	<b>Workplace COVID-19 Prevention and Control Policy</b> <b>Policies &amp; Guidelines</b>		<b>Document Number:</b>  2P-SHE-17.10
	<b>Department:</b> Safety, Health & Environment / Human Resource	<b>Effective Date:</b> January 8, 2021	<b>Revision No</b> 0

## Objectives

- Provide operational parameters, guidelines, and recommendations for a “new normal” way of life in the workplace until such time that the threat of Covid-19 is effectively contained.
- Provide guidelines on Covid-19 prevention and control measures in the workplace

## Scope

This plan shall cover all offices of F2 Logistics Philippines Inc. and F2 Global Logistics Inc. nationwide. All employees, visitors such as customers or suppliers and any other person that have business in the premises of F2 shall follow the guidelines in this plan.

## Background

### What is COVID-19?

The **Coronavirus Disease (COVID-19)** is an infectious disease caused by a new strain of coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

On 30 January 2020, the Philippine Department of Health reported the first case of COVID-19 in the country with a 38-year-old female Chinese national. On 7 March, the first local transmission of COVID-19 was confirmed. WHO is working closely with the Department of Health in responding to the COVID-19 outbreak.

## Symptoms

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.


Most common symptoms:

- fever
- dry cough

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- tiredness

Less common symptoms:

- aches and pains
- sore throat
- diarrhea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discoloration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement
- Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.
- People with mild symptoms who are otherwise healthy should manage their symptoms at home.
- On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

## Prevention

Protect yourself and others around you by knowing the facts and taking appropriate precautions. Follow advice provided by your local public health agency.


To prevent the spread of COVID-19:

- Clean your hands often. Use soap and water, or an alcohol-based hand rub.
- Maintain a safe distance from anyone who is coughing or sneezing.
- Don't touch your eyes, nose or mouth.
- Cover your nose and mouth with your bent elbow or a tissue when you cough or sneeze.
- Stay home if you feel unwell.
- If you have a fever, cough and difficulty breathing, seek medical attention. Call in advance.

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- Follow the directions of your local health authority.
- Avoiding unneeded visits to medical facilities allows healthcare systems to operate more effectively, therefore protecting you and others.

## Workplace Safety and Health

The following safety and health standards shall be implemented in all workplaces aligned with the objectives of the minimum health standards of the Department of Health under DOH Memorandum No. 2020 – 0220 Interim Guidelines on the Return-to-Work, DTI & DOLE Interim Guidelines on Workplace Prevention and Control of Covid-19 and Joint Memorandum Circular No. 20-04 Series of 2020: DTI & DOLE Supplemental Guidelines on Workplace Prevention and Control of Covid-19:

### Reducing transmission of COVID-19

#### 1. Prior entry in buildings or workplaces


##### a. All employers, workers and visitors shall:

- i. Wear face masks at all times and remove the same only when eating/drinking. Should cloth masks be used, the washable type shall be worn but additional filter material such as tissue papers inside the masks may be added. NO MASK NO FACE SHIELD NO ENTRY.
- ii. Wear Face shields, Face shields shall cover the entire face (completely cover the sides and length of the face). If possible, face shields should extend to the ears and below the chin.
  - Visor-type face shields shall not be allowed.
  - Face shields and masks should always be worn together when interacting with colleagues, clients and/or visitors.
  - Face shields may be removed according to the demands of the work or when the occupational safety and health of the employees so requires.
- iii. Have their temperature checked and recorded in the health symptoms questionnaire. For any personnel with temperature  $\geq 37.5$  C, even after a 5 minute rest or if their response in the questionnaire needs further evaluation by

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the clinic staff, the person shall be isolated in the isolation area and will not be allowed to enter the premises (The isolation area should be well ventilated and must be disinfected frequently).

Clinic/Health Team personnel assigned to assess the workers held in the isolation area shall wear appropriate medical grade PPE which shall include but not limited to, face masks, goggles/face shields, and/or gloves.


- iv. Accomplish the health declaration checklist and submit to the guard or designated safety officer prior to entry; Employee or Visitor can be subjected to proceed in the isolation area for providing yes answer on the symptoms.
  - a. If “Yes” to any item is answered or if with a  $T \geq 37.5$  degrees Celsius, the employee shall be denied entry and referred to the workplace isolation area for further evaluation by the Safety Officer.
  - b. If “No” to all items are answered and temperature is  $\leq 37.4$  degrees Celsius, the employee shall be permitted entry.
  - c. The security staff or other responsible personnel on duty shall immediately give the accomplished health declaration form to the company Human Resources (HR) for appropriate action and storage.
- v. Spray alcohol/sanitizers to both hands; and disinfectant shoes using foot baths at the entrance.
- b. Equipment or vehicle entering the hub operational area must go through a disinfection process (if applicable).
- c. If there will be a long queue outside the office or store premises, roving officers should instill physical distancing of one meter.

