



## HPI (COVID19) Business / Operation Resumption Protocols V. 2

### Objective:

This document provides a summary of the measures to be taken at country and site level once a return to work order has been given by the management. Most of these protocols are aligned with the requirements of TARP “S” from the LH Group Coronavirus Business Resiliency Team (BRT) with some detailed guidelines particular to our way of doing business. These protocols more or less describe the way we do business and how to behave in the “new normal”.

The main updates from the previous version is the addition of the requirements of DTI-DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19 and the requirements from the DOH Guideline on the Risk-Based Public Health Standard for COVID-19 Mitigation

### Scope:

These protocols apply to all personnel on all facilities including plants, quarries, offices, terminals and warehouses.

### Effectively:

These protocols are in effect during the pandemic and while sites are under TARP Alert Level “S”. These protocols may be reviewed, modified or terminated by the HPI Business Resiliency Team (BRT).

### References:

1. LH Group coronavirus intranet page resources
2. Operating During COVID-19 Group H&S Minimum Requirements
3. TARP “S” Requirements and resources
4. DOH / WHO advisories and related websites
5. IATF / Local government rules
6. <https://endcov.ph/dashboard> and <https://ncovtracker.doh.gov.ph/>
7. HPI Post Quarantine Ramping up Plans
8. HS&S Bulletins
9. DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19
10. DOH Guideline on the Risk-Based Public Health Standard for COVID-19 Mitigation

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**Table 1. General Protocols**

<b>Activities that can lead to exposure to COVID 19</b>	<b>Controls / advisories to address risks</b>	<b>Responsible</b>
<p>1. Management gives green light to open plants / offices to employees and contractors based on risk assessments and government directives</p>	<p>1.1 Limit people coming to sites to only essential personnel only by following the post quarantine ramping up plans. Consider maximum capacity for offices for social distancing</p>	<p>Plant manager / FH</p>
	<p>1.2 Conduct risk assessments to restrict contractors and cross-functional employees who may come from COVID19 high risk areas (region or city) based on National and Local Government rules and restrictions.</p>	<p>Plant / Terminal Manager / FH</p>
	<p>1.2 Provide site security manager the signed manpower list containing names of personnel officially allowed back to work based on said plan (i.e. list on monthly basis. If new names will be added, list to be submitted on the preceding week).</p>	<p>Department manager</p>
	<p>1.3 In case of vulnerable employees (those with pre-existing medical conditions, those who are pregnant etc.) seek advice from company physician (in coordination with HR BP and Site Safety Manager) when including them in the roster.</p>	<p>Department manager, (in coordination with HR BP and Site Safety Manager)</p>
	<p>1.4 Provide site security manager the signed contractor manifest based on plans. Contractor manifest must include the contractor worker's mobile number and his / her direct superior's or employer's mobile contact numbers in case contact tracing is to be carried out. Require contractor companies to implement their own health checks in their respective offices prior to sending their workers to enter HPI sites.</p>	<p>Project proponent</p>
	<p>1.5 Only allow entry to the names on the signed list of employees and contractors.</p>	<p>Site Security Manager</p>
<p>1.6 Restrict non-essential visitors and third parties from entering. Any exception must be approved by the Plant Manager / FH /</p>	<p>Department Manager &amp; Site Security</p>	

	Terminal manager or his/her delegate.  1.7 No supplier making sales to plant personnel may visit unless cleared by Procurement	Manager  Procurement / All personnel
2. Going to and from work 2.1. Commuting using public utilities  2.2. Company shuttle services	2.1.1 Wear cloth masks when going out to commute 2.1.2 If riding tricycle, if possible ensure you are the only passenger 2.1.3 Preferably use single passenger vehicles like taxis or grab car 2.1.4 If carpooling, ensure 1 guest / car only at the back seat 2.1.5 Avoid using motorcycle ride hailing services  2.2.1 The number of company shuttle services must be provided to ensure maximum capacity as mandated by the government agencies and/or LGUs are followed 2.2.2 Shuttle driver to only allow persons on the approved list to board the shuttle 2.2.3 Company shuttle services to follow LH standards for disinfection 2.2.4 Shuttle drivers and passengers need to wear cloth masks at minimum at all times. Disinfectants such as alcohol and hand sanitizers must be available on board.	Employees  O&HR / HPI Shuttle Services Site Proponent  All personnel
3. Plant / Office Entry 3.1 Entry of personnel on foot	<b>If personnel entering are in the approved list in section 1. Otherwise deny entry</b> 3.1.1 All personnel seeking entrance must be wearing face masks prior to screening at the gates 3.1.2 Personnel at screening area must follow designated distance markers to keep >2m from each other while on queue 3.1.3 A trained security guard (wearing N95 masks, safety glasses and anti-cut gloves) will ask health screening questions ( <i>Refer to health screening questions and instructions below</i> ) to the incoming personnel prior to temperature screening. May approach minimum 1m distance when asking / answering questions. 3.1.4 A trained security guard (wearing N95 masks, safety glasses and anti-cut gloves) shall screen personnel using thermal guns	All personnel  Site Security Manager  Site Security Manager

