



SAFETY SEAL COMPLAINT FORM

A. Details of complainant

Name: _____

Address: _____

Contact details: _____

B. Details of the subject establishment

Name of establishment:

Location of establishment (complete address):

C. Violation/s of prescribed standards and guidelines. Please put a check (✓) to indicate the non-compliance/s observed.

SAFETY SEAL CERTIFICATION STANDARDS	Not observed
Use of StaySafe.ph for contract tracing	
1. Available screening or triage area at different points-of-entry where:	
a. Employees submit health declaration or symptoms are assessed	
b. Non-contact temperature check is performed on all employees, customers, and any individual who enters the premises	
c. Customers and other individuals who enter the establishment are asked to register for contact tracing with STAYS SAFE.PH	
d. For medium and large establishments, isolation area shall be installed for symptomatic employees and once identified as a suspect COVID-19 case, shall be reported to the Barangay Health and Emergency Response Team (BHERT) immediately for proper observance of COVID-19 protocol	
2. Availability of handwashing stations, soap and sanitizers, and hand drying equipment or supplies to employees and clients/visitors which are placed in strategic locations in the establishment	
3. Observance of physical distancing or spacing through installation of physical barriers in enclosed areas (ex. blocking off of chairs, markers or stickers on floor for spacing)	
4. Adequate air exchange in enclosed (indoor) areas	
4.1 For non-airconditioned spaces/workplaces	



SAFETY SEAL COMPLAINT FORM

a. Windows are kept open, are clean, free from all types of dust/debris	
b. No lingering smell, stuffiness of room, feeling of humidity, and/or smokiness of room	
c. The space/s near openable windows is/are free from toxic gases and other pollutants	
d. There are ventilating fans circulating air in the workspaces	
e. Supply-only ventilation fans are installed where fresh air cannot be obtained by natural ventilation	
f. Exhaust fans are continuously running during occupancy	
g. Airflow from intake to exhaust provides fresh ventilated air to all occupied work spaces	
h. Number of exhaust fans are enough with respect to the volume of the room to have air exchange	
4.2 For airconditioned spaces/workplaces	
a. HVAC system or air conditioning (AC) unit provides outdoor air and maintained free from dust, molds, etc.	
b. Air handling unit (AHU) 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	
c. Exhaust fans (wall mounted, kitchen hoods, etc.) are installed (if applicable in the HVAC design)	
d. No lingering smell, stuffiness of room, feeling of humidity, and/or smokiness of room	
e. Windows, doors, or other openings can be or is regularly opened to increase ventilation	
f. Ventilating fans do not blow air from person to person	
g. Portable air purifier, if used has HEPA filters	
h. Airflow from intake to exhaust provides fresh ventilated air to all occupied work spaces without objectionable drafts	
i. Air exchange per hour of 6-12 within occupied workspaces maintains CO2 levels below 1,000 ppm at all times	
j. Indoor room temperature has no sudden variations or is not excessively hot or cold	
5. Regular sanitization of chairs, desks, tables, counters, pens, doorknobs, equipment, devices, workstations, comfort rooms, and other high-touch surfaces	
6. Wearing of face masks, face shields, especially in enclosed places and wearing of other protective outer garments as warranted	
7. Referral system for medical and psychosocial services is available	
8. Designation of safety officer who shall:	



SAFETY SEAL COMPLAINT FORM

<ul style="list-style-type: none">-Coordinate with the appropriate bodies for support and referral to community-based isolation facilities for confirmed cases, and to health facilities for severe and critical care;-Undertake contact tracing or coordinate the conduct thereof;-Monitor status of employees quarantined or isolated;-Implement return-to-work policies	
<p>9. Facility for proper storage, collection, treatment, and disposal of used face masks and other infectious waste</p> <ul style="list-style-type: none">-Designated yellow bin for infectious waste-Signage on how to properly dispose used facemasks (Sanitize hands before taking off masks, take masks off by the earloops, spray with alcohol, place the same in a plastic bag before disposing in the yellow bin, sanitize hands)	
<p>Designated smoking areas, if there are, are provided with individual booths subject to the applicable requirements and standards under RA 9211 and EO 26 s. 2017. Employees are required to strictly observe physical distancing measures and other applicable health protocols (i.e. no talking inside designated smoking areas)</p>	
<p>For workplaces with canteens</p>	
1. Employees strictly comply with the physical distancing of at least 1 meter and are prohibited from talking with each other	
2. The employer provides signages, physical barriers, and such other means to ensure compliance with prescribed protocols	
3. The use of communal items such as, but not limited to, dipping sauces and condiments, utensil dispensers, and straw dispensers, is strictly prohibited	
4. Serving of buffet meals and other similar set-ups is prohibited	

Other complaints and/or observations:

Submitted by:

Signature over Printed Name

Date: _____