

SHFC's OFFICIAL ADVISORIES RELATED TO HEALTH AND SAFETY

Advisory Number	Date	Content
2020-015	March 25, 2020 (Wednesday)	<p>To further our preventive and safety measures, we will also monitor the health status of employees' household members through the use of Health Monitoring Template which was forwarded to your respective email addresses on March 20, 2020.</p> <p>Please submit to Human Resources Department their individually filled-out Health Monitoring Templates as soon as completed, and re-submit once the household member feels unwell or experiences any of the COVID-19 symptoms so that necessary action/s may be taken.</p> <p>For questions and other concerns, you may email us at 2020hrdd@gmail.com or you may send us a private message.</p> <p>Thank you.</p>
2020-27	May 01, 2020 (Friday)	<p>Due to the implementation of General Community Quarantine (GCQ) to low and moderate risk areas, employees assigned in regional and satellite offices covered by GCQ, will observe the following work arrangements:</p> <ol style="list-style-type: none"> 1) Implementation of the 2-day physical reporting to office and 3-day WFH arrangement; 2) Scheduling a maximum of 50% of personnel who will report on Mondays and Thursdays and the remaining 50% who will report on Tuesdays and Fridays. Wednesdays will be reserved for office decontamination; 3) Extension of WFH arrangements for the vulnerable/high-risk groups (i.e. senior citizens, pregnant women, single parents and employees with co-morbidities with COVID 19) for the first 2 weeks after GCQ's effectivity. <p>Similarly, employees who take public transportation going to and from the office will be on a WFH set-up for at least 2 more weeks too.</p> <p>Employees are further required to strictly comply with these additional safety measures:</p> <ol style="list-style-type: none"> 1) Wearing of masks at all times. Also, only clients and visitors who will conduct official businesses are to be allowed entry to SHFC premises. 2) Regular hand washing and sanitizing of footwears. To ensure this, alcohol, sanitizers, and footwear soaks must be placed at the entry points of SHFC offices. Rest rooms are to be stocked with liquid soaps. Employees are also encouraged to bring their own disinfecting items to be used when in transport or when office provisions are not within their reach or access. 3) Employees and visitors' temperature must be checked before

		<p>entry and as necessary. An individual whose temperature is beyond the normal range will automatically be refused entry.</p> <p>4) Employees / visitors of the offices must maintain a distance of at least 1.5 meters between and among them.</p> <p>5) Also aligned with the physical distancing protocols, large gatherings and face-to-face meetings are prohibited.</p> <p>Employees whose offices are under GCQ may add supplementary measures as they deem will fit their particular situations.</p> <p>While full adjustment to these new normal practices may take time, let us be reminded that these measures are meant solely to ensure COVID-free SHFC.</p> <p>Thank you!</p>
2020-35	May 15, 2020 (Friday)	<p>With the transition of several regions from Enhanced Community Quarantine (ECQ) to either Modified ECQ or General Community Quarantine (GCQ), SHFC will implement alternative work arrangements. This is in accordance with the latest guidelines issued by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Disease for work in government offices.</p> <p>Listed below are the work arrangements which shall be effective until further notice:</p> <p>1) Modified Enhanced Community Quarantine</p> <p style="padding-left: 20px;">a) Makati HO and Cebu Office - a lean skeletal workforce will report in said offices effective May 18 to perform frontline services</p> <p style="padding-left: 20px;">b) Laguna Office - employees will work from home</p> <p>2) General Community Quarantine (GCQ)</p> <p>For offices in regions and/or provinces under the GCQ, employees will follow two (2) days report to office and 3-day work from home arrangement per week.</p> <p>Additional guidelines will be posted within the day. For your guidance and strict compliance.</p> <p>Thank you.</p>
2020-36	May 16, 2020 (Saturday)	<p>Good morning everyone!</p> <p>Please be informed of the attached supplementary guidelines to be implemented effective May 18, 2020 for SHFC Offices under both the MECQ and GCQ.</p> <p>Additional safety measures will be posted as deem necessary. Thank you.</p>

