



Infectious Disease Preparedness and Response Plan (IDPRP)

Accomplishing the Safe City Checklist is in compliance of the Infectious Disease Preparedness Plan (IDPRP) requirement stated in EO 7 - "An Order Establishing the Guidelines and Requirements for All Businesses Allowed to Operate During the Community Quarantine."	
Data Privacy Consent	<p>The City Government of Taguig recognizes their responsibilities under the Republic Act No. 10173 (Act), also known as the Data Privacy Act of 2012, with respect to the data they collect, record, organize, update, use, consolidate or destruct from business establishments within the territorial jurisdictions of the City of Taguig.</p> <p>The personal data obtained from this portal is entered and stored within the Institute's authorized information and communications system and will only be accessed by the City Government's authorized personnel. The City shall have instituted appropriate organizational, technical and physical security measures to ensure the protection of the businesses' personal data.</p>

EMPLOYEES INFORMATION		WORKPLACE SPECIFICATIONS	
How many employees does your company have?		Work Office Area (in square meters)	
No. of Fully Vaccinated Employees:		Dining Area (if applicable)	
No. of Vaccinated by Taguig LGU:		Floors (if applicable)	

COMPLIANCE CHECKLIST						
			YES	NO		
Do you have designated hand washing areas or accessible hand sanitizers in your work areas?					Do you disinfect your workplace? If yes, how many times a week?	
Do you have face shields/ masks and gloves ready for distribution to all employees?					Do you have Personal Protective Equipment (PPE) available for use by a trained health personnel?	
Do you conduct temperature checks for your employees? If yes, how often?					Do you have mechanisms to manage your employees' health status?	
Do you have a social distancing protocol?					Do you have mechanisms for contact tracing for your employees who got tested positive for COVID-19?	
Do you have signages, infographics, and instructional materials in your workstations and in various office premises to remind your employees to practice social distancing and remain them about minimum health protocols? If yes, please specify the area/s where it is placed: _____					Is there anything you would like to note or add?	

Checklist on Monitoring Compliance with Workplace Ventilation (For Business Owners) In Accordance with DOLE Department Order No. 224

For Non-Air-Conditioned Spaces/Workplaces							
	YES	NO	N/A		YES	NO	N/A
Windows are kept open, area clean-free from all types of dusts / debris				Supply-only ventilation fans are installed where fresh air cannot be obtained by natural ventilation.			
There are no lingering smell, stuffiness of room, feeling of humidity, and/or smokiness of room.				Exhaust fans are continuously running during occupancy			
The nearby space of the openable windows are free from toxic gases and pollutants				Air flow from intake to exhaust provides fresh ventilated air to all occupied work spaces.			
There are ventilating fans circulating air in the working spaces.				Number of exhaust fans are enough with respect to the volume of the room to have air change			
Is there anything you would like to add?							



For Air-Conditioned Spaces/Workplaces							
	YES	NO	N/A		YES	NO	N/A
Heating, Ventilation and Air-Conditioning System provides outdoor air and maintained free from dusts, mold, etc.				Ventilating fans, or portable air purifier, if used, has HEPA filters and does not blow air from person to person			
Air Handling Unit or AC unit uses and can handle MERV 13 or higher filter rating and regular change / cleaning of filters are done and louvers are in upward position.				Air flow from intake to exhaust provides fresh ventilated air to all workspaces without objectionable drafts.			
Exhaust fans (wall mounted, kitchen hoods, etc.) are installed (if applicable in HVAC design)				Air change per minute within occupied workspaces maintains CO2 levels below 1,000 ppm at all times.			
There are no lingering smell, stuffiness of room, feeling of humidity, smokiness of room.				Indoor room temperature has no sudden variations or is not excessively hot or cold.			
Windows, doors or other opening can be or is regularly opened to increase ventilation.				Is there anything you would like to add?			

**Buildings Cleaning and Disinfection Checklist
In Accordance with DOH Memorandum No. 2020 – 0157**

Cleaning and Disinfection Checklist					
	YES	NO		YES	NO
Do your employees wear disposable or impermeable gloves and gowns for all tasks in the cleaning process, including handling trash?			Do your employees cleaning soft surfaces (such as carpeted floor, rugs, and drapes) using soap and water or with cleaners at least weekly?		
Do your employees wash their hands immediately after removing gloves?			Do your employees disinfect soft surfaces with an FDA-Registered household disinfectant?		
If you encounter shortage of PPEs available, do your employees wash their hands with soap and water for at least 20 seconds? Do they also change their clothes immediately after the cleaning and disinfecting activity?			For electronics (such as tablets, touch screens, keyboard, remote controls, and ATM machines), do you put a wipeable cover on electronics?		
Do your employees clean hard and frequently touched surfaces using soap and water?			Do your employees follow manufacturer's instructions for cleaning and disinfecting electronics?		
Do your employees follow manufacturer's instruction to ensure safe and effective use of products such as; i. Keeping the surface wet for several minutes to ensure microbes are killed. ii. Precautions such as wearing or gloves and having good ventilation during use of the product for application and proper ventilation			Is there anything you would like to add?		

I certify that the information submitted in the questionnaire is true and correct to the best of my knowledge. I understand that any false statement may disqualify my business to operate during the Community Quarantine, as well as the possible revocation of my business license, in accordance with Sections 2 and 3 of Executive Order. No. 7, otherwise known as, "An Order Establishing the Guidelines and Requirements for All Businesses Allowed to Operate During the Community Quarantine."

Name: _____
 Signature: _____
 Designation: _____
 Date: _____