




PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2021-040

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

FROM : BGEN. CHARITO B. PLAZA MNSA, PhD. 
Director General

SUBJECT : VACCINATION OF ELIGIBLE SECTORS UNDER A4 PRIORITY
GROUP (ECOZONE WORKERS)

DATE : 09 JUNE 2021

PEZA is pleased to announce that Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) has granted PEZA Director General's request to include **All PEZA Ecozone Workers**, who are part of the A4 priority group (Frontline personnel in essential sectors) in the government's COVID-19 free vaccination program.

Pursuant to the Department of Health (DOH) Memorandum No. 2021-0259, Implementing Guidelines for Priority Groups A4 and A5 and Further Clarification of the National Deployment dated 31 May 2021 and Vaccination Plan for COVID-19 Vaccines and the IATF Resolution No. 117 dated 27 May 2021, please be guided with the following implementing guidelines which provide directions for the inoculation of Priority Group A4:

1. In consideration of the geographical prioritization, vaccine deployment for Priority Group A4 shall be initially focused on the **(a) National Capital Region, Bulacan, Pampanga, Cavite, Laguna, Batangas, Rizal, Metro Cebu, and Metro Davao**; and **(b) Workers from all other areas.**¹
2. Priority Group A4 shall include individuals who are: **(a) physically reporting to the workplace** or **(b) currently deployed or assigned to perform field work** in the private and public/government sectors and the informal (including self-employed and working in private households) sector.²
3. In situations where there is a limited supply of COVID- 19 vaccines, priority may be given to eligible **Priority Group A4 workers within 40-59 years old**, then to those **18-39 years old.**^{1,2}

As discussed during the Capacity Building on COVID-19 Vaccination conducted by National COVID-19 Vaccination Operations Center (NVOC) on 07 June 2021 and in order to facilitate efficient allocation and deployment of the COVID-19 vaccines, all ecozone locators/developers are hereby advised to:

1. Designate a focal person who shall take charge of the profiling and masterlisting of all employees;

¹ IATF Resolution No. 117 dated 27 May 2021

² DOH Department Memorandum No. 2021-0259 dated 31 May 2021

2. Submit masterlist of all employees utilizing the attached **template form (Annex "A")** to PEZA Zone Administrators and Zone Managers where the zones are located for consolidation by the PEZA Vaccine Task Force at Head Office and submission to the NVOC/IATF-MEID, subject to compliance with the minimum requirements of Republic Act 10173 (Data Privacy Act of 2012). In conducting the masterlisting, companies must also take into account and indicate those individuals who have already been fully inoculated with COVID-19 vaccine (2 doses), those who have comorbidity and/or allergies, senior citizens, among others.

In accordance with the National Vaccination and Deployment Plan (NVDP) for the simultaneous and non-sequential vaccination of the A4 priority groups, PEZA/ecozone developers, in coordination with NVOC may utilize any of the following modalities applicable to the needs of the locators within their jurisdiction for vaccination sites:

1. Establish its own vaccination sites and mobilize vaccination teams, compliant with the requirements particularly the Vaccination Workforce (Team and Personnel requirement), Vaccines, Logistics and Cold Chain Inventory and Management, Vaccination Site (including Standard Operational Protocols), Infection Prevention and Control Protocol, AEFI/AESI Surveillance System, Safety Surveillance and Response, among others. If this is the preferred modality, the requirements are contained in **Annex "B"** hereof.
2. NVOC can help in linking with existing vaccination sites with personnel capacities (e.g. AFP health services, national government hospitals such as the Lung Center of the Philippines). NVOC's email: c19vaccineopcen@gmail.com, cel # 09177792735.
3. Link with the LGUs and utilize the capacity of the LGU's vaccination sites. The vaccination facilities of the LGUs referred to as the "Bakuna Center" nationwide may be accessed through this link:
<https://cbcr.doh.gov.ph/Covid19BakunaCenterRegistryList?start=41>
 For those who are interested to know the nearest Bakuna center near their place of work or residence, please access the online database of the DOH through the link above by inputting the region, province, city / municipality up to Barangay level, this will enable a user to see location-specific data.

Notwithstanding this free COVID-19 vaccination program of the government, may we enjoin those who have already arranged for the procurement or have already procured the vaccines, supplies, and other services for their COVID-19 vaccination to **optionally offer these to their workers' immediate family members** which may be included as an integral activity of the company's Corporate Social Responsibility (CSR) projects.

