



INTERIM GUIDELINES IN THE PREVENTION OF COVID-19 IN THE WORKPLACE AT IWEP

The guidelines shall apply to all workplace, regular and temporary academic and administrative staff as well as contractual employees at IWEP and students.

GENERAL GUIDELINES FOR THE SAFETY AND HEALTH OF IWEP STAFF AND STUDENTS

A. Increase physical and mental resilience

Emphasize to all workers the everyday activities to stay healthy such as:

- eat nutritious and well-cooked food
- drink plenty of fluids and avoid alcoholic beverages and smoking
- increase the body's resistance by having adequate rest and at least 8 hours of sleep

B. Reducing the spread of COVID-19

1. Prior to entrance in buildings or workplaces

All employees/persons shall:

- inform and seek certification at the Director's office to allow them to enter the building
- always wear face masks and only remove the same when eating/drinking. Should cloth masks be used, the washable type shall be worn but additional filter material such as tissue papers inside masks may be added. Alternatively, a face shield should be worn over cloth masks in absence of additional filter material.
- accomplish daily the health symptom checklist through the Sanitary Health Officer (SHO) of the day.
- religiously have the temperature checked and recorded in the checklist. For any IWEP staff with temperature $> 37.5^{\circ}\text{C}$, even after a 5-minute rest, the person shall be allowed to return home and rest until recovery (self-quarantine). Daily checking of the person's condition needs to be done by the SHO.
- spray alcohol/sanitizers to both hands and pass through disinfectant foot mats provided at the entrance, and
- maintain a two-meter physical distancing.

2. Inside the workplace

- All work areas and frequently handled objects such as doorknobs, computer, tables etc. shall be regularly cleaned and disinfected, at least every two (2) hours.
- All washrooms and rest rooms shall have sufficient clean water and soap. Workers are encouraged to frequently wash their hands and avoid touching their eyes, nose, and mouth.
- Hand sanitizers and/or alcohol shall be made available in the lobby, meetings rooms, laboratories, and offices where workers commonly pass.
- Workers shall always practice physical distancing (2m) radius (side, back and front);
- Avoid touching your eyes, nose, and mouth with your hands as the virus particle might enter these susceptible parts of your body.
- Eating together in common areas is discouraged. It is best to eat in individual work area and all wastes shall be properly disposed. If not possible, physical distancing should be maintained in the pantry. 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 day.

C. Minimize contact rate

- Alternative work arrangements, such as work from home (WFH)



- Prolonged face-to-face interaction between workers is discouraged and masks shall always be worn and not removed. Meetings needing physical presence shall be kept to a maximum number of ten (under GCQ) and with short duration. Online meetings shall be utilized for lengthy discussion among workers.
- Workstation lay out shall be designed to allow for unidirectional movement of workers.
- To maintain physical distancing, the number of people inside an enclosed space (office or laboratory) shall be limited.
- Online system shall be highly encouraged especially in processing vouchers, payments, salaries, and other communications.

D. On Reducing the risk of infection from COVID-19

If a worker is suspected as having COVID-19:

- The worker must immediately notify the Administrative Officer, **Ms. Annabelle Tapere**, that he/she has developed symptoms associated with COVID-19 or has been in-contact with COVID-19 positive or probable/suspected COVID-19-infected individual and must stay at home for a 14-day self-quarantine. The AO will report the incidence to the Director. The Director will report to the University Covid-19 committee and proceed to contact tracing all staff who have been exposed.
- Decontamination of the workplace with appropriate disinfectant solution should be done. Preparation of the formulation should be made available by **Mr. Timothy Joel Alfonso**. Mist sprayer can be used during disinfection.
- If possible, turn off the air conditioning unit for at least 2 hours and allow fresh air to enter the room to reduce the exposure to viral aerosol droplets in enclosed space.
- If a worker has fever, cough and difficulty breathing, seek medical attention. Call in advance. Notify the unit of his/her condition.

