

SHFC's OFFICIAL ADVISORIES RELATED TO HEALTH AND SAFETY FOR CY 2021

Number	Date	Content
013-2021	Feb 27, 2021	<p>To help us stay safe and protected from Covid-19, please be reminded to STRICTLY OBSERVE the protocols on Contact Tracing, Swab/PCR Testing and Home Quarantining, among other standard health protocols previously issued. (Refer to the attached Memo for info/details).</p> <p>Also be reminded to strictly follow the set guidelines when in (and out of) the office, such as but not limited to the following:</p> <ol style="list-style-type: none"> 1) Wearing of face shields and face masks at all times; 2) Physical distancing (maintaining at least 2-meter distance between and among people in any given floor/space); 3) Regular hand washing/meticulous hand and over-all hygiene; 4) Regular disinfection of one's work station and immediate surroundings; 5) Wearing of wearable air purifiers at all times (for those already provided with by SHFC); 6) Overcrowding when using common areas such as comfort rooms, pantry, photocopier, and water dispenser areas should be avoided. Taking lunchbreaks in groups must be avoided; and 7) Use of emails, telephone, social media and similar platforms is highly encouraged to limit the number of visitors in the office. Employees must also limit their movement in the office, thus, use of IP, local and direct lines are likewise promoted. <p>For extra caution, you may self-isolate immediately in case you come to know of a possible exposure with someone who is suspected or confirmed Covid-19 positive (using the criteria listed in the attached Memo).</p> <p>Apart from self-isolation, we would also like to reiterate the importance to promptly report to the concerned personnel/authorities, if and when you feel or exhibit any symptoms of Covid-19 infection.</p> <p>Lastly, please be advised that we may all do our share whenever applicable, to assist Ms. Karen (Company Nurse) for a more expeditious contact tracing. However, be reminded that all contact</p>

		<p>tracing efforts should be done discreetly to avoid creating unnecessary concerns.</p> <p>Additional guidelines and/or information will be posted as may be deemed necessary.</p> <p>Thank you.</p> <p><i>*Memorandum SHFC Protocols on Contact Tracing, Home Quarantining and Swab/RT-PCR Testing</i></p>
017-2021	Mar 10, 2021	<p>As an extra safety measure, please be informed that there will be fogging at the Head Office tonight at 7PM. All floors and rooms will be opened for thorough disinfection. Also be advised that the HO will be open for business tomorrow, March 11.</p> <p>Thank you.</p>
018-2021	Mar 12, 2021	<p>Please be informed of the work arrangements for March 15 to 31, 2021.</p> <p>Additional info/guidelines will be posted as may be deemed necessary.</p> <p>Thank you.</p> <p><i>*019_Memorandum on General Guidelines on Work Arrangements for the Period of March 15 to 31 2021</i></p>
022-2021	Mar 21, 2021	<p>Please be informed of the work arrangements for March 22 to April 4, 2021.</p> <p>Additional info/guidelines will be posted as may be deemed necessary.</p> <p>Thank you.</p> <p><i>*039_Memorandum_Work Arrangement pursuant to Malacanang Memorandum Circular</i></p>
023-2021	Mar 24, 2021	<p>As an initial step in proposing for a Vaccination Program for SHFC employees, we are conducting a brief survey via the link below.</p> <p>Thank you.</p> <p><i>*Survey Vaccination</i></p>
024-2021	Mar 28, 2021	<p>Please be informed of the work arrangements for SHFC Offices under the Enhanced Community Quarantine from March 29 to April 4, 2021.</p> <p>Additional info/guidelines will be posted as may be deemed necessary.</p>

		<p>Thank you.</p> <p><i>*023_Memorandum_Work Arrangement for the period March 28-April 4, 2021, 2021</i></p>
025-2021	Mar 29, 2021	<p>Per Management's instruction, please be informed that the official work schedule for SHFC Offices under the Enhanced Community Quarantine (NCR, Laguna, Cavite, Rizal, and Bulacan) is from 8am to 3pm effective today, March 29 to March 31, 2021.</p> <p>Additional info/guidelines will be posted as may be deemed necessary.</p> <p>Thank you.</p>
028-2021	April 13, 2021	<p>As a follow up survey on the proposed Vaccination Program for SHFC employees, please accomplish the questionnaire via the link below.</p> <p>We have included questions related to the availability of COVID-19 vaccines which is part of DHSUD's initiatives. Thus, we would like to request everyone to submit your responses immediately.</p> <p>For further concerns, you may send a direct message to Ms. Karen.</p> <p>Thank you.</p> <p><i>*Survey on COVID-19 Vaccination</i></p>
034-2021	May 10, 2021	<p>The Occupational Safety and Health Center will conduct the Online Training on Basic Occupational Health and Safety- Safety Officer 2 for Public Sector on May 10-14 (Batch 1) and 17-21, 2021 (Batch 2) from 8:00 Am to 5:00 PM. The members of Committee on Health and Safety are directed to attend the said online training.</p> <p>HRDD has e-mailed the registration details to participants. Once successfully registered, OSHC will send the zoom details.</p> <p>For assistance and questions, please coordinate with Ms. Rhom.</p> <p>Thank you.</p>
040-2021	June 3, 2021	<p>Pursuant to the IATF Resolution No. 117 s.2021, please be informed that, as recommended by the National Task Force Against COVID-19, "employees in the government agencies and instrumentalities including government-owned and controlled corporations and local government" have been included in the Priority Group A4 of the COVID-19 Immunization Program.</p> <p>Relative to this, we are encouraging everyone who has not been inoculated yet, to get in touch with your respective LGUs to check the availability of the vaccines for the Priority Group A4.</p>

