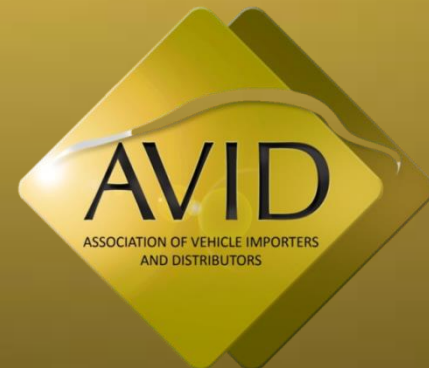


# **Guidelines on Safety and Protection**

**Association of Vehicle Importers and  
Distributors (AVID)**

30 April 2020





### Opening Statement

The new normal calls for measures that prioritize the health and safety of individuals while putting into play innovation to hurdle business uncertainty.

**AVID members are poised to open for business. In response to the urgency of fighting the COVID-19 pandemic and its immediate consequences, AVID has put in place general guidelines designed to manage and adapt to the "new normal."**

These general guidelines shall serve as guide posts for the automotive industry to come to terms with current and future challenges in a timely and well-coordinated manner.

Driven by the determination to overcome the situation, AVID is creating a culture that does not compromise safety while remaining anchored on its commitment to upholding fairness, transparency, and consumer welfare. This is how we envision a stronger industry, and a more resilient AVID to emerge from this crisis.



### Overview

- ☐ General Approach
- ☐ Focus Areas and Phases
- ☐ Safety and Protection of Workforce
- ☐ Pandemic-Proof Workplace
- ☐ Resilient Community and Value Chain
- ☐ Health Protocols for Workforce Re-Entry (*Proposed*)



### GENERAL APPROACH

Highest priority is accorded to the overall health and safety of :

- ✓ Employees
- ✓ Customers
- ✓ Suppliers
- ✓ The community at large

Implement health and safety measures based on:

- ✓ Global and national standards
- ✓ Risk assessment
- ✓ Protocols
- ✓ Industry best practices

Navigate the crisis together in spirit of collaboration that upholds laws, supports national policies and measures, and complies with local government rules.

Create a post-crisis mindset necessary to build resiliency.



### KEY FOCUS AREAS

WORKFORCE

WORKPLACE

VALUE CHAIN and  
COMMUNITY

### PHASES

PREPARING FOR RE-ENTRY



THE NEW NORMAL



THE NEXT NORMAL



# SAFETY AND PROTECTION OF WORKFORCE

Develop and implement safety measures\* that includes:

- ✓ Strict observance of physical distancing of at least 1 meter
- ✓ Hand washing hygiene
- ✓ Respiratory etiquette
- ✓ Rules on wearing protective equipment, such as mandatory wearing of face masks
- ✓ Conduct of temperature checks

*\*in accordance with the World Health Organization (WHO) and Department of Health (DOH) Protocols, local government units (LGUs) regulations and guidance, and informed by industry best practices.*



# SAFETY AND PROTECTION OF WORKFORCE

- Implement measures and procedures for localized mass testing\* and contact tracing.
- Put in place a system to monitor health condition of workforce that upholds the right to privacy of individuals.
- Minimize non-essential travels. Business travels must adhere to national and international guidelines. Continue to encourage telework (working remotely), whenever possible and feasible with business operations.
- Ensure excellent communication with employees, install measures for preventive healthcare, and provide the necessary training.

\*Proposed process is discussed in details in “Health Protocols for Workforce Re-Entry” part.



# PANDEMIC- PROOF WORKPLACE

**Physical layout of work place designed to protect workers and to reduce the risk of the virus spreading. This includes:**

- ✓ Adhering to physical distancing of at least 1 meter
- ✓ Regular Sanitation of work stations
- ✓ Hand washing facilities
- ✓ Respiratory etiquette

Regular disinfection of common and high-traffic areas where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.

Allocate appropriate testing and isolation areas in the workplace.



# RESILIENT COMMUNITY and VALUE-CHAIN

The new normal entails that we operate in an uncertain business environment, hence, **strict monitoring involving the industry's value chain and the community.**

**Community monitoring through mandatory health declaration.** Employees, guests, contractors, suppliers, and other personnel must declare the status COVID-19 spread in their community.

**Contact tracing and community monitoring** will be conducted in coordination with the authorities. Implementing measures that protect the vulnerable sector - Elderly individuals; and Individuals with serious underlying health conditions.



