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### SECTION 1: PURPOSE


- 1.1 To establish procedures on building reentry of RCBC Plaza tenants
- 1.2 To ensure the health and safety of all RCBC Plaza occupants, tenants, visitors, and guests
- 1.3 To mitigate the risk of transmitting communicable diseases within the building premises

### SECTION 2: EFFECTIVITY


These guidelines shall take effect upon the Inter-Agency Task Force (IATF)’s declaration of General Community Quarantine (GCQ) for the National Capital Region, or on May 18, 2020, whichever is sooner, and shall remain in effect until otherwise advised by the Property Management Office pursuant to rules and regulations imposed by the Government.

### SECTION 3: ACCESS AND CONDUCT WITHIN BUILDING PREMISES

- 3.1 Number of building entry points are limited to effectively monitor individuals entering the building and to reduce passersby.
  - 3.1.1 Dela Costa and Drop-Off Tower 1 entrance doors shall be open;
  - 3.1.2 Loading dock entrance shall be open for deliveries and contractors;
  - 3.1.3 Buendia entrance doors shall be closed; with the PWD ramp at Buendia side to be used as pedestrian access to the drop-off entrance;
  - 3.1.4 Drop-off Tower II entrance is likewise closed.
- 3.2 Building security personnel are equipped with personal protective equipment and will adhere to social distancing guidelines while providing quality control for enhanced security protocol;
- 3.3 All individuals entering the building must:
  - 3.3.1 Be wearing facemasks – no facemask, no entry;
  - 3.3.2 Sanitize shoe soles prior to entry, disinfecting mats are provided at the entrances;
  - 3.3.3 Sanitize hands upon entry, sanitizers are provided at the entrances;
  - 3.3.4 Be subjected to no-contact temperature scan;
    - 3.3.4.1 Any individual with temperature of 37.6°C or greater shall not be allowed entry into the building.
    - 3.3.4.2 Any individual with temperature of 37.5°C, even after a 5-minute rest, shall undergo assessment by the building nurse.

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- 3.4 Deliveries by food delivery services and/or online retail stores must be personally received by tenants at the designated pickup point at the drop-off area.
- 3.5 Hand carried mail and parcel by courier delivery services must be received by tenants at the designated pickup point at the Yuchengco Tower / Tower II ground floor lobby. Tenants will be informed of mail and parcel deliveries by the Tower lobby receptionist via telephone call.
- 3.6 The Designated Smoking Area (DSA) at the Courtyard shall be closed until further notice. The DSA at Podium 4 Skylight shall be open, but strict social distancing will be enforced.
- 3.7 Loitering and congregating at the building common areas are strictly prohibited.
- 3.8 Wearing of facemasks within building premises shall be strictly enforced.
  - 3.8.1 Facemasks must be worn at all times and removed only when eating/drinking.
  - 3.8.2 Tenant office heads are urged to enforce wearing of facemasks within their office premises.
- 3.9 Observance of Social Distancing
  - 3.9.1 All building occupants, visitors, and guests must practice social distancing, which entails maintaining a physical distance of 1.2-meter radius space from other individuals.
  - 3.9.2 Floor markings are installed in areas where social distancing must be especially observed, such as queue areas at the entrances, lobby reception area, elevators and elevator lobbies, retail area, common toilets, and the designated smoking area.
  - 3.9.3 Building Roving Guards shall ensure that physical distancing is observed.
  - 3.9.4 Elevator use (passenger and service lifts) shall be limited to 4 passengers per elevator. Floor markings are installed to guide location of passengers.
  - 3.9.5 Escalator passengers must always keep right and stand on every other step of the escalator. Markings are in place to serve as reminder to passengers.
- 3.10 Fitness First Platinum gym will remain closed; while CPR, YIAS, and Chapel use for functions/events are suspended until further notice.
- 3.11 Retail tenants at Podium levels 3 and 4 shall be open for take-out orders only.
  - 3.11.1 Social distancing must be strictly observed by customers in queuing for take-out orders.

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- 3.11.2 Retail tenants staff and crew are required to:
- Wear face masks and gloves at all times;
  - Install sneeze guards by the takeout counter;
  - Provide hand sanitizer /alcohol by the store’s key areas (e.g. entrance, takeout counter);
  - Conduct regular cleaning and disinfection of store premises with special attention to high touch areas
  - Sterilize/disinfect tools at every use

## SECTION 4: BUILDING SANITATION AND AIR-QUALITY

### 4.1 Sanitation


- 4.1.1 A service provider has been engaged by the PMO to conduct disinfection of all building common areas prior to commencement of GCQ.
- 4.1.2 Disinfection mats are provided at building pedestrian entrances for shoe sole cleansing;
- 4.1.3 Disinfection mats for vehicle tires provided at the car entry point;
- 4.1.4 Additional hand sanitizers are deployed in all high traffic areas;
- 4.1.5 Sanitation teams assigned at ground floor elevator lobbies to disinfect high touch surfaces inside the elevators prior to passenger boarding;
- 4.1.6 Disinfection of common areas performed every night by in-house sanitation teams.

### 4.2 Air Quality

- 4.2.1 The PMO conducts regular measurement of air quality at highly occupied spaces in the building.
- 4.2.2 A more extensive preventive maintenance on the building’s air-conditioning system is being implemented, which include:
- HEPA filters replaced with MERV 8 Type filters
  - Filter replacement increased to twice a month
  - Flushing is regularly done to remove contaminants in the system
  - Dousing and legionella tests conducted to ensure air quality within the building premises.

### 4.3 Within Tenants’ Leased Premises

- 4.3.1 Each tenant is responsible for outlining and enforcing guidelines around social distancing, use of PPE, work hours, illness monitoring, and other health and safety procedures within its leased premises.

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- 4.3.2 Tenants must ensure adherence to government guidelines applicable to its operation within the leased premises and comply with measures set under the DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19.
- 4.3.3 Tenants are urged to disinfect their leased premises prior to their employees' return to work.
- 4.3.4 Regular disinfection of office premises is highly recommended.
- 4.3.5 Tenants must use yellow trash bags in disposing used PPEs, to be collected by the PMO housekeeping team from the floor's service vestibule during the building designated garbage collection schedule.

### **SECTION 5: FIT-OUT WORKS / WORK PERMITS**

*(The PMO Receptionist is temporarily located at the Tower I Lobby Reception Area)*

Limited and controlled construction may be allowed during the effectivity of these guidelines.

