

**CERTIFIED TRUE COPY**

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Verified by J Date Issued 11-27-2020



- 3.2. To prevent and/or control any local spread of infectious diseases in the port Community and workplaces; and
- 3.3 To safeguard against infectious diseases and instill health consciousness in port users, port stakeholders and employees/workers.

**Section 4. Scope** – This port protocol shall apply to all ports under the administration and control of the Authority, including CPA ports that are privately operated under a lease contract or operated by the Local Government Unit (LGU) by virtue of a Memorandum of Agreement (MOA) with the Authority and/or Permits To Operate issued by the Authority.

**Section 5. Definition of Terms.** As used in this Policy, the following terms shall be understood to mean:

5.1 **Authority** – refers to the Cebu Port Authority (CPA).

5.2 **Contact Tracing** – refers to the identification, listing, and follow-up of persons who may have come into close contact with confirmed COVID-19 case. Contact tracing is an important component in containing outbreaks of infectious diseases.

5.3 **Close Contact** – refers to a person who may have come into contact with the probable or confirmed case two (2) days prior to the onset of illness of the confirmed COVID-19 case (use date of sample collection for asymptomatic cases as basis) until the time said cases test negative on laboratory confirmation or other approved laboratory test through:

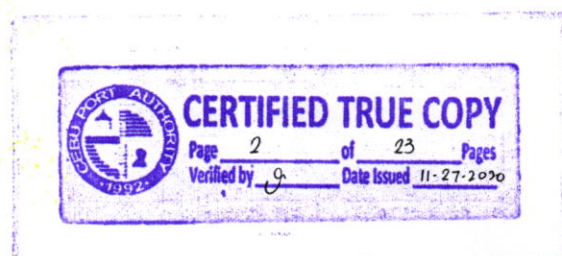
- Face-to-face contact with probable or confirmed case within one (1) meter and for more than fifteen (15) minutes;
- Direct physical contact with a probable or confirmed case;
- Direct care for a patient with probable or confirmed case without using proper personal protective equipment; or
- Other situations as indicated by local risk assessment.

5.4 **Comorbidity** – refers to the presence of a pre-existing chronic disease condition.

5.5 **Confirmed COVID-19 case** – refers to any individual who tested positive for COVID-19 through laboratory confirmation at the national reference laboratory, sub-national reference laboratory, or a DOH-certified laboratory testing facility.

5.6 **COVID-19 (Coronavirus Disease 2019)** – is an infectious disease caused by a newly discovered coronavirus (Severe acute respiratory syndrome coronavirus 2 (SAR-CoV-2) of the genus Beta coronavirus). The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes or with objects or surfaces contaminated by the causative virus. At this time, there are no specific vaccines or treatments for COVID-19.

- 5.6.1 Fever;
- 5.6.2 Cough;



- 5.6.3 Tiredness;
- 5.6.4 Body aches and pains including headache;
- 5.6.5 Sore throat;
- 5.6.6 Diarrhea;
- 5.6.7 Conjunctivitis;
- 5.6.8 Loss of taste or smell;
- 5.6.9 A rash on skin;
- 5.6.10 Discoloration of fingers or toes;
- 5.6.11 Difficulty breathing or shortness of breath; and
- 5.6.12 Chest pain or pressure and loss of speech or movement.

5.7 **Disinfection** – refers to the use of chemicals to kill microbes on surfaces. This process does not necessarily clean dirty surfaces or removes microbes, but by killing microbes on a surface after cleaning, it can further lower the risk of spreading infection

5.8 **Engineering Controls** – refer to physical interventions or modifications in spaces or environments, that are meant to prevent the transmission of infectious diseases (e.g. use of physical barriers, exhaust ventilation, etc.)

5.9 **Essential Goods and Services** – covers health and social services to secure the safety and well-being of persons such as but not limited to, food, water, medicine, medical devices, public utilities, energy and others as may be determined by the IATF

5.10 **IATF** – refers to Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases.

5.11 **Infection** – is the invasion, multiplication and the reaction of host tissues to infectious disease-causing agents (pathogens) which includes viruses, bacteria, prions, fungi, algae and parasites that are not normally present within the human body.

5.12 **Infectious diseases** – are disorders caused by organisms such as bacteria, viruses, fungi or parasites which can be passed from person to person and transmitted by insects or other animals. Signs and symptoms vary depending on the organism causing the infection, but often include fever and fatigue.

5.13 **Pandemic** – an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people.

5.14. **Probable COVID-19 case** – refers to a suspect case who fulfills any of the following listed below:

- 5.14.1 Suspect case whose testing for COVID-19 is inconclusive;
- 5.14.2 Suspect who tested positive for COVID-19 but whose test was not conducted in a national or subnational reference laboratory or officially accredited laboratory for COVID-19 confirmatory testing;
- 5.14.3 Suspect case who died without undergoing any confirmatory testing.





5.15 **Pratique** – refers to the license given to a ship to enter port on assurance from the captain to convince the authorities that she is free from contagious disease. The clearance granted is commonly referred to as “free pratique”.

5.16 **Supernumerary** – refers to a person in addition to the regular complement of crew, but having no shipboard responsibilities.

5.17 **Suspect COVID-19 cases** – refers to a suspect case who fulfills any one of the following:

5.17.1 All Severe Acute Respiratory Infection (SARI) case where no other etiology fully explains the clinical presentation.

