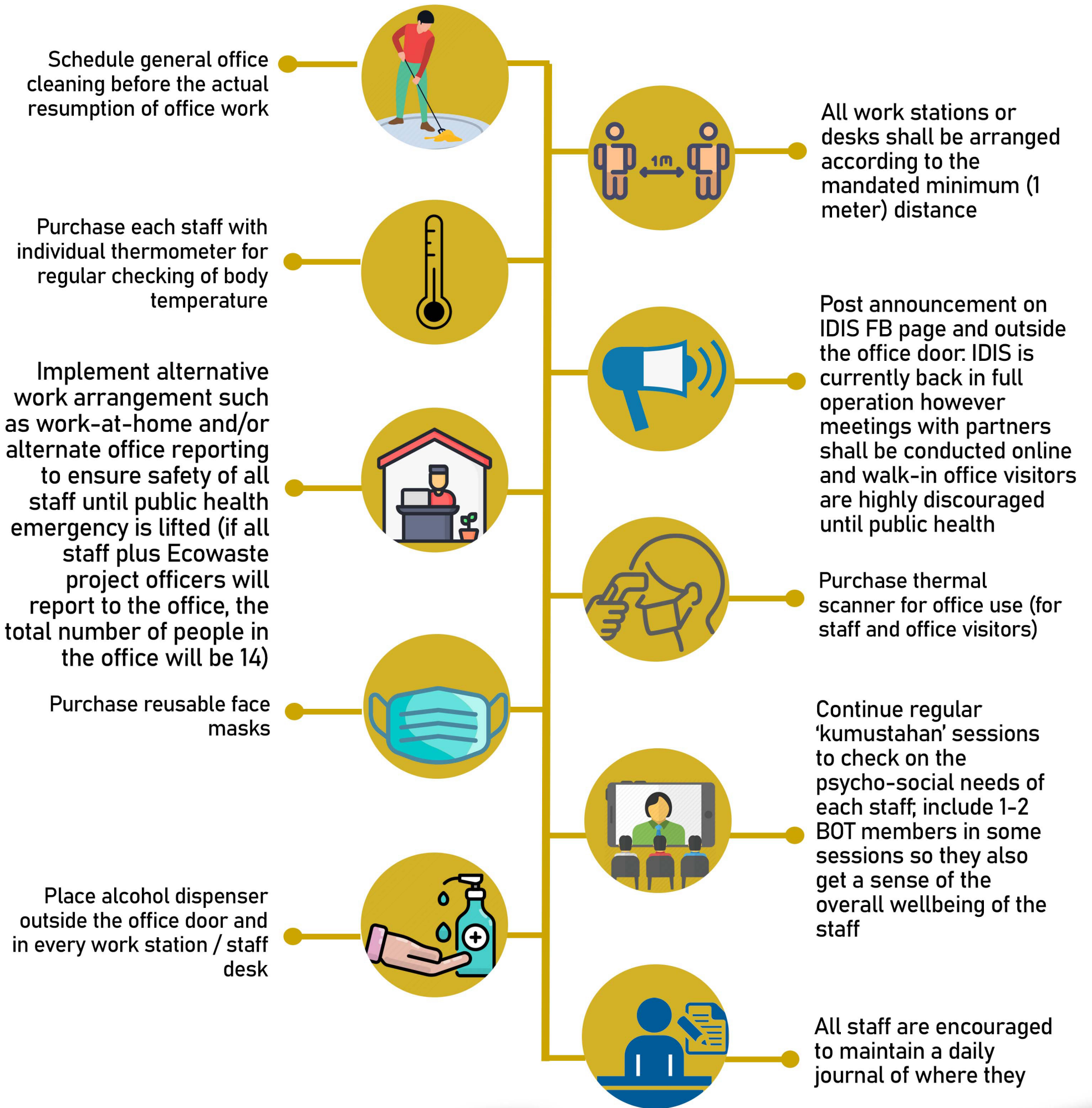


GUIDELINES FOR WORKERS

The declaration of General Community Quarantine allows full operation of the non-government organizations despite the shifting schedule and alternative work arrangements. This guidelines aim at ensuring the resumption of office work while protecting all staff against COVID-19 pandemic until public health emergency is lifted.

*Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future



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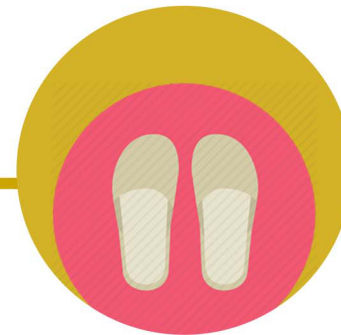
OFFICE ENTRANCE AND EXIT

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Check temperature at main entrance using a no-touch thermometer



Disinfect by soaking shoes on doormat with disinfectant at the entrance of main building or office entrance



Remove shoes outside the office and change to slippers



Wash hands upon entering the office and before signing the logbook using your personal pen



Designate one door for entrance and another door for exit for CR use



For biker / cyclist, make sure to leave your long sleeves / jackets outside the office



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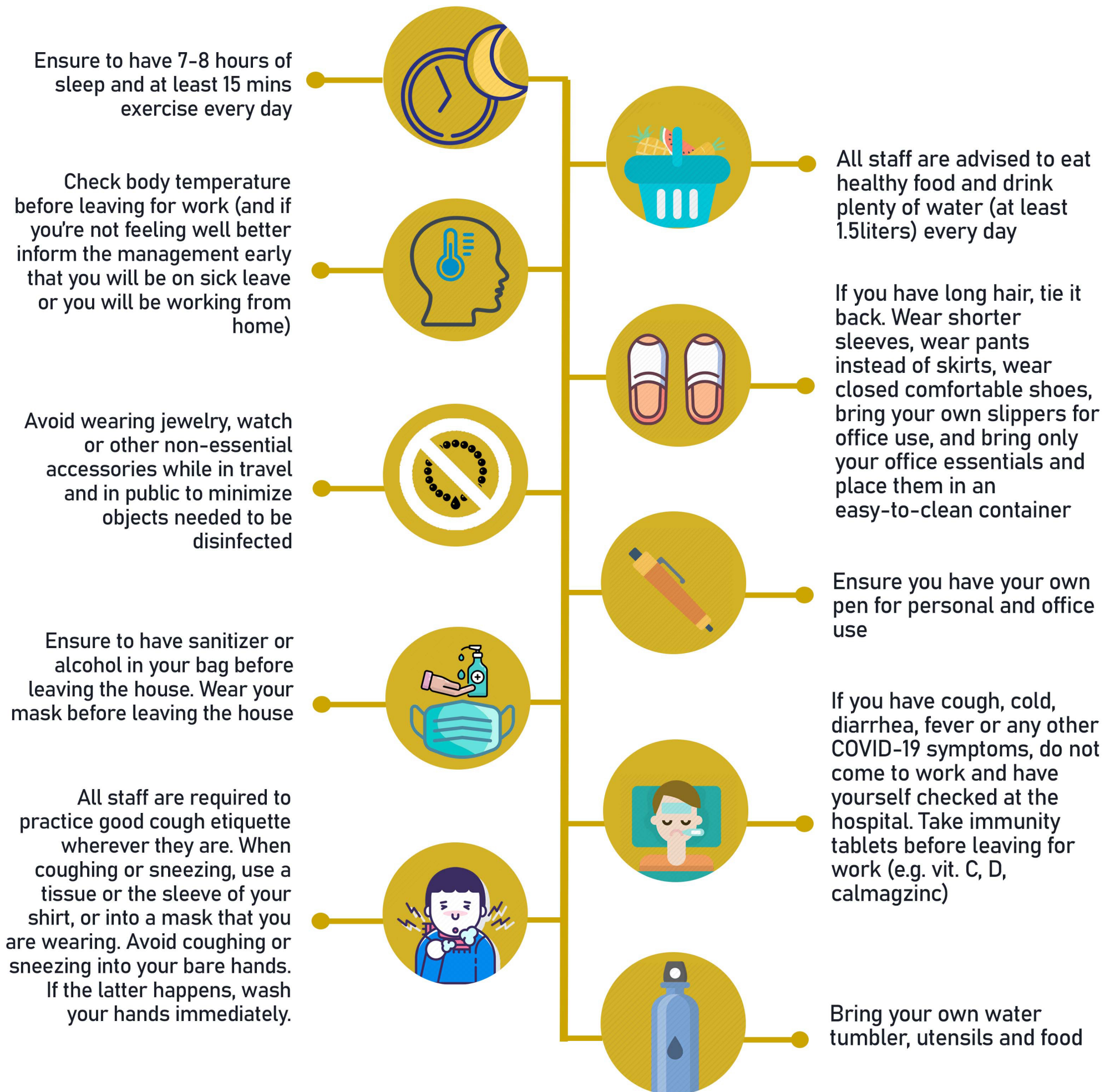


