



**ADVISORY NO. 20-02
Series of 2020**

**CLARIFICATION ON PROVISION OF SHUTTLE SERVICES,
WORKERS ALLOWED TO REPORT TO WORK,
THE REQUIREMENT OF ISOLATION AREAS, AND
DISINFECTION PROCEDURES UNDER
DTI-DOLE JOINT MEMORANDUM CIRCULAR
(JMC) NO. 2020-04-A, SERIES OF 2020**

In the interest of the public, the Department of Labor and Employment (DOLE) and the Department of Trade and Industry (DTI) hereby clarify the following provisions under DTI-DOLE Joint Memorandum Circular (JMC) No. 2020-04-A, Series of 2020:

a. *Section II (B) (4) on Shuttle Services –*

The provision of shuttle services shall be read consistent with Inter-Agency Task Force (IATF) Resolution No. 69 dated 07 September 2020, thus:

- i. Large-sized private establishments with total assets above Php100,000,000.00¹ located inside special economic zones and other areas under the jurisdiction of Investment Promotion Agencies are required to provide shuttle services for their employees.

In case the private establishments are unable to financially sustain the provision of shuttle services, they may adopt alternative arrangements, such as cost-sharing, partial vouchers for use of Transport Network Vehicle Services, and other alternative arrangements to facilitate the transportation needs of their employees.

- ii. Employers may contract the services of Public Utility Vehicles (PUV) to subsidize public transport operations.

- b. *Section II (C) on Most-at-Risk (MARPs) Employees and Workers below 21 Years of Age –* Employees classified as MARP and those who are at least 18 years old but below 21 years may be allowed to report to work for eight (8) hours, *provided that* they undergo a fit-to-work examination and secure a medical certificate from any competent authority (i.e. an occupational health physician or government physician with occupational health training) certifying the employee's fitness to work for regular hours under Rule 1967 of the Occupational Safety and Health Standards.

However, employers are highly encouraged to allow the said employees to be in a work from home arrangement, when applicable.

¹ Assets shall refer to total assets, inclusive of those arising from loans but exclusive of the land on which the particular business entity's office, plant and equipment are situated. (Section 3, Republic Act 9501 or the Magna Carta for MSMEs)

- c. *Section III (B) (1) on the Designation of Isolation Areas* – The requirement of designating an isolation area of one (1) room for every 200 employees shall be based on the average number of employees actually reporting to work per shift.

Further, the isolation rooms may be outside the establishments, *provided that* they are within the control of the employer, i.e. the facility is readily available when necessary, *provided further*, that a temporary holding facility for employees and visitors with symptoms, or following further assessment required after responding to the health declaration form, shall be set up within the immediate vicinity of the workplace and/or building.

The establishments may make arrangements with a temporary treatment and monitoring facility nearby or with a Barangay Local Government Unit for immediate referral of symptomatic employees.

- d. *Section VI on the Closure and Disinfection of Workplaces* – In accordance with Section VI (C) of the JMC, employers are encouraged to establish their company policies on the temporary closure of the workplace, disinfection, and more extensive contact tracing practices, including procedures for granular lockdown of the building/facility (i.e. closure of a section/floor/unit of the building/facility) for disinfection, to ensure continuity of operations. Such company policies are strongly encouraged to also include provisions for proactive measures, such as regular disinfection procedures and similar practices.


Granular lockdown of the building/facility for disinfection may be allowed, *provided that* the building or workplace has a company policy and/or OSH program maintaining the safety of the unaffected employees (i.e. those whose sections/floors/units are not subject of granular closure) during disinfection, *provided further that*, the company policy and/or OSH program ensures the safe entry of affected employees after disinfection.

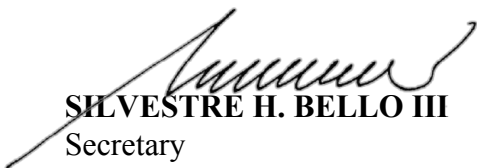
Finally, a shorter lockdown period of less than 24 hours for disinfection (disinfection time of three (3) to four (4) hours) is allowed, *provided that* the safety of employees is ascertained as provided under the company policy and/or OSH program allowing safe entry of employees, *provided further that*, a certificate of return to work from the specialists/cleaners/disinfecting agents is secured.

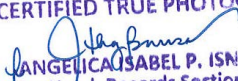
- e. To provide a suitable work environment for employees/clients/visitors, the air conditioning temperature in establishments shall be set/regulated according to the nature of their operations. Malls and shopping centers may lower the air conditioning temperature up to 24 degrees centigrade.

Be guided accordingly.

12 September 2020.


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CERTIFIED TRUE PHOTOCOPY

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