

 SMC <small>STENIEL MANUFACTURING CORPORATION</small>	DOCUMENT	DOCUMENT NO	SMC-HRM-POL-2021-01-001
	POLICIES & PROCEDURE	DATE OF EFFECTIVITY	Oct. 19, 2021
	SUBJECT WORKPLACE PREVENTION & CONTROL OF COVID-19	REVISION DATE	N/A
	This is a controlled document. Should a revision be issued, please return the superseded document and replace it with the updated document.		8 Pages

1. POLICY OBJECTIVE

To provide general directions in managing COVID-19 related situations at the workplace. Aligned with the existing minimum public health standards and guidelines issued by the DOH, DTI, and other regulatory agencies.

2. SCOPE AND EFFECTIVITY

This policy applies to all employees of **STENIEL MANUFACTURING CORPORATION**. This policy shall be made known to every employee and shall take place effective immediately.

3. MAINTAINING HEALTH AND STANDARD AT WORK:

In maintaining Health and Safety at work, all employees shall:

- All employees are encourage to get vaccinated. Getting vaccinated is one of the best ways to protect oneself and others against COVID-19.
- Wear masks at all times. Remove only when drinking or eating. The practice of double masking or wearing two masks will provide extra protection.
- Have temperature checked, recorded and accomplish a health declaration form.
- Any personnel with temp > 37.5 degrees celcius, even after 5-minute rest, the employee shall not be allowed to enter the premises.
- Vehicle entering the area must go through temp check and health declaration process.
- Alcohol or sanitizers are placed in common areas where workers pass, entrance, lobby, biometric area, conference room, washroom, comfort room, and pantry.
- All employees shall always practice social distancing.
- Avoid in-person meetings. Use vitual conferencing, email or the phone when possible, even when people are in the same building.
- Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands
- Do not congregate in work rooms, pantries, canteen or other areas where people socialize. Keep six feet apart when possible.

4. SCENARIOS AND GUIDELINES

SITUATIONS	COMPANY GUIDELINES
<p>If the employee is sick but not suspected of having COVID-19</p>	<ol style="list-style-type: none"> 1. Employees who are sick or have a fever but are not suspected of having COVID-19 must take prudent measures to limit the spread of infectious diseases. 2. Employees should file a Sick Leave (SL) and inform HR and their immediate supervisor/manager about their conditions. 3. Employees who were absent due to sick leave for more than two days are required to submit fit to work medical certificate.
<p>Based on Health Declaration: If the employee is symptomatic with relevant history of travel/exposure on work resumption.</p>	<ol style="list-style-type: none"> 1. The employee should not be allowed to physically return to work and must consult a medical clinic or telemedicine. 2. Employee is required to submit a fit to work medical certificate.
<p>If the employee is exhibiting symptoms while at work and is suspected of having COVID-19</p>	<ol style="list-style-type: none"> 1. The employee shall be asked to proceed to the designated isolation area immediately and must not remove his/her mask. 2. The work area should be decontaminated with appropriate disinfectant. 3. The suspected COVID-19 employee should seek medical consultation from a medical clinic or telemedicine. If there is a referral from the doctor to undergo a PCR swab test, the regular employee can avail of a free swab test under our company health insurance coverage. 4. Based on contact tracing, employees with exposure to the suspected COVID-19 employee must be required to undergo 14-day quarantine with specific instructions from the company nurse on monitoring of symptoms.

	<p>5. If the test result is negative, the employee and exposed employees should still complete the 14-day mandatory isolation.</p>
<p>The employee is tested COVID-19 positive</p>	<p>1. The employee who tested positive should isolate him/herself.</p> <p>2. Usually, the testing clinic refers the test results to the LGU for contact tracing and referrals.</p> <p>LGU will refer the COVID-19 positive employee to either undergo Facility-based Quarantine (Temporary Treatment and Monitoring Facilities) or Home Quarantine.</p> <p>Hospital admission is required only for a severe case of COVID-19.</p> <p>Severe condition include: <i>Difficulty breathing or breathlessness while speaking, constant pain or pressure in the chest, paleness or cold and clammy skin, confusion and changes in mental state or unresponsiveness.</i></p> <p>Per DOH guidelines, Facility-based quarantine and isolation shall be the first option.</p> <p>However, Home-based quarantine and isolation can be done with capacity for own room, own toilet, and no most-at-risk population (MARP) at home. Risks population includes the elderly, children, and pregnant women.</p> <p>3. After the 14-days of Facility-based or Home-based quarantine under LGU monitoring, the LGU will issue a Certificate of Quarantine Completion.</p> <p>If the employee was on a 14-day home quarantine and not coordinated with the LGU, the employee should return to work with a medical certificate.</p>
<p>Time-Based Recovery and No Retesting after 14 days of Quarantine & Isolation</p>	<p>No test is necessary to determine recovery. A symptom-based strategy shall be used to determine recovery or return-to-work for symptomatic employees.</p> <p>The company follows guidelines issued by WHO,</p>

