



MEMORANDUM CIRCULAR NO. 20-002

Series of 2020

To: CEZA REGISTERED ENTERPRISES

Subject: General Community Quarantine and Health Safety Compliance Guidelines

Date: 02 June 2020

In line with the Inter-Agency Task Force on Emerging Infectious Diseases (IATF) Resolution No. 41 dated 29 May 2020 implementing a General Community Quarantine (GCQ) in all moderate-risk provinces, HUCs and ICCs until 15 June 2020, the Cagayan Economic Zone Authority (CEZA) would like to reiterate the *General Community Quarantine and Health Safety Compliance Guidelines* which must be strictly complied with by CEZA registered enterprises with offices located in the Cagayan Special Economic Zone and Freeport:

1. **Covered Sectors.** – All CEZA enterprises with businesses that fall under IATF Resolution No. 28, CEZA Memorandum Order No. 20-015, IATF Resolution Nos. 41 and 42 covered sectors may continue to work and operate in phases.
2. **Construction Projects under GCQ.** – CEZA enterprises engaged in priority and essential construction projects may resume in accordance with guidelines as may be issued by the DPWH.
3. **Airport and Seaport Operations.** – CEZA enterprises engaged in airport and seaport support services may continue to operate insofar as to maintain the unhampered movement of goods.
4. **Disinfection.** – All CEZA enterprises are advised to follow the DOH Guidelines on *Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19* or DOH Department Memorandum No. 2020-0157 in regularly disinfecting the workplace in preparation for the new work environment under GCQ.
5. **Temperature Scanning.** – All CEZA enterprises must enforce temperature scanning of all persons entering their offices. Any person with a body temperature of 37.2°C or higher should not be allowed to enter, *provided* that environmental factors such as prolonged sun exposure are taken in to account. A second scan can be done after ten to fifteen (10-15) minutes. If after such time the temperature remains at 37.2°C or higher, the person must be ordered to leave the premises.

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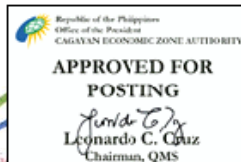
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6. ***Social Distancing Measures.*** – All CEZA enterprises must strictly enforce adequate social distancing measures in the workplace such as, but not limited to, the following:
- A. *Work from home (WFH) arrangements.* – Identify the workers who can do their jobs from home. Give those workers the option to do so and provide technical guidance and assistance to set up a home office environment;
 - B. *Flexible working time or staggered working hours.* – Those tasked to work at the offices shall be entitled to flexible time schedules to reduce crowds in common spaces and allow workers to travel to and from work during off-peak hours;
 - C. *Implement shift arrangements.* – Establish alternate teams of employees who shall report to the office at different time schedules to avoid risk of infection between teams;
 - D. *Reduce proximity and duration of physical interactions.* – Allow at least one (1) meter distance in work stations and limit physical meetings. If necessary, divide the meeting participants in more than one meeting venue and link them through teleconference;
 - E. *Promote safe distance in frontline queues.* – Establish measures to allow for at least one (1) meter distance between clients. Markers can be placed on the floor as a guide to maintain safe distance between everyone in the workplace.
7. ***Regular Handwashing.*** – All CEZA enterprises are required to put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled. Also, to make sure that staff, contractors, and customers have access to places where they can wash their hands with soap and water.

The display of posters promoting hand-washing coupled with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings, and information on websites to promote hand-washing, are also highly recommended.

8. ***Respiratory Hygiene.*** – All CEZA enterprises must enforce the wearing of face masks to act as physical barrier and prevent the transmission of the virus while speaking, sneezing, or coughing. Such masks whether medical or non-medical must fit snugly and made of multiple layers. Paper tissues must also be available at workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
9. ***Screening of Returning Employees and Workers.*** – All CEZA Enterprises must enforce the screening for symptoms of COVID-19 of returning employees and workers physically reporting to their place of employment, including fever, cough, colds and other respiratory symptoms, and/or relevant history of travel or exposure within the last 14 days.

Since it is recognized that testing is an important component of response against COVID-19, all CEZA Enterprises are encouraged to conduct **rapid testing** of all employees who have returned to work physically especially those who are asymptomatic and follow protocols set by the DOH depending on the results of the test.

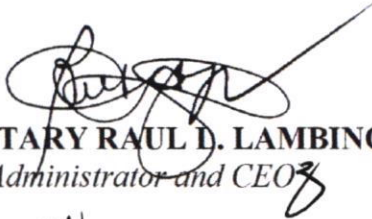
10. **COVID-19 Case Reporting, Isolation, and Contact Tracing.** – All CEZA enterprises must develop a plan for what to do if a worker becomes ill with suspected COVID-19 at one of its offices. The plan should cover putting the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person, and contacting the local health authorities.

A contact tracing process, which identifies persons who may be at risk without inviting stigma and discrimination, must also be put in place. This could include persons who have been exposed to a COVID-19 case, or have recently travelled to an area reporting cases, or other personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age). Such identified persons must follow the required periods of isolation in order to contain the spread of the virus. Inform the local public health authority of the reporting plan and ask for their input.

11. **Contingency and Business Continuity Plan.** – All CEZA enterprises must develop a contingency and business continuity plan in case of an outbreak in the community. The plan should address how to keep the business running even if a significant number of employees, contractors, and suppliers cannot come to the workplace, either due to local restrictions on travel or because they are ill. Communicate the plan to the employees, suppliers, and contractors and make sure they are aware of what they need to do, or not do, under the plan.

Joint monitoring by CEZA and LGU Sta. Ana shall be conducted to ensure strict compliance of this guidelines.

For strict compliance.


SECRETARY RAUL D. LAMBINO
Administrator and CEO



