



# WORKPLACE PREPAREDNESS ADVISORY

## BEFORE WORK

### WORK ATTIRE



Always use a facemask to cover your mouth and nose.



Always wear faceshield



Refrain from wearing non-essential accessories, e.g. jewelry and watch.



Wear short sleeves. Avoid neckties. Wear pants instead of skirts. Wear closed comfortable shoes.



Long-haired employees should tie their hair.

### DURING COMMUTE



Avoid crowded places and stay at least six feet away from others.



Avoid touching your eyes, nose, and mouth.



Use tissue, cloth, or your sleeves to cover your cough and sneeze.



Wash your hands frequently or use a hand sanitizer with 70% alcohol.

## AT WORK

### OFFICE ENTRANCE



Observe the "no face mask, no entry" policy.



Check your temperature at the main entrance using the no-touch thermometer.



Disinfect by soaking shoes on doormats with disinfectants. Employees are required to properly wash their hands upon entry to the GSP at the comfort rooms near the entrance lobby.



Only the guard on-duty shall log the time-in and time-out of employees.



Guests and visitors must undergo the same health screening protocols and should only be met at the lobby.

# AT WORK

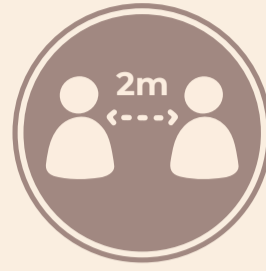
## WHILE AT WORK



Disinfect workstations regularly and avoid sharing of office equipment.



Virtual meetings instead of face-to-face are encouraged.



Observe social distancing among and between employees at a minimum of two meters.



Employees should eat at their respective stations. Employees must wash their own dishes immediately after eating using their own scrubbing foam to avoid contamination.



Only a maximum of two people are allowed in comfort rooms.



The approval and monitoring of service request forms (SRF) should be done online. Parallel approval is highly encouraged. The number of approvals/initials needed may be limited, preferably up to a maximum of three (3) signatories only.



Avoid the delivery of personal goods and items purchased online at CITEM.

# AFTER WORK

## ARRIVING HOME



Shower before interacting with your family.



Do not wear shoes from work into your home.



Wash hands and place dirty clothes in a safe storage.



Disinfect regularly.

# CITEM EMPLOYEE SUPPORT



**1** Regular health monitoring and check-up will be conducted. Health/psychological interventions such as stress briefing shall also be provided.



**2** Reasonable expenses incurred such as communication allowance which shall not exceed P300 per month and will be on a “reimbursement” basis.



**3** Resources for personal hygiene and disinfectants in the office shall be provided.



**4** CITEM shall maintain good housekeeping and conduct initiatives that may improve its employees’ health.

## ADDITIONAL SAFETY AND WELLNESS TIPS



Eat nutritious food and keep yourself hydrated by drinking at least eight (8) glasses of water daily.



Avoid drinking sugary and caffeinated beverages. Avoid/limit alcoholic drinks and smoking as well.



Stay physically active by exercising regularly and have a well-deserved rest with at least eight (8) hours of sleep.

# CONTACT TRACING PROTOCOLS



## STEP 1

Employees are required to immediately report and disclose the following information to their immediate supervisor, department manager, or HRM Division that may require them or their recent contacts to submit themselves to the 14-day self-quarantine:

- Testing positive in the Rapid Test or the Swab Test.
- Close contact with someone who tested positive for COVID-19.
- Possible exposure to those mentioned above due to close, intermediate, or distant contact, having occupied the same workspace or area for work-related or personal reasons.



## STEP 2

HRM Division shall require concerned individuals to accomplish and submit a Contact Tracing Form containing the following:

- Mobility History (for immediate submission)
- Daily Health Monitoring (to be submitted as part of the re-entry requirements).



## STEP 3

Upon review of the Contact Tracing Form, the HRM Division shall then notify other CITEM employees identified to likewise submit to the 14-day self-quarantine and to submit the same form as indicated above. Determination of the exact dates for the quarantine duration shall be based on the employees “date of last exposure” to the possible channel or source of transmission.

