



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



MEMORANDUM

TO : ALL EMPLOYEES

FROM : THE OFFICE OF THE PRESIDENT

SUBJECT : GENERAL GUIDELINES ON WORK ARRANGEMENTS UNDER THE DIFFERENT COMMUNITY QUARANTINE CLASSIFICATIONS

REFERENCE : OVPHRAG-2021-001

DATE : 03 August 2021

With the forthcoming imposition of stricter quarantine measures, the following guidelines on work arrangements and other related matters to be implemented by the Corporation are issued to ensure the collective health and safety of all members of the SHFC community:

I. SHFC Offices under ECQ/MECQ Classification

- 1) SHFC Offices shall be OPEN and operate on a **skeleton workforce** basis on Mondays-Tuesdays and Thursdays-Fridays from 8:00 am to 3:00 pm. Wednesdays will be for office disinfection.
- 2) Only those Groups/Departments offering frontline services shall be allowed to assign personnel who will physically report to office while majority of the employees will do work-from-home.
- 3) For the Head Office, the Operations Groups, Human Resources and Administrative Departments, Cash Management Department, Legal Department, Finance and Controllership Department and Insurance Division are allowed to have a skeleton workforce to service clients.
- 4) For the Regional Offices/Branches/Satellite Offices, the Group Heads/Managers shall determine who among the staff shall physically report to work to constitute the skeleton workforce.
- 5) Employees who belong to vulnerable/high-risk groups (i.e. senior citizens, pregnant women, single parents) and those with co-morbidities with COVID 19 shall not be included in the skeleton workforce.
- 6) All activities that require field work shall be suspended. Exceptions for operation-related activities like monitoring of Site Development and House Construction projects and similar activities may be allowed upon approval of the Group Heads concerned.
- 7) Shuttle services may be made available to employees who will form part of the skeleton workforce subject to availability of vehicle/driver and the accessibility of the employee's residence.

II. SHFC Offices under GCQ/MGCCQ

- 1) SHFC Offices shall be OPEN on Mondays to Fridays from 8:00 am to 5:00 pm.
- 2) All Offices must have at least 30%-50% skeletal workforce, Mondays to Fridays.
- 3) All employees must render at least 1 day per week of physical reporting to the office.
- 4) Flexible working hours from 7:00 am - 9:00 am (time in) and 4:00 pm - 6:00 pm (time out) to complete eight (8) working hours will be allowed. In view of the current situation, a grace period of 15 minutes for time in is adopted.
- 5) In order to give flexibility, considering the situations particular to each of the SHFC Branches and Offices, and the different quarantine classifications in their respective areas at any given time, all Group/Department Heads shall:
 - a. determine the applicable daily schedules and working hours of their personnel according to their work assignments and targets while taking into consideration the health and safety of personnel, their access to transportation going to and from the office, official visits across areas under quarantine, and the promotion of work-life balance.
 - b. designate at least one staff who will man their respective physical units until 5pm to ensure a full 8-hour operations in the offices and uphold the delivery of public service.
 - c. submit the Group/Department work schedules/arrangements to the HRD and inform the same of any revision and/or modification through a Memorandum supported by the approved request for change in work schedule by the personnel concerned.

Employees under the work-from-home arrangement shall make themselves available during the work hours that they are at home and are expected to respond to calls, emails or text messages during work hours.

For attendance and timekeeping purposes, please use the Zeus Attendance Monitoring (ZAM) System in the interim. There will be a transition on the use of the current timekeeping system to the Softrak Easy System which will be piloted as the new portal for the regular employees' attendance record starting August 5, 2021.

Also, employees who will physically report for work are reminded to use the **Online Health Check Monitoring (OHCM) System**.

Inquiries and other concerns on timekeeping, may be coordinated via DMs with Valerie Castro, Arlen Pareja and Quiel Atizon (for regular employees) and Darlene Mateo and Brylle Barrios (for the agency-hired employees) or email at shfc_hrsb18@yahoo.com.

Furthermore, employees are reminded to **strictly observe** the following related health and safety guidelines as contained in the previously issued memoranda.

III. OFFICE SET-UP AND ACTIVITIES/MOVEMENTS WITHIN THE OFFICE PREMISES

- 1) For the Head Office, walk-in clients or visitors will be accommodated at the 3rd floor Activity area provided that,
 - a.) their visit is exigently necessary;
 - b.) they comply with the minimum preventive health measures such as wearing of face masks, registering of normal body temperature
 - c.) filling up of the Health Declaration Form
 - d.) physical distancing within the area is followed at all times.
- 2) To limit the number of visitors in the office, the use of telephones, emails, social media and similar platforms in responding to queries will be promoted.
- 3) Office desks and gang chairs in the waiting area will be occupied to maintain at least one (1) meter distance with each other.
- 4) SHFC elevator will accommodate only 2 people at any given time and will be reserved for the vulnerable/high-risk clients. Employees are highly encouraged to use the stairs.
- 5) Walkways whenever possible will be designated as one-way path/track to keep employees from brushing past each other and to further space the employees.
- 6) Employees should avoid crowding while using common areas such as restrooms, pantries, Xerox machines and water dispenser areas.
- 7) Movement within the office premises will be tightly regulated. As much as possible, all transactions within groups/depts. will be coursed through phone, IP messaging or other electronic methods.
- 8) Holding of face-to-face meetings will be discouraged. Important meetings will be done through video conferencing and other virtual means.
- 9) Large gatherings will be strictly prohibited. Necessary seminars, trainings and other functions should be done online.
- 10) If and when possible, employees are advised to open the windows of their respective offices for proper ventilation.


IV. PREVENTIVE MEASURES AGAINST COVID-19

- 1) SHFC Offices will be disinfected every weekend.
- 2) Employees and visitors should wear face masks before entry, otherwise, they will not be allowed inside the SHFC premises. Wearing of masks while inside the offices will be strictly observed. Employees are also reminded to wear their personal air purifiers at all times.
- 3) Frontliners will be required to wear face shields and gloves. Their work areas will be secured (through glass or acetate shield) to avoid direct contact with the public.

- 4) Body temperatures will be checked in Temperature Stations (located in each floor) upon entry. Employees and visitors with low grade fever or temperature of 37.3 or more shall be refused entry.
- 5) Meticulous hand hygiene and proper coughing/sneezing etiquette should be observed.
- 6) Hand sanitizers/alcohol will be available at the lobby/security guard area to be used prior to entry to the premises.
- 7) Employees should do daily disinfection routines of their immediate surroundings.
- 8) Signages and markers placed in public spaces are to constantly remind employees / visitors to comply with the health and safety protocols.

These guidelines may be amended as deemed necessary, and subject to official declarations of the IATF and other concerned government agencies.

For your guidance and strict compliance.


ATTY. ARNOLFO RICARDO B. CABLING
President
esb 16 Jan
Date: _____