## 2. Inside the Workplace

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- a. All work areas and frequently handled objects such as door knobs and handles, shall be cleaned and disinfected regularly, at least once every two (2) hours.
- b. All washrooms and toilets shall have sufficient clean water and soap, employees are encouraged to wash their hands frequently and avoid touching their eyes, nose and mouth.
- c. Alcohol/Sanitizers shall be made available in halls, lobbies, conference areas, stairways and areas where workers pass, Company vehicles and Shuttles.
- d. Workers, whether in office workstations or in operations area, shall always practice physical distancing meaning at the minimum one (1) meter radius space (side, back and front) between workers.
- e. Eating in communal areas is discouraged. It is best to eat in individual work area and all wastes shall be disposed properly. It is discouraged that workers engage in conversation with masks off during meal times. Tables and chairs shall be cleaned or disinfected after every use of the area, and before as well as at the end of the work day by responsible employee.
- f. Pantries should be cleaned and disinfected regularly.
- g. Meetings should be attended by not more than 10 attendees or 50% of room capacity, we encourage Video conference meeting even when in the office.


### 3. Mandatory advocacy awareness raising programs

- a. In order to enforce these guidelines, the Safety, Health and Environment (SHE) Committee shall facilitate webinars, virtual lectures and trainings on COVID-19, its prevention and control, including best practices to be attended by all employees and management.
- b. Topics should include:
  - i. Recommended best practices on:
    - a. Wearing of masks and face shield and reducing frequent manipulation;
    - b. Physical distancing;
    - c. Frequent and proper handwashing;
    - d. Frequent Disinfection; and

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- e. Other preventive strategies in reducing the spread of COVID-19.
- ii. Frequent updates on relevant information, as it becomes available, from the DOH, WHO and other reliable sources, including COVID-19 test protocols


### **Minimize contact rate**

1. Alternative work arrangements shall be in place when reporting for work, such as working-hour shifts, work from home (WFH), or Rotational basis subject to approval of immediate leader
2. Prolonged face-to-face interaction between workers and with clients are discouraged and masks shall be worn at all times and not removed. Meetings needing physical presence shall be kept to a minimum number of participants and with short duration. Videoconferencing shall be utilized for lengthy discussions among workers using Viber, Skype or Zoom platform.
3. Office tables should be arranged in order to maintain proper physical distancing. Barriers will be provided between tables and in receiving counters in the lobbies.
4. To maintain physical distancing, number of people inside an enclosed space such as a room, store or hall shall be limited.
5. Use of stairs should be encouraged subject to physical distancing requirements. 1 person at a time.
6. Online system shall be highly encouraged to be utilized for clients needing assistance from offices including the use of video conferencing.
7. Roving Safety Officers of the SHE Committee shall always ensure physical distancing and observance of minimum health protocols.
8. Using the office address on your personal deliveries (Lazada, Shopee, Lalamove Etc.) is highly discourage. Delivery Personnel will not be allowed entry in the offices. Consignee shall

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step out of the office to receive the delivery, ensuring that they wear appropriate PPE such as face mask and gloves. Items received must be sanitized prior entry in offices.

9. All delivered Billing/Invoices/Documents of all Business Units will be received by the Security OIC in Unit 8 and representatives of the BU will claim it. Schedule of receiving and release will be provided by the Finance Department.

10. Receiving of Invoices, Collection or Check releasing shall be scheduled to avoid crowding in the office.

11. In Company provided Shuttle service, No mask no ride rule shall be applied when using company provided shuttle or transportation services. Minimum public health standards should be enforced in the shuttle services, i.e. use of face shields and face masks, observance of physical distancing, and frequent disinfection. Employees inside the vehicles should be required to avoid talking with each other, taking phone calls, eating and removing their masks and shields. Signage of “No Talking,” “No Eating,” and “No Taking Phone Calls” should likewise be displayed or posted on the conspicuous areas in the vehicle.

