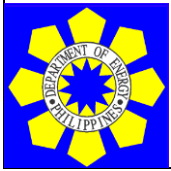


COVID-19 RESPONSE PROTOCOL

TASK FORCE ON ENERGY RESILIENCY



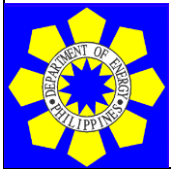
DEPARTMENT OF ENERGY



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Table of Contents

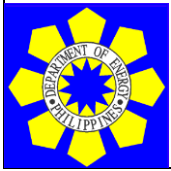
I. EXECUTIVE SUMMARY	3
II. INTRODUCTION	4
III. COVID-19 MITIGATION MEASURES	4
A. PREVENTION	5
1. TRAVEL RESTRICTIONS	5
2. VISITOR RESTRICTIONS.....	6
3. FOOD HANDLING.....	6
4. MANAGEMENT OF INBOUND PARTS AND PACKAGES	7
5. NOVEL CORONAVIRUS (COVID-19) PREVENTION	7
B. DETECTION	9
1. SELF-REPORTING OF COVID-19 SYMPTOMS AND NON-WORK-RELATED EXPOSURES	9
2. CASE DETECTION	9
C. ISOLATION.....	9
1. ESTABLISHMENT OF AN ISOLATION FACILITY.....	9
2. TEMPORARY ISOLATION ROOMS FOR THE MANAGEMENT OF SUSPECT AND PROBABLE COVID-19 CASES	10
3. FACILITY CLOSURES	10
D. TREATMENT	10
E. REINTEGRATION IN THE WORKFORCE.....	10
F. ADOPTING TO THE “NEW NORMAL”	11
1. PERSONAL AND ENVIRONMENTAL HYGIENE	11
2. GENERAL HEALTH AND SAFETY PROTOCOLS IN THE WORKPLACE	11
3. ALTERNATIVE WORK ARRANGEMENTS	12
4. EMPLOYEE SUPPORT MECHANISMS.....	12
5. E-GOVERNANCE/IT INFRASTRUCTURE SYSTEM.....	13
6. WORKER’S WELFARE FACILITIES AND AMENITIES	13
7. MOVEMENT RESTRICTIONS	13
Table 1: COVID-19 Transmission Alert Phases and Protocols	15
Appendix A: COVID-19 Isolation Protocol	18
Appendix B: COVID Case Form	20
Report for Employees / Visitors Presenting Symptoms at Work.....	20
Appendix C: COVID-19 Preparation and Arrangements	21



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Appendix D: Guidance for Self-Quarantining: COVID-19.....	22
Appendix E: General Disinfection Measures	23
Appendix F: Self-Screening Information	25
Appendix G: Visitors and Contractors COVID-19 Self-Screening Checklist	26
Appendix H: Host Directions for Visitors and Contractors.....	27
Appendix I: Omnibus Public Transport Protocols / Guidelines	28



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

I. EXECUTIVE SUMMARY

The world is fighting an unprecedented event that has instantly changed the way we conduct our regular lives. We are grappling to eradicate an invisible enemy to the naked eye. In January 2020, the Coronavirus disease 2019 (COVID-19) was discovered as a novel disease that can cause respiratory infections. The outbreak of COVID-19 started in Wuhan, China in December 2019 and was declared a pandemic by the World Health Organization (WHO) on March 11, 2020. As of May 10, 2020, there are 10,794 COVID-19 cases, 1,924 recoveries, and 719 deaths recorded by DOH in the Philippines.

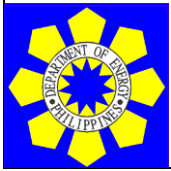
Prior to the declaration of the WHO, the Office of the President issued Proclamation No. 922 dated March 08, 2020 “Declaring a State of Public Health Emergency Throughout the Philippines” to mobilize governmental and non-governmental agencies which requires a whole-of-government response to undertake and implement urgent and critical measures to contain or prevent the spread of COVID-19, mitigate its effects and impact to the community, and prevent disruption of the functioning of the government and the community.

Anchoring on this proclamation, the Department of Energy (DOE) has been proactive to ensure energy services are provided without disruption and, at the same time, contribute to the mitigation and prevention of spread of the COVID-19 pandemic.

This document outlines the different response protocols for the energy companies and agencies to observe in the fight against COVID-19 and in adopting to the new normal. It aims to set the guidelines pursuant to the Department of Health (DOH) Minimum Public Health Standards as indicated in Administrative Order (AO) No. 2020-0015 “Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation” and DOE Department Order (DO) No. 2020-04-0007 entitled “Providing for Minimum Health Standards for COVID-19 Mitigation to DOE Personnel & Its Workplace and Shared for Application to All Players and Stakeholders in the Entire Energy Industry”.

This document is spearheaded by the Task Force on Energy Resiliency (TFER), assisted by the Energy Policy and Planning Bureau (EPPB) as Technical Secretariat, collaborated by the Administrative Services, Legal Services, and Safety and Security Services. This may be expanded, revised, and/or updated significantly based on the most recent information – including international or national protocols that may be more restrictive, or effective, as necessary, to meet local circumstances and/or governmental direction.

This document includes specific guidelines to address the internal risks and vulnerabilities of an Energy Company/Agency and follows a general framework to mitigate COVID-19 through 1) Prevention, 2) Detection, 3) Isolation, 4) Treatment, 5) Reintegration in the workforce; and 6) Adopting to the “New Normal”. These protocols must be strictly adhered to by concerned entities as deemed applicable.



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

II. INTRODUCTION

The Department of Energy is committed to the security, safety and health of all employees, visitors, clients including that of the entire energy industry. As such, this document is being issued as a general guide for the “Coronavirus Disease 2019” (COVID-19) management. It generally matches World Health Organization (WHO), Department of Health (DOH), and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) guidance and policies, but, in some cases, being significantly more restrictive, out of an abundance of caution, to ensure protection of our valued manpower and continuity of the delivery of energy services.

The following proceedings are the specific requirements and guidance on how to manage and respond to the COVID-19 pandemic.

Questions or clarifications may be posed to the Chairperson of the Task Force on Energy Resiliency (TFER) via email at tfer.secretariat@gmail.com.

III. COVID-19 MITIGATION MEASURES

Pursuant to IATF-EID Guidelines and Policies and consistent with DOH AO No. 2020-0015 dated 27 April 2020, and DOE DO No. 2020-04-0007 as the backbone of the response to the COVID-19 outbreak, the energy sector shall build on the existing guidelines and augment additional interventions suitable to the needs of the sector. In order to achieve a harmonized response, measures shall be based on these key interventions:

- Prevention – pertaining to disease control, refers to the reduction of disease incidence, prevalence, morbidity or mortality to a locally acceptable level as a result of deliberate efforts and continued intervention measures to maintain reduction; (*Republic Act No. 11332*¹)
- Detection – pertaining to Disease Surveillance, refers to the ongoing systematic collection, analysis, interpretation, and dissemination of outcome-specific data for use in the planning, implementation, and evaluation of public health practice; (*Republic Act No. 11332*)
- Isolation – means the separation of ill or infected persons from others to prevent the spread of infection or contamination;
- Treatment – refers to medical treatment which means the management and care of a patient for the purpose of combating disease, injury, or disorder. Restrictions on activities are not considered treatment unless the primary purpose of the restrictions is to improve the worker’s condition through conservative care²;
- Reintegration in the Workforce; and
- Adopting to the “New Normal”.

