

POLICY ON THE PREVENTION AND CONTROL OF COVID-19 IN PPMC AND IN THE PORO POINT FREEPORT ZONE

I. POLICY:

It is the Policy of Poro Point Management Corporation (PPMC) to protect the lives of its stakeholders, Board of Directors, officers and employees; and to safeguard their health and safety.

During this period of global pandemic brought about by COVID-19, PPMC shall establish and enforce policies and guidelines on health and safety in accordance with government health and safety protocols as embodied in pertinent resolutions of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), and other legal issuances of the Office of the President, Department of Health, Department of Labor and Employment, Local Government Units and other relevant government agencies.

II. COVERAGE

This policy shall cover all PPMC Board of Directors, officers and employees; and locators, accredited enterprises, airport users, contractors and their employees, and other stakeholders (to be collectively referred to as visitors for brevity) entering the premises of PPMC and the Poro Point Freeport Zone.

III. GUIDELINES

A. CREATION OF THE COVID-19 PANDEMIC RESPONSE COMMITTEE

To strengthen the existing health and safety mechanisms in place in PPMC and the Poro Point Freeport Zone, a COVID-19 Pandemic Response Committee shall be created. The said Committee shall be responsible for the formulation, implementation, monitoring and evaluation of Plans and Programs on the Prevention and Control of COVID-19 in PPMC and in the Poro Point Freeport Zone.

It shall be composed of the following:

Chairperson: **Atty. Felix S. Racadio**
PPMC President & CEO

Vice Chairperson: **Mr. Joel G. Caringal**
VP for Regulatory Services

Members: **Ms. Maria Victoria de Guzman-Soriano**
VP for HR & Administration

Ms. Josefa Catherine T. Bada
VP for Airport Management

Engr. Cerila A. Corpuz
VP for Infrastructure Management

Atty. Marlou P. Paclib
Legal Counsel

Ms. Rubilyn C. Cabiles
Internal Auditor

Representative of Supervisors

Representative of Rank-and-File Employees

Secretariat: **Mr. Harry Jose A. Gatchalian**
Environment and Safety Officer

Ms. Joanne P. Macagba
Nurse

B. TEAMS TO ASSIST THE PANDEMIC RESPONSE COMMITTEE

The Pandemic Response Committee shall be assisted by the following teams:

1. Medical Team;
2. Information, Education and Communication Team;
3. Facilities Management Team;
4. Resource Management Team; and
5. Monitoring Team.

C. DUTIES AND RESPONSIBILITIES OF THE ASSISTING TEAMS

1. Medical Team

- a. Conduct a 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 prior to the resumption of normal office operations;
- b. Monitor the compliance to thermal scanning by all PPMC Board of Directors, officers and employees; and visitors at the following areas:
 - PPFZ Main Gate
 - Airport Gate,
 - Prior to entry to any PPMC/BCDA Building/Office within the Poro Point Freeport Zone;
 - Airport Arrival Area for arriving airport users.

- c. Monitor on a daily basis the accomplishment of health symptoms questionnaire by all PPMC Board of Directors officers and employees; and visitors prior to entry to any PPMC/BCDA Building/Office within the Poro Point Freeport Zone;
- d. Issue hygiene kits and PPEs to all PPMC Directors, officers and employees;
- e. Attend to any PPMC Director, officer, employee; or visitor suspected as having COVID-19 at the isolation area;
- f. Coordinate with DOH and City Health Office the transport to the nearest hospital of the PPMC Director, officer, employees; or visitor suspected to have COVID-19;
- g. Coordinate the conduct of testing of PPMC Directors, officers and employees as may be applicable;
- h. Conduct contact tracing if a PPMC Director, officer, employee or visitor tests positive of COVID-19;
- i. Monitor on a daily basis the conditions of Directors, officers and employees while in the hospital or if under quarantine;
- j. Monitor on a daily basis the conditions of employees who are sick of other illnesses;
- k. Identify accredited mental health centers or professionals for workers needing counseling or presenting with mental health concerns;
- l. Ensure that the thermal scanners are operational;
- m. Ensure that all hygiene/sanitation stations and shoe baths are readily available at points of use;
- n. Act as roving officers to implement physical distancing;
- o. Safeguard all documents and records of all PPMC Directors, officers, employees and visitors pertaining to COVID-19 prevention and control;
- p. Prepare and submit required reports to the Department of Labor and Employment (DOLE) Regional Office copy furnished the Department of Health monthly report of illness, diseases and injuries utilizing the DOLE Work Accident/Illness Report Form.