5.17.2 Influenza-Like Illness (ILI) cases with any of the following:

5.17.2.1 No other etiology that fully explains the clinical presentation and a history of travel to or residence in an area that reported local transmission of COVID-19 disease during the fourteen (14) days prior to the onset of symptoms; or

5.17.2.2 Contact with confirmed or probable case of COVID-19 disease during the fourteen (14) days prior to the onset of symptoms.

5.17.3 Individuals with fever or cough or shortness of breath or other respiratory signs or symptoms fulfilling any one of the following conditions:

5.17.3.1 Aged sixty (60) years and above;

5.17.3.2 With a comorbidity;

5.17.3.3 Assessed as having a high-risk pregnancy; and/or

5.17.3.4 Health worker.

5.18 **Symptomatic** – means exhibiting or involving symptoms.

## **Section 6. General Protocols –**

### **6.1 Harbor Control**

6.1.1 The Authority shall not issue berthing permits to foreign ships without a valid free pratique or direct berth permit issued by the Bureau of Quarantine (BOQ).

6.1.2 All arriving crews, passengers, supernumeraries and any other persons on-board foreign ships shall not be allowed to disembark unless permitted by the BOQ through verification of issued free pratique or direct berth permit and a Bureau of Immigration (BI)-issued shore pass/disembarkation permits and other pertinent permits and in compliance with security, safety and health protocols of the port;

6.1.3 All ships lying alongside a pier, wharf or bulk head shall deploy and attach rat guards on her mooring lines or other adequate means to prevent the passage of rats between the ship and port;





- 6.1.4 All visitation privileges extended to seafarers are temporarily suspended until further notice; and
- 6.1.5 Garbage disposal of food products, especially from animal products from ships are not allowed.

6.2 Pedestrian/Passenger/Vehicle/Cargo Control

6.2.1 Only authorized persons and vehicles with legitimate business or purpose shall be allowed to enter the port's primary gates, facilities, offices and other workplaces deemed necessary after presentation of sufficient documents such as but not limited to Quarantine Pass and/or Certificate of Employment (C.O.E) with accompanying matching Identification Card (I.D.) of companies, establishments or individuals conducting and providing activities and services allowed in accordance with the *IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines* dated 22 May 2020 or any issuances thereafter issued by the IATF.

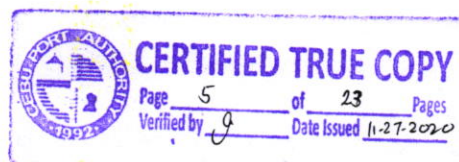
6.2.2 Any person below 21 years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidities, or other health risk, and pregnant women, including any person who resides with the aforementioned shall not be also allowed entry in the port, except when indispensable under the circumstances for obtaining essential goods and services or for work in permitted industries in accordance with the *IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines*.

6.2.3 Locally Stranded Individuals (LSIs) – The arrival, departure, entry and exit of LSIs at ports shall be in accordance with the National Task Force (NTF) Against COVID-19 Order Number 2020-02 (Operational Guidelines on the Management of Locally Stranded Individuals (LSIs) dated 13 May 2020 or any issuances thereafter issued by the NTF Against COVID 19 in conjunction with the "No boat ticket, No entry" policy of the Authority.

6.2.4 All persons entering the port, port facilities, offices and other workplaces deemed necessary shall be subjected to mandatory non-contact thermal scan/check for detection of febrile condition. Any person with body temperature of more than 37.5° Centigrade shall not be allowed entry.

6.2.5 No person shall be allowed entry into the port without wearing a facemask, ear loop mask, indigenous, reusable, do-it-yourself mask, or face shields and handkerchiefs. Face mask must fully cover the mouth and nose and shall not be removed while in the premises of the port, inside port facilities, offices and other workplaces.

6.2.6 All persons entering the port primary gates, facilities, offices and other workplaces shall have both their hands sprayed with at least a 60% alcohol-based solution or they may opt to wash their hands with water and soap using at the Authority's handwashing stations. They must also have the soles of their shoes, sandals or any similar footwear step on disinfecting foot baths.





6.2.7 All persons within the premises of the port, inside port facilities, offices and other workplaces shall observe at all times safe distancing minimum of one (1) meter radius from any person within the vicinity.

6.2.8 No inbound passengers shall be allowed to disembark from vessel without wearing face shield and neither an outbound passenger shall be allowed entry at the port's primary gate nor allowed to board vessel without wearing a face shield in accordance with Department of Transportation (DOTr) Memorandum Circular No. 2020-014 (Mandatory Wearing of Face Shields for Passengers Using Public Transportation).

6.2.9 The movements of all types of cargo shall be unhampered.

### 6.3 Infection preventions and controls at the workplace

#### 6.3.1 Respiratory etiquette

6.3.1.1 Follow the infographics on how to properly wear face mask which provides a physical barrier from coronaviruses by blocking large particles respiratory droplets propelled by coughing or sneezing. Only remove face mask when taking medicines, eating food and drinking water and one (1) meter away from any person;



6.3.1.2 Avoid touching the eyes, nose, and mouth with unwashed hands, as these are the entry points of the coronavirus;

6.3.1.3 Avoid unnecessary talking to minimize expulsion of respiratory droplets;

6.3.1.4 Provide tissues inside service vehicles although bringing of tissues and alcohol for personal use is encouraged;





6.3.1.5 Cough and sneeze into tissue or into short sleeve if tissue is not available. Dispose used tissue properly and disinfect hands immediately after a cough or sneeze; and

6.3.1.6 No indiscriminate spitting within the premises of the port, inside port facilities, offices and other workplaces as pathogens of infectious diseases are found in saliva, phlegm and other respiratory droplets. Spitting is allowed in toilet bowls at designated comfort rooms.

