

“WORKPLACE POLICY AND PROGRAM ON COVID-19 PREVENTION AND CONTROL”

Pursuant to RA 11058 and its implementing Rules and Regulations, DOLE DO 198 Cirtex Holdings Philippines Corporation (the “Company” or “CHPC”) recognizes workplace-based programs as a potent tool in addressing COVID-19 as an international pandemic problem, this Company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of COVID-19 in the workplace.

I. COVERAGE

This Program shall apply to all employees regardless of their employment status and all visitors.

II. WORKPLACE HEALTH

As a precautionary measure at the workplace, CHPC are directed to:

1. Provide information about COVID-19 including its transmission, disease outcome and treatment option to their workers.
2. Clean the work areas with disinfectant and make sure that water, soap and sanitizer are available in all wash room and toilets.
3. Avoid or reduce direct exposure workers to animals, environments and objects which may be possibly carrying the COVID-19.
4. Ensure food in canteens or similar areas is properly prepared, handed and cooked.
5. Emphasize to all workers that everyday action to stay healthy and keep 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.
 - Spit at proper places
 - 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
 - Eat nutritious food
6. Monitor the health of workers particularly those with fever and other flu symptoms and those who traveled to or worked in countries affected with COVID-19.

Workplace with Imminent Danger Situations

In workplace where workers are evidently at risk of infection as in health care and other frontline services, the Company shall take immediate protective measures to avoid, correct, removed such imminent danger. A screening program on COVID-19 must be installed in accordance with the Guidelines issued by the Department of Health (DOH) Screening or triage shall follow a procedure using checklist that may include questions related to:

1. Recent travel to China or a country or place on the WHO list with local transmission or outbreak of COVID-19
2. Recent contact with a confirmed or suspected COVID-19 and
3. Affliction by such symptoms as fever greater than 38 degrees Celsius and flu like symptoms such as cough, difficulty of breathing or shortness of breath.

Workers in said workplaces must take extra precautionary measures which include strict Hygiene and the use of Personal Protective Equipment (PPE). The Company shall ensure that PPE (e.g. Respirators such as N95, gown, gloves) is properly worn by the workers while at work and disposed of accordingly after use.

Concern and/or reports on COVID-19 shall be coordinated with the Department of Health.

Guidelines for care of workers who are sick or with Fever.

In the event that a worker is suspected as having COVID-19, the Company shall:

1. Provide the worker with a face mask to prevent risk of spreading the infection
2. Isolate the worker immediately in a separate well-ventilated room in the work place away from other workers.
3. Refer the worker 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 COVID-19.
4. Report the worker to the Department of Health by calling the DOH at numbers 8711-1101 and 8711-1002
5. Ensure the implementation of recommendations provided by the DOH on the management and transport of suspected case of COVID-19.
6. Observe respiratory precautions when taking care of patient with flu or flu like illness and
7. Decontaminate the work area with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol-based disinfectant).

B. In the event that a worker is sick or has fever but is not suspected to have COVID-19, the Company must advise the worker to take prudent measures to limit the spread of communicable diseases as follows:

1. Stay at home and keep away from work or crowds
2. Take adequate rest and take plenty of w fluids
3. Practice personal hygiene
4. Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started or when he/she becomes weak.

III. LEAVE OF ABSENCE/ENTITLEMENT

Leave of Absence

For workers who are requested by the Company to stay at home or who are served quarantine order for reason related to COVID-19, the following arrangements may be considered during the period of absence.

1. Workers 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 there's any. If the workers leave credits have been used up, employee could consider granting leave of absence without pay. However, employees are encouraged to exercise flexibility and compassion in granting additional leave with pay.
2. By mutual agreement, the Company and workers could also agree on other arrangements for the workers leave of absence.

For workers who need to take a leave to take care of their children or parents afflicted or suspected of having COVID-19 or choose to stay away from work on their own accord due to contact with a confirmed or suspected COVID-19 to avoid its transmission, the Company may adopt a flexible and enlightened approach in granting time off which may include use of leave credits, if there is any. For workers who have used up their vacation or sick leave credits, the Company could consider granting them leave of absence without pay.

HOSPITALIZATION BENEFITS

In addition to existing company health care benefits, Philhealth members and their dependents infected with COVID-19 may avail of Philhealth hospital benefits.

SOCIAL SECURITY /EMPLOYEES COMPENSATION BENEFITS

A worker who contracts COVID-19 in the performance of his/her work is entitled to sickness benefits under SSS and employees compensation benefits under PD 626 (EC law).

In the event that the worker is not qualified to avail of the benefits under SSS or Philhealth due to the fault of the Company, the Company shall shoulder all the medical expenses until full recovery.

IV. ASSISTANCE TO BE PROVIDED BY DOLE

For workers in the country the Bureau of Working Conditions, Occupational Safety and Health Center and the DOLE Regional Offices, in collaboration with Dept. of health shall provide the following:

1. Information on COVID-19 and workplace concern including issues related to OSH standards and General Labor standard.
2. Technical assistance in the form of risk assessment, use of protective equipment including a respirator program, workplace improvement to reduce the likelihood of droplet of infection and contamination by materials possibly infected by the virus and
3. Capability building of COVID-19 focal person in the workplace.

The DOLE agencies concerned shall make a regular progress report on the prevention and control of COVID-19 in the workplace.

V. IMPLEMENTATION AND MONITORING

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

VI. EFFECTIVITY

These guidelines shall take effect immediately.