

Department Order 34

DPWH guidelines on basic personal hygiene, workplace sanitation and social distancing measures to protect officials and employees and to prevent the transmission of COVID-19 in the workplace, and pursuant to the national government's efforts to mitigate the spread of the virus.

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DPWH Employees' Guidelines on Basic Personal Hygiene, Workplace Sanitation and Social Distancing Measures

Basic Personal Hygiene & Workplace Sanitation

1 Mandatory wearing of facemask at all times within any DPWH establishments.



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Basic Personal Hygiene & Workplace Sanitation

Thermal scanning **2** and disinfection footbaths in all DPWH entrances.



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Basic Personal Hygiene & Workplace Sanitation

Twice-a-day monitoring of employees' body temperature.

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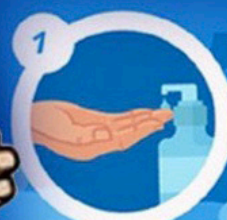
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Basic Personal Hygiene & Workplace Sanitation

Wash hands with soap and water for 20 seconds upon arriving at work or utilize a hand sanitizer if soap and water are not available. Alcohol and/or hand sanitizers shall be provided in the main lobby and common toilets.



STEP ONE

Place a drop of sanitizer, the size of a dime in your palm



STEP TWO

Rub hands palm to palm



STEP THREE

Backs of fingers to opposing palms with fingers interlocked



STEP FOUR

Once dry your hands are safe



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Basic Personal Hygiene & Workplace Sanitation

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Avoid touching nose, mouth, and eyes to reduce virus spread.



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Basic Personal Hygiene & Workplace Sanitation

Cover mouth and nose with tissue or upper sleeves when coughing and/or sneezing or blowing of nose and immediately wash hands or use a hand sanitizer.



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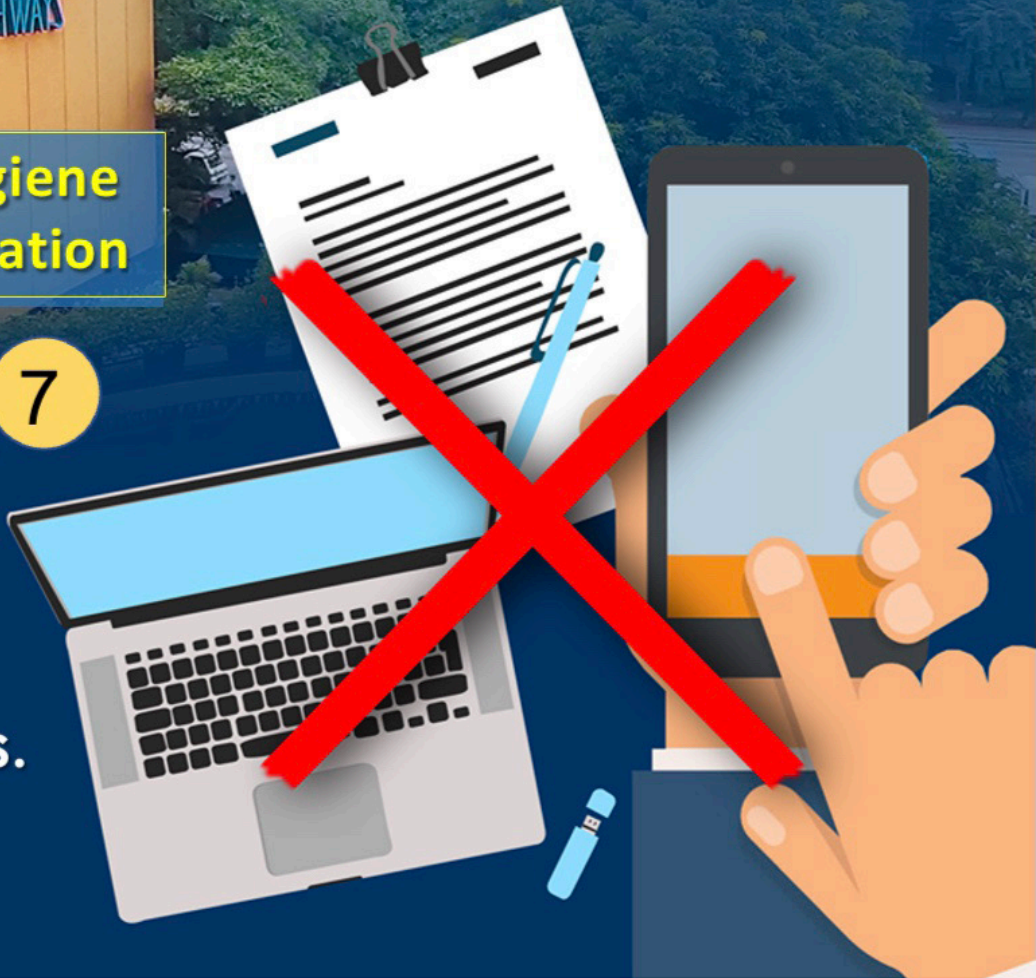
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DPWH Employees' Guidelines on Basic Personal Hygiene, Workplace Sanitation and Social Distancing Measures