- 5.1 Work Permits Submission and Approval
  - 5.1.1 Requests for approval of permits related to work activities within the building and the tenants' premises (e.g. work permits, utility access, plan approvals) may be sent electronically via email address [permits@rcbcplaza.com.ph](mailto:permits@rcbcplaza.com.ph).
  - 5.1.2 Approved permits should be printed out and presented upon entry.
  - 5.1.3 Manually submitted work permits will still be accepted. They must be submitted through the PMO Receptionist at least 2 working days prior to actual work activities and may be claimed from the PMO Receptionist between 02:00 PM and 05:00 PM, Mondays to Fridays, excluding Holidays.
  
- 5.2 Work Guidelines:
  - 5.2.1 Workers, suppliers, and service providers are required to be in PPEs and submit a Daily Health Checklist to the Gate 4 Loading Dock detailed security personnel prior to entry into the building.
  - 5.2.2 Fit-out Contractors are required to have a Safety Officer present during construction works.
  - 5.2.3 The Safety Officer shall be responsible in ensuring the following:
    - 5.2.3.1 Sanitation of all materials and equipment prior to entry into the building premises;
    - 5.2.3.2 Submission of DOLE Daily Health Checklist (Refer to Annex I) for all workers prior to entry to G4 Detailed Security Guard.

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- 5.2.3.3 Temperature checks of all workers twice daily and submission of temperature monitoring report to the PMO Safety Manager every following work day;
- 5.2.3.4 Observance of social distancing among workers;
- 5.2.3.5 Provision of appropriate PPES to all workers;

### SECTION 6: REPORTING OF SUSPECTED CASES

6.1 Tenants are required to immediately report any “Suspected Case” within their office to the Makati Health Office.

Makati Health Office Numbers

DOH Hotline: **8-711-1001 / 8-711-1002**

Makati Emergency Hotline: **8-870-1000**

Makati Health Dept. Hotline: **8-870-1605 / 8-870-1607**

6.2 Tenant shall inform the PMO of any suspected case for proper coordination and assistance.

RCBC Plaza PMO Contact Numbers

PMO Hotline: **8-887-4941 Loc. 121**

Security Dept Hotline: **8-887-4941 loc. 101**


PMO Helpdesk Email: [helpdesk@rbcplaza.com.ph](mailto:helpdesk@rbcplaza.com.ph)

### SECTION 7: PARKING

Valet parking operations shall temporarily cease until further notice.

### SECTION 8: REVISION

This post-ecq plan shall be revised accordingly based on the updated guidelines set by the National Government.

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### SECTION 9: ANNEXES

#### ○ Annex I – DOLE Daily Health Checklist

### Daily Health Checklist

**Health Checklist** Temperature:

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_  
 Residence: \_\_\_\_\_

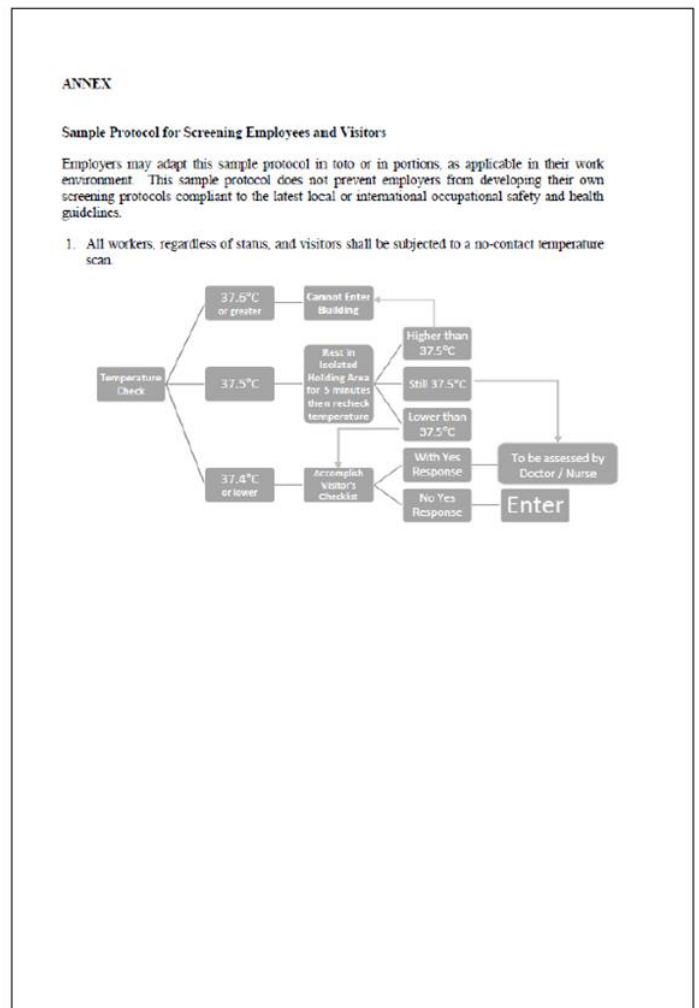
Nature of Visit: Official:  Personal:  **If official, fill-in company details below**

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_

	Yes	No
1. Are you experiencing: (nakakaranas ka ba ng:)		
a. Sore throat (pananakit ng lalamnan / masakit umanak)	<input type="checkbox"/>	<input type="checkbox"/>
b. Body pains (pananakit ng katawan)	<input type="checkbox"/>	<input type="checkbox"/>
c. Headache (pananakit ng ulo)	<input type="checkbox"/>	<input type="checkbox"/>
d. Fever for the past few days (Lagnat sa nakalipas na mga araw)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?)	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past 2 weeks? (Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamnan sa nakalipas ng dalawang (2) linggo?)	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last 14 days? (Ikaw ba ay nagbiyaha sa labas ng Pilipinas sa nakalipas na 14 na araw?)	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to any area in NCR aside from your home? (Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?) Specify (Sabihin kung saan): _____	<input type="checkbox"/>	<input type="checkbox"/>

I hereby authorize [name of establishment], to collect and process the data indicated herein for the purpose of effecting control of the COVID-19 infection. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required by RA 11469, Bayanihan to Heal as One Act, to provide truthful information.

