

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;

- Avoid close contact with sick people;
- Increase the body's resistance by having adequate rest and at least eight (8) hours of sleep;
- Drink plenty of fluids ; and
- Eat nutritious food

B. CARE OF EMPLOYEES

1. Those in the frontline services are evidently at risk of infection. As such, extra precautionary measures may be undertaken such as, but not limited to: strict hygiene and the use of personal protective equipment (PPE) i.e. N95 or other protective masks, gloves and the like, which should be properly worn while at work and disposed of properly after use.
2. In the event that an employee is suspected as having 2019-nCoV, the Corporation would be undertaking the following steps:
 - a. Provide the worker with a face mask to prevent risk of spreading the infection;
 - b. Isolate the employee immediately in a separate well-ventilated room in the workplace, away from other employees;
 - c. Refer the employee to the company healthcare provider or to the nearest local health center or hospital for laboratory confirmation if the history, signs and symptoms are consistent with a suspected case of 2019-nCoV;
 - d. Ensure the implementation of recommendations provided by the DOH on the management and transport of suspected case of 2019-nCoV;
 - e. Observe respiratory precautions when taking care of patients with flu or flu-like illness;
 - f. Decontaminate the work area with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol based disinfectant); and
 - g. Monitor the health of employees particularly those with fever and other flu symptoms and those who have traveled to or performed worked in countries affected with the 2019-nCoV.
3. If an employee is sick or has fever but is not suspected to have 2019-nCoV, the Corporation will advise the employee to take prudent measures to limit the spread of communicable diseases, to wit:
 - a. Stay at home and keep away from work or crowds;
 - b. Take adequate rest and take plenty of fluids;
 - c. Practice personal hygiene to prevent spread or disease; and

- d. Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when he/she becomes weak.
4. For employees' travel activities whether official or personal, the Corporation would be undertaking the following, to include among others:
- a. Prohibit employees in going to places covered by nCOV travel ban (*DOH News Advisory dated February 11, 2020*);
 - b. Monitor the health of employees particularly those who have traveled to or performed work in countries affected with the 2019-nCOV (*Section 6, Item II, DOLE Advisory No. 4, s. 2020*); and
 - c. Urge employees to temporarily refrain from unnecessary travel (*Bureau of Immigration Press Release dated February 2, 2020*).

III. LEAVE OF ABSENCE/ENTITLEMENTS (*DOLE Advisory NO. 4, s. 2020*)

For employees who are requested by the Corporation to stay at home or who are served quarantine order for reasons related to 2019-nCOV, the following arrangements may be considered during the period of absence:

1. Employee's leave of absence may be charged to their annual sick/vacation leave credits under the company policy or practice or as stipulated in their collective bargaining agreement. If the employee's leave credits have been used up, the Corporation may grant the leave of absence without pay.
2. By mutual agreement, the Corporation and employee could also agree on other arrangements for the employee's leave of absence.
3. For employees who need to take a leave to take care of their children or parents afflicted or suspected of having 2019-nCOV, or choose to stay away from work on their own accord due to contact with a confirmed or suspected 2019-nCOV to avoid its transmission, the Corporation may grant time-off which may include use of leave credits, if there is any. For employees who have used up their vacation or sick leave credits, The Corporation may grant their leave of absence without pay.

Social Security / Employee's Compensation Benefits


An employee who contracts 2019-nCoV in the performance of his/her work is entitled to sickness benefits under the Social Security System and employees' compensation benefits under PD 626 (EC Law).

IV. ASSISTANCE FROM DOLE

For employees in the regions, the Bureau of Working Conditions (BWC), the Occupational Safety and Health Center (OSHC) and the DOLE-Regional Officers (DOLE-ROs), in collaboration with the Department of Health, shall provide the following:

1. Information on 2019-nCoV and workplace concerns including issues related to OSH Standards and General Labor Standards;
2. Technical assistance in the form of risk assessment, use of protective equipment including a respirator program, workplace improvements to reduce the likelihood of droplet of infection and contamination by materials possible infected by the virus; and
3. Capability-building of 2019-nCoV focal persons in the workplace.

For your guidance and compliance.



JESSICA B. CARASO