



Supplemental Guidelines on Workplace Prevention and Control of COVID-19

Issued by the Department of Trade and Industry (DTI) and the Department of Labor and Employment (DOLE), the supplemental guidelines aim to assist private institutions in developing the minimum health protocols and standards in light of the COVID-19 pandemic.

It shall apply to all workplaces, employers, and workers in the private sector.



DTI.Philippines

| laborandemployment



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| dole.gov.ph



I. COVERAGE

- Shall apply to all private establishments regardless of economic activity
- Including special economic zones and other areas under the jurisdiction of Investment Promotion Agencies (e.g. Philippine Economic Zone Authority (PEZA), Clark Development Corporation (CDC) etc).



DUTIES OF EMPLOYERS

(R.A 11058 / Department Order 198-18)

- ✓ Equip a place of employment for workers free from hazardous conditions that are causing or are likely to cause death, illness, or physical harm
- ✓ Provide complete job safety instructions to all the workers, including, but not limited to, those relating to familiarization with the work environment
- ✓ Comply with OSHS including training, medical examination, and where necessary, provisions on protective and safety devices such as PPE and machine guards
- ✓ Make arrangement for workers and their representatives to have the time and resource to participate in the processes of organizing, planning and implementation, monitoring, evaluation and action for improvement of the OSH management system



DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19 / Joint Memorandum Circular No. 20-04-A Series of 2020

- ✓ Provide necessary company policies for the prevention and control of COVID-19 in consultation with workers. Advocacy and IEC programs should be taken from DOH, WHO and other reliable resources of information on COVID-19
- ✓ Designate Safety Officer to monitor COVID-19 prevention and control measures such as physical distancing, wearing of mask, regular disinfection, compliance to thermal scanning and accomplishing health symptoms questionnaires



- ✓ Employers are required to implement all necessary workplace safety and health programs, including the following COVID-related programs at **no cost to the employees**
- ✓ Employers shall establish OSH Committees in accordance with Republic Act No. 11058, its IRR, and DOLE Department Order No. 198, Series of 2018



DUTIES OF WORKERS

- ✓ Comply with all workplace measures in place for the prevention and control of COVID-19, such as wearing of mask, physical distancing, etc.
- ✓ Observe proper respiratory etiquette
- ✓ Participate in capacity building activities on safety and health and other OSH related topics and programs
- ✓ Proper use of all safeguards and safety devices furnished for workers' protection and that of others



- ✓ Comply with instructions to prevent accidents or imminent danger situations in the workplace
- ✓ Observe prescribed steps to be taken in cases of emergency
- ✓ Report to their immediate supervisor any work hazard that may be discovered in the workplace.



SAFETY OFFICER DUTIES

- ✓ Oversee the overall management of the OSH program in coordination with the OSH committee
- ✓ Frequently monitor and inspect any health or safety aspect of the operation
- ✓ Assist government inspectors in the conduct of safety and health inspection at any time whenever work is being performed
- ✓ The safety officer, which refers to any employee or officer of the company trained by DOLE and tasked by the employer to implement an OSH program



- ✓ The OSH Committee and/or safety officer of the workplace shall oversee enforcement and monitoring of the minimum public health standards for COVID-19 prevention in the workplace and this JMC.
- ✓ Monitoring by the OSH Committees shall include evaluation and analysis of the company's implementation of the minimum health standards and protocols to immediately address the spread of COVID-19 in the workplace, if any, and recommend and implement appropriate preventive measures. Health surveillance may be conducted to determine the cause/s of the spread/transmission of the virus in the workplace



JOINT MONITORING CHECKLIST (COMPLIANCE INDICATORS)



How to comply?

- ✓ Signages on COVID safety measures Posted in premises.



- ✓ Appropriate masks and face shields worn together properly at all times



- ✓ Daily accomplished Health Declaration Form by workers and visitors and Contact Tracing Form by clients/visitors are submitted to HR/Clinic personnel



- ✓ Temperatures checked for both workers and visitors



- ✓ Spraying of alcohol/sanitizers on both hands done



- ✓ Disinfectant foot baths at the entrance provided, if practicable



- ✓ Social or physical distancing of at least 1 meter observed



How to comply?