# **HEALTH PROTOCOLS FOR WORKFORCE RE-ENTRY** *(Proposed)*



# Use of Covid-19 Rapid Antibody Testing for Workplace Re-entry

### General Objectives:

- Employers have a fiduciary duty to **keep employees safe**. Recognizing the need to balance public health with economics, and the emerging science behind Rapid Testing, a **selective testing approach** can help create an added layer of screening for employees for workplace re-entry.
- The protocol highlights the process of using **Rapid Antibody testing, in conjunction with confirmatory testing**, to help identify employees with active infection and those who have previously been infected but have recovered from AVID group (if any).
- The process will distinguish employees who will **(1) be cleared for work, (2) require confirmatory testing, or require quarantine**.



# **DETECT** Response Framework



## Guidelines on Safety and Protection

**DE**tect

**TE**st

**C**ure

**T**race

### GOAL

Ensure the safety of the employees and other personnel

Support health screening and testing for COVID-19

Provide access to hospitals and treatment.

### PRIORITIES

Provide adequate PPEs and safety measures.  
Ensure compliance with Community Quarantine Guidelines.  
Develop internal policies and emergency communications.

Provide an effective testing Strategy (e.g. ARK)

Ensure a nearest and accessible Emergency Hospital.

### INITIATIVES

Set an Emergency Hotline  
Employee Re-entry Survey

Look for Capacitate labs for confirmatory COVID-19 testing (with coordination to DOH)

Possible tie up with nearest accredited health care facility

- Constant communication/ Regular Updates
- Conduct contact tracing of the all detected cases



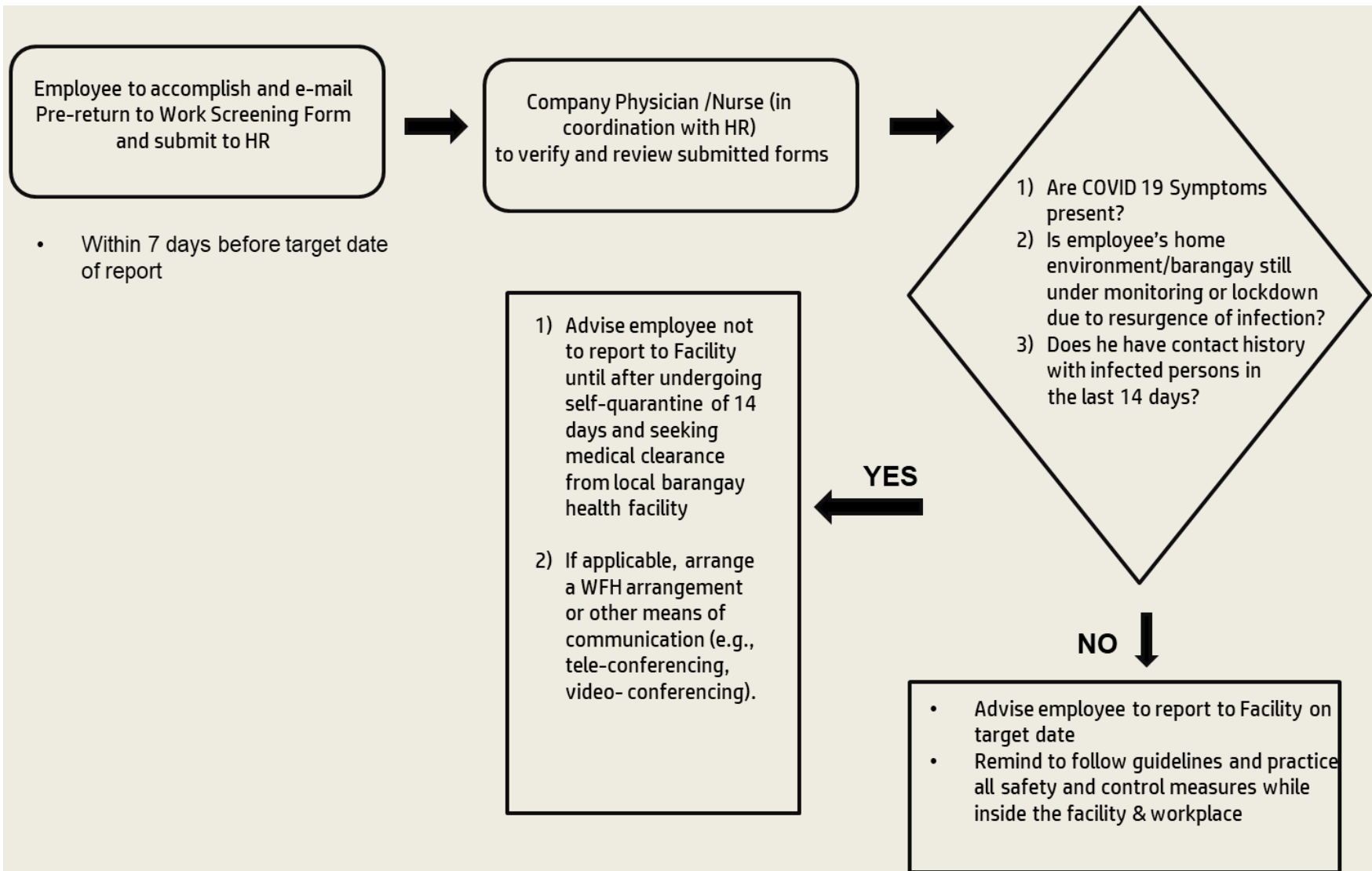
# STRATEGIC MOVES FOR WORKPLACE RE-ENTRY

