

SAFETY PRECAUTIONS AND OFFICE PROTOCOLS

AMIDST COVID-19 PANDEMIC AND OBSERVANCE OF NEW
NORMAL SITUATION



**Ecosystems
Research and
Development
Bureau**

INNOVATING FOR
SUSTAINABLE ECOSYSTEMS

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

SINTOMAS NG SAKIT



**Respiratory
Symptoms**



**Pagiksi ng
paghinga**



Lagnat



**Hirap sa
paghinga**



**Ubo't
sipon**

SAFETY PRECAUTIONS and OFFICE PROTOCOL

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.