- ✓ Company OSH Program with duly signed company commitment are formulated to include COVID Control Plan/Program, aligned with the DOLE-DTI Interim and Supplemental Guidelines, existing minimum public health standards and guidelines issued by the DOH and other regulatory agencies.

Occupational Safety and Health (OSH) Program of
(Company Name)

I. Complete Company Profile: Project details

- Company Name _____
- Date Established _____
- Complete Address _____
- Phone and fax numbers _____
- Website URL/E-mail address _____
- Name of Company Owner/Manager/President _____
- Total Number of Employees _____ Male _____ Female _____
- Description of the business _____
 - Kindly check:
 - Manufacturing
 - Service _____
 - Agriculture _____
 - Wholesale/retail _____
 - Utilities _____
 - Bank and financial institution _____
 - Security Agency _____
 - Maintenance _____
 - Construction _____
 - Others (Please specify) _____
- Product description(s) (ex. Garments, shoes, electronics) _____
- Description of services _____

Mental Health and Psychosocial Support During COVID-19 Outbreak

from the Philippine Council for Mental Health

PROMOTE PSYCHOSOCIAL WELL-BEING AMONG THE TEAM OF FRONTLINE WORKERS AND THEIR AGENCIES AND SUPERVISORS

- **Frontliners should be allowed to express their fears and apprehensions.**

Their work is tough and highly stressful and much is expected of them at this time. The demands on frontline health workers can result in levels of human exhaustion. They should themselves be not doing enough and push themselves to work harder. In helping them recognize these, they should be guided to see that these psychosocial reactions of frustration, sadness, self-doubt, anger, etc., are expected and can be considered "normal".
- **Recognizing their hard work during this crisis is important.**

This includes, if the very least, ensuring they have all they need to carry out their work properly and efficiently – including providing them with personal protective equipment and ensuring that appropriate protocols are in place to keep them safe. Leaders and supervisors are encouraged to recognize the role contributions of frontline health workers to the positive resolution of the crisis. They should listen to their concerns, give them credit for their diligence, commitment, initiative, perseverance and personal sacrifices in the context of their roles. Providing appropriate resources will help make these expressions of support more tangible.
- **Frontliners need to be given time to take care of their own basic needs too.**

They must be able to rest and recover from work through regular shift schedules, and encouraged to engage in physical activity, spend quality time with loved ones, play or find quiet time with themselves, eat healthy food, and sleep and having breaks from work.
- **Frontliners may be subjected to stigma due to the nature of their work at this time, notwithstanding their possible exposure to the virus itself.**

They may experience stigma from different sectors of society – even among their own families, co-workers and law enforcers. They will make or already challenging and stressful situation worse and can interfere with their ability to serve. We must care for them as we would any member of our society.
- **Finding time to reflect is important to maintaining positive mental health.**

Drawing on skills and resources that have helped during past crises can help in managing the current crisis and maintaining the regular mood of stress or psychosocial well-being.
- **Frontliners are encouraged to be open to accept help from a friend whom they trust or seek a mental health professional and not be afraid that they will be judged as a failure or a mental patient.**

Feelings of guilt arising from thoughts that one has not done enough can increase the stress. This can feel very overwhelming. Change in mood, such as feeling anxious, irritable or low and tired at the time, may make it difficult to make even routine work. Confiding with someone being trusted or talking to a mental health professional will help process these feelings.
- **Policies and protocols of hospitals and other agencies involved in the frontlines should recognize and prevent burnout.**

There is a common conception of burnout stress. With education and appropriate support and appropriate referral systems should be in place to ensure the provision of mental health and psychosocial support.

"Our commitments with each other, and our differences as what matters more than ours."

