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Notification may either be done through call, SMS, or e-mail to the HRMD Division Manager/HPO, Mr. Noel F. Casin. The following are his contact details:

Mobile Number: 0917-595-4590

E-mail Address: [nfcasin@pea.gov.ph](mailto:nfcasin@pea.gov.ph)

For e-mail notifications, copy furnish the Contact Tracing and Monitoring Committee (CTM) at [pracaresonline@gmail.com](mailto:pracaresonline@gmail.com).

- After receipt of any of the above-mentioned notification, the contact tracing process shall immediately be initiated in the workplace by the CTM together with the HRMD Division Manager and HPO.
- The HPO shall refer the name of the probable, suspect, or confirmed positive case to the CTM.
- The CTM shall retrieve information from the database of accomplished online contact tracing forms, and fact-check from the corresponding the HDPs and physical contact tracing forms when necessary, conduct the contact tracing process and generate a list of identified close/primary and/or secondary contacts using the obtained information.
- The division manager and/or department manager shall assist in the contact tracing within the concerned department. They shall likewise ascertain that any possible and allowed assistance can be extended to the affected personnel. Further, they shall ascertain continuity of work within the department.
- All personnel identified in the contact tracing list shall be informed individually for purposes of confirmation.
- The contact tracing list shall be released by the Communications Committee within (twenty-four) 24 hours from the time of notification to the HPO. For proper information dissemination, the list shall be posted in the PRA COVID-19 Information Center official channels (FB, Viber, MS Teams). All department and division managers shall ascertain that the list is cascaded down to their respective staff.
- For confirmed COVID-19 case, the respective personnel shall send his/her positive test result to [pracaresonline@gmail.com](mailto:pracaresonline@gmail.com). The CTM shall transmit the same to the local government unit of the concerned personnel as part of PRA's social obligation. The HPO shall also report the confirmed COVID-19 case to the Legaspi Towers 200 Condominium Association.

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### Scheme or Strategy to be Used in Contact Tracing:

- As mentioned in Chapter II, the personnel shall use the physical contact tracing form to list the following information: (1) names of person/s interacted for more than 15 minutes AND with less than 1 meter distance AND without barrier within the day; (2) those he/she had direct physical contact with; (3) those who are in the same shuttle service with him/her on that day; (4) and the purpose of interaction. The filled out HDP and physical contact tracing form shall then be surrendered, and a screenshot/proof of submission of the online contact tracing form shall likewise be disclosed, to the guard on duty before leaving the PRA office premises.
- The guards or security staff on duty shall indicate the time when the personnel submitted the HDP and the physical contact tracing form. The guards shall then immediately submit the accomplished HDPs and physical contact tracing forms to the HRMD. The HRMD shall endorse the same to the Health Protocol Officer (HPO) for appropriate action and storage.
- Should the HPO or any member of the CTM be notified that a **PRA personnel is identified as a probable, suspect, or confirmed COVID-19 case**, here are the detailed steps that shall be undertaken by the CTM:

**Step 1:** Upon receipt of the notification, the HPO shall immediately call the identified COVID-19 case to verify the information. For personnel who tested positive for COVID-19, the HPO shall ask a copy of the result of the swab test for documentation.

**Step 2:** The HPO shall then confirm the day when the personnel who is a probable/ suspect/ confirmed COVID-19 case first experienced symptoms AND the day the personnel last reported to the office.

**Step 3:** It shall be then determined if the personnel who is a probable/ suspect/ confirmed COVID-19 case reported to the office two (2) days prior experiencing the onset of symptoms.

**Step 4:** If the personnel who is a probable/ suspect/ confirmed COVID-19 case REPORTED to the office two (2) days prior experiencing the onset of symptoms, the close/primary contacts declared in the personnel's contact tracing form on the day of the onset of symptoms AND two (2) days before experiencing the onset of symptoms shall be included in the contact tracing list.

#### **Scenario 1**

A PRA personnel reported to work onsite on Thursday. Upon arriving at home, he/she experienced the onset of symptoms. However, he/she reported to