

MEMORANDUM

FOR : **ALL CONCERNED EMPLOYEES**

FROM : **ATTY. ARNOLFO RICARDO B. CABLING**
President

SUBJECT : **GENERAL GUIDELINES ON WORK ARRANGEMENTS FOR
THE PERIOD OF MARCH 15 TO 31, 2021**

REFERENCE : **HRDD-2021-019**

DATE : 09 March 2021

Relative to the Memorandum dated May 29, 2020 on SHFC's *General Guidelines on Return to Work Areas under General Community Quarantine*, we will implement the following general guidelines on work arrangements for all employees from **March 15 to March 31, 2021**:

I. **Work Schedule**

SHFC Offices shall be OPEN on Mondays to Fridays, from 8:00AM to 5PM. Flexible working hours will be allowed, thus, employees may choose from the following official time schedules to complete eight (8) working hours, viz: a) 7 am to 4 pm; b) 8 am to 5 pm; and c) 9 am to 6 pm. Disinfection of SHFC Offices will be done during weekends.

II. **Work Arrangements**

A lean skeleton workforce will physically report to office while majority of the employees will be working from home.

However, immediate heads must ensure that his/her unit's operations are not hampered specially for units whose functions require physical reporting to office. In such cases, the Supervisors/Managers/Group Heads shall determine the schedule or who from his/her unit will be needed to report to office to ensure continuous business operations.

Also, employees who are working from home may be required to physically report to office in the exigency of service.

A. **Physical Reporting to Work**

For those who will report to office, please be advised that in lieu of biometrics, employees shall make use of the Online Health Monitoring System (OHMS) to record his/her **time in** (upon entry) and **time out** (before exit) from SHFC Office/ premises.

All concerned employees are strictly required to access the OHMS on the said instances for the following purposes: a.) to record one's health-related information (e.g. temperature, recent sickness, if any etc.) as part of the health and safety protocols, and as an aid to efficient contact tracing, and b.) for timekeeping purposes. Similarly, employees are required to **time in and time out** in the Guard's logbook of their respective floors.

III. **Suspension of Onsite Activities and Physical Meetings**

To avoid undue exposure, and to minimize the risk of infection especially with the recent spike in COVID cases, all onsite activities and physical / face-to-face consultations or gatherings will be **suspended for the month of March**, such as the following:

- inter-agency meetings,
- coordination meetings,
- livelihood workshops,
- planning activities, including those conducted by LGUs, and
- other related activities.

Virtual conduct of activities is recommended for situations where it is applicable or feasible. For activities that necessitate immediate action and/or can no longer be deferred further, all employees concerned are advised to ensure strict compliance with the health and safety protocols.

IV. **Health and Safety Measures**

All employees are reminded to **STRICTLY OBSERVE** the following safety measures, among other **standard health protocols previously issued**:

- Wearing of face shields and face masks **at all times**;
- Physical distancing (**maintaining at least 2-meter distance** between and among people in any given floor/space);
- Regular hand washing/meticulous hand and over-all hygiene;
- Regular disinfection of one's work station and immediate surroundings;
- Wearing of wearable air purifiers at all times (for those already provided with by SHFC);
- **Overcrowding** when using common areas such as comfort rooms, pantry, photocopier, and water dispenser areas **should be avoided**. Taking lunch, morning, afternoon breaks in groups must be avoided; and

- 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.

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 Memorandum dated August 12, 2020 which was posted in SHFC GCs on the same day and re-posted on February 27, 2021)*.

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 so that appropriate action may be effected.

For your guidance and strict compliance.


ATTY. ARNOLFO RICARDO B. CABLING

President

Date:

