

OFFICE ORDER NO. 055
Series of 2020

INTERIM QUARANTINE AND SOCIAL DISTANCING PROTOCOLS

The coronavirus disease 2019 (COVID-19) is a highly infectious ailment that is currently spreading rapidly among the population. Pending the development of a vaccine that can stem further spread of the disease, quarantine and social distancing measures are the only viable strategies for effectively containing COVID-19. Accordingly, policies designed to minimize human contact in the workplace, as well as transit thereto and therefrom, while the threat of COVID-19 exists are called for.

In view of the foregoing, in the exigency of service, and to protect the health and well-being of all MWSS RO talents and their families, the following measures shall be implemented:

A. ENTRY PROTOCOLS

1. All talents are required to disinfect their footwear prior to entry into office premises using the footbath provided at all entry points.
2. The body temperature of each talent shall be taken before entry using a temporal artery thermometer.
 - 2.1. Talents shall maintain a minimum distance of one (1) meter¹ radius space (side, back and front) from each other when queueing for entry.
 - 2.2. Talents with body temperature readings higher than 37.5 °C² shall be allowed to rest for a reasonable time with his temperature being monitored or within fifteen (15) minutes. If, after resting, and his/her temperature does not return to acceptable level of 37°C, the talent shall immediately be asked to go home.
 - 2.3. Talents who are exhibiting other symptoms of COVID-19 shall also immediately be asked to go home and should report to the HR, his/her daily health status.
3. Each talent reporting for work is required to accomplish a Travel and Health Declaration Form (Annex "A") every first working day of the week, to be submitted to the guard on duty upon entry to MWSS RO premises. All accomplished forms shall be forwarded to the HR for evaluation and monitoring.

¹ DTI and DOLE Interim Guidelines on Workplace Prevention and Control of Covid-19
² same



4. Talents who exhibit symptoms of COVID-19, such as fever, cough, lethargy, aches and pains, and sore throat after entry to the office shall likewise be asked to go home.

B. INFECTION PREVENTION MEASURES

1. Talents are required to wear personal protective equipment (PPE) at all times while inside office premises.
 - 1.1. Talents shall be provided with face masks weekly, which must be worn at all times while inside office premises, except to eat, drink, or do other analogous activities. Facemasks shall also be worn at all times while on board official vehicles.
 - 1.2. Talents who go on fieldwork, secretaries, records officers, drivers, security guards, janitors, and other talents, who are expected to interact with people regularly are required to wear additional PPE, such as face shield.
2. Talents shall also be provided with vitamin supplements monthly, which they are expected to take as per package instructions or as advised by their doctors.
3. Talents shall also be provided with individual bottle of alcohol and/or sanitizers. Alcohol and/or hand sanitizer dispensers shall also be placed in common areas throughout office premises including lobbies, conference rooms and hallways, as well as inside official vehicles. The bottle and/or dispensers shall be refilled by the Administration Department, as needed.
4. Talents are required to regularly disinfect their hands.
 - 4.1. Talents are encouraged to wash their hands frequently for at least 20 seconds with soap and water, or if not possible, disinfect the same using office-provided alcohol and/or hand sanitizers.
 - 4.2. Washing or disinfection of hands shall be mandatory in the following instances:
 - 4.2.1. Before and after work shifts;
 - 4.2.2. Before and after work breaks;
 - 4.2.3. After blowing the nose, coughing, or sneezing;
 - 4.2.4. After using the restroom;
 - 4.2.5. Before eating or preparing food; and
 - 4.2.6. After donning, touching, or removing PPE.

- 4.3. Talents are enjoined to observe proper respiratory hygiene.
 - 4.3.1. Talents must use tissue or other disposable materials to cover their noses and mouths while sneezing or coughing.
 - 4.3.2. Materials used for respiratory hygiene must be treated as hazardous waste and disposed of as such.
5. Office premises shall be regularly disinfected.
 - 5.1. Janitors shall be responsible for daily disinfecting, before and after work shift, of common work areas and equipment such as restrooms; doorways; hallways; photocopiers; with particular attention to portions or areas thereof frequently touched such as doorknobs, faucets, and buttons and switches.
 - 5.2. Talents shall be responsible for disinfecting their personal work areas, supplies, equipment, and effects, such as tables, chairs, calculators, computers, and bags.
 - 5.3. General disinfection of office premises shall be conducted regularly by external service providers by means of misting, fogging, or other appropriate methods.
6. The Administration Department shall install or display posters, signages, and other information, education, and communication materials in conspicuous areas within office premises, to remind talents of measures being implemented to prevent the spread of COVID-19 in the workplace. Talents are expected to strictly adhere to the information contained in the said materials.

C. SOCIAL DISTANCING

1. Talents shall keep a minimum distance of one (1) meter from each other at all times, except when absolutely necessary.
2. A one-way foot traffic scheme shall be implemented along the office hallways. Talents shall proceed along the hallway in a clockwise direction when facing the Engineering Building courtyard and following signages placed along the hallways, except:
 - 2.1. Talents under the Office of the Chief Regulator going to the restrooms and the Central Records Office;
 - 2.2. Talents under the Central Records Office coming from the restroom;
 - 2.3. Talents under the Administration and Legal Affairs Area going to the Financial Regulation Area; and

- 2.4 Senior citizens and PWDs, provided physical distancing of **one (1) meter** is observed.

D. WORK ARRANGEMENTS

1. The use of biometric machines to monitor attendance shall continue to be suspended. Attendance of talents shall be monitored manually by the security guard on duty.
2. Talents reporting to the office are still required to wear the proper uniform as prescribed under current office rules. However, while this Office Order is in effect, talents are allowed to wear jeans and rubber shoes as face-to-face interactions with clients and stakeholders are also suspended.
3. Alternative work arrangement shall continue to be implemented in conformity with CSC Memorandum Circular No. 10, s. 2020 and such other rules and regulations as the CSC or other relevant authority may prescribe.
 - 3.1. Talents aged 60 and above; with co-morbidities or pre-existing illness such as hypertension, diabetes, cancer, or immunocompromised health status; with high-risk pregnancy; or in any other manner at high risk of succumbing to COVID-19, are encouraged to avail of work from home arrangements.
 - 3.2. Talents who are working from home shall be on call and shall report to the office when needed.
 - 3.3. Talents working from home shall keep official documents and other files safe and secure from unauthorized access by other members of the household. Documents for disposal must be returned to the office for shredding.
4. The number of employees present within office premises shall at no time exceed the occupancy limit of work areas with social distancing protocols in place. Common areas, such as gyms or conference rooms may be converted to work areas if needed, but shall likewise be subject to maximum occupancy using social distancing protocols.
5. The conduct of flag raising ceremonies shall be suspended while this Office Order is in effect.

E. SHUTTLE SERVICES

1. Shuttle services shall be provided to transport talents who do not have access to private transportation, to and from work.

- 1.1. Talents shall be picked up and dropped off at their respective residences or at any suitable point within a 500 meters walking distance from their residences. Talents shall individually be responsible for coordinating with their respective drivers regarding their pick up and drop off. The allowable waiting time from the agreed pick up time is only two (2) minutes.
- 1.2. Talents shall occupy the shuttles one (1) seat apart from each other, up to a maximum of 50% of the shuttles' seating capacity.
- 1.3. Talents shall wear facemasks at all times while on board the shuttles and shall be required to disinfect their hands with the alcohol and/or hand sanitizer provided in each shuttle upon boarding and before disembarking.
- 1.4. Shuttle drivers shall wear complete PPE at all times and shall be responsible for disinfecting their assigned shuttles before and after each trip.