		<p>The City Government of Makati under its Bakuna Makati Program has opened its online registration for the A4 Group. For those reporting in the Head Office, you may register via the link below. Also be reminded to follow the registration process accordingly for your registration to be valid and accepted.</p> <p>https://www.covid19vaccine.safemakati.com</p> <p>After a successful registration, employees shall fill out the Google Form below, to be submitted on or before June 7, 2021.</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSd7WdfbyuP7V8300gV6H1J8YFTyQZ2E7HAq-5bLAS6DOIIJdg/viewform?usp=pp_url</p> <p>You may also visit the FB page of the City Government of Makati for more information.</p> <p>For questions and other concerns, you may send a direct message to Ms. Karen or Ms. Maan of HRD.</p> <p>Thank you.</p>
041-2021	June 16, 2021	<p>Please be informed that DSHUD has decided to cancel the planned purchase/procurement of Pfizer-NBiotech vaccines. This is due to the IATF resolution 117 that categorizes A4 (Economic Frontliners) as the next priority group of Local Government Units for inoculation.</p> <p>For those who were not able to register through the link provided in the advisory posted on June 3, 2021, and who have not registered or have no schedule yet with their respective LGUs, kindly fill out the google form via the link below. SHFC through HRD will register on behalf of the employees who want to avail the vaccines under the Bakuna Makati Program.</p> <p>Kindly accomplish the form on or before June 23, 2021. HRD will prepare a summary of the submitted forms to be forwarded to the City Government of Makati for vaccination schedule/s and confirmation numbers. Please take note that the submission of the official list is allowed only ONCE and cannot be edited nor revised once submitted.</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSes6-wLARJo1XxJsfsO8-Sj5KN6YwiStl1JpKPgbLte6uwWHw/viewform?usp=pp_url</p> <p>Also, employees who have been vaccinated are requested to inform Ms. Karen or Ms. Maan of HRD for proper tagging and monitoring purposes.</p> <p>Thank you.</p>

042-2021	July 5, 2021	<p>In line with the ManCom Resolution dated July 1, 2021, please be informed that SHFC Offices will be open from 8:00am to 5:00pm, Mondays to Fridays effective July 7, 2021.</p> <p>In this regard, all group/department heads must ensure to designate at least one staff who will man their respective physical units until 5pm to ensure full 8-hour operations in the offices.</p> <p>Further, immediate heads shall determine the daily schedule of his/her staff that will be required to stay until 5pm.</p> <p>The above schedule shall also serve as a gradual transition to new work arrangements which will be implemented effective July 16, 2021. The guidelines will be posted as soon as finalized.</p> <p>For inquiries and other concerns on timekeeping, please coordinate with or send DMs to Ms. Arlen and Mr. Quiel (for regular employees) and Ms. Darlene and Mr. Brylle (for the agency-hired employees).</p> <p>Thank you.</p>
043-2021	July 15, 2021	<p>Please be informed that the work arrangements contained in the previous official advisory (No. 2021-042) will remain in effect until July 31, 2021.</p> <p>Relative to this, please be reminded of the following:</p> <ol style="list-style-type: none"> 1) SHFC Offices will be open from 8:00am to 5:00pm, Mondays to Fridays. 2) All group/department heads must ensure to designate at least one staff who will man their respective physical units until 5pm to ensure full 8-hour operations in the offices. 3) Immediate heads shall determine the daily schedule of his/her staff that will be required to stay until 5pm. <p>The guidelines for the new work arrangements to be implemented effective August 01, 2021 will be posted once finalized and approved.</p> <p>For inquiries and other concerns on timekeeping, please coordinate with or send DMs to Ms. Arlen and Mr. Quiel (for regular employees) and Ms. Darlene and Mr. Brylle (for the agency-hired employees).</p> <p>Thank you.</p>
047-2021	August 5, 2021	<p>Please be informed of the work arrangements, and other related matters for SHFC Offices under the different community quarantine classifications (ECQ, MECQ, GCQ, and MGCQ) effective August 6, 2021.</p>