Produced by **HUMAN** - the NGO Coalition for Mental Health of the **PHILIPPINE COUNCIL FOR MENTAL HEALTH**



- ✓ Signages/visual cues/reminders on proper handwashing and other hygiene behavior visibly posted in conspicuous areas- washrooms, work areas, canteens, locker rooms, lounges, and other similar areas where workers converge.



- ✓ Common areas and frequently handled objects disinfected at an interval of not less than 2 hours



- ✓ Frequent hand washing with soap and water or the application of alcohol-based disinfectants is observed, especially after touching or handling any document, materials, or surface



- ✓ Disinfecting/washing resources and supplies such as soap, sanitizer and disposable hand drying supplies placed in strategic locations



- ✓ Disinfection done before start of the shift, intermittently during shift, at the end of the shift and every after use of tools and equipment shared
- ✓ Signage on surface disinfection of work stations, before during and after work to remind workers



- ✓ Proper waste disposal

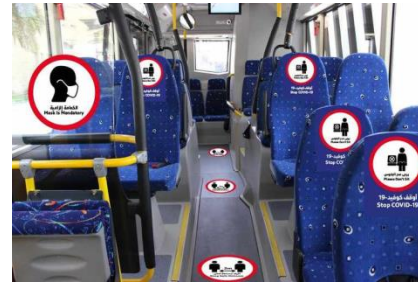


- ✓ Adequate ventilation is enforced inside the workplace (ex. windows opened for natural air flow exchanges, if possible. Air conditioning units turned off to reduce air recirculation, Exhaust fans installed, Air filtration devices with high-efficiency particulate air (HEPA) filters installed and properly maintained)



How to comply?

- ✓ For medium and large-sized establishment, shuttle service is provided/arranged for (vehicle types approved by the DOTr and LGU (ex. tricycles) and the minimum public health standards is enforced inside the vehicle (wearing of face mask and face shield, physical distancing observed, signages posted on no talking, no taking of phone calls, no eating; disinfected properly before and after each use; windows rolled down by at least 3 inches, if applicable)
 - Employers classified as large and medium size private establishments (i.e those with total assets above PHP15M) are enjoined to provide shuttle services to their employees



- ✓ Adoption of flexible work arrangements / alternative work arrangements, if applicable



#1270K2585

- ✓ Work from Home Arrangement for Most At Risk Population (MARP) implemented (With co-morbidities, younger than 20 years; 60 years and older, pregnant, and Immune compromised)



- ✓ Number of people in enclosed spaces (rooms, stores, halls, elevators) limited to observe at least one (1) meter physical distancing

Depending on the risk classification of the workplace locality, as defined by IATF's risk severity grading, Employers shall follow the restriction on mass gathering, (i.e 10% of seating capacity for meeting rooms in high/moderate-risk (e.g confined space) and a maximum of 50% seating capacity for low-risk areas (e.g open areas)).

The safety officer, which refers to any employee or officer of the company trained by DOLE and tasked by the employer to implement an OSH program, will determine the maximum number of employees allowed to stay at any given time in areas where they usually converge during breaks, or before/after work shift (e.g canteens, etc.).



- ✓ Staggered or alternate meal breaks/schedules are implemented and protocols during meals are observed (ex: physical distancing, no conversations allowed, Use of communal items (condiments ,utensil and straw dispensers, etc.) and serving of buffet meals and other similar set-up are prohibited, proper disinfection of tables, chairs and utensils is done before and after use, masks are immediately worn after meals



- ✓ Meetings needing physical presence kept to a minimum number of participants and of short duration and policy on mass gathering is compliant with IATF issuances



- ✓ Appropriate PPEs for workers and cleaners alike are provided by the employer at no cost to them and are properly worn while at work



- ✓ Proper handling disposal of PPEs done after use



- ✓ Online system for clients needing assistance practiced / encouraged; customer transactions within the business premises is limited to less than 15 minutes, if applicable while observing physical distancing



- ✓ Designated smoking area/s is an open space, individual, open-topped partitioned “booths” or cubicles and is in accordance with RA 9211 and EO 26 s.2017

DESIGNATED SMOKE AREAS



How to Comply?