	<p>following thermal gun screening protocols.  <a href="#">Covid-19 - Temperature Screening.pdf</a>          Temperature standard to be used is 37.5°C</p> <p>3.1.5 Follow usual security inspection</p> <p>Note: Questionnaire must be asked not handed to the person to complete. Security screener must maintain a minimum distance of 1m from the person being interviewed.</p> <p>Temperature screening will be done prior to entry and re-entry on-site. Health screening questionnaire shall be used daily.</p> <p><b>Rule:</b> Individuals who answer YES to any question or refuse to answer the questions and those that have a temperature 37.5°C or higher (even after the retest) will be denied entry. For Employees, Security shall inform the Site Security Manager / Officer (who will then inform the employee's direct superior or the contractor's HPI project proponent). A log the names of those failing the screening shall be maintained.</p>	<p>Site Security Manager</p>
<p>3.2 Entry of personnel on company shuttle</p>	<p>3.2.1 Shuttle bus / vans to park at a designated area that is designed to allow for screening by site security</p>	<p>Shuttle services proponent</p>
<p>3.3. Entry of personnel on own vehicle</p>	<p>3.2.2 Follow 3.1.1 to 3.1.3 and Rule          3.3.1 Personnel using car must be wearing face mask prior to vehicle inspection</p>	<p>Site Security Manager          All Personnel</p>
	<p>3.2.2 Follow 3.1.3 ; 3.1.4 and Rule</p>	<p>Site Security Manager          Personnel</p>
	<p>3.3.3 Personnel using a car must open his window and make sure his head is away from the cool air of the car or after parking (if possible) prior to temperature screening so as the reading will not be influenced by the cold temperature of the vehicle.          3.3.4 Follow usual vehicle inspection and safety reminders</p>	<p>Site Security Manager</p>
	<p>Note: If the site traffic plan does not allow for queuing of cars at entrances, cars are to park at a designated parking area near the gate after the driver passes the temperature check. A security guard will then proceed to the vehicle and ask the screening questions. The driver must not disembark his vehicle prior to passing the screening process.</p>	

<p>4. Logistics Operations</p> <p>4.1 Entry and management of truck drivers to the plant / site.</p>	<p>4.1.1 Conduct risk assessment to ensure no driver from a known COVID19 high risk area (region or city) will be going to the plant / terminal or will be delivering into one (incl. raw material, supply deliveries, customers, transporters, Geocycle suppliers and own driver material pick-up) based on National and Local Government rules and restrictions. If the supplier is located in a high risk area, look for other sources of raw materials if possible.</p> <p>4.1.2 If delivery of supplies and parts from high risk regions cannot be avoided then strict measures must be applied (i.e. advanced information from Procurement to plant OpCom and Security Manager, HPI warehouseman must be present to receive delivery at the time of arrival of the truck to reduce time the truck spends on site and drivers not allowed to disembark from their trucks while on site. If requirements are not met trucks will not be allowed entry on site).</p> <p>4.1.3 Other Procurement transaction on the site (i.e. Employee visit, supplier visit, inventory count, etc.) must be coordinated and approved by the Plant Manager.</p> <p>4.1.3 Proper communication has to be sent to customers, haulers and suppliers prior to resumption of operation highlighting conditions under 4.1.1 and the 3 most important H&amp;S protocols once on site : Complete PPE for drivers and helpers, Social distancing measures (in the parking area and upon entry for loading) and Regular Hygiene.</p> <p>4.1.4 Limit number of trucks to ensure trucks can be parked with a distance of one parking slot from each other</p> <p>4.1.5 Inform the Site Security Manager of the names of approved drivers to load / unload at the plant including raw material deliveries and suppliers</p>	<p>Corporate Logistics and Procurement for CIF. Corporate Sales for FOB. Geocycle (for own drivers and third party suppliers)</p> <p>Procurement / Site Logistics Manager</p> <p>Procurement Head/Plant Manager</p> <p>ROH / Cluster Sales Managers / Procurement / Logistics / Geocycle</p> <p>Site Logistics Manager</p> <p>Site Logistics Manager / Procurement</p>