Signature \_\_\_\_\_ Date: \_\_\_\_\_



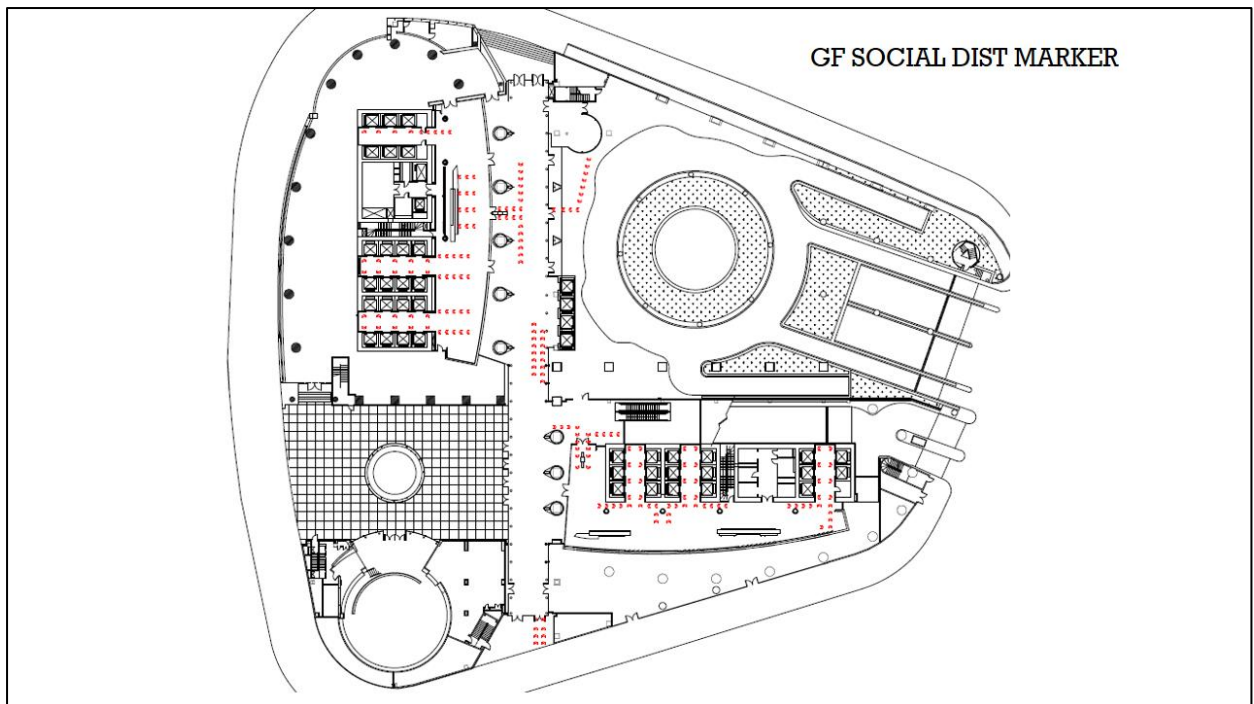
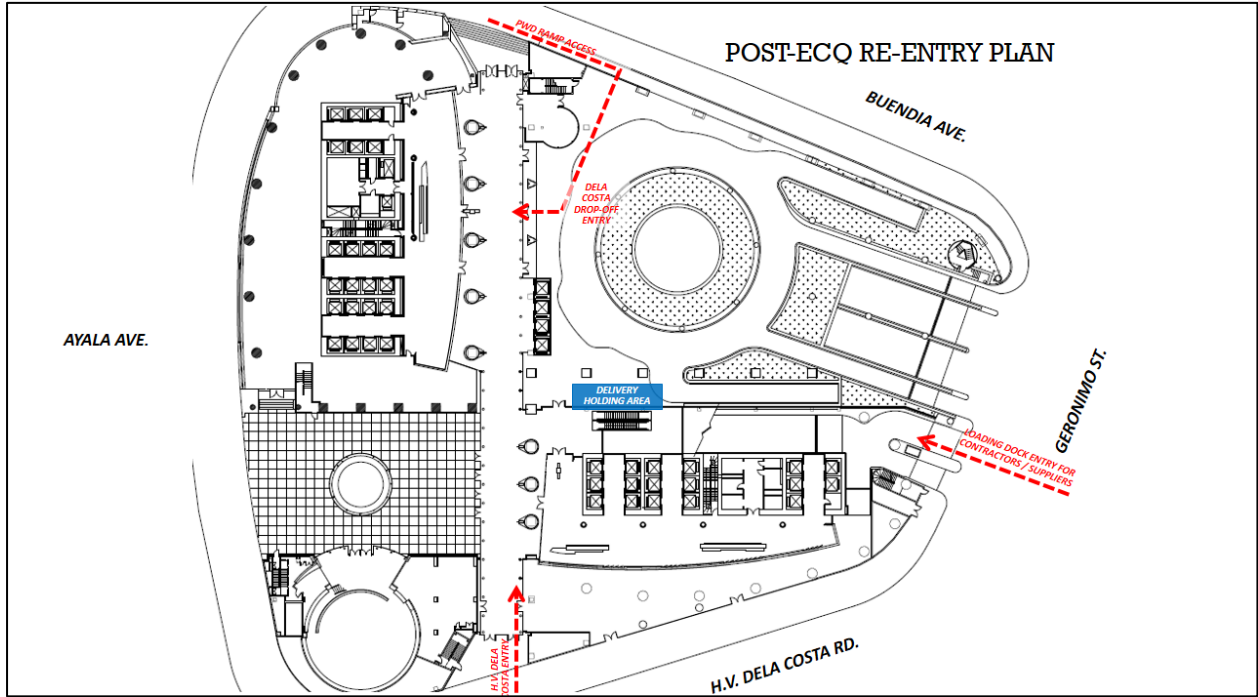


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### ○ Annex II – RCBC Plaza Building Signages

