



Republic of the Philippines
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June 1, 2020

OFFICE ORDER

No. 8

Series of 2020

SUBJECT: GUIDELINES ON SERVICE CONTINUITY AND PRECAUTIONARY MEASURES IN THE WORKPLACE DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC

Pursuant to the Memorandum Circular No. 10 series of 2020 dated May 7, 2020 issued by Civil Service Commission (CSC) entitled "*Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Health Emergency Due to COVID-19 Pandemic*" and Department of Agriculture (DA) Department Order No. 12 series of 2020 dated April 13, 2020 entitled "*Revised COVID-19 Guidelines on Service continuity and Precautionary Measures in the Workplace*" based on Joint Resolutions 11 and 12 (s. 2020) of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases and Proclamation No. 922 (s. 2020) and Memorandum from the Executive Secretary, this Agency issues the following guidelines on the service continuity and precautionary measures in the workplace:

I. GUIDELINES ON SERVICE CONTINUITY

1. Alternative Work Arrangement (AWA), including but not limited to, Work-from-Home, Skeleton (Skeletal) Workforce, Four-day (Compressed) Workweek, Staggered Working Hours, and other alternative work arrangements shall be implemented in accordance with CSC Memorandum Circular No. 10, series of 2020.
 - A. Work-from-Home – refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.
 - B. Skeleton (Skeletal) Workforce – refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible.

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GSC - Jianne 6/5/2020
ACCI - 6/5/2020
BUDGET - Angel 6/5/2020
CASHIER - 6/5/2020
DED - 6/5/2020 11:20am
PRD - 6/5/2020 11:30am
PRD - 6-5-20
PMID - 6-5-2020 11:33am
LSD - R 6/5/2020
FUGA - 6/5/2020

- C. Four-day (Compressed) Workweek – refers to a work arrangement whereby the employees’ workweek is compressed to four (4) days each week.
 - D. Other Alternative Work Arrangements – refer to work arrangements consisting of a combination of the above enumerated work arrangements or other work arrangements appropriate/applicable to the agency subject to the prevailing community quarantine in the area where the agency is located and the nature of work/job performed by the employee/s.
2. Parameters in the implementation of Alternative Work Arrangements:
- A. Work-from-home
 - i. Shall be adopted in areas place under ECQ by the President
 - ii. Maybe adopted in areas placed under General Community Quarantine (GCQ) where public transportation shall operate at a reduced capacity and physical/social distancing is required in the workplace
 - iii. Priority shall be those personnel who are at high risk of being infected i.e. those sixty (60) years old and above, those immunocompromised or with co-morbidities and pregnant women
3. Work in the FPA Central Office including regional and provincial offices is subject to the above cited alternative work arrangements.
4. All the Heads of Divisions/Regional Field Units shall organize an Alternative Work Arrangement applicable to their Division/Field Unit and submit the list of names as well as their work schedules and duties and responsibilities per selected AWA to the Office of the Executive Director.
5. The Office of the Executive Director together with the Finance and Administrative Division will see to it that personnel for the frontline services of the FPA are immediately deployed through the alternative work arrangements based on their submission.
6. Work from home arrangements should be communicated by the heads provided they require submission of duly accomplishment reports to their supervisors and discussed thru email and other collaborative tools using the internet.

7. Electronic media of communication, such as but not limited to, IP Telephony, teleconferencing facilities and applications, online office productivity and collaboration tools and social media shall be availed of.
8. The Heads of the Division/ Field Unit shall adopt a monitoring mechanism during the implementation of the alternative work arrangements
9. The Regional Field Offices are directed to carry out the same principles, strategies, mechanisms or approaches on service continuity and in the imposition of precautionary measures in the workplace.