	<p>4.1.6 All approved drivers must be wearing cloth face masks at minimum prior to screening</p> <p>4.1.7 Follow 3.1.3 to 3.1.5. Drivers failing the screening process will be denied entry or will be turned around to exit the plant / site</p> <p><b>Note: Only approved helpers that are trained to tarp trucks will be allowed on site. They must follow same requirements for approved drivers</b></p> <p>Note: If the site traffic plan does not allow for queuing of trucks at entrances, trucks are to park at designated parking areas near the gate after the driver passes the temperature check. A security guard will then proceed to the vehicle and ask the screening questions. The driver must not disembark his vehicle prior to passing the screening process.</p> <p>An emergency isolation room / area must be designated should there be a failure of the above controls (the driver's lounges can be used as an isolation room). Contact tracing (using employee phone numbers, phone numbers in contractor manifest and logistics log sheets) and disinfection protocols must then be followed.</p> <p>4.1.7 Truck drivers are only allowed to transact at the logistics offices. They must wear face masks at all times while on site. They are not to roam anywhere else on site. Logistics offices must be configured to ensure social distancing rules of &gt;2m are enforced.</p> <p>4.1.8 Truck drivers must stay on their trucks while on queue (i.e. in the loading bays or any other queuing areas).</p> <p>4.1.9 The truckers lounge shall be closed in the meantime while there is a pandemic. Truck drivers and approved helpers will be allowed to rest and eat inside the truck cabin. Sleeping on hammocks is still prohibited.</p> <p>4.1.10 The site may arrange for packed meals to be made available for purchase by the truck drivers and approved helpers. Hygiene, PPE and Social distancing controls must be implemented when buying (i.e. demarcation lines, face masks, wash areas)</p>	<p>Haulers / Customers / Sales &amp; Logistics</p> <p>Site Security Manager</p> <p>Site Logistics Manager / HS&amp;S Manager</p> <p>Site Logistics Manager</p> <p>Site Logistics Manager</p>
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<p>4.2 Docking and management of vessels and vessel crew</p>	<p>4.1.11 No cooking allowed on site. Drivers and approved helpers to bring their own food or purchase packed food from site if made available by the plant</p> <p>4.1.13 Monitor compliance to TARP “S” requirements using the Daily Site Checklist <a href="#">Covid-19 - Site Plant Manager Daily Checklist.pdf</a></p> <p>4.1.14 Share cabin disinfection guidelines <a href="#">COVID19 Cabin Disinfection guidance.pdf</a> and driver protection documents <a href="#">COVID19 Protecting Drivers.pdf</a> to CIF and FOB drivers.</p> <p>4.1.15 Drivers to wash hands or use sanitizers after using kiosks for VAS</p> <p>4.1.16 No sharing of driver RFIDs between drivers. Logistics specialist to sanitize hands after each issuance of RFIDs. Hand sanitisers to be made available at counters where drivers transact.</p> <p>4.2.1 All sites to follow government mandated Alert levels and conditions when operating piers and jetties</p> <p>4.2.2 No vessel crew will be allowed to disembark from vessels. Likewise no visitors shall be allowed to go on board vessels</p> <p>4.2.3 Ensure hand washing facilities are available for stevedores.</p> <p>4.2.3 Stevedores to follow social distancing, hygiene practices and mandatory PPE.</p>	<p>Site Logistics Manager</p> <p>Site Logistics Manager / Sales Managers Site Logistics Manager / Sales</p> <p>Site Logistics Manager</p> <p>Site Logistics Manager</p>
<p>5. Individuals who pass the initial screening questionnaire but may still have been exposed to the virus (e.g. going to and away from work, messengerial activities ,purchasing materials in hardware stores etc.</p>	<p>Site Management Actions:</p> <p>5.1 Thermal screening and health screening questionnaire will still be enforced prior to entry.</p> <p>5.2 Sites must implement TARP “S” requirements on H&amp;S and our Operations. Use Site Pre-Start Checklist <a href="#">COVID 19 References\Covid-19 - Site Pre-Start Checklist.pdf</a>, Hierarchy of Controls <a href="#">COVID 19 References\COVID19 - Hierarchy of Control.pdf</a> and Respiratory Protection Guidelines <a href="#">COVID 19 References\COVID19 Respiratory Protection Guidance_FINAL (1).pdf</a></p> <p>5.3 Monitor compliance to TARP “S” requirements using the Daily Site Checklist <a href="#">Covid-19 - Site Plant Manager Daily</a></p>	<p>Site Security Manager</p> <p>Plant / Terminal Manager</p> <p>Plant / Terminal Manager</p>

