

January 27, 2021

MEMORANDUM

FOR : LANDBANK PLAZA UNIT / DEPARTMENT HEADS

THROUGH : JOSELITO B. VALLADA
First Vice President/Head
Human Resource Management Group

SUBJECT : STRICT OBSERVANCE OF COVID-19 RISK MITIGATING PROTOCOLS

In line with the Bank's thrust of safeguarding the health and well-being of LANDBANK personnel especially during this time of the COVID-19 pandemic, may we emphasize the critical role of Unit/Department Heads in ensuring that the Bank's COVID-19 risk mitigating protocols (circularized through various Executive Orders and advisories and posted in our internal communications system) are strictly adhered to by our personnel.

Relative to this, we reiterate and/or recommend the following:

1. Strict observance of measures to prevent COVID-19 –
 - Use of the Daily Employee Health Status Questionnaire (Form 2) as basis for allowing entry of personnel who physically report to the workplace;
 - Restriction from physical reporting to work when with symptoms/illness;
 - Observance of proper personal hygiene, i.e., respiratory (cough/sneeze) etiquette;
 - Frequent hand hygiene (use of soap and water for 20-second handwashing or alcohol-based hand sanitizer);
 - Proper wearing of face masks and face shields especially when commuting to and from work (both public transportation and the Bank's shuttle service), entry to and exit from the Bank's premises, riding the elevator, going to the Canteen, interacting with the public and the like;
 - Use of alternative means (e.g., phone call) to avoid unnecessary face-to-face contact;
 - Physical distancing of not less than a two (2)-meter radius from others and limiting necessary face-to-face interactions to less than fifteen (15) minutes;
 - Avoidance of sharing of tools (e.g., computers, ballpens, phones) and frequent cleaning and disinfection of work areas and frequently-touched surfaces (e.g., keyboards, mouses, phones);
 - Refraining from unnecessary talking and eating and/or drinking (which requires mask removal) in service vehicles, shuttle services and elevators;
 - Utilization of the document receiving facility at the 10th floor in lieu of direct handing of documents to recipients;

- Prohibition on loitering and visiting places within the building other than areas of assignment for non-official business;
 - Maintenance of a healthy lifestyle to enhance the body's immunity (i.e., healthy food intake, adequate hydration, regular exercise, adequate rest and sleep, effective management of stress, smoking cessation, alcohol abstinence);
 - Refraining from social gatherings involving LANDBANK personnel during lunch breaks and after office hours;
 - Keeping abreast on information regarding the COVID-19 pandemic and the Bank's related policies from reliable sources.
2. Designation of the highest-ranking staff reporting onsite to monitor or help the Head monitor compliance by the personnel in the unit/department; and
 3. Reporting of protocol violations to the Employee Relations Department through these email addresses: LBP-ERD@mail.landbank.com and erdcomplaints@gmail.com.

Once again, we appeal for everyone's full cooperation to help us win the battle against COVID-19.

Thank you.

Mira Leah B. Patio

MIRA LEAH B. PATIO

Assistant Vice President/Head
Employee Relations Department

Mira *MP*

10 COMMANDMENTS

to Bring Our Number of COVID-19 Cases Down
(FOR ALL EMPLOYEES)



If not feeling well or uncertain of the symptoms being experienced, do not report to the office, isolate immediately from other household members, and seek medical consult.

1



Perform the daily symptom checklist (Employee Health Status Survey).

2



Cover nose and mouth when coughing or sneezing.

3



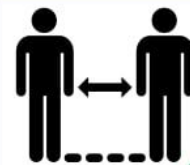
Practice hand hygiene through frequent hand washing (20 seconds) or use of alcohol-based hand sanitizer.

4



Wear face mask and face shield properly.

5



Comply with physical distancing requirements (not less than 2 meters for head office and 1 meter radius for field units) and lessen duration (not more than 15 minutes) of physical interaction with others.

6



Sanitize and use own work tools and avoid sharing these with others.

7



Avoid eating together with other officemates.

8



Refrain from doing social visits to other LBP offices.

9

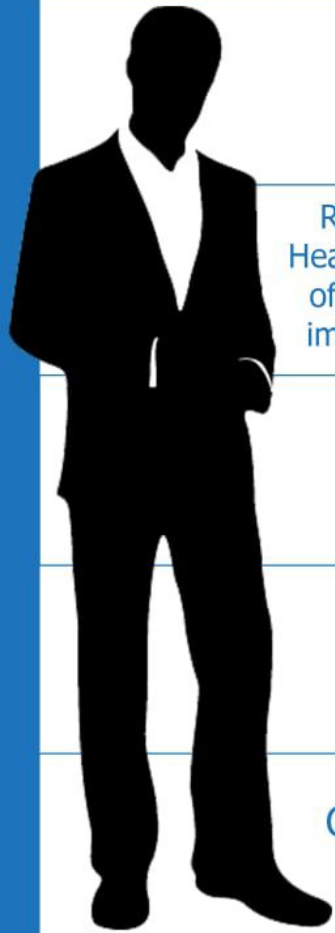


If required to undergo quarantine, do not report to the office during the quarantine period (even with a negative test result).

10

10 COMMANDMENTS

to Bring Our Number of COVID-19 Cases Down
(FOR ALL SUPERVISORS AND UNIT HEADS)



Regularly cascade information on COVID-19 from reliable sources to all staff.

1

Require personnel to perform the daily symptom checklist (Employee Health Status Survey). Caution staff who are not feeling well or uncertain of the symptoms being experienced, not to report to the office, isolate immediately from other household members and seek medical consult.

2

Remind staff to cover nose and mouth when coughing or sneezing.

3

Encourage and model the practice of hand hygiene (frequent hand washing for 20 seconds or use of alcohol-based hand sanitizer).

4

Call the attention of personnel and clients who are not wearing face mask and face shield properly.

5

6

Enable employees to comply with physical distancing requirements by changing office layout or modifying processes to reduce physical interaction or lessen duration (not more than 15 minutes) of physical interaction with others.

7

Remind staff to use own work tools and avoid sharig these with others. Make sure that office sanitation is performed regularly.

8

Plot out lunch schedules and discourage staff from eating together and do not entertain other LANDBANK personnel doing social visits to the office.

9

Explore various ways to improve office ventilation. Seek guidance from experts (e.g., engineers).

10

Ensure strict compliance with quarantine requirements and do not allow those under quarantine to report to the office during the quarantine period (even with a negative test result).