II. PRE-CAUTIONARY MEASURES

1. Reducing transmission of COVID-19 and of similar pathogens, diseases, the following protocols shall be observed:

- a. Prior to entry in the FPA Office all employees and clients shall:

- i. Use the main door for entering the FPA Building;
- ii. Wear face masks at all times and remove the same only when eating/drinking. Should cloth masks be used, the washable type shall be worn but additional filter material such as tissue papers inside the masks may be added;
- iii. Have their temperature checked and recorded. For any employee or client with temperature of $>37.8^{\circ}\text{C}$, even after 5 minutes of rest, shall not be allowed entry;
- iv. Spray alcohol/sanitizers on both hands and walk through the foot bath provided at the entrance;
- v. Accomplish daily the health symptoms questionnaire and submit to the guard prior to entry (**Annex A**); and
- vi. If there will be a long queue outside the office clients/employees should observe physical distancing of one meter. Security personnel shall ensure that this rule is complied with, particularly, in cases where long queues are present.

2. Inside the workplace

- a. Wear face mask at all times and remove the same only when eating/drinking. Makeshift cloth masks maybe used.

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- b. Strictly observe proper etiquette when coughing.
- c. All personnel on duty shall observe proper handwashing and use hand sanitizers or alcohol as often as necessary and avoid touching their eyes, nose, and mouth. Regular handwashing throughout the day shall be observed. For this purpose, handwashing with soap and water is recommended at or around 09:00 am, 12:00 noon and 03:00 pm.
- d. Avoid congregating and engaging in long conversations.
- e. Employees whether in office workstations or in other areas, shall always practice physical distancing of at least one (1) meter radius between employees.
- f. Eating in communal areas is highly discouraged. It is best to eat in individual work area and all wastes shall be disposed properly. It is discouraged that employees engage in conversation with masks off during mealtimes. Tables and chairs shall be cleaned or disinfected after every use of the area, and before as well as at the end of the workday.
- g. Employees are prohibited to share food and eating utensils with others during meals in their offices. Everyone is required to bring their own re-usable dining wares.
- h. Employees are banned from receiving personal visitors. Only individuals who have transactions with the government are allowed in the offices.
- i. Any mass and religious gatherings are suspended. Mass gathering is defined as any congregation of more than eight (8) individuals.
- j. All non-essential local and foreign travels are suspended.
- k. Employees reporting for the first time since the start of the quarantine on March 15, 2020 shall present a medical certificate of his/her being fit to work from the Barangay Health Emergency Response Team (BHERT), City Health, private doctor or a reputable government or non-government accredited medical facility. The medical certificate should be issued not more than three (3) calendar days prior to reporting to office.
- l. All employees shall daily monitor their temperature through the Temperature Monitoring Log (*Annex B*).

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- m. Meetings needing physical presence shall be kept to a minimum number of participants and with short duration. Videoconferencing shall be utilized for lengthy discussions among employees.
3. Specific duties for the janitorial staff. The janitorial staff must ensure that:
- a. Frequently handled objects such as doorknobs, switches, toilet facilities are cleaned and disinfected regularly, or at least once every two (2) hours.
 - b. All work stations and/or other surfaces (e.g. tables, chairs and keyboards) are regularly cleaned and disinfected at least once a day.
 - c. Holding area and eating areas are cleaned and disinfected immediately after every use.
4. Specific Duties of the General Services Unit:
- a. Ensure that all washrooms and toilets shall have sufficient and clean water and soap; and
 - b. Make available hand sanitizers/alcohol in sanitation stations, conference areas, elevators, biometric machine area and other common areas.

III. Reducing Contact

To minimize contact rate between and among employees and clients, aside from adopting alternative work arrangements, the following strategies are adopted:

- 1. As much as possible, all meetings and/or consultations shall be conducted without face-to-face interaction and conducted through tele or videoconferencing. If face-to-face interactions is absolutely required, meetings and/or consultations shall be limited to the least number of attendees possible and the shortest possible duration. Face-to-face meetings shall be conducted subject to protocols on the wearing of face mask and physical distancing.
- 2. Personal follow-ups of transactions/requests of clients shall be prohibited. Clients are required to make phone calls or email follow-ups. Offices should ensure that clients are promptly attended to in this mode of follow-up.
- 3. Online system shall be highly encouraged to be utilized for clients needing assistance from offices including the use of videoconferencing.

