



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**  
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July 3, 2020

**OFFICE ORDER**

No. 09

Series of 2020

**SUBJECT: PRECAUTIONARY MEASURES IN THE WORKPLACE FOR THE MANAGEMENT OF CORONAVIRUS 2019 DISEASE (COVID-19)**

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*", this Agency issues the following precautionary measures in the workplace:

**I. ORGANIZING MEETINGS, EVENTS, AND DEPLOYING EMPLOYEES FOR FIELD WORK**

As much as possible, FPA discourages non-essential face-to-face meetings and/or events. Thus, alternative means to conduct internal and external meetings, trainings, and seminars to maintain social distancing measures and reduce physical contact shall be promoted and implemented.

Otherwise, the Agency shall be guided with the following key considerations as prescribed by the World Health Organization (WHO).

**1. Before the Meeting or Event**

Before a meeting or event, the concerned office of the Agency shall:

- a. Check and follow the advice from the authorities in the community where the meeting or event is to be conducted.
- b. Develop and agree on a preparedness plan to prevent infection at the meeting or event, and consider the following questions:

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By: Badette  
Date: 08-05-20  
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- Whether a face-to-face meeting or event is needed, or could it be replaced by a teleconference or online event?
  - Could the meeting or event be scaled down so that fewer people attend?
- c. Verify information and communication channels in advance with key partners such as public health and health care authorities.
  - d. Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. The Department shall have masks available to offer anyone.
  - e. Actively monitor where COVID-19 is circulating and advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
  - f. Make sure all organizers, participants, caterers, and visitors at the event have provided their contact details: mobile telephone number, email, and address where they are staying. The organization shall consider relevant data privacy laws, i.e. Data Privacy Act of 2012, and state clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. Anyone who does not agree to this condition cannot attend the event or meeting.
  - g. Identify a room or area where any person who is feeling unwell or has symptoms can be safely isolated.
  - h. Have a plan on how to safely transfer the sick person to a nearest health facility.
  - i. Know the protocols if a meeting participant, staff member, or service provider tests positive for COVID-19 during or just after the meeting.
  - j. Agree in advance on a plan with your partner health care provider or health department.
  - k. Develop and agree on a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 such as dry cough, fever and malaise.

## 2. During the Meeting or Event

During the meeting or event, the concerned office of the Agency shall:

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- a. Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants.
- b. Build trust. For example, as an icebreaker, practice ways to say hello without touching.
- c. Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event.
- d. Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins for disposal.
- e. Provide contact details or a health hotline number that participants can call for advice or to give information.
- f. Display dispensers of alcohol-based hand rub prominently around the venue.
- g. If there is space, arrange seats so that participants are at least 1 meter apart.
- h. Open windows and doors whenever possible to make sure the venue is well ventilated.
- i. If anyone starts to feel unwell, follow preparedness plan or call health facility hotline. Depending on the situation in the area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask.

### **3. After the Meeting or Event**

After the meeting or event, the concerned office of the Agency shall:

- a. Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants became ill shortly after the event.
- b. If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should inform participants. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.

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- c. If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.8° C or more) they should stay at home and self-isolate. This means avoiding close contact of less than one meter with other people, including family members. They should also call their health care provider or the local public health department, giving them details of their recent travel and symptoms.

#### 4. Deploying Employees for Field Work

As much as possible, the Agency shall defer from deploying employees for field work unless deemed necessary to the continuity of the service. The Department, through the Health and Safety Officer, shall be updated on the latest relevant advisories from the IATF, DOH and the Civil Service Commission.

If field work is absolutely essential, employees are encouraged to observe personal hygiene and safety measures, use PPEs and maintain social distancing.

#### 5. Protocol for Determination of Necessary Medical Action

All employees and service providers shall be guided by the Department of Health (DOH) Screening Tool for COVID-19 <https://www.doh.gov.ph/2019-nCoV> if:

- a. returning from travel to affected areas, within the last 14 days;
- b. returning from travel anywhere else, within the last 14 days;
- c. feeling unwell, develop flu-like symptoms, and has reasons to suspect exposure to COVID-19.

Based on the results of the decision tools issued by DOH, appropriate actions shall be executed.

While waiting for advice from the nearest health facility or hospital, the concerned employee shall strictly observe the following measures:

- a. In the event that an employee is deemed a **"suspect"** as having COVID-19:
  - i. The personnel shall immediately proceed to the designated Holding Area. It shall be understood that he/she shall not take off her face mask at any given time;
  - ii. Personnel attending to the employee should wear appropriate PPEs;

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- iii. In case the symptoms indicate that the concerned employee requires medical attention and/or services provided by a hospital, transportation service to the nearest hospital shall be provided. Servicing drivers and other assisting personnel, if necessary, shall likewise be provided appropriate PPEs;
- iv. The immediate supervisor shall immediately inform the Human Resource Officer and submit a written Incident Report within 24-hours to the Health and Safety Officer. Thereafter, the Human Resource Officer shall submit a Notification Form (**Annex A**) to the Health and Safety Officer.

Further, the Human Resource Officer shall:

- Inform identified "**close contact**" individuals (using the definition as stated in DOH DM 2020-0189) of possible exposure and who will have to undergo a 14-day self-quarantine;
  - Advise them to practice self-quarantine and self-monitoring and report development or progression of sign or symptoms, and
  - Update them as to laboratory status of the suspect COVID-19 case.
- v. Work/operation areas deemed contaminated shall be immediately vacated and thereafter decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol-based disinfectant). **Use of said work/operation areas shall be allowed only after 24 hours from decontamination.** Decontamination/janitorial staff shall be provided appropriate PPEs; and
  - vi. If the suspect employee obtains conclusive negative test results for COVID-19, he/she may be allowed to return to work upon presentation thereof and a medical clearance that he/she is fit to work from the Barangay Health Emergency Response Team (BHERT), City Health, private doctor or a government or government-accredited medical facility. The same shall apply to all personnel with whom the suspect personnel have had contact with.
  - vii. In addition, DOH Department Memorandum Order No. 2020-0178 on "Interim Guidelines on Health Care Provider Networks during the COVID-

COVID- 19

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Pandemic" shall likewise be followed.