Basic Personal Hygiene & Workplace Sanitation

Avoid using
phones, desks,
offices, or other
work tools and
equipment of
other employees.

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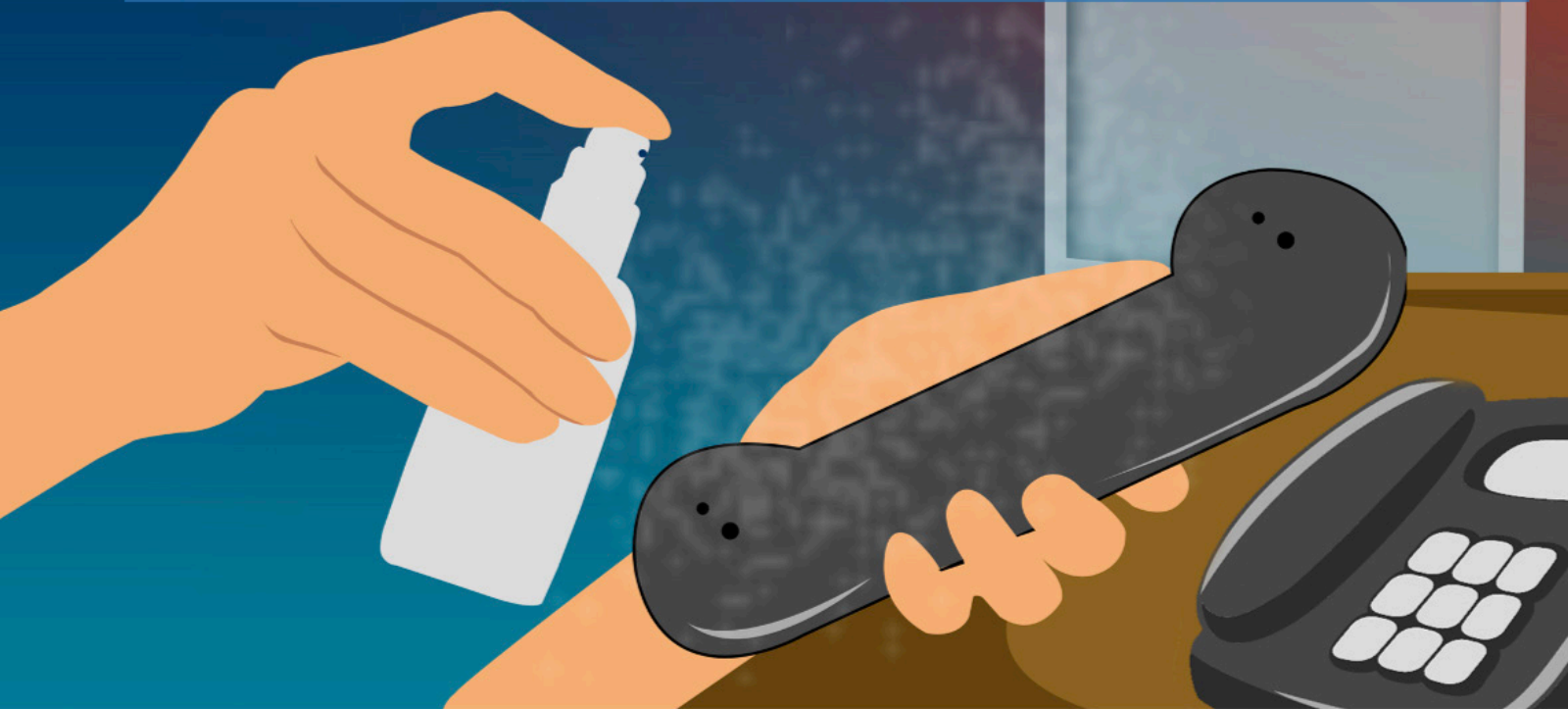


