

BIOMETRICS DATA CAPTURING GUIDELINE (New Normal Era)

1.0 BACKGROUND

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus which has spread from China to many other countries around the world, including the Philippines.

Consequently, to reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan and implement stringent Infectious Disease Preparedness and Response Program aligned with the guidelines provided by the Department of Health (DOH) and the Department of Labor and Employment (DOLE) - Occupational Safety and Health.

2.0 PURPOSE

This guideline covers initiatives aimed at traditional infection prevention and industrial hygiene practices to be employed during biometrics and demographic data capturing.

This guideline is supplemental only to the *DTI and DOLE INTERIM GUIDELINES ON WORKPLACE PREVENTION AND CONTROL OF COVID-19* which is the primary guideline to follow in developing the minimum health protocols and standards in light of the COVID-19 pandemic.

Additional guidelines may be implemented as COVID-19 outbreak conditions change, including new information about the virus, its transmission, and impacts, become available.

3.0 SCOPE

This guideline is applicable to employees whose tasks revolve around biometric and demographic data capturing. Data Capture Operators are identified as employees who are performing biometric and demographic data capturing in the client's premises/offices. The *DTI and DOLE INTERIM GUIDELINES ON WORKPLACE PREVENTION AND CONTROL OF COVID-19* and the client's protocols take precedence over this guideline. This guideline only serves to supplement both.

This guideline shall apply only if the biometric and demographic data capturing is allowed by the necessary government institutions (e.g. Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), Department of Trade and Industry (DTI), Department of Labor and Employment (DOLE), etc.) and the client for whom the biometric and demographic data capturing is being provided for.

7

74 md

Q

4.0 GUIDELINE SPECIFICS

NO.	GUIDELINES	ACTIONS TO BE PERFORMED BY
1	<p>Strict employee health self-assessment to be done before reporting for work. Employees with any respiratory symptoms and fever (temperature above 37.5 degrees Celsius even after a 5-minute rest) should not report for work and should report their condition immediately to their supervisor and seek medical consultation with assistance from the company's Human Resources Department.</p> <p>All employees are to accomplish the daily health symptoms questionnaire, prescribed in the <i>DTI and DOLE INTERIM GUIDELINES ON WORKPLACE PREVENTION AND CONTROL OF COVID-19</i>, and submit it to the designated safety officer of the office or building they are reporting to.</p>	<p>All employees</p>
2	<p>Daily health monitoring of employees and their household members.</p>	<p>Team Leaders - gather feedback from Data Capture Operators and report to their Field Operations Senior Supervisor. Advise clients of absences that would result to stop operations.</p> <p>Field Operations Senior Supervisor - collate reports from Team Leaders and forward to the Operations Assistant. Immediately report all employee illness to HR</p> <p>Operations Assistant - collate reports in a single tracker daily.</p>
3	<p>Strict observance of social distancing outside of homes and when commuting. Everyone is discouraged to commute during rush hours.</p>	<p>All employees</p>

Handwritten notes and signatures at the bottom right of the page, including the initials "TJ" and "md", and a signature.

4	<p>Everyone is required to wear facemasks outside of their homes and especially while at work. No one is allowed to report for work without a facemask. The type of facemask to wear will follow the guidelines set forth by governing bodies.</p>	<p>All employees</p> <p>Company management – to provide washable cloth facemasks and face shields</p>
5	<p>All employees are encouraged to wash their hands with germicidal soap and water every 2 hours and reminded to avoid touching their face.</p>	<p>All employees</p>
6	<p>Data Capture Workstation physical setup should be configured to avoid physical contact between the Data Capture Operator and the applicant. The setup should take into consideration that COVID 19 is transmitted through droplets.</p> <p>Transparent barriers or enclosures of plastic, acrylic and/or acetate materials may be put in place to separate the Data Capture Operator and the applicant.</p> <p>The client to provide appropriate office space to maintain proper physical distancing; at the minimum one (1) meter radius between workers, and allow unidirectional movement in aisles, corridors or walkways. Ventilation of air should be in such a way that air from the applicant's area move away from the Data Capture Operator to prevent acceleration of droplets in the operator's area.</p>	<p>Company management and client</p>
7	<p>Employees will be provided with disposable cloths and 70% alcohol, or other permitted disinfectant solution, for hand and equipment disinfection. Employees are advised to sanitize their hands after every transaction with the disinfectant solution.</p>	<p>Company management</p>

4

7.1 mnd

α

8	<p>The Data Capture Operator shall ensure that the Fingerprint Scanner and the Signature Pad are wiped with a cloth damp with 70% alcohol solution, or other permitted disinfectant solution, on the following:</p> <ul style="list-style-type: none"> • At the start of their shift, after setting up their equipment and logging in to their system • For instances when the Fingerprint Scanner needs to be used by several individuals during a single transaction (e.g. records needing Supervisor Override) • After every transaction • At the end of each day 	Data Capture Operators and witnessed by a client representative or the applicant
9	<p>Data Capture Operators should ensure that all applicants faithfully comply with the protocols of the client, as guided by the <i>DTI and DOLE INTERIM GUIDELINES ON WORKPLACE PREVENTION AND CONTROL OF COVID-19</i>, prior to data capturing. Applicants who fail to comply with the protocols may be denied service and reported to the client's safety officer.</p> <p>All applicants should be required to wear facemasks and will only be allowed to take off their facemasks when their photo is to be taken and should be worn again immediately right after.</p> <p>For the protection of applicants, 70% alcohol solution, or other permitted disinfectant solution, will be made available for hand sanitizing. All applicants should sanitize their hands and avoid handling/holding unnecessary objects in the following instances</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Before and after removing and replacing their facemask <input checked="" type="checkbox"/> After using the Fingerprint Scanner and/or Signature Pad <input checked="" type="checkbox"/> Before leaving the data capturing station 	<p>Data Capture Operators to remind applicants</p> <p>Client's Safety Officer to assist</p>

7/11
 7/11
 7/11

8

10	Data Capture Operators should avoid physical contact with applicants at all times. Verbal instructions should be provided to guide an applicant in using the finger print scanner and signature pad. In the event that the Data Capture Operator needs to physically assist an applicant in order to get the best quality of fingerprints, immediate hand sanitation using 70% alcohol solution should be observed right after the contact.	Data Capture Operators
11	Applicants will be given ample time to check their details in the FBIOS confirmatory screen either through dual monitor or by the Data Capture Operator rotating his screen for the applicant to see.	Data Capture Operators
12	Only the applicant's fingerprint will be used in all FBIOS confirmatory screens to avoid the Data Capture Operator from using the Fingerprint scanner during transactions	Data Capture Operators
13	Use sharing of pens and other writing materials is strictly prohibited. Data Capture Operators should not allow applicants to borrow pens and other writing materials. Applicants are encouraged to bring their own writing materials.	Data Capture Operators to remind applicants
14	In the event that an employee exhibits any of the COVID 19 related symptoms while at work, they should report this immediately to their supervisor and the client	Team Leaders - report to their Field Operations Senior Supervisor immediately and coordinate with client regarding their protocol in handling the issue Field Operations Senior Supervisor - Immediately report to HR

The Data Capture Operator shall strictly coordinate and follow the client's protocol in handling this issue as guided by the *DTI and DOLE INTERIM GUIDELINES ON WORKPLACE PREVENTION AND CONTROL OF COVID-19*.

7/1

4
md

OX