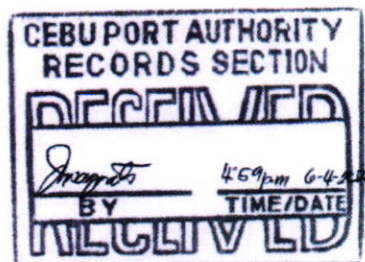


04 June 2020

MEMORANDUM CIRCULAR NO. 02

Series of 2020



TO : ALL CONCERNED

SUBJECT : GUIDELINES ON THE RESUMPTION OF OPERATION OF PASSENGER SHIPS UNDER A GENERAL COMMUNITY QUARANTINE (GCQ), MODIFIED GENERAL COMMUNITY QUARANTINE (MGCQ), OR AS THE NEW NORMAL FOR PORTS WITHIN THE CITIES AND PROVINCE OF CEBU

Pursuant to Sections 7, 9, and 12 of Republic Act No. 7621, and in view of the resumption of operation of passenger ships calling at the Port of Cebu, consistent with the guidelines of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Maritime Industry Authority (MARINA) Advisory 2020-29 dated 30 April 2020 (*Guidelines on the Resumption of Operation of Passenger Ships in Areas under General Community Quarantine [GCQ]*), in the interest of public health and safety, the following guidelines on the day-to-day business and operations of the Port of Cebu under GCQ, or MGCQ, or as the New Normal, are hereby prescribed:

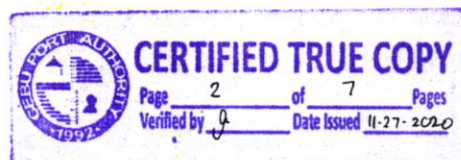
A. GENERAL GUIDELINES

1. Regular Cleaning and Disinfecting - The passenger terminal and shuttle buses, its seats, door knobs, other surfaces, and surroundings shall be regularly cleaned, disinfected, and kept hygienic. Surfaces shall be wiped regularly with disinfectant after every trip or departure.
2. 50% Seating Capacity - The operation of all passenger terminals in public or private ports shall be at fifty percent (50%) seating capacity only. The concerned Port Management Office (PMO) Manager in charge of the passenger terminal shall consult and coordinate with the Harbor Master and the shipping companies for any adjustment of the Estimated Time of Departure (ETD) of the vessel to prevent undue queuing or crowding of passengers inside and outside the terminal.
3. Locators/Lesseees - The locators/lessees of spaces inside the passenger terminal may resume business operation. Provided that no additional person



or employee shall be assigned to man their store or given additional access pass by the Port Security, Safety and Environment Management Department (PSSEMD).

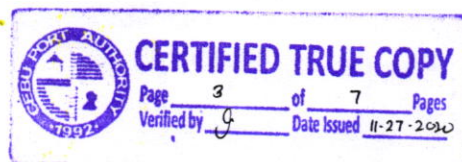
4. Cut-off Time - Passengers are advised to arrive at the passenger terminal at least two (2) hours before the ETD of the vessel. Otherwise, they may be refused entry into the passenger terminal, especially when the terminal can no longer accommodate additional passengers to comply with social distancing rules.
5. Integration of Passenger Terminal Fee - To eliminate queuing and crowding in the payment of terminal fee, the same shall be fully integrated into the boat fare. Pending full integration, the shipping companies which have not yet integrated the terminal fee shall purchase in advance the terminal tickets/stubs to be attached to the boat tickets. The said shipping companies are given a period of three (3) months from the issuance of this circular to comply, otherwise, certain privileges granted to them by the Authority may be revoked or withdrawn after due notice. The payment of terminal fees inside the passenger terminal shall be discontinued by the Port Management Department (PMD)/Finance and Administrative Department (FAD).
6. Direct Boarding - The PMO Manager incharge of the passenger terminal in coordination with the PSSEMD, and vessel representative, may allow direct boarding of passengers to the vessel as may be deemed necessary in order to, among others, avoid crowding, inconvenience, or delay of the vessel's departure. Provided that security, safety, and health protocols shall be observed.
7. Closure of Ticketing Booths - To prevent queuing, crowding of passengers, and the transmission of COVID-19, the operation of ticketing booths of shipping companies located within a property owned or administered by the Cebu Port Authority (CPA) may be temporarily suspended.
8. Shuttle service for Inbound Passengers - In the interest of public health and safety, to avoid crowding of inbound passengers after disembarkation from the vessel, and to comply with Social Distancing, Provisional Accreditation/Permit to Operate with a term not to exceed one (1) year may be issued to shuttle service providers to serve inbound passengers to transport them to a drop-off area outside of the port where the passengers may take public transportation. The shipping companies are encouraged to provide shuttle service for their passengers, and issued the corresponding Access Pass free of charge by the CPA.