4. Prolonged face-to-face interaction between employees with clients are discouraged.
5. Work/operation areas shall be arranged/designed to facilitate the practice of physical distancing and/or allow for unidirectional movements in aisles, corridors or walkways, when applicable. Plastic barriers and the like between tables and rooms are highly encouraged. Document receiving stations shall be designated to provide for least face-to-face contact.
6. The use of stairs, instead of elevators is encouraged subject to physical distancing and practice going up on the right, and left for going down.
7. Elevators shall be limited to four (4) persons per lift and subject to physical distancing. Colored markings inside the elevators shall designate where personnel are to remain standing until egress.
8. Security personnel shall always ensure physical distancing and observance of minimum health protocols.
9. In general, the number of employees inside work/operation areas shall conform to the physical distancing protocol.

IV. Duties of the Agency – Relative to the foregoing and the overall role of the Agency as a public entity involved in the COVID-19 Response, shall:

1. Continue providing guidelines for the prevention and control of COVID-19. Advocacy and IEC programs shall be taken from the IATF, DOH, WHO and other reliable sources of information on COVID-19;
2. Continue ensuring access by personnel to healthy food and clean water;
3. Continue ensuring access to basic hygiene facilities such as toilets, handwashing areas and providing materials for health and safety (e.g. water, soap, alcohol/ sanitizer, disinfectant);
4. Continue ensuring a clean and healthful work environment;
5. Continue to protect its workforce through provision of PPEs and other support commodities, lodging, and transportation services as necessary and practical; and
6. Ensure compliance with these Guidelines and recommend appropriate actions and measures to the Head of Office.

VI. Post Community Quarantine Scenario

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Annex A

Health Checklist

Temperature: _____

Name: _____ Sex: _____ Age: _____

Residence: _____

Company Name: _____

Company Address: _____

	Yes	No
1. Are you experiencing: (<i>nakakaranas ka ba ng:</i>)		
a. Sore throat (<i>pananakit ng lalamunan / masakit humunok</i>)	<input type="checkbox"/>	<input type="checkbox"/>
b. Body pains (<i>pananakit ng katawan</i>)	<input type="checkbox"/>	<input type="checkbox"/>
c. Headache (<i>pananakit ng ulo</i>)	<input type="checkbox"/>	<input type="checkbox"/>
d. Fever for the past few days (<i>Lagnat sa nakalipas na mga araw</i>)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (<i>May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?</i>)	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past 2 weeks? (<i>Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) lingo?</i>)	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last 14 days? (<i>Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?</i>)	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to any area in NCR aside from your home? (<i>Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?</i>) Specify(<i>Sabihin kung saan:</i>) _____	<input type="checkbox"/>	<input type="checkbox"/>

I hereby authorize [name of establishment], to collect and process the data indicated herein for the purpose of effecting control of the COVID-19 infection. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required by RA 11469, Bayanihan to Heal as One Act, to provide truthful information.

Signature: _____ Date: _____

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Annex B

Temperature Monitoring Log

Name:				
Department/Division:				
Date		Temperature reading		
		Reading at Time – In	Employee's Signature	Employee's Signature
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				
Day 11				
Day 12				
Day 13				
Day 14				

The employee/visitor shall keep a record of the temperature monitoring log. Each form is recommended to reflect temperature log every 14 days.

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Prior to the resumption of normal office operations, the following activities and precautionary measures should be implemented:

1. Continuous disinfection or decontamination activities on all its buildings, facilities and office vehicles. The disinfection should be part of the regular maintenance and upkeep of the agency.
2. Continuous conduct of health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of COVID-19 disease.
3. Further modification of the workplace layout, if needed, to ensure observance of physical distancing requirements of those who will be reporting to the office.

This guideline shall take effect immediately until revoked.

For strict compliance.


WILFREDO C. ROLDAN
Executive Director