Further, in compliance with the DOLE Labor Advisory No. 03, all ecozone locators/developers are hereby required to adopt and implement the appropriate vaccination policy in the workplace as part of their Occupational Safety and Health (OSH) Program, which may include but not limited to:

- a. Dissemination among their workers and personnel information on vaccine deployment activities, procedures, etc. in the LGUs;
- b. Provision of **proofs of eligibility to their workers** such as but not limited to Company ID, contracts or permits, certificates of eligibility (e.g. employment, deployment, assignment) to their specific workers/personnel who belong to these priority subgroups, or any similar proof of occupation;

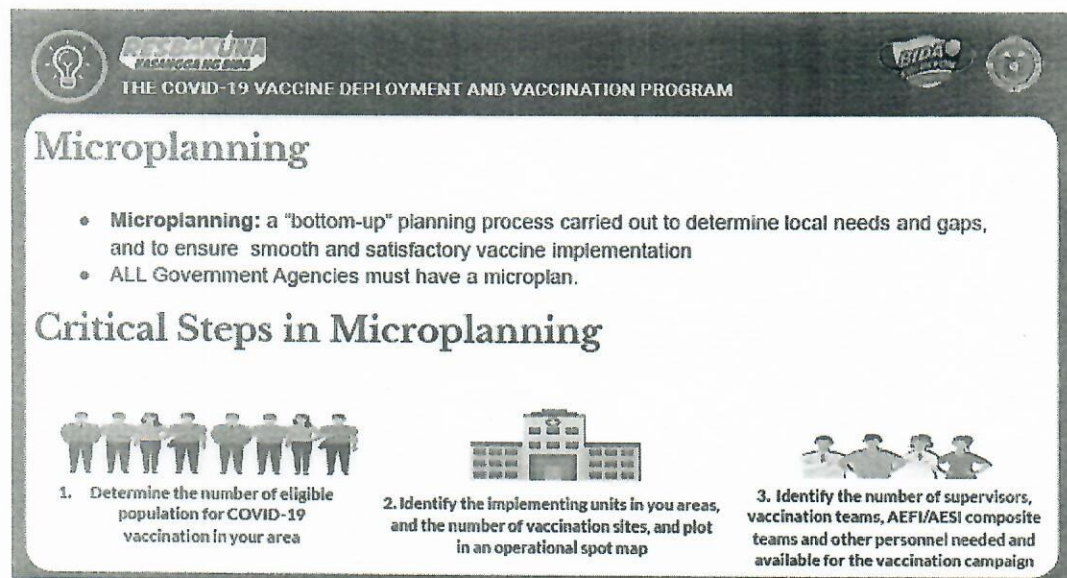
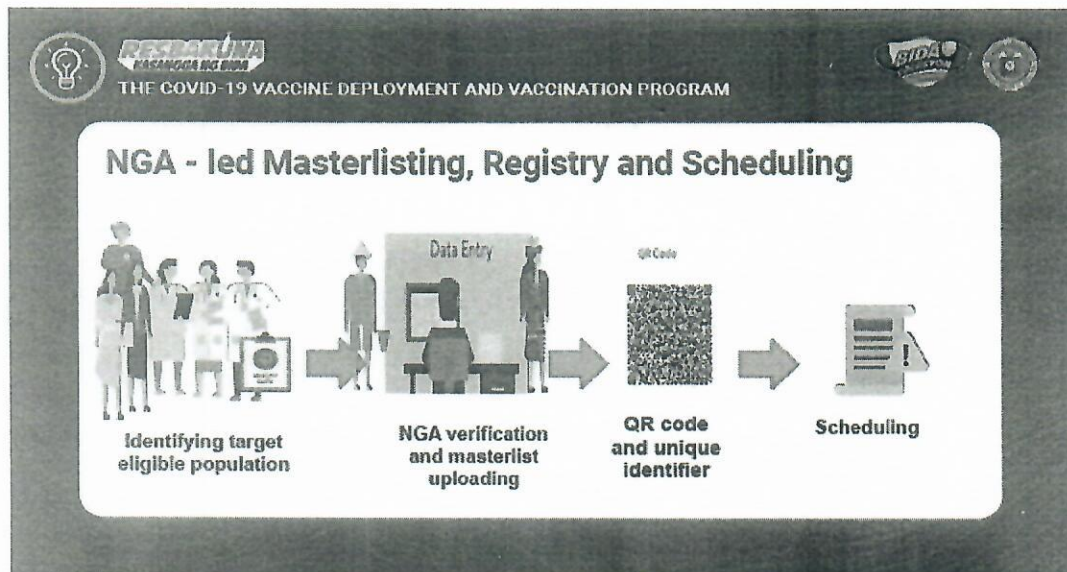
- c. Adoption of a schedule system for their workers taking into consideration possible adverse reactions of vaccines, which may result in workers taking time off from work.
- d. Provision of logistics support (including transport) to facilitate vaccination of their workers, and coordinate with LGUs for the vaccination.

