

February 28, 2022

MEMORANDUM

FOR : **ALL UNITS/DEPARTMENTS CONCERNED**

SUBJECT : ***WORK & HEALTH PROTOCOLS UNDER ALERT LEVEL 1***

Pursuant to the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID)'s approval of the revised guidelines on Alert Level 1 whereby agencies and instrumentalities of the government shall adhere to **100% on-site workforce** effective **March 1, 2022**, all Bank employees, service company workers/contract of service personnel and/or business partners concerned are reminded to adhere to/observe the work and health protocols as stated in the attached advisory.

The adoption of the said protocols has been approved by the LANDBANK President and CEO.

We will appreciate your full support and cooperation.

Thank you.



JOSELITO B. VALLADA

First Vice President

Human Resource Management Group

**REMINDERS ON RETURN TO WORK AND HEALTH PROTOCOLS
TO BE OBSERVED AT THE LANDBANK PLAZA AND/OR AREAS UNDER ALERT LEVEL 1
STARTING MARCH 1, 2022**

Pursuant to the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID)'s approval of the revised guidelines on Alert Level 1 whereby agencies and instrumentalities of the government shall adhere to **100% on-site workforce**, the following work and health protocols shall be adopted in the LANDBANK Plaza and other areas under Alert Level 1, as applicable, effective **March 1, 2022**, unless revised or lifted by the authorities:

1. On-site Capacity

- a. As a general rule, LANDBANK shall adhere to the prescribed full or 100% on-site capacity.
- b. Consistent with national issuances on vaccination requirements for on-site work, eligible personnel who remain to be unvaccinated despite eligibility shall undergo RT-PCR test once every two (2) weeks or may go on leave of absence until such time when they are vaccinated.

2. Flexible or Alternative Working Arrangements (AWAs)

- a. In view of the required full on-site capacity in government offices, the following flexible or alternative working arrangements shall be adopted:

AWA	Capacity	Prescribed Working Hours
a.1. Onsite Reporting	100% onsite workforce capacity per Unit	<ul style="list-style-type: none"> • All LANDBANK employees are required to report on-site and render eight (8) working hours a day for five days a week, or a total of forty (40) hours a week excluding time for lunch of one (1) hour. • Adoption of flexible working hours or 'flexi-time' wherein flexi-time in shall be from 7:30 a.m. to 9:30 a.m. and time-out shall be from 4:30 p.m. to 6:30 p.m. • Combination of onsite reporting and work-from-home arrangement shall no longer be allowed starting March 1, 2022.
a.2. Four-Day Work Week	N/A	<ul style="list-style-type: none"> • 10 hours per day excluding time for lunch of one (1) hour • A work arrangement to be approved by the Head of Unit and Group Head concerned.

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- b. At the discretion of the Head of Unit concerned and subject to approval of the Group Head, the work-from-home (WFH) arrangement may be allowed ONLY for those employees who are clinically extremely vulnerable or those who are at a very high risk of severe illness from COVID-19, subject to the submission of supporting medical documents.

Off-site work in this case shall be under such work arrangements subject to relevant rules and regulations issued by the Civil Service Commission and the Office of the President.

- c. Adoption of staggered working hours/schedule within the Department/Unit is highly recommended to avoid clogging in the lobbies, elevators, Canteen and other high traffic areas in the morning coming to work, taking meal breaks, and departure from work in the afternoon.

3. Health Standards

- a. Truthful accomplishment or honest declaration of the *LANDBANK Daily Employee Health Status Questionnaire (Form 2)*, focusing on the questions on exposure to a COVID-19 case, manifestation of COVID-19-like symptoms and/or feeling of being unwell, prior to reporting on-site.
- b. Fever screening of individuals entering the LANDBANK Plaza using a no-contact thermometer; no entry for those who will register 37.5 °C and above temperature.
- c. Application of appropriate leave of absence, e.g., sick leave or excused absence, in relation to Nos. 3.a. and 3.b., in accordance with existing leave policies.
- d. Strict observance of minimum public health standards:
 - Wearing of well-fitted face masks at all times while in the premises except when eating or drinking.
 - Maintenance of social distancing among individuals, i.e., at least one (1) meter apart, as far as practicable.
 - Frequent hand washing with soap or use of alcohol-based hand sanitizer.
 - Adherence to cough and/or sneeze etiquette and proper disposal of used tissues within the premises.
 - Refraining from sharing of desks and work tools (e.g., computer keyboards, telephones, pens, etc.) with others.