## 6.3.2 Hand and foot hygiene

6.3.2.1 Perform regular and thorough hand washing with soap and water for twenty (20) seconds at handwashing stations placed at entrances of the port, port facilities, offices and other workplaces or at comfort rooms;

6.3.2.1.1 When soap and water are not available, use alcohol-based hand sanitizers containing at least 60% ethanol or isopropanol placed at prominent places within port, port facilities, offices, other workplaces, comfort rooms and service vehicles. Refer to the proper handwashing method presented below:



6.3.2.2 Step on disinfecting foot baths (with one-part bleach, three parts water or sodium hypochlorite solution (Liquid bleach) at 0.5% using a ratio of 1:10) placed at entrances of the port, port facilities, offices and other workplaces;

6.3.2.3 Concessionaires/Canteen operators shall provide hand washing stations or provide alcohol-based hand containing at least 60% ethanol or isopropanol for their customers at all times; and

6.3.2.4 Bringing of sanitizers and disinfectant for personal use is encouraged.





### 6.3.3 Safe distancing

6.3.3.1 Keep a distance of at least 3 feet or 1-meter radius away from other people in your vicinity at all times to reduce the possibility of person-to-person transmission of infectious diseases;

6.3.3.2 Offer telecommuting and replace in-person meetings with video or telephone conferences; and

6.3.3.3 Postpone, or cancel mass gatherings until further notice by IATF and/or DOH.

### 6.3.4 Environmental measures

6.3.4.1 Basic cleaning in the workplace shall be done daily before and after office hours. However, hi-touch surfaces shall be cleaned and disinfected frequently including tables/desk, chairs, doorknobs, computer keyboards, equipment control switches and sticks, hand rails, stairwell, floors and the like.

6.3.4.2 Comfort rooms shall be maintained in clean and dry condition consistently throughout the day.

6.3.4.3 It is necessary to clean the shuttle, bus and other service vehicles before disinfecting as presence of dirt inactivates the disinfectant. Vehicles should be disinfected once daily preferably before use for the day and keep the interior parts hygienic after every trip.

6.3.4.3.1 Prepare bleach/disinfectant solution or other types of chemical disinfectant such as ammonium chloride, phenols and hydrogen peroxide, according to the manufacturer's instruction and requirement.

6.3.4.3.2 For a 70% chlorine solution (calcium hypochlorite, mix ten (10) tablespoons of twenty liters of water. Stir well for 10 seconds or until chlorine has dissolved. Wait 30 minutes before use.

6.3.4.4 Weekly disinfection of roads, pavements, benches and other surfaces in the open area during Enhanced Community Quarantine (ECQ) is recommended provided that the direct exposure of the public or any person to the cleaning and disinfecting solution shall be avoided or as deemed necessary;

6.3.4.5 Cleaners shall wear adequate personal protective equipment (PPE) in non-health care settings, resource limitations permitting; where disinfectants are being prepared and used, the minimum recommended PPE is rubber gloves, impermeable aprons and closed shoes. Eye protection and medical masks may also be needed to protect against chemicals in use or if there is a risk of splashing;





6.3.4.6 All known areas in the port which had been in contact with a person suspected or confirmed with infectious disease shall be cordoned off and disinfected;

6.3.4.7 Control of vectors shall be conducted quarterly or as required, as they are possible sources/carriers of infectious diseases at port, port facilities offices and workplaces deemed necessary. This shall be done by licensed vector/pest control providers;

6.3.4.8 Solid waste at port facilities, offices and other workplaces shall be disinfected before collection by the Authority's solid waste collection, transportation and disposal services provider.

6.3.4.9 For additional guidance, please refer to **DOH Department Memorandum No. 2020-0157** (Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19) dated 10 April 2020.

### 6.3.5 Engineering controls

6.3.5.1 Reconfigure/retrofit offices with high volume face-to-face transaction or install barriers, whatever is practicable in order to prevent direct exposure to infected respiratory droplets from other persons;

6.3.5.2 Install barriers to enclose the driver of the vehicle in order to protect the latter from exposure to infected respiratory droplets from other persons while transporting symptomatic individual or other infectious illnesses cases to medical clinics, hospitals and other medical facilities; and

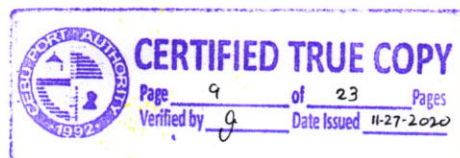
6.3.5.3 Other architectural or engineering interventions, as may be deemed appropriate

### 6.3.6 Personal Protective Equipment

6.3.6.1 Personal Protective Equipment (PPE) such as goggles or face shield and other appropriate PPE shall be provided and worn when in performance of work requires especially front liners with face-to-face transactions of less than one (1) meter or within one (1) for more than fifteen (15) minutes or as deemed required by law or health guidelines.

### 6.3.7 Transportation and housing support

6.3.7.1 Reasonable transportation facilities and housing quarters shall be provided to employees assigned as skeleton workforce with observance of 50% capacity to comply with safe distancing requirement.



