

PRA Guidelines to be Implemented Under the New Normal

Employees and Stakeholders' Health and Safety

On 11 May 2020, the PRA Management approved the PRA's Sanitation and Hygiene Protocols and Guidelines for the New Normal at Work. Among its objectives is the adoption and establishment of the minimum health standards set by the Department of Health (DOH) in the PRA workplace to minimize health risks within and among the PRA employees and its stakeholders (*See Annex "M-1"*).

The PRA also implemented a combined "Work-from-Home" and "Skeleton Workforce" schemes among its employees pursuant to Civil Service Commission Memorandum Circular No. 10, series of 2020.

The PRA Management places paramount importance on the safety and security of the employees and their families. To aid in the travel of the employees going to and from the work premises and to ensure that they incur limited exposure to public areas, the Agency provides transport services to employees without their own vehicle. The PRA management also directed the procurement of thermal scanner, foot bath, and UV disinfection equipment utilized in the enforcement of the COVID-19 screening process. Personal protective equipment such as face masks, face shields, consumables such as alcohol and paper towels were likewise procured and distributed to all personnel. Disinfection services were likewise procured for the conduct of disinfection activities in the office premises twice a week.

The PRA likewise issued advisories, and updated them as needed, to its stakeholders regarding the protocols and precautionary measures being enforced in its transactions and premises. Online transactions and phone calls were highly encouraged to lessen physical contact. In case transactions need to be physically conducted at PRA office premises, a COVID-19 screening process (*See Annex "M-2"*) is being followed to facilitate orderly and efficient flow of transactions between PRA employees and stakeholders while ensuring their health and safety. Further, following the protocols in the building where PRA is located, delivery and receipt of official physical documents can only be done at the building lobby.

Processes and Transactions

The PRA issued the Freedom of Information (FOI) Interim Guidelines adopting a protocol for digital workflow using e-mail to facilitate communication among employees and efficiently respond to FOI requests. It also promulgates the tracking and monitoring of the status of the preparation of FOI requests through e-mails, whether the concerned personnel works from home or on-site.

The PRA Quality Management System (QMS) is responsive to the situation by updating the QMS-related documents and controls to integrate COVID-19 related risks.

PHILIPPINE RECLAMATION AUTHORITY

SANITATION AND HYGIENE PROTOCOLS

GUIDELINES FOR THE NEW NORMAL AT WORK

TO PREVENT THE SPREAD OF COVID-19

Background

In view of the serious threat to the health, safety, security and lives of the Filipino people posed by COVID-19, Republic Act No. 11469 otherwise known as the "Bayanihan to Heal As One Act" was enacted to authorize the President to exercise powers that are necessary and proper to carry out the tasks needed to mitigate, if not contain, the transmission of COVID-19 and its adverse effects to the lives of Filipinos.

The March 18, 2020 directive from the Office of the Executive Secretary directed all heads of departments, agencies and instrumentalities of government including government owned and controlled corporations (GOCCS) to adopt, coordinate, and implement guidelines which the IATF may issue on the COVID-19 situation, consistent with the respective agency mandates and relevant laws, rules and regulations.

Consistent with the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, the following PRA Guidelines under the General Community Quarantine (GCQ)¹ shall be adopted and observed by every official and employee of the Philippine Reclamation Authority (PRA), the contractual personnel, security and janitorial services, the resident COA auditors and their personnel, and the official visitors of the Authority.

Objectives

1. To adopt and establish the minimum health standards set by the Department of Health (DOH) in the workplace to protect the safety and well-being of everyone covered by the guidelines.
2. To ensure the strict implementation and observance of these guidelines to minimize health risk.
3. To do an immediate reporting of the probable case of COVID-19 as a result of stringent monitoring in the workplace.
4. To ensure everyone is well informed of the COVID-19 updates from reliable sources.
5. To enjoin all concerned to be vigilant and cautious at all times.
6. To amend these guidelines in accordance with the latest issuances/directives from the IATF²

¹GCQ – refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols. Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines

²IATF- is a task force organized by the Executive of the Philippine government to respond to affairs concerning emerging infectious disease in the Philippines.