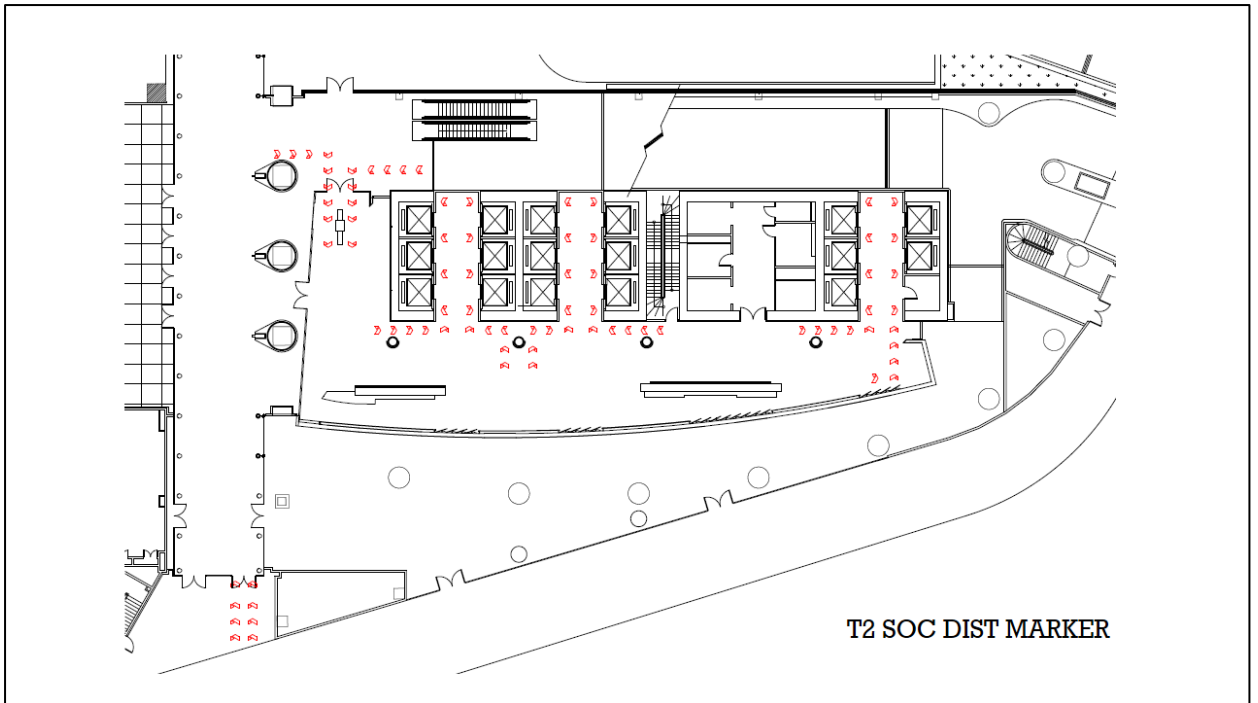
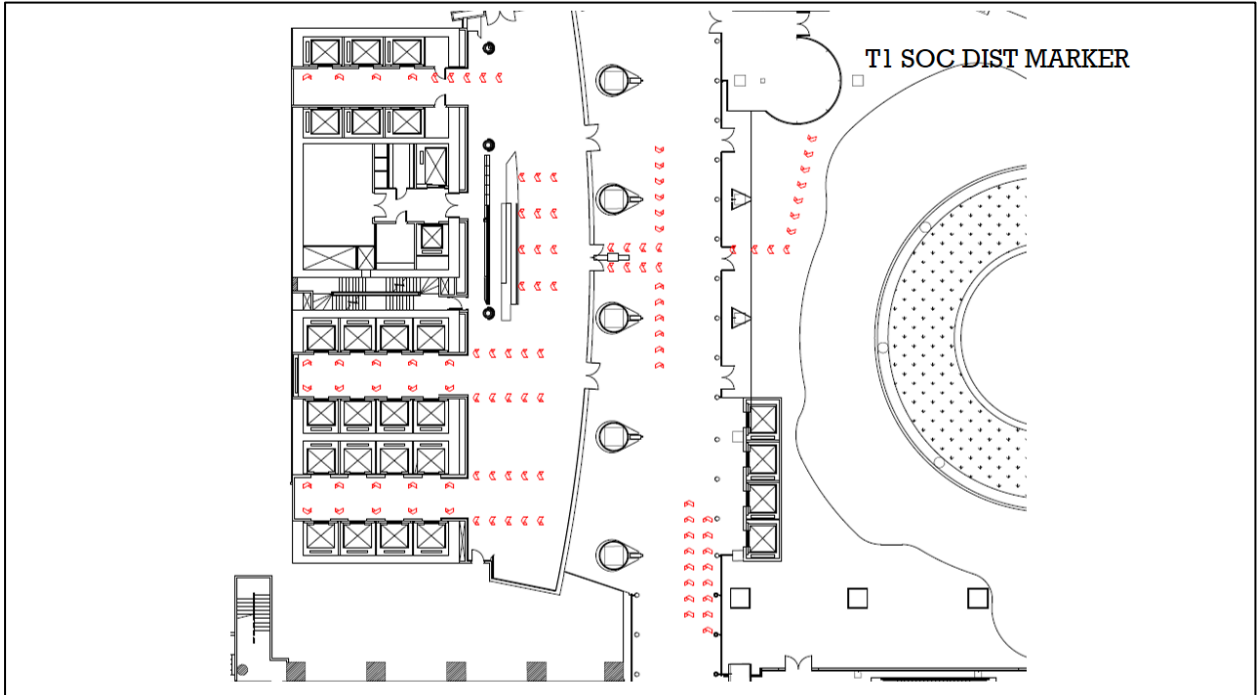