6.3.8 Self-monitoring, reporting, surveillance and management of symptomatic employee/port worker/user

6.3.8.1 Self-monitoring and reporting of personal health

6.3.8.1.1 For early detection and management, all employees/port workers shall regularly self-monitor their health for COVID-19 like symptoms;

6.3.8.1.2 When experiencing either of the abovementioned symptoms:

6.3.8.1.2.1 At home – Do not report to work and isolate from other members of the household;

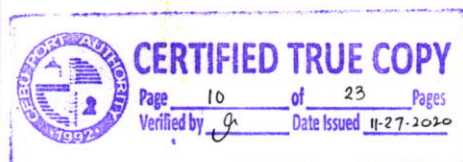
6.3.8.1.2.2 At the workplace – Immediately stop working, isolate from co-employees/port workers at the designated isolation room/area;

6.3.8.1.2.3 In either occurrence, immediately call the following for referral, guidance and assistance:

6.3.8.1.2.3.1 For CPA organic/non-organic personnel: Immediate Supervisor, Safety and Environment Division (SED) at number 0917-5463437 and Administrative Division at number 0915-4620332; and

6.3.8.1.2.3.2 For private employees/workers: Immediate Supervisor and Human Resource Manager

6.3.8.1.2.4 If able, voluntarily seek immediate medical attention from a licensed private/government physician preferably through telephone/teleconferencing, visit the nearest barangay health center/Influenza-Like Illness (ILI) Cluster Clinics established by the Cebu City Government, municipal/city/provincial/ or call the Bayanihan Cebu-Department of Health Swabbing Center. This is in order to avert the possible spread of the infection at home and in the workplace.





ILI Cluster Clinics which are open from 8:00 a.m. to 3:00 p.m.	
North Area	Pit-os Gym
South Area	Brotherhood Gym, Barangay Basak San Nicolas
West Area	Sawang Calero Gym (Cebu City Sports Institute)
East Area	Tinago Gym
Central Area	Cebu Medical Society Compound, Brgy. Banilad
Bayanihan Cebu-Department of Health Swabbing Center located at 2nd floor, IEC Convention Center, Pope John Paul II Avenue 23 Minore Park Corner Cardinal Rosales Ave, Cebu City. Operating Hours: Monday to Saturday, 9 a.m. to 5 p.m.	
Help Desk Contact Numbers:	0905 359 8952 0905 359 8953 0905 359 8954 0905 359 8955 0905 359 8956 0905 359 8958 0905 359 8959
Instructions: Wear facemask and bring your own pen	

6.3.8.1.2.5 Any employee/port worker having suspected/probable/confirmed COVID-19 case, shall immediately call/notify the following for administrative guidance and assistance:

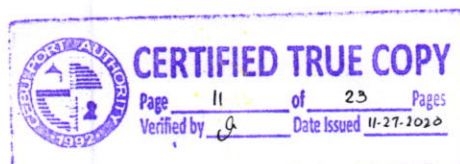
6.3.8.1.2.5.1 For the Authority's personnel: the immediate supervisor, Administrative Division and Safety and Environment Division (SED);

6.3.8.1.2.5.2 For private employees/port workers: the company's immediate supervisor and human resource manager.

#### 6.3.8.2 Surveillance of health status of on-duty personnel

6.3.8.2.1 In order to closely monitor the health status of on-duty employees/port workers, each section, division, departments and other office units shall designate COVID-19 Marshalls with an alternate if the former is absent to conduct daily health status surveillance to

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employees/port workers to ensure that all those reporting to the office are not exhibiting any of the COVID-19-like symptoms and are compliant to other health and safety protocols such as proper wearing of face mask, social distancing, etc.;

6.3.8.2.1.1 All employees/port workers are empowered and enjoined to report any co-employees/port workers exhibiting any of the COVID-19-like symptoms and non-compliance of other health and safety protocols such as proper wearing of face mask, social distancing, etc. for isolation, referral and other appropriate action:

6.3.8.2.1.1.1 For the Authority's personnel: the immediate supervisor, Safety and Environment Division (SED) and Administrative Division; and

6.3.8.2.1.1.2 For private employees/port workers: the company's immediate supervisor and human resource manager.

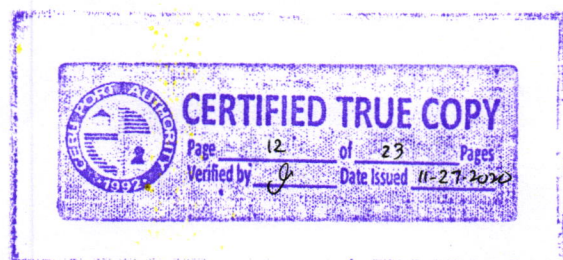
6.3.8.3 In the event that an employee/port worker/user is reported/detected of exhibiting COVID-19 like symptoms, he or she shall be:

6.3.8.3.1 Upon visual/audial verification, immediately be brought/escorted by the Safety and Environment Division (SED) and Security Division (SD) on-duty personnel to the Authority's established well-ventilated isolation room identified below, away from other people pending referral and other appropriate actions;

6.3.8.3.1.1 CPA Main Administrative Building, Social Hall, Cebu International Port (CIP) Complex;

6.3.8.3.1.2 At Cebu Baseport, isolation building is located at Berth 25, Port Management Office-Pier 1;

6.3.8.3.1.3 In the subports, the Port Management Offices (PMOs) has the direct responsibility to bring symptomatic individual to their designated isolation rooms/area; and





6.3.8.3.1.4 Private companies, has the direct responsibility to bring symptomatic individual their designated isolation rooms/area.