	<p style="text-align: center;"><a href="#">Checklist.pdf</a></p> <p>5.4 Sanitizers in dispensing stations shall be made available in corridors, conference areas, elevators, stairways and area where workers pass. Sanitizers must be regularly replenished. Tissues to be made available in offices and toilets.</p> <p>Individual expected behaviors:</p> <p>5.5 Do not report to work when you are sick. Stay at home or seek medical attention if needed. Follow company policy on return to work</p> <p>5.6 Use a zip lock bag to store cloth face masks. Do not reuse the cloth mask for the following day. Wash mask using regular household detergents prior to use.</p> <p>5.7 Dust masks must be worn in operational areas. Face cloth masks must not be used as dust mask substitutes.</p> <p>5.8 Face cloth masks must be worn at all times in offices and other areas where dust masks are not required to be worn.</p> <p>5.9 Wash your hands properly for at least 20 sec. If wearing short sleeves shirts it would be best to wash until the elbows.</p> <p>5.10 Do Not SHARE cups , eating utensils, food or drinks with others</p> <p>5.11 Be aware and remember to AVOID touching your face with unwashed or un-sanitized hands.</p> <p>5.12 Practice social distancing &gt; 2m and refrain from touching anybody</p> <p>5.13 Practice proper cough and sneezing etiquette</p> <p>5.14 Hand-shaking, fist and elbow bumps are prohibited. Courteous nod, smile or wave are recommended instead.</p> <p>5.15 Spitting is prohibited in all areas</p> <p>5.16 Ensure you have a handkerchief with you to dry your hands when using the hand washing stations in open spaces of the plant / site / facility.</p>	<p>CSR / Admin Manager / Area Owner</p> <p>All personnel</p>
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<p>6. Exposure to the virus due to enclosed spaces such as elevators and toilets</p>		
<p>6.1 Preheater tower man lifts</p>	<p>6.1.1 Use stairs if you can, otherwise only one person can use the man lift at a time.</p> <p>6.1.2 If more than 2 stairways are accessible, one stairway may be used exclusively for going up and another for going down.</p> <p>6.1.3 During plant scheduled shutdowns, the elevator operator must wear a dust mask at all times. Only one passenger is allowed to use the man lift at a time.</p>	<p>All personnel Area Owner</p>
<p>6.2 Head office elevator</p>	<p>6.2.1 Use stairs whenever possible.</p> <p>6.2.2 If more than 2 stairways are accessible, one stairway may be used exclusively for going up and another for going down.</p> <p>6.2.3 Wash your hands or sanitize them after holding railings. (Railing disinfection can be coordinated with Building Administration)</p> <p>6.2.4 If using the elevator make sure you follow social distancing, it is best you wait until you can have the elevator by yourself or a distance of &gt; 2m is possible (usually only 2-3 persons inside)</p> <p>6.2.5 Coordinate with Building Administration on procedures for elevator use</p> <p>6.2.6 Keep your hands to yourself and do not touch any part of the elevator.</p> <p>6.2.7 Avoid touching your face after pushing the elevator button.</p> <p>6.2.8 Wash your hands before you go to your work station.</p>	<p>All personnel O&amp;HR (railing disinfection)</p> <p>All personnel O&amp;HR</p> <p>O&amp;HR / Site Admin Officers</p>
<p>6.3 Comfort rooms</p>	<p>6.3.1 Some male urinals may have to be decommissioned temporarily to ensure social distancing</p> <p>6.3.2 Ensure frequent cleaning and disinfection of lavatories, bidets, toilets door knobs / handles, vending machine and microwave buttons and faucets minimum once every 2 hours</p> <p>6.3.3 Avoid crowding in toilets</p> <p>6.3.4 Wash your hands properly for 20 sec. after using the toilet.</p> <p>6.3.5 Ensure all washrooms and toilets must have</p>	<p>O&amp;HR / Site Admin Officers</p> <p>All personnel</p> <p>CSR / Admin Manager</p> <p>CSR / Admin</p>