¹ Republic Act No. 11332 “An Act Providing Policies and Prescribing Procedures on Surveillance and Response to Notifiable Diseases, Epidemics, and Health Events of Public Health Concern, and Appropriating Funds Therefor, Repealing for the Purpose Act No. 3573, Otherwise Known as the “Law on Reporting of Communicable Diseases”

² Medical Treatment [Def. 1],(nd.). In Law Insider Legal Definitions Dictionary Retrieved on May 10, 2020, from <https://www.lawinsider.com/dictionary/medical-treatment>



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

A. PREVENTION

1. TRAVEL RESTRICTIONS

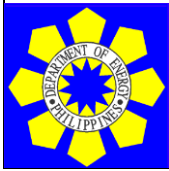
a) *Travel approval and “Home Quarantine” (HQ)*

- (1) Energy Company/Agency’s travel restrictions must depend on the guidelines issued by the IATF-EID on the Enhanced Community Quarantine (ECQ), Modified Enhanced Community Quarantine (MECQ), and General Community Quarantine (GCQ). Travel authority/requirements (such as IATF-ID, RapidPass, and other Identification that will be required by the government) must be secured through the DOE.
- (2) As per DOE Memorandum to All Officials and Employees, with Subject: “Urgent and Critical Measures to Contain or Prevent the Spread of COVID-19”, dated 09 March 2020, all “official” travel by any public mode of transportation are banned, until further notice. There are no exceptions, and no approval process to be undertaken to achieve an exception. Local official travel by car is to be avoided, but, is acceptable if the travel is deemed “mission critical”, as approved by the management or cognizant authority. In which case, officials and employees shall use the service vehicles for official local land travels, as prescribed in Section 3.2.3 of the aforementioned Memorandum. The said Memorandum applies to DOE’s Attached Agencies.
- (3) Travel no longer triggers home quarantine, except when advised by government entities. **(See Appendix “D” - “Guidance for Self-Quarantining: COVID-19”)**

b) *Commuting to work*

The guidelines set forth are in accordance to the Omnibus Public Transport Protocols/Guidelines for the General Community Quarantine and Enhanced Community Quarantine issued by the Department of Transportation (DOTr) and the IATF-EID. **(See Appendix “I” – DOTr Omnibus Public Transport Protocols/Guidelines)**

- (1) **Private transportation to and from work is strongly preferred**, to significantly reduce the chances of contact with COVID-19 within your community. As per DOTr guidelines, private cars and motorcycles will be allowed to operate for the purpose of essential travels as defined by the Inter-Agency Task Force (IATF). Private cars will only be allowed ONE PASSENGER to occupy the front passenger seat, while FRONT-FACING seats shall not exceed TWO PASSENGERS per row.
- (2) **Public transportation is to be avoided**, due to the increased potential to become exposed to COVID-19. Persons who must travel by public transportation for their daily commute are directed to be extremely vigilant regarding personal hygiene and strict observance of “social distancing”.
- (3) **Company and Agency Shuttle Services shall be provided in a case-to-case basis** to designated skeleton workforce with the following conditions:
 - (a) Only 50% of the capacity of the shuttle bus shall be used;
 - (b) All employees availing of the shuttle service shall observe social distancing by being seated one seat apart;
 - (c) Employees without masks will be strictly prohibited entry;



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

- (d) Employees will also have a temperature check before boarding the shuttle service;
- (e) Designated drivers shall be equipped with proper Personal Protective Equipment (PPE);
- (f) Disinfection of vehicles for at the very least twice a day; and
- (g) Foot bath and alcohol to be provided in the shuttle services.

c) Travel Hygiene and Social Distancing

Practice proper respiratory etiquette and hygiene like using a tissue or the inner portion of the elbow to cover the nose and mouth when sneezing and coughing, and practice proper disposal of tissue. Employees are likewise reminded to wear masks all the time and practice social distancing. Please see Section 5. NOVEL CORONAVIRUS (COVID-19) PREVENTION for specific measures all employees are asked to take during travel to prevent the spread of COVID-19, as well as many other diseases that may be contracted such as cold and influenza viruses that cause illness to employees and families.

2. VISITOR RESTRICTIONS

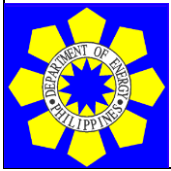
- a) *Public access to facilities is **EXTREMELY DISCOURAGED**, until further notice. Meetings should take place virtually going forward, to ensure the protection of both employees and visitors;*
- b) *Where business/service critical in-person visits do occur, such as to allow services, equipment or facilities to remain operational, they should be in accord with the safety measures in the “COVID-19 Response Protocol”;*
- c) *Visitors and Contractors must accomplish a “Screening Checklist” prior to scheduled visit in the office and submit to concerned Safety and Security Personnel (**See Appendix “G” – “Visitors & Contractors COVID-19 Self-Screening Checklist”**). Energy Company/Agency must forbid visits from persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19.*

Note: Energy Company/Agency may add other screening checklist or measures as applicable.

- d) *Authorized visitors should be subjected to temperature check and/or other disinfection procedures at the office entry points (such as footbath, hand sanitizer, etc.).*

3. FOOD HANDLING

- a) *Food Delivery/take-out is preferred. In the case of in-house canteens, a system must be put in place incorporating the necessary hygiene protocols.*
- b) *Employees are advised to bring their own utensils at all times.*
- c) *In instances where canteens are allowed to serve food, social distancing and wearing of masks and gloves must be strictly enforced.*
- d) *Food delivery is considered a package and must follow the protocol on “Management of Inbound Parts and Packages”. Food delivery personnel are considered visitors and must abide by the office entry protocols.*



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

4. MANAGEMENT OF INBOUND PARTS AND PACKAGES

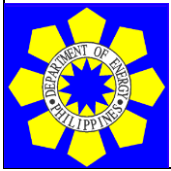
Protocol on movement of packages:

- a) *If packaged materials have been in transit and/or stored at the facility for more than 48 hours from last human contact within an affected area, no further action need to be taken.*
- b) *While not necessary, where employee apprehension remains high, sites may suggest the following additional precautions:*
 - (1) Personal protective equipment (PPE) usage, such as disposable nitrile gloves and/or the use of disposable surgical masks or N95 respirators; and
 - (2) Disinfection of surfaces with a 10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant - as appropriate to the surface(s) being treated (noting these chemical agents should only be used by trained and authorized personnel).
- c) *It is therefore recommended for those assigned in the receiving areas such as the Records Section, customer desks in the lobby, and/or security guards to be provided with the necessary PPEs and disinfectants. Couriers are to be provided with disinfectants in the receiving areas as well as abide with the "No Contact Policy". Further, packages should be placed in a designated box or area. Proper signages shall be placed for deliverymen.*

5. NOVEL CORONAVIRUS (COVID-19) PREVENTION

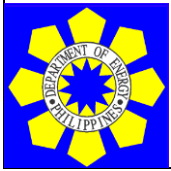
Following the Minimum Public Health Standards pursuant to DOE DO No. 2020-04-0007 entitled "Providing for Minimum Health Standards for COVID-19 Mitigation to DOE Personnel & Its Workplace" dated 29 April 2020, prevention shall be safeguarded, as follows:

Focus Area	Proposed Measures/Standards
Reduce vulnerability	<ol style="list-style-type: none"> 1. All persons are advised to eat healthy food; drink sufficient water; take vitamins. Avoid smoking and unhealthy drinking of liquor; 2. All persons are advised to exercise. For example, DOE employees may walk/run around the DOE compound subject to social distancing and wearing the appropriate PPEs; 3. Everybody must practice respiratory etiquette and hygiene like using a tissue or the inner portion of the elbow to cover the nose and mouth when sneezing and coughing; practice proper disposal of tissue. Everybody are likewise reminded to wear masks all the time; 4. Due to emergencies arising from extreme stress, individuals may reach out to families and friends or a mental health professional through telemedicine hotlines. Hotline numbers shall be made available by the Human Resource Department (HRD); 5. Most-At-Risk Populations (MARPS) are advised to stay at home and should not be included in skeletal forces created, unless so requested by them; Provided, however, that work-from-home and other alternative working schemes shall be arranged for MARPS; 6. MARPS and vulnerable groups must be provided with necessary and appropriate support including benefits from the Social Amelioration program (SAP), if any;



