


MEMORANDUM

FOR : **ALL EMPLOYEES**

THRU : **THE OIC-SENIOR VICE PRESIDENT** 
Corporate Governance

FROM : **THE OIC-VICE PRESIDENT**
Human Resources Department

SUBJECT : **ADDITIONAL PRECAUTIONARY AND RESPONSE
PROTOCOLS FOR COVID-19**

REF. NO. : **HRDD-2020-030**

DATE : 10 March 2020

In view of the declaration by President Rodrigo Duterte of a State of Public Health Emergency due to rising cases of COVID-19 and in compliance with the Occupational Safety and Health Standards mandated by the Department of Labor and Employment, the Corporation hereby adopts the following guidelines as part of the contingency plan to prevent possible spread of the virus in our workplace. The guidelines are in addition to those contained in a Memorandum issued by the undersigned to all employees on February 14, 2020:

A. Proper hygiene, health monitoring procedures and behavioral etiquette

1. Hands of employees and clients should be sanitized upon entry to the office premises. Alcohol/hand sanitizers are available in the entrance of each floor.
2. Avoid touching your eyes, nose and mouth with unwashed hands.
3. Clean hands frequently and thoroughly with soap and water for at least 20 seconds.
4. Body temperature shall be checked upon entry. Those with temperature of 38 degrees and higher shall be refused entry.
5. Practice coughing/sneezing etiquette. Cover coughs and sneezes with a tissue, handkerchief or upper arm/elbow. Dispose used tissues properly.
6. Work surfaces (table tops, counters, meeting areas) and those frequently held/touched by employees and clients (door knobs, office machines,

telephones, computer keyboards, etc.) should be kept clean and regularly sanitized three (3) times a day (morning, lunch break and after office).

7. Maintain clean and hygienic workplace.

While cleanliness of the workplace will be the main responsibility of our janitors and utility personnel, we encourage everyone to do their share in maintaining a hygienic and virus-free work areas.

B. Practical social distancing procedures

Our objective is to decrease the number of instances that require employees and clients to gather in large group or spend extended period of time in close proximity with each other.

1. Temporary suspension of group activities
 - The flag ceremony every Monday will no longer be held in the 3rd floor common area but in every floor simultaneously at 8:00 am for the remaining Mondays of March. Attendance will be checked at every floor. All HR and corporate announcements will be done through IP.
 - The Corporate Team Building scheduled in April is postponed until further notice.
2. Postponement or cancellation of activities especially to areas with confirmed COVID-19 cases shall be decided upon by the concerned Manager/Vice President.
3. To avoid crowding in the elevator which may be contaminated by the virus, it is encouraged that the employees take the stairs.
4. Cognizant of the fact that a congested workplace will result to higher risks of transmission, we are currently planning for work-from-home, or less number of workdays arrangement for SHFC employees.

Group Heads may recommend work from home for employees (*subject to approval*) whose tasks may be done remotely, provided that the expected work requirements are delivered effectively and/or do not hamper the over-all operations of the agency. T


C. Travels

1. Self-quarantine guidelines for employees who might have been exposed to COVID-19 particularly those with a history of travel abroad shall be implemented.
2. Non-essential overseas travels by SHFC employees to areas with confirmed cases is strongly discouraged.
3. Exercise caution and judgment for domestic travel.
4. If cannot be avoided because of our commitments to stakeholders and our communities, we encourage everyone to register their travels with HR for proper monitoring.

Support activities in order to implement these guidelines particularly the immediate procurement of necessary health and sanitation supplies are being undertaken.

Since the situation is changing rapidly, other guidelines may also be released subsequently depending on official declarations by the government and the continuous monitoring of the spread of the virus to ensure the collective health and safety of all members of the SHFC community.

For your guidance and strict compliance.



JESSICA B. CARASO
OIC-Vice President, HRD