




PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2020-0020 Rev1

TO : ALL PEZA ECONOMIC ZONE ENTERPRISES
ALL PEZA ZONE ADMINISTRATORS/ ZONE MANAGERS / OICs
ALL PEZA OFFICES

FROM : BGen CHARITO B. PLAZA MNSA, PhD 

DATE : 30 March 2020

SUBJECT : Quarantine and Health Safety Compliance Guidelines

Following the issuance on 09 March 2020 of Presidential Proclamation No. 922, declaring a State of Public Health Emergency throughout the Philippines brought about by COVID-19 and the issuance on 16 March 2020 of Presidential Proclamation No. 929, declaring a State of Calamity throughout the Philippines due to the deadly virus imposing the Enhanced Community Quarantine throughout Luzon, and in order to intensify the control and abatement of the spread of this dreaded disease, PEZA aims to insulate its employees, ecozones, factories and workers from COVID-19, hence PEZA hereby issues these guidelines for compliance of all PEZA Economic Zone Enterprises.

Section I. General Guidelines.

I – PEZA WILL FOLLOW THE DOH GUIDELINES FOR COVID – 19

- A. Temperature scanning for all persons entering PEZA offices. Body Temperature of 37.6°C or higher should be observed first and taken after 10-15 mins to rule out the environmental factors such as prolonged sun exposure since due to the heat of summer. If after 15 minutes and the temperature is still 37.6°C or higher, he/she will not be allowed to enter PEZA premises
- B. All people who are symptomatic (Fever and/or Cough and Colds) or with history of travel or exposure should not be allowed entrance to PEZA. Their names, addresses, and contact numbers should be taken for record purposes. Otherwise they should be sent to the nearest/respective barangay health center, or any government hospital for check-up.
- C. All persons at the entrance should observe proper distancing (at least 1 meter apart) and should sanitize their hands with any sanitizer or alcohol 70%
- D. Security guards should wear masks and gloves at all times during the day of their duties (A waiting venue should be provided for people with a temperature of 37.6* or higher while waiting for the pending results of the second attempt of temperature scanning)
- E. All employees and visitors entering PEZA premises should be documented properly (Name, Address, Contact Number, purpose, persons to talk to)

Section II.

II. – FOR ALL PEZA EMPLOYEES ON SKELETAL DUTIES

- A. All PEZA employees should undergo same procedures as temperature scanning, social distancing, handwashing with alcohol or sanitizers before entering any building.
- B. Bundy clocks should be disinfected before and after use for both time-in and time-out purposes.
- C. Wearing of facemasks by employees while inside the workplace premises shall be governed by the DOH advisory (as found in Section IV of this MC)
- D. It is advised also to change from clothes and shoes worn outside to uniforms (Blazers) upon entrance to their respective offices.
- E. Wipe tables, computers, and chairs with alcohol or use disinfectant spray before starting any sort of work.
- F. Employees should bring their own utensils (spoon, fork, glasses) for personal use only.
- G. It is recommended to leave office blazers and change back into the clothes and shoes that we were worn before entering the premises upon exiting the building or office.
- H. Proper distancing should be strictly observed while on queue at the bundy clock and while boarding the shuttle service and will observe proper seating arrangement (a mask must be worn when inside the shuttle)
- I. Any employee who presents with fever and/or cough and colds will automatically be sent home for quarantine for 14 days.

Section III.