We enjoin all PEZA locators and developers to exert all efforts to get their employees vaccinated. However, in compliance with the DOLE Labor Advisory No. 03, any employee who refuses or fails to be vaccinated shall not be discriminated against in terms of tenure, promotion, training, pay and other benefits, among others, or terminated from employment.



ANNEX B

REQUIREMENTS FOR THE FIRST MODALITY OF VACCINATION





Microplanning



4. Assign teams and vaccinees to an implementing unit / vaccination post



5. Estimate the vaccine requirement and ancillary supplies needed



6. Identify gaps in cold chain capacity



7. Ensure timely delivery of logistics



8. Prepare a daily vaccination session plan



9. Develop a communication plan and implement social mobilization and advocacy activities



10. Prepare a supervision and monitoring plan and schedule



11. Prepare an AEFI/AESI management, surveillance and response plan



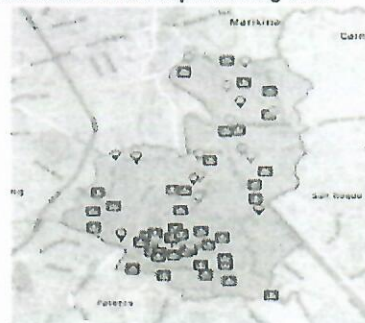
12. Develop a waste management plan



Mapping

- **Mapping of Vaccination Sites and Teams:** a visual representation of the implementing units and vaccination sites.

Identifying vaccination sites	# of Vaccination Sites
1. Establish own vaccination Sites	
2. Coordination with NVOC, RVOCC	
3. Vaccination through the LGUs	



Determining the Teams and Personnel Required

Vaccination Workforce

<ul style="list-style-type: none"> • Vaccination Team composition (6) <ul style="list-style-type: none"> ◦ (2) Screening and Assessment: Physician/Nurse ◦ (1) Health educator: Allied Professionals/ Volunteers from partner agencies (e.g. teachers, social workers, medical students, etc) ◦ (1) Vaccinator: Physician/Nurse/Midwife/Pharmacist ◦ (2) Documenter/Recorder and V/S taking: Employees/Volunteers ◦ One (1) supervisor, preferably a physician (if there is no physician among the vaccination team), for at least three (3) vaccination teams 	<ul style="list-style-type: none"> • Personnel needed in the implementing unit or vaccination site: <ul style="list-style-type: none"> ◦ Vaccination Site Manager / Ground Commander ◦ Cold Chain Officers ◦ Vaccine Security and Safety Officer (e.g. PNP) ◦ Safety Officers ◦ Driver • Personnel needed in the mobilization of employees: <ul style="list-style-type: none"> ◦ Social mobilizers: Participating Employees ◦ Navigators/Transport: Participating Employees
<ul style="list-style-type: none"> • AEFI Composite Team composition (2) <ul style="list-style-type: none"> ◦ (1) Monitor: Paramedic/Nurse/Midwife ◦ (1) Surveillance: Surveillance Officer/Nurse/Midwife/Pharmacist 	<ul style="list-style-type: none"> • One (1) vaccination team = One (1) AEFI/AESI composite team



Determining the Teams and Personnel Required

Operational Guidelines	
<ul style="list-style-type: none"> One (1) vaccination team: 100 vaccinees/day 	<ul style="list-style-type: none"> Daily Vaccination Schedule <ul style="list-style-type: none"> 8:00 AM - 5:00 PM 15 mins break in the morning and in the afternoon One (1) hour lunch break
<ul style="list-style-type: none"> Develop a contingency plan to ensure availability of sufficient number of human resource are available while considering the following: <ul style="list-style-type: none"> Human resource assigned for the COVID-19 pandemic response should NOT be utilized as part of the Vaccination Workforce or personnel. Possibility of COVID-19 infection among the Vaccination Workforce Services offered by the Agency should not hampered because of the vaccination campaign, if so kept to a minimal. Possibility of vaccine recipients experiencing side effects, whether it be mild or severe, after vaccination, and the possibility of vaccine recipients' taking a leave after a vaccination. 	