RETURN TO WORK DURING GENERAL COMMUNITY QUARANTINE (GCQ)

The Management has exercised its power of discretion in identifying the essential functions of the Authority and the selection of the skeleton workforce in accordance with the Omnibus Guidelines of the IATF. The Authority shall, likewise, observe the issued local government ordinances.

Under the skeleton workforce, the authorized personnel shall report to work physically and shall render the essential functions. As such, they shall be protected while within the workplace and be issued the necessary health items to ensure safety and strong immunity.

Framework of controls

I. Transmission Prevention

1. Office-wide Regular Disinfection

Applying the acceptable standard of disinfection, it shall be done before the Authority opens on official time and after all the personnel have left the workplace or at official closing time.

2. Ingress Disinfection Ramp

An ingress disinfectant facility shall be built as a walkway for people coming in the Office. This shall be the first level of screening. This shall cover the disinfection of hands and shoes (foot bath). No person shall be allowed entry in the premises without passing through the disinfectant ramp.

The second level of screening is the non-contact temperature scanning.

- a) All those with temperature below 37.5 degrees centigrade will be allowed entry;
- b) All those with temperature of 37.6 degrees centigrade and above will not be allowed entry.

The third level of screening is the questionnaire-based evaluation to be conducted by a licensed nurse. Everyone in the skeleton workforce shall undergo such evaluation. A health passport which will serve as a disclosure form of health condition and travel history shall be provided. Responses with slight indication or chance of COVID-19 contraction shall be isolated (designated clinic) and shall be denied entry to his/her work station.

A similar health disclosure form shall be filled up by the office visitors and the same procedure shall apply.

3. Physical Distancing

The workplace is redesigned to observe physical distancing. Labeling of workstations where two or three persons will work is necessary. An office layout to refer to as designated areas to work safely is required.

4. Designated Receiving Area

The Authority shall prescribe a protocol in receiving documents from the outside and will be posted in the official webpage of the Authority. The public is enjoined to send prior notice to the Authority, either via landline contact numbers, social media or sms.

All documents must be inside a clear plastic container and be placed in designated area for disinfection. Receiving personnel in the Records Section must wear disposable gloves at all times.

All visitors shall only be entertained at the 6th Floor Conference Rooms.

5. Internal Transmittal of document

Internal transactions must be done electronically. The MIS Division to set the guidelines and process flow taking into consideration the observance of internal control.

For transactions requiring the actual signatures, the concerned PRA officials are required to put on gloves while performing the signing function.

6. Official meetings

All meetings must be done virtually. The MIS to set the platform and guidelines.

7. Frontline safety

All security guards to be provided with Personal Protective Equipment (PPE) which includes but not limited to face shields, face masks, gloves and thermoguns.

8. Designated Clinic

The Management shall provide or identify a room to be designated as clinic. It must have the basic medical paraphernalia. In the event that an employee reported to have felt uncomfortable with similarities of symptoms with that of COVID-19, he/she must immediately go to the clinic for isolation. The clinic must have a ready PPE (protective clothing, face shield, gloves) for the designated nurse.

The Administration Services (Admin) must have a ready access (contact numbers) to telemedicine for consultation of the sick employee. Should the doctor advice that the employee be sent to the nearest testing facility, the Admin must have ready access, too, (contact numbers) with the local health authorities to help bring the subject employee.

Immediate disinfection of the workstation and the designated clinic shall follow as soon as the sick employee is brought out of the office premises.

The health passport of the subject sick employee shall be submitted for eventual contact tracing.

9. Limitations on the use of Comfort Rooms

While the community is still under GCO, the use of comfort room shall be for the exclusive use of PRA personnel. Visitors may use the comfort room located at the 6th Floor.