9. 50% Porterage Service - The PMO Manager in charge of the passenger terminal shall ensure that only 50% of the total number of porters are allowed to render porterage services at any one time. Porters belonging to a group for the different shipping companies may adopt an alternate work schedule. Porters 60 years old and above, with immunodeficiency, comorbidities, and other health risks shall not be allowed to render porterage services. No porter shall be allowed unrestricted or unconstrained access into the port or passenger terminal without being subjected to the safety, security, and health protocol every time he enters the port or passenger terminal. The Access Pass/ID of any porter who violates CPA rules on safety, health, and security or commits any other offense or violation is deemed automatically revoked and must be surrendered to or retrieved by the PSSEMD.
10. Welcome Parties - Welcome parties, idle persons, and those with no legitimate business in the port shall not be allowed entry into the port or within the immediate vicinity of the port gates or entrances. Provided that for security reasons, high ranking officials of the government and other VIPs may be allowed entry with prior coordination with the Port Police Office/Security Division and subject to compliance with security, safety, and health protocols of the port.
11. Relief Operations, Assistance, and similar Activities - Persons intending to conduct relief operations, assistance, and similar activities within the port premises or through the ports may be allowed entry with prior clearance from the PMD manager subject to compliance with security, safety, and health protocols.

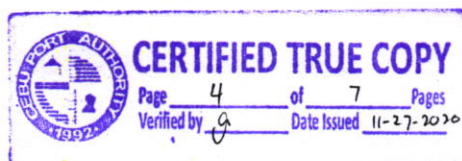
B. PASSENGER TERMINAL HEALTH AND SAFETY PROTOCOL

12. "No mask, No Entry" - No person shall be allowed entry into the port, passenger terminal, and offices within the port without wearing a face mask at all times within the port premises, and when boarding or disembarking from a vessel.
13. "No ticket, No ID, No Entry" and Clearance/Authority to Travel - No person shall be allowed entry into the passenger terminal unless possessed of a boat ticket and a valid ID or any official document that sufficiently identifies the passenger. Where a Clearance/Authority to Travel is required under government guidelines, this shall likewise be required for entry into the passenger terminal.
14. Temperature Check - Non-contact temperature check shall be performed on all persons entering the primary gates and passenger terminal of the port. Any person manifesting noticeable common symptoms of an infectious disease



such as repeated coughing, shortness of breath, fatigue, chilling/feverish, vomiting shall be urgently referred to the Quarantine Medical Officer, or government doctor for assessment purposes in accordance with existing protocols.

15. Foot baths - Disinfecting foot baths (with one part bleach, three parts water, or other disinfectants) must be placed at the entrance and exits of the passenger terminals and offices in the port. The PMO Manager in charge of the passenger terminal shall ensure that the disinfectants in the foot baths are regularly replenished.
16. Sanitizers and Lavatories - Sanitizing hand rub dispensers or lavatories for hand washing shall be placed in prominent places of the passenger terminal. However, passengers, locators, and authorized persons are encouraged to bring their own sanitizers or disinfectants.
17. Promotion of Handwashing - Posters promoting regular and thorough handwashing and good respiratory hygiene shall be displayed inside and around the passenger terminal premises.
18. No Spitting - Spitting is prohibited while inside the port, its premises, including inside the passenger terminal and surroundings.
19. Social Distancing - Social Distancing of at least one (1) meter from another person shall be observed at all times inside or outside of the passenger terminal, including during boarding and disembarking of passengers from a vessel. Appropriate markers which are one (1) meter apart shall be placed on the floor or other surface for proper guidance. The PSSEMD and the PMD shall immediately designate at least two (2) personnel who shall act as Social Distancing Officers (SDOs) to monitor and encourage compliance with Social Distancing inside the passenger terminal and other port premises, and to report persons who refused to heed but continue to disobey and violate Social Distancing or other quarantine rules.
20. Passenger Locator Form - Passengers shall be required to fill out a Passenger Locator Form (PLF) prior to boarding onto the vessel. The PMO Manager in charge of the terminal shall hold the information given in accordance with applicable law and shall retain the names and contact details of the passengers for at least one month to help public health authorities trace passengers who may have been exposed to COVID-19 if they become ill shortly after their voyage or if a passenger at the terminal was isolated as a suspected COVID case. The designated SDOs shall distribute the forms to



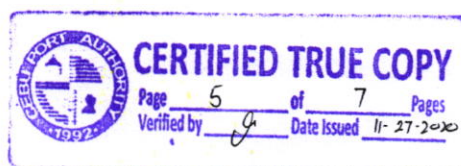
the passengers for filling up and to collect them thereafter. (The PLF form is attached hereto).