### **On reducing the risk of infection from COVID-19**

1. All employees who report any form of sickness - symptomatic or not of Covid-19 - shall not be allowed/required to report for work


2. in the event that a worker is suspected as having COVID-19:

- a. The employee shall immediately proceed to the isolation area designated in the workplace and never remove his/her mask.
- b. Clinic / Health Team personnel attending to the employees should wear appropriate PPEs and if needed should require the transport of the affected worker to the nearest hospital/local government health center. Company protocols for transport for suspect COVID-19 cases and for PCR testing, should be in place including providing transportation. Hospitals will report to the DOH for COVID-19 suspect; and Isolation area personnel shall always wear the recommended PPEs prior to attending to the

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symptomatic employee, as prescribed in the DOH Department Memorandum No. 2020-0197, including:

- a. Disposable gown
- b. Face shield
- c. Medical grade mask
- d. Gloves

All used PPEs shall be properly disposed after every use.

c. Decontamination of workplace

- i. Workplace shall be decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol based disinfectant);
- ii. After decontamination of the work area, work can resume after 24 hours.
- iii. Workers present in the work area with the suspect COVID-19 worker shall go on 14 days home quarantine with specific instructions from the clinic/ Health Team personnel on monitoring of symptoms and possible next steps. If suspect COVID-19 worker has negative result, co-workers may be allowed to report back to work.

d. Employee must secure a clearance from an authorized medical/health facility prior going back to report in the office.

3. In the event that an employee is sick or has fever but is not suspected to have COVID-19 (ex., urinary infection, wound infection or any diseases not related to lungs or respiratory tract) they are advised to take prudent measures to limit the spread of communicable diseases, as follows:

- i. Stay at home and keep away from work or crowds;
- ii. Take adequate rest and take plenty of fluids;
- iii. Practice personal hygiene to prevent spread of disease; and
- iv. Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when he/she becomes weak.


4. All business trips and events both domestic and international are cancelled/postponed until further notice.

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5. (02) 894-26843 or 1555 DOH COVID-19 emergency hotlines for guidance on the handling and referring symptomatic employees.
6. Asymptomatic employees prior to physically returning to work may be cleared by the local health officer or OSH physician.

### **Management of Asymptomatic and Symptomatic Employees in the Workplace**

1. TeleMedicine/TeleConsult Services are provided by our HMO. Maxicare Number Hotline: 8528-1980.
2. Isolation Area will be provided for the holding and screening area of asymptomatic and symptomatic employees. Office clinic will serve as the isolation area and in case of inaccessibility due to some circumstances like overcapacity, we will coordinate with the Barangay Local Government Unit.
3. All individuals shall keep their face masks and face shields during isolation at all times.
4. In coordination with the Barangay Local Government Unit, transportation of symptomatic to the nearest health center shall be provided.


### **COVID-19 Testing**

1. In collaboration with the National or Local Government, Testing will be conducted to the employee experiencing symptoms of Covid-19 and those who are in close contact with a positive case of Covid-19.
2. Employee must secure a clearance from an authorized medical/health facility prior going back to report in the office.

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## Duties of Employers and Employees


Employers shall:

1. Provide the necessary company policies for the prevention and control of COVID-19 in consultation with workers. Advocacy and IEC programs should be taken from DOH, WHO and reliable sources of information on COVID-19;
2. Provide resources and materials needed to keep the workers healthy and the workplace safe, e.g., masks, soap, sanitizer, disinfectant, PPEs, etc;
3. Designate the safety officer to monitor COVID-19 prevention and control measures such as physical distancing, wearing of masks, regular disinfection, compliance to thermal scanning and accomplishing health symptoms questionnaire;
4. Enhance health insurance provision for workers;
5. Where feasible, provide shuttle services and/or decent accommodation on near-site location to lessen travel and people movement;
6. Enjoin the hiring from the local community; and
7. Put up a COVID-19 Hotline and Call Center for employees to report if symptomatic, and daily monitoring scheme of our “suspect” employee condition.
8. Employers shall direct symptomatic individuals through appropriate health system entry points such as the primary care facility (e.g. Barangay Health Center, Infirmaries, Private Clinics / Hospitals) or telehealth consultation. Referral networks shall be established.

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Workers shall:

1. Comply with all workplace measures in place for the prevention and control of COVID-19, such as, frequent hand washing, wearing of masks, observe physical distancing always, etc;
2. Observe proper respiratory etiquette;
3. Coughing and sneezing into tissue or into shirt sleeve if tissue is not available.
4. Disposing used tissues properly; and
5. Disinfecting hands immediately through proper washing with soap and water or alcohol-based sanitizer immediately after a cough or sneeze.

### **Responsibility**

The COVID-19 policy is owned and maintained by F2's Safety, Health and Environment Committee, Human Resource Department and Business Continuity Plan Committee. They are responsible for the creation, administration, updating and communication of the policy.

### **Effectivity**

This Policy shall take effect immediately and shall be made known to all employees.

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