

April 25, 2020



PPA MEMORANDUM CIRCULAR
No. 18 - 2020

TO : All Port Managers
Department Managers
Terminal Operators/Cargo Handling Operators
Service Providers/Port Users
All Concerned

SUBJECT : GUIDELINES FOR THE PREVENTION, CONTROL AND MITIGATION OF THE CORONA VIRUS DISEASE (COVID-19) IN THE OFFICES AND FACILITIES OF THE PHILIPPINE PORTS AUTHORITY (PPA)

1. LEGAL BASES

- 1.1 Republic Act No. 11469, otherwise known as "*The Bayanihan to Heal as One Act*"
- 1.2 Inter-Agency Task Force for the Management of Emerging Infectious (IATF) Disease Resolutions on COVID -19 related concerns
- 1.3 Memoranda from the Executive Secretary on COVID -19 related concerns
- 1.4 Section 6 (a)(ii and iii) of Presidential Decree No. 857, as amended

2. OBJECTIVES

- 2.1 To prescribe the guidelines for the prevention, control, mitigation and suppression of the spread of COVID-19 in PPA offices and facilities
- 2.2 To increase physical and mental resilience, reduce transmission, reduce contact and reduce duration of infection
- 2.3 To promote health, safety and well-being of all PPA employees, service providers, and the general public
- 2.4 To ensure operational continuity, efficiency and reliability of port services

3. COVERAGE

This Order shall apply to all PPA employees, including outsourced personnel, service providers, port users, stakeholders and the general public.

4. MINIMUM HEALTH AND SAFETY PROTOCOLS IN PPA OFFICES

4.1 FOR PPA EMPLOYEES

4.1.1 REDUCTION OF TRANSMISSION

- 4.1.1.1 The "no mask, no entry" policy will be enforced. The wearing of masks or other appropriate and adequate Personal

Protective Equipment (PPE) by all PPA personnel (regular employees, contact of service, and outsourced personnel) while inside PPA offices shall be mandatory.

- 4.1.1.2 Personal sanitation supplies such as alcohol, hand sanitizers, and soaps shall be provided in common areas and toilet facilities.
- 4.1.1.3 General disinfection at the end of every business day shall be regularly done in all PPA offices. However, high-touch surfaces such as door knobs, elevator car operating panel (COP), handrails and stairwell railings shall be disinfected at least once every two (2) hours. Toilet facilities shall be maintained in clean and sanitary condition consistently throughout the day.
- 4.1.1.4 Public advisories as to physical distancing, sanitation and personal hygiene, such as handwashing and coughing etiquettes, shall be regularly displayed in video monitors in all PPA offices.

4.1.2 REDUCTION OF CONTACT

- 4.1.2.1 Physical distancing of at least one meter space requirement across all sides shall be observed at all times.
- 4.1.2.2 Movements within the work place, across work and common areas shall adhere to physical distancing requirements. Staggered lunch breaks shall be observed to comply with physical distancing requirements.
- 4.1.2.3 Use of information and communications technology (ICT) and resources is encouraged to avoid and/or limit face-to-face interactions or encounters.
- 4.1.2.4 Workplace layouts shall be redesigned to comply with physical distancing requirements.
- 4.1.2.5 Electronic and paperless transactions, as far as practicable, shall be institutionalized.
- 4.1.2.6 Additional shuttle service shall be provided, and physical distancing and wearing of mask shall be observed on board.
- 4.1.2.7 Internal meetings and conferences shall be undertaken electronically, through video conferencing or teleconferencing. If meeting is extremely necessary, it should be held in open and well-ventilated rooms.
- 4.1.2.8 Unless a viable cure and vaccine for COVID-19 is available and/or current situation allows, official travel of employees shall be strictly controlled/limited except in circumstances

when response to pandemic is necessary or continuity of PPA operations is at stake.

- 4.1.2.9 Training events shall be done online or through web conference whenever practicable subject to feasible schedule of both the training provider and PPA personnel.
- 4.1.2.10 Consistent with physical distancing standards, such as setting limit to workforce numbers, the number of physically reporting personnel shall be at most 50%, except for Port Police Department (PPD) and Administrative Services Department (ASD). The Information and Communication Technology Department (ICTD) shall provide onsite workforce which can sufficiently provide the needed technical support to other PPA offices.
- 4.1.2.11 Skeletal workforce teams on rotation shall be maintained in PMOs.
- 4.1.2.12 All employees 60 years old and above shall be subject to mandatory work from home (WFH) arrangement. Those with medically certified comorbidity such as hypertensive, asthmatic, diabetic, and autoimmune disorders can also opt for WFH arrangement. Flexible work arrangements will be adopted for employees, subject to approval by the Human Resource Management Department (HRMD) Manager.

