

04 June 2020

MEMORANDUM CIRCULAR NO. 02

Series of 2020



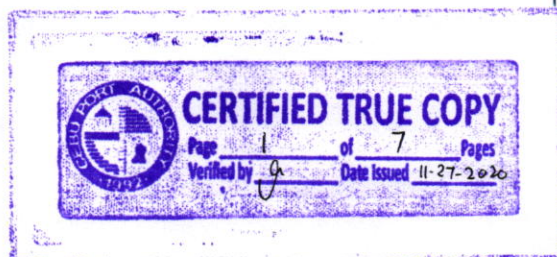
TO : ALL CONCERNED

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/lesseees 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.

