

F2 Logistics Safety Health & Environment Committee

Executive Summary Report

March 2020


Coronavirus Disease 2019 (Covid-19)

March 2020 was a challenging month for the SHE Committee, the company, the country and the whole world, because of the full blown Covid-19 Global Pandemic. Since the first local case of Covid-19 has been reported in the country, SHE Core group conducted emergency meetings to discuss the response of SHE Committee Group to the epidemic. Memorandum was released on temperature scanning on all entrances prior entry of F2 facilities for employees and visitors. Security personnel were oriented on the new procedures and continuous implementation of existing safety precautions implemented prior to March.

Covid-19, now declared as a Global Pandemic by the World Health Organization (WHO) last March 11, 2020, has now struck the world.

March 12, 2020 when the government declared that we are under "Code Red Sub-level 2", issuing partial lockdown on Metro Manila to prevent a nationwide spread of Covid-19 and was later on expanded to Enhanced Community Quarantine last March 16, 2019, covering the whole Luzon. Enhanced Community Quarantine (ECQ) will take effect midnight of March 17 and will last until April 13. School classes, public transportations are suspended, Land, air and sea travel are restricted, flexible working arrangement like skeletal workforce are being pushed for all companies private or public sector and all cargo movement within the entire Luzon is exempted and will be unhampered.

For F2, it has been business as usual, Pick-up and delivery of essential cargoes continue; however, due to the suspension of public transportation, Work from Home arrangement has been implemented to most of F2 employees. Others, mainly living within the vicinity of Paranaque City, were on skeletal duty to continue the service to F2 customers, suppliers and business partners. F2 service vehicles were provided to ensure pick up and drop off of employees under skeletal duty.



MEMORANDUM

DATE : March 9, 2020
 TO : ALL EMPLOYEES AND VISITORS
 FROM : SAFETY, HEALTH & ENVIRONMENT COMMITTEE
 RE : TEMPERATURE SCANNING AND HOME-QUARANTINE

In light with the medical risks associated with the **CORONAVIRUS DISEASE 2019 (COVID-19)**, the company will implement the Infrared Thermo-scanning of all persons effective immediately. This includes employees, visitors, and clients, entering our offices and warehouses. This is one of the organization's preventive measures.

Before entering, each individual shall have their temperature taken by the guard on duty. Please see below assigned area.


Unit	Guard on Duty
1, 2, 3 and 4	Unit 3
5, 6, 7 and 8	Unit 6


If the temperature reading is 37.8C and above, he/she shall be guided to the company clinic located at Unit 7 for further medical evaluation. If found to be sick with a high temperature or exhibiting symptoms of the COVID-19, he/she shall be denied entry to offices and warehouses.


All employees, visitors and clients are also encouraged to sanitize their hands with 70% Isopropyl Alcohol, which is available in the lobbies.

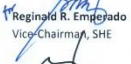
Any employee and/or visitor with recent travel history to China and other countries with reports of substantial record of confirmed cases of COVID-19 within the past 14 days, who may or may not exhibit fever or any symptoms of lower respiratory illness, shall be required to undergo home-quarantine for 14 days. Employees must coordinate with their immediate leader.


Your full cooperation and understanding is highly appreciated.

Prepared by:

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SHE Committee have collaborated with the BCP Committee Team to come up with a business continuity plan for the Covid-19 Pandemic. This was shared to F2 branches nationwide and to some of F2 customers as well.



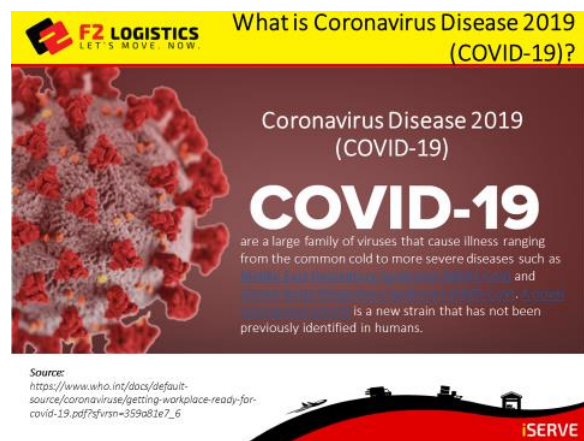
1. F2 Business Continuity Plan (BCP)
2. F2 BCP Committee
3. Ensuring Service Delivery: Workforce Management composed of representatives from Customer Service, Operations and Finance
4. Guaranteeing System Accessibility: IT Capability
5. Maximizing Resource Availability: Equipment and Facilities