II. Administration Controls

1. Wearing of face mask: Everyone is required to wear face mask at all times.
2. Sanitation stations: The sanitation stations must be in strategic and conspicuous places.
3. Observe sneezing and cough etiquette: Reminder posters shall be placed in strategic locations
4. Supply of vitamins to employees to ensure strong immunity against the COVID-19.
5. Periodic taking of body temperature: Each department shall be provided a non-contact thermometer (thermogun)
6. A safety officer shall be designated per department to monitor the compliance to the prevention and control measures such as physical distancing; wearing of masks; regular disinfection and personal hygiene is exercised.
7. Employees are encouraged to bring their own food (lunch and snacks) and to eat in their individual work area and are obliged to dispose all wastes properly. Sharing of food is prohibited. No food peddler/outsider shall be allowed to work premises. Likewise, the janitorial services will not be allowed to go out of the office premises unless highly necessary.
8. No Handshaking Policy must be strictly observed.
9. Conduct mental health assessment among the employees and carry out appropriate measures to reduce stress among employees.
10. Periodic information dissemination about the latest health advisory from DOH through the IATF; health education materials; maintaining a clean and hygienic individual work station.
11. Monitoring of absences and honest disclosure of the causes of leave availed.
12. The janitorial services shall ensure the proper maintenance of toilet facilities and floor drains; ensure the adequate supply of soap and disposable towels.

III. Interzonal Movement

In matter of transit of people, the guidelines set forth in the Omnibus Guidelines under Interzonal Movement shall be observed.

1. The authority must certify the necessity of travel after a thorough assessment of the benefits and risks related thereto.
2. Before the dispatch, the official vehicle (carpool) must be disinfected; travel order is issued; physical distancing will be observed by limiting the number of passengers to three (3) including the driver. Each vehicle must be equipped with alcohol, hand sanitizer, disposable towels or tissues.

3. While in transit, every passenger must be wearing facemask. Anyone who failed to follow shall be dealt with accordingly.
4. After each trip, thorough disinfection shall be made.
5. Those who returned from a domestic travel must undergo a 14-day home quarantine before reporting back to work. He/she must disclose travel history (visit to market, animal farms etc.).

IV. Covid Testing

Upon the initiative of the Management, it may issue a directive to subject PRA employees to rapid testing or the appropriate type, as health safety measure.

This shall be in strict coordination with the proper health authorities.

- V. These guidelines and protocols shall be amended and updated in accordance with the latest issuances and directives from IATF.

Notice to the Public**GCQ ADVISORY
for August 19, 2020 until further notice**

As Metro Manila is under General Community Quarantine (GCQ), the Philippine Reclamation Authority is adopting **Alternative Work Arrangements** pursuant to Civil Service Commission Memorandum Circular No. 10, series of 2020. In this regard, a **skeleton workforce** is operating within PRA office premises while the rest of the personnel are **working from their respective homes**.

Hence, the PRA highly encourages its stakeholders to **transact by sending an e-mail to info@pea.gov.ph** and/or to the e-mail address of your contact person. The PRA also encourages online meetings via Microsoft Teams or Zoom. You may also call **02-8459-5000** from 8:00am to 5:00pm, Monday to Friday.

Please bear with us as we place paramount importance on the health and safety of everyone.

For stakeholders with urgent concerns and transactions that can neither be done online nor over the phone, please be informed that the Legaspi Towers 200 Building Administration is implementing a **"NO FACE SHIELD, NO FACE MASK, NO ENTRY"** policy. Further, **document couriers and messengers can only be accommodated at the building lobby**.

For transmittal of documents, kindly e-mail or call us to confirm if e-mailing the documents would suffice. If not, please **enclose the documents in a plastic envelope** for easy disinfection. Bulky documents must be placed in closed plastic containers. The papers shall then undergo UV light disinfection upon delivery to PRA office. Upon arrival at the building, please submit to the COVID-19 screening procedures of Legaspi Towers 200 Building Administration and inform the lobby guard that you are delivering documents for PRA. The guard shall then call the PRA Records Office and a PRA records personnel shall proceed to the lobby and personally receive your documents. Please wait for the PRA personnel and do not leave the documents to the lobby guard.

For transactions that traditionally require physical presence at the PRA office, please e-mail or call us to explore alternative means (usually online alternatives) to conduct the transaction. In case of urgency and physical presence is inevitable, the **guest shall undergo PRA's COVID-19 screening process** outlined as follows: