

# SCIENCE PARK OF THE PHILIPPINES, INC.

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SPPI

TRANSITIONING

ADAPTING

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SANITATION

ACCURATE INFORMATION

FINE-TUNED PROTOCOLS

EFFICIENT IMPLEMENTATION



**COMPANY PROTOCOLS AND  
INITIATIVES AGAINST COVID-19**



# Your safety is our priority.

At Science Park of the Philippines, Inc. (SPPI), we take pride in being the building block to developing the country's manufacturing sector since 1989. Through the years, we have gained the reputation of being a cutting edge developer of industrial estates through our Light Industry & Science Park projects.

SPPI is highly regarded as one of the pioneers and leaders in private industrial estate development in the country and has the largest

hectarage of industrial estates developed and being developed with almost 800 hectares of aggregate area.

Today, SPPI, along with many other businesses, is faced with the challenge of a health pandemic. COVID-19 has resulted in a global crisis that is developing at an unprecedented speed and scale. No industry is immune to its impacts.

Being forward thinkers by nature, SPPI rises to the challenge by implementing comprehensive company protocols and preventive measures that ensure everyone's safety while we endeavor to sustain operations and boost productivity.

## SPPI industrial parks span across six strategic locations in the Philippines.



**LIGHT INDUSTRY & SCIENCE PARK I**  
CABUYAO, LAGUNA



**LIGHT INDUSTRY & SCIENCE PARK II**  
CALAMBA, LAGUNA



**LIGHT INDUSTRY & SCIENCE PARK III**  
STO. TOMAS, BATANGAS



**LIGHT INDUSTRY & SCIENCE PARK IV**  
MALVAR, BATANGAS



**HERMOSA  
ECOZONE  
INDUSTRIAL PARK**  
HERMOSA, BATAAN



**CEBU LIGHT INDUSTRIAL PARK**  
MACTAN, CEBU





# Objectives

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community transmissions within the parks

100%

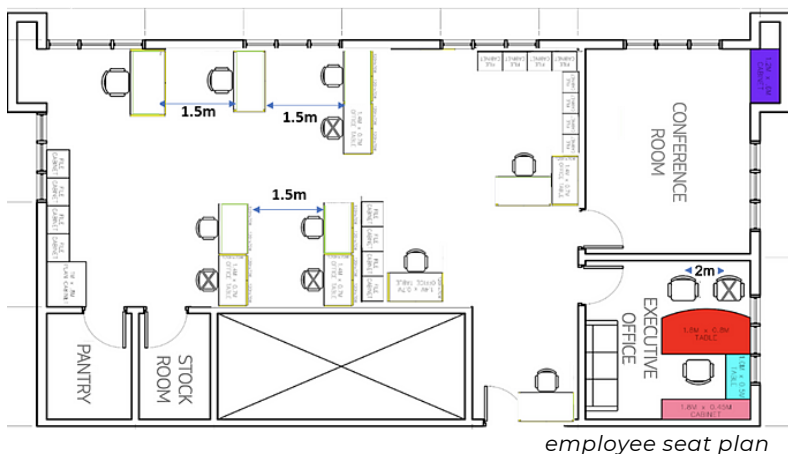
continuous business operations



## **PREVENTIVE AND SAFETY MEASURES**

**Implemented during  
Community Quarantines**

# Sanitation



Social distancing of 1.5 meters apart is strictly observed inside office spaces and within the park premises.

Thorough sanitation and disinfection are carried out regularly to ensure the premises remain virus-free.

Foot baths and alcohol dispensers are provided. Common areas are disinfected regularly.

Guards on duty disinfect all shared equipment before and after every shift. These include firearms, radios, body cams, logbooks, ballpens, etc. Guards sanitize visitor passes upon retrieval from the driver.

All company vehicle seats are covered with plastic for easy and effective disinfection using liquid disinfectant. Frequently touched surfaces of company vehicles (door handles, gear handles, steering wheels, seat belts, etc.) are wiped with disinfectant solution by maintenance crew before and after every use. The cabins of all company vehicles are sprayed with disinfectant aerosol by the maintenance crew at the end of each working day and ventilated every morning before use to avoid inhalation of the chemical.

# Accurate Information



Intelligible signages are strategically placed to serve as reminders and give precaution to employees, locators and visitors. In addition, regular advisories from the national and local government are cascaded accordingly.

# Fine-tuned Protocols



- Diligent health screening and mandatory body temperature check are administered before allowing entry to the building. Individuals with temperature higher than 37.5 °C will be respectfully disallowed entry to be given proper attention in the designated isolation area.
- Everyone is required to fill up online daily health checklist for contact tracing purposes.
- Personal Protective Equipment (PPE) are provided for employees to ensure health safety during working hours.
- No mask, no entry policy applies to all employees and visitors.
- Park and admin personnel are provided with face shield, face masks and gloves.
- Park Management monitors and cascades all official news and issuances of government agency circulars relevant to park and locator operations.
- All dining ware and utensils are sterilized should any personnel contract cough, cold or fever.
- In consonance with City Ordinance, wearing of face mask is required at the park's common areas at all times.
- Health safety violators are fined and reported to the locator HR concerned.
- The no loitering, spitting, chewing gum, smoking policy is enforced strictly throughout the park. Violators are fined accordingly and reported to the locator HR concerned.
- All infectious materials are disinfected prior to disposal in yellow color garbage bags.
- All used face masks are treated as residual waste, thus, stored separately and collected by garbage collectors equipped with PPE.