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

	<p>7. Employees who are required to be in the office, but are hesitant to be there out of fear, may file for leave or arrange WFH with their Office Heads/Superiors.</p> <p>8. The energy company or its contracted entity concerned shall provide for their personnel/workers the necessary welfare facilities and amenities such as board and lodging as necessary;</p> <p>9. Employees shall continue to use existing shuttle services and shall be provided if none, yet, and/or provide transportation services when necessary.</p>
Reduce transmission	<p>1. Sanitation stations are provided in all building and office entrances, together with alcohol and/or alcohols, sanitizer;</p> <p>2. Comfort rooms are ensured of water and are provided with soap, alcohol/alcohol, sanitizers at all times;</p> <p>3. Everybody is advised to frequently wash their hands with soap and water and are discouraged from touching their nose, eyes and mouths;</p> <p>4. Regular disinfection of all offices and buildings shall follow the protocols under “Appendix E: General Disinfection Measures”;</p> <p>5. Everybody must always wear appropriate PPEs/masks;</p> <p>6. Encourage symptomatic individuals to stay at home and advise them to go to any health facility with the assistance of the concerned government agencies and company.</p>
Reduce contact	<p>1. Everybody must practice social distancing at all times, maintain a distance of at least one (1) meter;</p> <p>2. Eliminate contact with others such as handshakes, embracing co-workers, etc.;</p> <p>3. All reporting employees are advised to maintain proper distancing at work, if applicable in separate cubicles;</p> <p>4. As much practicable, employees are advised to use the stairs and observe distancing. Elevator use must be limited to four (4) persons at time;</p> <p>5. Avoid grouping together;</p> <p>6. Entry and exit points are regulated ensuring physical distancing;</p> <p>7. Protocols for Work-from-Home is established; and</p> <p>8. Teleconferences and meetings are practiced to reduce/avoid face-to-face interactions.</p>



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

B. DETECTION

1. SELF-REPORTING OF COVID-19 SYMPTOMS AND NON-WORK-RELATED EXPOSURES

- a) *All employees are directed to advise immediately of any confirmed exposure to COVID-19 or direct exposure to symptomatic family members, or others to which they have frequent and close contact with; as well as to review the **COVID-19 Self-Screening Protocol within the Appendix F**, and leverage it appropriately on a daily basis going forward.*
- b) *All employees shall be required to subject themselves to temperature checks in office entry points; and if running a fever, i.e. 37.5°C (99.5 °F) or above shall immediately undergo medical examination, which includes the mandatory Rapid Diagnostics test (RDT), and re-tested as the need arises.*
- c) *Symptomatic individuals must inform their superiors of the corresponding precautionary measures and medical attention; (**See Appendix “C” – “COVID-19 Preparation and Arrangements For Employees Who Become Ill at Work”**)*
- d) *All employees must report to their immediate Supervisors travels/trips outside the home-office travel routine.*

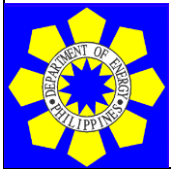
2. CASE DETECTION

- a) *Energy companies are directed to report the COVID-19 confirmed positive case(s), the “Suspects” (Persons Under Monitoring (PUMs), and the “Probables” (Persons Under Investigation (PUIs) to DOH on a daily basis;*
- b) *Suspected and Probable Cases (as defined in DOH AO No. 2020-0013) shall be reported to DOH and the concerned Local Government Unit (LGU). Isolation Coordinator of the Energy Company/Agency shall coordinate the case investigation which shall be undertaken by a designated or trained disease surveillance officers (DSO), or any personnel capable of conducting case investigation in the facility.*
- c) *Provide rapid-testing to employees to the extent possible subject to the assistance of appropriate medical attendants as required by the DOH.*
- d) *Energy Company/Agency shall be responsible in contact tracing procedures as per DOH guidelines.*

C. ISOLATION

1. ESTABLISHMENT OF AN ISOLATION FACILITY

An isolation/quarantine facility/room shall be established within the vicinity of the energy company. The isolation room/quarantine facility shall be used by the suspected infected person exhibiting symptoms of COVID-19. The person shall stay in the isolation room until further confirmatory tests are done by the DOH and/or other cognizant Health Authorities/Practitioners. In that case, provisions of food, medicine and vitamins must be arranged. (**See Appendix A for COVID-19 Isolation Protocol and Appendix C for COVID-19 Preparation and Arrangements**)



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

2. TEMPORARY ISOLATION ROOMS FOR THE MANAGEMENT OF SUSPECT AND PROBABLE COVID-19 CASES

As per DOH Department Memorandum No. 2020-0062-A, suspect and probable COVID-19 cases shall be placed separately in a single-patient room with the door closed at all times, if his home is not suitable or feasible. The suspected or probable COVID-19 cases shall be isolated until DOH Confirmatory Test Results are out. In case of a confirmed COVID-19 patient, the said personnel shall be immediately escorted to the appropriate health facility. Disinfection of Isolation Room shall be done right after facility has been vacated (**See Appendix E – “General Disinfection Measures”**).

3. FACILITY CLOSURES

In any event that a person who has reported to work is a confirmed case of COVID-19, the following shall be done:

- a) *Facility to comply with governmental directions to close down, alter or cease operations.*
- b) *Affected facilities shall undergo appropriate disinfection measures as soon as possible; and to be repeated as necessary.*
- c) *Resumption or opening of facilities shall commence after completion of disinfection in accordance to DOH guidelines.*

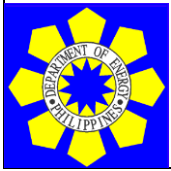
D. TREATMENT

1. The treatment of confirmed cases of COVID-19 shall be referred to appropriate health facilities as maybe advised by DOH or LGU concerned. The Human Resources Department (HRD) shall monitor the development of the patient.
2. Suspected and probable cases shall undergo quarantine in their homes if suitable and feasible or appropriate quarantine facility provided for by the government or Agency. (**See Appendix D – “Guidance For Self-Quarantining: COVID-19”**)

E. REINTEGRATION IN THE WORKFORCE

Only persons who have clean bill of health shall be allowed to return to work. In this case, a medical certificate must be required. Furthermore, the following shall be adhered to:

1. Pre-established working arrangements, preferably work-from-home;
2. Ensure that the workplace and all practices are safe to avoid any “relapse”;
3. Debriefing shall be conducted by a trained specialist for employee/s who tested positive with COVID-19 and for the colleagues who belong to the same unit as the employee.
4. Provide vitamins and other health amenities for personnel; and
5. Provide a platform for such employee to share his/her experiences.



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

F. ADOPTING TO THE “NEW NORMAL”

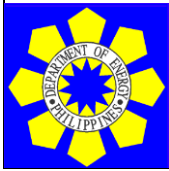
The “New Normal” are the changes to ways of working in the medium term in order to deliver and perform the agency mandate while mitigating the spread of COVID-19 pandemic at the same time. The set protocols and measures aim to protect the employees/workers in the workplace and ensure unimpeded/unhindered delivery of energy products and services. Outlined is the interim guidelines and standards of the “New Normal” pending further issuance of government policies:

1. PERSONAL AND ENVIRONMENTAL HYGIENE

- a) Employees are to observe and maintain the DOH minimum public health standards in the office or workplace such as wearing of masks, practicing social distancing of about 1-2 meter, and frequent washing of hands. Other forms of personal protection like gloves, face shields, pocket sanitizers/alcohol, etc. are highly recommended. Masks can only be removed when eating or drinking and no contact policy shall be maintained.
- b) Offices/Workplaces shall undergo regular disinfection measures, especially those with high contact areas, facilities or office equipment, such as, but not limited to doorknobs, countertops, telephones, and the like. Office may resume operations after conduct of general disinfection measures.

