

Memorandum Circular	INTERIM RISK MITIGATION GUIDELINES CORONA VIRUS DISEASE 2019 (COVID-19)	<i>DATE:</i> 09 March 2020
<i>Number:</i> MC-2020-004		<i>Page:</i> 1 of 7 pages

1. REFERENCES:

- 1.1. **DOH Department Memorandum No.2020–0056** or the “*Interim Guidelines for 2019 Novel Corona Virus Acute respiratory Disease (2019-nCoV ARD) Response in the Workplace*”
- 1.2. **CSC Memorandum Circular No. 05, s. 2020** or the “*Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment Relative to the Corona Virus Disease-2019 (COVID-19)*”

2. RATIONALE: With the increasing number of cases related to the spread of the corona virus across the country, it is in the best interest of the Academy’s staff members, its clients, and stakeholder to adopt this Circular.

2.1. **PURPOSE.** This Circular seeks to identify risks, mitigate the same, and establish preventive measures against the spread of and exposure to the virus. This does not in any way promote viral discrimination among its staff members and the people they interact with.

2.2. GUIDELINES

2.2.1. General Preventive Measures

2.2.1.1 **Personal Protection and hygiene:** The practice of personal cleanliness and hygiene at all times of every individual in the Academy is vital to containing the spread of diseases and protecting its staff members, clients, and stakeholders. The following safety measures shall be observed to prevent the spread of the disease:

2.2.1.1.1 **Respiratory etiquette and hand hygiene:**

2.2.1.1.1.1 Cough and sneeze into tissue or into shirt sleeve if tissue is not available. Dispose used tissues properly and disinfect hands immediately after a cough or sneeze.

2.2.1.1.1.2 Avoid touching the eyes, nose and mouth to help slow the spread of the virus.

2.2.1.1.1.3 The use of face masks which provides a physical barrier from the COVID-19 viruses by blocking the large-particle respiratory droplets propelled by coughing or sneezing, is ONLY recommended for:

2.2.1.1.1.3.1 Persons caring for the sick

2.2.1.1.1.3.2 Healthcare workers attending to patients with respiratory infections/symptoms (cough, colds)

- 2.2.1.1.3.3 Persons with respiratory infection/symptoms
- 2.2.1.1.4 People in good health do NOT need to use face masks
- 2.2.1.1.5 Perform regular and thorough hand washing with soap and water. Use alcohol-based hand sanitizers containing at least 70% ethanol or isopropanol when soap and water are not available
- 2.2.1.1.2 ***Social distancing measures:***
 - 2.2.1.1.2.1 Whenever possible, keep a distance of at least 3 feet or 1 meter away from other people to reduce the possibility of person-to-person transmission. This distance should be observed even as to apparently healthy persons without symptoms.
 - 2.2.1.1.2.2 Offer telecommuting and replace in-person meetings with video or telephone conference. To make this possible, the telecommunication and internet facility of the Academy should be improved and available anytime upon request.
 - 2.2.1.1.2.3 Postpone, or cancel mass gatherings until further advice by the DOH.
- 2.2.2 **Environmental measures:**
 - 2.2.2.1 Clean frequently-touched surfaces and objects, including tables, doorknobs or handles, desks, and computer keyboards.
 - 2.2.2.2 Maintain the environment clean, especially common-use areas and those with touchpoints such as elevators, railings, staircases, light switches, and the likes.
- 2.2.3 **Food safety measures:**
 - 2.2.3.1 Avoid consumption of raw or undercooked animal products. Handle raw meat, milk or animal organs with care to avoid cross contamination with uncooked food;
 - 2.2.3.2 When visiting animal markets, wet markets, or animal product markets:
 - 2.2.3.2.1 Practice general hygiene measures including regular hand washing with soap and potable water after touching animal and animal products.
 - 2.2.3.2.2 Avoid touching eyes, nose or mouth with hands.
 - 2.2.3.2.3 Avoid contact with:
 - 2.2.3.2.3.1 sick animals or spoiled animal products;
 - 2.2.3.2.3.2 other animals possibly living in the market (e.g., stray cats and dogs, rodents, birds, bats); and.
 - 2.2.3.2.3.3 possibly contaminated animal waste or fluids on soil or structures of shops and market facilities.
 - 2.2.3.2.4 Do not slaughter sick animals for consumption, bury or destroy

dead animals and avoid contact with their body fluids without protective clothes.