Isolation and Referral

- ✓ A designated isolation area is made available for every 200 workers in the establishment (for medium to large establishments and buildings with multiple tenants). Malls and buildings must have at least one isolation area for all entrances
- ✓ Isolation area is provided/designated which must be situated near entrance or in a nearby facility
- ✓ Arrangements and referral to a nearby temporary private or LGU isolation facility is in place if provision of isolation area within workplace is not feasible
- ✓ Contact numbers of the local health office or BHERT having jurisdiction of the workplace, CESU/MESU/PESU/RESU, DOH Hotline 1555 available and visibly posted at conspicuous places
- ✓ Company protocols are in place for transporting the affected employee to the nearest health facility for proper management



- **Large and medium private establishments** (i.e with total assets of above PHP15M) and establishments with multiple tenants are mandated to designate an isolation area of one room for every 200 employees, which shall be other than the company clinic, and must be situated near entrance/s or in a nearby facility, for employees needing further assessment due to elevated temperature, presence of flu-like symptoms, any “Yes” to health declaration, or exposure history to a COVID-19 case or probable case thereof.
- **The designated isolation area shall have:**
 - ✓adequate ventilation
 - ✓available PPEs for the health personnel and symptomatic patients (e.g face shield and medical-grade face masks).
 - ✓The isolation area shall be provided with chairs and must have a dedicated restroom.
 - ✓It shall be disinfected once every two (2) hours and/or immediately after any infected or confirmed COVID-19 employee leaves the area.



- **5. Isolation** area personnel shall always wear the recommended PPEs prior to attending to the symptomatic employee, as prescribed in the DOH Department **Memorandum No. 2020-0197**, including:



DISPOSABLE GOWN



FACE SHIELDS



MEDICAL GRADE MASK AND GLOVES



- Company protocols for transporting the symptomatic employee/s to the nearest health facility, such as ambulance conduction and if necessary, for PCR testing shall be put in place
- Private establishment unable to establish an isolation area may make arrangements with a temporary treatment and monitoring facility nearby or with the Barangay Local Government Unit, for immediate referral of employees who fulfil the criteria for isolation
- ✓ Face masks and face shields are worn inside by suspect COVID-19 patient inside isolation facility
- ✓ Trained OSH personnel to handle COVID-19 symptomatic workers is assigned



How to Comply?

Contact Tracing

- ✓ Protocols in handling Health Declaration Forms for workers and visitors and Contact Tracing Forms for visitors pursuant to DOH Memorandum No. 2020- 0189 are established and in accordance with the Data Privacy Act of 2012
- ✓ All close contacts of PR-PCR test confirmed COVID-19 cases are required to undergo 14-day quarantine and regularly report to employer any development. including new symptoms while symptomatic employees are required to notify employer on the result of their COVID-19 test administered by a nationally accredited testing facility
- ✓ Work from home arrangements for the close contacts of RT-PCT test confirmed is observed when feasible
- ✓ Company mechanism of referral of exposed workers to the health care facility in accordance with the existing DOH guidelines.



Contact Tracing among the Workforce

- ✓ Employers shall conduct contact tracing within their workplace to identify close contacts. Workplace CCTV may be used to determine close contacts.
- ✓ Employers shall ensure that close contacts of employees whose RT-PCR test confirmed positive undergo a 14-day quarantine period.
- ✓ During the 14-day quarantine, close contacts shall be required to regularly report to their employer any development, including new symptoms.
- ✓ Symptomatic employees should update their employer regarding their COVID19 test results from a nationally accredited testing facility.
- ✓ Close contacts who remain asymptomatic for 14 days may return to work without need for a test.
- ✓ Employers shall make available work-from-home (WFH) arrangements for the close contacts when feasible.



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Close contacts shall be defined as employees with exposures two (2) days before or within 14 days from onset of symptoms of a suspect, confirmed or probable case. Exposure shall be any of the following:

- a. Face-to-face contact with a confirmed case within one (1) meter and for more than 15 minutes, with or without a mask;
- b. Direct physical contact with a confirmed case; or
- c. Direct care for a patient with probable or confirmed COVID-19 disease without using PPEs.