2. GENERAL HEALTH AND SAFETY PROTOCOLS IN THE WORKPLACE

- a) Regular health checks are required for all employees/personnel, whether those working from home and those reporting to the office as part of the Skeleton/Skeletal Workforce.
- b) Most-At-Risk Populations (MARPs) or vulnerable individuals such as pregnant women, individuals below 21 years old and those 60 and above, or those with immunodeficiency, comorbidities or other health risks, may opt to remain at home.
- c) All employees, clients, visitors, and deliverymen shall be subjected to temperature checks and provided sanitation tools such as alcohol and sanitation floor mat in office entries. No people with temperature higher than 37.5°C (99.5 °F) shall be allowed entry into the office premises. Security guards/personnel shall be provided with proper and complete personal protective equipment (PPE) and thermal scanner.
- d) Employee/s who become sick at work shall be immediately isolated and/or required to return home or as recommended by the Isolation Coordinators. Offices/workplaces shall have a designated Isolation Facility/Room.
- e) Individuals tagged as Probable, Suspected or Confirmed Case of COVID-19 may reintegrate and report back to work upon presentation of applicable medical certificates and clearances to the HRD.
- f) Food establishments within the office area such as cafeterias, canteens or restaurants shall continue to observe a “No Dine-in Policy” until declared otherwise by the IATF-EID.
- g) Face-to-face meetings are discouraged. If the meeting is necessary, it is only limited to 10 people or less in a spacious venue. Event organizer shall be responsible in ensuring that disinfection tools/supplies are provided for all attendees.
- h) Common areas are to be disinfected regularly.



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

- i) Non-essential gatherings or event are discouraged. If the gatherings or events cannot be avoided, physical distancing and personal hygiene should be maintained in the venue at all times. Visibly sick individuals will be prohibited to attend the gathering or event.

3. ALTERNATIVE WORK ARRANGEMENTS

- a) Government agencies shall follow the Civil Service Commission (CSC) Memorandum Circular MC 10, s. 2020, entitled “Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic” dated May 7, 2020. The following are the parameters in the implementation of Alternative Work Arrangements:

(1) The HRD to determine applicable Work-From-Home (WFH) arrangements according to the peculiarity of the agency’s needs and functions such as the workforce complement (at least 30% and maximum of 50% for office settings, plant operations may opt for 100% workforce as deemed necessary) and work shifts. Workforce complement may change depending on the IATF-EID quarantine restrictions and guidelines.

(2) Tasks of employees under work-from-home scheme shall be clearly defined by the immediate Supervisor or Authority. Tasks shall be performed to the full extent possible in terms of man-days per work week.

(3) Employees under work-from-home shall make themselves available during the set work hours.

(4) The agency shall, as practicable, facilitate and provide the necessary arrangements for the work-from-home arrangements to include communication equipment or facilities, such as desktop computer/laptop/notebook, portable “Wi-Fi”, and/or mobile phone with internet connection.

(5) Employees are to ensure security and confidentiality of information to ensure protection of data used and processed by employees pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012.

(6) Skeleton (Skeletal) Workforce may be allowed during ECQ or GCQ as authorized by designated officials/officers and shall be issued with proper identification cards and travel/office orders in accordance to IATF-EID requirements and protocols.

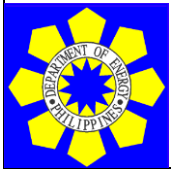
(7) Government employees assigned as skeleton workforce shall be entitled to Hazard Pay, equivalent compensatory time-off (CTO) and/or Overtime Pay, as well as other applicable allowances, subject to accounting and auditing rules and regulations.

(8) Agencies may adopt a four-day (compressed) workweek or staggered working hours to limit the number of employees in the office at any given time; or a combination of work arrangements to complete 40-hour workweek that are appropriate and applicable to their respective functions.

- b) Energy Companies/Agencies are encouraged to adopt the same alternative working arrangements or other government policies and guidelines as deemed applicable.

4. EMPLOYEE SUPPORT MECHANISMS

- a) The DOH Minimum Public Health Standards such as wearing of masks, taking of body temperature and practice of proper hygiene are to be strictly complied with and observed



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

at all times. Hence, employees should be provided with masks and other PPEs as necessary.

- b) Health/psychosocial interventions are to be provided to employees (i.e. stress debriefing).
- c) Transportation and quarters/lodging/housing facilities are to be provided for skeleton workforce whenever practicable,.
- d) For government agencies, reasonable expenses incurred during the work-from-home may be defrayed by the agency subject to accounting and auditing rules and regulations; and
- e) Other monetary and forms of incentives as may be allowed by the Office of the President or other authorized agencies or upon approval of the heads of agencies subject to accounting and auditing rules and regulations.

5. E-GOVERNANCE/IT INFRASTRUCTURE SYSTEM

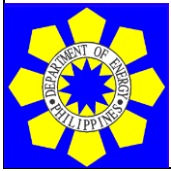
- a) Videoconferencing/teleconferencing platforms shall be used to reduce face-to-face interactions.
- b) Trainings should be organized for the upskilling of employees that are necessary for the adoption of the new work system and IT infrastructure.
- c) Energy Companies/Agencies should re-design and upscale the current capacity and capability of the IT systems in place to cope with stronger IT infrastructure requirement.
- d) Energy Companies/Agencies to use electronic systems instead of over-the-counter for transactions and payment for frontline services.

6. WORKER'S WELFARE FACILITIES AND AMENITIES

- a) As practicable, the energy company or its contracted entity concerned shall provide for their personnel/workers the necessary welfare facilities and amenities, such as temperature-taking, protective masks, hand-sanitizers, employees' quarters for board and lodging, recreation facilities, ensuring compliance to social distancing, proper hygiene, general area sanitation, etc.
- b) Adequate and healthy food, safe/potable drinking water, disinfectants, and hand soaps shall be made available by the energy company or its contracted entity concerned to their employees and in-house personnel.
- c) Cafeterias/Canteens/Restaurants/Recreation Facilities in workplaces are to follow safety and health protocols.
- d) Employees are encouraged to keep a healthy lifestyle through regular exercise. Social distancing and proper hygiene must be maintained.

7. MOVEMENT RESTRICTIONS

- a) The Energy Secretary or designated Authorized Senior Official of the Department shall continue to issue the quarantine passes (such as the IATF-EID, RapidPass, etc.) as required by the government to the individual qualified personnel of the energy company or its contracted entity concerned clearly stating the identification, designation, nature of work, validity and destination. The use of issued ID shall only be used for "Official



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Page 14 of 30

Business” purposes only. Unauthorized use of IDs shall lead to revocation of IDs and appropriate penalty to the individual, concerned Officer, and company.

- b) Errands to be conducted outside the office, operations or project site premises shall be kept to a minimum as provided in the government rules and regulation. The number of personnel running errands shall be limited and they shall be properly disinfected and closely monitored. Travel no longer triggers home quarantine, except when advised by government entities.
- c) Official Travels should only be authorized for those necessary and critical missions.



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Table 1: COVID-19 Transmission Alert Phases and Protocols

This table indicates the varying alert phases of the COVID-19 pandemic and its corresponding protocols.

- **PHASE 1:** Identified case of infection outside the country;
- **PHASE 2:** An imported case of COVID-19 infection is reported inside the country;

Phase 1 and 2 do not apply in the current situation. Hence, phases 3 to 6 will be given emphasis in defining specific interventions and protocols.