- 2.2.3.2.5 In cases of unavoidable meetings, gatherings, trainings, and similar events or occasions, plated food shall be served instead of the customary buffet or self-service set up;
- 2.2.3.2.6 Food servers shall at all times wear sneeze guards and at the very least kitchen gloves in the performance of their functions;
- 2.2.3.2.7 Until further notice, the DAP canteen shall be closed to outsiders and shall cater exclusively to DAP staff members;
- 2.2.3.2.8 The DAP canteen management shall consider offering food at a lower cost to encourage staff members to patronize the canteen;
- 2.2.3.2.9 Staff members are discouraged to eat or bring inside the building street foods, or those which are sold in open and unsanitary areas, or where food is exposed to “droplets of body fluids” (e.g. sweat, saliva, mucus) or elements that will increase the risk of spreading the virus.

2.3 Management of Symptomatics: In the event that a staff member, a client, or stakeholder is suspected of having COVID-19, the following protocols shall be observed:

- 2.3.1 Provide the staff member with a face mask to prevent the risk of spreading the infection;
- 2.3.2 Immediately isolate him/her in a separate well-ventilated room in the building, away from the others;
- 2.3.3 Refer him/her to the Academy retained physician or to the nearest hospital for evaluation and proper management if the history, signs and symptoms are consistent with COVID-19;
- 2.3.4 Decontaminate the work area with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol based disinfectant);
- 2.3.5 As much as possible trace the people he/she she has been in contact with;
- 2.3.6 Staff members should immediately inform the Academy nurse and/or physician in cases he/she has been exposed to or interacted with the person exhibiting such symptoms.

2.4 Conduct of training, course facilitation, project implementation, and similar events

- 2.4.1 Participants shall be required to fill out and sign a declaration on travels undertaken;
- 2.4.2 Temperature checks, at the very least shall continue to be conducted;
- 2.4.3 All other monitoring and precautionary measures shall be adopted at all times in order to lessen the risk of transmission.

2.5 **Leave Management.** When directed to go on self- or home-quarantine period and/or treatment of COVID-19, as applicable, shall be treated as follows:

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
<p>A. Staff members who have history of travel (official/personal) from China and its Special Administrative Region (Macau and Hongkong) including other countries as declared or identified by competent Philippine authority prior to and after the promulgation of these guidelines who are directed to go on self-quarantine and/or later on tested positive of COVID-19.</p>	<p>01: Absence from work during the fourteen (14) quarantine calendar days prescribed period shall not be deducted from their earned leave credits.</p> <p>02: After the afore-cited 14-day period has elapsed, staff members absences shall be charged from their earned leave credits</p>	<p><u>For those who have not exhibited symptoms of COVID-19</u></p> <p>A <i>Medical Certificate</i> issued by any government or private physician that one has voluntarily self-quarantined himself/herself for 14 days upon arrival from the country and has exhibited no symptoms of COVID-19 and is cleared to report back to work shall be submitted to the Academy Nurse for proper recording.</p> <p><u>For those who got sick but were not infected by the COVID-19:</u></p> <p>A <i>Medical Certificate</i> issued by a government or private physician that one has been treated of his/her sickness and is cleared as being fit to report back to work shall be submitted to the Academy Nurse for proper recording.</p>
<p>B. Staff members who take care if their family members who have contracted the COVID-19</p>	<p>Absences from Work during the fourteen (14) calendar days prescribed quarantine period and treatment shall be charged against their earned leave credits.</p>	<p><u>For those infected by the COVID-19:</u></p> <p>A <i>Medical Certificate</i> issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated and is cleared as being fit to report back to work.</p> <p>Said health facilities called <i>Referral Center for Emerging and Re-emerging</i></p>

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
		<i>Infectious Disease</i> may be referred to in the DOH website, www.doh.gov.ph
NOTE: For Non Plantilla Personnel (NPP), the period of quarantine shall be considered days worked and therefore shall be paid the corresponding honoraria.		