- b. In the event that personnel is sick or has fever but is not suspected to have COVID-19 (e.g. urinary tract infection, wound infection or any diseases not related to lungs or respiratory tract), the immediate supervisor must advise the personnel to take prudent measures to limit the spread of communicable diseases, as follows:
  - i. Stay at home and keep away from work or crowds;
  - ii. Take adequate rest and take plenty of fluids;
  - iii. Practice personal hygiene to prevent spread of disease; and
  - iv. Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when he/she becomes weak.
- c. Contact Tracing of **"Close Contact"** to Suspect/Probable/Confirmed Covid-19 case employees

To contain and reduce the transmission of Covid-19 in the workplace, contact tracing shall be initiated after a Suspect/Probable/Confirmed Covid-19 case is reported.

**Close contact** is referred to as a person who may have come into contact with the suspect, probable or confirmed case two days prior to onset of illness of the confirmed COVID-19 case (use date of sample collection for asymptomatic cases as basis) until the time that said cases test negative on laboratory confirmation or other approved laboratory test through:

- i. Face-to-face contact with a probable or confirmed case within 1 meter and for more than 15 minutes;
- ii. Direct physical contact with a probable or confirmed case;
- iii. Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment;  
OR
- iv. Other situations as indicated by local risk assessments.

All employees shall list down individuals who are classified as "Close Contact" on a daily basis through the Contact Tracing Log (**Annex B**) to be submitted to their respective Division Chiefs.



- d. If an employee is identified as **"Close Contact"** of a Suspect/Probable/Confirmed Covid-19 case

The employee concerned shall be immediately reported to the Health and Safety Officer/ Human Resource Officer who shall report the same to the Barangay Health Emergency Response Team (BHERT) of the LGU where the office is located. The former shall be advised to immediately undergo mandatory 14-day self-quarantine and to monitor themselves.

- e. If an employee has a member in their household is identified as **"Close Contact"** of a Suspect/Probable/Confirmed Covid-19 case

The employee concerned shall immediately inform the Health and Safety Officer/Human Resource Officer and his/her immediate supervisor. The employee concerned and identified **"Close Contact/s"** of the employee in the office shall be automatically assigned to the Work from Home arrangement until such time the household member of the concerned employee has been cleared per laboratory result.

In relation, any act that causes stigma, disgrace, shame, humiliation, harassment or discrimination against personnel who are COVID-19 positive patients and those having "Close Contact" with the former is prohibited.

## **II. RESOURCE MANAGEMENT AND LOGISTICS**

As part of the support mechanisms being provided by this Agency to FPA employees, transportation services and boarding essentials are provided to employees assigned as skeleton workforce, whenever practicable.

### **1. Availment of Transportation Services**

The FPA have provided transportation services based on the majority of employees per route as determined by the General Services Section. To ensure efficient use of the transportation services, scheduling of trips shall be based on the number of personnel reporting as skeletal workforce per day.

Employees not covered by the routes of transportation services shall be ferried using the FPA Office Vehicles.

Employees who will be availing the transportation services offered by FPA (Van Services/FPA Vehicle) shall strictly follow the trip schedule. Employees who needs to report on days not on their approved Alternative Work Arrangement (AWA) Schedule shall submit a Vehicle Request two (2) days prior to the date of travel subject to availability of resources.

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Employees who fail to report to work on the approved schedule per AWA shall be deemed absent when there is no prior approval of his/her immediate supervisor on the change to WFH status.

## **2. Boarding inside the FPA Building**

Employees who wish to stay at the FPA premises to avoid possible exposure during everyday transportation shall notify the Human Resource Office for monitoring and issuance of mattress and pillow.

Bringing personal beddings such as pillowcase and blankets is strongly encouraged for sanitation purposes. Employees who will use the beddings at the office will be charged for laundry services.

This Order shall take effect immediately until revoked in writing.

For strict compliance.

  
**WILFREDO C. ROLDAN**  
Executive Director

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## Notification Form for Employees

Suspected infection case of employee

Name:		Location of quarantine:
Position:	Department/Division:	Contact Number:
Address:		
Symptoms: <input type="checkbox"/> Fever <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Others: (specify) _____		
<input type="checkbox"/> Dry Cough <input type="checkbox"/> Sore Throat <input type="checkbox"/> Runny Nose		
Date and Time of fever onset:		
Date and Time of quarantine:		
Travel history with the last 14 days		
Countries visited:		
Flights taken:		

I attest that the information provided are true and accurate to the best of my knowledge.

Signature over printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Healthy and Safety Officer signature over printed name: \_\_\_\_\_

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## CONTACT TRACING MONITORING LOG

**Name:** \_\_\_\_\_  
**Division/Unit:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### List of Contacts

No.	Name	Division/Unit	Contact No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
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**Close contact** — a person who may have come into contact with the probable or confirmed case two days prior to onset of illness of the confirmed COVID-19 case (use date of sample collection for asymptomatic cases as basis) until the time that said cases test negative on laboratory confirmation or other approved laboratory test through:

1. Face-to-face contact with a probable or confirmed case within 1 meter and for more than 15 minutes;
2. Direct physical contact with a probable or confirmed case;
3. Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment; OR
4. Other situations as indicated by local risk assessments.

Per DOH DO no. 2020-0189 dated April 17, 2020

FAD Covid Form 1

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