



MEMORANDUM

JUL 25 2021

**FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Heads of Offices
DENR - Central Office**

**FROM : The Undersecretary
Legal, Administration, Human Resources, and Legislative Affairs**

**SUBJECT : WORK FROM HOME ARRANGEMENT FOR EMPLOYEES,
CONTRACTS OF SERVICE, AND JOB ORDERS OF THE
DENR WITH COVID-LIKE SYMPTOMS AND/OR EXPOSURE
TO COVID-19 POSITIVE PATIENT**

In line with the DENR's efforts to eradicate Covid-19 in our workplace, and in light of the emerging strains of coronavirus, particularly the new delta variant, DENR Employees, Contracts of Service, and Job Orders, are advised **not** to physically report for work if: (1) **they are experiencing Covid-like symptoms**; and/or (2) **they have been exposed to a Covid-19 positive patient**.

As a general rule, an employee who exhibits Covid-like symptoms¹ such as, but not limited to: fever, cough, loss of taste or smell, shortness of breath, muscle aches, chills, sore throat, runny nose, headache, chest pain, nausea, vomiting, diarrhea, and rash, may be tagged as a *Covid-19 suspect* after a thorough interview with a member of the DENR Contact Tracing Team (DENR CTT).

Employees who have been tagged as Covid-19 suspects by the DENR CTT, as well as those who have been exposed to a Covid-19 positive patient are instructed to notify their respective Supervisor immediately, and to remain at home for the time being.

Subject Employees are likewise advised to do the following while staying at home:

1. **Self-isolate and avoid going outside** to prevent and/or reduce the risk of coronavirus transmission;
2. **Maintain social distance** even if they don't appear to be sick, as the virus can be present without symptoms;
3. **Keep their surroundings well-ventilated;**

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¹ "Coronavirus Disease 2019 (COVID-19) - Symptoms and Causes". 2021. *Mayo Clinic*.
<https://www.mayoclinic.org/diseases-conditions/coronavirus/symptoms-causes/syc-20479963>.

4. **Wash their hands frequently with soap and water, or an alcohol-based hand rub; and,**
5. **If exposed to a Covid-19 suspect and/or positive patient, conduct a Risk Exposure Assessment and follow the Contact Tracing Procedure** (should be with supporting documents such as Rapid-Antigen Test/Rapid RT-PCR), as prescribed in the national guidelines set by the Department of Health, their Local Government, and workplace policies.

Heads of Offices, on the other hand, are directed to **discuss and adopt an appropriate alternative work arrangement** with their employees who have been identified as Covid-19 suspects by the DENR CTT as well as those who have been exposed to a Covid-19 positive patient.

They are likewise directed to submit a Memorandum to the Chief, Personnel Division, informing the Personnel Division of their employee's current condition and work arrangement for Daily Time Record (DTR) purposes.

For your information and guidance.


ATTY. ERNESTO D. ADOBO, JR., CESO I