ALERT PHASE	PHASE 3 <i>Human transmission rare or none at all</i>	PHASE 4 <i>Small clusters of human-to-human transmission (in affected areas)</i>	PHASE 5 <i>Large clusters of human-to-human transmission</i>	PHASE 6 <i>Increased and sustained transmission in general population</i>
Employee Education & Hygiene Practices	<ul style="list-style-type: none"> • Communications & training to employees regarding the Pandemic Plan and practices to prevent contraction and spread of infection; Train employees on proper personal hygiene techniques (i.e. handwashing, coughing) • Facilities/companies obtain and store appropriate Personal Protective Equipment (PPEs) and supplies (includes, but not limited to hand soap/sanitizers, paper towels, and disinfectant) • Educate on the rationale for social distancing 	<p>Ensure facilities have:</p> <ul style="list-style-type: none"> • Adequate number and type of waste disposal containers for employees to dispose of used PPE, tissues, etc. • Increase frequency of periodic disinfection of commonly touched surfaces; • Ensure washrooms adequately stocked with hand soap/sanitizers & paper towels; • Enforce social distancing rules (i.e. workers greater than 2 meters apart, no handshaking or close contact greetings, no large group meetings). • Provide masks and gloves to persons who have daily employee contact (e.g. guards, nurses); • Provide and ensure use of disposable drinking cups; 	<ul style="list-style-type: none"> • Maintain strict hygiene practices of Phases 3&4. • Enforce compliance with Department of Energy rules. • Enforce social distancing rules (i.e. workers greater than 2 meters apart, no handshaking or close contact greetings, no large group meetings). • Provide Personal Protective Equipment (PPEs) or masks and gloves to persons who have daily employee contact (e.g. guards, nurses); 	<ul style="list-style-type: none"> • Maintain strict hygiene practices of Phases 3, 4 & 5. • Enforce compliance with Department of Energy rules. • Provide Personal Protective Equipment (PPEs) or masks and gloves to persons who have daily employee contact (e.g. guards, nurses);



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

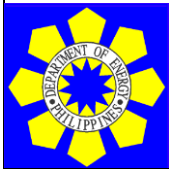
ALERT PHASE	PHASE 3 <i>Human transmission rare or none at all</i>	PHASE 4 <i>Small clusters of human-to-human transmission (in affected areas)</i>	PHASE 5 <i>Large clusters of human-to-human transmission</i>	PHASE 6 <i>Increased and sustained transmission in general population</i>
		<ul style="list-style-type: none"> Train employees in health self-assessment and reporting protocols. 		
Business and Personal Travel	<ul style="list-style-type: none"> No need to alter from current practice. 	<ul style="list-style-type: none"> Prohibit official travel to affected locations/regions (i.e. barangay / municipality/city / country.) and discourage such personal travel. Returning employees may be “quarantined” for up to 14 calendar days and must notify HR if symptomatic. 	<ul style="list-style-type: none"> Prohibit official travel to affected locations/regions (i.e. barangay / municipality/city / country.) and discourage such personal travel Returning employees may be “quarantined” for up to 14 calendar days and must notify HR if symptomatic. 	<ul style="list-style-type: none"> Maintain practices of Phase 5.
Receiving Visitors	<ul style="list-style-type: none"> No need to alter from current practice. 	<ul style="list-style-type: none"> Visitors briefed and required to follow site hygiene requirements. Screen visitors for symptoms; isolate visitor meetings to specific areas. Provide visitors with facemasks and disinfect meeting rooms following meetings. 	<ul style="list-style-type: none"> Encourage telephone/video meetings. Maintain practices of Phases 3 & 4. 	<ul style="list-style-type: none"> Encourage telephone/video meetings. Maintain practices of Phases 3 & 4.
Work Schedules	<ul style="list-style-type: none"> Determine flexible and remote working options and review/develop attendance policies. 	<ul style="list-style-type: none"> Institute flexible work schedules and telecommuting, and implement attendance policies. 	<ul style="list-style-type: none"> Continue to evaluate local conditions, governmental mandates, and current practices to maintain operations and protect public health. 	<ul style="list-style-type: none"> Reevaluate local conditions, governmental mandates, and current practices to maintain operations and protect public health.
Symptomatic Employee Isolation	<ul style="list-style-type: none"> Develop protocol for symptomatic employee isolation. 	<ul style="list-style-type: none"> Implement protocol for symptomatic employee isolation and transportation to home/medical care. 	<ul style="list-style-type: none"> Maintain practices of Phrases 3 & 4. 	<ul style="list-style-type: none"> Maintain practices of Phrases 3, 4 & 5.



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

ALERT PHASE	PHASE 3 <i>Human transmission rare or none at all</i>	PHASE 4 <i>Small clusters of human-to-human transmission (in affected areas)</i>	PHASE 5 <i>Large clusters of human-to-human transmission</i>	PHASE 6 <i>Increased and sustained transmission in general population</i>
	<ul style="list-style-type: none"> Develop protocol for symptomatic employee transportation to home/medical care. 	<ul style="list-style-type: none"> Screen employees for symptoms. Send symptomatic employees home or to a physician. 		
Public Service Continuity and Communication	<p>Establish cross-functional pandemic planning team to address the needs of this document and ensure it is consistent and integrate with the Public Service Continuity Plan (PSCP).</p> <p>PSCP planning includes:</p> <ul style="list-style-type: none"> Identifying and prioritizing essential business functions Identifying and ensuring communication with critical & alternate suppliers Ensure employee, IT, and other resources required to maintain essential business functions Training and testing employees on PSCP and recovery plans 	<p>Review situation and adjust crisis management strategy as necessary. Have communication systems establish as detailed below, as part of the PSCP:</p> <ul style="list-style-type: none"> within the Department of Energy to customers and suppliers with media, and all applicable regulatory and governmental agencies/ministries 	<ul style="list-style-type: none"> Review situation and adjust crisis management strategy as necessary. 	<ul style="list-style-type: none"> Review situation and adjust crisis management strategy as necessary.



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

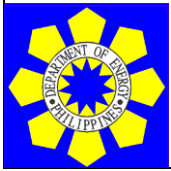
Appendix A: COVID-19 Isolation Protocol For Employees Who Become Ill at Work

1. Employees are advised that, if they feel ill or if someone observes that another person is being ill, or is exhibiting symptoms of COVID-19 at work, they are to contact an Isolation Coordinator*. The Isolation Coordinator is expected to be ready and available at all times to provide assistance to ill employee/s.
2. Isolation Coordinators determined by each facility, should be selected from the following employees, as appropriate:
 - a. Doctors / Nurses
 - b. Health and Safety Leader(s)
 - c. Human Resources Manager
 - d. Supervisor(s)
 - e. Emergency Team / First Aid Team Leaders
3. The Isolation Coordinator must escort him/her/them directly to the designated isolation room by the most direct route.
4. If another employee reports a suspected infected person, the Isolation Coordinator must contact them, preferably, by phone or facility paging system, and escort them directly to the designated isolation room by the most direct route.
5. Suspected infected employee must immediately be given appropriate PPEs such as mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent spread any potential virus.

Procedures:

1. The Isolation Coordinator must complete a Suspect COVID-19 Case Form (**Appendix B**), and call the local health authority or medical office to seek advice regarding transportation and location.
2. Isolation Coordinator and any others attending the suspected infected person should wear a complete body PPE to include protective mask and nitrile (surgical) gloves while working with the suspected infected person.
3. The Isolation Coordinator shall coordinate with DOH and other cognizant Health Authorities/Practitioners for the confirmatory test; and to assess who among such persons should be placed on quarantine, and advise which area to vacate and cordon-off.³ The Isolation Coordinator shall assess and declare who among the suspected employee/s should be under home quarantine or sent to the isolation room.
4. Isolation coordinator, in coordination with HR & "EHS"* must:
 - Identify persons that may have been in contact with the suspected infected employee;

³ DOH Department Circular No. 2020 – 0131 entitled Public Advisory No. 16 - Guidance for Institutions if a PUI or a Confirmed COVID-19 Case is Detected at the Workplace



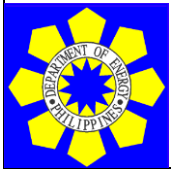
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Page 19 of 30

- Advise employees that they may have been in contact with a person suspected of having COVID-19 to carry out a self-screening check every morning and based on the results contact the HRD.
 - Advise the Employees to contact a Doctor and get medical clearance to return to work.
 - * Environmental, Health, and Safety (EHS) Officer
5. Ensure that both the isolation area and suspected employee's work station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the ill employee. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support personnel PPE should be appropriately discarded prior to resuming normal work functions.