2. Information Education and Communication (IEC) Team

- a. Provide a copy of this policy to each PPMC officer and employee immediately upon approval;
- b. Conduct an orientation of all employees via videoconference/online conference on this policy immediately upon approval;
- c. Conduct learning session for all employees via videoconference/online conference on Prevention and Control of COVID-19 including increasing physical and mental resilience; information about COVID-19 transmission, disease outcome and treatment options shall be provided to all employees;
- d. Prepare and disseminate advocacy and IEC materials on the Prevention and Control of COVID-19 from Department of Health, World Health Organization and other reliable sources of information utilizing various communication platforms such as the issuance of office memorandum, webinar, and infographics, among others, in PPMC Offices and strategic areas inside the Poro Point Freeport Zone;
- e. Prepare and disseminate news articles on PPMC's initiatives on the Prevention and Control of COVID-19 and compliance with Republic Act No. 11469 or Bayanihan to Heal as One Act;
- f. Disseminate issuances regarding COVID-19 from the Office of the President, Office of the Provincial Government of La Union, Inter-Agency Task Force on Emerging

Infectious Diseases, Department of Health, City Government of La Union, Department of Transportation and Department of Labor and Employment, among others.

3. Facilities Management Team

- a. Modify workplace layout and provide visual cues to ensure observance of physical distancing requirements;
- b. Provide an isolation area according to DOH requirements.
- c. Disinfect and decontaminate all buildings and facilities once a week, or as often as required; and
- d. Disinfect and decontaminate all vehicles entering the PPMC and airport premises.

4. Resource Management Team

- a. Prepare the budgetary requirements to implement the various prevention and control programs;
- b. Monitor budget utilization to ensure that expenditures are within the approved budget;
- c. Procure all material requirements to implement the various prevention and control programs;
- d. Issue all material requirements to implement the various prevention and control programs; and
- e. Provide transportation requirements to employees.

5. Monitoring Team

- a. Disseminate PPMC's policy and programs on the Prevention and Control of COVID-19 to all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone;
- b. Disseminate issuances from various government agencies to all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone;
- c. Ensure that all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone have a policy on the Prevention and Control of COVID-19 which is compliant with the established health standards of the Department of Health and compliant with issuances of the Department of Labor and Employment; and
- d. Monitor compliance of all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone with the established health standards of the Department of Health and issuances of the Department of Labor and Employment.

The composition of the Assisting Teams shall be the following:

Medical & Safety Team

Team Leader

Mr. Leo G. Mayaen

Members

Mr. Harry Jose J. Gatchalian

Ms. Joanne P. Macagba
Mr. Anthony C. Hidalgo
Ms. Michelle A. Subala
Mr. Ronel P. Hullana
Mr. Florante E. Panit
Mr. John Roel B. Deluyas
Mr. Geyron B. Perlata

Information, Education and Communication Team

Team Leader Ms. Charlotte C. Bandolin
Members Ms. January Guia C. Bawat
Ms. Lastina L. Baguya
Ms. Dennica Dyan C. Gonowon
Mr. Inigo T. Balagot
Ms. Jovelyn C. Corpuz

Facilities Management Team

Team Leader Arch. Marc Lawrence P. Aquino
Members Engr. Mennen C. Mendoza
Engr. Saturnino L. Buccat, Jr.
Engr. Epifanio Balangue
Mr. Rene J. Difuntorum

Resource Management Team

Team Leader Ms. Lenima B. Judan
Members Ms. Anne Jubilee G. Malingan
Ms. Charlotte C. Bandolin
Ms. Abigael Q. Peralta
Mr. Carlo S. Escalona
Mr. Ronelle F. Gatchalian
Mr. Franklin C. Villareal

Monitoring Team

Team Leader Ms. Eliza M. Maconocido
Members Mary Jane B. Carlos
Mr. Allan L. Pacio
Mr. George V. Pasig
Ms. Arlyn P. TAn
Ms. Felynel C. Mariano

The membership of the Assisting Teams may be amended subject to the recommendation of the Team Leaders and upon approval of the Pandemic Response Committee headed by the President & CEO.