	<p>sufficient supply of clean water, soap and tissues. Tissues from washrooms and toilets shall be disposed properly.</p> <p>6.3.6 Hand washing stations must have sufficient supply of clean water and soap</p>	Manager
<p>7. Exposure to the virus due to congregating in common areas</p> <p>7.1 Canteens / Pantries</p>	<p>7.1.1 In general canteens must be closed for dining during the pandemic.</p> <p>7.1.2 Food concessionaires can bring in cooked, packed meals that people can buy or people can bring their own meals.</p> <p>7.1.3 Stagger pick up times at the canteen / mess hall to avoid crowding. Place demarcation lines to enforce social distancing</p> <p>7.1.4 Personnel are allowed to eat in their workstations or any safe area in the site that can ensure social distancing rules are respected. Must bring your own utensils.</p> <p>7.1.5 Enforce frequent hand washing for all food handlers.</p> <p>7.1.6 Food delivery may be allowed provided, the employee who ordered will have to go to the gate or pick it up from the ground floor reception</p> <p>7.1.7 Wash your hands after operating microwaves and vending machine buttons.</p> <p>7.1.8 Wash mugs or water containers first with soap and water before refilling</p>	<p>All personnel</p> <p>O&amp;HR / Site Admin Officers</p> <p>O&amp;HR / Site Admin Officers</p> <p>All personnel</p>
7.2 Lobbies	7.2.1 Avoid congregating in lobbies and other common areas	All personnel
7.3 Meeting / training rooms	<p>7.3.1 Meeting rooms must be temporarily decommissioned. Use virtual tools to conduct meetings</p> <p>7.3.2 Most trainings must be done online</p> <p>7.3.3 If face to face training cannot be avoided, training venue must be prepared in such a way that the &gt;2m distancing rule is applied, all trainers and attendees wear cloth face masks</p>	O&HR / Site Admin Officers / Trainers

<p>7.4 Clinics</p> <p>7.5 Gyms</p> <p>7.6 Designated Smoking Areas</p> <p>8. Exposure due to attendance or document handling / exchange</p>	<p>7.3.4 Rooms, desks and other high touch surfaces such as door knobs must be cleaned and disinfected regularly</p> <p>7.4.1 Avoid Crowding in Site Clinics.</p> <p>7.4.2 Implement and communicate social distancing rules for clinics</p> <p>7.4.3 Clinic furniture, equipment and tools to be sanitized regularly</p> <p>7.4.4 Clinic staff must wear surgical face masks at all times while on duty. During assessment of workers held in isolation areas or those being assessed in the clinic, clinic staff must wear surgical masks, safety glasses and gloves.</p> <p>7.5.1 Site gyms are temporarily closed during the pandemic</p> <p>7.6.1 Designated smoking areas are temporarily closed during the pandemic.</p> <p>8.1 Biometrics are still suspended. Manual attendance check using site security guards to be used until proximity sign-in devices are installed and commissioned</p> <p>8.2 Work permit system authorization still enforced. Work permit issuer still issues permit, JPT still to be created by proponent. A document depository area / box / board must be installed outside main offices to avoid congregating.</p> <p>8.3 Tool box talks / LST attendances to be marked by facilitator on the form and will not require attendees to sign off on said form. Social distancing rules to be followed (e.g. circular formation). All attendees wear the required PPEs.</p> <p>8.4 Where possible electronic means of transacting documents may be applied.</p> <p>8.5 Provide for a system where messengers can pick up and drop off documents without violating social distancing rules like the examples above.</p> <p>8.6 Barriers like clear plastic sheets may be installed, however, risks related to hampering air circulation must also be assessed and considered.</p>	<p>All personnel Site HS&amp;S Manager</p> <p>Site Admin Officers</p> <p>Site Admin Officers</p> <p>O&amp;HR / IT (for proximity devices)</p> <p>Permit issuers, authorizer &amp; receivers / Site H&amp;S Manager Project Proponents and Supervisors</p> <p>Process owners / FH Process owners / FH</p> <p>Process owners / Site Admin Officer</p>
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9. Using ATMs	9.1 ATM areas are to be provided with demarcation lines to ensure social distancing	Site Admin Officer
10. Workshops, area owner rooms, CCR	10.1 Only Operators and the SOM on duty allowed in CCRs (may also need to suspend biometric access or replace with proximity switches)	Department Manager / Area Owner
	10.2 Control number of people inside workshops to ensure social distancing rules are followed	Area Owner
	10.3 Area owner rooms must not be crowded. Ensure social distancing rules are followed	Area Owner
	10.4 When there are tasks wherein people may need to come close to each other (i.e. lifting objects or in confined spaces), required PPEs must always be worn properly	Project proponent / Area Owner
	10.5 Ensure there wash stations are available at strategic locations or existing wash rooms have ample supply of soap, water and hand towels	Area Owner Project proponent / Area Owner
	10.6 Designate a room where a person could be isolated if he or she becomes ill or begins to develop symptoms. This is needed when the patient is unable to go to the clinic while waiting for the nurse/doctor to check the patient.	Department Manager / Area Owner
11. Office and workstations	11.1 Office tables should be arranged in order to maintain proper physical distancing.	
	11.2 Workstation lay-out should be re-designed to allow for unidirectional movement in aisles, corridors and walkways.	
	11.3 The number of people inside an enclosed space such as a room, warehouse or hall shall be limited to ensure social distancing rules are followed. Refer to the <a href="#">Office Set-Up Checklist</a> for additional information and guidelines.	
12. Entrances	12.1 Footbaths (1:10 bleach solution; 1 L bleach mixed with 9 L of clean water) shall be placed in all entrances	Area Owner / CSR and Admin Manager
	12.2 Rags / mats for drying footwear must be provided after the footbaths to reduce risk of slips	Area Owner / CSR and Admin Manager