Specific Protocols for the Safety and Welfare of IWEP Staff and Students

1. LB Uichanco Hall (Wing A and B)

- There will be one entrance and one exit door (Wing A front gate) at the IWEP Building.
- Assigned personnel will man the entrance/exit of IWEP and non-IWEP staff.
- Thermal scanning of body temperature (< 37.5°C) of all IWEP staff except those in IWEP shuttle bus. If the body temperature is above 37.5°C, he/she needs to go to the waiting area and wait for some time to lower the body temperature, if not, then the person cannot enter IWEP and must notify his/her supervisor.
- No UPLB/IWEP ID and no face mask, no entry.
- Everyone must step on the foot mat with disinfectant, change the disinfectant solution daily.
- Hand sanitizer and alcohol spray will be provided at the main door.
- Only authorized IWEP staff can enter the Director's Office.
- Documents should be disinfected by passing through provided UV lights.
- For processing of documents, those who will bring documents for signature will drop them at the tray provided at the window.
- For items and equipment delivery, they will be received at the entrance lobby. The assigned personnel will receive and collect the items.
- Additional protocols may be implemented as deemed necessary.



2. IWEP Visitors

A. By Appointment

- Schedule a meeting/visit with concerned IWEP staff, **at least 2 days before the visit**, and present the proof of communication
- The IWEP personnel assigned at the gate will call and notify the IWEP staff of the scheduled visitor.
- All visitors must sign in the log sheet and provide an identification card (ID), as well as proof of communication
- No ID, no face mask, no entry. Temperature scan will be taken (<37.5°C).

B. IWEP Walk-in Clients

- The IWEP personnel assigned at the gate will call and notify the IWEP staff about the visitor.
- No ID, no face mask, no entry. Temperature scan will be taken (< 37.5°C).
- All visitors must sign in the log sheet and provide an ID card
- The IWEP personnel assigned at the gate will call and notify the IWEP staff to be visited by the client.
- The IWEP staff has the option to allow the client to go directly to the office or meet the client at entrance.

3. Farm / Experimental fields

- Clean and disinfect the interior and exterior of farm vehicle used including tires before and after use
- Always wear face mask
- Provide drinking water
- Smoking and spitting are strictly prohibited
- Clean tools and farm implement after use
- Wash hand with soap and water after field operations.
- Upon return from field works, change into clean clothes
- Disinfect rubber boots after use

4. Holding of Meetings

- Encourage holding of online meetings if possible
- Only a maximum of 10 persons will be allowed under GCQ
- Maintain physical distance of 2m among attendees
- Wear face mask always
- Provide alcohol in the meeting room
- Disinfect table surface, chairs and floors before the scheduled meeting
- Schedule in advance the use of venues with the Director's Office

5. Signages and Infographics

Signages should be posted in conspicuous places for any advisory and guidance of all IWEP staff and visitors. Infographics relevant to protocols related to COVID-19 must also be disseminated to all IWEP staff.

6. Alternative Work Arrangement

- A maximum of 50% of employees may physically report for work as part of
 - Skeletal workforce – doing essential services to the unit



- Work from home for those beyond 60 years old, vulnerable or when transportation is limiting. The WFH scheme is an output-oriented mechanism.
- Compressed work week – 4-day work per week and render a total of 40 hours. The person can report during Monday to Thursday from 7am to 6pm.

7. Conduct of Research Internship/Thesis by Undergraduate and Graduate Students

- An undergraduate/graduate student must prepare a letter address to the Chancellor requesting permission to conduct research internship/thesis to the respective laboratory. The letter must be approved by the thesis adviser, Director, and the Dean. The student must also be listed in the authorized staff within a specified duration. Only those students with letter of request approved by the Chancellor will be allowed to do research internship or thesis in the respective laboratory. Students must submit Medical Certificate from their Municipal Health Officer and answered Covid-19 Triage questionnaire.

8. In case of Emergency

- First aid kit should always be provided in the workplace.
- The Director's office should be notified immediately by the patient and request for vehicle through the Director's Office c/o Ms. Annabelle Tapere. Mr. Rizaldy Ignacio will be the driver for transport to University Health Service.
- Should have a list of contact numbers of hospitals, police, BFP, etc. posted in all offices/laboratories
- Staff with signs of flu, dry coughs, cold and other respiratory problems should be allowed to undergo self-quarantine for 14 days and recommended for covid-19 testing. IWEP staff with underlying health conditions can opt to work from home as long as it is feasible and will not affect the operations in the workplace significantly.
- Los Baños Emergency Hotlines:

a. UHS	-	(049) 536 6238
b. UPLB-UPF	-	(049) 536 2243
		(049) 536 2803
c. PDRRMO	-	(049) 501 4672
	-	(049) 501 2628
d. Action center	-	(049) 530 2818
e. BFP-LB	-	(049) 534 7965
f. PNP-LB	-	(049) 534 5631
g. Bry. Batong Malake	-	(049) 536 4993