



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
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**MEMORANDUM FOR ALL TIEZA PERSONNEL**

**FROM :** *[Signature]*  
**THE MANAGER**  
Administrative Services Department

**SUBJECT :** REMINDERS ON THE OBSERVANCE OF MINIMUM PUBLIC HEALTH STANDARDS  
IN THE TIEZA WORKPLACE

**DATE :** 12 JANUARY 2021

In view of the discovery of new COVID-19 variants, managers and personnel are enjoined to adopt the following minimum health standards as a behavioral lifestyle to lessen the risk of COVID-19 transmission in the TIEZA workplace:

1. Practice self-care and maintain a healthy lifestyle to ensure that one's health and well-being are in optimal condition. Stay home when feeling sick and when experiencing flu-like symptoms. Seek medical attention immediately if symptoms of cough and colds persist;
2. Always wear a face mask;
3. Practice hand hygiene and proper coughing/sneezing etiquette;
4. Frequently clean and disinfect all high-touch areas and things;
5. Observe one (1)-meter physical distancing;
6. Ensure that any information and updates on the COVID-19 pandemic are from official sources; and
7. Properly fill-up the TIEZA Health Survey Form upon arrival in the workplace

Likewise, it is emphasized that face shields are not to be used as substitutes for face masks. Face shields should be used, in addition to face masks, as supplementary protection.

Since the transmission of the COVID-19 virus remains the same regardless of the variant, according to the country's COVID-19 technical advisory group, everyone is advised to:

1. Always remain vigilant;
2. Strictly observe minimum public health standards;
3. Take extra-precautionary measures; and
4. Stay up-to-date on the latest COVID-19 information.

Managers/Office Heads are reminded to ensure at all times that the above health measures are appropriately observed by all personnel while in the TIEZA workplace.

For everyone's strict compliance.