4. Movements within the LANDBANK Plaza

- a. Proper use of the elevators:
 - Limiting passengers as follows: (i) for regular elevators, a maximum of ten (10) per trip, including the elevator operator, as applicable, and (ii) for the Service Elevator, up to twelve (12) per trip, subject to modification of maximum capacity as needed.
 - Strictly no talking, socializing, eating or drinking inside the elevator.
 - Pre-programming movements that will entail the use of the elevators especially during peak hours (e.g., going to the Canteen and the like)

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- b. Designation of M.H. Del Pilar entrance as the sole entry and exit point to the building for LANDBANK employees, and the Loading Dock for contract of service personnel (e.g., janitors, messengers, security guards, Canteen employees, etc.).
- c. Entry at the 3rd and 4th Floors through the Executive Elevator, subject to temperature screening.
- d. Limitation of activities within personnel's respective work stations, as far as practicable, and requirement to stay put in their designated floors and avoidance of "social visits" or gallivanting.

5. Shuttle/Service Vehicles

- a. Provision of shuttle services to and from the usual routes and schedule.
- b. Strict observance of health protocols while inside the vehicle.

6. Meetings, Learning Events and Gatherings

- a. Limiting of in-person interactions, office meetings and corporate events to those that are extremely necessary and/or to important meetings of critical entities in the Bank, upon their discretion and subject to the observance of established COVID-19 risk mitigating protocols.

Critical entities or bodies in the Bank refer to Board of Directors, Board-level committees, Management Committee and other Management-level committees (e.g., Asset and Liability Committee, Investment and Loan Committee, Credit Committee, and Head Office Bids and Awards Committee).

- b. Maximized use of technology for the conduct of meetings, and learning and development programs such as videoconferencing/ teleconferencing and other digital means to continue the reduction of face-to-face interaction.
 - Conduct of internal meetings may also be combined face-to-face and virtual (such as but not limited to physical presence of attendees/Committee members and virtual presence of presenters), if practicable, as may be deemed by the Committee concerned based on its risk assessment.
 - Online conduct of meetings with clients, visitors and other external parties is highly encouraged; however, if face-to-face meetings are indeed needed, such may be undertaken using the meeting cubicles at the Ground Floor Lobby of the LANDBANK Plaza or at the floor of the Unit/Department concerned, subject to the discretion of the Unit, Group and/or Sector Head concerned.

7. Use of Designated Dining Facilities

- a. Continued adoption of the schedule of Canteen operations at the 12th Floor and other relevant reminders as stated in the health and work protocols effective February 16, 2021.
- b. Consumption of food (home-cooked/baon or takeout) also continued to be allowed in the pantries and conference rooms while continuing strict observance of health protocols and policy on waste disposal.

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- c. Sustained observance of staggered lunch schedules among Unit/Department personnel as follows to minimize congregation of people in the dining areas: (a) Batch 1 – 11:00 a.m. to 12:00 nn; (b) Batch 2 – 12:00 nn to 1:00 p.m.; and (c) Batch 3 – 1:00 p.m. to 2:00 p.m.

These reminders may be subject to updating from time to time and advisories will be issued correspondingly.

UNIT HEADS' GUIDE TO HANDLING COVID-19-RELATED INCIDENTS

Updated as of July 14, 2022

Upon receipt of information, Unit Head shall:

1. Verify report of confirmed COVID-19 case:
 - a. Get details of COVID-19 case
 - b. Check COVID-19 test result (i.e., **RT-PCR of nasal swab or saliva, rapid nasal antigen**)
2. Do contact tracing to identify close contacts of confirmed COVID-19 case
 - a. Determine relevant period during which confirmed COVID-19 case is considered infectious (i.e., starting 2 days from onset of symptoms and during duration of illness or if asymptomatic, beginning on test date until considered recovered)
 - b. Identify **close contacts** or those with relevant exposure to the confirmed COVID-19 case during the relevant period
3. Disinfection/sanitation of the affected work areas. For Head Office units, please notify Facilities and Management Department
4. Instruct close contacts to:
 - a. Quarantine for 5 days (for fully vaccinated, provided asymptomatic) or 14 days (for un- or partially vaccinated) from date of last exposure
 - b. Monitor health and report status to supervisor regularly
 - c. **Submit fit-to-work clearance issued by any physician (via face-to-face or telemedicine consult) prior to return to work**
5. COVID 19 testing is optional, unless close contact develops symptoms
6. Instruct confirmed COVID-19 case to:
 - a. Isolate from other people **
 - a1. 7 days for fully vaccinated, asymptomatic/mild symptoms
 - a2. 10 days for un- or partially vaccinated, asymptomatic/mild symptoms
 - a3. 10 days for moderate symptoms
 - a4. 21 days for severe symptoms*****(These are minimum duration of isolation and subject to final medical clearance)***
 - b. Notify barangay/BHERT/ local/city health office and consult physician
 - c. Monitor health and report status to supervisor regularly
 - d. **Submit fit-to-work clearance issued by any physician (via face-to-face or telemedicine consult) prior to return to work**
7. Monitor health status of personnel, both the confirmed COVID-19 case and the close contacts.
8. Promptly submit documents (Incident Report, Test Results, Certifications/Medical Clearances of Confirmed COVID-19 case and close contacts, etc.) to the Employee Relations Department (ERD) via **LBP MEDICAL@MAIL.LANDBANK.COM**.