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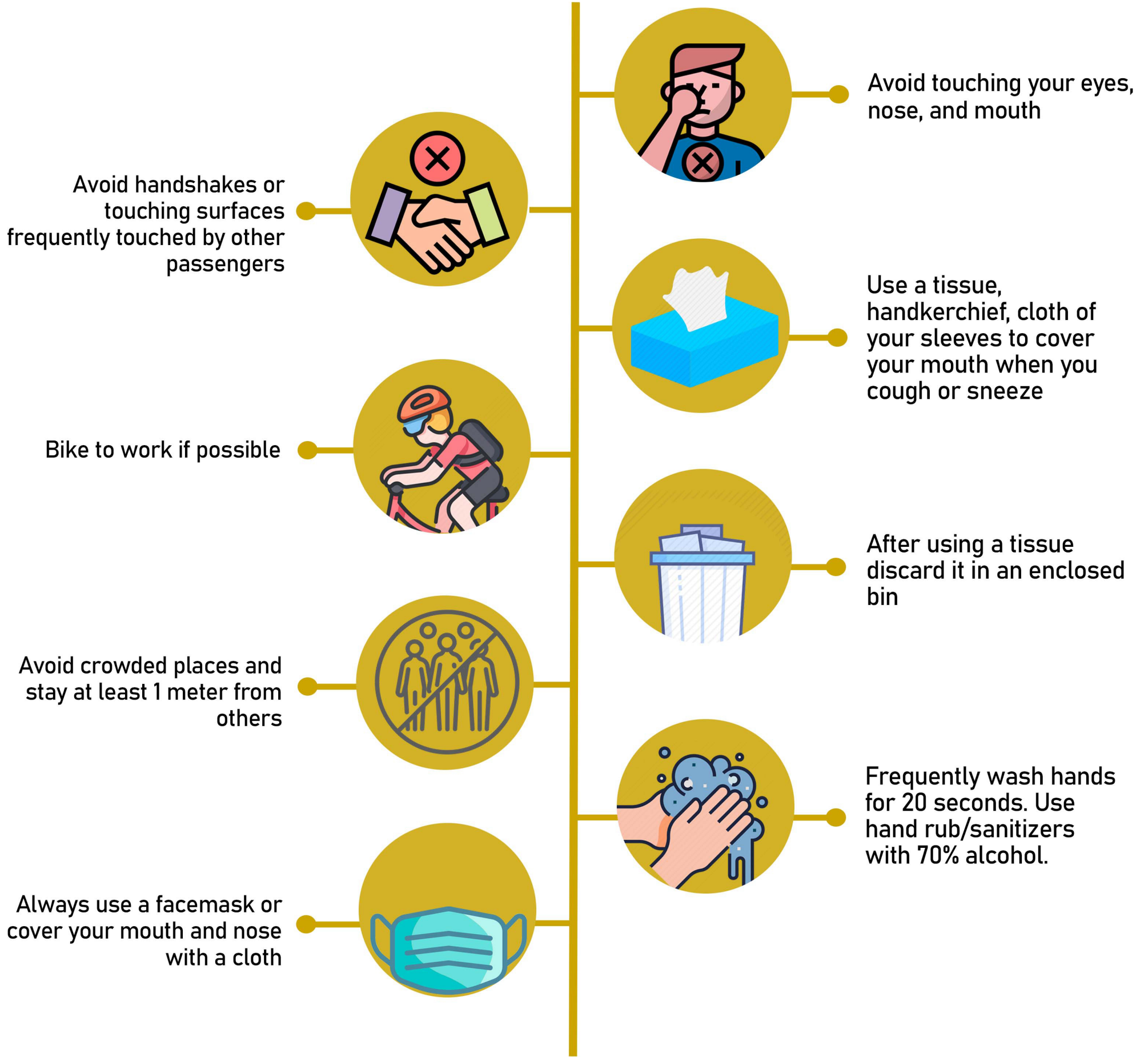
PREPARING FOR WORK

*Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future



USING PUBLIC TRANSPORTATION | WHEN IN PUBLIC

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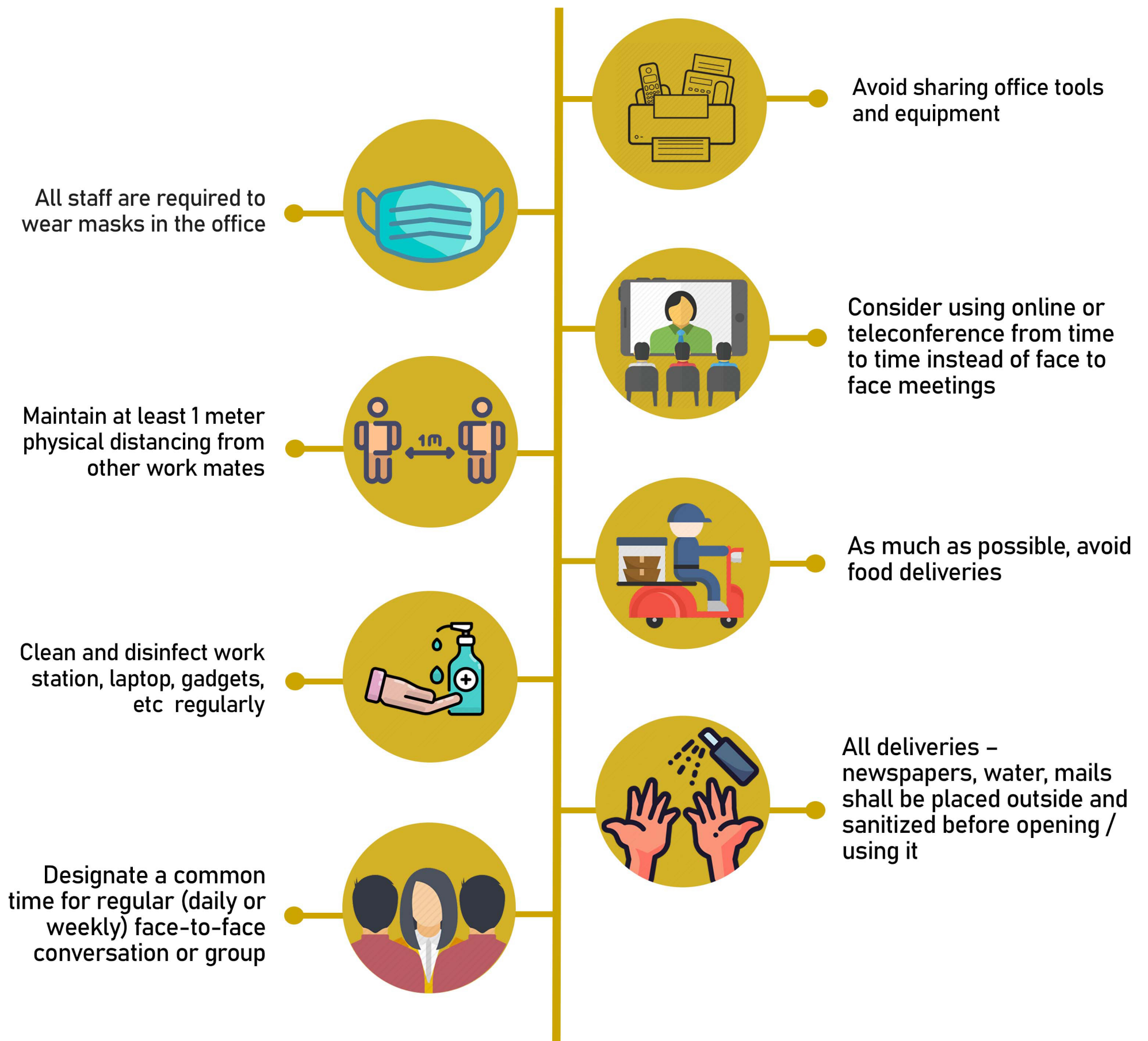


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WHILE AT WORKPLACE

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WHEN YOU ARRIVE AT HOME

*Subject to changes in accordance with the policies and guidelines that will be issued by the IATF and LGUs in the future

Wash your hands or use sanitizer after removing work clothes and before touching clean clothes



Do not wear shoes from work inside the house



Wash hands after handling dirty clothes and shoes



Shower or take a bath before interacting with your family



Disinfect your home regularly



Spend time before your sleep thinking of what you are grateful for the day; gratitude is the best way to build up immunity



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