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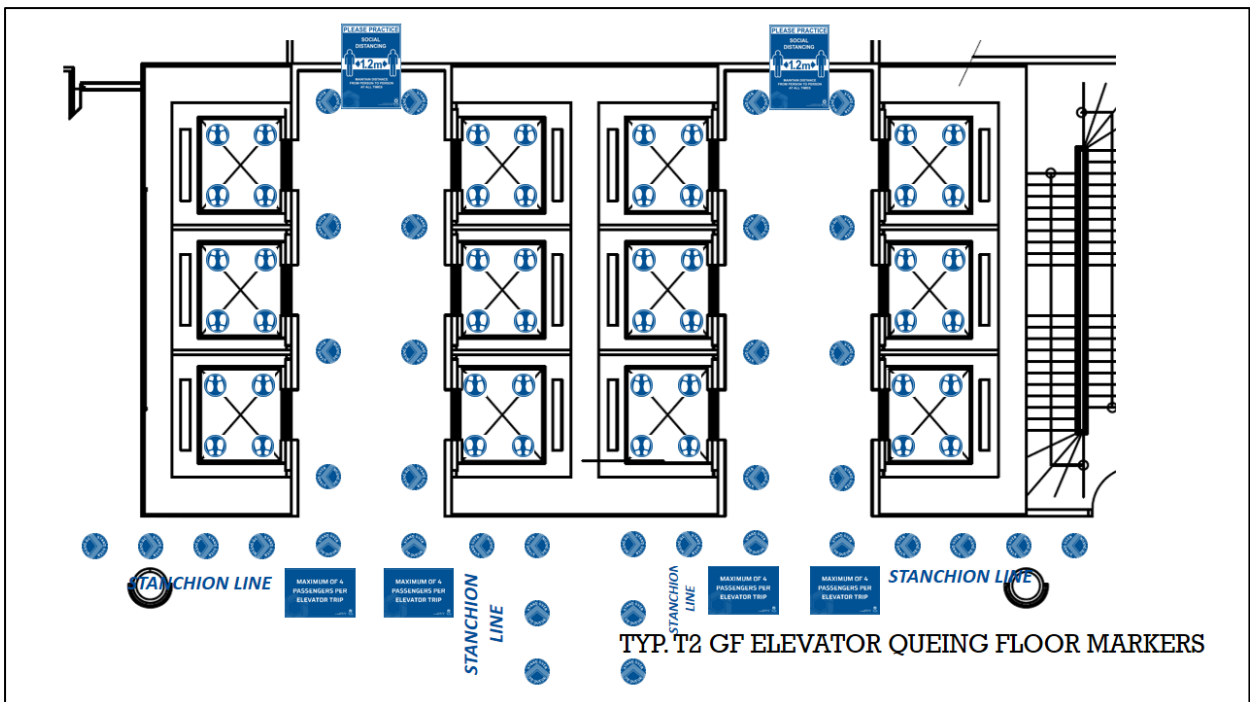
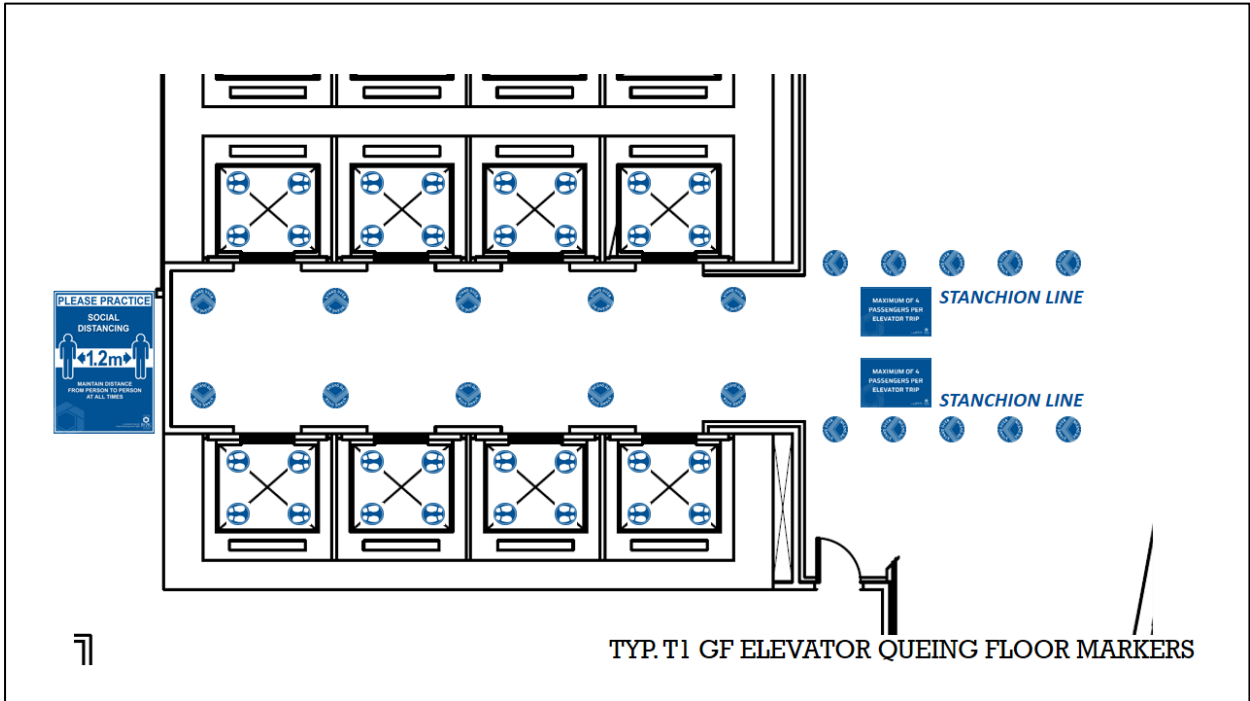