C. ISOLATION OF SUSPECTED COVID CASE

21. Isolation Area - In case a passenger or any authorized person is suspected to be a COVID case, the passenger shall be immediately placed in the isolation structure located at Berth 25 (for Cebu Baseport), in any designated area (for Subports) and dealt with in accordance with existing "Port Protocol for the Denial of Entry and/or Prevention of the Spread off Infectious Diseases In the Port Of Cebu."
22. Ambulance/Transport Vehicle - The PSSEMD, in the case of Cebu Baseport and the concerned PMO Manager in the case of the Subports, shall coordinate with the Department of Health (DOH) and/or the Health Officers of the Local Government Unit (LGU) to ensure that an ambulance/transport vehicle for the transport of COVID-19 patients or suspected COVID case is available when needed.

D. WORK ARRANGEMENTS

23. Flexi-Work Advisory (FWA) - Shipping companies, cargo handling service providers, and other port stakeholders are encouraged to adopt FWAs to prevent the spread of COVID-19, including reduction of work hours and/or workdays, rotation of employees and other alternative work arrangements in order to cushion or mitigate the effect of the loss of income of the port worker. (COVID-19 Flexi-Work Advisory)
24. Work From Home (WFH) - Port workers or employees of the shipping companies, cargo handling service providers, and other port stakeholders who can work from home should be allowed to work from home to minimize or eliminate exposure to the coronavirus in accordance with DOLE guidelines. WFH for CPA employees shall be in accordance with **CSC MC No. 10, s. 2020** ("Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic" dated 07 May 2020).
25. Stay At Home - Employees below 21 years old and those who are 60 years old and above, those with immunodeficiency and comorbidities and other health risks and pregnant women shall Stay at Home at all times, except when indispensable for work in permitted industries or offices.



E. ONLINE TRANSACTIONS AND DIGITIZATION

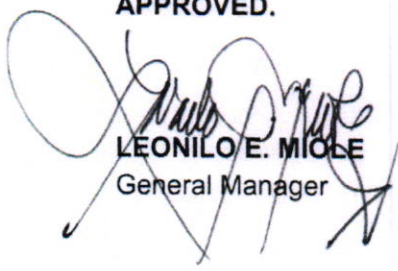
26. Online Tickets - Shipping companies are urged to sell and issue tickets online or digitize their system of selling tickets or booking to eliminate person to person transactions.
27. Smart Card - Shipping companies operating "Bay and River" vessels or similar ferry service are urged to use a smart card system for the selling of their tickets or other digitized systems.
28. Online CPA Permits - The CPA through its concerned departments shall, as soon as possible, digitize or make available online application and issuance of CPA Permits, Access Pass, Accreditations, and Berthing Permits, and other transactions.

F. OTHER PROVISIONS

29. No Mandatory Testing - No port worker or employee shall be forced to undergo COVID-19 testing as a precondition to return to work. The refusal of the employee to undergo testing shall not be taken against him. If an employee agrees to a COVID-19 testing, the cost shall be for the exclusive account of the employer without right of reimbursement from the employee. However, an employee who resides in an area considered a hotspot of COVID-19 may be subjected to testing.
30. Application of Other Laws, Policies, and Guidelines - All applicable, relevant and pertinent laws, policies, and guidelines shall continue to be enforced.
31. Supplementary Guidelines - The General Manager of the Authority may issue supplementary guidelines from time to time as may be necessary.

H. **EFFECTIVITY** - This Memorandum Circular shall take effect immediately.

APPROVED.


LEONILO E. MICLE
General Manager



**Cebu Port Authority
Port of Cebu
Passenger Locator Form**

Date: _____ -2020

THE FIGHT AGAINST THE CORONAVIRUS DISEASE - 2019 (COVID-19) IS NOT OVER! We need your help to prevent transmission/spread of the virus and this may help protect and save your life, the life of your loved ones, family, friends, and your community. Please fill out this form for purposes of contact tracing to be used for authorized public health purposes only. Rest assured that the information you provide shall be held by us in accordance with applicable law to be retained for at least one month.

Stay healthy and be safe always. Thank you.

Full Name	
Contact Numbers	
Gender	Male () Female ()
Age	
Civil Status	Married () Single ()
Nationality	Filipino () Foreigner() Pls. specify: ()
ORIGIN	
Place(s) where you stayed in Cebu.	
Name of ship or vessel that you are boarding now.	
Date of departure	
Time of departure	
DESTINATION	
Place(s) where you will stay upon arrival.	
Contact Numbers	
Date of arrival	
Est. Time of arrival	

The above information is true and correct based on authentic documents and my own personal knowledge.

Signature of Passenger Over Printed Name

