 14 days prior to the date of work resumption, employees and workers can be cleared to physically return to work.
- c. If initially tested negative but developed symptoms, the employee/worker must be tested accordingly based on DOH Memorandum 2020-0180. If positive, all close contacts of returning employee/worker shall be isolated and tested.
 - d. Employers shall report results to DOH in accordance with Administrative Order No. 2020-0013 “Revised Guidelines for the Inclusion of COVID-19 in the List of Notifiable Diseases for Mandatory Reporting to the Department of Health” and Administrative Order No. 2020-0014 “Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines.”
3. Alternatively, using FDA-approved rapid antibody-based tests for representative samples for baseline can also be conducted every 14 days, at the least.
 - Employees who test IgM negative and IgG negative, or IgG positive regardless of IgM result, may continue to work.
 - Employees who test IgM positive but IgG negative on the 1st test shall be isolated for 14 days and undergo repeat testing on the 14th day. If results are still IgM positive and IgG negative, extend quarantine by 7-day increments and repeat testing. If persistently IgM positive but IgG negative for two consecutive tests after the first 14 -day period, consider potential false positives and confer with infectious diseases specialists.
 - Employers shall submit to hrtucovid19results@gmail.com the results of the rapid antibody tests using the format available on <https://bit.ly/RDTReporting> Form. 5. 5. Cost of the test not covered by PhilHealth shall be borne by the employer.

D. Testing of asymptomatic returning employees

While testing is an important component of response against COVID-19, limitations on their reliability and validity shall be recognized.

1. Employers who opt to conduct testing may do so on a representative sample of those who have returned to work physically and have a high risk of contracting COVID-19 due to the nature of the work (e.g., frontliners).
2. Testing using RT-PCR among representative samples for baseline can be conducted to look for any evidence of asymptomatic transmitters.
 - a. If positive, the returning employee/worker will be isolated and referred accordingly for appropriate management. All close contacts shall be isolated and tested based on DOH Memorandum 2020-0180.
 - b. If negative, returning employee/worker can continue working with usual precautions.

B. For Business Concessions

B.1. Guidelines from the IATF and the Quezon City Business Permit and Licensing Department for Business Establishments are implemented for business concessions.

Full Operation

- Food, water and non-alcoholic beverage manufacture, distribution or preparation (take-out and delivery only)
- Hawkers or ambulant vendors (with permit issued by UP Diliman) to sell in designated vending sites
- Medical and hygiene product manufacture or distribution including medicine, masks, vitamins, soap, detergent and disinfectant
- Dental, optometric and ENT
- Essential retailers such as grocery stores, markets and water refilling stations
- Laundry shops including self-service laundry
- Logistics and delivery services including shipping, postal and courier
- Utilities including power, water, telecommunications, and gasoline stations, internet service providers, cable providers and 3rd party contractors of the foregoing
- Banks, money transfer services, micro-finance institutions, credit cooperatives, and their armored vehicles and other related services
- Rental and leasing of vehicle or equipment for permitted businesses

Limited Operation

- Office and administrative support services
- Hotels, motels, and, similar establishments, but only for accommodation of healthcare workers, or guests who have existing long-term bookings
- Professional, consulting and technical services including legal, accounting, architecture, engineering, technical testing and analysis, scientific research and development, advertising and market research, IT services such as computer programming and data processing,

photography, fashion, design, film, music and TV production

- Retail trade or repair of vehicles, motorcycles, and bicycles, including their parts and components, vulcanizing shops, battery repair shops and auto repair shops
- Malls and shopping centers only for non-leisure establishments within the malls/shopping centers such as those already included in full and limited operation categories (e.g., restaurants for take-out and delivery only, clothing and accessories but no trying-on/fitting and no return/no exchange policy), mall-based government services, hardware stores, bookstores, school and office supply, baby care supply, IT and electronics, flower, jewelry, novelty, antique, perfume shops, toy store, provided further that high risk persons such as children, elderly and pregnant women may not enter malls and shopping centers except when indispensable under the circumstances for obtaining essential goods and services, or for work establishments located therein only if necessary

Zero Operation

All leisure, entertainment, sports and personal care establishments* such as but not limited to barbershops and parlor/ salons.

* To be updated subject to the National Government's announcement.