**Table 2. New Work Protocols**

Activity	Actions	By Who
Entering and exiting buildings / offices / rooms	<ol style="list-style-type: none"> <li>1. If possible use your elbows to open doors</li> <li>2. Wash your hands before going to your work stations / area where you need to go</li> <li>3. Consider placing mechanisms to enable opening of doors by foot or place door stoppers (if no issues on security or confidentiality of documents)</li> </ol>	<p>All personnel</p> <p>Site Admin Officer</p>
Travel	<ol style="list-style-type: none"> <li>1. Follow LH travel directives for international destinations</li> <li>2. No travels allowed within domestic destinations (i.e. beyond the municipality / city of work) until further decision by the BRT</li> <li>3. If a person will travel for personal reasons he or she should disclose where. Depending on the destination and accompanying risk, site management may want to quarantine that person (i.e.14 days home quarantine) before allowing access to any HPI site / office</li> </ol>	<p>Employees</p>
Customer / contractor site visits / Material pick-up from Geocycle customer sites	<ol style="list-style-type: none"> <li>1. As much as possible utilize calls and video conferencing to get in touch with customers</li> <li>2. Follow post quarantine plans and BRT guidance prior to allowing sales officers to make site visits</li> <li>3. HPI employees making site visits must first seek approval from customers and / or contractors they intend to visit</li> <li>4. Sales officers and other HPI employees must wear prescribed PPE when visiting customer sites and observe social distancing rules (including specific rules when parking in public places if any). If HPI social distancing rules are more stringent than visited site's rules, follow HPI rules.)</li> <li>5. Geocycle own drivers must wear face masks and observe social distancing when visiting customer sites. Hand sanitizers must be available on board. Cabin disinfection guidelines must be followed. <a href="#">COVID19 Cabin Disinfection guidance.pdf</a></li> </ol>	<p>ROH, Cluster Managers, Sales / Credit Officers (Cement and Geocycle included) and any HPI employee conducting visits</p> <p>Geocycle</p>
Customer service / invoice collection	<ol style="list-style-type: none"> <li>1. Design a barrier that would provide protection for both customer / messenger and receiver. When using plastic sheeting take into account air circulation</li> <li>2. Provide alcohol / disinfectant in the area.</li> <li>3. Make it a habit to clean the area every after transaction without offending the customer</li> </ol>	<p>Finance / Customer service at site or office</p>

Receiving visitors	<ol style="list-style-type: none"> <li>1. Restrict visitors to essentials only. See sections 1.6 and 1.7</li> <li>2. Designate a visitor area and Discourage visitors going to your work place as the risk of exposing the rest of the personnel in your work area is great.</li> <li>3. Sites / offices not to allow personal visitors of employees on site.</li> </ol>	All employees
Cleaning and disinfection	<ol style="list-style-type: none"> <li>1. Clean and disinfect buildings work areas , kitchens, dining facilities, staff houses especial water facilities.at least once a day</li> <li>2. Clean and disinfect particularly surfaces that are touched by many people (office railings, desk, tables, computers, lunch table, doors and window handles, etc.) at least once every 2 hours</li> <li>3. Follow H&amp;S Bulletins and Local Regulatory requirements and specifications for cleaning solutions and methods.</li> <li>4. Ensure appropriate PPEs are provided to the cleaning staff.</li> <li>5. Ensure trash is removed and disposed of safely especially tissues and masks. Spent N95 masks, surgical masks and face cloth masks must be disposed in dedicated bins with trash bags. If spent PPEs will be sent to another site for co-processing, trash bags containing spent PPE must then be labelled with date collected and site of origin before sending them over to the nearest Geocycle facility for treatment. Use co-processing facilities for disposal following Geocycle handling and co-processing standards.</li> <li>6. Disinfect non-disposable PPEs like safety glasses. Wash anti-cut gloves and face cloth masks with detergent and water and allow to dry before use.</li> <li>7. If possible do not share tools</li> <li>8. If sharing cannot be avoided, disinfect shared work tools such as radios, hand tools, admin and work tool vehicles before turning it over to the next person using them.</li> <li>9. CCR panels and controls, Portal reclaimer and company vehicles to be disinfected following cabin surface disinfection guidelines. <a href="#">COVID19 Cabin Disinfection guidance.pdf</a></li> </ol>	<p>Site Admin Officers / Department Managers / Cleaning personnel proponent</p> <p>All relevant personnel</p> <p>CSR / Admin Manager CSR / Admin Manager</p> <p>All personnel</p> <p>All personnel All personnel</p> <p>Operators, company vehicle drivers</p>
In case employees / contractors / drivers show signs and symptoms on site	<ol style="list-style-type: none"> <li>1. Report cases to immediate superior immediately</li> <li>2. Isolate person in a predetermined isolation room and follow COVID19 Emergency response protocol <a href="#">COVID19 Infectious</a></li> </ol>	<p>All personnel</p> <p>Direct Superior</p>