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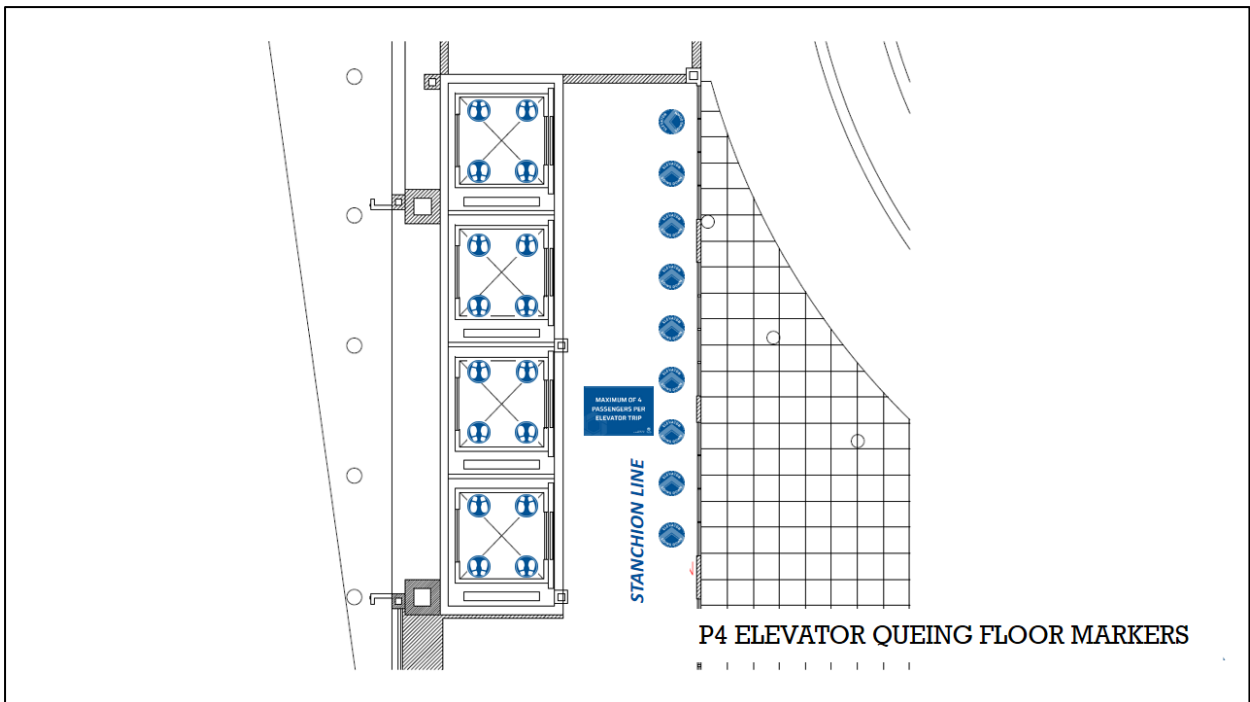
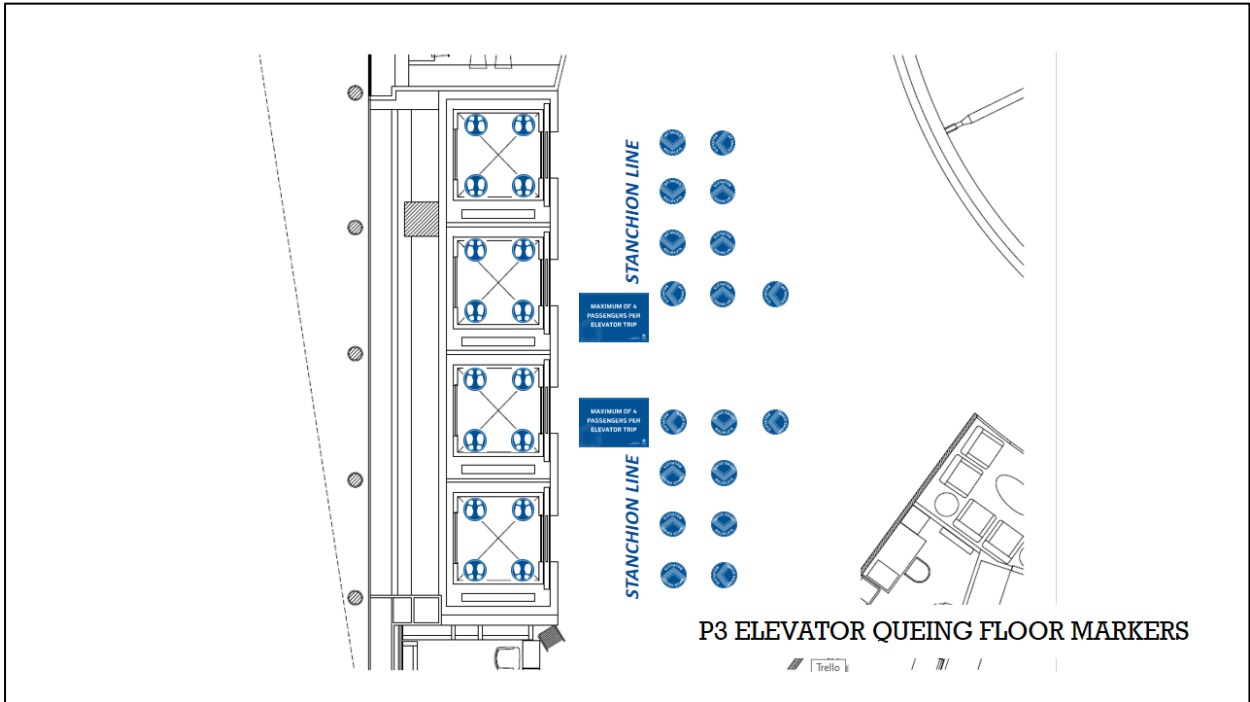




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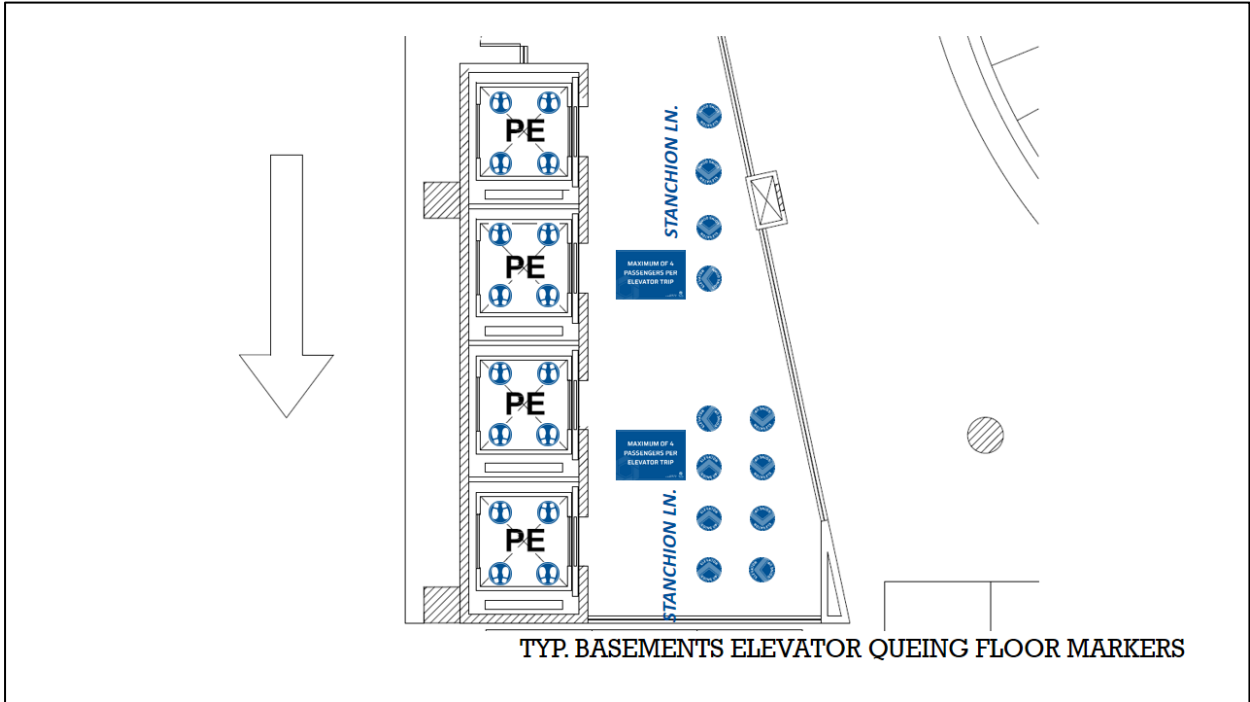




