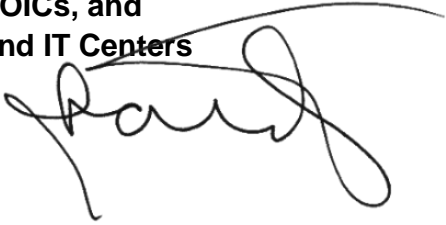




# PHILIPPINE ECONOMIC ZONE AUTHORITY

## MEMORANDUM CIRCULAR NO. 2020-0036

TO : **All PEZA Developers and Locators/Enterprises, Zone Administrators, Zone Managers, OICs, and Building Officials in the PEZA Zones and IT Centers**

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

SUBJECT : **Inspection Checklist to Ensure Compliance of PEZA enterprises with the Safety and Health Measures to Mitigate the Threat of COVID-19**

DATE : 25 June 2020

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In order to monitor the compliance of PEZA-registered enterprises with government guidelines on COVID-19 safety measures, PEZA shall conduct compliance inspection/validation utilizing the attached inspection checklist, consistent with the provisions of the Department of Health Administrative Order No. 2020-0015 (AO 2020-0015) and the DTI-DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19. This checklist will also serve as a tool for the company Safety Officers (SO)/Occupational Safety & Health (OSH) personnel of PEZA locators to determine and assess their level of compliance with COVID-19 workplace guidelines issued by the relevant government agencies.

PEZA Memorandum Circular No. 2020-0032 issued on 23 May 2020, directed all companies and IT/BPO enterprises to comply with the provisions of the government guidelines particularly, on physical distancing to mitigate the spread of COVID-19 inside PEZA zones and IT centers. (Copy attached)

The Zone Administrators, Zone Managers/OICs shall be responsible for the implementation of this directive.

For strict compliance.



# PHILIPPINE ECONOMIC ZONE AUTHORITY

## CHECKLIST ON COMPLIANCE WITH SAFETY AND HEALTH MEASURES TO PREVENT AND CONTROL TRANSMISSION OF COVID-19

Company Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_  
 Location/Ecozone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Type of Operation:  Skeletal  Normal Total No. of Workforce: Male: \_\_\_\_\_ Female: \_\_\_\_\_  
 No. of Work shifts: \_\_\_\_\_ No. of Workers per shift: 1st Shift: \_\_\_\_\_ 2nd Shift: \_\_\_\_\_ 3rd Shift: \_\_\_\_\_

### PREVENTIVE/CONTROL MEASURES BEFORE ENTRY TO BUILDINGS OR WORKPLACES

Conducts  Temperature checking  Spraying of hand disinfectants to visitors/workers prior entry to building  
 Face masks are worn by all employees/visitors at all times  Signages on COVID-19 Safety Measures are posted  
 Health Symptoms Questionnaire are accomplished by visitors/workers prior entry to company premises  
 Isolation area is provided  Well-ventilated  Frequently disinfected  With available & appropriate medical grade  
 OSH-personnel to handle COVID-19 symptomatic workers is present PPEs for OSH personnel  
 Protocols for referral and transporting workers with COVID-19 symptoms are established

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SHUTTLE No. of Shuttles: \_\_\_\_\_  With PEZA-approved shuttle pass  
 Compliant with requirement on the allowable number of passengers per shuttle  
 All shuttles meet the minimum physical distancing requirement  With physical barrier in between passenger's seat  
*(at least one (1) meter passenger-to-passenger distance)*  
 Provided with:  Thermal Scanner  Hand disinfectants (Specify): \_\_\_\_\_  
 All company shuttles are disinfected Frequency (per day):  Once  Twice  Thrice  Others (Specify): \_\_\_\_\_