	DEFENSIVE	OFFENSIVE
Employees	<ul style="list-style-type: none"><li>▪ Apply the <b>DETECT</b> (detect, test, cure, trace) Framework focusing on Risk Assessment.</li><li>▪ Establish degree of “essentiality” for specific operational requirements and staffing needs</li><li>▪ Daily health check monitoring of Personnel.</li></ul>	<ul style="list-style-type: none"><li>▪ Regular tracking of employee health.</li><li>▪ Facility sanitation and hygiene.</li><li>▪ Improve WFH network access as much as possible</li><li>▪ Re-skill and Upskill the workforce through Safety&amp; Health trainings against COVID 19.</li><li>▪ Support mental wellness for those who continue to WFH</li></ul>
Operations	<ul style="list-style-type: none"><li>▪ <b>Access Control:</b> Strict protocol for entry or re-entry of other personnel and ensure them to follow same principles. Provision and utilization of disinfectant mediums.</li><li>▪ <b>Administrative Control:</b> Thermal Scanning, strict implementation of social distancing, No Facemask, No Entry Policy, etc.</li><li>▪ <b>PPE:</b> Facemask, Rubber Gloves, and Face Shield.</li><li>▪ <b>Sanitation:</b> Regular disinfection of workplace, Implementation of handwashing.</li></ul>	<ul style="list-style-type: none"><li>▪ Guidelines on Social Distancing and reporting of health and health issues</li><li>▪ <b>Engineering Control:</b> Daily Maintenance of all preventive measures.</li><li>▪ <b>Administrative Control:</b> Strict Implementation and maintaining the routine to fight against COVID 19.</li><li>▪ <b>PPE:</b> Ensuring the availability and stocks of the PPEs</li><li>▪ <b>Sanitation:</b> Regular checking of the availability of hand soaps and sanitizers for common areas.</li></ul>



## Guidelines on Safety and Protection

### EARLY SURVEILLANCE (Post- Lockdown / Pre-return to Work Risk Assessment)





## Guidelines on Safety and Protection

# EARLY SURVEILLANCE (Post- Lockdown / Pre-return to Work Risk Assessment)

### Return to Work Risk Assessment/ Visitor Screening Tool

Employee/ Visitor's Name: \_\_\_\_\_ Age \_\_\_\_\_

Division/ Department: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

#### Please put a check as appropriate to the following questions:

1. Do you or anyone in your household presently have any of the following symptoms?

- |                     |  |                        |  |
|---------------------|--|------------------------|--|
| a) Feeling feverish | <input type="checkbox"/> No <input type="checkbox"/> Yes | f) Shortness of breath | <input type="checkbox"/> No <input type="checkbox"/> |
| b) Cough            | <input type="checkbox"/> No <input type="checkbox"/> Yes | Yes                    |  |
| c) Colds            | <input type="checkbox"/> No <input type="checkbox"/> Yes | g) Nausea              | <input type="checkbox"/> No <input type="checkbox"/> |
| d) Muscle Aches     | <input type="checkbox"/> No <input type="checkbox"/> Yes | Yes                    |  |
| e) Fatigue          | <input type="checkbox"/> No <input type="checkbox"/> Yes | h) Vomiting            | <input type="checkbox"/> No <input type="checkbox"/> |
|                     |  | Yes                    |  |
|                     |  | i) Diarrhea            | <input type="checkbox"/> No <input type="checkbox"/> |
|                     |  | Yes                    |  |

2. Have you or anyone in your household experienced **any of the above symptoms within the past 14 days**?

☐ No ☐ Yes

If yes, please indicate the symptom/s \_\_\_\_\_

3. Were you advised or anyone in your household to undergo self-quarantine ? ☐ No ☐ Yes  
If yes, were you monitored by the local health office? ☐ No

