



HR POLICY ON WORKPLACE PREVENTION AND CONTROL OF COVID-19

I. Objective

Develop the minimum health protocols and standards in light of the COVID-19 pandemic, in compliance with the guidelines issued during the community quarantine.

II. References

- Inter-Agency Task Force (IATF)
- Department of Health (DOH)
- Department of Labor and Employment (DOLE)
- Department of Trade and Industry (DTI)
- Department of Education (DepEd)
- Commission on Higher Education (CHED)

III. Duties and Responsibilities of Employer for Implementation

- Provide the necessary company policies for prevention and control of COVID-19 in consultation with the workers. All programs must be aligned from DOH, WHO and reliable sources of information of COVID-19. Department Heads and Human Resources (HR) are responsible for implementing this policy.
- Provide needed materials to keep the worker and workplace safe like sanitizers, alcohol, soap in the designated areas like entrance, office rooms, CRs, etc.
- The designated Safety Officer will ensure to monitor COVID-19 prevention and control measures such as providing marks for physical distancing, thermal scanning and regular disinfection of all areas.

IV. Scope

All employees and faculty members of the Philippine School of Business Administration (PSBA) are required to comply with the given guidelines, as well as all employees of third party service providers.

V. Workplace Health and Safety Standards

The following health and safety standards shall be implemented in the workplace and align with the health standards of the DOH.

A. Prevention of Transmission of COVID-19

As we reinforce our preparedness and response to COVID-19, an Infection Control Process has been established as a precautionary measure at our school in accordance with the guidelines issued by pertinent government authorities.

1. Body Temperature Check upon entry to school premises- see Annex A.

- Anyone who registers a temperature greater than >37.5 degrees Celsius ($>37.5^{\circ}\text{C}$) will be asked to rest for at least 5 minutes before retaking of body temperature. A maximum of two (2) retake body temperature checks will be allowed. If the individual still has high temperature, he/she will be placed in isolation and our Clinic will be notified. The Doctor/Nurse/OIC will assess the individual and may recommend sending him/her home and/or seeking further medical assistance or will be advised to stay home and self-quarantine for fourteen (14) days.



- If the individual is of normal body temperature (below 37.5°C), he/she may be allowed entry to the school premises. He/she will need to accomplish a Health Checklist prior entry to the specific work area. This checklist will be submitted to the Guard on Duty, and endorse to the Clinic on the same day.
- 2. A Health Checklist (refer to Annex B) must be accomplished to document the individual's condition prior entering PSBA (Please refer to Annex C, Quarantine Process). If you reply YES to any of the questions in the checklist, you shall not be allowed to enter the specific work area until further evaluation. The Doctor/Nurse/OIC will assess the individual and may recommend sending him/her home and/or seeking further medical assistance or will be advised to stay home and self-quarantine for fourteen (14) days.
- 3. Prior to entrance in the school premises, all employees, faculty members and staff shall wear face masks at all times and remove the same only when eating or drinking.
- 4. If there will be a long queue outside the school premises, a roving officer will instill physical distancing of one (1) meter.

B. Contact Tracing

As part of the process to ensure safety of employees, faculty members and staff in case there are suspected or confirmed infection, contact tracing must be done.

- The Doctor/Nurse/OIC will work with the employee to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious.
- HR will then warn these exposed individuals (contacts) of their potential exposure as rapidly, sensitively and with utmost confidentiality.
- To protect employee, faculty member and staff privacy, contacts are only informed that they may have been exposed to a patient with the infection. They are not told the identity of the employee, faculty member or staff who may have exposed them.
- Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.
- Contacts are encouraged to stay home and maintain social distance from others until fourteen (14) days after their last exposure, in case they also become ill. They should monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath.

C. Inside the Workplace (Infection Control Process)

- All work areas and surfaces, especially frequently handled objects (door knobs, table tops, etc.), is disinfected regularly.
 - The Housekeeping Team is scheduled to disinfect at least every two (2) hours. This will include spraying of disinfecting solution to workstations, tables, office chairs/sofas, lobby area, etc.
- Clean water and soap are available in all washrooms and toilets at all times.
 - The Housekeeping Team shall ensure that the soaps are refilled and the washrooms and toilets are kept clean at all times.
 - Disinfection will also be done every two (2) hours in the washrooms and toilets.



- Alcohol/sanitizers are available in common areas like hallways, meeting rooms, etc.
 - The Housekeeping Team shall ensure that alcohol/sanitizers are refilled and available especially in the common areas.
 - The Security OIC/Guard shall ensure that alcohol/sanitizers are available in the main entrance area.
- Social distancing must be observed in all areas inside the school premises at all times.
 - Chairs and benches will be marked to ensure social distancing.
 - Two (2) seats apart will be observed inside the meeting areas.