2020-44	May 29, 2020 (Friday)	<p>Good afternoon everyone!</p> <p>Please be informed of the attached GCQ Guidelines to be implemented effective June 1, 2020.</p> <p>Additional safety measures will be posted as may be necessary.</p> <p>Thank you</p> <p><i>*MEMORANDUM: SHFC GENERAL GUIDELINES ON RETURN TO WORK IN AREAS UNDER GENERAL COMMUNITY QUARANTINE</i></p>
2020-47	June 03, 2020 (Wednesday)	<p>Good evening everyone!</p> <p>Please be informed of the following agreements by the members of the Management Committee in its meeting today, June 3, 2020:</p> <p>1) Rapid Testing is mandatory for all employees. (For regional employees, HR is arranging the conduct of Rapid Testing in your respective areas).</p> <p>3) Majority of the employees will work-from-home (WFH) until June 15, 2020. A lean skeleton workforce will man SHFC offices. The supervisors/managers will determine who among his/her subordinates will WFH or who will physically report to office. The schedule must be submitted to HR and Admin not later than June 5, 2020.</p> <p>4) For the Head Office, there will be disinfection of the premises tomorrow, June 4. Resumption of work will be on Friday, June 5. Only those employees who underwent Rapid Testing that yielded negative results will be considered to be part of the skeleton workforce. Kindly coordinate with HR and Admin for the shuttle services.</p> <p>Also, please be informed that the resumption of Rapid Testing will be next week, details of which will be announced within the week.</p> <p>Additional guidelines and/or information will be posted as deemed necessary.</p> <p>Thank you.</p>
2020-48	June 04, 2020 (Thursday)	<p>Rapid Testing is one of the health and safety protocols cited in the previous Memoranda which outlined the MECQ and GCQ guidelines to be implemented by the SHFC Management.</p> <p>Thus, on June 2 and 3, employees who reported to office underwent Rapid Testing, conducted essentially for everyone's welfare. However, it is quite unfortunate that the positive results</p>

		<p>were met with fear that created undue alarm for most of the employees.</p> <p>We understand the apprehension. But we hope it helps to be reminded that being positive with Rapid Testing is NOT synonymous with being COVID positive. Rapid testing is an initial screening being done ONLY to test the “presence of antibodies which are specific proteins made in response to infections”. While this test is an important component to address the spread of COVID 19, there are also limitations in its validity. Testing positive for rapid test DOES NOT automatically mean that the person is infected with SARS-CoV-2 virus.</p> <p>Further be assured of the following;</p> <p>1) that standard safety protocols are being followed in dealing with this matter such as but not limited to - disinfection of office premises and service vehicles, contact tracing, quarantining, repeat rapid testing or PCR testing, provision of advice / further instructions to concerned employees, and monitoring.</p> <p>2) That the employees’ health and safety are the main consideration in coming up with decisions in the form of advisories and guidelines. These ought to be strictly followed since they are put in place to help ensure one’s protection from the disease. Everyone’s full cooperation is absolutely needed. Each of us should also take our fair share of responsibility in the effort to keep our workplace and all of us safe.</p> <p>As your inputs and questions are important to us, we will continue posting related advisories or amendments as deemed vital.</p> <p>However, as much as we would like to answer all queries with full transparency, there are specific information and/or instructions that require certain extent of confidentiality. In such instances, kindly refrain from speculating which may further cause unnecessary worry.</p> <p>We will continue to be available and helpful as we have strived to do since the start of this pandemic. If you have any concerns or clarifications, please feel free to send us private/direct message.</p> <p>Thank you.</p>
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2020-49	June 07, 2020 (Sunday)	<p>Please be guided of the following supplementary guidelines:</p> <p>1) Rapid Testing will resume on Tuesday, June 9, 2020 at the Aventus Clinic BGC Branch. Scheduled for June 9 and 10 are those who are for repeat rapid test? Only 20 employees will be checked each day. HR and Admin will message the employees who are set to undergo the test on Tuesday and Wednesday for the details including shuttle services. For the regional employees, HR is arranging the conduct of the said test in your respective areas.</p> <p>2) Majority of the employees will work-from-home (WFH) until June 15, 2020. A lean skeleton workforce will man SHFC offices which are open Mondays to Fridays. The supervisors/managers shall determine who among his/her subordinates will WFH or who will physically report to office, if and when necessary. The supervising officers must also ensure that only those who tested negative and are not due for repeat Rapid Test shall be allowed to report to office.</p> <p>Additional guidelines and/or information will be posted as deemed necessary.</p> <p>Thank you.</p>
2020-61	July 2, 2020 (Thursday)	<p>With areas or regions placed under either the General Community Quarantine (GCQ) or the Modified General Community Quarantine (MGCQ) classification until July 15, SHFC will continue to implement the work arrangements provided in SHFC Official Advisory No. 049 dated June 7, 2020; i.e. majority of the employees will work-from-home and the SHFC offices will be manned by a lean skeleton workforce which will be determined by the supervisors/managers.</p> <p>We have completed the Rapid Antibody Testing for more than 83 % of our employees in the Head Office to identify those who can physically report for work. However, we will also continue to strictly implement health and safety protocols in our workplace especially physical distancing. And since we have limited vehicles/drivers available for shuttle service of the employees, please be informed of the following guidelines on its request:</p> <ol style="list-style-type: none"> 1. Requests for availment of shuttle service by the supervisors/Managers for their staff will only be accepted until Friday of the week preceding the workweek schedule. 2. Said requests will be evaluated by HR and Admin in consideration of the physical distancing requirement in the office and the availability of service vehicles. 3. Approved requests and the schedule of the shuttle service for the following week will be released not later than Sunday noon.