☐ Yes (please present a copy of certificate of self-quarantine)

Reason for self- quarantine: \_\_\_\_\_

Duration and date of self-quarantine: \_\_\_\_\_

4. Were you or anyone in your household tested for COVID-19? ☐ No ☐ Yes (Date tested and result \_\_\_\_\_)

If you tested positive, was a repeat test done? ☐ No ☐ Yes (Date tested and result \_\_\_\_\_)

Were you admitted for COVID-19? ? ☐ No ☐ Yes

If yes, date admitted \_\_\_\_\_ (please provide discharge summary)

RECORD TEMPERATURE: \_\_\_\_\_ °C BP \_\_\_\_\_ HR \_\_\_\_\_ RR \_\_\_\_\_  
O2 Sat \_\_\_\_\_

#### SIGNIFICANT P.E. Findings

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Co-Morbidities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Physician's Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Classification:

- ☐ NON-COVID-19 Case  
☐ Suspect Case  
☐ Probable Case  
☐ Confirmed Case, recovered

#### Recommendation:

- ☐ May return to work with no monitoring  
☐ May return to work with monitoring until \_\_\_\_\_  
☐ For home quarantine until \_\_\_\_\_  
☐ For referral/ admission

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician/ Reviewer Signature: \_\_\_\_\_