For Global Situation:

- Website: <https://www.who.int>

For Philippines Situation:

- Website: <https://www.doh.gov.ph/2019-nCoV>
<https://www.who.int/philippines>
<https://pcoo.gov.ph>
- Facebook:
<https://www.facebook.com/OfficialDOHgov/>
<https://www.facebook.com/whophilippines>
- Twitter: <https://twitter.com/DOHgov>



Maxicare

Live your best life

ADVISORY ON COVID-19:

MAXICARE CONTINUES TO COVER COVID-19 CASES, PUI AND PUM.

As more news of the 2019 Corona Virus comes to light, hospitals and clinics continue to experience an exponential rise in patient volume.

While this pandemic continues to move in unpredictable ways, Maxicare remains constant in its commitment and dedication to make its members' health our number one priority.

Maxicare members who seek medical care will still be covered in this time of uncertainty, including Persons Under Investigation (PUI) and Persons Under Monitoring (PUM), and members who are confirmed with COVID-19.

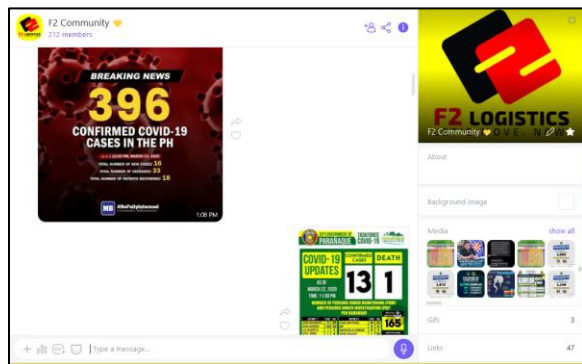
Our HR Department confirmed with Maxicare, our HMO partner, that Maxicare members who seek medical care in relation to Covid-19 will still be covered.



WWW.F2LOGISTICS.COM

Continuous Safety Education to all Employees

F2 Community Viber Group, a platform in sending out information to the members of this organization, has also been utilized. Constant update on the status of the pandemic on different locations, government advisories or memorandums and any information that will be useful for the organization are shared through this communication platform.



SHE Committee uses this Viber group and email blast to give out safety and health reminders to all employees to prevent spreading the virus and ways to prevent being infected with Covid-19.


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SHE
SAFETY
HEALTH AND
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Novel Coronavirus (nCoV) ADVISORY

- 1 Employee Health Status and Travel Declaration
- 2 Visitor log in Travel Declaration
- 3 Employees coming from countries with travel ban and countries with reported nCoV Cases during travel ban period will be quarantined for 14 days for self assessment of nCoV infection and shall be permitted to report to work upon presentation of Medical Clearance
- 4 Visitors coming from countries with travel ban during travel ban period will be denied entry
- 5 Visitors coming from countries with reported nCoV cases with during travel ban period will be asked to wear masks

- 6 Thermal scanning upon entry for employees and visitors
- 7 Entry prohibition for those showing symptoms of nCoV and that registers a temperature of 38 degrees celsius and above
- 8 Increase frequency of facility disinfection
- 9 Hand sanitizers in all entry points


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"The best way to prevent community spread is to spread the community"

PRACTICE — SOCIAL — DISTANCING

MAINTAIN SAFE DISTANCE OF:

6FT & BEYOND

AVOID CROWDED PLACES & SITUATIONS

SAFETY
HEALTH AND
ENVIRONMENT


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PROTECT YOURSELF AND YOUR LOVED ONES BY REGULARLY PRACTICING THE FOLLOWING HELPFUL PERSONAL HYGIENE GUIDELINES:

- 1 Keep workplace clean and hygienic. Surfaces (e.g. desks and tables) and objects (e.g. telephone, keyboard) should be wiped with disinfectant regularly.
- 2 Wash your hands often with water and soap for at least 20 seconds. Take note of the 5 steps: Wet- Lather- Scrub- Rinse- Dry.
- 3 Avoid touching your face (eyes, nose or mouth) with unwashed hands.
- 4 Only use alcohol-based (70% Isopropyl alcohol) as hand sanitizer.
- 5 Avoid close contact with people who are exhibiting symptoms of COVID-19

- 6 Avoid eating raw or undercooked meat.
- 7 Get enough sleep to strengthen your immune system.
- 8 Eat more fruits and vegetables and drink plenty of water.
- 9 If your surroundings are un-clean, make sure you wear a surgical mask.
- 10 If you have a cough, cold or sore throat, take over-the-counter medicines such as paracetamol. If symptoms persist, consult a medical physician.
- 11 Practice proper sneezing/coughing etiquette. Cover your mouth when you sneeze or cough, and refrain from touching anything until after washing or sanitizing your hands. For those who have runny nose, dispose your paper tissues properly in closed bins.
- 12



Wash hands



Cover your mouth when you cough

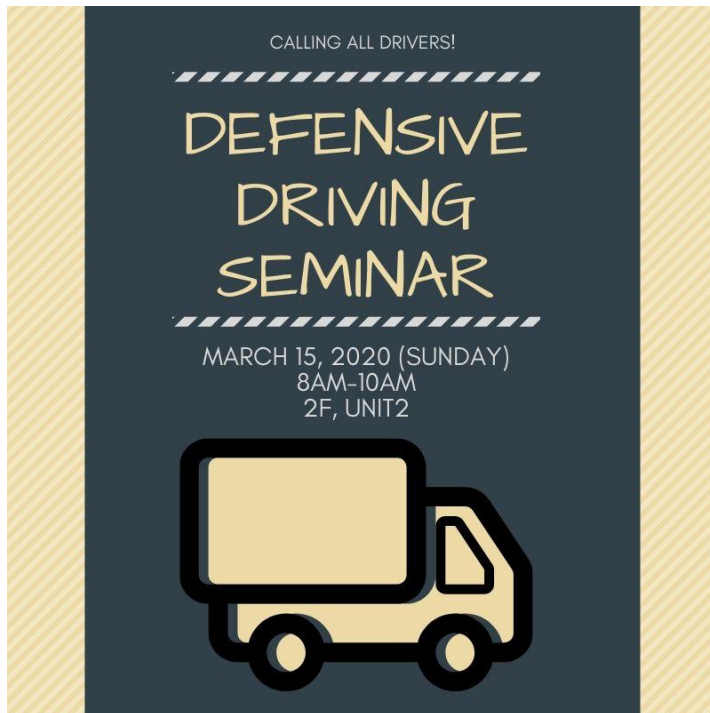


Use mask when you are sick

Meanwhile, the scheduled Defensive Driving Seminar for our Drivers and Helpers are postponed until further notice due to the Social Distancing rule from the Enhance Community Quarantine mandated by the government.