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### SOCIAL DISTANCING FLOOR MARKERS



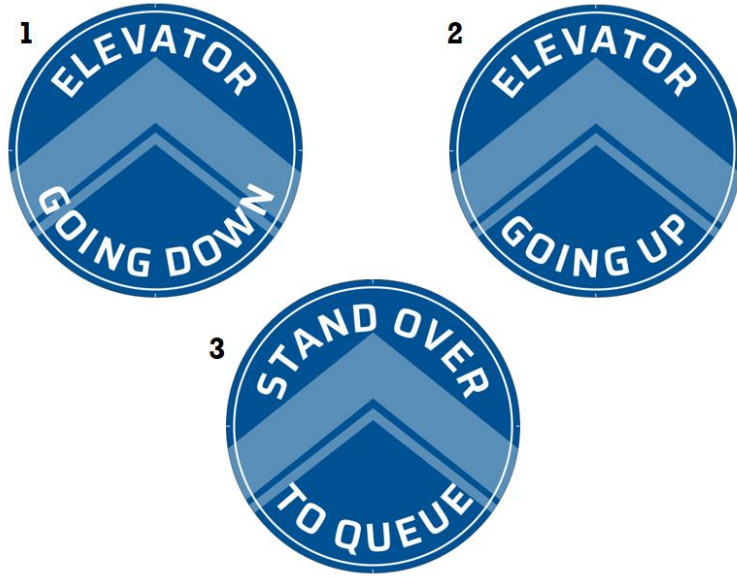


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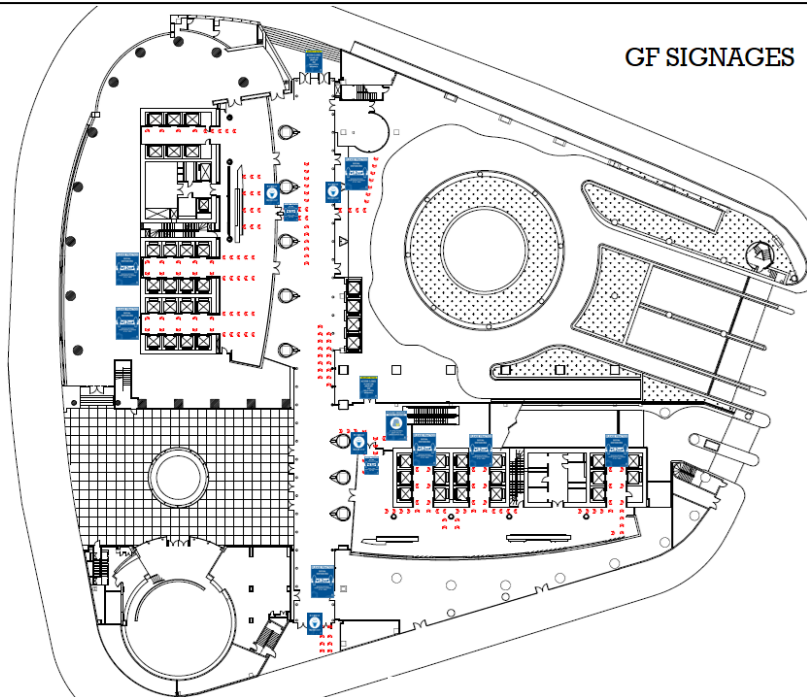
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### FOR ELEVATOR LOBBY



### GF SIGNAGES

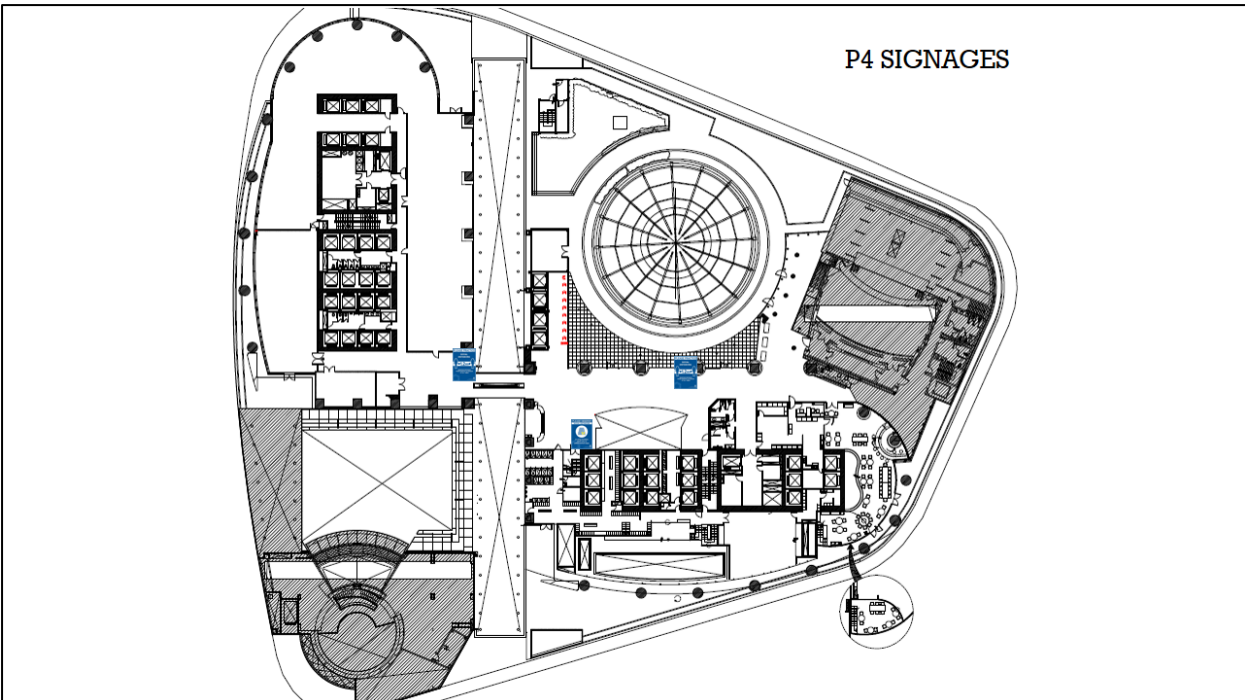
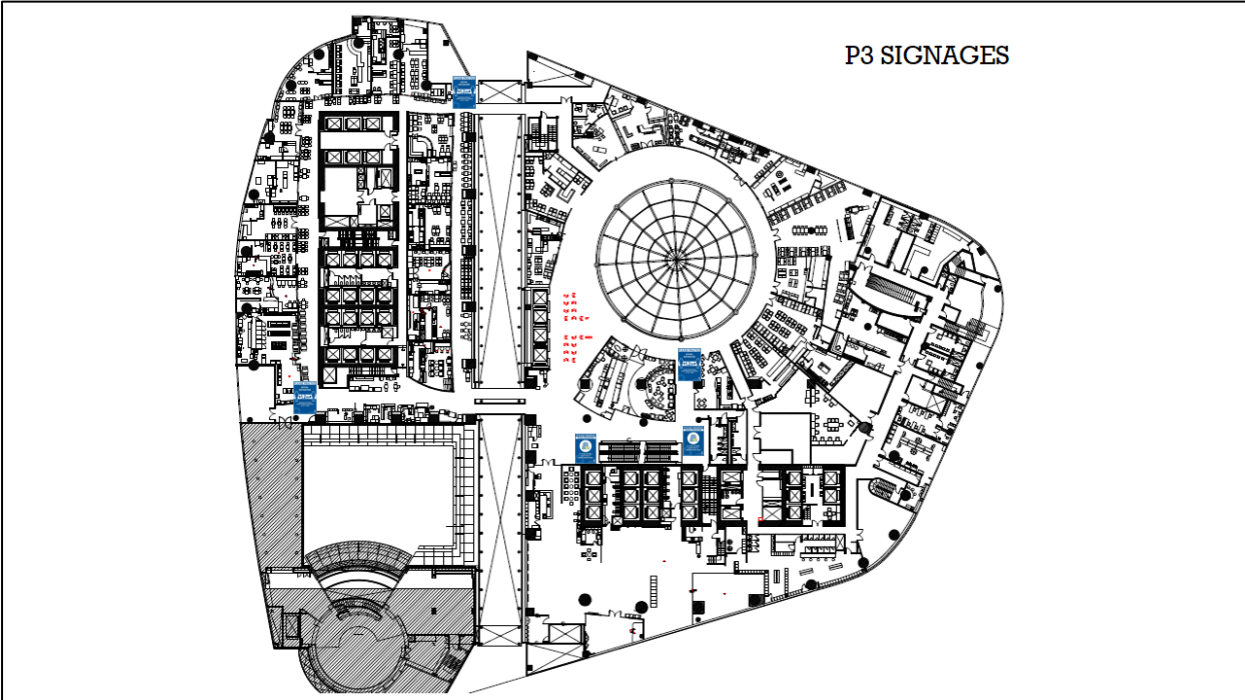