### PREVENTIVE/CONTROL MEASURES INSIDE THE WORKPLACE

Signages on COVID-19 safety measures are posted in the premises  
 Company policy & protocols for prevention and control of COVID-19 & other infectious diseases are available  
 Provided with:  Clean water and soap in all washrooms/toilets  Hand disinfectants at areas that are frequently touched  
 All work stations meet the minimum physical distancing requirement  With physical barrier in between workstations  
*(at least one (1) meter worker-to-worker distance)* of workers  
 Corridors/walkways are designed to allow unidirectional movement **and** are provided with signages for one-way direction  
 Employees are equipped with PPEs:  Mask  Gloves  Face shields/goggles  Others (Specify): \_\_\_\_\_  
 Rest rooms (toilet & bath facilities) and handwashing areas are:  Adequate  Properly maintained/sanitized  
 Gender responsive facilities in the workplace  
 All workstations are disinfected Frequency (per day):  Once  Twice  Thrice  Others (Specify): \_\_\_\_\_  
 Adequate & appropriate dining area/canteen  Provided with physical barrier in between dining tables  
 Dining area/canteen is disinfected Frequency (per day):  Once  Twice  Thrice  Others (Specify): \_\_\_\_\_  
 Flexible work arrangements are implemented (For those with Co-Morbidities, <20 y/o; 60 y/o and older, Pregnant, and Immunocompromised)  
 Work-from-Home  Reduced work week  Staggered working hours  Others (Specify): \_\_\_\_\_  
 Safety Officer to monitor the implementation of COVID-19 preventive measures: \_\_\_\_\_

### INFORMATION, EDUCATION, & COMMUNICATION (IEC) STRATEGIES & REPORTING SYSTEM

Latest updates on COVID-19 and emergency contact details are widely disseminated to all employees  
 Physical and mental resiliency activities are undertaken  
 Monthly report using the DOLE-WAIR COVID Form is submitted to DOLE Regional Office  
 Probable/suspect/confirmed COVID-19 case reported to the Local Health Office & PEZA within 24-hours

LEGEND: (✓) Complied; (X) Not Complied; (N/A) Not Applicable; (N/I) Not Inspected (for Shuttle only)

### FINDINGS/RECOMMENDATIONS

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Inspected by:

Company Representative

Noted by:

PEZA Inspector

PEZA Inspector

Signature Over Printed  
Name/Designation

ZA/ZM/OIC

For your concerns & compliance, email at \_\_\_\_\_ (PEZA Office e-mail Add)

cc: \_\_\_\_\_ (inspector email add)





# PHILIPPINE ECONOMIC ZONE AUTHORITY

## MEMORANDUM CIRCULAR No. 2020-0032

**TO :** All PEZA Developers and Locators/Enterprises, Zone Administrators, Zone Managers, OICs, and Building Officials in the PEZA Zones and IT Centers

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

**SUBJECT :** Required Physical Distancing at Workstations or Production Areas inside PEZA Ecozones including IT/BPO Centers under Enhanced Community Quarantine (ECQ), Modified Enhanced Community Quarantine (MECQ), General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ)

**DATE :** 23 May 2020

Due to the pandemic caused by COVID-19 virus, the Department of Health (DOH) issued the Administrative Order No 2020-0015 (AO 2020-0015) dated 27 April 2020 regarding the Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation.

The AO 2020-0015 aims to provide guidance for sectoral planning on the implementation of Non-Pharmaceutical Interventions (NPI) as the minimum public health standards to mitigate the threat of COVID-19.

One of the guiding strategies in order to reduce contact and transmission of Covid-19 virus is to practice and implement strict physical distancing of at least one (1) meter apart. Likewise, the one-seat apart policy must also be implemented (as applicable), if the existing distance between seats in the workstations or in production areas is less than the required minimum of one (1) meter radius spacing requirement (side, back and front) as provided in the joint DTI-DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19 dated 30 April 2020. Furthermore, these include placement of red markings on the floors as guide and installation of protective barriers in front-desks/ counters/between cubicles.

In view of the foregoing, all ecozone developers and locator companies including IT/BPO enterprises are hereby directed to comply with the above-mentioned standards and other appropriate provisions stated in the AO 2020-0015 on physical distancing to be able to attain maximum public health/safety and to mitigate the spread of COVID-19 inside PEZA zones and IT centers.

All ZMs/OICs/BOs are instructed to monitor and ensure that all PEZA companies and IT/BPO enterprises in your respective jurisdictions are strictly complying with the aforementioned guidelines.

We have attached DTI and DOLE Interim Guidelines on Workplace Prevention and Control of Covid-19 and DOH AO No. 2020-0015 for your further information and reference.

For your strict compliance