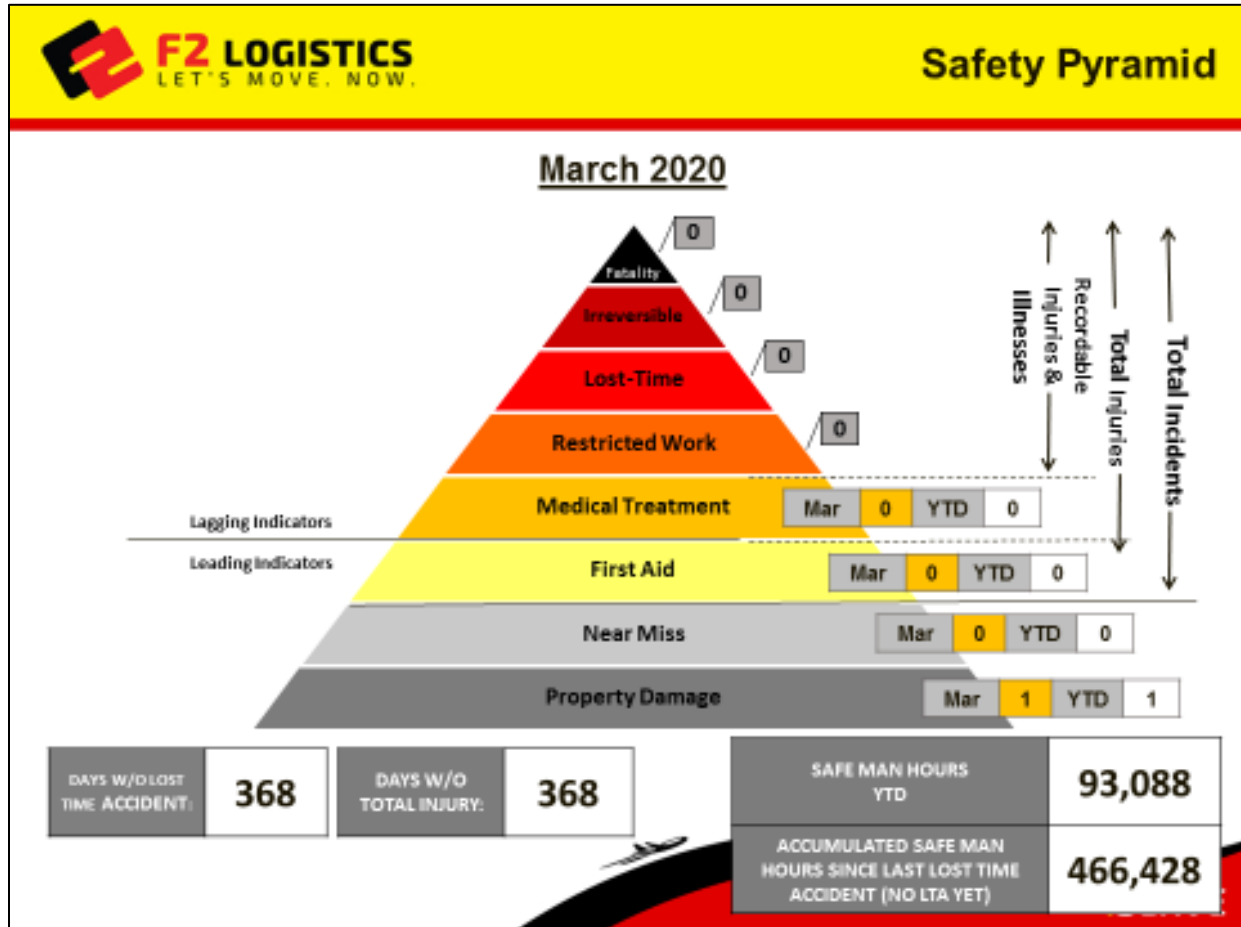
Defensive Driving Seminar's objective is to educate drivers in driving defensively in accordance with safety and traffic rules and regulations. They can acquire knowledge and skills on safe driving concepts and techniques that can prevent road accidents, damage to property or even loss of life.

Safety Team of SHE Committee continuously sends out reminders on safety of employees in or out of the office using internally develop materials (#MakeSafeHappen and #F2Cares), and official safety campaigns released by government agencies such as DOH and WHO. These are shared through email blast and through Viber groups.



Safety Data Monitoring

For the month of March 2020, Safety Pyramid Report below is the reflection of our Company's SHE Committee commitment to the safety and health of its employees.



Legend:

- 1) Days without Lost Time Accident - refers to total safe man days for all employees both F2 Logistics and F2 Global without reported lost time accident. It will return to zero when a lost time accident occurs.
- 2) Safe Man Hours YTD - total man hours per month from January 2020 to date
- 3) Accumulated Safe Man Hours- total safe man hours for all employees both F2 Logistics and F2 Global without reported lost time accident since the start of the program in January 2019 to date. It will return to zero when a lost time accident occurs

