



SPC Power Corporation

March 1, 2021

**TO : ALL PLANT MANAGERS AND ALL EMPLOYEES
PDPP/BDPP & PB-104**

**SUBJECT : REMINDER OF THE STRICT IMPLEMENTATION OF
COVID 19 PREVENTIVE MEASURES**

In view of the sudden death of our co employee, Mr. Estanislao “Buboy” G. Pasasadaba, Shift Engineer of Power Barge 104 last February 25, 2021 who was diagnosed covid as the cause of death, you are reminded to strictly observe and implement the guidelines issued last year but emphasizing on the following points:

When feeling sick or manifesting covid symptoms such as loss of smell and taste, fever, colds, diarrhea and other bodily discomfort, do the following:

- a. Stay home. If you are in a boarding house, request for an isolated space.
- b. Take paracetamol or betadine mouthwash or gargle with lukewarm water with salt.
- c. Provide Vitamin C with Zinc to strengthen immune system.
- d. Do steam inhalation nightly for 15 minutes.
- e. Temperature Check in the evening is a must.
- f. Inform your immediate supervisor and the immediate supervisor to inform SPC Cebu or SPC Makati:

Ms Sonie S. Abalo

Cel Nos. 09176202953 or 09435388310

Ms Marge C. Jimenez

Cel Nos. 09154641397 or 09338130333

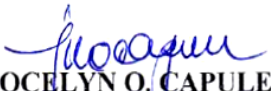
- g. Consult Telemedicine Hotline number 02-8841-8080 for assistance.
- h. **Employee unwilling to seek medical consult shall be picked up by an ambulance for proper hospital observation and treatment.**

Visit your nearest Medicard accredited hospital if suffering from prolonged discomfort say about 2 days. Request for a swab or PCR Test.

Once the employee has recovered, secure a medical certificate from a medical doctor for a FIT-TO-WORK order.

For your proper guidance.

Thank you.


JOCELYN O. CAPULE, Ph. D.
Manager, Human Resource

(See attached)



COVID-19 PREVENTIVE MEASURES

1. All reporting employees and other individuals authorized to enter SPC/SIPC premises must submit one's self for temperature check.
 - Anyone with a temperature of 37.5 degrees Celsius or higher shall not be allowed entry. Temperature shall be taken again after at least five (5) minutes. Entry will be denied if temperature has not lowered.
2. Everyone should wear a mask and face shield PROPERLY at ALL times, except when eating and drinking. No mask and face shield, no entry.
3. Social distancing must be strictly observed. In work stations without sufficient barrier or divider, there must be at least two (2) meters distance between employees.
 - Place a disinfecting mat at the entrance of the building.
 - Provide alcohol on the desk of every employee.
 - Wash hands every hour.
 - Avoid congregating with co-workers.
 - No face-to-face meetings with co-workers, customers, etc.
 - No loitering around.
 - Use online platform for meetings.
 - Pack and bring your own meals and utensils.
 - Eat your meals in your own work station.
4. High touch points must be sanitized regularly.
 - Common high touch points must be sanitized at least once every two (2) hours.
 - a. Door
 - b. Railings
 - c. Telephone
 - d. Refrigerator, etc.
 - Personal high touch points is the responsibility of each employee.
 - a. Computer
 - b. Table
 - c. Chairs, etc.
5. In the event that an employee is sick, has fever or shows non-specific symptoms, said employee must stay home and isolate one's self. Notify HR immediately and consult with your physician or contact the TeleMedicine hotline from our Health Provider (Medicaid Philippines, Inc.) by calling via landline (02) 8841-8080 or call/text (0917) 8364181 or (032) 2385742. You may approach HR for other online consultation platforms.
Secure medical certificate indicating that you are fit to go back to work. No medical certificate, no entry.

The Management may impose at their discretion corresponding sanctions for actions that may compromise the health and well-being of any employee.