

Inter-Office Memorandum

Ref. No. : MPKSSE-20-005
To : PKII TOP MANAGEMENT
From : HSSEO
Date : 07 September 2020
Subject : ***HEALTH CONDITION OF NCC CLARK OFFICE TEAM MEMBERS***

We have received information that three (3) staffs deployed at the NCC Clark Project Office has tested positive for COVID-19. During the time that we were informed that there are suspected cases, the HSSEO has conducted an audit of the health condition of all employees deployed at said PMO, the updates of which are as follows:

Team Member	Symptoms	Action Taken	Status / Remark
1. Sonny Quillain	Loss of taste and smell	Advised to undergo RT-PCR test	RT-PCR test completed (Sep 03-2020) / awaiting result Advised by LGU-DRRM to seek assistance from employer (PKII) for provision of room for isolation (3-5 days) while awaiting RT-PCR test result because residence is not suitable for said isolation. <i>RT-PCR result (Sep 6, 2020) - positive for COVID-19</i>
2. Tolentino (Tito) Serrano	On & off fever (Aug 29 – Sep 1) Low oxygen level (Sep 2)	Advised to render WFH/ undergo RT-PCR test	RT-PCR test completed (Sep 02-2020) / awaiting result Confined at Jose B. Lingad Memorial Hospital <i>RT-PCR result (Sep 4, 2020) - positive for COVID-19</i>
3. Custodio Nambong Jr.	Fever (Aug 29, Sep 1) Diarrhea & Loss of taste and smell (Sep 2)	Advised to render WFH/ undergo RT-PCR test	RT-PCR test completed (Sep 03-2020) / awaiting result

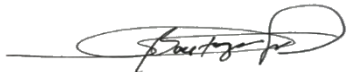
4. Daniel Lawrence Vivar	Fever (Aug 31, Sep 1) Fever/Cough (Sep 2) Loss of taste and smell (Sep 3)	Advised to render WFH/ undergo RT-PCR test	RT-PCR test completed (Sep 03-2020) / awaiting result <i>RT-PCR result (Sep 7, 2020) - positive for COVID-19</i>
5. Carol Batac	None	Advised to undergo RT-PCR test	RT-PCR test completed (Sep 04-2020) / awaiting result
6. Teresita Dungca	None	Advised to undergo RT-PCR test	RT-PCR test completed (Sep 04-2020) / awaiting result
7. Delia Bernadez	None	Advised to undergo RT-PCR test	Awaiting confirmation on when to undergo RT-PCR test
8. Mimi Estaris	None	Advised to undergo 14-day home quarantine	WFH
9. Reynaldo Galima	None	Advised to undergo RT-PCR test	Awaiting schedule of RT-PCR test

In view of the above circumstances, the following are hereby recommended:

1. The NCC Clark project office should be locked down for the period September 7-13, 2020.
2. Team members who tested positive for COVID-19 shall report their conditions to their respective Barangay Health Emergency Response Team (BHERT) and shall follow the isolation protocols that will be set by the BHERT.
3. Close contacts of team members tested positive for COVID-19 shall undergo RT-PCR test to confirm if they are infected with COVID-19. If found positive, they will be covered by recommendation no. 2.
4. Provision of paid leave of absences for COVID-19 positive employees, throughout the duration of treatment, subject to the terms and conditions of the company's official memorandum on the subject. Close contacts who will yield negative test results should be subjected to 14-day home quarantine but should render work from home services during the said quarantine period.
5. Re-imbursement of hospital expenses incurred by employees who will be confined due to COVID-19 infection, subject to consideration and approval of PKII top management.
6. Team members who recovered from COVID-19 infection shall secure a medical clearance certificate from a Medical Institution or LGU Health Office before they are allowed entry to the NCC Clark Project Office.

7. Frequent decontamination/disinfection should be done within the premises of Clark Project Office.
8. Employees exhibiting COVID-19 symptoms should not be allowed to physically report to the Clark Project Office.
9. Ensure compliance of employees to health protocols such as accomplishing the daily health check questionnaire, wearing of face mask/face shield, physical distancing and frequent washing of hands.
10. Employees should provide truthful information in accomplishing the daily health check questionnaire for proper monitoring, as it was found out that some staff did not properly disclose their health condition.

For your review and consideration.



FRANCISCO B. BALTAZAR, JR.
HSSE Officer

Noted:

PETER S. SAMOZA
President