Capacity Building of all Vaccination Workforce

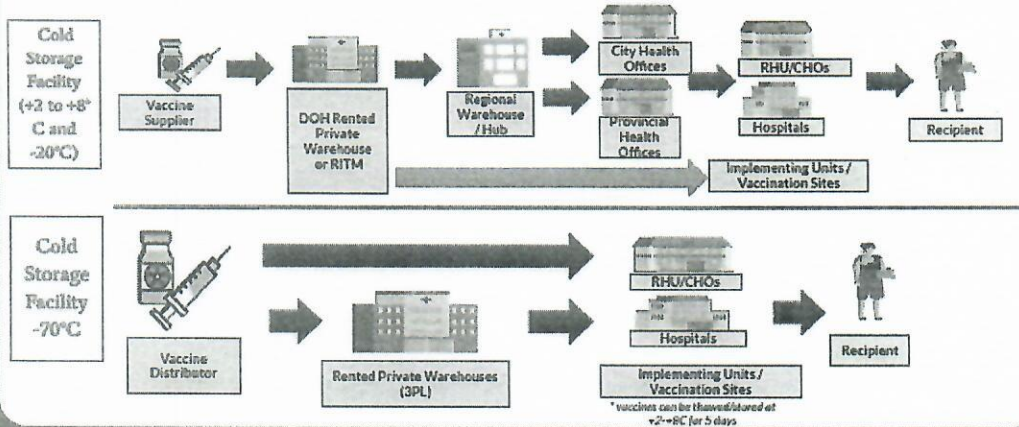
ACTIVITIES	RESPONSIBLE PERSON
1. Organize vaccination and composite teams	Vaccination Task Force
2. Coordinate closely with RVOC on the training schedule	Vaccination Task Force
3. Enrolment on trainees on the training sessions	Vaccination Task Force
4. Ensure that all teams complete the training (with certificate of training) <i>Note: No team member is allowed to take part in the campaign if required training is not accomplished</i>	Vaccination Task Force

- DOH Academy: team.doh.gov.ph
- DOH guidelines and NVOC advisories: <https://www.doh.gov.ph/QualitHub>

Training Components (Content of Training Modules)
Module 1 - Microplanning
Module 2 - Profiling and Data Management
Module 3 - Supply Chain and Cold Management
Module 4 - Risk Communication and Community Engagement
Module 5 - Counseling
Module 6 - Immunization
Module 7 - Managing AEFI following COVID-19 Vaccination
Module 8 - Immunization Waste Management



Vaccines, Logistics and Cold Chain Inventory and Management



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THE COVID-19 VACCINE DEPLOYMENT AND VACCINATION PROGRAM

Vaccines, Logistics and Cold Chain Inventory and Management

Identify gaps in cold chain capacity

Refrigerators (for +2-+8C, -20C and -70C)	Make an inventory of refrigerators and freezers specifying model, manufacturer, number, energy source and the net vaccine and coolant-pack storage capacities
Electrical system	Check electrical system for reliability, accessibility, quality and security
Vaccine Carriers	Evaluate number of cold boxes, vaccine carriers and coolant packs. Conduct an inventory of existing equipment at each health care facility.
Temperature monitoring	Assess the number and condition of thermometer/temperature monitoring devices, temperature monitoring sheets