6.3.8.1.2 Immediately referred to the Authority's /company's health care provider if applicable or to the nearest barangay health center/hospital in the municipalities or cities or Influenza-Like Illness Cluster (ILI Clinics) or DOH testing centers for evaluation and proper management.

#### 6.3.9 Ambulance/Transport Vehicle

6.3.9.1 Evacuation or transportation of suspected/probable/confirmed COVID-19 cases and other cases of highly infectious diseases shall be only through Ambulance or other Medical Quarantine Vehicle.

6.3.9.2 In case of symptomatic individual seeking physical medical consultation, if online medical consultation is not available, a taxi, Transportation Network Vehicle Services (TNVS) or any type of private vehicles can be used but with strict observance of the following:

- 6.3.9.2.1 Driver's side is enclosed with a transparent barrier so as not to obscure sight;
- 6.3.9.2.2 Driver and passenger shall wear a face mask and face shield;
- 6.3.9.2.3 Open all windows for adequate air ventilation;
- 6.3.9.2.4 No other passenger should be inside the vehicle;
- 6.3.9.2.5 Accompanying party shall ride on another vehicle in a convoy;
- 6.3.9.2.6 Maintain safe distancing at all times;
- 6.3.9.2.7 Avoid unnecessary talking between driver and symptomatic individual; and
- 6.3.9.4.8 Cough and sneeze into tissue or into shirt sleeve. Dispose used tissues properly and disinfect hands immediately after a cough or sneeze.

#### 6.3.10 Notification, Referral and Reporting.

6.3.10.1 The Occupational Safety and Health Officer of the workplace/organization/company shall report to the Municipal Health Officer (MHO) or City Health Officer (CHO) for verification and initial investigation on the following:

- 6.3.10.1.1 Symptomatic case;
- 6.3.10.1.2 Asymptomatic with history of countries with COVID-19 cases; and
- 6.3.10.1.3 Asymptomatic with history of exposure.



6.3.10.2 In the furnished copy submitted to the Authority, the names of the persons reported shall be redacted/obscured in order to ensure the data privacy rights.

6.4 Contact Tracing of Close Contacts of Confirmed COVID-19 Cases – This is one of the main public health interventions for COVID-19 to interrupt ongoing transmission and reduce spread of infection and alert close contacts to the possibility of infections.

6.4.1 Register at IATF-endorsed contact tracing and contact monitoring applications (StaySafe.ph and Tanod COVID) where they are available to assist the Local Contact Tracing Team (LCTT) and/or the Authority's /company's contact tracing team for the conduct of contact tracing of close contacts of symptomatic/suspected/probable/confirmed COVID-19 cases in the workplace;

6.4.2 The Authority/companies shall organize and train workplace level a team of contact tracers for the organization's response on symptomatic/suspected/probable/confirmed COVID-19 cases among employees/workers;

6.4.3 Upon receipt of symptomatic/suspected/probable and confirmed COVID-19 cases and if there are trained personnel on infectious disease contact tracing in the organization, immediately activate and conduct contact tracing of close contacts of symptomatic/suspected/probable/confirmed COVID-19 cases at workplace in accordance with DOH Department Order No. 2020-0189 (Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID-19) Cases;

6.4.4 Timely submit a report to management and Human Resource Department or Administrative Division, endorsing the names of close contacts employees/port workers and recommendations for COVID-19 testing preferably the Reverse Transcription Polymerase Chain Reaction (RT-PCR) and Alternative Work Arrangements as precautionary measures to prevent or slow the spread of COVID-19 in the workplace;

6.4.5 All employees/port workers shall be truthful and cooperate in the contracting tracing activity. The contact tracing team report shall be used for management timely, calculated and appropriate action.

6.5. Leave, Absences and Entitlements

These shall be governed by pertinent rules and regulation for government workers promulgated by the Civil Service Commission (CSC) and Department of Labor and Employment (DOLE);

6.5.1 Leave and Absences

6.5.1.1 For government workers





6.5.1.1.1 Please refer to **CSC MC No. 5, s. 2020** {Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment Relative to the Corona Virus Disease-2019 (COVID-19)}; and

6.5.1.1.2 Please refer to **CSC MC No. 8 s. 2020** {Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19)}.

6.5.1.2 Private Workers

6.5.1.2.1 **DOLE Labor Advisory No.9 Series of 2020** {Guidelines on the Implementation of Flexible Work Arrangements as Remedial Measure Due to the Ongoing Outbreak of Coronavirus Disease 2019 (COVID-19)}.

6.5.2 Hospitalization Benefits. These shall be according to the guidelines of PhilHealth and other concerned government agencies or company's hospitalization benefits.

6.6 Closure of Offices

6.6.1 Closure of government/private offices or business establishment and other workplaces is **NOT** recommended as an option to contain infectious diseases. Declaration of such should await joint assessment by the DOH, DOLE and CSC to ensure non-disruption of work operations.

6.7 Alternative Work Arrangements

This shall be governed by pertinent rules and regulations of the CSC and DOLE:

6.7.1 For government workers

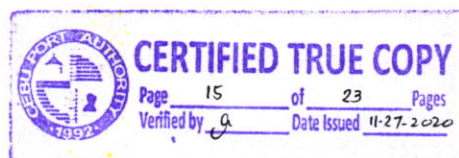
6.7.1.2 Please refer to **CSC MC No. 10, s. 2020** (Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic).

