

 <b>LIBERTY INSURANCE CORPORATION</b>	<b>Human Resources Department</b>	Date Created:	<b>April 30, 2020</b>
	<b>COVID 19 Health and Safety Guidelines</b>	Page:	<b>1 of 5</b>

## **I. SCOPE**

1. All employees in the head office and service offices nationwide.
2. All areas in the head office and service offices nationwide.

## **II. GUIDELINES AND MEASURES**

Aligned with the advisories and recommendations of the Department of Health (DOH), Inter Agency Task Force (IATF) and other concerned government agencies on the prevention and management of COVID-19, head office and service offices are to implement the following safety measures:

### **1. PRIMARY HEALTH SCREENING MEASURE**

- 1.1 Employees to adhere to the building security personnel who carry out mandatory health screening check to all incoming employees at the main entrance using a non-contact thermometer. Employees with a temperature recording of 37.5 degree Celsius and above on two (2) occasions shall not be allowed to proceed and enter the premises. All employees who were denied entry shall be registered in the guard's logbook. Employee to call from the lobby to inform HR.
- 1.2 All employees who were manifesting any of the following symptoms during health screening check such as Fever, Cough, Colds, Sore Throat, Muscle, Joint Pains, Difficulty of Breathing or Shortness of Breath and Diarrhea shall seek medical attention and go on sick leave and stay at home until health condition improve and are free of any flu like symptoms.
- 1.3 All visitors shall temporarily be denied entry at the company premises. All transactions, conferences or meetings with the company shall be carried out through distant or remote telecommunication means e.g. video conference calls and other similar telecommunication schemes or technologies.
- 1.4 All employees shall be required to wear the appropriate Personal Protective Equipment (PPEs) i.e. masks and gloves (for selected employees).
- 1.5 All incoming and outgoing employees shall be required to sanitize their hands prior and after using the biometrics/timekeeping system.
- 1.6 All incoming and transmitted documents shall be allowed entry at the guard's area only. Intended recipient(s) of the transmitted documents shall be notified by the assigned messenger or receptionist.

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## **2. CLEANING AND DISINFECTION**

- 2.1 General cleaning, sanitation and disinfection of offices, facilities and vehicles shall be implemented regularly on a daily basis during and after working hours. These tasks shall be carried out by the Utility personnel in coordination with Administration Department.
- 2.2 Frequent disposal of trash bin and proper cleaning and disinfection thereafter shall be carried out on a regular basis (1 PM and 4PM).
- 2.3 Thorough cleaning and disinfection procedures of frequently touched and used items and work areas shall be implemented.
- 2.4 All employees shall be encouraged to disinfect their respective workstations and areas before and after work.
- 2.5 Inspections of disinfected and sanitized areas will be regularly conducted by Admin. personnel.

## **3. COVID-19 PRECAUTIONARY PREVENTIVE MEASURES AND GUIDELINES**

- 3.1 The following preventive personal hygiene measures must be followed:

### **3.1.1 Proper Sneezing / Coughing Techniques**

Employees are encouraged to cover their mouth and nose when coughing or sneezing to prevent transmission of disease through respiratory droplets. Use of clean tissue or any clean cloth are encouraged and should be disposed off properly. In the absence of a cover, you may use your sleeves or flexed elbow but not your hands.

### **3.1.2 Proper Hand-washing techniques with soap and water**

COVID-19 viruses may stay on surfaces, tables, doorknobs and other contact items for a significant period. To prevent transmission of disease through surface contacts, proper and thorough hand-washing with soap and water as frequent as possible for at least 20 seconds shall be encouraged. Sanitation of hands by using a 70% alcohol or hand sanitizers are other options if hand washing facility is not available.

To prevent the entry of viruses or bacteria to your nasopharyngeal system, frequent touching of face, nose and mouth are discouraged.

- 3.1.3 Alcohol dispensers and/or hand sanitizers shall be installed in strategic areas including vehicles and offices.

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### 3.1.4 Social Distancing Procedures

Employees are encouraged to strictly observe social distancing practices at all times and to keep at least 1-meter distance (3feet) or 1 seat apart to the next person.

3.2 The company shall apply the following work accommodations to employees with chronic illnesses regardless of age including pregnant women):

3.2.1 Employees who are prone or vulnerable to contracting severe and life-threatening complications of COVID-19 shall not be allowed to report to the office. They can be advised to work from home or avail of their leave credits upon the discretion of management.

\*Chronic illnesses shall mean lung disease, heart condition, diabetes, hypertension, kidney/liver disease, cancer and others.

3.3 The Company, through Human Resources Department, shall post articles covering COVID-19 disease transmission and prevention, DOH/WHO/IATF COVID 19 advisories and safety guidelines, useful tips on how to boost the immune system through email and our social media platforms.

## 4. HOME QUARANTINE PROTOCOL

4.1 Mandatory 14-day self/home quarantine shall be strictly required to all employees and workers with:

- 4.1.1 Any of the following symptoms including Fever, Cough, Colds, Sore Throat, Muscle and joint pains, Fatigue, Difficulty in Breathing, Shortness of Breath and Diarrhea.
- 4.1.2 Recent Travel local or abroad from COVID 19 affected counties or places.
- 4.1.3 History of recent closed contacts with a confirmed COVID-19 patient or a Probable case declared by the Department of Health (DOH).
- 4.1.4 Recent Travel to places or areas under community enhanced quarantine or lockdown because of reported confirmed Case of COVID-19.

**NOTE:** a. Home quarantined employees shall be advised to secure medical certificate or clearance from a certified health worker/physician or hospital with recent confinement prior to being cleared to return to work by Human Resources Dept.

b. Refer to Annex A for COVID 19 case classification

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## 5. RESOURCES AND COMPLIANCE MONITORING

- 5.1 Resources like washable face masks and alcohol shall be provided for free for the protection of all employees.
- 5.2 Human Resources personnel in coordination with Administration personnel shall regularly check and monitor the status of employee compliance with the guidelines and safety requirements. Compliance status report shall always be done on a daily basis.

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## **ANNEX A**

### **Suspect case**

The following may be considered a “suspect case” of COVID-19:

- A person with severe acute respiratory illness – fever of 38°C or higher, cough or sore throat, shortness of breath, and may even include severe pneumonia – whose cause is undetermined prior to testing for the coronavirus.
- A person with influenza-like illness – fever of 38°C or higher, and cough or sore throat – and who lives in or has traveled to an area that reported local transmission of the coronavirus during the 14 days prior to the onset of symptoms.
- A person with influenza-like illness and has had contact with a confirmed or probable case (see definition of “probable case”) of COVID-19 in the two days prior to the onset of that confirmed/probable case’s illness or before that confirmed/probable case showed negative on repeat testing.
- A person with fever or cough or shortness of breath or other respiratory symptoms and is one of the following: 60 years old or older; with a comorbidity or pre-existing illness; in high-risk pregnancy; a health worker.

### **Probable case**

A “probable case” of COVID 19 is:

- A suspect case who has been tested for COVID-19 but the results are inconclusive.
- A suspect case who has tested positive for COVID-19 but the test was not conducted in a national or subnational coronavirus reference laboratory, or an officially accredited laboratory for confirmatory testing.

### **Confirmed case**

A person may be considered a “confirmed case” of COVID-19 only if they were tested at a national or subnational reference laboratory, or at a DOH-certified laboratory testing facility.

This is regardless of whether the person shows clinical signs and symptoms of COVID-19.