

RETURNING TO THE HOSPITAL SITE

#	QUESTIONS	ANSWERS	COMMENTS
1	I am back to work at the hospital site, what precautions should I follow?	Keep social distance. Wear a mask and make sure you wash your hands whenever necessary.	It is the employee and all hospital staff responsibilities to follow and report any violation.
2	If an employee violates the precautions measures, to whom I should report this incident?	Report to Safety and Security or violating precautionary measures.	
3	I am requested to come back to the hospital. Do I have to use the punch in/out machine?	<p>First, please make sure that you report to the hospital if your work cannot be done remotely, otherwise, coordinate with your supervisor to work remotely.</p> <p>No, you do not have to use the punch in/out until other alternatives of monitoring attendance are developed.</p>	Responsibility of the supervisor to monitor the employee's attendance
4	I am working remotely but from time to time I have to be on the hospital site, do I have to cancel the teleworking assignment whenever I am reporting to the hospital site?	If you're coming to hospital site to complete tasks, please do not use the punch in/out until other alternatives of monitoring attendance are developed. No need to cancel the teleworking assignments.	
5	If I have an inquiry to HR Staff, how would I reach them?	An updated directory of HR Staff and its services were distributed to all departments and available in the COVID-19 web page / hospital portal.	HR Staff is happy to support you.
6	I am back to the hospital site, but I don't have a curfew permission. Whom should I communicate with?	Please communicate with your direct supervisor.	
7	What about the working hours in the hospital site?	As per normal hospital shift hours.	