



## HEALTH, SAFETY & SECURITY ADVISORY

### Handling COVID 19 Related Information

Proper communication during COVID-19 pandemic is critical in keeping ourselves, our fellow workers and our operations safe. Misinformation is harmful to our physical, social and mental well-being.

We encourage everyone to be responsible and refer only from verified and official clinical sources (DOH, WHO) for any information before sharing/distributing information, however helpful it may seem. Any information specifically on individual suspected of and/or with probable case of COVID 19 symptoms, contact with positive COVID 19 which are unverified shall be treated with utmost confidentiality as this will impact the individual and his immediate family physically, socially and mentally.

Based on the Business Resumption Protocol; under Individual expected behaviors; 5.5: Employees who are ill or feeling sick MUST not report to work and stay at home or seek medical attention if needed. In case, the symptoms is detected during screening or developed while on site, those individuals must inform their immediate superior who will be responsible to implement the appropriate actions based on the COVID 19 Emergency Response Guidelines.

Furthermore all personal information is protected by RA 10173, Data Privacy Act of 2012 and discrimination is also prohibited under the RA 11469, Bayanihan to Heal as One Act

Please refer to the Info pack for the latest information regarding COVID 19.

If you have questions or suggestions, please reach out to your immediate superior, HR BP or Site HS&S Manager.

***Health, Safety and Security is everybody's responsibility!***