III. – FOR ECOZONES AND LOCATORS

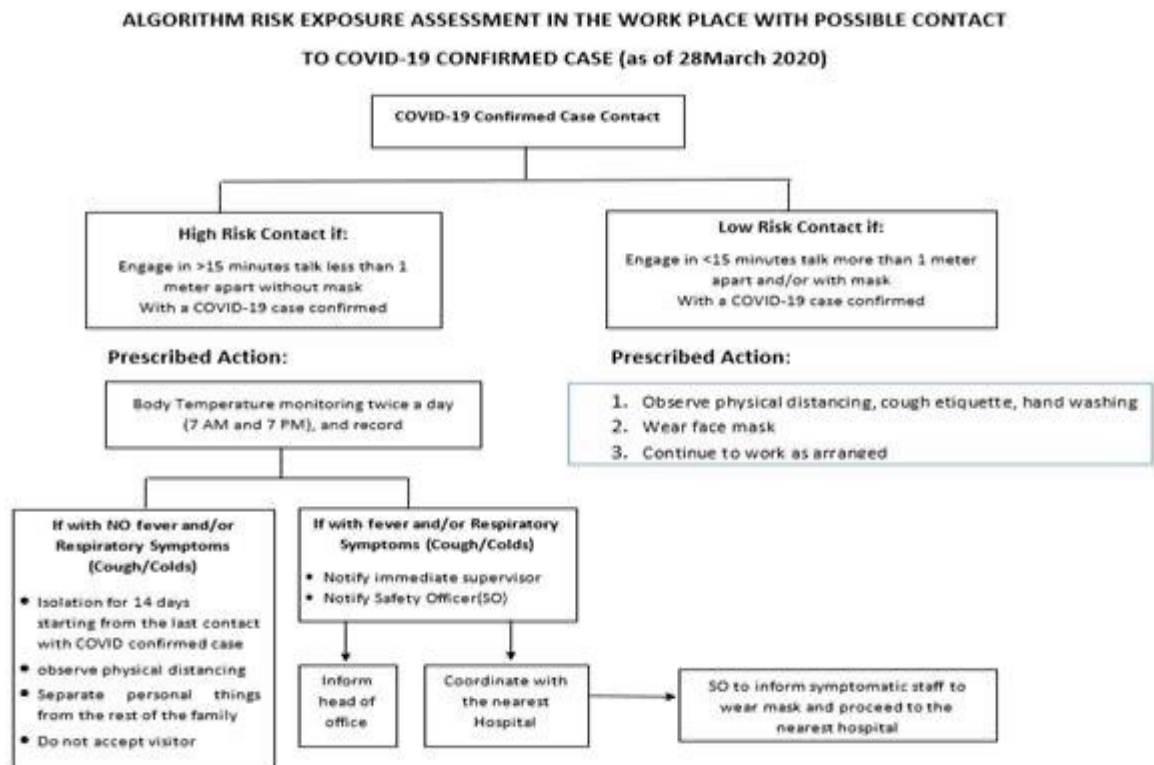
- A. All Ecozones are expected to follow the guidelines presented in both Section I and II.
- B. While the entire Luzon is in temporary lockdown, it is recommended that for employees working under skeletal force inside factories should be provided with housing/sleeping facilities in the nearby zones.
- C. Shuttle buses must be on stand-by in order to pick up the employees to and from their place of work.
- D. Wearing of facemasks by ecozone company employees while inside the production facility/workplace premises shall be governed by the DOH advisory (as found in Section IV of this MC)

- E. Companies are strongly recommended to provide disinfectant chambers/cubicles with a sink for (handwashing and hand sanitizing) and a changing room (clothes and shoes worn outside the premises to blazers & vice versa).
- F. Regular disinfection via spraying of ecozone and factory premises shall be conducted.
- G. Any employee who is symptomatic with fever and/or cough and colds, will not be allowed to work for the period of time needed until cleared.
- H. An ambulance or service should be on standby in case of any need to bring an employee to the nearest hospital.

Section IV.

IV. – In addition, please be guided by the following DOH advisory/guidelines:

A. Risk Exposure Assessment in the Workplace:



B. DOH Guidance on Wearing of Facemasks:




Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

DEPARTMENT OF HEALTH ADVISORY ON USE OF MASKS

The public is enjoined to judiciously use masks to prevent the shortage of surgical masks and N95 masks.

1. People in good health do NOT need to use face masks.
2. Use of surgical face masks is ONLY recommended for:
 - a. Persons caring for the sick
 - b. Persons with respiratory infection/symptoms coughing, sneezing, and/or have fever
 - c. Healthcare and other frontline workers (e.g. BI, PNP)
3. N95 masks must be reserved for healthcare and other frontline workers who are:
 - a. Attending to patients with respiratory infection/symptoms (cough, colds) or patients under investigation
 - b. Entering rooms of PUIs or confirmed nCoV patients to provide care or clean/disinfect the environment, or obtain clinical specimens (note: with complete PPE)
 - c. Handling clinical specimens, soiled medical supplies or equipment, or come in contact with potentially contaminated environmental surfaces

In all settings, masks should be used in combination with frequent hand hygiene with alcohol-based hand rubs or soap/water.


FRANCISCO T. DUQUE III, MD, MSc
Secretary of Health

For strict compliance.