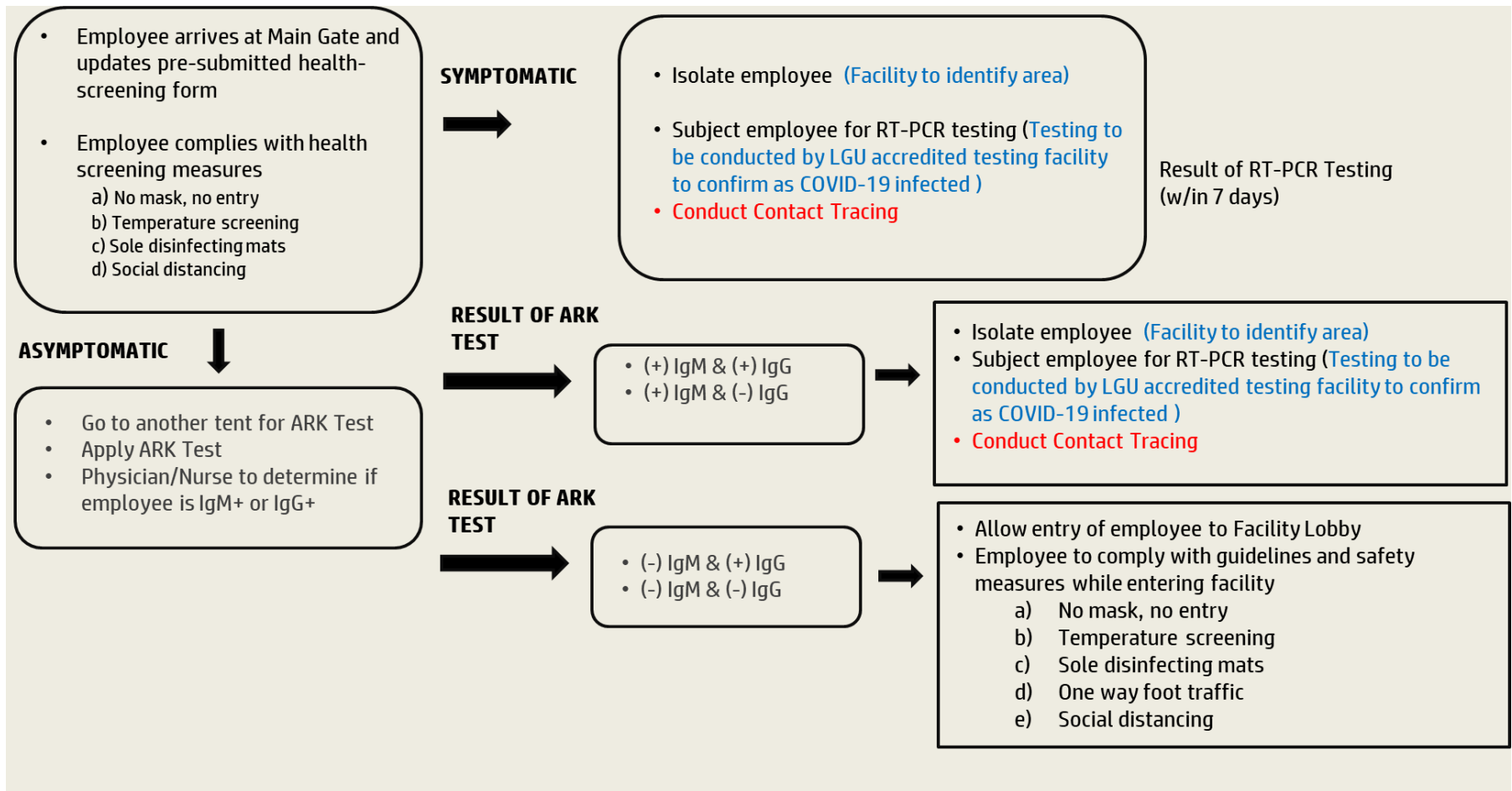
Date: \_\_\_\_\_



# DETECTION Measures



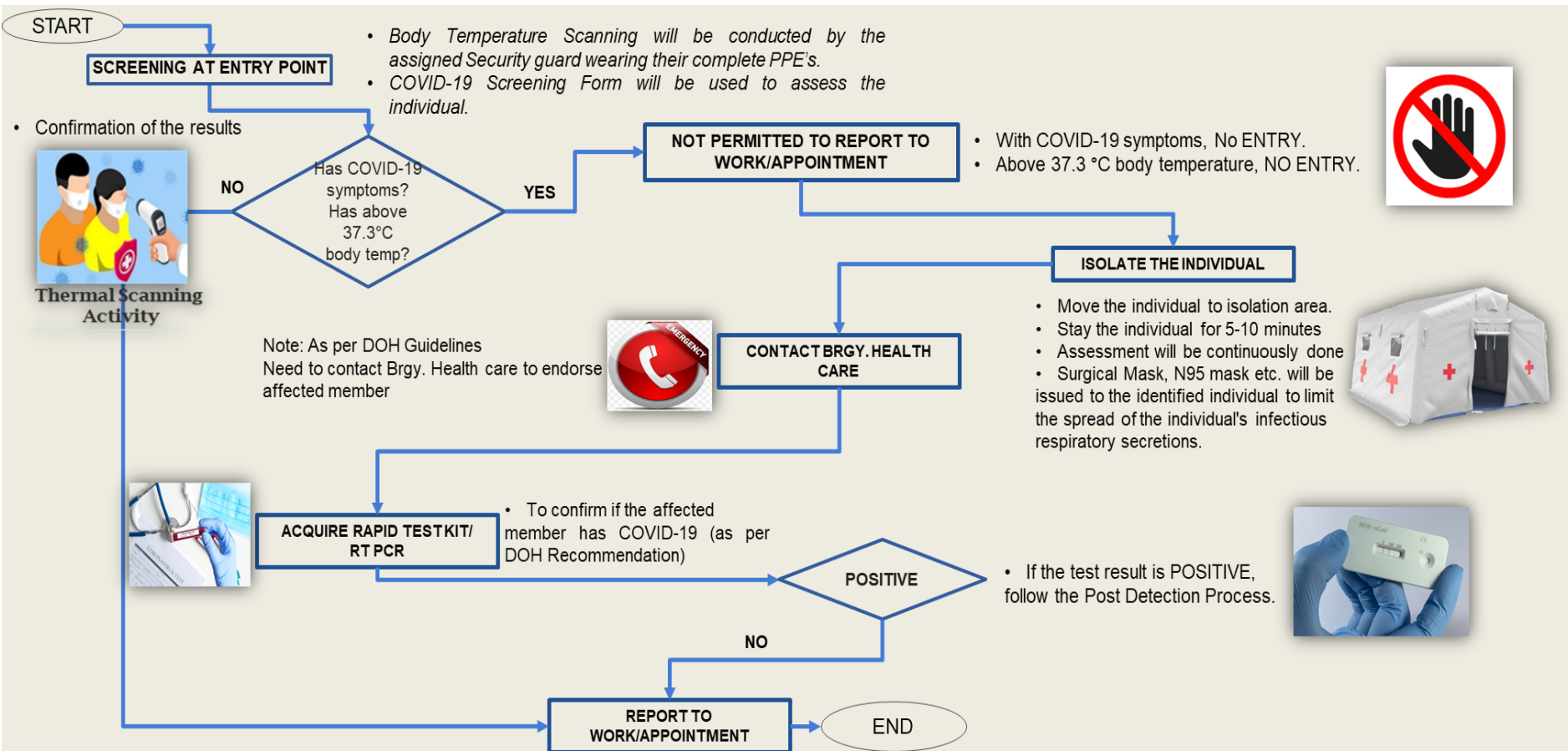
### EMPLOYEE INITIAL SCREENING AT THE MAIN ENTRY POINT using Anti-body Rapid Testing Kit (ARK)





