



NOV 05 2020

MEMORANDUM CIRCULAR
NO. 2020 - 03

SUBJECT : GUIDELINES ON HEALTH PROTOCOLS AND STANDARDS TO PREVENT AND CONTROL COVID-19 PANDEMIC

In the interest of the service and in order to ensure the implementation of IATF guidelines on health protocols and standards in view of the COVID-19 pandemic, the following safety and health protocol standards shall be implemented inside all workplaces of the Bureau:

A. Reducing Transmission of COVID 19

ACTIVITY	MEASURES	RESPONSIBLE PERSON
Entry of employees, clients and guests to the park and office buildings	Strict enforcement of "No Facemask, No Entry" Policy. All employees shall be required to wear face mask, clients and guests shall be required to wear face mask and face shield while inside the park and office buildings.	Guard on Duty
Filling-out of Health Checkout Form	Require employees, clients and guests to fill out Health Checkout Form to be collected by the Guard on duty and forwarded to the HRDU.	Guard on Duty
Body Temperature Check	All employees, clients and guests shall have their body temperature taken by the Guard on Duty. Those who register a body temperature above the accepted normal range of 37°C shall be subjected to confirmatory temperature check, done at least 3 minutes after the first reading.	Guard on Duty

All employees, clients and guests with confirmatory temperature exceeding 37°C	Confirmed above normal body temperature shall not be allowed entry and required to go home and seek immediate medical attention.	Guard on Duty/ General Services Unit (vehicle service driver)
	Clients and guests with above normal body temperature shall not be allowed entry.	Guard on Duty
Hand and footwear Sanitation	Requires everyone entering office premises to disinfect hands and footwear using alcohol/sanitizer and foot bath provided for the purpose.	Guard on Duty
Entry of Vehicles and other Equipment	Vehicles or other equipment entering the Ninoy Aquino Parks and Wildlife Center (NAPWC) premises must go through a disinfection process.	Guard on Duty

B. Inside the Workplace

ACTIVITY	MEASURES	RESPONSIBLE PERSON
Clean-up and disinfection of office premises and service vehicles	Daily clean-up of office premises shall be undertaken. Regular disinfection of tables, chairs, telephones, door knobs/handles, including floors and walls using bleach or disinfectant solution shall be done daily, before office hours starts.	General Services Unit/ Janitorial Agency
	Clean-up and disinfection of service vehicles shall be the responsibility of their respective drivers. Service vehicles shall also be provided with barrier (plastic) at the driver's seat to serve as additional layer of protection for the driver and passengers.	General Services Unit/ Respective drivers
	Disinfection of the accommodation provided for employees shall be done regularly.	
Availability of sanitation and disinfection solution in entry points	Alcohol and hand sanitizers shall be made available at all times, especially at the entrance door of the buildings. A foot	Procurement Management and General Services

	bath mat shall be provided at the main entrance of the building.	Units including Janitorial Agency
Disinfection of high touch surfaces	<p>Utility personnel must see to it that high touch surfaces like desks, door knobs, landline phones, light switches, handrails are regularly cleaned and disinfected.</p> <p>Employees on the other hand, must also ensure that all equipment and gadgets (e.g. computers, photocopying machines and printers) they use are also regularly cleaned and disinfected.</p>	<p>Janitorial Agency</p> <p>All employees</p>
Comfort Rooms	All toilets shall have sufficient clean water and shall be provided with hand soap, paper towels/toilet paper.	Procurement Management Unit/General Services Unit/Janitorial Agency
Disinfection and sanitation of work station	<p>All personnel shall be individually provided with alcohol, face mask and face shield. All personnel are required to sanitize their respective work desks before starting to work.</p> <p>Personnel shall always practice 1 to 2 meters physical distancing.</p> <p>Eating in communal areas is discouraged. It is best to eat in individual work area and all wastes shall be disposed properly.</p> <p>Windows should be opened during lunch break (12nn to 1pm) to allow good air circulation and prevent any form of virus from being trapped within the workplace.</p> <p>All divisions to assign Protocol Officer of the Day to monitor the standards and protocols in line with this guideline.</p>	<p>Procurement Management Unit and All employees</p> <p>Janitorial Agency</p> <p>Admin and All Divisions</p>
Food Delivery	All personnel are encouraged to bring their own "baon" to minimize food delivery. Food delivery drivers shall not be allowed to enter office buildings.	All employees
Delivery of orders for personal use	All personnel are discouraged from using the office address in the delivery of personal items. Only official deliveries will be allowed in the office.	All employees