F. PROHIBITED ACTIVITIES

1. Handshakes, hugging, touching, or any other form of physical contact between talents is strictly prohibited, unless absolutely necessary.
2. Official transactions and interactions with suppliers, collectors, and other external parties shall be conducted via telephone, video conferencing, or other means not requiring face-to-face interaction. If unavoidable, the said external parties shall be entertained at the MWSS lobby near the security guard's station as the designated receiving area.
3. Walk-in customers, complainants, and visitors shall not be allowed entry into office premises. In urgent and necessary cases, they shall also be entertained at the designated area mentioned-above, with the concerned talent wearing PPE. The customer, complainant, or visitor shall, furthermore, be required to accomplish and submit a Travel and Health Declaration Form.
4. All unofficial gatherings are strictly prohibited. Official gatherings shall be held with strict adherence to social distancing protocols.
5. Sharing of food or serving of food in or eating from communal utensils or containers shall not be allowed.
6. Unless absolutely necessary, talents shall not use another's work area, equipment, supplies, and effects, such as tables, chairs, calculators, computers, and bags.
7. Deliveries of whatever item, including food, shall not be permitted to be made within office premises, except in the MWSS lobby at ground floor.
8. Talents are strongly discouraged from leaving office premises during the workday to minimize exposure to other environments and are highly

encouraged to report for work bringing with them all the items which they will need during the day, including food.

G. TALENTS ELIGIBLE FOR OFFICE WORK

1. Talents who are suspected, probable, or confirmed COVID-19 cases, as defined by the Department of Health, are prohibited from reporting to the office and are strongly advised to follow medical advice or seek one, if not yet obtained.
2. Talents who will be reporting to the office are required to undergo a COVID-19 rapid antibody-based test. Only talents deemed fit to report to the office in conformity with such guidelines as the Department of Health may prescribe shall be permitted to work in the office.

H. AVAILMENT OF LEAVE PRIVILEGES RELATIVE TO THE COVID-19

The procedure for the availment of leave privileges for absences incurred in relation to the required period of quarantine and/or treatment of talents relative to the Covid-19 shall be in accordance with CSC MC No. 08, s.2020 (Annex "B").

I. INFORMATION TECHNOLOGY SECURITY

1. Talents working from home may be given custody and use of certain information technology (IT) equipment, which shall be duly covered by property acknowledgement receipts.
2. Unless inconsistent with existing policies and guidelines, the use of the aforementioned IT equipment shall be governed by the following rules:
 - 2.1. The IT equipment shall only be used for official purposes and only with approved hardware, including peripherals, and software. Use of the equipment for personal purposes is strictly prohibited.
 - 2.2. Official data and other electronic files shall not be stored anywhere except on approved hardware or sanctioned service providers.
 - 2.3. Talents must ensure that all software running on the said hardware are updated, particularly with the latest security patches and upgrades. Any anti-virus programs installed on the said equipment must be regularly run to scan for malware.
 - 2.4. Official passwords must be memorized and shall not be written or printed on paper or stored in browsers or other software.
3. Use of video conferencing platforms and other forms of electronic communication are highly encouraged while this Office Order is in effect. Talents using such platforms shall be responsible for taking steps to ensure the

security and integrity of each online meeting or communication, including the following:

- 3.1. Keeping meeting invitations, links, IDs, passwords, and other particulars confidential and accessible only to the intended participants;
 - 3.2. Designating a moderator to verify the identity of each participant prior to the start of each meeting;
 - 3.3. Vigilantly monitoring the recording of each session and controlling the distribution of such recordings;
 - 3.4. Carefully reviewing the recipients of electronic messages to avoid unintended distribution, particularly of e-mails with file attachments; and
 - 3.5. Scanning all downloaded attachments and received file transfers for malware.
4. IT equipment should only be connected to secured home networks. Use of public networks such as those in cafés, restaurants, and malls are strongly discouraged unless necessary.
 6. Work from home areas should be set up away from the vantage of other household members so as to prevent unauthorized viewing of device screens.
 7. Talents shall immediately notify their supervisors of any possible breach of IT security.

J. INCREASE PHYSICAL AND MENTAL RESILIENCE

1. All talents are encouraged to eat a balance diet and adopt healthy eating practices.
2. All talents are also encouraged to increase body resistance by having adequate rest and at least eight (8) hours of sleep.
3. All talents, whether on a work from home arrangement or physically reporting to the office are encourage to exercise regularly and allot time for exercise.
4. The Office will cater activities that will institute mental wellness program for the talents such as virtual socialization, among others.

Violation of this Office Order shall be a ground for disciplinary action.

This Office Order shall take effect immediately.

June 1, 2020, Quezon City.


PATRICK LESTER N. TY
Chief Regulator