Protecting Workers in the time of Pandemic

A Safe Return to Work Training-Workshop for ILO-JAPAN’s Water and Sanitation Project

Date: Wednesday / 06/ July / 2020
OBJECTIVES

By the end of the workshop …

Draw out learnings from the 1st Phase (Advance Payment) implementation

Orientation on COVID 19 Protocols and discuss ways to implement them

Plan and organize the works as indicated in the Workplan by incorporating the COVID 19 Protocols
WORKSHOP GUIDELINES

01 Participate. Share your thoughts or ask questions by using “Raise Your Hand” feature on your screen or by using the chatbox.

02 Mic on mute. If you are not speaking, keep your mic on mute at all times.

03 Be Patient. Please wait for a few minutes if there is a lag during presentations due to internet connection.
What are you feeling right now?

1. Excited
2. Okay
3. Nervous
4. Bored
5. Tired

Source: menti.com
Session 1

Draw some lessons learned from the Advance Payment

- Provide recommendations in the succeeding work implementation.
TRUE OR FALSE

1. Exposing yourself to the sun or to temperatures higher than 25 C degrees prevents COVID-19.

2. Being able to hold your breath for 10 seconds or more without coughing or feeling discomfort means that you are free from COVID-19.


4. Thermal scanners can detect people infected with COVID-19.

5. Spraying alcohol or chlorine all over your body kills the new coronavirus.

6. Eating garlic helps preventing infection with the new coronavirus.

7. Only older people are at risk of getting COVID-19.
Session 2

- Identify parts / activities of work which expose workers to COVID 19
- Discuss some protocols / measures the TCSPTA and LGU can do to prevent COVID 19 transmission
- The Role of TCSPTA & LGU
- The Responsibilities of Safety Officer, Cleaning Attendant
COVID 19 Protocols

HAZARD - “a potential source of harm or adverse health effect on a person or persons.”

RISK - “the likelihood that a person may be harmed or suffer adverse health effects if exposed to hazard.”
### TCSPTA Risk Assessment

#### Detailed Risk Assessment

**Type of Hazards**

- A. Biological (e.g., viral infection like COVID-19, other communicable diseases, etc.)
- B. Supervisor
- C. Safety (e.g., armed conflict, etc.)
- D. Workers
- E. Team Leader
- F. Suppliers
- G. Community
- H. Partners (ILO, NGO, LGU)

**Level of Risk**

- 1. Low
- 2. Medium
- 3. High
- 4. Frequent

**Probability**

- 1. Nearly impossible
- 2. Rare
- 3. Occasional
- 4. Frequent

#### Risk Assessment Table

<table>
<thead>
<tr>
<th>No.</th>
<th>Situations</th>
<th>Foreseen Hazards (Type of Risk)</th>
<th>Vulnerable</th>
<th>Level of Risk</th>
<th>Probability</th>
<th>Action/Controls</th>
<th>S.O.P Person in-charge</th>
<th>By when</th>
<th>Status</th>
<th>Done?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Travelling to and from work site (public or private)</td>
<td>A, C, D</td>
<td>I</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>SUSPENSION OF WORK DURING HEAVY RAINS</td>
<td>MORRIM</td>
<td>DURING HEAVY RAINS</td>
<td>ONGOING</td>
</tr>
<tr>
<td>2</td>
<td>Travelling from residence to work site (public or private)</td>
<td>A, C, D</td>
<td>I</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>SUSPENSION OF WORK DURING HEAVY RAINS</td>
<td>MORRIM</td>
<td>DURING HEAVY RAINS</td>
<td>ONGOING</td>
</tr>
<tr>
<td>3</td>
<td>Travelling from residence to work site (private)</td>
<td>A, C, D</td>
<td>I</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>SUSPENSION OF WORK DURING HEAVY RAINS</td>
<td>MORRIM</td>
<td>DURING HEAVY RAINS</td>
<td>ONGOING</td>
</tr>
<tr>
<td>4</td>
<td>Entering the work premises</td>
<td>A, C, D</td>
<td>I</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>IMPLEMENT SAFETY HEALTH PROTOCOL</td>
<td>PTA</td>
<td>DURING WORKING HOUR</td>
<td>ONGOING</td>
</tr>
<tr>
<td>5</td>
<td>Attendance checking</td>
<td>A, D</td>
<td>A</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>OBSERVE SAFETY HEALTH PROTOCOL</td>
<td>SECRETARY &amp; PRESIDENT</td>
<td>DURING WORKING HOUR</td>
<td>ONGOING</td>
</tr>
</tbody>
</table>

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**Name of Organization (CBO):** TOES Parent – Teacher’s Association

