

## WORKPLACE HEALTH CONTINGENCY PLAN

1. Mandatory Health Standard against COVID-19 transmission observed. A Health Infection and Prevention Control Officer (HIPCO) will be the point person for all health-related concerns of the company. HIPCO shall be responsible for the reportorial requirements mandated and submit reports with or without COVID-19 case to:
  - a. Municipal Health Office – Every Monday of the following week using WAIR COVID-19 form
  - b. DOLE (using WAIR COVID-19 Form) - Monthly using WAIR COVID-19 form
2. For any personnel with temperature  $>37.5^{\circ}\text{C}$ , even after a 5 minute rest, or if their response in the questionnaire needs further evaluation by the HIPCO, the person shall be isolated in an area identified by the company and not allowed to enter the premises.  
Clinic staff/HIPCO assigned to assess the workers held in isolation area shall be provided the appropriate medical grade PPEs by the establishment.
3. In the event that a worker is suspected as having COVID-19:
  - a) The worker shall immediately proceed to the isolation area designated in the workplace and never remove his/her mask;
  - b) Clinic personnel/HIPCO attending to the workers should wear appropriate PPEs and if needed should require the transport of the affected worker to the nearest health facility using company protocols in the transport for suspect COVID-19 cases.
  - 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; and
    - 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 staff/HIPCO 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.
4. In the event that a worker 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) the employer must advise the worker 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 seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when he/she becomes weak.

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Name & Signature: NOVA THERESA T. RAMIREZ  
(Employer/Representative)

Date: 10/03/20