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Basic Personal Hygiene & Workplace Sanitation

Use of a common phone is discouraged but if unavoidable in the office, sanitize the unit after every use with disinfectant/ alcohol placed beside the phone.



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Basic Personal Hygiene & Workplace Sanitation

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Clean and sanitize workspace before leaving office. Frequently touched common surfaces and office equipment such as printers and photocopiers, must be sanitized with disinfectant solutions.



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Basic Personal Hygiene & Workplace Sanitation

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Regular disinfection
of office common
areas every Saturday.



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Social Distancing

**Sick employees,
stay at home.**

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Absence from work
shall be treated
based on CSC
Resolution No.
2000362 dated
February 20, 2020.



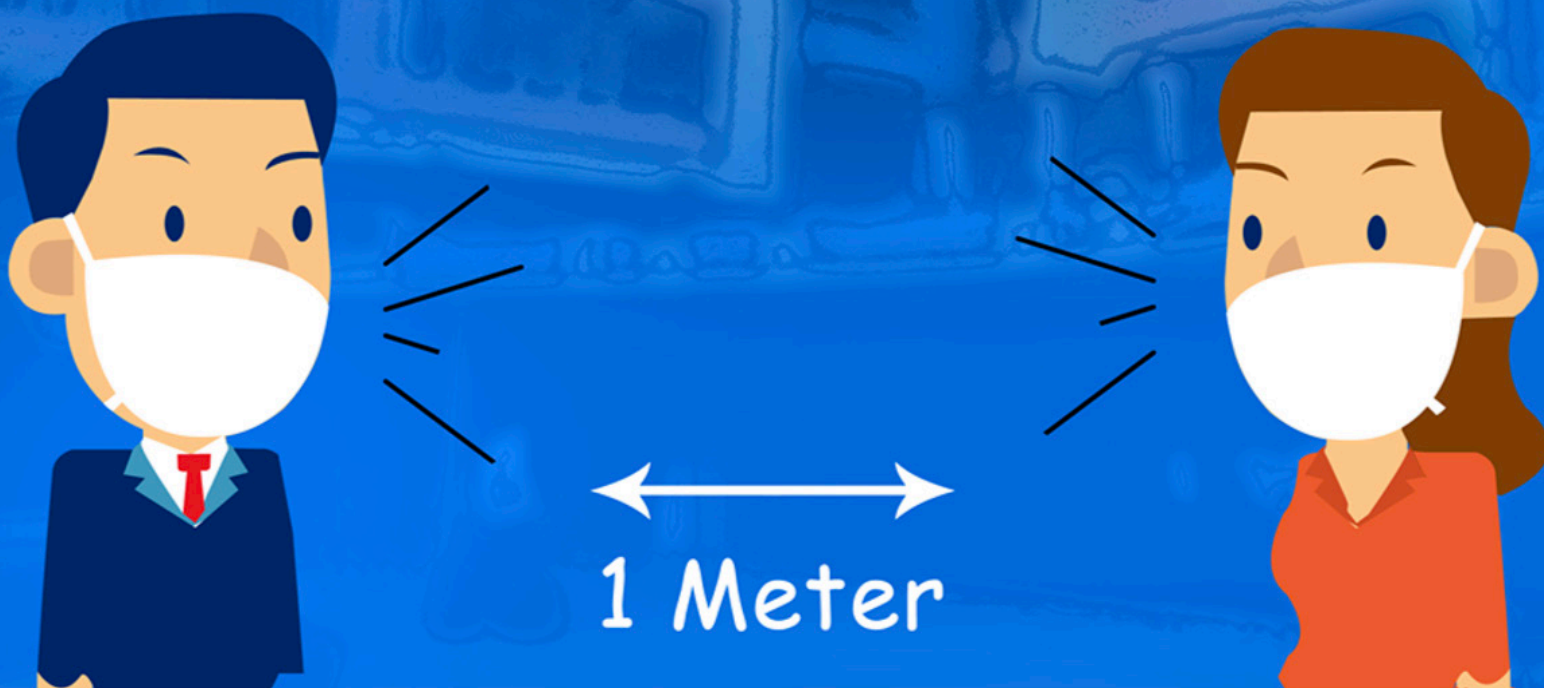
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- 2 Avoid close contact with co-workers, at least one (1) meter distance.



