

SPECIAL ORDER NO. 08

Series of 2020

FOR : **ALL EMPLOYEES**

SUBJECT : **GUIDELINES ON THE ADOPTION OF A WORK FROM HOME (WFH) POLICY IN JHMC**

DATE : **17 March 2020**

In the exigency of service and pursuant to Presidential Proclamation No. 922, series of 2020, declaring a state of public health emergency throughout the Philippines due to COVID-19; Memorandum from the Executive Secretary dated 16 March 2020 declaring an Enhanced Community Quarantine over the entire Luzon and further guidelines for the management of the COVID-19 situation; and Executive Order No. 065, s. 2020 issued by Mayor Benjamin Magalong declaring the City of Baguio in a State of Community Quarantine, all JHMC personnel are hereby directed to strictly adhere to the Guidelines on the Adoption of Work from Home (WFH) Policy in JHMC effective 17 March 2020 (Annex "A").

Management shall ensure the following are observed in the implementation of the alternative work arrangement in JHMC:

1. Normal workweek is maintained and JHMC operations is unhampered to ensure continuous delivery of services.
2. JHMC personnel are provided with support mechanisms such as technologies to minimize face to face contact, and shuttle service; and
3. Practice of social distancing and regular sanitizing at work.

This Special Order (S.O.) shall remain in full force and effect unless otherwise amended, revoked, rescinded or superseded in writing in part or in full.

PLEASE BE GUIDED ACCORDINGLY.

JOHN HAY MANAGEMENT CORPORATION

By:



ALLAN RAZON GARCIA

President and Chief Executive Officer

GUIDELINES ON THE ADOPTION OF A WORK-FROM-HOME POLICY IN JHMC

The *Presidential Proclamation No. 922, series of 2020*¹ declared a state of public health emergency throughout the Philippines amidst the rise in the confirmed cases of Corona Virus Disease 2019 (COVID-19) in the Philippines, and *Memorandum from the Executive Secretary dated 16 March 2020*² declared an Enhanced Community Quarantine over the entire Luzon and further guidelines for the management of the corona virus disease 2019 (COVID-19) situation. In compliance with the national guidelines, Mayor Benjamin Magalong issued *Executive Order No. 065, s. 2020*³ declaring the City of Baguio in a State of Community Quarantine as amended by *Executive Order No. 067, s. 2020*⁴ adopting the Guidelines on Enhanced Community Quarantine in the Island of Luzon, therefore all JHMC personnel are directed to observe a work-from-home scheme.

1. COVERAGE

All JHMC personnel, including fixed-term and project-based personnel, shall observe the work-from-home policy. JHMC shall ensure that the delivery of services will remain unhampered.

2. EXCEPTIONS

Under the following conditions, JHMC personnel are excluded from the work-from-home policy:

- a. Those who, in the exigency of the service, are required to report for work under the shortened work hours, which is 9:00 a.m. to 3:00 p.m.; and
- b. Those whose physical presence is required given the nature of their specific job.

3. GENERAL PROVISIONS

- a. Employees who have been exposed to confirmed COVID-19 patients including employees who were exposed to confirmed COVID-19 areas, even without exhibiting its symptoms must work from home;

¹ Annex A: Presidential Proclamation No. 922, series of 2020

² Annex B: Memorandum from the Executive Secretary, dated 16 March 2020

³ Annex C: City of Baguio Executive Order No. 065, series of 2020

⁴ Annex D: City of Baguio Executive Order No. 067, series of 2020

- b. Employees who manifest the symptoms of COVID-19 described in the *DOH Guidelines*⁵ must work at home;
- c. Employees who are considered as having high risk conditions (e.g. pregnant, 60 years old and above) or with illness such as hypertension, diabetes, heart problem, lung related illnesses, or any immune-compromised conditions are strongly encouraged to work from home;
- d. Employees who have foreign travel history dating from 01 February 2020 to present have to work from home;
- e. All other personnel must work from home on a rotating basis. For this purpose, each department/division/unit must submit its manning schedule to the Human Resource Services Division; and
- f. All personnel, who are allowed to work from home, are expected to be exclusively in their homes and shall be available to take calls within the normal working hours.

4. PROCEDURES

- a. The department/division/unit heads shall submit the manning schedule and the respective deliverables of their respective staff to the PCEO for approval;
- b. The department/division/unit heads shall monitor the completion of the deliverables of their respective staff;
- c. Every personnel shall submit his/her *weekly accomplishment report* duly approved by his/her department/division/unit head to the HRSD for validation;
- d. Every personnel shall submit his/her DTR (including all necessary attachments such as leave forms, OB forms, OT forms and accomplishment report/s) every payroll cut-off;
- e. The following shall be observed when rendering work from home:
 - e.1 The concerned personnel shall be accessible at all times during work hours, as far as practicable. They shall be within reach via call, sms/text messaging, email, chat and other alternative modes of communication;

⁵ Annex E: Department of Health Memorandum No.2020-0056


e.2 If necessary, the concerned personnel may attend all meetings scheduled on that day preferably via videoconferencing, teleconferencing, and other alternative modes of communication; and