	<p><a href="#">Disease Emergency Response - CoVid-19 Outbreak (1).pdf</a>. Symptomatic person must not remove his / her mask</p> <ol style="list-style-type: none"> <li>3. Clinic personnel attending to the worker should wear the prescribed PPEs</li> <li>4. If needed, the affected worker shall be transported to the nearest hospital. Follow transportation protocols should this be encountered (i.e. prioritize DOH ambulance to pick up isolated patient, if not available an admin vehicle with plastic sheet barrier between driver and back passenger to be used, if first two options are not available then ambulance may be used with approval of Plant Manager).</li> <li>5. DOH Protocols shall be followed for the testing of symptomatic workers.</li> <li>6. In case workers turn out to be positive it shall be reported to the Regional DOH through their respective hotlines (Refer to Health Advisory: Self-Assessment for Risk of COVID-19 Dated March 18, 2020)</li> <li>7. The workplace shall be disinfected with appropriate disinfectant as prescribed by DOLE/ DOH/ LGU, let stand for 24 hours before work can resume</li> <li>8. Workers present in the work area with the worker suspected with COVID-19 shall go on 14 days home quarantine with specific instructions from the clinic staff on monitoring of symptoms. If suspect COVID-19 workers tests negative, co-workers may be allowed to report back to work.</li> <li>9. In the event that a worker is sick or has a fever but is not suspected to have COVID-19, the workers must be advised by his / her immediate superior to take prudent measures to limit the spread of communicable diseases, as follows: <ul style="list-style-type: none"> <li>▪ Stay at home and keep away from work or crowds</li> <li>▪ Take adequate rest and take plenty of fluids</li> <li>▪ Practice personal hygiene and;</li> <li>▪ Seek appropriate medical care if necessary.</li> <li>▪ Workers with mild flu-like symptoms shall be given a work from home arrangement until they recover. If WFH is not feasible</li> </ul> </li> </ol>	<p>Site HS&amp;S manager Site HS&amp;S manager</p> <p>O&amp;HR (for employees) / Contractor Owners (for contractors)</p> <p>Site HS&amp;S manager</p> <p>CSR / Admin Manager</p> <p>O&amp;HR / Department Manager</p> <p>Department Manager</p>
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	sick leaves shall be utilized 10. Report all workers who are ill at work to the Site HS&S Manager	Department Manager / O&HR
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**Table 4. Resources Needed**

No	Resource Needed	Action	Responsible
1	IT infrastructure	Boost speed / bandwidth of internet services to support work from home arrangements and virtual meeting / training systems	IT
2	Supply of hygiene products and disinfectants	Ensure adequate supply of hygiene supplies such as hand soap, tissues, alcohol and hand sanitizers and disinfectants through own supply and / or third party service cleaning providers. Hygiene supplies temporarily exempted from PR-PO directive.	Procurement / Site Admin Officer / O&HR at H.O./ BRT
3	Hand washing stations	Provide and maintain washing stations at strategic locations, such as: Gates, haulers waiting area, parking areas, garden, before entry to customer and cashier, inside the plant	Plant / Terminal Manager / Logistics Manager
4	Emergency Isolation Rooms within operations areas	Designate a room where a person could be isolated if he or she becomes ill or begins to develop symptoms. This is needed when the patient is unable to go to the clinic while waiting for the nurse/doctor to check the patient.	Department Manager / HS&S Manager
5	Demarcation lines, barriers, post markers etc.	Install demarcation lines, exclusion zones or protective barriers as deemed appropriate to reduce exposure of individuals and ensure social distancing measures are implemented	Plant / Terminal Manager / Logistics Manager
6	Information Dissemination	<ol style="list-style-type: none"> <li>How to identify coronavirus symptoms early</li> <li>About personal distance, proper mask wearing, washing hands disinfecting spaces</li> <li>How to deal with Stigma of telling you have the symptoms</li> </ol>	HS&S, O&HR, Comms
7	Communications	Stakeholder mapping and preparation of communication letters / emails / articles for each stakeholder Communicate (through Health Advisories / Comms tools) the everyday actions to stay healthy: <ul style="list-style-type: none"> <li>▪ Eat nutritious and well-cooked food;</li> <li>▪ Drink plenty of fluids and avoid alcoholic beverages;</li> <li>▪ Follow 12 hour maximum work hours and have at least 8 hours rest</li> </ul>	Comms  HS&S / Comms



