

## MEMORANDUM

**TO : ALL EMPLOYEES**

**THROUGH : THE OIC-SENIOR VICE PRESIDENT**  
Corporate Governance Cluster

**FROM : THE OIC-VICE PRESIDENT**  
Human Resources and Administrative Group

**SUBJECT : SHFC PROTOCOLS ON CONTACT TRACING, HOME  
QUARANTINING AND SWAB/RT-PCR TESTING**

**DATE : 12 August 2020**

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The Management Committee, in its meeting held on August 11, 2020 has approved the provision of RT-PCR/Swab Testing to SHFC employees who are deemed eligible for the said test, the guidelines of which are as follows:

### **I. RT-PCR/SWAB TESTING AND CONTACT TRACING**

1. An employee is considered as a COVID suspect, and is recommended to undergo the Swab/PCR testing by a doctor or authorized health professional
2. An employee is considered to have had CLOSE CONTACT\* with a probable or confirmed Covid 19 case if he/she:
  - a. Had face-to-face contact with a probable or confirmed case
    - Within a distance of one (1) meter or less
    - Contact is at least 15 minutes
3. Is providing direct care to a probable or confirmed case without using proper personal protective equipment

*\*Per DOH Department Memorandum No. 2020-0220 dated May 11, 2020*

**SHFC will:**

- Provide for the PCR/Swab testing of the concerned employee (if s/he is verified to have exposure or close contact with COVID positive person/s), preferably through Red Cross or other health facilities which can deliver the fastest result to limit the contact tracing efforts to as few people as possible.
- Initiate contact tracing within the Corporation through the HR/Admin or Occupational Safety and Health Committee
- Closely and regularly monitor the employee's condition
- Provide appropriate guidance and support

**Employee will:**

- Immediately inform HR/Admin or Occupational Safety and Health Committee of the situation
- Go on a 14-day home quarantine if without symptoms. If symptomatic, seek medical care which may include hospitalization or manage at home if the symptoms are mild.
- WFH may still be done during the home quarantine period especially if without symptoms. If confirmed covid 19 case and will need medical care (hospitalization), please file SICK LEAVE.
- Inform the Barangay Health Emergency Response Team or City Health Office if symptoms develop after the exposure

**II. WHEN SHFC EMPLOYEE TESTS POSITIVE IN THE RT-PCR/SWAB TEST****SHFC will:**

- Provide the appropriate support and guidance e.g. referral to healthcare provider (Intellicare), availment of Philhealth benefits and SSS sickness benefits
- Conduct contact tracing within the Corporation to identify who may have been in direct contact with the employee through the HR/Admin or the Occupational Safety and Health Committee
- Closely and regularly monitor the employee's condition
- Deep decontamination of the workplace
- Report to the Department of Health and ensure the implementation of the recommendations provided by the DOH on the management and transport of suspected case of COVID.

**Employee will:**

- Immediately inform HR/Admin or the Occupational Health and Safety Committee of the positive results
- Seek medical treatment or if asymptomatic, professional advice on how to manage the disease.
- File SICK LEAVE while recovering from covid to avail of Philhealth and SSS sickness benefits.
- Provide information to HR/Admin or the Occupational Health and Safety Committee which will be needed for contact tracing.
- Secure a medical certificate indicating Total Recovery or Covid 19 Negative with latest testing date before reporting back to work.

### III. SHFC HOME QUARANTINE PROTOCOL

1. **Wash hands** frequently, especially after coughing or sneezing.
2. **Wear mask at all times.** Change mask regularly.
3. **Boost the immune system** by taking vitamins, eating nutritious foods and having at least eight (8) hours of sleep.
4. **Refrain from sharing personal items** with household members (utensils, cutlery, drinking glasses, thermometers, etc)
5. **Stay and sleep in a separate room in the house.** If this is not possible, keep a distance of at least 2 meters from household members at all times.
6. **Ensure adequate ventilation** of all areas in the house.
7. **Regularly clean all contact surfaces** such as tabletops, doorknobs, counters, bedside areas, bathroom fixtures, etc.
8. **Avoid shaking hands**, hugging, kissing or laying of hands with household members.
9. **Watch out for the development of the following symptoms.** If present, **seek medical care:**

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|------------------------------|---------------------------|
| • Colds or frequent sneezing | • Joint or muscular pains |
| • Fever or chills            | • Dizziness               |
| • Sore and dryness of throat | • Vomiting                |
| • Cough                      | • Diarrhea                |
| • Difficulty of breathing    | • Abdominal pain          |

For your information and guidance



**JESSICA B. CARASO**  
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Noted by:



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