



RE: COMPANY POLICIES ON PREVENTION AND CONTROL OF COVID-19

From: HR DEPT

Once quarantine restrictions have been lifted and Ballet Philippines is permitted to resume operations, the following guidelines have been put in place to ensure the protection of our dancers, staff, and guests.

This applies to group dancing and gathering necessary for online shoots and rehearsals.

In compliance with the minimum public health standards of the Department of Health (DOH) the following will be strictly observed.

REDUCING HEALTH RISKS

- All in attendance must have a rapid test
- All personnel are to use Face masks at all times. **NO MASK, NO ENTRY (even those who have been quarantined)**
- Use of face shields may be required to maximize protection.
- All employees will be screened upon entering the workplace
- Random temperature checks will be observed
- Dancers may remove masks only when filming
- Personnel who develops fever, starts coughing and/or sneezing, or develops other symptoms, will immediately be advised to coordinate with the clinic and head to the nearest hospital
- Practice respiratory hygiene and cough etiquette at all times by using tissue or the inner portion of elbow to cover nose and mouth when sneezing or coughing.

MAINTAINING ENVIRONMENTAL HYGIENE

- Conduct routine disinfection and sanitation of frequently touched surfaces and objects. (telephone, copier, printers, door handles, tables & chairs, light switches, gadgets, computers)
- Installation of alcohol or sanitizer dispensers in strategic areas.
- Routine monitoring and replacement of sanitizers, and other disinfectants.

PRACTICING PERSONAL HYGIENE

- Always practice hand hygiene. Wash your hands regularly and thoroughly with soap and water.
- Ensure that wash areas have adequate water supply
- Proper disposal of used masks

PRACTICING SOCIAL DISTANCING

- Keep social distancing at a minimum of 1 meter
- It is recommended to eat meals/snacks alone – **NO SHARING**
- No family style eating
- No shaking of hands rule