Quezon City Market Development and Administration Department Guidelines for Public/Private Markets, Talipapas, Hawkers, Ambulant Vendors

Hawkers and ambulant vendors are allowed to sell provided that:

1. selling activities be conducted within the area designated;
2. no face mask or face covering, no selling;
3. secure appropriate clearance; and,
4. no selling of liquor and other intoxicating substances.

Hawkers and ambulant vendors with permits from UP Diliman must coordinate with affiliated barangay office and the Office of the Vice Chancellor for Community Affairs.

B.2. Operation of canteens and food concessions inside the UP Diliman (UPD) campus

Operations of all canteens and food concessions inside UPD will be for take-out and delivery services only. Strictly no dine in.

B.3. Submission of complete contact details of food handlers/concessionaire employees or staff

Upon opening for business, locators must submit a complete list of employees, food handlers, helpers, etc., and contact details to the OVCPD. Complete address must be provided if no contact number given.

Example:

Name of Company : M&G FLOWERSHOP
 Company Address : Stall 1, Bldg. 1, Centennial
 Dorm Student Support Area
 Telephone Nos. : (02) 8-9876543
 Owner : Ms. Joana Silvestre

No.	Employee/ Staff Name	Designation	Age	Complete Address	Contact Number
1	Juan Luna	Cook	50	123 Sapio St., Pook	09191434454

Log book of clients with time in/time out should be kept for future reference.

No.	Customer/ Client Name	Complete Address	Contact Details	Purpose of Visit	Time In	Time Out

B.4. Locators must strictly observe the following safety protocols of the IATF and UP Health Service (UPHS):

1. No face mask, no entry.
2. Temperature screening prior to entry to the workplace; anyone with a temperature of 37.8 degrees Celsius or higher after two takes must be referred to the UPHS for further evaluation.
3. Physical distancing of at least two meters.
4. Provide handwashing area for sanitation.
5. Reconfigured workspaces inside the commissary and counters.

6. Provide nudges or markers at the counter for physical distancing.
7. Schedule a skeletal workforce if possible.
8. Install alcohol dispensers and foot baths at canteen entrance.
9. Require clients to disinfect hands and footwear before entering the premises.
10. Keep windows open to ensure good air circulation whenever possible.
11. Designate a Health and Safety Officer, particularly for businesses with more than five employees.
12. Dedicate lanes for senior citizens, persons with disabilities, pregnant women, healthcare workers and delivery services.

B.5. Other safety reminders to be observed

1. Avoid touching surfaces and face.
2. Those experiencing sudden onset of fever, cough, colds, diarrhea, sore throat, or difficulty breathing, as well as those who, regardless of their current health status, had close contact or exposure to a probable or confirmed COVID-19 patient must not report to work and must immediately notify their unit head and the UPHS.
3. Cover mouth and nose with bent elbow or tissue paper when coughing or sneezing; dispose of the tissue immediately and wash your hands.
4. Disinfect frequently touched objects (door knobs, telephones, photocopier keys, etc.) at least four times each day: twice in the morning and twice in the afternoon.
5. Segregate waste properly: have a separate bin for infectious waste (e.g., used disposable masks, used gloves and soiled tissues). To dispose infectious waste, spray the items with alcohol, place them in the bin, put the bin contents in a plastic bag when already full, and spray the plastic bag exterior with bleach solution to protect trash collectors from possible hazards.
6. Maintain, in a logbook, the names and complete contact details of the customers/clients for possible contact tracing.
7. Follow the UPHS guidelines on cleaning and disinfecting.

B.6. Rental and utility bills payments

The Office of the Chancellor, on May 20, 2020, waived the payment of business rental fees from March 16, 2020 until further notice from the University. Business establishments have been closed with the imposition of the Luzon-wide Enhanced Community Quarantine in March 16, 2020 until the Modified Enhanced Community Quarantine (MECQ) on May 16, 2020.

The waiver is in line with the Memorandum Circular No. 17-2020: Extension of Rental and Concession Fee Payments in compliance with Republic Act No. 11469 or the “Bayanihan to Heal as One Act.”

Once business operations are in place, as a precautionary measure, billing statements will be issued through secure online systems (e.g., Email, Facebook, etc.). Payments shall be made directly at the University Cashier’s Office at the Ground Floor, PNB Building, UP Campus, Diliman, Quezon City on or before the due date stated in the billing. Once payment has been made, a copy of the official receipt must be provided immediately to ovcpd.upd@gmail.com.