



PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2020-0016

**TO : ALL PEZA ECOZONE DEVELOPERS/OPERATORS
ALL PEZA-REGISTERED ENTERPRISES
ALL PEZA ZONE ADMINISTRATORS / ZONE MANAGERS/ OICs**

**FROM : BGen CHARITO B. PLAZA MNSA, PhD
Director General**

A handwritten signature in black ink, appearing to read 'Charito', is written over the name of the Director General.

DATE : 23 March 2020

SUBJECT : Immediate Implementation of COVID-19 Prevention Measures

Under Presidential Proclamation Nos. 922 and 929, President Rodrigo R. Duterte declared a State of Public Health Emergency and State of Calamity throughout the Philippines due to COVID-19, respectively. Both proclamations directed government agencies to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent and appropriate disaster response and measures in a timely manner to curtail and eliminate the threat of COVID-19 disease.

In line with the proclamation of President Duterte, all PEZA-registered Ecozone Developers/Operators and registered enterprises are hereby directed to immediately implement COVID-19 Prevention Measures including but not limited to the following:

1. Ecozone developers shall regularly disinfect the economic zone's premises such as the common areas and open spaces, roads, bridges, sidewalks, ancillary facilities including utilities infrastructures such as waste treatment facilities, substations, power and water generation facilities including distribution systems, plants, greens and buffer zones.
2. Registered enterprises shall also regularly disinfect their premises especially the production area where majority of the workers are located. Strict social distancing shall be implemented in the work place. Registered enterprises are enjoined to implement this to prevent and contain the spread of the COVID-19 virus. Zone Administrators and Zone Managers shall ensure compliance of the abovementioned measures.
3. Work from home arrangement, maintaining a skeletal workforce on site, provision of housing for the workers either inside or near the zone, social distancing, and use of shuttle services to ferry the employees shall be strictly complied with. For this purpose, all are kindly reminded to please observe the directives on physical distancing, thermal scanning, provision of face masks and other protective equipment for employees and provision of alcohol, sanitizers and frequent sanitizing of the workplace. If possible, doctors and nurses should be available in the ecozones.
4. Implement measures for quarantine of registered enterprises' skeletal workforce in anticipation of local government units (LGUs) declaration of shutdowns/lockdowns to avoid contamination of ecozone premises and assure the continued operation of registered enterprises.

5. Registered enterprises are encouraged to develop an Infectious Disease and Response Plan or Business Continuity Plan that will guide the management and the workers against COVID-19. This will also ensure the continuous operation of companies during this difficult period.
6. An Ecozone-Wide Emergency Response Plan should also be implemented which would include basic orientation about COVID-19, how it spreads and affects the work place, its symptoms, who are considered as high risks, steps to reduce exposure and development of policies and procedures for prompt identification and isolation of infected workers.
7. Registered enterprises are also enjoined to constantly monitor the website of PEZA and other relevant government agencies for new advisories and information. Please refer to the following links: <http://www.peza.gov.ph/index.php/covid19>, and <https://www.dole.gov.ph/covid-19-mitigating-measures/> and <https://www.dti.gov.ph/advisories/mc2004-iatf/>

These are pro-active measures to ensure that the health and safety of the ecozone workers are amply protected including their source of livelihood. Ecozone Developers/Operators and registered enterprises are not precluded from implementing other steps/measures to protect its employees and ensure that their ecozones and facilities are COVID-19 free.

For strict compliance.