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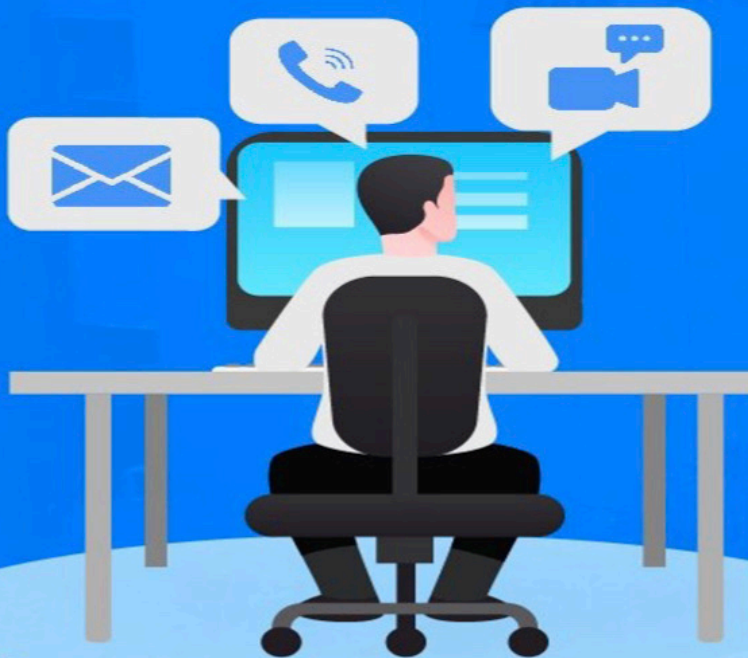


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Social Distancing

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Face-to-face group meetings are discouraged and instead communicate thru e-mails, phones, text messaging and/or virtual meetings. If unavoidable, conduct physical meetings in well-ventilated spaces and follow social distancing rules and guidelines.



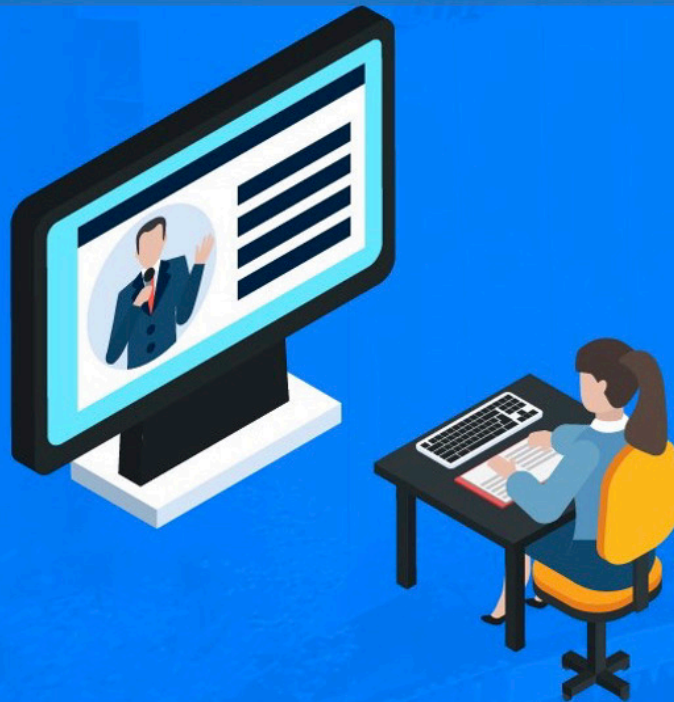
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4 All mass gathering such as trainings, flag ceremonies and non-essential inspections/travels are deferred. E-learning and other online training methodologies shall be allowed.



