

MEMORANDUM

TO : **ALL EMPLOYEES**

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

SUBJECT : **UPDATES ON SHFC WORK ARRANGEMENT, PROTOCOLS ON SWAB/RT-PCR TESTING AND HOME QUARANTINING**

REFERENCE : **HRDD-2021-097**

DATE : **October 13, 2021**

In light of the implementation from community quarantine to the new alert level system with granular lockdown since September 15, 2021, SHFC will be implementing updated procedures/protocols on the above subjects.

I. SHFC WORK ARRANGEMENTS UNDER THE ALERT LEVEL SYSTEM

ALERT LEVEL	ONSITE WORKFORCE	SHFC OFFICE SCHEDULE	RESTRICTIONS	FIELDWORK ACTIVITIES
ALERT LEVEL 5	Lean Skeleton Onsite Workforce	Mon, Tues, Thurs, Fri (8:00 AM - 3:00 PM)	<ul style="list-style-type: none"> * Senior Citizens * Pregnant Women * With Co-morbidities * Solo Parents * With symptoms similar to COVID-19 	SUSPENDED* (Exceptions for Site Development and House Construction may be allowed upon approval of the Group Heads)
ALERT LEVEL 4	20% Onsite Capacity	Wednesday No onsite workforce due to office disinfection.		
ALERT LEVEL 3	30% Onsite Capacity	Mondays to Fridays (8:00 AM - 5:00 PM) With Flexible working hours allowed (8 hours completed) a) 7:00 AM - 4:00 PM b) 8:00 AM - 5:00 PM c) 9:00 AM - 6:00 PM	Employees who are experiencing symptoms similar to COVID-19, and those who have confirmed exposure to a person with COVID-19	Fieldwork activities shall be approved by the concerned Group/Department Heads/Management

ALERT LEVEL 2	50% Onsite Capacity	Mondays to Fridays (8:00 AM - 5:00 PM) With Flexible working hours allowed (8 hours completed) a) 7:00 AM - 4:00 PM b) 8:00 AM - 5:00 PM c) 9:00 AM - 6:00 PM ALL EMPLOYEES MUST RENDER AT LEAST 1 DAY PER WEEK OF REPORTING TO THE OFFICE.	Employees who are experiencing symptoms similar to COVID-19, and those who have confirmed exposure to a person with COVID-19	Fieldwork activities shall be approved by the concerned Group/Department Heads/Management
ALERT LEVEL 1	Full Workforce Onsite	Mondays to Fridays (8:00 AM - 5:00 PM)	Employees who are experiencing symptoms similar to COVID-19, and those who have confirmed exposure to a person with COVID-19	Fieldwork activities shall be approved by the concerned Group/Department Heads/Management

All Group/Department Heads shall:

- Determine the applicable daily schedule and working hours of their personnel according to their work 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.
- Designate at least 1 staff who will man their respective physical units to ensure full operations in the offices and uphold the delivery of public service.
- Submit the Group/Department work schedules/arrangements to the HRD and inform the same of any revisions and/or modifications through a memorandum.

II. RT-PCR/SWAB TESTING AND CONTACT TRACING PROTOCOLS

As approved by the Management Committee in its meeting held on August 11, 2020, SHFC shall provide RT-PCR/Swab Testing to employees.

Using as bases the DOH issuances in May 2020 and the recent one in May 2021, employees eligible for the testing are the following:

1. Considered as a COVID-19 suspect, and is recommended to undergo the Swab/RT-PCR testing by a doctor or authorized health professional
2. Had close contact or interacted with a person with COVID-19 within one (1) meter for around fifteen (15) minutes
3. Had direct physical interaction with probable or confirmed COVID-19 case

4. Is providing direct care to a probable or confirmed case without using personal protective equipment

A. In the case that an employee fits the qualifications above, the concerned employee shall follow the steps below:

1. Immediately inform his/her immediate supervisor and HRAG (or the Occupational Safety and Health Committee) of his/her situation. Fill up and submit to HR the COVID 19-Related Employee Request Form for verification/contact tracing and monitoring of occurring symptoms.

2. Avail of the RT-PCR/Swab testing preferably from health facilities which can deliver the fastest results. Fill up and submit to HR the COVID-19 Test Request Form .

2. Follow the SHFC Isolation and Quarantine Protocols (see matrix at Section III of this advisory).

3. Inform the Barangay Health Emergency Response Team or City Health Office if symptoms develop after exposure.

B. In the case that an employee tests positive in the RT-PCR/SWAB Test:

1. Immediately inform HRAG or the Occupational Health and Safety Committee of the positive RT-PCR results for contract tracing and provision of appropriate support and guidance (e.g. referral to a healthcare provider, Intellicare, and availment of PhilHealth and SSS Sickness benefits).
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2. Seek medical treatment or if asymptomatic, professional advice on how to manage the disease, and follow the SHFC Isolation and Quarantine Protocols (see matrix at Section III of this advisory).
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3. File for SICK LEAVE while recovering from COVID-19 to avail of the PhilHealth and SSS sickness benefits.

