



## MEMORANDUM

<b>To</b>	<b>: RCBC Plaza Tenants</b>	<b>Date</b>	<b>: 28 February 2020</b>
<b>From</b>	<b>: Property Management Office</b>	<b>Ref. No.</b>	<b>: PMO-TRM-2020-12</b>
<b>Subject</b>	<b>: UPDATE Advisory on Coronavirus (2019-nCoV)</b>		

Dear Tenants,

As we continue our efforts in safeguarding the health and safety of RCBC Plaza occupants and guests and in reducing the risk of spreading the 2019-nCoV in our building, we wish to inform you that we have concluded our dry run and amended our procedures in managing our temperature screening points.

As earlier conveyed, we have moved our temperature screening to the following areas, to ensure a more effective screening process:

Dela Costa Entrance  
Buendia Entrance  
Drop-Off Tower I Entrance  
Loading Dock Entrance  
Basement Levels Elevator Lobby Entrances

The Property Management Office have likewise acquired the services of registered nurses to conduct the necessary temperature verification and perform the handling of a possible 2019-nCoV infected individual.

Below are the steps to be taken should an individual register a temperature of above 38°C:

1. Individual to be led to the verification area located close to the screening point for his/her temperature to be validated by the building's registered nurse using an ear thermometer.
2. Upon validation of fever, the individual will be provided with the necessary PPE, and asked a series of questions consistent with the DOH decision tool for Novel Coronavirus assessment by the building's registered nurse.
3. An individual who has a fever (temperature above 38°C), and/or shows signs of respiratory distress, and has been to China or a country identified by WHO as having local transmission of 2019-nCoV within the last 14 days or has had close contact<sup>1</sup> with a confirmed case<sup>2</sup>, will be disallowed from entering the building and advised to proceed to the nearest hospital for medical attention.
4. Possible PUI for 2019-nCoV will be assisted by the PMO, as necessary, where assistance shall consist of bringing the individual to the building's holding area and notifying the Makati City Health Department of his/her need for ambulance and handling.

<sup>1</sup> Health care associated exposure, working in close proximity, traveling together or living in same household

<sup>2</sup> A person with laboratory confirmation of 2019-nCoV infection

PUI – Person Under Investigation



5. The following shall be immediately notified of the individual's situation by the PMO:
  - a. Tenant's authorized representative, if the individual is an employee/visitor or guest of a building tenant
  - b. Makati City Health Department (DOH)
6. From this point forward, further steps to be taken by the PMO and the building tenant/s shall be made in accordance with the instructions of the DOH.

These amended procedures shall take effect immediately.

With these screening measures in place, we once again encourage tenants to implement precautionary measures in protecting their workplace, which include:

1. Awareness campaign on the importance of proper handwashing and maintaining hygiene
2. Sanitation of high touch surfaces within the workplace
3. Mandatory quarantine on employees who recently arrived from countries with reported 2019-nCoV infections/local transmissions;
4. Advising employees that they need not report for work if they have a fever or are experiencing symptoms of a coronavirus infection;
5. Conducting health screening of individuals gaining access to your leased premises.

We also request all tenants to immediately inform the Property Management Office should they encounter employees who are confirmed PUIs for the 2019-nCoV.

Should you have any further queries, clarification, or feedback regarding the building's measures, please do not hesitate to let us know by sending an email to [helpdesk@rcbcplaza.com.ph](mailto:helpdesk@rcbcplaza.com.ph) or calling 8887-4941 loc. 121.

Thank you and let us all work together in safeguarding the health and safety of our building occupants.