2.6 Notification, Referral and Reporting

- 2.6.1 The Academy nurse shall report (a) symptomatics, (b) asymptomatics with history of travel (official and personal) to China and its Special Administrative Regions (Macau and Hongkong) including other countries as declared / identified by competent Philippine authority prior to and after the issuance of this circular, and (c) asymptomatic with history of exposure who reported to the City Health Officer (CHO) for verification and initial investigation
- 2.6.2 All staff members, shall see the Academy Physician before any international travel is undertaken. It shall be mandatory for staff members to submit a medical certificate of being cleared from symptoms of COVID-19 and is fit to work, at personal cost to the traveler. The Medical clearance should be submitted to the Academy Nurse upon return to work.
- 2.6.3 All staff members shall fill out a Daily Monitoring Sheet (DMS) which shall be submitted to their Center’s Administrative Coordinators by 12:00 o’clock P.M. every Friday of each week. The DMS shall be transmitted to the Academy nurse not later 2:00 o’clock PM of every Friday for monitoring and processing.

2.7 **TASKING:** In order to ensure an immediate, systematic and efficient implementation of these guidelines, the below offices shall be responsible for the following tasks:

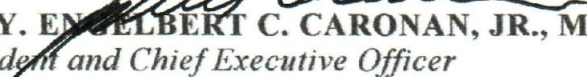
Responsible Unit	Tasks / Responsibilities	Person Responsible
01: Emergency Response Team	01: Be the advisory body on queries on local travel clearance; 02: Constitute a team that will propose other precautionary, preventive, risk mitigating practices, or recommend courses of action to take in case the situation escalates; 03: Nominate, if necessary, in coordination with the HRMDD, someone who shall be designated as the Occupational Health and Safety Officer who shall handle these kinds of emergencies; 04: Recommend the required and necessary training or intervention.	<ul style="list-style-type: none"> • Dir. Nelson L. Casalan, GSD-Admin Dept; • MD-MAR de Armas, Admin Dept

Responsible Unit	Tasks / Responsibilities	Person Responsible
02: HRMD Dept, Services	01. Devise a system that shall capture information of staff members that are critical in managing the spread of the COVID-19; 02. Formulate the Daily Monitoring Sheet (DMS) for staff members; 03. Formulate the Travel Declaration Form for use in Academy operations; 04. Pending the identification and designation of an Occupational Health and Safety Officer, for the Academy nurse analyze the result of the DMS and report her observation to the HRMDD Acting Managing Director or/and Dir-HRM Division	<ul style="list-style-type: none"> • Dir Richa S. Tibo, HRM Division • AMD-MLLG, HRMD Dept
03: Admin Dept, Services	01: Ensure a steady and sufficient supply of alcohol and hand sanitizers in strategic areas in the building; 02: Treat all purchase orders or procurements related to COVID-19 prevention as urgent and shall be given preferential attention.	<ul style="list-style-type: none"> • A.Dir Rodel D. Castillo; Logistics Div/ Admin Dept • MD-MAR De Armas, Admin Dept
04: DAPCC Pasig, DAPCC /Services	01. Ensure a steady and sufficient supply of cleaning agents and disinfectants; 02. Identify and designate a well ventilated room as isolation room; 03. Increase the frequency of daily cleaning in the building to include hand rails of the stairs and elevators, among others; 04. Close the DAP Canteen to external clients; 05. Consider offering food at a lower cost.	<ul style="list-style-type: none"> • Mgr VV Ferrer, DAPCC Pasig • MD EA Mondejar, DAPCC
05: COSM, CCC/CO	01: Ensure that telecommuting or teleconferencing facility is available upon request; 02: Technical support is available.	<ul style="list-style-type: none"> • A. Dir CS Luzuriaga, MIS-CCC • Dr AS Cajés, CCC
06: IComm, CCC/CO	01. Generate, formulate, and post infographics on COVID-19 around the building; 02. In Coordination with the IMC, upload COVID-19 advisories, updates, and other useful information in the DAP website.	<ul style="list-style-type: none"> • Dir MA Umali, IComm-CCC • Dr AS Cajés, CCC

Responsible Unit	Tasks / Responsibilities	Person Responsible
OP/CO	be uploaded.	Santiago Jr, IMC

NOTE: *A status of the tasking shall be followed-up by the ManCom Secretariat and shall be presented to the ManCom in its regular meeting up until the date the CoVID-19 concerns had been declared by the competent authority..*

- 3 **EFFECTIVITY.** This Memorandum Circular shall take effect immediately and shall remain in force unless modified or superseded by another issuance. All previous issuances inconsistent with the provisions of this Circular are hereby amended, repealed, and superseded.


ATTY. ENGELBERT C. CARONAN, JR., MNSA
President and Chief Executive Officer