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- ***HRM Division will issue a Notice to Explain to persons who will not follow the self-quarantine policy.***
  - ***If the explanation is deemed unsatisfactory, a sanction may be enforced in accordance with existing laws, rules and regulations.***

# CITEM SKELETON WORKFORCE GUIDELINES

## WORKFORCE SCHEDULE AND FUNCTION/S

The following schedules shall be observed by the skeleton workforce (SWF). It is presumed that the employees reporting for work have no existing symptoms of COVID-19, immunodeficiencies or other health risks as disclosed in the Health Monitoring Report facilitated by the HRM Division:

DAY	SKELETON WORKFORCE/ ESSENTIAL STAFF	FUNCTION/S
<b>MONDAY and WEDNESDAY</b> <i>(max. of 3 personnel per division)</i>	Controllership Division	DVs/Audit processing
	Budget	BUR Voucher processing
	HRMD	Printing of transmittal/ ADA for Landbank related to payroll processing
	General Services Division	Admin support, sanitation and shuttle services
	Procurement Unit/STREDO	Support to BAC/Processing of PRs
	Systems Management Division	IT support system
	Assigned Personnel from: Operations Group 1 Signature Events Overseas Trade Fairs Operations Group 2 Signature Events Overseas Trade Fairs Corplan Division	Only in extreme cases where physical presence in the office is necessary to accomplish any task or deliverable.**
<b>TUESDAY and THURSDAY*</b>	Concerned ManCom/ ExeCom Members BAC Members	For approval/signing of checks, vouchers, and other important documents
	Executive Assistants, secretaries or Clerks assigned to Mancom/ExeCom BAC Secretariat	Technical/admin support
	Cash Unit	Check preparation/ release of checks
	Assigned personnel from: Communication Management, Web Marketing, Exhibition Design Visual Design, and Business Development Unit	Only in extreme cases where physical presence in the office is necessary to accomplish any task or deliverable.**
<b>FRIDAY</b>	GSP Disinfection schedule	

\* Maximum of three personnel per division

\*\* Attendance may be requested for any day with supervisor.

# IDENTIFYING ESSENTIAL EMPLOYEES

Only **“essential”** employees representing 30% of CITEM workforce (around 30-40 personnel) if GCQ or maximum of 50% of the total workforce if MGCQ shall be required to physically report. Essential employees may include:

- Middle and Top Managers
- CITEM signatories to financial and administrative documents
- Essential employees from Accounting, HR, Cashier, and Admin Services (GSD, BAC Sec, Procurement, SMD) for admin and IT requirements, processing of payments, procurement of supplies and payroll to employees.
- Other essential or end-users as identified by their respective supervisors, tasked to process documents, answer queries from stakeholders, contractors, suppliers, consultants and other industry-partners.

## WORKING HOURS GUIDELINES

- Work hours may start between **7:00AM to 10:00AM** with the official lunch break maintained from **12:00nn to 1:00pm**, regardless of the time the employee reported for work.
- All skeletal staff shall not exceed the prescribed maximum work hours.
- No overtime services rendered beyond the daily requirement shall be allowed.
- No scheduled skeleton workforce in any declared regular/public holiday.

## ESSENTIAL STAFF ENDORSEMENT

The Division chiefs shall endorse the names of the **“essential” staff one (1) week before** the scheduled assigned date/s. The submitted names must report on the specified day/s only, preferably same person for (2) weeks before an alternate can be assigned, in compliance to the 14-day quarantine requirement.

The employees assigned as skeleton workforce during **MECQ/GCQ/MGCQ** shall be issued the necessary Certificate for Skeleton Workforce, or ID issued by the Office for proper identification.

Demographic profile must also be considered in the actual assignment of SWF Pool:

- Residence proximity to workplace/option to move to a nearby lodging
- Shuttle bus access (specifying bus route) or transport service request
- Risk factors like age, vulnerability, or medical conditions, living with senior citizens ages 65 years old and above, living with young children under 12 years old, pregnant women
- Employee remote work capacity: mobile/cellular load, internet connection, IT hardware and software such as laptop

## SKELTON WORK FORCE SUPPORT



**SHUTTLE SERVICE.** Vehicle servicing arrangements shall be provided to “SWF” during the ECQ/MECQ and GCQ wherein a designated pick up and drop off points shall be identified to complement the reduced public transport. In the shuttle, drivers shall wear gloves while driving and only (2) persons per row can ride in each vehicle per trip.



