



12 August 2021

OFFICE ORDER NO. 2021055
Series of 2021

**SUBJECT: HEALTH AND SAFETY PROTOCOLS DURING THE PERIOD OF
PUBLIC HEALTH EMERGENCY**

The health and safety of CITEM community, stakeholders and guests are of paramount importance, thus the CITEM COVID-19 Response Team has outlined and recommended the following health and safety protocols in supplemental to Office Order No. 2020078 on the *Interim Guidelines on Alternative Work Arrangements, Workplace Protocols and Health Standards During the Period of Public Health Emergency* dated 22 May 2020:

GENERAL GUIDELINES

The following general guidelines shall be observed while in transit to and from CITEM or place of assignment, on duty, or taking an outside engagement:

1. Take body temperature and disinfect one's self before entering the CITEM premises / follow the protocols of the establishment or site being visited.
2. Accomplish Health Declaration a day before reporting / outside engagement.
3. Always wear a face mask and face shield.
4. No employee shall be allowed to enter the CITEM premise without complying with the minimum health standards and if not enlisted as SWF for the day.
5. Remain at least 6 feet away from others.
6. Wash hands whenever possible with soap and water, otherwise disinfect regularly using alcohol-based hand sanitizer.
7. Practice good respiratory etiquette such as coughing or sneezing into your elbow/upper sleeve.
8. Avoid touching your eyes, nose, and mouth.
9. Accomplish the COVID-19 Risk Assessment Form promptly as administered by HRMD.
10. In accomplishing the Health Declaration and Risk Assessment forms, employees are expected to provide true, correct, and complete information. Any misdeclaration that will compromise the health and safety of other employees will be dealt with accordingly.

SPECIFIC GUIDELINES

A. PROTOCOLS FOR REPORTING SKELETAL WORKFORCE (SWF)

1. Shuttle services shall be on a first-come, first-served basis. SWF who will not be accommodated may take the public transport provided that they will bring extra working clothes and change at the designated changing areas upon arrival at the office and before proceeding to their respective workstations.
2. Employees who took public transport will no longer be allowed to take the shuttle service on the same day.

3. Avoid unnecessary conversation, taking phone calls, eating, and removing masks and shields while inside the service vehicle or public transport.
4. Service vehicles must be cleaned and sanitized after each trip particularly seat covers, door handles, and installed barriers.
5. Remain in your workstation whenever possible and avoid roaming around or visiting other work areas. Use the local network or landline for concerns with another employee.
6. Sanitize thoroughly handset (including receiver and mouthpiece) and dial pad of phone after every use.
7. Eating in groups are not allowed. Everyone is advised to bring their food and cutlery. Otherwise, food deliveries should be sanitized, and food packaging must be disposed of properly.

B. PROTOCOLS FOR ACCEPTING EXTERNAL VISITOR/S

As a rule, external visitors shall be limited to essential meetings, maintenance and other related activities only. Face to face meetings should only be held in the office when videoconferencing or teleconferencing is not possible or not appropriate.

Before the scheduled meeting/visit to CITEM

1. All visits must be pre-approved. An email requesting to accept visitors must be sent to HRMD copy furnishing your immediate supervisor, STREDO, GSD and CITEM's Occupational Health Physician at least three (3) days before the scheduled visit.
2. Requests must include the following details:
 - a. Purpose of visit
 - b. Name of visitor/s
 - c. Name of CITEM employee/s who will join the meeting
 - d. Date and inclusive time of visit
 - e. Copy of a Medical Certificate of guest/s specifying that he/she is free from any known COVID-19 symptoms
 - Should be valid within 14 days until the date of the scheduled visit
 - For guests who are associated with and/or representing a company, the Medical Certificate must be issued by their in-house physician; otherwise, Medical Certificate issued by a certified physician must be submitted

During and after the meeting/activity

1. Clean the room before and after use paying particular attention to door handles, tables, chairs and any other items that are likely to be used/were used.
2. Avoid transmission during meeting/activity by reaching for a water pitcher, sharing pens and other objects.
3. Do not shake hands. Employees may resort to other appropriate greetings such as saying "hello", "good morning" or "good afternoon".
4. Provision for meals must be individually packed. Eating in groups is not allowed. Provide everyone with drinking water, preferably bottled.
5. Meetings should be done in a well-ventilated room.
6. As much as possible, limit the meeting to 2 hours maximum. In case of long meetings, all attendees should take breaks to air out room.

Upon leaving the premise

1. Take body temperature and disinfect one's self

2. When guests experienced any symptoms (however slight) or tested positive for COVID-19 within 14 days after their visit, communicate promptly to their contact in CITEM.