		<p>We would also like to reiterate that employees who were assigned to the different regional and satellite offices per Office Order dated March 30, 2020 need not report to the Head Office unless to turn over documents. They will be required to work from home until their local offices have been set up.</p> <p>Thank you.</p>
2020-76	August 3, 2020 (Monday)	<p>With the recent reclassification of NCR and other nearby provinces from General Community Quarantine (GCQ) to Modified Enhanced Community Quarantine (MECQ) effective August 4, 2020, please be informed of the following work arrangements:</p> <ol style="list-style-type: none"> 1) Majority of the employees will work-from-home (WFH) until August 18, 2020. A very LEAN skeleton workforce will man SHFC offices under the MECQ. If and when work requires physical reporting to office, the supervisors/managers will determine who among his/her subordinate/s will be sent to office. Only those identified by their immediate superiors to form part of the lean skeleton force will be provided with shuttle services. (For shuttle services, kindly coordinate with HR and Admin Group). 2.) Working hours will be from 8am to 2 pm only. 3.) Frontliner-employees are required to strictly observe the minimum health safety protocols inside the office/s such as : <ol style="list-style-type: none"> a.) wearing of face masks/shields at all times b.) regular hand washing/meticulous hand and over-all hygiene c.) regular disinfection of one's work station and immediate surroundings d.) strict observance of physical distancing (maintaining at least 2-meter distance between and among people in any given area/floor) 4.) for the Head Office, Wednesdays will be for decontamination <p>Additional guidelines and/or information will be posted as may be deemed necessary.</p> <p>Thank you.</p>

2020-79	August 11, 2020 (Tuesday)	<p>Please be informed that starting tomorrow, August 12, 2020, employees who will report physically to SHFC Offices are REQUIRED to WEAR FACE SHIELDS in addition to the face masks, at all times.</p> <p>For the Head Office, face shields will be provided to all concerned employees by the Procurement Management Department.</p> <p>For the Regional Offices, the Group Heads/VPs will oversee the local procurement of face shields for their respective units.</p> <p>Also, please be reminded to STRICTLY OBSERVE the following health and safety protocols:</p> <ul style="list-style-type: none"> a.) regular hand washing/meticulous hand and over-all hygiene b.) regular disinfection of one's work station and immediate surroundings c.) physical distancing (maintain at least 2-meter distance between and among people in any given area/floor, and REFRAIN from taking break or lunch time in groups). <p>Additional guidelines and/or information will be posted as may be deemed necessary.</p> <p>Thank you.</p>
2020-80	August 12, 2020 (Wednesday)	<p>Please be informed that ManCom, in its meeting on August 11, has approved the provision of Swab/PCR Testing to employees who are deemed eligible to undergo the said test as outlined in the attached Memorandum.</p> <p>Kindly read thoroughly the attachment for the details.</p> <p>Additional guidelines and/or information will be posted as may be necessary.</p> <p>Thank you.</p> <p><i>*MEMORNDUM SHFC PROTOCOLS ON CONTACT TRACING, HOME QUARANTINING AND SWAB/RT-PCR TESTING</i></p>