6.7.2 For private workers

6.7.2.1 Please refer **DOLE Labor Advisory No.9 Series of 2020** {Guidelines on the Implementation of Flexible Work Arrangements as Remedial Measure Due to the Ongoing Outbreak of Coronavirus Disease 2019 (COVID-19)}.

6.8 Return-to-Work

6.8.1 Returning employees/port workers for work shall be in accordance to **DOH Department Memorandum No. 2020-0220** (Interim Guidelines on the Return-to-Work); and



6.8.2 All already working non-organic employees/port workers who became symptomatic and voluntarily seek medical consultation from a licensed private/government physician or referred to the company's health insurance, visited the nearest barangay health center/Influenza-Like Illness (ILI) Cluster Clinics, municipal/city/provincial hospitals, The Bayanihan Cebu-Department of Health Swabbing Center and the likes shall prior to return-to-work secure a Medical Certificate that he/she is cleared/fit to report back to work;

6.9 Information, Education and Communication (IEC)

6.9.1 To avoid unofficial information/fake news on infectious diseases, please visit:

6.9.1 [www://www.doh.gov.ph](http://www.doh.gov.ph)

6.9.2 [www://www.who.int](http://www.who.int)

6.9.2 To increase awareness and education on infectious disease (i.e. COVID-19), DOH and WHO health promotion materials may be used and reproduced free of charge to keep communities informed and shall be posted at conspicuous places or played at T.V. monitors/screen within the premises of the port, port facilities, office and other workplaces deemed necessary.

**Section 7. Responsibilities** – The following responsibilities are designated to the offices and entities whose role are critical in the effective implementation of the herein port safety and health protocols.

7.1 It is the responsibility of each citizen, company/organization and employee/worker serving the in the private and public sector to respect and obey health advisories, guidelines and applicable laws in response to a health emergency in order to eliminate, if not, slow and flatten the curve of infectious disease in the community to manageable level.

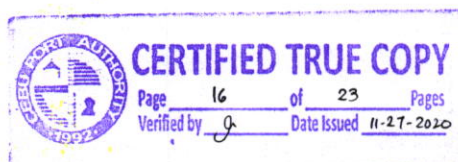
7.1.1 The Port Security, Safety, and Environmental Management Department (PSSEMD) through its divisions shall be the primary implementer of the provisions of the herein port safety and health protocols.

7.1.1.1 The Security Division (SD), shall:

7.1.1.1.1 Enforce the pedestrian/vehicle/cargo control;

7.1.1.1.2 Enforce the following infection preventions and controls at the Authority's workplace;

- Respiratory etiquette
- Hand and foot hygiene
- Safe distancing
- Escorting of symptomatic individual to the Authority's established well-ventilated isolation room in the workplace or at port,





away from other people pending referral and other appropriate actions;

- Assist in the transportation of symptomatic individuals

7.1.1.1.3 Coordinate with the Philippine National Police (PNP), Philippine Coast Guard (PCG) and Port Facility Security Officers (PFSOs) of private ports to ensure that all arriving crews, passengers, supernumeraries and any other persons on-board foreign ships shall not be allowed to disembark unless permitted by BOQ through verified free pratique or direct berth permit and BI verified shore pass/disembarkation permits and other pertinent permits and in compliance with security, safety and health protocols of the port;

7.1.1.1.4 Coordinate with the PCG on the non-embarkation of LSIs pending availability of LGUs concerned facilitation party;

7.1.1.1.5 Temporarily cancel visitation privilege extended to seafarers until further notice;

7.1.1.1.6 Ensure that the Authority's contracted Security Guards who became symptomatic and voluntarily seek medical consultation or referred to the Authority/company's health insurance, voluntarily seek immediate medical attention from a licensed private/government physician, visited the nearest barangay health center/Influenza-Like Illness (ILI) Cluster Clinics, municipal/city/provincial hospitals, The Bayanihan Cebu-Department of Health Swabbing Center and the likes shall prior to return-to-work have secured a Medical Certificate that he/she is cleared/fit to report back to work; and

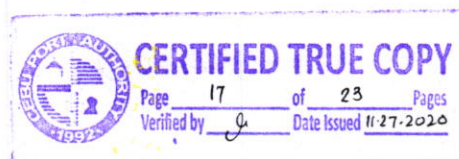
7.1.1.1.7 Enforce no indiscriminate spitting.

7.1.1.2 Safety and Environment Division (SED), shall:

7.1.1.2.1 Take charge in maintaining close coordination with the DOH, BOQ, LGUs and other concerned government agencies for support, guidance, updates;

7.1.1.2.2 Procure safety and health related logistic (i.e. Personal Protective Equipment (PPE), alcohol, disinfectant, non-contact thermometers, batteries and other supplies) relative to infectious disease (i.e. COVID-19);

7.1.1.2.3 Facilitate trainings in relation to infectious disease; (i.e. decontamination, contact tracing of close contact of infectious persons)



7.1.1.2.4 Escort symptomatic individual to the Authority's established well-ventilated isolation room in the workplace or at port, away from other people pending referral and other appropriate actions;

7.1.1.2.5 Provide guidance and facilitation relative to the management of symptomatic individuals, such booking of appointment at ILI Clinics and DOH COVID-19 Testing Centers and follow-up of test result;

7.1.1.2.6 Facilitate Ambulance/Transport Vehicle in evacuating suspected/probable/confirmed COVID-19 cases and symptomatic individuals at Cebu Baseport;