Clients and Guest allowed only at the Lobby Area	Clients and guests can transact business only in the designated permanent area/ space in the office premises.	Guard on Duty/Admin/All concerned
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C. Minimize Contact Rate

ACTIVITY	MEASURES	RESPONSIBLE PERSON
Alternative Work Arrangements	Alternative work arrangements such as work from home (WFH), skeletal force, on rotation basis and on working-hour shifts shall be implemented.	Crisis Management Team/Division Chiefs
Meetings	Meetings needing physical presence shall be kept to a maximum number of ten (10) attendees and with short duration. Video conferencing shall be utilized for lengthy discussions.	Crisis Management Team/Division Chiefs

D. On Reducing the Risk of Infection from Covid-19

ACTIVITY	MEASURES	RESPONSIBLE PERSON
Conduct of COVID-19 Rapid Antibody Test (RAT) and Reverse Transcription Polymerase Chain Reaction (RT-PCR) Test	<p>Rapid Antibody Tests shall not be used as standalone tests to definitively diagnose or rule out COVID-19. These must be used in conjunction with RT-PCR Test.</p> <p>In line with this, BMB shall follow the Updated Interim Guidelines on Expanded Testing for COVID-19 per DOH Department Memorandum No. 2020-0258 dated 29 May 2020 (please see attached copy).</p> <p>The area where a suspected positive personnel is assigned shall be immediately closed and disinfected thoroughly. All necessary precautionary measures in cleaning and disinfecting will be followed. The Office can resume its operation once the area has been appropriately disinfected.</p> <p>Personnel who are clinically recovered from COVID-19 and have completed the quarantine period for at least fourteen (14) days, can return to work</p>	<p>Crisis Management Team/HRDU</p> <p>General Services Unit/ Janitorial Agency</p> <p>HRDU/Personnel Concerned</p>

	<p>upon submission of a Medical Certificate duly issued by their attending physician or a Medical Certificate issued by the Barangay Health Center (BHC) with attached latest swab test result to the Human Resources Development Unit (HRDU).</p> <p>RT-PCR Test or Swab Testing may be made optional for asymptomatic patients as long as they have completed the required quarantine period, been asymptomatic for at least three to five days, and can provide the required medical certificate.</p> <p>Asymptomatic close contacts shall be required to go on quarantine for fourteen (14) days and shall also present a medical certificate from the Barangay Health Center before they are allowed to return to work.</p>	<p>HRDU</p>
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E. RESPONSIBILITIES OF BMB AND ITS PERSONNEL

BMB shall:

1. Create and designate a BMB Crisis Management Team (CMT) specific to COVID-19 pandemic to be headed by the Director and assisted by the Assistant Director together with all Division Chiefs and one (1) representative from the BMB Employees Union intended to:
 - a. Provide crisis management function and clear framework defining the roles of the identified focal persons and members;
 - b. Monitor the implementation of BMB COVID-19 response and compliance to protocol implementation;
 - c. Engage a health service provider to administer the required rapid and swabbing tests for its personnel;
 - d. In cases where testing is done outside the health service provider, personnel is entitled to full refund, subject to submission of documentary evidence;
 - e. Provide reasonable shuttle services and/or accommodation to lessen travel and personnel movement;
 - f. Capacitate BMB personnel to adapt to new normal work arrangement. This may include provision of capacity building or subscription to trainings in setting up online and digital systems in performing work and delivering services.
 - g. Develop/recommend stress management programs and support mechanisms to hasten the recovery of COVID-19 positive personnel.


2. Provide the following to all BMB personnel, namely:
 - a. Alcohol, face masks and face shields;
 - b. Supply of necessary vitamin supplements;
 - c. Payment of Salary while on quarantine;
 - d. Reimbursement of transportation expenses, in cases when required to report to the office and no shuttle service is available; and
 - e. Payment of Hazard Pay based on approved guidelines set by relevant government agency.

BMB PERSONNEL SHALL STRICTLY:

1. Comply with all workplace measures for the prevention and control of COVID-19, such as: frequent hand washing, wearing of face masks and face shields, observe physical distancing, etc. Impose disciplinary actions on violators of the above;
2. Observe proper respiratory hygiene/cough etiquette; and
3. Immediately inform the Crisis Management Team in case of symptoms related to COVID-19 virus.

The Human Resources Development Unit, in close coordination with the Crisis Management Team, shall monitor the implementation of this Circular, and prepare periodic report of COVID-19 related cases and concerns on a weekly, monthly and quarterly basis. Sharing of these reports, if necessary, shall be in accordance with the provision of the Data Privacy Act.

This Order takes effect immediately.


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