## Guidelines on Safety and Protection

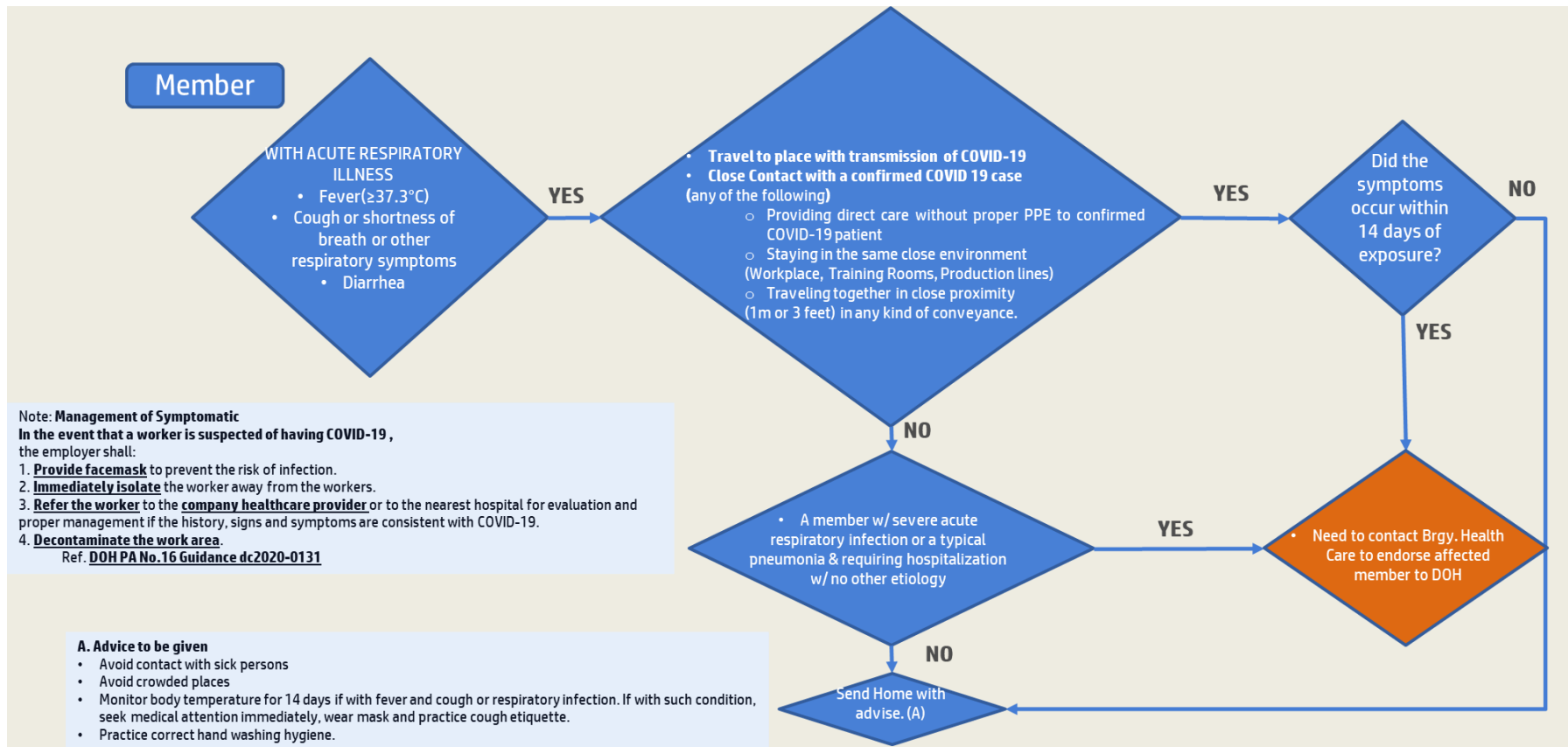
### DETECTION HANDLING PROCESS FLOW





### DETECTION HANDLING PROCESS FLOW

#### Algorithm for TRIAGE of patients with possible COVID-19 Infection



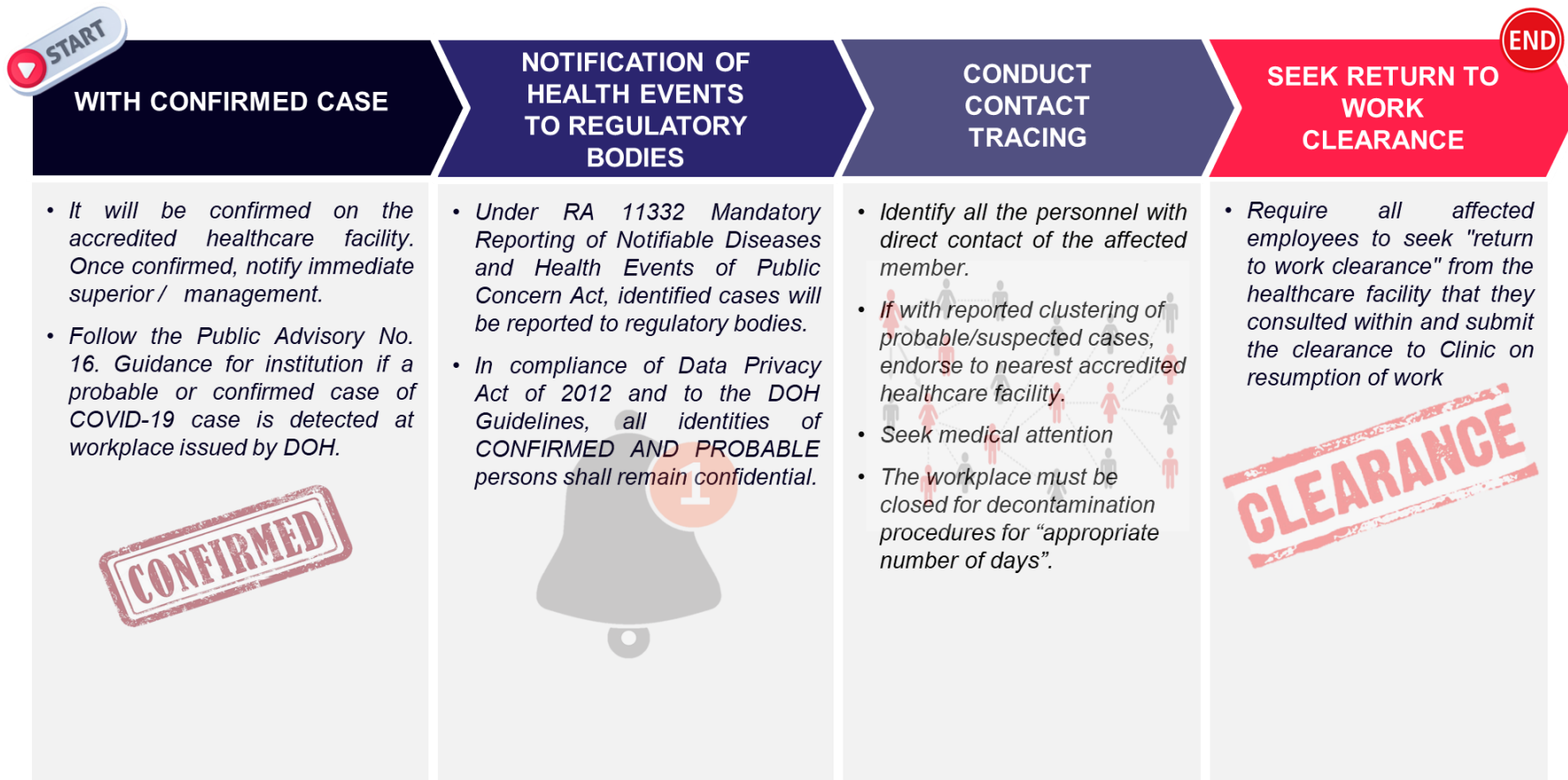


# **Post DETECTION Measures**



## Guidelines on Safety and Protection

### POST DETECTION MANAGEMENT PROCESS FLOW





### MANAGING SUSPECTED/ PROBABLE CASE IN THE WORKPLACE

- Employee is unwell and/or shows symptoms while at workplace
- Employee must advise HR and/or Company Physician/Nurse
- HR to advise Property Management Team

#### ISOLATE



- 1) Immediately lead employee to the isolation area via the isolation route
- 2) Screen temperature; if with a mild cough or low-grade fever (37.3 C or more), isolate the employee
- 3) Arrange transport to nearest LGU health facility/hospital for medical assessment

#### INFORM & EVACUATE



- 1) Inform employees of the suspected/ probable case in their specific area/ section. Advise them to monitor themselves for symptoms and take their temperature twice a day
- 2) If they develop even a mild cough or low-grade fever (37.3 C or more), advise employees to stay home and self isolate.
- 3) If possible, evacuate and section off areas that the suspected individual was in 10 minutes over the past 48 hours (workstation, meeting room, cafeteria area, wash room).
- 4) Property Management Team will coordinate with the point of contact and cleaning staff to conduct sanitation of the affected area.
- 5) If the area could not be sectioned off or evacuated, cleaning staff should prioritize disinfecting the space.