Source: <https://www.DOH.gov/COVID-19/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
<https://www.DOH.gov/COVID-19/2019-ncov/communication/videos.html>



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Appendix B: COVID Case Form

Report for Employees / Visitors Presenting Symptoms at Work

DETAILS OF AFFECTED EMPLOYEES

Name: _____ **Date:** _____ **Visitor / Employee / Contractor**

Job Title: _____

Worksite: _____

Location of Isolation: _____

Address: _____

Symptoms noticed:

- Temperature >37.5°C (99.5 °F)
- Shortness of breath, difficulty breathing
- Cough
- Running nose
- Sneezing
- Muscle Pain
- Tiredness

Time of fever on-set: _____

Time of isolation: _____

(Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.)

Where referred to: _____

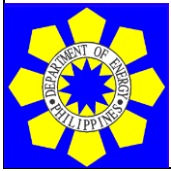
Notes:

DETAILS OF REPORTER

Name: _____

Job title: _____

Telephone no. _____

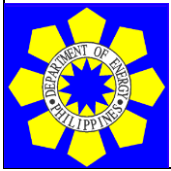


Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Appendix C: COVID-19 Preparation and Arrangements For Employees Who Become Ill at Work

1. Ensure that all employees are informed on who is the Isolation Coordinator and his/her contact details to call / report to if they become ill with COVID-19 symptoms while at work.
2. All Isolation Coordinators must be trained in the proper use of full body PPEs (to include masks, gloves, etc.), understand this protocol, and have training in proper Hygiene, and COVID-19 symptoms and prevention practices.
3. Ensure that a place at the location (office / first aid room) has been designated as an Isolation Room in the event of employees reporting with COVID-19 type symptoms (this area should not be in a highly populated area).
4. Ensure that the site and the Isolation coordinators knows the local health protocol; and telephone contacts for reporting and transporting employees that present symptoms of the virus.
5. Ensure that site has a plan to transport any person home or to the nominated health or isolation center.
6. Ensure availability of ample sets of Personal Protective Equipment (PPEs) or a supply of masks (N95 or surgical), Nitrile (surgical gloves), cleaning equipment cloths and disinfectant is available in this area.
7. Provide Rapid Testing Kits and/or DOH approved COVID-19 testing kits when and if available.
8. Environmental Health and Safety (EHS) Officer will be responsible to train the Isolation Coordinators, cleaning crews in basic Hygiene practices, and this protocol.
9. Cleaners have been nominated and briefed on the PPE and cleaning operations required.
10. A protocol for the proper disposal of cleaning materials, masks and gloves that have been used as per this protocol must be in place.
11. Facility/Location manager are responsible to communicate this Protocol to all employees in the operation.

Site Check Sheet		
Name of nominated persons	(HR)	(EHS)
Designated isolation area	(Office 1)	(First aid room/Clinic)
Means of transport	(Option 1)	(Option 2)
Mask and gloves	(Quantity)	(Location)
Cleaning equipment	(Quantity)	(Location)
Contact telephones		



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Appendix D: Guidance for Self-Quarantining: COVID-19

Clarification of “Self-Quarantine” requirement:

1. For suspected and probable cases, employees shall either be directed to an Isolation Facility or undergo self-quarantine for 14 days as prescribed by a medical professional if COVID-19 symptoms are present (**see COVID-19 Self- Screening Information**), directly exposed to COVID-19, or, if a test from DOH recognized testing facilities shows positive results.
2. Employees should avoid leaving the home if possible, but, if, deemed necessary and essential, should practice strict good hygiene and social distancing. Work, while at home, is expected to continue where possible.

Additional Guidance:

The following are additional guidance to observe in case you are showing symptoms; have been directly exposed to; or, if you have already tested positive for COVID-19:

- a. If practicable, stay away from other people in your home. Stay in a separate room and using a separate toilet, if available. Wear a face mask always.
- b. Limit contact with your pets, as there is a small chance that humans can pass the disease to dogs or other pets, though only one such case of such a transmission has been reported.
- c. No visitors unless the person needs to be in your home.
- d. If you need medical attention, call ahead to ensure you’re going to the right place and taking the necessary precautions.
- e. Wear a face mask if you must be around other people, such as during a drive to the doctor’s office.
- f. When you cough/sneeze: cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that’s not available, use alcohol-based hand sanitizer liberally that has at least 60% alcohol.
- g. Avoid sharing household items, including drinking cups, eating utensils, towels or even beddings. Wash these items thoroughly after using.
- h. Clean and disinfect high-touch surfaces daily using a household cleaner or wipe. These include: counters, tabletops, doorknobs, toilet fixtures, toilets, phones, keyboards, tablets and bedside tables.
- i. Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- j. Shared spaces in the home should have good airflow. Use an air conditioner, electric fans, and/or open windows.
- k. Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider, designated LGU or local health facility/office for assistance and guidance, or report immediately to the hospital. Knowing the nearest capable hospital is a must.
- l. If practicable, arrange to have groceries, toiletries, and even medicines delivered by a reputable local supermarket or pharmaceutical firms. Also, make sure to inform health care providers of any medications you’ll need, so they can arrange drop-offs of prescriptions as well. In terms of getting laundry done for those without machines at home, you could ask health care providers about that as well.



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Appendix E: General Disinfection Measures

- 1) This checklist should be implemented in places of work to reduce the risk of spread of infection.
- 2) The cleaning steps outlined should be taken routinely, based on frequency mentioned to disinfect work place surfaces, chairs, tables, etc. and protect employees.
- 3) Along with these work place disinfection activities, good personal hygiene and sanitary practices, including washing hands after toilet use, are also necessary.

Disinfection Frequency in Workshops and Offices

No.	Area / Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
1	Work cell common surfaces	Including control buttons, tools and other common surfaces	*Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand held sprayer or wipe	Minimum at the end of each shift
2	Offices, Desk and Conference rooms	Table and chair surfaces			After each meeting and end of day
3	Moveable Trays or Containers	Handles and other commonly touched areas			Based on use; Once per shift if contacted by 1 person only; Otherwise, between users
4	General objects often used or touched	Office IT equipment (Printers, Telephones, Computers, etc.), doors and windows, handles, faucets, sinks, and toilets		Spray with hand-held sprayer or wipe	At least four times per day
5	Cafeteria/Canteen	Table and chair surfaces, dispensers, vending machines (Interface surfaces, i.e. "pay, selection" and "vending surfaces"), etc.		Spray with sprayer	Generally, 3 or more times per shift to include after all breaks and meals
6		Tableware		Place in a disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After cleaning



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Page 24 of 30

No.	Area / Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
7	Forklifts / Food Carts	Common areas of human interaction	**Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand-held sprayer or wipe	After each use
8	Multi-User Safety Vest and other PPE	All surfaces			Between use
9	Transport Vehicles	Common surfaces (e.g. Seat surfaces, rails, belts, door and window controls)			After each use
10	All Floors and Walls	General Floors and Walls at site		Mop / Wipe	Periodic, where frequently touched; mop hard surfaces daily
11	Work Place	Reception areas, lobby, hallways, toilets, air conditioning systems		General Disinfection / Wipe	At least once every two weeks
12	Isolation Room	Whole room		Spray with hand-held sprayer or wipe. Appropriate personnel protective equipment required.	After use of suspected/probable/confirmed cases
13	Employee Quarters	Whole room		General Disinfection / Wipe	Daily
14	Recreation/Exercise Areas	General Floors and Walls at site, Exercise Equipment, etc.		General Disinfection / Wipe	After each use
15	Prayer Room	Whole room		General Disinfection / Wipe	After each use
16	Storage Room/Facility	Common surfaces (doors, tables, cabinet doors, ladders, etc.)		General Disinfection / Wipe	As needed

* Note: Records must be properly kept for each disinfection.