IV. WORKPLACE SAFETY AND HEALTH (Adopted from the DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19)

The following safety and health standards shall be implemented by PPMC and by the all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone aligned with the objectives of the minimum health standards of the Department of Health:

A. Increase Physical and Mental Resilience

1. Emphasize to all workers the everyday actions to stay healthy such as:
 - a. Eat nutritious and well-cooked food;
 - b. Drink plenty of fluids and avoid alcoholic beverages;
 - c. Increase the body's resistance by having adequate rest and at least eight (8) hours of sleep; and
 - d. Exercise regularly.
2. Enjoin all companies to provide free medicines and vitamins;
3. Provide referral for workers needing counseling or presenting with mental health concerns.

B. Reducing Transmission of COVID-19

1. Prior to entrance in PPMC/PPFZ Buildings and Workplaces
 - a. All persons entering the PPMC Buildings and Offices shall observe the following:
 - i. Wear masks at all times, and remove the same only when eating or drinking. PPMC shall provide appropriate masks to all PMC Board, officers and employees. Should cloth masks be used, additional filter materials such as tissue paper must be added.
 - ii. Accomplish daily the health symptoms questionnaire and submit to the guard or designated safety officer prior to entry;
 - iii. Have their temperature checked and recorded in the health symptoms questionnaire

Temperature shall be checked at the following:

- PPFZ Main Gate
- Airport Gate,
- Prior to entry to any PPMC/BCDA Building/Office within the Poro Point Freeport Zone;
- Airport Arrival Area for arriving airport users

For any person with temperature $>37.5^{\circ}\text{C}$, even after a 5-minute rest, or if the response in the questionnaire needs further evaluation by the clinic staff, the person shall be isolated in an area identified by PPMC and not allowed to enter the premises. The isolation area should be well ventilated and must be disinfected frequently.

Clinic staff assigned to assess the workers held in the isolation area shall be provided the appropriate medical grade PPEs by the establishment which shall include but not limited to, face masks, goggles/face shields, and/or gloves; and

- iv. Spray alcohol/sanitizers to both hands; and provide disinfectant foot baths at the entrance.
- b. Equipment of vehicle entering the hub operational area must go through a disinfection process; and
- c. If there will be a long queue outside the office premises or business establishment premises, roving officers should instill physical distancing of one meter.

2. Inside the workplace

- a. All work areas and frequently handled objects such as door knobs and handles, shall be cleaned and disinfected regularly, at least once every two (2) hours;
- b. All washrooms and toilets shall have sufficient clean water and soap, workers are encouraged to wash their hands frequently and avoid touching their eyes, nose and mouth;
- c. Sanitizers shall be made available in corridors, conference areas, elevators, stairways and areas where workers pass;
- d. Workers, whether in office workstations or in operations area, shall always practice physical distancing meaning at the minimum two (2) meters radius space (side, back and front) between workers;
- e. Eating in communal areas is discouraged. It is best to eat in individual work area and all wastes shall be disposed properly.

If eating in individual work areas is not possible, the employer shall ensure that physical distancing is maintained in dining areas with one worker per table and two (2) meters distance per worker. It is discouraged that workers engage in conversation with masks off during meal times. Tables and chairs shall be cleaned or disinfected after every use of the area, and before as well as at the end of the work day; and

- f. Canteens and kitchens should be cleaned and disinfected regularly.

C. Minimize Contact Rate

- 1. Alternative work arrangements shall be adopted, such as working-hour shifts, work from home (WFH), where feasible and on rotation basis;
- 2. Prolonged face-to-face interaction between workers and with clients are discouraged and masks shall be worn at all times and not removed. 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 workers;

3. Office tables should be arranged in order to maintain proper physical distancing. Barriers may be provided between tables;
4. Workstation layout should be designed to allow for unidirectional movement in aisles, corridors or walkways;
5. To maintain physical distancing, number of people inside an enclosed space such as a room, store or hall shall be limited. For buildings with elevator, elevator use should consider physical distancing and limit the number of persons in order to observe the 1-meter physical distancing;
6. If applicable, use of stairs should be encouraged subject to physical distancing requirements. If more than 2 stairways are accessible, one stairway may be used exclusively for going up and another for going down;
7. Online system shall be highly encouraged to be utilized for clients needing assistance from offices including the use of videoconferencing; and
8. Roving officers shall always ensure physical distancing and observance of minimum health protocols.