#### CONDUCT CONTACT TRACING/ CONFIRMED CASE



- 1) HR to take down the names and contact details (name of employee., address, mobile number) of all people working in the same place as the unwell/suspected person, or who have come into close contact with the unwell/suspected person
- 2) Coordinate with public health authorities to assess and determine the need to shut down the company during disinfection
- 3) Recommend work suspension and WFH if suspected/unwell employee has confirmed COVID 19 infection
- 4) Monitor suspected/probable case and the persons last in contact with



## Guidelines on Safety and Protection



Republic of the Philippines  
Department of Health  
OFFICE OF THE SECRETARY

March 11, 2020

### DEPARTMENT CIRCULAR

No. 2020 - 0131

**TO:** ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS AND NATIONAL NUTRITION COUNCIL; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; DIRECTORS OF PHILIPPINE NATIONAL AIDS COUNCIL AND TREATMENT AND REHABILITATION CENTERS AND ALL OTHERS CONCERNED

**SUBJECT:** Public Advisory No. 16 - Guidance for Institutions if a PUI or a Confirmed COVID-19 Case is Detected at the Workplace

In view of the ongoing threat of the spread of the Coronavirus Disease 2019 (COVID-19), the Department of Health (DOH) hereby issues this advisory to provide guidance to institutions if a Patient Under Investigation (PUI) or confirmed case of COVID-19 is detected within their premises:

#### If the workplace had a PUI, the Management of Institutions shall:

- 1) Remind all employees and personnel to:
  - a) Practice good personal hygiene
  - b) Practice social distancing
  - c) Monitor their health including temperature checks at least twice daily
  - d) If unwell, do not go to work and/or go on sick leave. In addition, visit a healthcare professional immediately and inform their supervisors or the HR department/administrators immediately, if unwell
- 2) Explore alternative work arrangements.
- 3) Perform enhanced disinfection of workplace premises.

#### If a confirmed case is detected in the workplace:

- 1) The DOH shall reach out to the employer first and it is the joint DOH and LGU's contact tracing team which shall assess who among such persons should be placed on quarantine and advise which area to vacate & cordon-off.
- 2) Employers should cooperate and provide the necessary assistance and support to the joint DOH and LGU's contact tracing team by helping identify any persons at the workplace who may have had close contacts with the confirmed case. For those who are not placed under quarantine, follow instructions above.
- 3) Employers should immediately vacate and cordon-off the prescribed section of the workplace premises where the confirmed case worked. There is **no need** to vacate the building or the whole floor if there had been no sustained and close contact with the confirmed case; and

- 4) Carry out a thorough cleaning and disinfecting of that section of the workplace premises particularly those that come in frequent contact, using 0.1% bleach.
- 5) For employees who may not be able to remain physically at their workplaces if they have been asked to vacate their work stations or are pending assessment by the joint DOH and LGU's contact tracing officers, employers are urged to enable flexible work arrangements or treat such absences in accordance with Department of Labor and Employment / Civil Service Commission guidelines.
- 6) Employers shall provide timely information to employees on latest developments and reassure employees and other relevant persons, e.g. customers, of the measures being taken to ensure their well-being at the workplace.
- 7) Employers should regularly keep in touch with an employee who is a suspect or confirmed case or was placed on quarantine.

For more information, please call the DOH's COVID-19 Emergency Operations Center (632) 8651-7800 local 1149 or 1150 or visit the following official DOH channels:

- Website: <https://www.doh.gov.ph/2019-nCoV>
- Facebook: <https://www.facebook.com/OfficialDOHgov/>
- Twitter: <https://twitter.com/DOHgov>

Dissemination of the information to all concerned is requested

Building 1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila • Trunk Line 651-7800 local 1108, 1111, 1112, 1113  
Fax: (632) 8651-7800 • Email: [info@doh.gov.ph](mailto:info@doh.gov.ph) • Website: [www.doh.gov.ph](http://www.doh.gov.ph)

  
FRANCISCO DUQUE III, MD, MSc  
Secretary of Health



## **Guidelines on Safety and Protection**

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**End**