- **General guidelines on the cleaning, disinfection and preparation of disinfection solutions are specified in the DOH Department Memorandum No. 2020-0157 entitled "Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19".
- Guidelines on the management of infectious waste materials in temporary treatment and monitoring facilities are outlined in the DOH Department Memorandum No. 2020-0170 entitled "Interim Guidelines on the Management of Health Care Waste in Health Facilities, Community Quarantine Units, and Temporary Treatment and Monitoring Facilities with Cases of Coronavirus Disease 2019 (COVID-19)".



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Appendix F: Self-Screening Information

The following self-screening protocol must be distributed to ALL EMPLOYEES for voluntary, home self-screening

(Energy Company/Agency) is concerned for your safety and the safety of your co-workers. We are monitoring the development of COVID-19. In the interest of ensuring a safe and healthy work environment, it is a "**MUST**" that you voluntarily monitor your health status by carefully completing this self-assessment each day before reporting for work.

Survey to be completed daily by active employees before coming to work:

1. Have you had physical exposure to a person suffering from COVID-19 symptoms as noted below?

If you answered **YES**, please contact your immediate Supervisor, or the (Energy Company/Agency) Human Resources (HR) officer prior to reporting for work to determine whether you should remain offsite from an (Energy Company/Agency) facility for 14 days, following the last potential exposure to the COVID-19. You may be required to submit evidence of exposure to an infected person. Should you be required to remain offsite, you should keep in contact with your immediate Supervisor, or an HR representative and receive clearance from HR before returning to (Energy Company/Agency) premises. You will be required to have a written clearance from a Certified Medical Doctor.

2. If you have been asked to perform daily checks due to COVID-19 becoming more prevalent in your area, or believe you have been exposed to COVID-19: Does one or more of the following common COVID-19 symptoms currently apply to you?

- Temperature $>37.5^{\circ}\text{C}$ (99.5°F) – Yes/No
- Frequent unexplained cough – Yes/No
- Unexplained shortness of breath or difficulty breathing – Yes/No
- Unexplained tiredness – Yes/No

If the answer to question 2 is **YES**, **you may have symptoms of COVID-19**. You are directed to please contact your Human Resources Department, seek medical attention and remain off (Energy Company/Agency) property for 14 days following cessation of symptoms and written clearance by a Doctor. Please keep in continuous contact with your HR representative.

If the answer to all the above questions is **NO**:

Please adhere to (Energy Company/Agency) guidance regarding your work schedule and any special precautions to be taken.



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Appendix G: Visitors and Contractors COVID-19 Self-Screening Checklist

The safety of our employees, customers and visitors, remains our primary concern. As the Coronavirus (COVID-19) outbreak continues to evolve and spread locally and globally, (Energy Company/Agency) is monitoring the situation closely and will periodically update agency guidance on current recommendations from the Department of Health and the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone else inside the Energy Company/Agency building. Thank you for your time and cooperation.

Visitor's Name:	Mobile Phone Number:
Visitor's Company / Organization:	Name of (Agency) Host:
Facility Name:	

If the answer is yes to one or more of the following questions, access to the facility will be denied.

Self-Declaration by Visitor	
1	Have you had close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days? () Yes () No
2	Are you showing any signs of one or more of the following symptoms? Temperature > 37.5°C (99.5 °F), cough, shortness of breath, difficulty breathing, tiredness? () Yes () No

Signed: _____
(Visitor's Signature over Printed Name)

Date: _____

** Note: If you plan to be onsite for consecutive days, please immediately advise your agency host if any of your responses change. The information collected on this form will only be used to determine your access rights to facilities.*

Access to the facility approved? (tick one) () Yes () No

Signed (**Agency Host**): _____

Date: _____



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Appendix H: Host Directions for Visitors and Contractors

Please adhere to Pandemic Preparedness and Response Protocol with respect to Visitors and Contractors. This means:

- 1) Visitation or contractor work is forbidden if there has been any “YES” response to the COVID-19 Self-Screening Checklist.
- 2) If “**YES**” is checked for any response, the Security Guard “On Duty” shall be authorized to advise the visitor to leave premises in a cordial and friendly manner; notifying the appropriate site personnel to disinfect any common surfaces touched by the visitor and advising EHS or Security Officer (SO) of the incident. The SO, shall subsequently inform, thereafter, the HR, and the Agency Host of the incident.
- 3) Visits or Contractor work that do occur should limit exposure to employees to the extent feasible, by:
 - a) Ensuring visitors/contractors take a direct route to the meeting or work areas; and do not unnecessarily interact with other employees.
 - b) Ample reminders to visitors/contractors of COVID-19 Protocols of practicing strict Hygiene and Social Distancing themselves at all times (i.e. no handshakes or embraces, keeping 1 to 2-meter distance when interacting, etc.). To this effect, ensure the availability of soap in common wash areas, as well as disinfectants (alcohol or alcohol-based hand sanitizers).
 - c) Disinfect dedicated meeting rooms and common surfaces used after the meeting.

Name: _____



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

Appendix I: Omnibus Public Transport Protocols / Guidelines

This Omnibus was issued on 03 May 2020 by the Department of Transportation (DOTr) and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) covering Road Transport, Aviation, Maritime and Railways sectors:

I. AVIATION

The following flights are allowed to operate for areas under **General Community Quarantine (GCQ)**:

- 1) Government and military flights;
- 2) International flights subject to existing IATF-EID/BOQ protocols;
- 3) Air ambulance and medical supplies;
- 4) Flight check and weather mitigation flights;
- 5) Maintenance and utility flights;
- 6) Emergency flights; domestic flights coming to and from provinces and cities under GCQ, subject to required airport clearances and flight plan approvals, as maybe applicable; and
- 7) Other flights (as approved by IATF-EID).

These are the general guidelines for the aviation sector:

- 1) Wearing of face mask, face shield or other Personal Protective Equipment (PPE), is compulsory for ALL individuals.
- 2) Passengers with VALID travel documents shall be allowed to enter airport premises. Checking of body temperature is mandatory upon entry.
- 3) SOCIAL DISTANCING measures shall be strictly observed inside airport premises.
- 4) Security procedures shall be done through "no contact means" but not limited to the use of walk through x-ray machines, portable scanners, handheld metal detectors, among others, effectively limiting close contact security screening by means of pat down/manual frisking to exceptional instances/situations.
- 5) The regulation covering the maximum allowable hand carried bags/items shall be strictly implemented.
- 6) COVID-19 Rapid Testing facilities installed at all airports are managed by qualified healthcare providers.
- 7) Disinfecting facilities established in terminals shall be equipped with alcohol and/or soap. Foot baths shall also be installed in all entry and exit points of passengers and airport personnel, including boarding bridges and/or similar areas for passenger embarkation/disembarkation to and from the aircraft. All airport facilities and equipment, including lavatories, frequently touched surfaces, wheelchairs, trolleys, countertops, etc., shall be regularly disinfected and sanitized.
- 8) Safety precaution posters and other health guidelines shall be displayed at strategic places. Alert bulletins shall be shown through airport flight information display systems, and via public announcements.
- 9) Digital enablers (websites/Mob Apps/On-ground Kiosk) and communication, as well as education programs through social media, shall be utilized to inform and engage with passengers.
- 10) All arriving and departing passengers are required to electronically fill-out Health Declaration and Passenger Locator Forms.

