



NEA ADVISORY
October 16, 2020

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : **Guide on the Four (4) DITR Operational Methodology for Covid-19 Cases in the Workplace**

In order for the National Electrification Administration (NEA) to contain the spread of the Covid-19 in the workplace, **Guide on the Four (4) DITR Operational Methodology (Detect+Isolate+Treat+Reintegrate) for Covid-19 Cases in the Workplace** is hereby issued. This is in response to the provisions of the NEA Workplace Re-Entry Plan for the "New Normal", Minimum Health Standards, COVID-19 Response Protocol and the Philippine National Action Plan against Covid-19.

The following are the guide for employees **Under Investigation** or for **Confirmed Positive Covid-19 case**:

I. DETECTION

- A. Self-Reporting of Covid-19 symptoms and non-work-related exposures:**
All employees are directed to advise immediately the Human Resources and Administration Department (HRAD) of any confirmed exposure to Covid-19 or direct exposure to symptomatic family members, or others to which they have frequent and close contact with and/or experiencing symptoms. All employees must report to their immediate supervisors, travels/trips outside the home-office travel routine.
- B. No entry for sick employees.** Strictly no entry policy for sick or symptomatic employees. If unwell, do not go to work and/or go on sick leave.
- C. Self-monitoring.** All employees are required to self-monitor for symptoms daily. Employees that experience any onset of symptoms should inform their supervisor and the HR department immediately. You may use the daily health monitoring checklist sheet issued by the HRMD.
- D. Consultation.** Employees with symptoms can seek medical advice through telemedicine consultation whenever feasible, to limit exposure of other people.
- E. Screening.** For medical investigation or health screening of sick employees for possible COVID-19 testing, you may request the assistance of QC CESU through the following hotlines: **8703-2759, 8703-4398, 0916-1228628 and 0908- 6398026**. Note: only cases that fit Department of Health criteria shall be tested. You may also utilize the services of DOH-accredited private testing centers, provided that in such cases management should inform CESU of any privately obtained test results.

II – III ISOLATION and TREATMENT. If an employee is confirmed positive Covid- 19:

- A. Reporting.** Employee should immediately inform the direct supervisor and the latter informs Company Nurse on their medical condition status.
- a. If the symptoms or confirmation of COVID-19 occurred in the NEA office, these are the steps to be taken:**
1. Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees.
 2. Company Nurse will arrange transport to designated Barangay Health Unit or hospital for medical assessment.
 3. The HRAD may need to work with LGU officials determine which employees may have had close contact with the employee with COVID-19 and who may need to take additional precautions, including exclusion from work and remaining at home.
- B. Preparatory Contact Tracing.** To speed up contact tracing, the employee is required to list down all usual close contacts (both inside and outside work), even prior to any confirmed or suspect COVID-19 case. A **"close contact"** is a person who had face-to-face contact with a confirmed COVID-19 case within one meter distance, for more than 15 minutes, within a 14 day period from the confirmed case's onset of symptoms. **"Usual close contacts"** are persons that usually spend at least 15 minutes within one meter of face to face proximity each day. These include people riding together in a company shuttle or other conveyance, employees who usually have meals or breaks together, and coworkers at nearby workstations.
- C. Close Contact Requirements.** In respect of all identified close contacts among employees, the workplace's management shall do the following:
1. Require close contacts to complete a 14-day home quarantine, if exhibiting no symptoms. If a close contact shows any COVID-19 symptoms such as fever, difficulty of breathing or body aches, management should immediately have the close contact RT PCR tested. In either case, close contacts should not be allowed to report for work immediately upon identification as such, and should be required to self-isolate at home. The close contact may end quarantine upon (i) the lapse of 14 days without symptoms, as confirmed by a medical doctor; or (ii) a negative RT-PCR test, whichever is earlier;
 2. Upon becoming aware of any close contacts with a COVID-19 confirmed case among the workforce, email a daily update to the City Epidemiological Surveillance Unit (CESU) at qcsurveillance@quezoncity.gov.ph regarding confirmed cases and close contacts among the workforce, and cooperate with any instructions of the CESU.
- D. Sanitation.** Direct supervisor shall coordinate with the Human Resources & Administration Department (HRAD)-General Services Division so that appropriate disinfection procedures will be implemented in the vacated or cordoned off area. As per DOH Circular 2020-0131, there is no need to

vacate the whole building or whole floor if there is no sustained and close contact with the COVID-19 confirmed employee.

- E. Sick Leave.** Availment of fourteen days excused sick leave due to quarantine and/or treatment relative to the Coronavirus Disease-2019 (COVID-19) per CSC MC No. 8 s. 2020 (Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment relative to the Covid-19)
- F. If the symptoms or confirmation of COVID-19 occurred outside the NEA office, these are the steps to be taken:**
1. Unwell or confirmed COVID-19 employee shall seek medical attention immediately. Family members are requested to inform the direct supervisor of the employee of the medical condition of the unwell employee.
 2. Direct supervisor of the unwell employee shall notify the HRAD.
 3. Company Nurse will facilitate contact tracing by coordinating with the direct supervisor of the unwell employee to identify all the people working with the unwell employee or who have come into contact with him / her.
 4. Company Nurse to contact the **DOH COVID-19 hotline through (02-894-26843) and 1555** to get guidance on which employee shall be placed on quarantine and get advice on which area to be vacated or cordoned off (DOH Circular 2020- 0131).

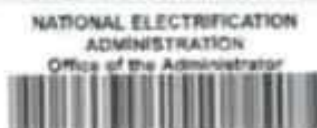
IV. REINTEGRATION IN THE WORKFORCE

1. Only employees who have clean bill of health shall be allowed to return to work. In this case, a medical certificate must be required.
2. Ensure that the workplace and all practices are safe to avoid any "relapse."
3. Work-from-Home (WFH) arrangement is preferable/acceptable.

All employees are encouraged to cooperate in the NEA management's endeavor to ensure the safety and good health of everyone.

WE HEAL and RECOVER as ONE.


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Administrator



NEA-04265705/1
7/10/20