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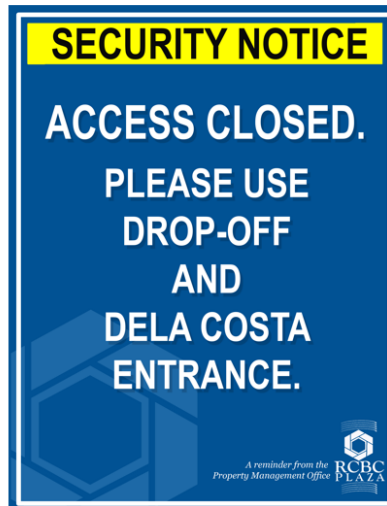


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FOR BUENDIA DOOR



FACEMASK SIGNAGE AT MAIN ENTRANCES





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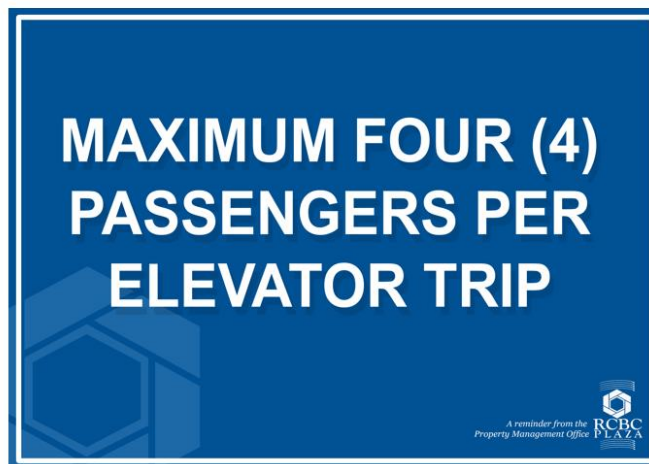
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### GENERIC SOCIAL DISTANCING SIGNS



### STANCHION POST MARKER AT UPPER FLOOR ELEVATOR LOBBIES





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STANCHION POST MARKER AT ELEVATOR GROUND FLOOR ELEVATOR LOBBIES



ESCALATOR SIGNAGE





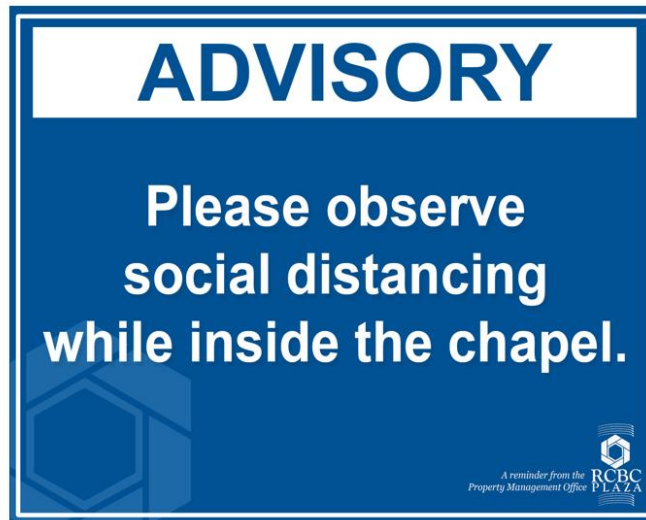


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### CHAPEL SIGNAGE



### GATE 4 / LOADING DOCK ENTRANCE



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### SECTION 10: REFERENCES

- Department of Health Advisory  
Link: <https://www.doh.gov.ph/2019-nCoV>
  
- DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19  
Link: <https://www.dole.gov.ph/news/dti-and-dole-interim-guidelines-on-workplace-prevention-and-control-of-covid-19/>
  
- Inter-Agency Task Force (IATF) Guidelines  
Link: <http://www.covid19.gov.ph/ecq-gcq-guidelines/>
  
- General Community Quarantine Guidelines  
Link: <http://www.covid19.gov.ph/ecq-gcq-guidelines/>