



MAY 04 2020

**DEPARTMENT ORDER**

NO. 34 )  
Series of 2020 *que astobard* )

**SUBJECT: Basic Hygiene, Workplace Sanitation  
and Social Distancing Measures to be  
Observed in the Workplace**

In line with the commitment of the Department to protect its 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, all officials and employees of offices under General Community Quarantine (GCQ), including offices in provinces where Community Quarantine is in effect, shall observe the following guidelines on basic personal hygiene, workplace sanitation and social distancing measures.

**A. Basic Personal Hygiene and Workplace Sanitation**

1. Pursuant to Resolution No. 18 dated April 1, 2020 issued by the Inter – Agency Task Force, it shall be mandatory to wear a facemask at all times within any DPWH establishment.
2. In addition to thermal scanning, disinfection footbaths shall be provided in the entrances of DPWH establishments, which must be utilized by all prior to entry.
3. All employees must monitor their body temperature by recording their temperature twice a day. A responsible employee shall be designated in each office to maintain the logbook for this purpose.
4. Employees are advised to wash their hands immediately upon arriving at work, with soap and water for 20 seconds or to utilize a hand sanitizer if soap and water are not available. Alcohol and/or hand sanitizers shall be provided in strategic areas in DPWH establishments such as the main lobby and common toilets.
5. Employees should avoid touching their nose, mouth, and eyes to reduce the spread of the virus.
6. Employees should cover their mouths and noses with a tissue when they cough and/or sneeze. If a tissue is unavailable, they should cough and/or sneeze into their upper sleeves and not into their hands. Employees should wash their hands or use a hand sanitizer immediately after coughing, sneezing or blowing their noses.
7. Using other workers' phones, desks, offices, or other work tools and equipment should be avoided.

8. Use of a common phone is discouraged. However, should it be unavoidable in the office, there shall be a disinfectant/alcohol placed beside the said phone so that every user shall sanitize the phone after every use.
9. All employees must clean and sanitize their workspace before leaving the office. Frequently touched common surfaces and office equipment such as printers and photocopiers, must be sanitized with disinfectant solutions.
10. Regular disinfection of office common areas shall be conducted every Saturday.

## **B. Social Distancing**

1. Employees are advised to stay at home if they are sick. Absence from work due to self-quarantine period and/or treatment of the COVID-19 shall be treated based on CSC Resolution No. 2000362 dated February 20, 2020.
2. All employees should avoid close contact (at least one [1] meter away) with their co-workers.
3. Face-to-face group meetings are discouraged. Communication thru e-mails, phones, text messaging and/or virtual meetings are to be utilized, as may be necessary and in accordance with applicable laws. When unavoidable, physical meetings should be conducted in well-ventilated spaces while following social distancing rules and guidelines.
4. All mass gathering such as trainings, flag ceremonies and non-essential inspections/travels are hereby deferred until further notice. E-learning and other online training methodologies shall however be allowed.
5. The Information Management Service (IMS) shall provide WIFI or internet connection for each office in the Central Office.
6. Employees are encouraged to bring their own lunch and/or snacks and their own utensils. Office canteens shall remain to be closed until further notice.
7. Employees may eat their lunch at their respective desks or at the pantry but with due observance to the one – meter required social distancing rules.
8. Visitors must have confirmed appointments in the unit concerned and will be advised to accomplish an online health form one day before the meeting.
9. Unnecessary visitors in the workplace shall be discouraged. The Department reserves the right to refuse entry to visitors without confirmed appointments, with non-essential purpose, or whose purpose can be addressed through phone or e-mail. Pursuant to this, security personnel in the main reception area/lobby shall first confirm with the office concerned whether or not there



is an appointment or an essential purpose for the visit, and shall ensure that no unnecessary visitors are loitering.

10. All security personnel shall ensure that stringent social distancing measures shall be strictly observed, especially in waiting areas, reception areas, lobbies, and similar places where people gather.
11. No more than four (4) people can use the elevator at a single time while maintaining a distance of two (2) feet apart, facing away from each other. Elevators in the Central Office are to be used only for the 4<sup>th</sup> and 5<sup>th</sup> floors to avoid stopping at each floor and to minimize crowding, except in favor of senior citizens, pregnant women, and Persons with Disabilities (PWD), who shall likewise be given preference in the use of the elevator.
12. The shuttle bus transport for employees will accommodate only 50% of its capacity to allow safe distancing. Standing of employees in the center of the aisle shall not be allowed.
13. In the availment of the shuttle bus service, preference shall be given to senior citizens, pregnant women and PWD employees. Those who have private cars and issued government vehicles may carpool with fellow employees provided that safe distancing is observed. In the Central Office, additional shuttle bus routes shall be provided by the Bureau of Equipment.
14. A policy on flexitime and/or work from home arrangement shall be covered by a separate issuance after guidelines have been issued by the Civil Service Commission. In the meantime, and in the adoption of alternative work arrangements, offices are to be guided by Civil Service Commission Announcement No. 12 s. 2020 dated March 16, 2020 on the subject.

Should there be any concerns or need for assistance, you may contact our Stakeholders Relations Service (SRS) at 53043370.

These guidelines shall be effective from the signing thereof and may be the subject to revision as the need arises or should the Office of the President issue new rules pertinent to these matters.

For immediate and strict compliance.

  
**MARK A. VILLAR**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



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