



Workplace Guidance: Returning to the Office and School Premises

Effective 01 June 2020

Prepared by Human Resources

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INTRODUCTION

Learning Aims and Objectives

Aim

This document is designed to:

- Reassure you that the well-being of our people is at the forefront of our thinking and planning to ensure that we keep our people safe when working from our offices and school premises.

Outcomes:

- Review the new processes
- Have a clear understanding of what you need to do
- Alleviate any concerns you have about what happens when you return to the office and school premises



The Challenge

The way we work has changed and we have made changes to the school due to COVID-19.

Around the world, workplaces have had to adapt to ensure that employees are safe and able perform to the best of their abilities.

We will need to have a clear understanding of the new practices that have been put in place to reflect the new way of working.

This document will support and guide you through your re-entry into the workplace.





GOVERNMENT GUIDELINES

IATF Guidelines

- NCR is placed under GCQ from **June 1 to 15.**



Schools

Phase 1: ECQ

School premises closed

Phase 2: Modified ECQ

School premises closed

Phase 3 : GCQ

Skeletal workforce to process requirements from students, and to prepare for graduation and for next semester





CHED COVID Advisory No. 7

- <https://ched.gov.ph/wp-content/uploads/CHED-ADVISORY-7-final.pdf>

2. In areas under GCQ, HEIs are advised to observe following guidelines:

- a. HEIs are authorized to operate with a skeleton workforce exclusive for the following purposes:
 - i. To accept submission of requirements for the 2nd semester, AY 2019-2020, issue credentials to graduating students, and prepare for the opening of classes using flexible learning modes.
 - ii. To provide essential services to its clients.
- b. Assigned skeleton workforce must NOT be any of the following: (1) under 21 years old or above 60 years of age, (2) pregnant, or (3) with existing medical conditions/comorbidities, except when indispensable for work under prevailing circumstances and public health standards as prescribed by the DOH and such related protocols or guidelines issued by the proper government authorities shall have been applied or complied with at all times by the HEI concerned.
- c. The HEI shall facilitate and/or ensure that transportation services and personal protective equipment are provided to its skeleton workforce.





SKELETON WORKFORCE

Scheduling of Skeleton Workforce

- Employees, faculty members and staff that will be part of the skeleton workforce are **pre-identified**.
- Only those who are part of the skeleton workforce will be issued Certificate of Employment for this purpose by HR.
- The schedule of the skeleton workforce will be communicated accordingly.
- Only those who are in the list of skeleton workforce will be allowed entry to school premises. Our Security Team has been given instructions on this matter, and the directive will be **strictly enforced**.





GETTING TO THE SCHOOL

Advice for Travel



Face Masks

- Wear a face mask
- This should be worn when you commute to the office and must be worn when you are in the school premises.
- You may also wear face shield or gloves.



Documents

- Ensure that you have the following on hand:
- Company ID
 - Certificate of Employment
 - Travel Pass if needed (from city or barangay)



Commuting to Work

- Always follow current government guidelines on how to minimize your risks.
- If possible, travel alone to maintain social distancing.
- Allow enough time to travel from home due to traffic
- Plan your routes since PUVs are limited
- Check on curfew hours in your city



Travel

- Domestic and international trips will comply with government advice.
- Employees, faculty members and staff are encouraged to avoid personal travel.
- Any travel including personal must be declared to HR

Upon Arrival in School Premises



Face mask

- Continue to wear your face mask inside and outside the school premises



Social Distancing

- Keep 1 meter distance
- It must be adhered to inside the office/work area



Foot bath


- Use the foot bath upon entry to the school premises



Temperature check

- Allow the Security Guard to use the thermal thermometer to check for fever

Daily Health Checklist



Philippine School of Business Administration

426 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 / masakit 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 nagbyaha sa labas ng Pilipinas 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: _____

- When you arrive at the school, all employees, faculty members and staff are required to complete a Health Checklist.
- You cannot proceed to your specific workplace without submitting the accomplished form to the Security Guard.
- All information will be covered by the Data Privacy Act.





INSIDE THE SCHOOL PREMISES

Signages

- When you enter the school premises, you will notice a number of signs which are there to remind you of the things you need to be doing to keep you and those around you as safe as possible.



Reduce Transmission



Face mask

- Must be worn at all times in the school premises
- The only exceptions are when you are eating or drinking



Eating

- Avoid eating in communal areas
- Disinfect the area you eat in, before and after meals
- Sanitize or wash your hands before and after meals



Meetings

- Minimize face to face meetings
- Maintain social distancing when you need to meet in person
- Use remote working tools when conducting meetings such as Google Meet, Zoom, etc.
- Do not share pens, etc.
- Sanitize or wash your hands before and after meetings



Visitors

- No visitors are allowed without prior appointment
- If there is no urgent business requirement, visitors will not be granted access
- No visitors are allowed without proper diagnosis



Personal Well-Being



Wash you hands

- Wash your hands regularly for a minimum of 20 seconds
- Use alcohol based sanitizer



Practice cough/sneeze etiquette

- Use a tissue
- Use the bend of your elbow
- Wash your hands regularly or use alcohol based sanitizer



Avoid touching your face

- If you need to:
- Wash your hands before and after you touch your face
 - Use alcohol based sanitizer



If you feel sick at work

- You will be seen by the Doctor/Nurse/OIC and may be sent home
- Secure a fit to work clearance from accredited doctor to be allowed to return to work



Cleaning

- Workspaces will be cleaned every 2 hours
- Disinfectant will be provided
- If you use equipment that others may use, you must sanitize it after using



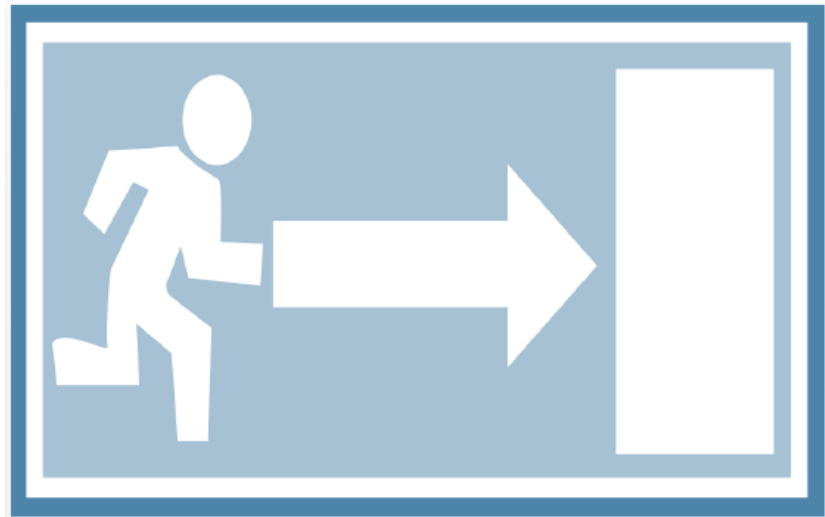
LEAVING THE SCHOOL PREMISES

When you leave your work station

REMEMBER:

- Wear your face mask
- Maintain social distancing
- Take your work with you for business continuity purposes

**In the event of a building evacuation, follow existing PSBA procedures and try to adhere to social distancing as much as possible.*





CONCLUSION

Thank you for your time.

This is our NEW NORMAL.

We ask for your support and cooperation to ensure we can provide a safe working environment for everyone.

If you have any concerns or questions, please address it to your Department Heads or HR.

Let's protect ourselves, our colleagues, and our loved ones.