4.1.3 REDUCTION OF DURATION OF INFECTION

- 4.1.3.1. Subject to the guidelines and policies of the Department of Health (DOH), COVID-19 testing shall be conducted on all employees once the Enhanced Community Quarantine (ECQ) is lifted. Subsequent testing shall be done as needed.
- 4.1.3.2. The filling up of Entry Protocol Forms is mandatory for all employees.
- 4.1.3.3. Thermal scanning/ temperature check will be done upon entry. Those with temperature of 38 degrees centigrade and above will be immediately referred to the Medical Clinic (for Head Office) and to a health facility (for PMOs) for further assessment.
- 4.1.3.4. Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Those who have symptoms are required to stay home and immediately communicate to their respective RC Heads.
- 4.1.3.5. The use of phones, desks, computers or other work tools of co-workers should be avoided. Said items should be cleaned and disinfected before and after use.

4.1.3.6. Hygienic measures such as handwashing and sanitizing shall be mandatory.

4.1.3.7. Use of noncontact methods of greeting is encouraged. Thus, handshaking and cheek kissing and like manner of greeting should be avoided.

4.1.4 INCREASE IN PHYSICAL AND MENTAL RESILIENCE

4.1.4.1 Fitness, nutrition and mental health programs shall be developed and made available for all regular and outsourced personnel.

4.1.4.2 The "no smoking" policy shall be strictly implemented.

4.2 FOR NON-PPA PERSONNEL

4.2.1 No person below 20 years old or above 60 years old shall be allowed entry. For this purpose, official identification cards shall be provided by all visitors to the lobby guard prior to entry. Visitors shall be provided with access pass indicating the specific floor and/or office access.

4.2.2 Sanitation protocols shall be observed prior to entry including accomplishment of Entry Protocol Form, thermal scanning, and handwashing or sanitizing. The "no mask, no entry" policy shall also apply.

4.2.3 Movements inside the offices will be limited and monitored.

5. MINIMUM HEALTH AND SAFETY PROTOCOLS IN PPA FACILITIES

5.1 PPA facilities, particularly areas for frontline services, such as Passenger Terminal Buildings (PTBs), Port Integrated Clearing Offices (PICOs) and such other areas being operated by port terminal operators, cargo handling operators or service providers and are accommodating third party visitors or port clients, shall be retrofitted or marked to comply with the physical distancing requirements.

5.1.1 Physical distancing requirements shall be observed at all times and wearing of masks and PPEs as appropriate shall be mandatory.

5.1.2 TV monitors in PTBs shall continue to play materials from DOH and World Health Organization (WHO) on the DOs and DON'Ts on how to reduce transmission. Printed materials shall also be made available. Preventive campaigns against COVID-19 following DOH and WHO recommendations will be pursued.

5.1.3 PTB and similar tickets will be issued electronically, as far as practicable.

5.1.4 Sanitation supplies such as alcohol, hand sanitation gels, etc. shall be made available in all public areas and toilet facilities by the port terminal operator/service providers.

5.1.5 The facilities shall be regularly disinfected at least once a day at the end of each business day. PTBs shall be disinfected at the end of every passenger embarkation cycle. Toilets and hand washing stations shall be maintained in clean and sanitary condition consistently throughout the day.

5.1.6 "Malasakit" Help Desks in PTBs shall continue to be activated.

6. SUPPORT SERVICES

The following RCs are tasked to perform the following activities to effectively carry out the provisions of this Order:

6.1 Human Resources Management Department (HRMD)

6.1.1 Review the existing work arrangements to allow other remote work strategies.

6.1.2 Work with ICTD to facilitate smooth transition to a remote work scenario.

6.1.3 Develop and implement Wellness, Health and Mental Programs.

6.2 Information and Communication Technology Department (ICTD)

6.2.1 In coordination with concerned RC Head, review and evaluate existing work processes and develop on-line or electronic systems for said processes.

6.2.2 Develop guidelines in consultation with the Legal Services Department (LSD) on promoting E-commerce, Digital communications to include the use of electronic signature, and on-line transactions so as to limit human contact to a minimum.

6.2.3 Design computerized work processes based on the review and evaluation of existing work process to be done by the Port Management Systems and Organizational Development Department (PMSODD).

6.3 Administrative Services Department (ASD)

6.3.1 Review, evaluate and redesign the existing design and layout of the office spaces and work stations of the different RCs including the physical arrangement of furniture and equipment to conform with physical distancing requirements.

6.3.2 Ensure that sanitation supplies and requirements of the different RCs are provided and made available at all times.

6.4 Port Management Offices (PMOs)

As far as practicable and applicable, the measures contained herein shall be adopted and implemented in the respective areas of responsibility of the PMOs.

7. COVID-19 RESPONSE EMERGENCY (CORE) TEAM

7.1 A Committee is hereby created composed of the following:

Head Office:

Chairperson	:	The AGM for Finance and Administration
Vice-Chairperson	:	The Manager, HRMD
Members	:	The Manager, ASD
		The Manager, ICTD
		The Manager, CD
		The Manager, POSD

7.2 Functions of the Committee

- 7.2.1 Oversee and monitor the implementation of COVID-19 measures.
- 7.2.2 Review and recommend additional measures for adoption or revisions.
- 7.2.3 Provide updates and reports to the General Manager.

8. REPEALING CLAUSE

All PPA orders, rules and regulations, policies or circulars which are inconsistent herewith are hereby repealed and/or amended accordingly.

9. EFFECTIVITY

This Order takes effect immediately.


JAY DANIEL R. SANTIAGO
General Manager