UPDATED QUARANTINE AND ISOLATION PROTOCOLS FOR GENERAL PUBLIC AND HEALTHCARE WORKERS AND AUTHORIZED SECTORS

16 September 2022

Relative to the President and CEO's approval of ERD's memorandum based on the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) "Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response", may we issue the following updated protocols:

		GENERAL PUBLIC	HEALTHCARE WORKERS AND AUTHORIZED SECTORS**
QUARANTINE			
Asymptomatic close contact***	Fully vaccinated	0 days	Same
	Partially vaccinated or Unvaccinated	At least 14 days from exposure	Same
ISOLATION			
Asymptomatic confirmed case	Fully vaccinated	At least 7 days* from positive test (sample collection date)	Same IPCC may shorten up to 5 days if with booster
	Partially vaccinated or Unvaccinated	At least 10 days* from positive test (sample collection date)	Same
Symptomatic, suspect, probable or confirmed case with MILD symptoms	Fully vaccinated	At least 7 days* from onset of symptoms	Same IPCC may shorten up to 5 days if with booster
	Partially vaccinated or Unvaccinated	At least 10 days* from onset of symptoms	Same
Symptomatic, suspect, probable or confirmed case with MODERATE symptoms	Regardless of vaccination status	At least 10 days* from onset of symptoms	Same
Symptomatic, suspect, probable or confirmed case with SEVERE and CRITICAL symptoms	Regardless of vaccination status	At least 21 days* from onset of symptoms	Same
Severely Immunocompromised****	Regardless of vaccination status	At least 21 days* from onset of symptoms with negative repeat RT-PCR	Same

* Isolation can be discontinued upon completion of the required days, provided that, they shall not develop fever for at least 24 hours without the use of any antipyretic medications and shall have improvement of respiratory symptoms. Except for immunocompromised individuals, repeat testing nor medical certification is not required for safe reintegration into the community. Time based isolation is sufficient provided the affected individual remains asymptomatic.

**Hospital IPCC, PHO coordinated with provincial HIPCC, and other sectors authorized by the IATF with strict industry standards on IPC shall be authorized to implement further shortening of quarantine and isolation protocols for their fully vaccinated workers with boosters who are close contacts, suspect, probable, and confirmed cases whether asymptomatic, mild, or moderate, based on the institution's individualized risk and needs assessment.

***All asymptomatic close contacts should continue symptom monitoring for 14 days, strictly observe MPHS which includes wearing well-fitted masks, physical distancing, among others.

****Includes (1) individuals receiving active chemotherapy for cancer; (2) Being within one year out from receiving a hematopoietic stem cell or solid organ transplant; (3) Untreated HIV infection with CD4 <200; (4) Primary Immunodeficiency; (5) Taking immunosuppressive medications (e.g., drugs to suppress rejection of transplanted organs or to treat rheumatologic conditions such as mycophenolate and rituximab); (6) Taking more than 20 mg a day of prednisone for more than 14 days; (7) The degree of immunocompromised is determined by the health care provider, and preventive actions are adapted to each individual and situation.

#SapatNaIngat Laban sa COVID-19

Bakit importante pa rin ang pagsusuot ng face mask?



Nakakatulong ang pagsusuot ng face mask sa pagpigil ng pagkalat ng COVID-19 at iba pang nakakahawang sakit.



Mabisang proteksyon ang face mask laban sa nakakahawang sakit, lalo na para sa mga taong may mahinang resistensya tulad ng mga indibidwal na immunocompromised, mga senior citizens, at mga taong hindi pa nababakunahan.



Para sa mga may sintomas tulad ng ubo at sipon, mainam pa rin ang pagsusuot ng face mask.



#SapatNaIngat Laban sa COVID-19

Mga Dapat Tandaan sa Pagsuot ng Face Mask

Part 1



I-sanitize ang kamay bago at pagkatapos suotin ang face mask.



Iwasan ang paghawak sa mask habang suot ito. Kung mahahawakan ang face mask habang suot ito, mag-sanitize ulit ng kamay.



Siguraduhin na matatakpan nito nang maayos ang iyong ilong, bibig, at baba.

