

MUST-DO's for COVID-19-safe Settings

Administrative Controls

Version 2 | As of August 2021



Assign a BIDA Bastunero/a or Safety Officers to:



A.) Ensure that Minimum Public Health Standards are implemented and reviewed

B.) Orient the employees/staff on the MPHS and latest COVID-19 updates in your LGU

C.) Provide appropriate personal protective equipment (masks, face shields, gowns, etc.) as applicable

D.) Lead the conduct of contact tracing of cases and close contacts in the workplace or establishments

E.) Guide the isolation or quarantine of confirmed cases and their close contacts



Personal Protective Equipment Checklist:



FACE MASK

- Tight fit
- If cloth mask, make sure it is washed
- If disposable mask, use only once



FACE SHIELD

- It must cover the full face





Adapt new work schemes for a safe work life



a) Provide remote work or skeletal workforce arrangements



b) Maximize digital communication and minimize face-to-face interaction



c) Provide shuttle services



d.) Disinfect facility regularly



OOPS! OOPS! OOPS!

Don't congregate in the following areas:



Entrances and exits



Shuttle services



Enclosed areas
such as restrooms
and elevators



Dormitories



Dining areas