AVOID CLOSE-CONTACT



Contact Tracing of Customers and Visitors

- a. Customers, including visitors, entering private establishments/business premises shall be required to completely accomplish the Contact Tracing Form
- b. Contact tracing forms shall be surrendered daily to the HR officer for future reference and safekeeping.
- c. Employers shall explore the use of technology, such as by using contactless forms.
- d. Contactless forms shall be handled with the highest degree of confidentiality and securely disposed of after thirty (30) days.



How to Comply?

Testing

- ✓ Frequency of COVID-19 testing for priority workers is implemented pursuant to DOH Dept. Memos 2020-0258 and 0258-A
- ✓ COVID-19 testing is at no cost to the employee/s.
- ✓ All close contact employees experiencing symptoms of COVID-19 are tested using RT-PCR in coordination with the LGUs having jurisdiction over the workplace and respective residence/s of the symptomatic employees and close contacts
- ✓ Certificate of 14-day Quarantine Completion is required from symptomatic employee/s with travel/exposure to COVID-19 and clearance by the local health officer or OH physician is required from asymptomatic employee/s prior to resumption of work



Clarification on the expanded risk-based testing for covid-19 of at risk individuals



ADVISORY NO. 20-01 Series of 2020

CLARIFICATION ON THE EXPANDED RISK-BASED TESTING FOR COVID-19 OF AT-RISK INDIVIDUALS

The Department of Labor and Employment (DOLE) and the Department of Trade and Industry (DTI) hereby clarify that Section III.D, paragraphs 1 and 2 of the DOLE-DTI Joint Memorandum Circular (JMC) No. 2020-04-A, Series of 2020 shall be read following and consistent with the Department of Health (DOH) Department Memorandum (DM) Nos. 2020-0258 and 2020-0258-A.

As provided under Section III.D.2 of the DOLE-DTI JMC No. 2020-04-A, the RT-PCR shall be the recognized test for the identified priority workers. The pertinent provisions of DOH DM No. 2020-0258-A provide –

- a. Sub-group H: All workers and employees in the hospitality and tourism sectors in El Nido, Boracay, Coron, Panglao, Siargao and other tourist zones, as identified and declared by the Department of Tourism MAY be tested once every four (4) weeks.
- b. Sub-group I: All workers and employees of manufacturing companies and public service providers registered in economic zones located in Special Concerns Areas MAY be tested every three months.
- c. Sub-group J1: Frontline and Economic Priority Workers, defined as those (1) who work in high priority sectors, both public and public, (2) have high interaction with and exposure to the public, and (3) who live or work in Special Concern Areas, MAY be tested every three months.

Finally, per Section IV.14 of the DOH DM No. 2020-0258-A "all testing facilities shall utilize the appropriate Philhealth benefits and/or any benefit provided by Health Maintenance Organizations or Private Health Insurance for COVID-19 testing to reimburse the cost of testing."

Be guided accordingly.

17 August 2020.


RAMON M. LOPEZ
Secretary
Department of Trade and Industry


SILVESTRE H. BELLO III
Secretary
Department of Labor and Employment

CERTIFIED TRUE PHOTOCOPY



Testing of Symptomatic & Close Contacts –

- a. All employees experiencing symptoms of COVID-19, and those who are close contacts must undergo RT-PCR testing.
- ✓ **Employers shall inform the LGU/s having jurisdiction over the workplace and the respective residence/s of the symptomatic employees and close contacts before testing for monitoring purposes.**