**Location:** barangay ponsonido, south calauan, makati city

**Name of the Project:** Construction and Improvement of TOES Water System Level II

**Total no. of Staff and Workers:** 72

**Estimated no. of Staff and Workers Reporting Daily:** 72

**Reporting Daily:** FEB - MARCH 2020

**Project Time frame:**
<table>
<thead>
<tr>
<th></th>
<th>Topic</th>
<th>Responsibility</th>
<th>Frequency</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Toolbox Meeting (Work Assignment, hazard briefing, etc.)</td>
<td>A</td>
<td>I</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>Issuance of tools and PPEs</td>
<td>A, C</td>
<td>E</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>Actual working activities</td>
<td>A, C, D</td>
<td>E, H</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Supervision of works and outputs</td>
<td>A, C</td>
<td>D, E</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>First and break (lunch break)</td>
<td>A</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Using of fixtures and facilities (CR, hand washing, work station, etc.)</td>
<td>A, C</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Supersession of work after breaks</td>
<td>A, C</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Monitoring of works and outputs</td>
<td>A, C, D</td>
<td>E, H</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>14</td>
<td>Returning of tools</td>
<td>A, C</td>
<td>D</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>15</td>
<td>Safe keeping of tools</td>
<td>A, C</td>
<td>D</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>Disposal of waste materials</td>
<td>A, C</td>
<td>D</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>Exiting the work premises</td>
<td>A, C</td>
<td>D</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>C Procurement, delivery and storage of the materials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Transporting of procured materials</td>
<td>A, B, C, D</td>
<td>A, F</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>Storing of procured materials</td>
<td>A, C, D</td>
<td>A, B, C</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>Transporting of materials from storage facility to work site</td>
<td>A, C, D</td>
<td>A, C, D, E</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>Returning of unused materials from the work site to storage facility</td>
<td>A, C, D</td>
<td>A, C, D, E</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>D Payment and settlement</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Payment of salary and wages</td>
<td>A, B, D</td>
<td>A, D</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>23</td>
<td>Meeting, planning, training, organizing, orientation, face-to-face interaction, etc.</td>
<td>A, C, D</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
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A. Travelling to and from worksites

B. Activities inside the work premises

C. Procurement, delivery, and storage of the materials

D. Payment and gatherings

Risk Score

0  0.5  1  1.5  2  2.5
Some Activities as Sources of Hazards at Work

- Travelling to Work
- Entry and Leaving the Worksite
- During Operations
  - Organizing work
  - Using Facilities
  - Gatherings and Meetings
Some Activities as Sources of Hazards at Work

- Using Tools and PPEs
- Procurement and Logistics
- When a Worker develops COVID-19 symptoms
Agree or Disagree?

1. I have colds and sneezing a bit when I woke up. I feel warm too. This is normal because this happens to everyone once in while. I will still go to work rather than affect our output.

2. It is lunchbreak. I need someone to discuss my problem regarding my pay, but I want to do this secretly. I will just speak to my co-worker in a low voice.

3. I lost my tools. I think I will borrow from my co-worker when he/she is not using it rather than be suspended.

4. I don’t normally bring tissue. My nose is itchy. I will need to cover my nose with my hands if I sneeze because it is embarrassing for others.

5. As the foreman, we need to work fast. Therefore, I will double the number of people in the worksite to finish early and accomplish more.
Entry to Worksite

- Strictly prescribe an entry and exist point for all workers and staff.
- Provide a Work Pass
- A Health Risk and PPE screening will be conducted by the COVID 19 Focal Point daily before starting for works
- Conduct briefings on protocols (social distancing, hand washing and personal hygiene) after the entry screening
- Keep a Muster Roll for the attendance and workers’ contacts.
- Limit outsiders from entering the worksite

COMMUNITY CONTRACTOR

WORKER

On Personal Hygiene

✓ Practice personal hygiene by washing my hands with water and soap as frequently as possible in the worksite. If I use paper towel when drying hands, I will dispose them properly after use.

✓ Avoid touching my mouth, eyes and ears with unwashed hands. When sneezing or coughing, I will use the inner part of elbow if no tissue is available. I will prevent handshaking.
<table>
<thead>
<tr>
<th></th>
<th>HEALTH AND RISK SELF-CHECKLIST</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Do you have one or more chronic health conditions <em>(May matindi o malalang karamdaman)</em></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Do you have, or did you have during the last 10 days any of the following symptoms? <em>(Mayroong sintomas sa nakaraang 10 araw)</em></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Fever (&gt; 37.5 C) or feeling feverish <em>(Lagnat na mas mataas sa 37.5 C)</em></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Coughing, a sore throat, or a stuffy/running nose? <em>(Umuubo, namamagang lalamunan, sipon)</em></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Headaches? <em>(Masakit ang ulo)</em></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Feeling dizzy or confused? <em>(Nahihiolo)</em></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Feeling more tired than normal? <em>(Nangihina nang higit sa karaniwan)</em></td>
<td></td>
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<tr>
<td>8.</td>
<td>A loss of sense of smell? <em>(Walang pang-amoy)</em></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Pain when swallowing <em>(Masakit sa paglulon)</em></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>A loss of appetite? <em>(Waang ganang kumain)</em></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Shortness of breath, difficulty breathing or chest pain? If yes, call emergency health services <em>(Nahihirapang huminga, masakit ang dibdib, kulang sa hangin)</em></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>For the last 14 days, did you provide care or had close contact with a person tested positive for COVID 19? <em>(Sa nakakaraang 14 na araw, nagkaroon ng kontak sa pagsasentong positibo sa COVID 19)</em></td>
<td></td>
</tr>
</tbody>
</table>
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**COMMUNITY CONTRACTOR**