	<p>CDC, and DOH.</p> <p><i>“A patient can be discharged from isolation without requiring retesting given the growing evidence showing the decreased risk of transmitting the virus on the 10th day after symptom onset in patients with mild disease.</i></p> <p><i>Even as RT-PCR remains the only confirmatory test to detect the SARS-CoV-2 virus, it may also detect viral fragments yielding to a positive result. However, studies have shown that these viral fragments detected by PCR on the 10th day after symptom onset can no longer be cultured as a live virus, thus the incapacity to be transmitted and infect other people.”</i></p>
<p>Employees returning to work from isolation due to exposure with COVID-19 positive patient.</p>	<ol style="list-style-type: none"> 1. Testing of asymptomatic employees Returning to Work (RT-PCR or antibody-based tests) is NOT recommended nor required for asymptomatic employees returning to work. 2. Employees physically reporting to work shall be required to accomplish Health Declaration Form as part of screening for COVID-19 symptoms, including fever, cough, colds, other respiratory symptoms, and or determination of travel or exposure COVID-19 cases within the last 14 days. <p>Asymptomatic employees before physically returning to work may be cleared by the local health officer or external clinicians.</p>
<p>Necessary Conditions for Work from Home (WFH) Arrangements</p>	<p>WFH requires approval of the management. Those qualified are the following:</p> <ol style="list-style-type: none"> 1. Employees’ roles are necessary and critical for the day-to-day operations and services of the business. 2. The employees have sufficient internet access at residence, are allowed to access company systems remotely, and have been provided with tools of the trade like laptops and mobile phones. 3. The employees are at high risk (those over 60

	<p>years or of any age with co-morbidities or pre-existing illnesses such as hypertension, diabetes, immunocompromised health status, or high-risk pregnancy).</p> <p>4. Employees have to fill out the Work from Home Accomplishment Form and have this approved by his or her immediate Head. The approved WFH Accomplishment Form shall be submitted to HR as this will serve as a basis for payroll processing.</p>
<p>Contact Tracing</p>	<p>1. The company nurse/Plant HR/Safety Officer shall conduct contact tracing within their workplace to identify close contacts with employees suspected or tested positive for COVID-19. Workplace CCTV may be used to determine close contacts.</p> <p>2. Close contacts of employees whose RT-PCR test confirmed positive must undergo a 14-day quarantine period.</p> <p>3. During the 14-day quarantine, close contacts must regularly update HR/company nurses for any developments including new symptoms.</p> <p>4. All close contacts must finish the 14 days regardless of results.</p>
<p>Reporting & Notifications</p>	<p>1. The company nurse/Plant HR must report COVID-19 positive employees, symptomatic employees, and close contacts to the local health office having jurisdiction over the workplace and the Barangay Health Emergency Team (BHERT) of their place of residence under DOH DM No. 2020- 0189.</p> <p>2. Reporting to the DOLE shall be made following Section X of the DTI-DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19 using the Work Accident/Illness Report (WAIR) COVID-19 form.</p>

<p>Availment of SSS Benefits</p>	<p>The employees should notify HR about their sick leaves incurred due to home or facility quarantine/isolation or hospital confinement due to COVID-19.</p> <p>HR will assist in filing Sickness and (EC) Employee compensation benefits with SSS.</p> <p>To be eligible for the availment of SSS sickness and EC benefits, the employee should use up all remaining leave credits first.</p> <p>SSS members should submit the following documents to HR:</p> <ul style="list-style-type: none"> ▪ Certificate of RT-PCR result from DOH accredited testing facility ▪ Medical records if hospitalized ▪ Certificate of Quarantine Completion and Medical from LGU in case of home or facility quarantine. ▪ A medical certificate, signed by a licensed medical practitioner if LGU did not issue a medical certificate. <p>Submission of incomplete documents may result in the delay or denial of SSS claims benefits.</p>
<p>Disinfection and Closure of Buildings/ Workplaces</p>	<p>If there is a confirmed case of COVID-19 in the workplace, the facility shall be disinfected with an appropriate disinfectant solution. In addition, the company should arrange a decontamination service rendered by a specialized team.</p> <p>The building must be locked down for 24 hours before disinfection to lessen transmission to sanitation personnel. The building may only be opened 24 hours after the disinfection process and cleared by a specialist from the decontamination</p>

	team.
COVID-19 Case Clustering	<p>Case clustering shall be defined as two or more confirmed cases from the same area/ facility, whether in the same/ different office spaces.</p> <p>Temporary closure of the workplace, disinfection and contact tracing must be conducted in case of clustering.</p> <p>The company nurse/Plant HR/Safety Officer should coordinate with the LGU and seek directives/advice.</p>
Creating a Bubble area	<p>Based on a joint memorandum circular No. 20-04-A: DTI and DOLE Supplemental Guidelines on Workplace Prevention and Control of COVID-19.</p> <p><i>"Employers are encouraged to establish their company policies on the temporary closure of the workplace, disinfection, including procedures for granular lockdown of the building/facility (i.e. closure of a section/floor/unit of the building/facility) for disinfection, to ensure continuity of operations."</i></p> <p>This concept is a measure to prevent the COVID-19 spike, similar to the government implementation of the NCR 2-Week Bubble.</p> <p>The company may implement a work bubble. Work bubble is an alternative work arrangement for employees whose jobs require them to be present in the workplace, where they share spaces in close physical proximity with their co-employees. As a result, there will be a physical separation of a group of employees to other employees or limited movement in certain work areas.</p> <p>Creating "work bubbles" will help reduce the risk of company-wide outbreaks while assisting essential businesses to continue to function.</p> <ul style="list-style-type: none"> ▪ Reducing the reproduction number of the disease

	<ul style="list-style-type: none">▪ Increasing efficiency of contact tracing▪ Protecting employees from contracting COVID-19 at work▪ Increasing employee confidence in workplace safety▪ Allowing for business to continue in the case of positive cases
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The above guidance is intended for planning purposes at the workplace. Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts become available.