

MEMORANDUM

TO : **ALL EMPLOYEES**

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

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

SUBJECT : **PREVENTIVE & CONTROL MEASURES FOR COVID-19**

REF. NO. : HRSB-2020-039

DATE : FEBRUARY 14, 2020

Pursuant to the guidelines, procedures, and advisories being enforced by the Department of Labor and Employment (DOLE) through Advisory No. 04, s. 2020, *entitled "Guidelines on 2019 Novela Coronavirus (2019-nCOV) Prevention and Control at the Workplace"*, the Department of Health (DOH), Bureau of Immigration (BI) and the Office of the President, the Corporation hereby adopts the guidelines therein, as part of its preventive and control measures for the spreading of 2019-nCOV, now officially named as COVID-19:

I. **COVERAGE**

All employees and Agency-hired contractuels.

II. **PREVENTIVE MEASURES (DOLE Advisory No. 4, s. 2020)**

A. **WORKPLACE**

The Corporation would be implementing the following measures which include, among others:

1. Provide information about 2019-nCOV including its transmission, disease outcome, and treatment options;
2. Clean the work areas with disinfectant and make sure that water, soap and sanitizer are available in all washrooms and toilets;
3. Avoid or reduce direct exposure of employees to animals, environments and objects which may be possibly carrying the 2019-nCOV;
4. Emphasize to employees the steps of staying healthy and keeping a clean workplace, such as:
 - Cover the nose and mouth when coughing and sneezing;
 - Wash hands frequently with soap and water or cleansing of hands with alcohol-based hand sanitizers;