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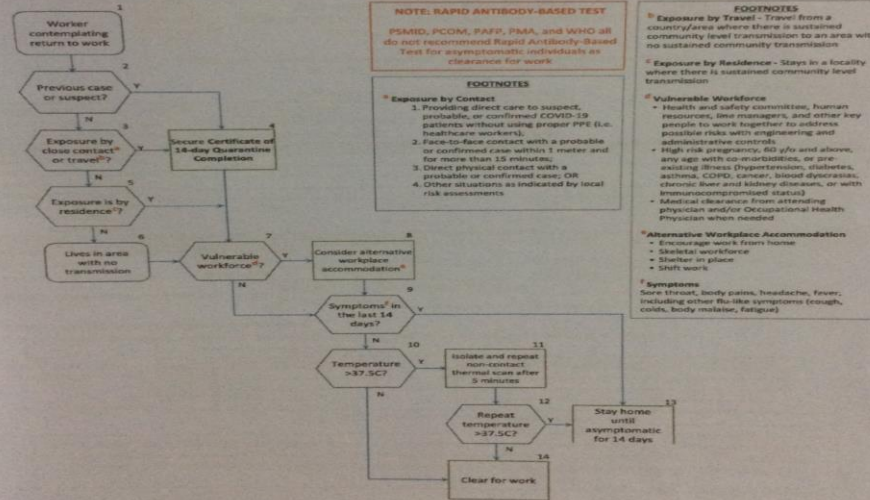
B. Symptomatic employees with travel/exposure to COVID-19 shall undergo fourteen (14) days quarantine. Upon its completion and prior to resumption of work, the employee shall present a Certificate of Quarantine Completion from the step-down care facility or local health office, per Philippine Society for Microbiology and Infectious Disease (PSMID) Guidelines on Return-to-Work



PSMID Guidelines on return to work

ANNEX E: Philippine Society for Microbiology and Infectious Disease (PSMID) Guidelines on Return-to-Work

FIGURE 4. CLEARING FOR RETURN TO WORK



Testing of Asymptomatic Employees Returning to Work

- a. RT-PCR or antibody-based tests is **NOT recommended** nor required for asymptomatic employees returning to work.
- b. Employees physically reporting to work shall be screened for COVID-19 symptoms, including fever, cough, colds and other respiratory symptoms, and/or determination of travel or exposure to COVID-19 cases within the last 14 days.
- c. Asymptomatic employees prior to physically returning to work may be cleared by the local health officer or OSH physician.



How to Comply?

✓ **Mandatory advocacy awareness raising programs**

- a. In order to facilitate this guidelines, the Occupational Safety and Health (OSH) committee shall facilitate webinars, virtual lectures and trainings on COVID-19, its prevention and control, including best practices to be attended by all employees and management.
- b. Topics should include:
 - Wearing of mask and face shield and reducing frequent manipulation;
 - Physical distancing;
 - Frequent and proper handwashing;
 - Frequent disinfection; and
 - Other preventive strategies in reducing the spread of COVID-19.



✓ Physical and Mental resiliency activities to promote work-life balance undertaken.

- Employers shall provide employees social support, especially those presenting mental health concerns.

If not possible, referral system to mental health specialists must be in place (accredited health care facility, National Center for Mental Health Crisis – 0917889-8727, 0917-899-USAP, and (02) 7-989-8727, (02)-7-989-USAP)

- Promote work-life balance
(scheduling of activities and work force rotation)



- ✓ Psychosocial support for workers available (ex.presence of support group,counseling) and/or referral mechanism to mental health (MH) specialists/facilities available (ex.Teleconsult services or National MH Crisis Hotline (0917 899 8727/ Tel.7989 8727))
- ✓ Employees, regardless of work arrangements, have access to telemedicine services.
- ✓ DOH Hotline 1555 and DOLE Hotline 1349 posted



- ✓ Monthly report using the DOLE Workplace COVID-19 Prevention and Control Compliance Report Form submitted to online to the DOLE Regional Office.

- Reporting to the DOLE shall be made in accordance with 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 .

- ✓ Probable/suspect/confirmed COVID-19 case reported within 24-hours.