**HAZARD PAY.** Employees assigned as skeleton workforce under ECQ are entitled to hazard pay, as well as other applicable allowances, subject to accounting and auditing rules and regulations.

# CITEM WORK-FROM-HOME (WFH) ARRANGEMENT GUIDELINES



## EMPLOYEES UNDER WFH SCHEME

Non-Skeleton Workforce (N-SWF) personnel for the day may be authorized to observe the “Work-from-home (WFH)” arrangements. These personnel include the following:

Employees whose tasks or service to stakeholders and operations, in accordance with CITEM mandate, does not require them to report and be physically present at the office.

**Employees who belong to any of the following high-risk groups, subject to the approval of the Head of the Agency. These personnel may be classified in the following group/s:**



Senior Citizens  
(Sixty (60) Years Old+)



High-risk Pregnant Women



Those with compromised immune system, comorbidities or pre-existing illness (i.e., hypertension, diabetes, cancer with immunocompromised health status and other medical conditions)



Those living with young children under 12 years old, elderly (65 years old and above and immunocompromised individuals)

Other risk factors as may be identified by the Department of Health (DOH), Research Institute for Tropical Medicine (RITM), COVID-19 Inter-Agency Task Force on Emerging Infectious Diseases or other recognized authorities.

# WORK-FROM-HOME (WFH) GENERAL RESPONSIBILITIES

## FOR DIVISION CHIEF (DC)/OIC

Work rendered from home should be included in the completion of the 40-hour workweek. The following requirements must be met and reasonably supported with documentary evidence:

- Specific/ tangible accomplishment/ output/ deliverable where the quality and/or amount must be commensurate to the required daily work to be rendered, subject to the validation/ verification of the immediate supervisor.
- Duration of work rendered remotely must be supported by timely emails, Viber messages or other forms of proof submitted to the immediate supervisor.
- The DC (or OIC) shall assign and delegate work assignments to their respective staff to be performed to the full extent possible in terms of man-days per work week.
- The DC (or OIC) shall regularly monitor the staff respective deliverables wherein every staff shall be measured on submitted weekly Individual Accomplishment Report.
- The concerned DC shall consolidate the weekly outputs of the staff and submit to the HRM Division, for reference and approval of the head of the agency.

## FOR STAFF

Staff must submit weekly accomplishment report signed by the immediate supervisor. All individual weekly outputs shall be the basis for the actual accomplishments of an Individual Performance Commitment and Review (IPCR) for the periods covered under the “WFH” scheme.

Employees under WFH scheme shall make themselves available during the work hours that they are at home. They are expected to be “on call” during weekdays from 8am to 5pm, especially on matters that need immediate actions, comments, or approval. For easy communications, everyone is encouraged to use any applicable social media app, with Viber as the preferred app, if an immediate action is necessary.

## DAILY TIME RECORD (DTR) SUBMISSION

### FOR PERMANENT EMPLOYEES

Permanent employees must submit daily time record (DTR) signed by the immediate supervisor. The official time in and time out shall be manually reflected (written/encoded) on the month’s daily time record or reflected as WFH.

Officials and employees may avail of appropriate leaves in accordance with existing CSC rules and regulations subject to compliance with prescribed requirements and approval of authorized signatories. Submission of a medical certificate for all employees who availed of sick leaves for 5 days or more will continuously be enforced with stricter measures.

### FOR JOS, COS, SPS AND ALLIED PERSONNEL

Job orders (JOs), Contract of Service (COS), Service providers (SPs) and allied personnel, such as drivers and canvasser, must submit their signed Daily Time Records (DTRs) along with supporting documents as support to payment of their salaries/wages.

Drivers and messengers may either be assigned as part of the skeleton workforce or remain on standby for redeployment, as the need arises. A certification of satisfactory service shall be issued by the OIC-DM of Corporate Services, endorsed by the Admin Head, or by the Official assigned to the Driver, in lieu of the accomplishment report for the period covered to support payment of salaries/wages.