7.1.1.2.7 Handle notification, referral and reporting of confirmed/probable/suspect COVID-19 cases and symptomatic individual to the Municipal and City Health Officer and Barangay concerned for monitoring and contact tracing;

7.1.1.2.8 Regularly update the Authority's Management of the status of COVID-19 cases or other infectious illnesses and health condition on those who are admitted in hospital and in isolation or quarantine facilities in coordination with FAD-Administrative Division;

7.1.1.2.9 Facilitate in the manufacture and distribution of hand washing stations and foot baths and other architectural or engineering control, as may be deemed appropriate in coordination with the Engineering Services Department (ESD);

7.1.1.2.10 Engage and conduct information dissemination to the public and port stakeholders in coordination with the Public Information Officer (PIO) of the Authority for promotion of awareness on infectious disease prevention;

7.1.1.2.11 Post DOH-IEC materials on conspicuous areas and place social distancing related markers/stickers where queuing is inevitable;

7.1.1.2.12 Conduct periodic disinfection of roads, pavements, benches and other surfaces in the open area during Enhance Community Quarantine (ECQ) or as deemed necessary provided that the direct exposure of the public or any person to the cleaning and disinfecting solution shall be avoided. Whenever possible, supervise and assist other disinfection activities of the Authority; and

7.1.1.2.13 Monitor non-disposal of food products garbage, especially from animal products from ships.





7.1.2 The Port Management Department (PMD), through its Harbor Control Center (HCC) and Port Management Offices (PMOs) shall assist the PSSEMD in the implementation of these safety and health protocols.

7.1.2.1 The HCC/PMOs, shall:

7.1.2.1.1 Deny/disapprove applications for berthing permits to all foreign Ships that do not present a verified free pratique or direct berth permit issued by the BOQ; and

7.1.2.1.2 Cancel issued berthing permits to vessel and order said vessel to anchor at the Authority's designated anchorage area for quarantine purposes upon official request from BOQ.

7.1.2.2 The PMOs, shall:

7.1.2.2.1 Provide isolation room for symptomatic organic/non-organic employee/port users;

7.1.2.2.2 In the event that an employee/port worker/port user is detected or suspected of having COVID-19-like symptoms, he or she shall be immediately brought/escorted to the Authority's established well-ventilated isolation room in the workplace or at port, away from other people in coordination with SED pending referral;

7.1.2.2.3 Refer the employee/port worker/user, whichever is applicable. The Authority's/company's health care provider in coordination with the Authorities Administrative Division, the company's immediate supervisor and human resource manager or to the nearest hospital in the municipalities or cities or Influenza Like Illness Cluster (ILI Clinics) or DOH testing centers and/or concerned Local Government Units (LGUs) and other concerned government agencies for evaluation and proper management whichever is applicable;

7.1.2.2.4 Conduct regular disinfection in port, port facilities, office and other workplaces and vehicles in accordance with DOH guidelines;

7.1.2.2.5 Place tissue, alcohol-based hand sanitizers containing at least 60% ethanol or isopropanol placed at prominent places at port facilities, offices and workplaces including vehicles when soap and water are not available. Ensure that water and soaps, hand rub alcohols, and disinfectants are regularly replenished;

7.1.2.2.6 Ensure that all organic/non-organic personnel have been issued with PPEs in coordination with the PSSEMD-SD) and Supply Section;



7.1.2.2.7 Facilitate the conduct vector control;

7.1.2.2.8 Ensure that all ships lying alongside a pier, wharf or bulk head within the area of jurisdiction shall deploy and attach rat guards on her mooring lines or other adequate means to prevent the passage of rats between the ship and port;

7.1.2.2.9 Monitor compliance of port stakeholders and enforcement of these safety and health protocols, within their respective Area of Jurisdiction (A.O.R.); and

7.1.2.2.10 Ensure that the movements of all types of Cargo shall be unhampered.

7.1.3 The Engineering Services Department (ESD), shall

7.1.3.1 Manufacture handwashing stations, foot baths and other architectural or engineering controls may be deemed appropriate; and

7.1.3.2 Ensure that water supply at handwashing stations are regularly replenished; and

7.1.3.3 Assist the PSSEMD–SED in the disinfection of roads, pavements, benches and other surfaces in the open area during Enhanced Community Quarantine (ECQ) as recommended provided that the direct exposure of the public or any person to the cleaning and disinfecting solution shall be avoided;

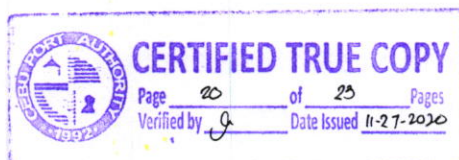
7.1.4 The Finance and Administrative (FAD)

7.1.4.1 The Administrative Division, shall

7.1.2.4.1 Designate an isolation room at the main office for symptomatic organic/non-organic personnel pending referral to agency's health care provider, nearest municipal and city hospitals and/or concerned Local Government Units (LGUs) and other concerned government agencies;

7.1.2.4.2 Monitor in coordination with the chief of sections, divisions managers and heads of departments of the Authority, the symptomatic, suspected/probable/confirmed COVID-19 or other infectious illness case of the Authority's organic/non-organic personnel for guidance, assistance and health condition thereof;

7.1.2.4.3 Ensure that the Authority's non-organic personnel who became symptomatic and voluntarily seek medical consultation or referred to the Authority/company's health insurance, voluntarily seek immediate medical attention from a licensed private/government physician, visited the nearest barangay health center/Influenza-Like Illness (ILI)





