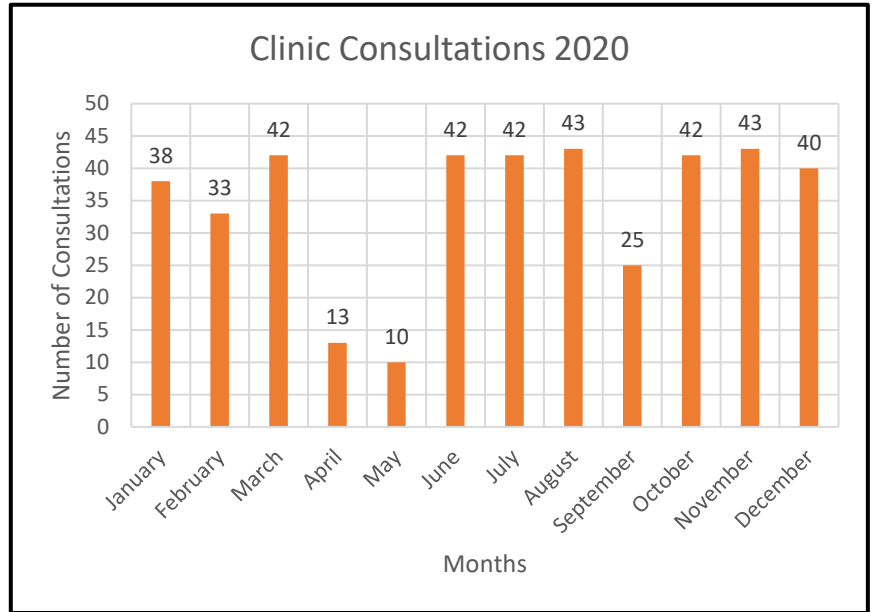


CITEM CLINIC REPORT 2020

I. Clinic Consultations

2020	Clinic Consults
January	38
February	33
March	42
April	13
May	10
June	42
July	42
August	43
September	25
October	42
November	43
December	40
Total	413



**the numbers do not reflect emergency cases and other contact tracing consultations.*

II. Top Clinic Consultations

January to February 2020

1. Hypertension (Controlled)
2. Allergic Rhinitis

March to December 2020

1. COVID19 Cases monitoring & contact tracing

III. Clinic Lectures

	Title	Date
1.	How to Take Care of Your Heart (Face to Face)	February 13, 2020
2.	Anxiety and Depression in Times of Covid19 (Webinar)	April 30, 2020
3.	Tips to Prevent Chronic Heart Diseases	September 25, 2020
4.	Obesity & Weight Gains in The Times of Pandemic (Webinar)	November 26, 2020
5.	Understanding Diabetes Symptoms and Its Prevention (Webinar)	November 27, 2020

IV. Clinic Recognition

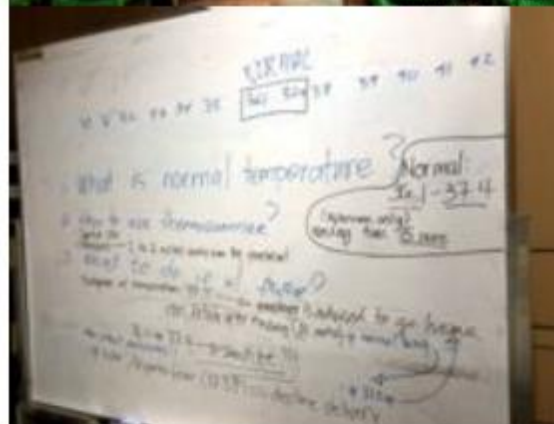
With the publication of the **Workplace Handbook of Department of Health (DOH)**, CITEM was recognized on the handbook's Good Practices. CITEM's workplace strategy and health protocols to mitigate the COVID-19 in the workplace (prior the lockdown) was featured.