# Efficient Implementation

To augment safety precautions, barriers and contactless transactions are implemented whenever possible.

At the gate entrance, visitors are requested to drop their driver's ID in the collection basket for contactless handover.





## NEW NORMAL SAFETY PROTOCOLS

In the advent of promising medical breakthroughs, all the safety and preventive measures applied during the quarantine period shall be maintained in SPPI operations.

In addition, new normal protocols will be implemented to ensure procedures are appropriate and responsive to the present times.





Science Park of the Philippines continues to closely monitor and respond to the COVID-19 pandemic. Following the guidance from the Department Of Health and the Inter-Agency Task Force, all the safety and preventive measures applied during the quarantine period such as physical distancing, wearing of face shield and face mask, health screening and thorough sanitation and disinfection shall be maintained at all times even after SPPI resumes to normal operations.

These preventive measures ensure that we maintain efficiency of our park operations, safety and peace of mind for our employees, partner locators, visitors and stakeholders. We have identified high-risk touch points, public areas and workspaces where we pour in additional and stringent protocols.

## Touchpoints

- Entrance Gate
- Transport Terminals
- Park Administration Office
- Meeting Rooms / Board Room

# Entrance Gate



Physical Distancing is observed at loading queues.

Normal vehicle and pedestrian access protocols continue to be followed.

All frequently touched surfaces (door handles, gate handles, light switches, ballpens, log books, etc.) shall be disinfected at the top of every hour by the guards on duty. Method of disinfection shall be determined by the Park's Safety Officer.

# Transport Terminals



Waiting Sheds are disinfected regularly.

Standing spot markers are painted on sidewalk pavement for passengers' guidance.

Park shuttle operator and drivers abide by DOTr's COVID-19 related policies, particularly on passenger capacity limits, disinfection and PPEs.

Passengers are required to wear face mask before riding the shuttle vehicle.

Park Shuttle Fleet vehicle interiors are disinfected by drivers using disinfecting solution during rest periods.

# Park Administration Office



Thermal body scanning of all persons is conducted by guards prior entry into the building.

The acceptable body temperature is 37.5 °C and below to be allowed entry. Isolation tents are provided for persons with high body temperature.

All persons are required to apply hand sanitizers upon entry to the building.

Frequently touched surfaces such as door handles, light switches, arm rests and other furniture surfaces are disinfected every hour.

All persons are required to wear face mask and face shield inside the office.

Frequent hand washing is encouraged.

Office layout and seating arrangement comply with physical distancing requirements.



Physical Distancing is observed at loading queues.

## Contactless Transactions



For contactless transactions, online applications are encouraged, and online payment options are readily made available to visitors.

## Meetings



Virtual or online meetings are highly encouraged to limit face to face interactions.

To maintain social distancing, a designated area that complies with standard health safety protocols is available to visitors.

Online Contact Tracing Checklists are provided for employees and visitors.

Should any room be used for any necessary reason, all frequently touched surfaces are disinfected by the user before and immediately after use.



## We Care for Our People



All team leaders monitor the health condition of their team members on a daily basis.

Criteria for determining possible infection are based on HR policy in alignment with DOH guidelines.

Affected personnel are immediately isolated. Cases are reported to authorities based on HR policy in alignment with government guidelines.

Contact tracing and facilities disinfection are immediately performed upon confirmation of COVID-19 infection of any personnel.

Should Park Admin personnel be determined to have contact with a person infected by COVID-19, said personnel are isolated as per HR policy and reported to the City Health Office and the Barangay Health Emergency Response Team.

## We Guide Our Locators



All locators are reminded by Park Management to observe proper workplace protocols as prescribed by Department of Labor and Employment and Department of Trade and Industry.

Locators are advised to coordinate with the City Health Office and the Barangay Health Emergency Response Team regarding probable COVID-19 infection cases among its workers.



**SCIENCE PARK  
OF THE PHILIPPINES, INC.**  
*A member of the ICCP Group*

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### **Light Industry & Science Park I**

Brgy. Diezmo, Cabuyao, Laguna

(02)-845-4145

(049)543-0567

(049)531-0107

### **Light Industry & Science Park II**

Brgy. Real, Calamba City, Laguna

(02)-844-0564

(049)-545-5994/95

### **Light Industry & Science Park III**

Brgy. San Rafael, Sto. Tomas,  
Batangas

(02)-519-4386

(049)-530-9946

(02)-519-4386

### **Light Industry & Science Park IV**

Brgy. Bulihan, Malvar, Batangas

### **Hermosa Ecozone Industrial Park**

Brgy. Palihan, Hermosa, Bataan

(047) 633 1742

(032) 340 7350

### **Cebu Light Industrial Park**

M. Patalinghug Avenue, Basak, Lapu  
Lapu City, Mactan Island, Cebu

(032) 340 7356

(032) 340 7367

(032) 340 7350