Cluster Clinics, municipal/city/provincial hospitals, The Bayanihan Cebu-Department of Health Swabbing Center and the likes shall prior to return-to-work have secured a Medical Certificate that he/she is cleared/fit to report back to work;

7.1.2.4.4. Facilitate the provisions of water and food to all organic/non-organic under isolation at the Authority's designated isolation room pending referral to nearest municipal and city hospitals and/or concerned Local Government Units (LGUs) and other concerned government agencies;

7.1.2.4.5 Facilitate provision of reasonable transportation facilities and housing quarters to organic/non-organic assigned as skeleton workforce;

7.1.2.4.6 Ensure screening of returning or reporting back to work employees and workers in compliance with DOH and CSC guidelines;

7.1.2.4.7 Ensure the proper implementation of alternative work arrangement in accordance with CSC guidelines;

7.1.2.4.8 Ensure that water and soaps, tissues, hand rub alcohols, and disinfectants are regularly replenished at the CPA Main Administrative Building;

7.1.2.4.9 Ensure that basic cleaning is conducted daily before and after office hours at the CPA Main Administrative Building, Social Hall, Pump House, Power House, Fabrication House, Sports Facility, other analogous building, workplaces in the vicinity of the main office and service vehicle/bus/shuttle. However, hi-touch surfaces shall be cleaned and disinfected frequently including tables/desk, chairs, doorknobs, computer keyboards, equipment control switches and sticks, hand rails, stairwell, floors and the like. General disinfection of the above shall be in accordance with DOH guidelines;

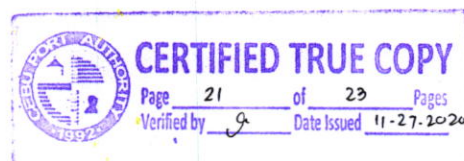
7.1.2.4.10 Ensure that comfort rooms are maintained in clean and dry condition consistently throughout the day;

7.1.2.4.11 Ensure that the driver's seat of the Authority's vehicle designated to transport symptomatic individuals are fitted with barrier for protection against exposure to infected respiratory droplets; and

7.1.2.4.12 Ensure distribution of procured supplies and equipment for COVID-19 response in the workplace to employees and offices.

7.1.5 The Company/organization Contact Tracing Team, shall:

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7.1.5.1 Urgently conduct contact tracing in accordance with DOH guidelines upon receipt of report of symptomatic/suspected/probable/confirmed COVID-19 and other infectious diseases; and

7.1.5.2 Submit reports with recommendations and updates to the Authority's Management for information and appropriate action.

7.1.6 All organic/non-organic employees/workers of the Cebu Port Authority shall abide by the infection prevention and control in the workplace and other relevant provisions of this safety and health protocols.

7.1.7 The Authority's Department Heads, Division Managers and Section Chiefs shall likewise be directly responsible in disseminating, monitoring and enforcing these safety and health protocols, within their respective offices and among their subordinates.

7.1.8 All port stakeholders are enjoined to adhere to these safety and health protocols and safe practices relative to COVID-19.

7.1.9 Any act of discrimination inflicted upon healthcare workers, repatriated OFWs and non-OFW, COVID-19 cases, whether confirmed, recovered or undergoing treatment, as well as suspect and probable cases and Persons Under Monitoring are denounced in the strongest of terms. Acts in furtherance of discrimination, such as but not limited to, coercion, libel, slander, physical injuries and dishonor of contractual obligation such as contracts of lease or employment, shall be dealt with criminally, civil, and/or administratively.

#### **Section 8. Visitorial and Reportorial Requirements.**

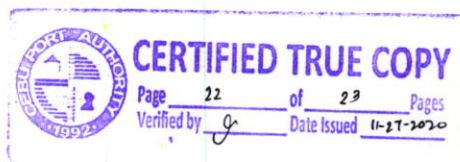
8.1 All concerned port stakeholders shall submit a monthly compliance report every 1<sup>st</sup> Friday of the succeeding month;

8.2 PMO Managers shall conduct a monthly unannounced visitation and inspection at privately operated under a lease contract or operated by the Local Government Unit (LGU) by virtue of a Memorandum of Agreement (MOA) with the Authority and/or Permits To Operate issued by the Authority to ensure compliance of the provisions of these port protocols; and

8.3 Every 2<sup>nd</sup> Monday of the succeeding month, all Department Managers shall submit to the General Manager, through the Deputy General Manager monthly compliance report stating the problems encountered and related concerns as well as their appropriate recommendation thereon.

**Section 9. Interpretation.** – These protocols shall as far practicable, be read interpreted in consonance with all health advisories, guidelines, executive orders, rules and regulations and other applicable laws issued by pertinent government agencies.

**Section 10. Supplementary Protocols.** – The General Manager of the Authority may issue supplementary protocols from time to time.

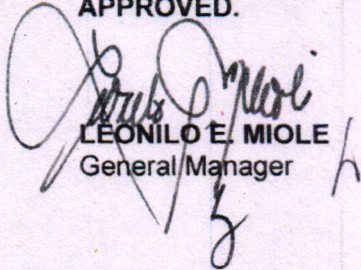




**Section 11. Repealing Clause.** – This Memorandum Circular amends all previous circulars, orders and other issuances passed or adopted by the Authority in so far as they are inconsistent herewith.

**Section 12. Effectivity.** – This Memorandum Circular shall take effect immediately until sooner revoked or amended.

APPROVED.

  
LEONILO E. MIOLE  
General Manager

