



Republic of the Philippines
City of Cagayan de Oro

OFFICE OF THE CITY MAYOR

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de Oro**

DepEd

CAGAYAN DE ORO CITY DIVISION

Received by: *[Signature]* **MAR 12 2020**

Date:

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For **REGIONAL DIRECTORS
HEADS OF NATIONAL OFFICES
PRESIDENTS OF UNIVERSITIES, COLLEGES & SCHOOLS
Cagayan De Oro City**

Date 11 March 2020

Ladies and Gentlemen:

This is to inform you of the **GUIDELINES ON COVID-19
WORKPLACE PREPAREDNESS AND RESPONSE**, viz:

I. WORKPLACE

- ✓ Make sure your workplaces are clean and hygienic.
- ✓ Surfaces (desks, tables, etc) and objects (telephones, keyboards, etc) need to be wiped with disinfectant regularly.
- ✓ Soap and Hand-Washing facilities should be readily available.
- ✓ Place 70% alcohol-based hand rubs in prominent places around the workplace. Make sure these dispensers are regularly refilled.
- ✓ Display posters promoting hand-washing and cough etiquette - can be obtained at the PIHES department of City Health Office.
- ✓ Ensure that face masks and/or tissues are available at the workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
- ✓ Non-essential mass gatherings are highly discouraged (subject to advisory update from DOH).

II. EMPLOYEES (Office and Field Workers)

- ✓ Always wash your hands after sneezing or coughing or use alcohol/sanitizer. As much as possible, practice regular hand washing (e.g. before and after eating, before and after using the toilet).
- ✓ Cover mouth and nose using handkerchief/tissue or the crook of the elbows when coughing and sneezing. Move away from people when coughing and also from people who are coughing and sneezing. Do not spit anywhere.

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- ✓ Avoid crowded places and wild animals (if handling animals is part of the job, practice regular hand washing or applying sanitizers)
- ✓ Dispose single-use personal protective equipment in a waste bin with a lid and wash your hands thoroughly.
- ✓ Do not touch your eyes, nose or mouth with gloves or bare hands until proper hand hygiene has been performed.
- ✓ If you start coughing, sneezing or develop fever, seek immediate consult.
- ✓ Advise Employees to consult national travel advice before going on business trips.
- ✓ Brief your employees that if COVID-19 starts spreading in your community (an advisory of sustained community transmission from local authorities are announced) anyone with even a mild cough or low-grade fever (37.5 degrees celsius or more) needs to stay at home. They should also stay home (work from home) if they have had to take medications, such as paracetamol, ibuprofen or pain-relievers, which may mask symptoms of infection.

III. TRAVELING

Before Traveling:

- ✓ Make sure your organization and its employees have the latest information on areas where COVID-19 is spreading.
- ✓ Based on the latest information, your organization should assess the benefits and risks related to upcoming travel plans.
- ✓ Avoid sending employees who maybe at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.

While Traveling:

- ✓ Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing.
- ✓ Ensure employees know what to do and who to contact if they feel ill while traveling.

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