C. PROTOCOLS FOR ATTENDING SHORT MEETINGS AND ENGAGEMENTS OUTSIDE CITEM

1. All short meetings or engagements outside CITEM must be pre-approved. An email requesting to attend meetings/other short business engagement outside CITEM must be sent to HRMD copy furnishing your immediate supervisor, GSD and CITEM's Occupational Health Physician at least three (3) days before the scheduled trip.
2. Requests must include the following details:
 - a. Purpose of meeting/engagement
 - b. Destination/Place of meeting or engagement
 - c. Name of CITEM employee/s who will join the meeting
 - d. Date and inclusive time of visit
3. After the meeting, the employee/s will be required to go on quarantine for at least 5 days before physically reporting to CITEM. They will be required to present a Rapid Antigen Test or Saliva Test and a clearance from the CITEM's Occupational Health Physician before reporting, otherwise a 14-day quarantine will be required. The cost for Rapid Antigen Test or Saliva Test may be reimbursed following the existing accounting and auditing rules.

D. PROTOCOLS FOR CONDUCTING LOCAL TRAVELS

Before travelling

1. As a matter of policy, all local travels must be pre-approved. Once Travel Order and other pertinent travel documents have been secured by the traveller/s or the office/unit concerned, a final departure clearance must be requested from the COVID-19 Response Team. The request must be submitted to HRMD copy furnishing your immediate supervisor, STREDO, GSD and CITEM's Occupational Health Physician at least seven (7) days before the scheduled trip.
2. All requests must include the following details:
 - Purpose of Site Visit
 - Schedule and Destination
 - Itinerary of Travel
 - Names of Employees and third-party joining the visit (if applicable)
3. All travellers must secure medical clearance from CITEM's Occupational Health Physician one (1) to two (2) days before the scheduled trip and RT-PCR test as may be required by the local government of destination.
4. Due to evolving COVID-19 situation, the COVID-19 Response Team may recommend suspension of a scheduled trip at any time based on the recent issuances of the Philippine government on travel restrictions, lockdowns, and protocols. The approval of Office Order and other travel documents does not guarantee confirmation of travel.
5. External travelling companions shall also secure Medical Certificate from a certified physician specifying that they are free from any known COVID-19 symptoms and can travel. The certificate should be valid within 14 days until the day of the scheduled trip.
6. If accommodation will be required, avoid multi-unit guest lodgings with shared bathroom facilities.
7. Vulnerable employees who may be at higher risk of serious illness (e.g., those with medical conditions and employees below 21 yrs old and 60 yrs old and above) are encouraged to be on WFH status unless indispensable service is to be rendered.
8. Discuss virtually with the team the travel Itinerary and important points to accomplish during the site visit before actual travel, including the health and safety protocols.

While travelling and in public settings

1. Schedule or if possible, limit stops for gas, food, or bathroom breaks. Everyone is advised to bring their own food that does not spoil easily. Otherwise, use drive-through or take-out.
2. In case one falls ill during the visit, coordinate with the nearest health facility and the CITEM's COVID Response Team and ensure the safe transfer of everyone.
3. Comply with the instructions from local authorities where they are travelling.

When employees return from travel

1. Upon return to Manila, employees/third-party should self-monitor for symptoms for 14 days .
2. If they developed any symptom no matter how mild, communicate promptly to CITEM authorities, and should stay at home and self-isolate.
3. Employees who recently returned from a site visit will be advised to work from home for the next 14 days. They are, however, allowed to do another site visit. In this case, the reckoning date for the 14-day WFH arrangement will restart on the day he/she last travelled.
4. Before reporting to CITEM, employees must secure medical clearance from the Occupational Health Physician.

Note: The same minimum guidelines shall apply on travel abroad. Additional or heightened rules may be required depending on the existing travel restrictions by the government and the country of destination.

Personal local travel does not require prior approval. However, such travel history must be declared in the COVID-19 Risk Assessment Form and Health Declaration Form and must secure clearance from CITEM's Occupational Health Physician before reporting to CITEM. All travellers are advised to practice due diligence in observing all applicable health and safety guidelines while on domestic travel.

Further, the same testing and quarantine protocols for domestic travel shall be followed regardless of vaccination status.

Failure to comply with any of these guidelines shall be dealt with accordingly based on the provisions of our Code of Conduct, CSC Rules, and other applicable rules and regulations.

These guidelines shall take effect immediately and shall remain in force until the State of Public Health Emergency has been lifted by the President.

For strict compliance.


PAULINA SUACO – JUAN
Executive Director