D. Reducing the Risk of Infection from Covid-19

- If anyone is not feeling well during working hours, report to the Clinic immediately. The Doctor/Nurse/OIC will assess the individual's condition and may recommend sending him/her home and/or seeking further medical assistance.
- If an individual is found with Covid-19 like symptoms (sore throat, fever, coughing, LBM, etc.), he/she will be immediately placed in isolation.
 - The Doctor/Nurse/OIC must be in complete protective gear (PPE, face mask, face shield, gloves) before assessing the concerned individual.
 - A report on the findings and recommendation will be sent to HR.
- Contact trace especially within the school and disinfect any area that the employee, faculty member or staff has been to prevent the spread of the virus.
 - The Infection Control Process will be followed in disinfecting the areas found to be of contact with the reported employee.

VI. Data Privacy Clause

All medical history of employees, faculty members and staff, and other medical information shall be treated with utmost confidentiality. Any employee, faculty member, or staff who discloses another individual's medical information without proper authorization or who utilizes such information for an improper purpose shall be subject to actions in accordance with the Data Privacy Act Law.

VII. Policy Review

This policy will be subject for review and revision as necessary based on changing conditions and findings of studies conducted.

VIII. Effectivity

This policy may be changed, altered in part or in full, or may be discontinued any time based solely on Management's prerogative.

Prepared by:

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Reviewed by:

GINA T. SANCHEZ
Executive Secretary of the
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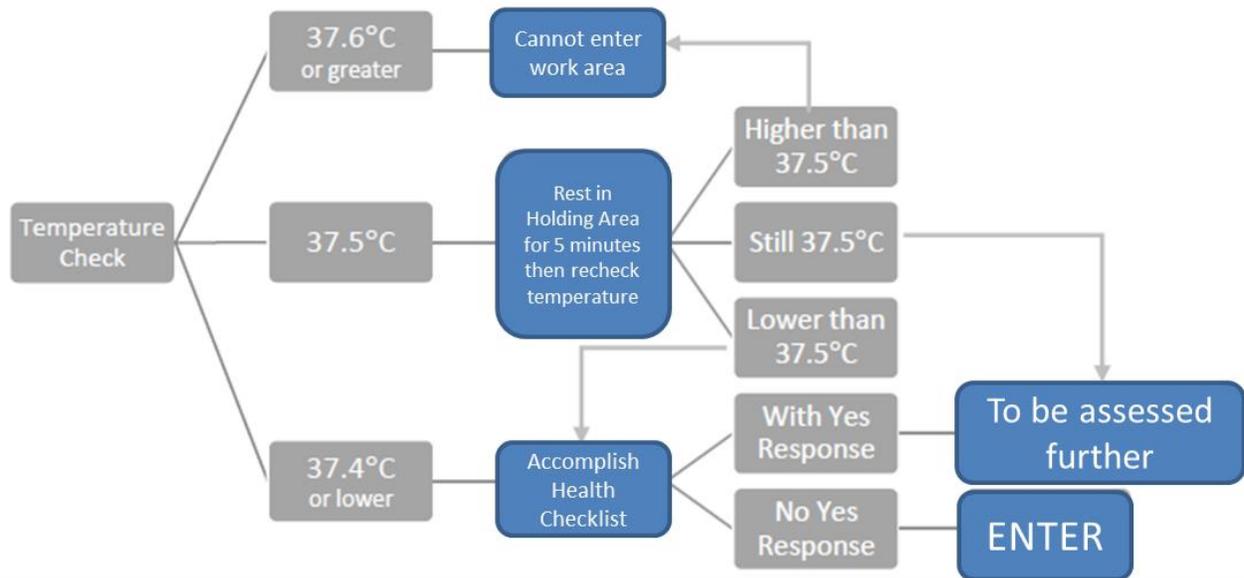
Approved by:

JOSE F. PERALTA
President and Dean of Undergraduate
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Annex A

Temperature Check/Screening





Annex B

Health Checklist

Philippine School of Business Administration

826 R. PAPA STREET
SAMPALOC, MANILA
TELEPHONE 735-1351

HEALTH CHECKLIST

Date:	Temperature:
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For Employees, Faculty and Staff:

Name:	Sex:	Age:
Department:		

For Visitors:

Name:	Sex:	Age:
Nature of Visit: <input type="checkbox"/> Official <input type="checkbox"/> Personal		
Residence:		
Contact number:		
Company name:		
Company address:		

