SAFETY PRECAUTIONS AND OFFICE PROTOCOLS
AMIDST COVID-19 PANDEMIC AND OBSERVANCE OF NEW NORMAL SITUATION
SAFETY PRECAUTIONS and OFFICE PROTOCOL

Employees entering the office premises MUST:

- Wear appropriate mask
- Undergo thermal scanning
- Sanitize hands using alcohol/hand disinfectant
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Employees entering the office premises MUST:

- Step on the foot bath to disinfect shoes
- Use only one entry point
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Practice the following inside the office

- Wear mask at all times
- Observe social distancing (1 meter apart)
- Keep workspaces clean

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Practice the following inside the office

- Keep room well-ventilated
- Remove shoes before entering your rooms; use own slippers
- Dispose wastes properly
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Practice the following inside the office

- Sanitize/wash hands regularly
- Refrain from spitting
Employees who will manifest symptoms of COVID-19 while in the office shall be:

Sent home
Advised to seek medical advice
Advised to work from home

Members of ERDB Emergency Committee with representatives per division/RDEC shall coordinate necessary logistics in case of emergency.