C. RT-PCR/Swab Test Request and Reimbursement

Plantilla employees who are experiencing symptoms of COVID-19 may undergo PCR/Swab Test in the designated testing centers of Intellicare, subject to the approval/recommendation of their accredited physician/s.

Additionally, SHFC partnered with the National Kidney and Transplant Institute (NKTI) to provide swab testing to employees who are experiencing COVID-19 symptoms. Should the employee need to undergo an RT-PCR test, he/she may do the following:

1. Employee shall fill out the COVID-19 Test Request Form;
2. Submit to Ms. Karen of HRAG for scheduling and coordination with NKTI. RT-PCR schedule at NKTI is from 3 PM to 5 PM every weekday only;
3. Employee may proceed to NKTI after receiving the confirmed schedule and pay either of the following rates:
 - a. Php 723.00 (PhilHealth member)
 - b. Php 2, 800.00 (Non-PhilHealth member);
4. Submit the receipt to Ms. Karen, for reimbursement; and
5. RT-PCR results will be released a day after the test.

III. SHFC HOME QUARANTINE AND ISOLATION PROTOCOLS & PREVENTIVE MEASURES

With the **Delta Variant** as the dominant strain, with 2-4 times more transmissibility, SHFC shall follow **Quarantine** procedures for those who are well/asymptomatic but are close contacts of a COVID-19 positive, and **Isolation** procedures for patients with symptoms or a positive COVID test.

ISOLATION AND QUARANTINE PROTOCOLS*

If the employee has a possible exposure or has close contact with a suspected or confirmed COVID-19 positive, he/she must fill up and submit to HR the **COVID 19-Related Employee Request Form** and follow the following:

COVID-19 Exposure	With Symptoms?	With RT-PCR Swab Test?	Actions Required from Employee
Situation 1	None	None	<ul style="list-style-type: none"> ● Quarantine Immediately. ● Day 1 of quarantine shall start within 24 hours of last close contact. ● Unvaccinated and partially vaccinated close contacts shall undergo a 14-day quarantine. ● Fully vaccinated close contacts, on the other hand, shall undergo quarantine for 7 days. ● No need to do RT-PCR swab before coming out of quarantine.
Situation 2	None	Yes. Negative. (RT-PCR should be done 5-7 days after last close contact)	<ul style="list-style-type: none"> ● Quarantine Immediately. ● Day 1 of quarantine shall start within 24 hours of last close contact. ● Unvaccinated and partially vaccinated close contacts shall undergo a 14-day quarantine. ● Fully vaccinated close contacts, on the other hand, shall undergo quarantine for 7 days. ● No need to repeat the RT-PCR swab before coming out of quarantine.
Situation 3	None	Yes. Positive. (RT-PCR should be done 5-7 days after last close contact)	<ul style="list-style-type: none"> ● Isolate Immediately. ● Isolate after positive test result and end isolation after at least 10 days. ● No need to repeat RT-PCR before coming out of isolation.
Situation 4	Yes	None	<ul style="list-style-type: none"> ● Isolate Immediately. ● Can come out of isolation if no symptoms after the last day of symptoms, or 10 days from the start of symptoms, whichever is longer. ● No need to do an RT-PCR swab to come out of isolation.
Situation 5	Yes	Yes. Negative. (RT-PCR should be done immediately after	<ul style="list-style-type: none"> ● Isolate Immediately. ● Can come out of isolation if no symptoms after the last day of symptoms,

		the onset of symptoms)	<ul style="list-style-type: none"> or 10 days from the start of symptoms, whichever is longer. No need to repeat the RT-PCR swab to come out of isolation.
Situation 6	Yes. Mild Symptoms	Yes. Positive. (RT-PCR should be done immediately after the onset of symptoms)	<ul style="list-style-type: none"> Isolate Immediately. Can come out of isolation if no symptoms after the last day of symptoms, or 10 days from the start of symptoms, whichever is longer. No need to repeat the RT-PCR swab to come out of isolation.
Situation 7	Yes. Severe/ Critical Symptoms	Yes. Positive. (RT-PCR should be done immediately after the onset of symptoms)	<ul style="list-style-type: none"> Isolate immediately, seek hospital confinement as may be advised by a doctor. Can end isolation 3 days after the last day of symptoms, or 21 days from the start of symptoms, whichever is longer. No need to repeat the RT-PCR swab to come out of isolation.

* IATF Resolution No. 142 (October 7, 2021)

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 
Date: October 15, 2021