		<ul style="list-style-type: none"> <li>Regular exercise</li> </ul>	
8	Emergency Response for COVID19	Implement and communicate site emergency response plans and train relevant responders	HS&S Managers
9	Disposal and co-processing of site PPEs	Share standard practices for disposal, handling and co-processing of spent PPEs	Geocycle
10	Roving officers	Security guards shall be designated to ensure physical distancing and observance of minimum health protocols are observed	HS&S Manager
11	Monitoring COVID-19 prevention and controls measures and reporting of illnesses/diseases/injuries	<p>HS&amp;S Officers will monitor COVID-19 prevention and control measures and shall report deviation to site management for corresponding corrective actions</p> <p>Provide Regional DOLE copy furnish DOH monthly reporting of illness, diseases and injuries using the DOLE Work Accident / Illness Report Form (WAIR)</p>	HS&S Manager
12	COVID-19 Hotline / Call center	Establish teleconsulting arrangements using existing company medical services provider for employees to report to when symptomatic, daily monitoring for workers suspected of COVID19 and referral to mental wellness professionals for those suffering from mental health issues.	HS&S / O&HR
13	Mental and Psychological support	Implement and monitor the HPI Mental Resilience Program	O&HR
14	Provision of medicines and vitamins	Medicines and vitamins are provided through the annual medicine allowance	O&HR
15	Most at risk workers and vulnerable groups	Assess most at risk workers and vulnerable groups and develop work from home arrangements if needed / applicable	O&HR
16	COVID19 testing and treatment	Provide support for employees that need to be tested and treated for COVID19. Maintain confidentiality of tests results	O&HR

### Health Screening Questionnaire

<p>Are you experiencing any of the following symptoms: fever or chills (either new or different than usual cough) sore throat, shortness of breath, or any flu like symptoms such as body pain and headache?  <i>Nakakaranas ka ba ng: lagnat, pananakit ng lalamunan / masakit lumunok, hirap huminga, o iba pang sintomas ng trangkaso tulad ng pananakit ng katawan o pananakit ng ulo?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Yes</p>	Yes	No
<p>Have you been in close (less than 6 feet) prolonged contact (more than 2 to 3 minutes) with someone suspected or confirmed COVID -19 without using infection protection and control precaution?  <i>May nakasalamuha ka bang tao (hindi hihigit ng 6 na talampakan at 2 hanggang 3 minuto) na kumpirmadong may COVID19 ng wala kang proteksyon at pag-iingat?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Yes</p>	Yes	No
<p>Have you travelled outside the Philippines in the last 14 days?</p>	<input type="checkbox"/>	<input type="checkbox"/>



<i>Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
All employees, vendors, contractors and visitors on official business must submit to a temperature check.	Temp. Reading. _____



Individuals who answer YES to ANY question on the Initial screening Questionnaire OR registers a temperature of 37.5<sup>0</sup>C OR refuse to participate in the screening process MUST be denied access to the facility.

Name of Individual seeking access: \_\_\_\_\_

Name of person completing the form: \_\_\_\_\_

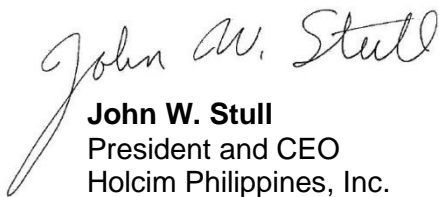
(For contractors / visitors) Name of Company / Employer: \_\_\_\_\_

Access Determination Put (√): \_\_\_ Approved \_\_\_ Denied

Have you been orientated on the COVID19 Business Resumption Protocol? Put (√): \_\_\_ Yes \_\_\_ No

If personnel answers No, report to Site HS&S Manager.

APPROVED BY:

  
**John W. Stull**  
President and CEO  
Holcim Philippines, Inc.