VI. Good Practices

Based on submissions by the Philippine College of Occupational Medicine (PCOM)

Advertising and Promotion

- The **Center for International Trade Expositions and Missions (CITEM)** is the export promotion arm of the Philippine Department of Trade and Industry (DTI).
- In order to mitigate COVID-19 in the workplace, CITEM adopted an evolving COVID-19 Response Plan and Procedures with the main objective of prevention, control, and management anchored on three (3) guiding principles: critical service continuity, optimized lean management, and reinforced culture of safety and wellness.
- The strategy include, among others: 1) Setting up of COVID-Response Team; 2) Risk Assessment and Monitoring of workers and workplace through employee Daily Health Declaration (electronic and manual), regular employee risk assessment, and visitor health declaration; and 3) Crafting of COVID-19 policy guidelines on alternative work arrangements, workplace protocols, and health standards during public health emergencies.



V. COVID-19 Response Team

As a measure continue business amidst the pandemic, one of CITEM's immediate strategy is to create a COVID-19 Response Team (CRT) headed by the Occupational Health

CITEM CLINIC REPORT 2020

Physician, Dr. Elaiza Haase in partnership with the agency's Company Nurse, and Human Resource Management Officers.

The CRT crafted health and safety protocols in the agency to monitor employees who are on Work from Home (WFH) and those who are reporting as the Skeleton Workforce (SWF). Online monitoring forms were rolled out: (1) Daily Health Declaration, (2) COVID-19 Risk Assessment Form. Health protocol visual cues (posters and infographics) onsite, office barriers, shuttle service were also put in place as another layer of protection to employees who are reporting onsite.



REMINDERS FOR SKELETON WORKFORCE



No talking, eating and taking phone calls inside the shuttle service.



Always wear your face mask and face shield inside the shuttle service.



Shuttle service is on a pick up and drop off point basis only.

Coordinate with your assigned driver for this.



Observe punctuality at all times.

Waiting time for pick-up is 3-5 minutes only.



SWF must observe the full flexi time of 7 AM to 9 AM.

SWF who opted to stay beyond the required minimum 8 hours for the day may stay and take grab or taxi on their way home. For health and safety measures, it is advised that they cannot be included in the list for shuttle service for the week.

CITEM CLINIC REPORT 2020



WORKPLACE PREPAREDNESS ADVISORY

BEFORE WORK

WORK ATTIRE



Always use a facemask to cover your mouth and nose.



Refrain from wearing non-essential accessories, e.g. jewelry and watch.



Wear short sleeves. Avoid neckties. Wear pants instead of skirts. Wear closed comfortable shoes.



Long-haired employees should tie their hair.

DURING COMMUTE



Avoid crowded places and stay at least six feet away from others.



Avoid touching your eyes, nose, and mouth.



Use tissue, cloth, or your sleeves to cover your cough and sneeze.



Wash your hands frequently or use a hand sanitizer with 70% alcohol.

AT WORK

OFFICE ENTRANCE



Observe the "no face mask, no entry" policy.



Check your temperature at the main entrance using the no-touch thermometer.



Disinfect by soaking shoes on doormats with disinfectants. Employees are required to properly wash their hands upon entry to the GSP at the comfort rooms near the entrance lobby.



Only the guard on-duty shall log the time-in and time-out of employees.



Guests and visitors must undergo the same health screening protocols and should only be met at the lobby.

CITEM CLINIC REPORT 2020

AT WORK

WHILE AT WORK



Disinfect workstations regularly and avoid sharing of office equipment.



Virtual meetings instead of face-to-face are encouraged.



Observe social distancing among and between employees at a minimum of two meters.



Employees should eat at their respective stations. Employees must wash their own dishes immediately after eating using their own scrubbing foam to avoid contamination.



Only a maximum of two people are allowed in comfort rooms.



The approval and monitoring of service request forms (SRF) should be done online. Parallel approval is highly encouraged. The number of approvals/initials needed may be limited, preferably up to a maximum of three (3) signatories only.



Avoid the delivery of personal goods and items purchased online at CITEM.

AFTER WORK

ARRIVING HOME



Do not wear shoes from work into your home.



Wash hands and place dirty clothes in a safe storage.



Disinfect regularly.



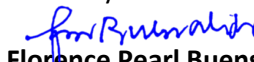
Shower before interacting with your family.


With regular monitoring, contact tracing, and health protocols in place, **CITEM reported zero (0) COVID-19 transmissions in the agency/onsite.**

Prepared by:


Leif Al Edel
HRMO III

Noted by:


Florence Pearl Buensalido
Chief, HRMD


Elaisa Haase MD
CITEM Occupational Health Physician