II. MARITIME

- 1) In accordance with the IATF and DOH protocols, passenger capacity in ships and other passenger vessels SHALL BE REDUCED TO 50%.
- 2) Upon entering the port premises and terminals, all individuals must fill-out and accomplish health protocol forms. Mandatory checking of body temperature will also be conducted upon entering the terminal and embarkation on ships.



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

- 3) SOCIAL DISTANCING measures shall be strictly observed inside ports, ships, and other passenger vessels, at all times.
- 4) In port facilities, particularly areas for frontline services, such as passenger terminal buildings (PTBs), port integrated clearing offices and other areas, physical distancing shall be observed.
- 5) In order to maintain cleanliness and sanitation, all disinfecting facilities, such as foot baths, handwashing stations with alcohol and/or soap, and sanitation tents will be established at all entrances of terminals, ports, in ships, and other passenger vessels.
- 6) Wearing of Personal Protective Equipment (PPEs) is MANDATORY. Upon entry of ports, terminals, and passenger vessels, all individuals shall undergo disinfection procedures, such as footbath, among others.
- 7) To ensure that all premises are regularly cleaned and sanitized, thorough disinfection of ships, passenger vessels, ports, terminals and facilities, as well as various equipment, will be conducted regularly.
- 8) Information dissemination on hygiene and sanitary practices will be shown to passengers through different media platforms in PTBs, and other strategic locations of the ports and terminals.

III. ROAD

- 1) All permitted PUVs, transport terminals and operators must follow three essential components dictated in the protocol/guidelines - SAFETY, CAPACITY and COVERAGE/SCOPE.
- 2) SAFETY refers to guidelines that REDUCE contact, transmission, and spread of the virus through the MANDATORY USE of face masks and gloves for drivers. Thorough DISINFECTING practices of vehicles, terminals, and even among passengers are also required.
- 3) CAPACITY and passenger load factors will be required for each mode of transportation to ensure that physical distancing is followed.
- 4) Passenger load for public utility buses (PUBs) and public utility jeepneys (PUJs) SHOULD NOT EXCEED 50 percent or half of the vehicle's capacity, excluding driver and conductor.
- 5) For UV Express and taxis, passenger load SHOULD NOT EXCEED TWO PASSENGERS PER ROW, except for the driver's row where only one passenger is allowed..
- 6) Tricycles must NOT EXCEED ONE PASSENGER in the side-car, while backriding is not be allowed.
- 7) Private cars and motorcycles will be allowed to operate for the purpose of essential travels as defined by the Inter-Agency Task Force (IATF).
- 8) Private cars will only be allowed ONE PASSENGER to occupy the front passenger seat, while FRONT-FACING seats shall not exceed TWO PASSENGERS per row.
- 9) Motorcycles are PROHIBITED from having BACKRIDE passengers. Meanwhile, the use of BICYCLES and similar devices are also highly encouraged, and LGUs are also encouraged to identify bike-lanes, or bike-only roads.
- 10) The mode of PUV that will operate in each route in the GCQ areas will be guided by the number of passengers that will be transported.
- 11) PUVs with higher passenger capacity such as buses will be prioritized consistent with the Department Order No. 2017-011. In areas where buses are not enough to serve the actual passenger demand, or the road characteristics will not permit their operations, PUVMP compliant PUVs are the next priority. In areas with unavailable buses and modern PUVs, PUJ's and UV Express may operate. In areas where no other mode of public transportation is available, tricycles may be permitted to operate as determined by the LTFRB in coordination with the corresponding LGU.
- 12) The LTFRB has already finalized the mechanism for issuing of special permits to allow PUVs to operate. Drivers and operators may apply for the permit, free of charge, through LTFRB offices or by email through LTFRB's online channels.



Classification	PUBLIC
Document Title	COVID-19 Response Protocol
Revision No.	1
Effective Date	21 May 2020

13) Private vehicle owners, PUV drivers and operators, and private or public transport terminal operators who VIOLATE the guidelines will be SANCTIONED and PENALIZED.

IV. RAIL

- 1) Operations of LRT-1, LRT-2, MRT-3 and PNR will resume with LIMITED CAPACITY after the lifting of the Enhanced Community Quarantine (ECQ) imposed in Metro Manila, or on May 16, 2020.
- 2) Upon the resumption of operations, all rail lines will observe the March 14, 2020 DOTr Guidelines on Community Quarantine, as well as additional health and safety measures pursuant to IATF and DOH Guidelines.
- 3) 1-meter SOCIAL DISTANCING should be strictly observed inside the trains and stations. Presence of markings, signages, tarpaulins and other logistics will be utilized to ensure its firm implementation.
- 4) Pursuant to DOH Guidelines, the following passengers will not be allowed to enter the station:
 - a) Passengers who are not wearing proper face mask;
 - b) Passengers showing COVID-19 symptoms or with a registered body temperature of 37.8°C or higher; and
 - c) Senior citizens, passengers aged 0-20, and pregnant women due to their susceptibility to COVID-19.
- 5) Regular disinfection and sanitation of train interiors, station premises and facilities will be conducted. In addition, handwashing or disinfectant stations will be installed to adhere to sanitary measures set by DOH.

ANY MODE of public transportation in areas under the extended enhanced community quarantine (ECQ), including Metro Manila, are prohibited.

Source: <http://dotr.gov.ph/55-dotrnews/1339-read-omnibus-public-transport-protocols-guidelines-set-by-the-department-of-transportation-dotr.html>

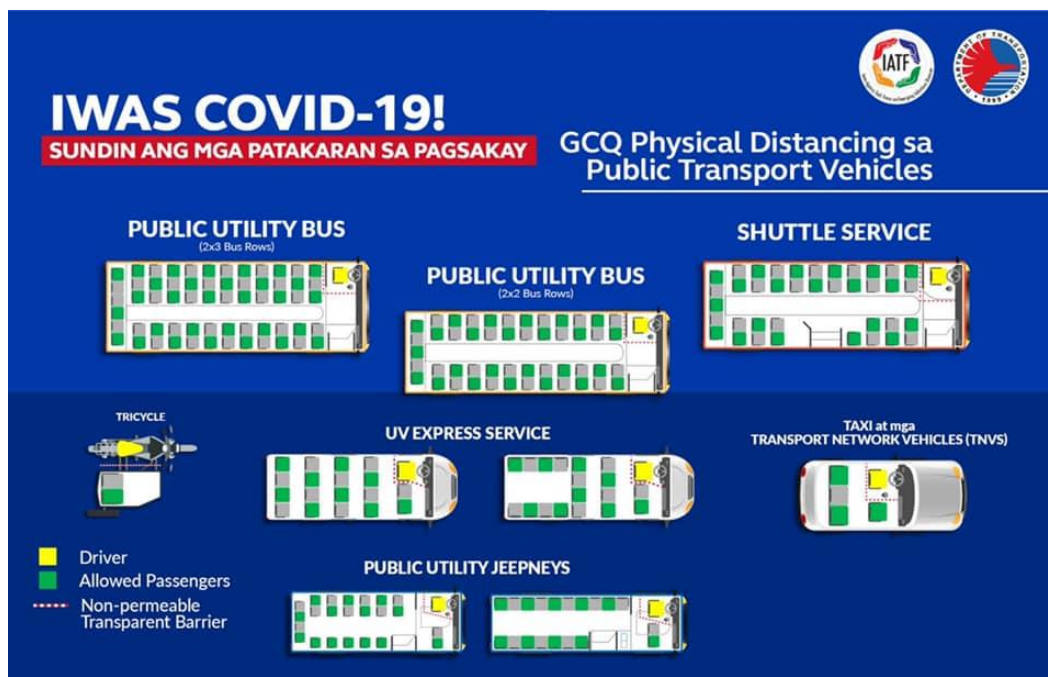


Figure 1. DOTr and IATF-IED Illustration of Social Distancing on Transport Vehicles