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THE COVID-19 VACCINE DEPLOYMENT AND VACCINATION PROGRAM

Vaccines, Logistics and Cold Chain Inventory and Management

DETAILS

LOGISTICS	Formula	LOGISTICS	Formula
• Vaccines	• Still to be determined Eligible population ÷ ___ (___ doses per vial) x ___ (wastage factor) = Total # of COVID-19 vaccine vials	• Vaccine carriers and ice packs	• 1 vaccine carrier per 1 Vaccination Team
• Diluents	• Still to be determined	• Vaccine refrigerators	• Still to be determined
• AD syringes	• Eligible population x ___ (wastage factor)	• Thermal Gun, BP Apparatus, Stethoscope, Pulse Oximeter	• 2 set per 1 Vaccination Team
• Mixing syringes	• Still to be determined	• Immunization cards	• 1 immunization card per vaccinee
• AEFI or epinephrine kits	• At least one AEFI/AESI kit per composite team	• Campaign Forms and Checklists (supervisory checklists, tally sheets, summary report forms, AEFI forms)	• 1 set per team/day
• Safety Collection Boxes (SCBs)	• Total ADS + Total Mixing syringes/100 x 1.1 (WF) = Safety Box Quantity Requirement	• Cot beds	• 1 bed per composite team
• PPEs	• Face mask: Total HR x 2 masks/day x 7 days x 2 rounds, Face Shield: Total HR x 1 face shield	• Ambulance	• 1 ambulance per implementing unit
• Alcohols, cottons	• Alcohol: 1 bottle of alcohol/HR per day x 7 days x 2 rounds, 2 cotton balls per vaccinee x 2 rounds		

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THE COVID-19 VACCINE DEPLOYMENT AND VACCINATION PROGRAM

PREPARING THE VACCINATION SITES

A complement between strong social mobilization strategy and agile and fast fixed point vaccination strategy.

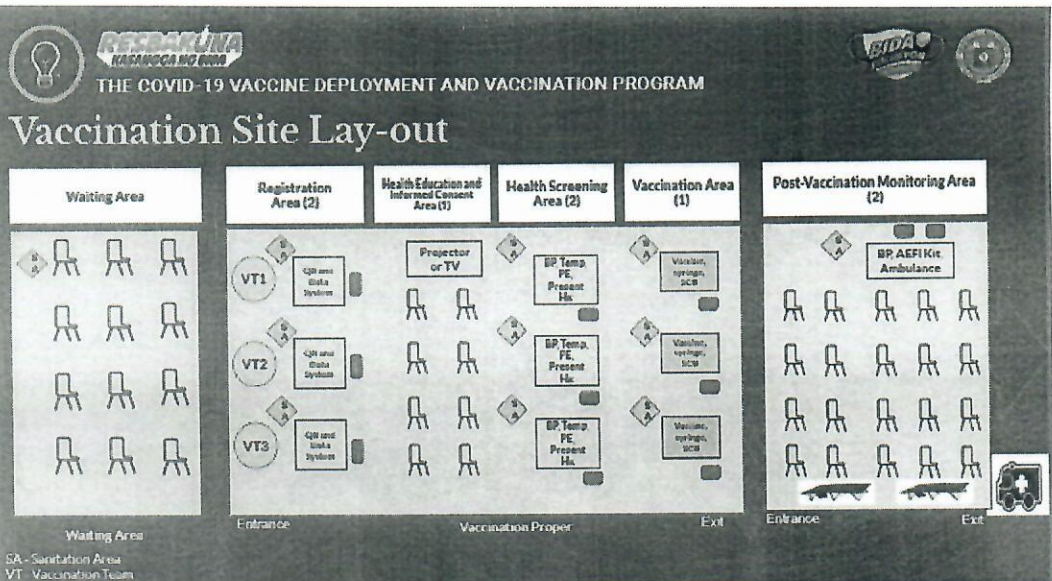
Pick-up Points
Active scheduled transport arrangements to prevent traffic in line (Vaccination Sites)

Home-to-home social mobilization strategy
(Active social mobilization and registration)

Fixed point vaccination strategy
(In schools and steps in home)

Implementing units of Vaccination Sites

Implementing units of Community and Facility Readiness (Preparedness and Control (PC) measures and Minimum Health Standards at sites and points.



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Vaccine Materials

- The updated versions of the COVID-19 health screening and informed consent forms, vaccination cards and algorithms for the various COVID-19 vaccines can be accessed at the DOH website at <https://doh.gov.ph/vaccines/resources-healthcare-providers> under "Vaccine Specific Information Materials" or bit.ly/RESBAKUNAVaxSpecific.
- The materials are in English and Tagalog versions; both must be made available in all Vaccination Sites.
- All Resbakuna Materials can be accessed through this link: Bit.ly/RESBAKUNAMaterials

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Preparing the equipment and logistics needed in the vaccination site