5. OTHER SUPPORT MECHANISMS

- a. Online conferencing shall be the preferred mode in the conduct of official meetings;
- b. As a measure to mitigate the spread of virus, social distancing guidelines at work shall be observed, which includes the following:
 - b.1 Avoid in-person meetings. Use online conferencing, email or phone when possible, even if people are in the same building/area;
 - b.2 Unavoidable meetings in person shall be short and shall be conducted in a large meeting room where people can sit at least 3 feet from each other. Avoid shaking hands.
 - b.3 Avoid unnecessary travel, and cancel or postpone non-urgent meetings, gatherings, workshops, and training sessions;
 - b.4 Do not congregate in work rooms or other areas where people socialize. Keep six (6) feet apart when possible;
 - b.5 Bring lunch and eat at your desk or away from others (avoid lunch rooms/areas and crowded restaurants/canteens).
 - b.6 Limit recreational or other leisure classes, meetings, activities, etc. where close contact with others is highly probable.
 - b.7 Sterilize desks and door knobs and other working materials at least twice a day (once in the morning and once in the afternoon).


6. EFFECTIVITY

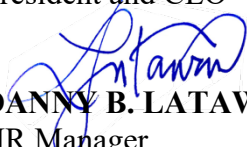
These guidelines shall take effect this 17th day of March 2020. All existing rules and regulations consistent herewith shall remain in full force unless otherwise amended, revoked, rescinded or superseded in writing in part or in full.

	JOHN HAY MANAGEMENT CORPORATION	Document Code	JHMC-ICTD-Form 015
	INTERNAL MEMORANDUM	Revision Number	0
		Page Number	1 of 1
	INTERNAL FORM	Effectivity Date	23 November 2015

INTERNAL MEMORANDUM: **HRSD-070320-26**

FOR : **ALL PERSONNEL**

THROUGH :  **ALLAN RAZON GARCIA**
President and CEO

FROM :  **DANNY B. LATAWAN**
HR Manager

SUBJECT : **USE OF ENTRANCE POINTS AND EXIT POINTS**


DATE : 03 June 2020

In response to the COVID-19 prevention, entrance points and exit points were established by the Management. In this regard, all JHMC personnel are reminded to use the established entrance and exit points for its purpose only.

All managers/unit heads shall ensure its strict implementation.


FOR YOUR COMPLIANCE.


Thank you.

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INTERNAL MEMORANDUM: **HRSD-070320-27**

FOR : **ALL PERSONNEL**

THROUGH : 
ALLAN RAZON GARCIA
President and CEO

FROM : 
DANNY B. LATAWAN
HR Manager

SUBJECT : **WASHING OF HANDS AT THE DESIGNATED WASH AREA BEFORE ENTERING THE OFFICES**

DATE : 03 June 2020

In response to the COVID-19 prevention, you are hereby reminded to wash your hands at the designated washing area (Carport/SEZAD) before entering your respective offices. The same applies to all JHMC service providers and stakeholders.

Departments that are in-charge of providers giving service at JHMC offices must inform them of this protocol. All managers/unit heads shall ensure its strict implementation.

FOR YOUR COMPLIANCE.

Thank you.

INTERNAL MEMORANDUM NO.: ASD-2020-05

FOR : ALL JHMC EMPLOYEES



THRU : ALLAN R. GARCIA
President and CEO



JANE THERESA G. TABALINGCOS
Vice President and COO

FROM : EDSEL U. COLCOL
ASD Manager



DATE : 15 June 2020


SUBJECT : DAILY DISINFECTION OF ALL JHMC EMPLOYEES WORK STATIONS

Please be advised that starting 15 June 2020, the ASD-GSD through our janitorial personnel will be conducting a simple daily disinfection at all work station of employees to at least minimize or eliminate threats of COVID 19. The said activity will be executed from **Monday-Friday, after 3:00PM.**

With this, all employees are reminded to secure their valuable belongings before leaving their respective work stations.

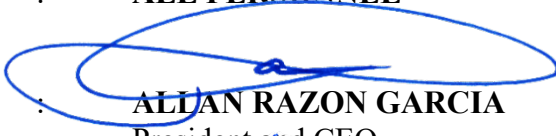
PLEAS BE GUIDED ACCORDINGLY.

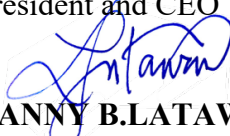
Thank you.

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INTERNAL MEMORANDUM: HRSD-080620-033

FOR : **ALL PERSONNEL**

THROUGH :  **ALLAN RAZON GARCIA**
President and CEO

FROM :  **DANNY B. LATAWAN**
HR Manager

SUBJECT : **Executive Order No. 118, s. 2020**
An Order Mandating All Employees, Workers, and Other Personnel in Business Establishments, Banks, and Government Offices To Wear Face Shields While on Duty

DATE : **06 August 2020**

On 05 August 2020, the Office of the Baguio City Mayor issued Executive Order No. 118, series of 2020 mandating all employees, workers, and other personnel in business establishments, banks, and government offices to wear face shields while on duty as a safety measure against COVID-19.

The JHMC hereby adapts the said Executive Order. In this regard, all JHMC personnel and JHMC service providers are hereby mandated to wear face shields while on duty. The same shall take effect immediately until such time that the COVID-19 pandemic is eradicated or upon the recommendation of a proper authority.

FOR EVERYONE'S GUIDANCE AND COMPLIANCE.

Thank you.