		<p>Additional info/guidelines will be posted as may be deemed necessary.</p> <p>Thank you.</p> <p><i>*001_OVPHRAG Memorandum_General Guidelines on Work Arrangements under the Different Community Quarantine Classifications</i></p>
054-2021	September 16, 2021	<p>Please be informed that despite the transition from community quarantine to new alert level system with granular lockdowns effective September 15, the current work arrangements will remain as is for SHFC Offices until September 30, 2021 (see attached memo).</p> <p>Additional info/guidelines will be posted as may be deemed necessary.</p> <p>Thank you.</p> <p><i>*004_OVPHRAG Memorandum_Work Arrangement for September 16-30, 2021</i></p>
058-2021	October 13, 2021	<p>Please be informed that the Annual Physical Examination (APE), and Executive Check-Up (ECU) of regular employees will be conducted through the employees' respective, preferred clinics/hospitals and dates. (schedule must be 2 weeks prior the examination)</p> <p>APE of NCR, Cavite and Laguna-based employees must be availed in any Aventus clinics only.</p> <p>Regular rank-and-file employees who are 60 y/o and above can avail the out-patient ECU on their preferred dates and hospitals.</p> <p>Officers can avail the in-patient ECU also on their preferred dates and hospitals. However, Officers may opt to avail the out-patient ECU subject to Intellicare's approval.</p> <p>Please see the attached list of clinics for reference and fill-out the attached survey form for endorsement purposes.</p> <p>Once the endorsement is approved, concerned employees will be informed/advised to complete the next step for their personal online appointment.</p> <p>For questions and related concerns, please DM Ms. Karen of HRAG.</p> <p>Thank you.</p>
059-2021	October 15, 2021	<p>In view of the imposition of new alert level in NCR and community quarantines in the provinces effective October 16, 2021, please be informed of the related updates on work arrangement, and health protocols (see attached memo).</p>

		<p>Please also be informed that there will be no available shuttle services effective October 18, 2021.</p> <p>Additional info/guidelines will be posted as may be deemed necessary.</p> <p>Thank you. <i>*097_Memorandum_Updates on SHFC Work Arrangement, Protocols on SwabRT-PCR Testing and Home Quarantining</i></p>
062-2021	November 5, 2021	<p>In view of the de-escalation to Alert Level 2 in NCR and lowered community quarantines in the provinces effective November 5, 2021, please be advised that starting next week; we will follow the applicable working arrangement, and health protocols. The onsite workforce shall be increased to 50% capacity. Office schedule will be from 8:00am - 5:00pm Mondays to Fridays, and all employees must render at least 1 day per week of reporting to the office. (see attached memo)</p> <p>Please also be advised that as agreed in the recent ManCom meeting, all employees who wish to be exempted from forced leave/s will have to submit their requests to their respective Group Heads. Group Heads will recommend and justify the said requests to ManCom for approval.</p> <p>Thank you.</p>
071-2021	December 13, 2021	<p>In connection with the Memorandum issued by Sec. Eduardo D. Del Rosario of the Department of Human Settlements and Urban Development dated December 22, 2021 regarding Work From Home Arrangement on December 24, 2021, please be informed that SHFC employees are encouraged to work from home to give ample time to prepare for the holiday season, “except those who serve as frontliners that provide humanitarian services”.</p> <p>Further, we wish to remind everyone to observe the following Safety and Security procedures before leaving your departments/units this weekend as recommended by the Property Management Office (First e-Bank Corp.) in its Circular dated December 23, 2021:</p> <ul style="list-style-type: none"> • Unplug all electrical equipment and appliances. • Switch off all lighting fixtures and Christmas lights. • Ensure that all faucets and water fixtures are closed to avoid water leaks. • Ensure that cash vaults, drawers and other valuable items are properly secured/locked. • Close windows to prevent possible water penetration inside the office when it rains. <p>For your guidance and compliance.</p>

		Have a Blessed Christmas everyone!
072-2021	December 30, 2021	<p>In connection with the Memorandum issued by Sec. Eduardo D. Del Rosario of the Department of Human Settlements and Urban Development regarding Work From Home Arrangement on December 31, 2021, please be informed that SHFC Employees are encouraged to work at home to give ample time in preparing for the holiday season, “except those directly involved in attending to the needs of calamity-affected families who provide frontline humanitarian services”.</p> <p>For your guidance and information.</p> <p>Thank you.</p>