Waiting Area	Registration Area	Pre-vaccination Counseling and Final Consent	Screening	Vaccination	Post-Vaccination Monitoring & Surveillance
<ul style="list-style-type: none"> Single Chairs Hand washing Area (with soap and running water) or Sanitation area with alcohol dispenser PPEs (Face mask and shield) 	<ul style="list-style-type: none"> Computer/Cell phone QR Scanner Table (for each team) Single Chairs for the VT Hand washing Area (with soap and running water) or Sanitation area with alcohol dispenser PPEs (Face mask and shield) 	<ul style="list-style-type: none"> Projector or TV Counseling video (DOH) Script for the counselor IEC Materials Informed Consent Form Pens Single Chairs Table Handwashing Area / Sanitation area PPEs (Face mask and shield) 	<ul style="list-style-type: none"> BP Apparatus Thermometers Stethoscopes Tables Single chairs Hand washing Area (with soap and running water) or Sanitation area with alcohol dispenser Checklists PPEs (Face mask and shield) 	<ul style="list-style-type: none"> Vaccine & Diluent AD & Mixing Syringes Vaccine Carriers with ice packs Safety Collection Boxes Alcohol & Cotton Immunization Cards Pens Tables Single Chairs Checklists Handwashing/ Sanitation Area PPEs (Face mask and shield) 	<ul style="list-style-type: none"> AEFI/AESI Kit Cot Bed / Stretchers Single Chairs BP Apparatus Pulse Oximeters Stethoscopes Ambulance Checklists AEFI/AESI Forms List of referral facilities with contact details Handwashing/ Sanitation Area PPEs (Face mask and shield)

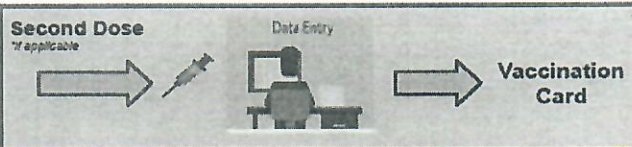
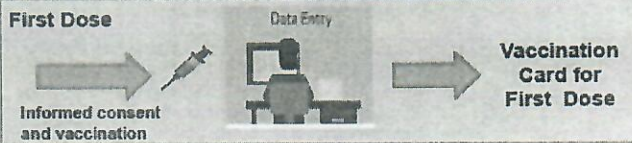
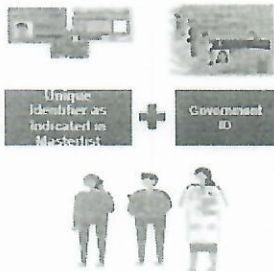


Infection Prevention and Control Protocol

	Details
Vaccination post:	<ul style="list-style-type: none"> • Open or well-ventilated areas • Frequently disinfected areas • Spacious enough to implement physical distancing, crowd control measures • Separate entrance and exit areas • Separate tables for each step of the vaccination procedure, e.g. separate screening and vaccination areas • Limit number of vaccinees within the vaccination area to <24 individuals at a given time
Vaccination Team and Composite Team, and other personnel in the Vaccination Site:	<ul style="list-style-type: none"> • Wear face mask and face shield • Practice hand hygiene before and after procedure/vaccinee • Limit contact between vaccinator and vaccinee to less than 15 min • Daily self-monitoring for COVID-19 symptoms (see client flow in guidelines) • Log-in upon entering and exiting a vaccination area on a daily basis
Vaccinees:	<ul style="list-style-type: none"> • Wear face mask and face shield • Frequently practice of hand hygiene



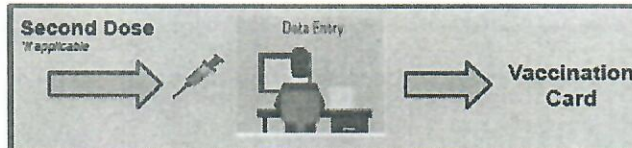
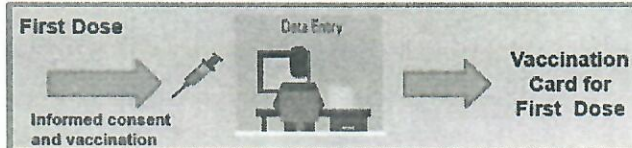
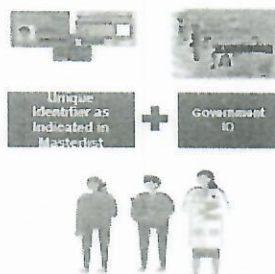
Masterlisted Target Eligible Population



NOTE: Accomplishment of each vaccination site must be reported to DICT at the end of each day. Please await for further announcement on the end-of-day report.



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