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

1. In the event that a worker is suspected as having COVID-19:
 - a. The worker shall immediately proceed to the isolation area designated in the workplace and never remove his/her mask;
 - b. Clinic personnel attending to the workers should wear appropriate PPEs and if needed should require the transport of the affected worker to the nearest hospital. Company protocols for transport suspect COVID-19 cases and for PCR testing, should be in place including providing for ambulance conduction. Hospitals will report to the DOH for COVID-19 suspect; and
 - c. Decontamination of workplace
 - i. Workplace shall be decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol based disinfectant)
 - ii. After decontamination of the work area, work can resume after 24 hours; and
 - iii. Workers present in the work area with the suspect COVID-19 worker shall go on 14 days home quarantine with specific instructions from the clinic staff on monitoring of symptoms and possible next steps. If suspect COVID-19 worker has negative result, co-workers may be allowed to report back to work.
2. In the event that worker is sick or has fever but is not suspected to have COVID-19 (ex., urinary infection, wound infection or any diseases not related to lungs or respiratory tract) PPMC shall advise the employee 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

V. DUTIES OF EMPLOYERS AND WORKERS

PPMC and other employers inside the Poro Point Freeport Zone shall:

1. Provide the necessary company policies for the prevention and control of COVID-19 in consultation with workers. Advocacy and IEC programs should be taken from DOH, WHO and reliable sources of information on COVID-19;
2. Provide resources and materials needed to keep the workers healthy and the workplace safe, e.g., masks, soap, sanitizer, disinfectant, PPEs, including COVID-19 testing kits, etc;
3. Designate the safety officer to monitor COVID-19 prevention and control measures such as physical distancing, wearing of masks, regular disinfection, compliance to thermal scanning and accomplishing health symptoms questionnaire;
4. Enhance health insurance provision for workers;
5. Where feasible, provide shuttle services and/or decent accommodation on near-site location to lessen travel and people movement;
6. Enjoin the hiring from the local community; and
7. Put up a COVID-19 Hotline and Call Center for employees to report if symptomatic, and daily monitoring scheme of our “suspect” employee condition.

Workers shall:

1. Comply with all workplace measures in place for the prevention and control of COVID-19, such as, frequent hand washing, wearing of masks, observe physical distancing always, etc;
2. Observe proper respiratory etiquette;
3. Coughing and sneezing into tissue or into shirt sleeve if tissue is not available;
4. Disposing used tissues properly; and
5. Disinfecting hands immediately through proper washing with soap and water or alcohol-based sanitizer immediately after a cough or sneeze.

For a PPMC employee who gets sick but not with COVID-19, a medical certificate sworn under oath from a physician must be submitted at least a day before returning to work certifying the he/she has been treated of his/her illness and that he/she is fit to work.

For a PPMC employee who gets infected with COVID-19, a medical certificate sworn under oath from the facility authorized to treat COVID-19 must be submitted at least two days before returning to work certifying therein that he/she has been treated of his illness and that he/she is fit work.

VI. WORKPLACE WITH IMMINENT DANGER SITUATIONS

In workplaces where workers are evidently at risk of infection as in health-care and other frontline services, the employer shall comply with the DOH Department Memorandum No. 2020-0178; Interim Guidelines on Health Care Provider Networks during the COVID-19 Pandemic, 11 April 2020.

Workers in said workplaces must take extra precautionary measures which include strict hygiene and the use of personal protective equipment (PPE). Employers shall ensure that PPE (e.g. respirators, such as N95, gowns, gloves) is properly worn by the workers while at work and disposed of accordingly after use.

VII. COVID-19 TESTING

PPMC and other employers inside the Poro Point Freeport Zone may test workers for COVID-19. Testing kits used and procured shall be the responsibility of PPMC or the employer. DOH protocols shall be followed for the testing of workers and interpretation of results in accordance with DOH Department Memorandum No. 2020-0180: Revised Interim Guidelines on Expanded Testing for COVID-19, 16 April 2020 and DOH Administrative Order No. 2020-0014: Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines, 07 April 2020.

Workers with a negative test shall continue to work. They should be given appropriate advice and instructions once they develop any health complaints or symptoms. The company Occupational Safety and Health personnel shall continue to monitor all workers.

VIII. MOST AT RISK WORKERS¹ AND VULNERABLE GROUPS

¹ (>60 Y.O, or, of any age with co-morbidities or pre-existing illness, i.e., hypertension, diabetes, cancer, or with immunocompromised health status; or with high risk pregnancy).

PPMC and other employers inside the PPFZ are highly encouraged to allow these workers to do work from home arrangement. Work Arrangements should be developed to detail the deliverables from these employees and there shall be no diminution in wages or benefits.

V. EFFECTIVITY:

This Policy shall take effect upon approval by the PPMC Board of Directors and shall remain in full force and effect unless otherwise amended, revoked, rescinded or superseded in writing in part or in full.