Workplace COVID-19 Prevention and Control Compliance Report Form (WAIR)

DOLE-BQF-WAIR



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. _____



Workplace COVID-19 Prevention and Control Compliance Report
To be submitted every 30th of the month

(Mark with an X the appropriate box)

WAIR COVID-19

Period Covered by Report (Month / Year)

Does the company have a policy on workplace COVID-19 prevention and control? ☐ Yes ☐ No
Is the policy communicated to all workers and clients? ☐ Yes ☐ No

Section I. Company Profile to be filled in by Employer or Representative (as indicated in the business permit)

Establishment Name:

Address of Establishment:

Name of Business employing the worker:

Nature of Business: _____ Business Representative: _____

Number of Workers: Male _____ Female _____ Total _____

Section II. Details of COVID-19 Prevention and Control

Worker Details: Screened: _____ Denied Entry: _____ Referred: _____

Guest / Client Details: Screened: _____ Denied Entry: _____ Referred: _____

Where were workers referred? ☐ BHERT ☐ Health Facility (specify) _____

☐ Others (specify) _____

Did the establishment perform an optional diagnostic test prior to return to work of workers?

☐ Yes ☐ No. Please proceed to signature

If yes, what? ☐ RT-PCR ☐ RDT ☐ Both ☐ How many tests were done? _____

Details of Workers with positive results Total cost for the reported month: _____

Test Done	Name of worker	Birth Date	Sex	Occupation	Home Address	City	Province
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
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Attach additional pages as needed

We hereby certify that the information above is accurate to the best of our knowledge. We understand that data contained herein is compliant to RA 11469 Bayanihan to Heal as One Act and protected by RA 10173 Data Privacy Act of 2012.

OH Personnel / Safety Officer
Signature beside printed name

Employer / Representative
Signature beside printed name



How to comply?

- ✓ Policy on disinfection, closure of work area/building, and contact tracing if at least one confirmed case of COVID-19 is detected in the workplace is developed and implemented in accordance with the NTF Against COVID-19 Memorandum Circular No. 2 dated 15 June 2020.
- ✓ Closure of identified sections in the workplace in the event such is necessary to ensure safe and thorough disinfection is conducted in accordance with Memorandum Circular No. 2 s. 2020 and locally prevailing community quarantine status.



- If one confirmed case of COVID-19 is detected in the workplace, the facility shall be disinfected with an appropriate disinfectant solution (0.5% bleach solution). The conduct of a comprehensive disinfection by specialists is recommended.
- The building must be locked down for 24 hours prior to disinfection to lessen transmission to sanitation personnel. During the disinfection process, all doors and windows should be opened to maximize ventilation. The building may only be opened 24 hours after the disinfection process.
- Employers are encouraged to develop their own company policies on the temporary closure of the workplace, disinfection, and more extensive contact tracing, in the event of case clustering to ensure continuity of operations.
- Individual businesses and offices, regardless of the community quarantine status in their respective areas, must abide by the directives/advice of their LGU/CESU/RESU on building closure due to case clustering.



How to Comply?

- ✓ Company policy on leave of absences of an employee who is a COVID-19 suspect, probable or confirmed case is in accordance with pertinent rules and regulations promulgated by the DOLE.
- ✓ Assistance is provided to a COVID-19 suspect, probable or confirmed case in processing claims for Hospitalization benefits under PhilHealth;
- ✓ Assistance is provided to a COVID-19 suspect, probable or confirmed case in processing claims for Social Security Benefits under the Social Security System; and
- ✓ Assistance is provided to a COVID-19 suspect, probable or confirmed case in processing claims for Employee's Compensation Benefits under Employees' Compensation Commission.



- Use of leaves of absence and entitlements shall be governed by the pertinent rules and regulations promulgated by the DOLE.
- Hospitalization benefits of PhilHealth members shall be based on PhilHealth rules and regulations.
- Social Security Benefits shall be according to the policies and regulations of the Social Security System.
- Employee's Compensation Benefits shall be according to Presidential Decree No. 626 entitled Employee's Compensation and State Insurance Fund and its implementing rules and regulations
- Employers are highly encouraged to provide sick leave benefits, medical insurance coverage, including supplemental pay allowance, for COVID 19 RT-PCR test confirmed employees or close contacts made to undergo a 14-day quarantine .



QUESTIONS



THANK
YOU



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