



February 6, 2020

Circular No. : OSH – 03

Memo to : **InLife Employees**

Subject : 2019 Novel Corona Virus Safety Measures

Magandang Araw!

As we continue to face the challenges in preventing the spread of the virus, below are the safety measures implemented in ILCC, InLife Makati, InLife Cebu and Insular Healthcare building:

Preventive Measures Implemented in the building:

1. Provided alcohol based sanitizers at the reception areas.
2. Additional housekeeping dedicated to intensify cleaning of high-touch areas (e.g elevators, hallways, handrails and door knobs).
3. Increased frequency of sanitation in restrooms.
4. Continuous information dissemination.

Continue to exercise the preventive guidelines below:

Preventive Guidelines:

1. Practice hygiene
 - Wash hands often and thoroughly with soap and water for at least 20 seconds.
 - Use alcohol-based (60 % ethyl or 70 % isopropyl) sanitizer if no available soap and water.
 - Practice cough etiquette: cover nose and mouth when coughing or sneezing.
 - Avoid touching the eyes, nose, or mouth with unwashed hands.
 - Clean daily the counters, tabletops, doorknobs, bathroom fixtures, phones and eyeglasses.
2. **Observe travel advisory**
 - **If feeling ill, stay at home and rest.**
 - **Do not travel to places where there are reported cases of n-CoV infections.**
 - **Avoid crowded areas.**

3. Live a healthy lifestyle.
 - Cook meat thoroughly.
 - Drink lots of fluids.
 - Strengthen the immune system. Take Vitamin C or multivitamins daily.
 - Get enough sleep and rest.
 - Exercise.

Signs and Symptoms

Fever or symptoms of lower respiratory tract illness such as cough, colds, sore throat, shortness of breath and difficulty in breathing AND in the last 14 days had history of close contact with a person confirmed to have been infected with the 2019-nCoV.

Employees who are experiencing the symptoms as described in this advisory should report to Medical Division or Healthcare provider of their condition so we can monitor and provide support as needed.

Again, refer only to credible sources such as the Department of Health Website for information and updates about the disease. <https://www.doh.gov.ph/2019-nCoV>

Thank you.

(original signed)
Engr. Gerald B. Kim
Chief Safety Officer

(original signed)
Dra. Eleanor G. Tañada, MD
Medical Director



PROTEKTAHAN ANG SARILI LABAN SA 2019-nCoV

Kung maari ay umiwas muna
sa mga matataong lugar.



Panatilihin ang isang metrong
layo sa mga taong may sintomas
ng ubo't sipon o sakit sa baga.



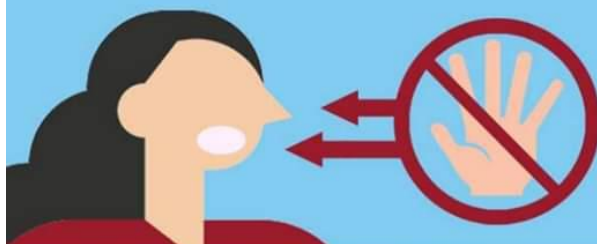
Maghugas lagi ng kamay gamit ang
sabon at umaagos na tubig o mag-
pahid ng alcohol-based na sanitizer



Takpan ang ilong at bibig sa tuwing
babahing at uubo. Gamitin ang tissue,
panyo, o ang looban ng siko



Iwasang hawakan ang ilong at bibig.
Ugaliing maghugas lagi ng mga kamay.



Gumamit ng face mask kung ikaw ay
may ubo't sipon, o kaya naman ay may
inaalagaang pasyente na mayroong
sintomas ng respiratory illness.



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