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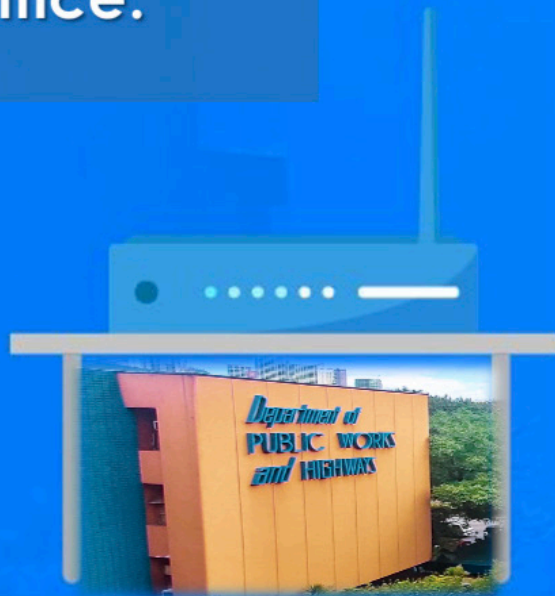


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WiFi or internet connection will be provided for each office in the Central Office.

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Employees are encouraged to bring own lunch and/or snacks and utensils. Office canteens are closed until further notice.

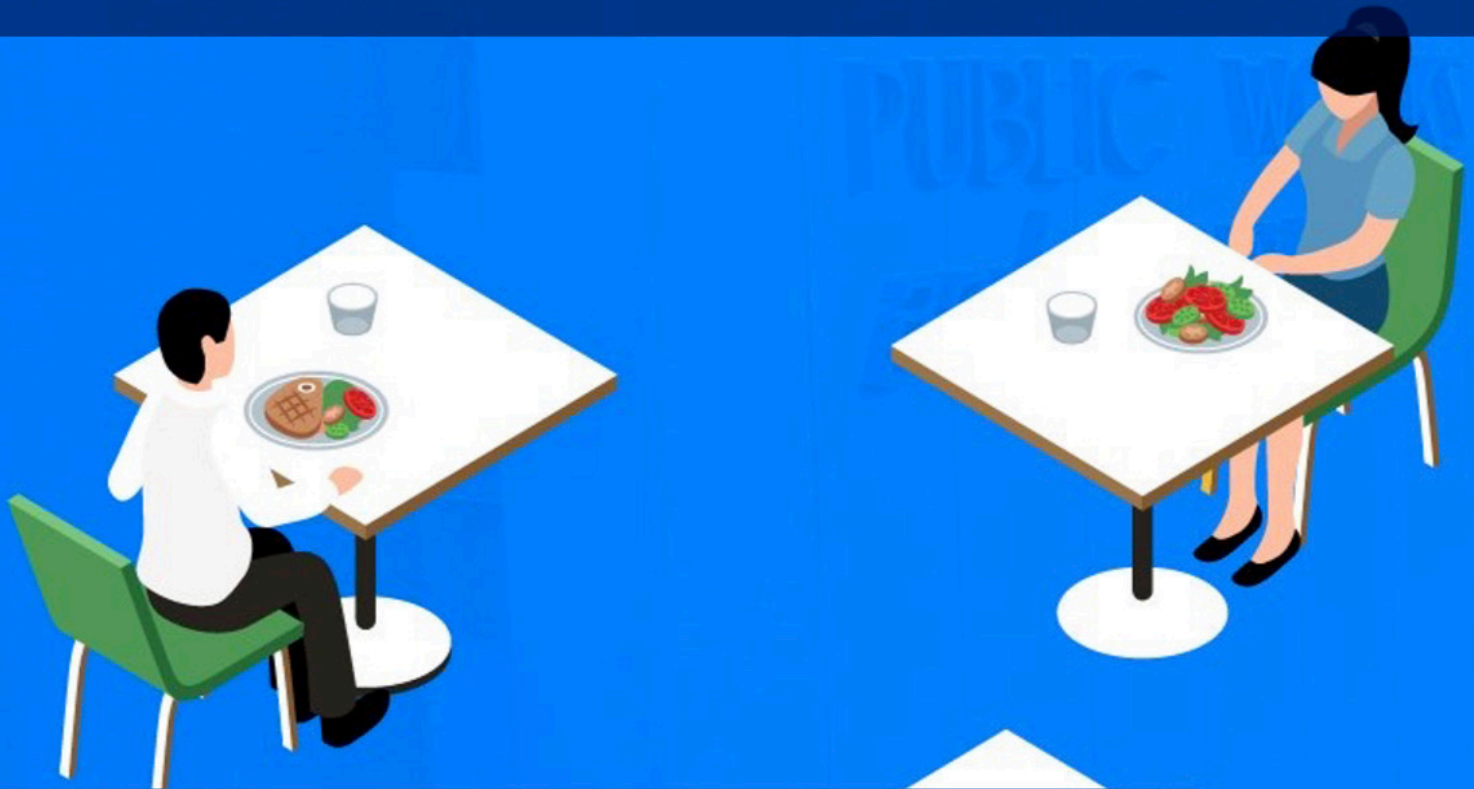
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Social Distancing

7 Employees may eat lunch at their respective desks or at the pantry but with due observance to social distancing rules.



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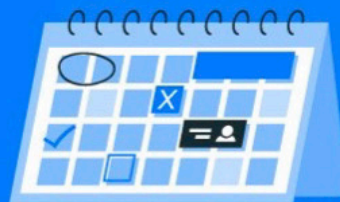


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Social Distancing

Visitors must have confirmed appointments with concerned DPWH unit and will be advised to accomplish an online health form one day before going.

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NO VISITORS

With Limited Exceptions



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No unnecessary visitors in the workplace.

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DPWH reserves the right to refuse entry to visitors without confirmed appointments, with non-essential purpose, or those that can be addressed through phone or e-mail.



The Security personnel in the main reception area/lobby shall first confirm the appointment or visit with the office concerned.



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Security personnel are responsible in ensuring stringent social distancing measures are followed especially in waiting areas, reception areas, lobbies, and similar places where people gather.



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Social Distancing

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Central Office elevators will have maximum occupancy of four (4) people per trip and maintaining a distance of two (2) feet apart, facing away from each other.

The elevators will service 4th and 5th floors only to avoid many floor stops and minimize crowding, except in favor of senior citizens, pregnant women, and Persons with Disabilities (PWD), who shall be given preference in the use.



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Employee shuttle service will operate under 50% bus capacity with no standing in aisle to allow safe distancing.

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Social Distancing

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For the shuttle bus service, preference shall be given to senior citizens, pregnant women and PWD employees. Employees with private cars and issued government vehicles may carpool with fellow employees provided that safe distancing is observed. Bureau of Equipment shall provide additional shuttle bus routes in the Central Office.



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Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic

Social Distancing

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In the adoption of alternative work arrangements, offices are to be guided by CSC Resolution No. 2000540 promulgated on May 7, 2020.



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Your health
is your
real wealth.

Mohandas Karamchand Gandhi
(Mahatma Gandhi)
Indian Leader



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