	Yes	No	
1. Are you experiencing: (nakakaranas ka ba ng:)	a. Sore throat (pananakit ng lalamunan / maoakit lumunok)	<input type="checkbox"/>	<input type="checkbox"/>
	b. Body pains (pananakit ng katawan)	<input type="checkbox"/>	<input type="checkbox"/>
	c. Headache (pananakit ng ulo)	<input type="checkbox"/>	<input type="checkbox"/>
	d. Fever for the past few days (Lagnat sa nakalipas na mga araw)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19/ may impeksyon ng coronavirus?)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you travelled outside of the Philippines in the last 14 days? (Ikaw ba ay nagbyahe sa labas ng Filipinas sa nakalipas na 14 na araw?)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you travelled to any area in NCR aside from your home? (Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay)? Specify (Sabihin kung saan): _____	<input type="checkbox"/>	<input type="checkbox"/>	

I hereby authorize the Philippine School of Business Administration to collect and process the data indicated herein for the purpose of effecting control of the COVID-19 infection. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required by RA 11469, Bayanihan to Heal as One Act, to provide truthful information.

Signature: _____



Annex C

Quarantine Process:

This process shall be strictly implemented in the following events and will be subject to corrective action if failure to do so:

- Recent travel history of an employee
- Recent contact of an employee of someone who travelled domestic and international
- Recent travel both domestic and international will be subject for interview to determine the need to quarantine,
- Recent contact with a confirmed or suspected COVID-19 patient,
- Affliction by such symptoms as fever greater than 37.5 degrees Celsius (37.5°C) and flu-like symptoms such as cough, difficulty of breathing or shortness of breath.

Below guidelines are also parts of our immediate action on protective measures to avoid imminent risk and continue to care for the welfare of our employees, faculty members and staff.

- In the event that an employee is suspected to show signs or symptoms of COVID-19:
 - Provide mask to prevent risk of spreading infection.
 - Isolate the individual immediately in the clinic, away from others.
 - Immediately refer the individual to the school's healthcare provider or nearest hospital for laboratory confirmation if the history, signs, symptoms are consistent with a suspected case of COVID-19,
 - Observe respiratory precautions when taking care of patients with flu or flu-like illness.
 - Decontaminate work area/station with appropriate disinfectant.
- If an employee, faculty member or staff initiated self-quarantine because of suspected symptoms of COVID-19:
 - Contact and inform HR with the details indicating start and end of quarantine process.
 - Make sure to submit a commitment letter indicating that after fourteen (14) calendar days of quarantine, employee faculty member or staff will be expected to report back to work
- Contact Tracing
As part of the process to ensure safety of employees, faculty members and staff in case there are suspected or confirmed infection, contact tracing must be done.
 - The Doctor/Nurse/OIC will work with the individual to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious.
 - HR will then warn these exposed individuals (contacts) of their potential exposure as rapidly, sensitively and with utmost confidentiality.
 - To protect privacy of employee, faculty member or staff, contacts are only informed that they may have been exposed to a patient with the infection. They are not told the identity of the individual who may have exposed them.
 - Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed; monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.



- Contacts are encouraged to stay home and maintain social distance from others (at least 6 feet) until 14 days after their last exposure, in case they also become ill. They should monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath.

FAQs on Quarantine Process

What to do DURING quarantine period?

- Based on guidelines from Department Of Health and World Health Organization a typical quarantine period lasts for fourteen (14) calendar days.
- Seek immediate medical assistance from HMO-accredited hospital/clinic or nearest hospital that can cater laboratory assessment to confirm if history, signs and symptoms are consistent with a suspected case of COVID-19.

What to do AFTER quarantine period?

- After fourteen (14) calendar days of quarantine period, the employee, faculty member or staff is expected to submit a fit to work or a valid medical certificate from an accredited doctor indicating that you are in good health condition.
- Copies of these documents and contact details shall be submitted to the Clinic and HR.

Will my quarantine period be paid?

- With utmost flexibility and consideration, the employee will be given his/her liberty to choose whether to use his/her leave credits (VL and/or SL), SSS sickness benefit or file for leave without pay to cover the whole quarantine period. All leave credits to be used will be endorsed to HR for approval of the President.
- PSBA will assist you in filing for your SSS Sickness Benefit should you opt to avail this benefit.

How long will the quarantine period last?

- Based on guidelines from Department Of Health and World Health Organization a typical quarantine period lasts for fourteen (14) calendar days.
- The employee, faculty member or staff who has not reported back to work after fourteen (14) days will secure a valid medical certificate from the accredited doctor who advised the extension.
- We encourage you to keep in touch with the Clinic and HR should any changes in your health condition arise.