**During Operations**

- Organizing the work in groups of not more than 5 workers each and not interchanging the members.
- As necessary, organize the work in shifts or introduce staggered start and ending times for different groups.
- Make sure that communal areas at or near the worksite are regularly cleaned.
- Avoid gatherings in closed spaces
- Masks should be worn by workers if work-related activities is not possible to maintain social distancing

**WORKER**

**On Social Distancing**

- Maintain at least 2 meter distance with others when working, including breaks, when washing hands, signing of payroll claims, getting and returning materials and equipment and any other activities that require lining up.
- If I use any form of transportation, I will always wear a mask, keep distance from others as much as I can, sanitize my hands and position myself in a well-ventilated area.
ENERGISER “The Flail”
Example of Social Distancing
When a Worker Develops Symptoms

- Immediately isolate the affected worker, restrict contact and provide him/her with a disposable surgical mask.
- The COVID 19 Focal Point should provide assistance with a mask on, face shield and disposable gloves to the affected worker.
- The public health authorities must be informed and provide instructions on appropriate treatment and next steps.
- Workers who had close contact with the affected worker 2 days prior to the symptoms onset must receive medical clearance from local health authorities before allowing entry to worksite.

My Personal Behaviour

- Participate in all mandatory trainings related to COVID 19 and other briefing sessions everyday.
- Inform the Foreman, call the public health authorities and follow their instructions regarding self-isolating and treatment if I suspect to develop COVID 19 symptoms while on work. If I am fit enough, I will leave the worksite and travel home safely.
Role of Parties and Specific Persons

- Community Contractor/Implementing Partner
- Local Government Unit
- Safety Officer
- Cleaning Attendant
ROLE OF TCSPTA

Planning and Preparatory
- Consult and get approval from local authorities to resume works
- Appoint COVID 19 Focal Point/Inspector
- Procure COVID 19 compliant PPE, sanitary facilities, tools
- Updated on the prevalence of COVID 19 situation in the site location
- Officers and workers should attend training on COVID 19 prevention
- Disseminate COVID 19 awareness to workers and staff

Entry to Site, Water & Sanitation
- Establish one entry control point
- Body temperature of workers and suppliers entering the worksite must be checked.
- Ensure social distancing is observed at all times
- Provide facilities for washing hands, drinking water, soap,
- Ensure masks are worn and taken care of in the proper manner, especially when working in groups

Sanitation of tools and Equipment
- Ensure tools and equipment are cleaned and sanitized at least 2 times per day
- No sharing of tools and equipment between workers
- Regularly inform all workers to maintain Covid 19 social behaviours
ROLE OF LGU South Upi

Planning and Preparatory
• Assign a COVID 19 Coordinator that can spend at least 2 full working days per week
• Check that resources are available in house to implement the protocols

Assistance to TCSPTA
• Assist in the preparation of project-specific operational protocols and its operationalization
• Review and approve contractor’s work plan of activities
• Coordinate, organize and provide inputs to training and awareness raising activities for communities, contractor, workers, staff

Monitoring Compliance
• Provide oversight and monitoring compliance of the implementation
• Prepare inspection reports
• Take corrective action when necessary
Responsibility of the Safety Officer

- Ensure that daily monitoring is done to all workers and personnel entering the worksite.
- On a weekly basis, joint monitoring must be done by the LGU representative (COVID 19 Coordinator) and the Contractor’s Safety Officer / COVID 19 Inspector.
- Information-dissemination on COVID-19 protocols on top of existing safety practices shall be conducted by designated Safety Officer/COVID 19 Inspector to all workers and staff.
- Provide briefing on COVID-19 guidelines first hour before starting to work.
- Posting of COVID guidelines at the work site and public area.
Responsibility of the Cleaning Attendant

- Coordinate duties with the COVID 19 Inspector
- Present at all times and ensure the daily cleanliness of the surroundings before, during and after the activities
- Refilling the water in the hand washing facilities and other supplies such as soap, tissue, disinfectant, sanitizer, etc.
- Cleaning the spills, debris and other messes up as quickly as possible
- Ensuring bathrooms are clean and sanitary
- Properly disposing of garbage
- Ensuring the application of the Cleaning Guidelines
Planning and organizing work for Tranche 1
Our Next Steps
Closing/inspirational Message
**TRAINING EVALUATION**

“Protecting Workers in the time of Pandemic, A Safe Return to Work Training-Workshop for ILO-JAPAN’s Water and Sanitation Project”

Please respond and complete the evaluation form. Thank you.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Disagree 1</th>
<th>Agree 2</th>
<th>Strongly agree 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>The training was timely and relevant.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participants were encouraged to share feedback</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The presentations were properly organized.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>The presenters were boring.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>The training was too long.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>My Recommendation for the succeeding training is</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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