




M-AADF-2021-10-026

Republic of the Philippines

## Tourism Infrastructure & Enterprise Zone Authority

### MEMORANDUM FOR ALL TIEZA PERSONNEL

**FROM :**   
THE MANAGER  
Administrative Services Department

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

**DATE :** 11 OCTOBER 2021

As we continue to grapple with the COVID-19 Pandemic, all are reminded to comply with the following minimum health standards 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 have your temperature checked upon arrival in the workplace, and properly fill-up the TIEZA Health Survey Form;
3. Constantly wear a face mask and have a face shield on-hand whenever going to closed spaces;
4. Observe one (1)-meter physical distancing. Avoid mass gatherings and go out for essential travel only. Be reminded that strict physical distancing are to be observed while eating in office pantries. At most, only four (4) personnel may be allowed to eat in the office pantries at a given time;
5. Practice hand hygiene and proper coughing/sneezing etiquette;
6. Frequently clean and disinfect all high-touch areas and things; and
7. Ensure that any information and updates on the COVID-19 pandemic are from official sources. Everyone is also advised to remain updated on their respective LGU announcements since LGUs may declare granular lockdowns for areas identified as "critical zones" regardless of alert levels.

**Even if fully vaccinated, everyone could still get infected with COVID-19. So, all are advised to continuously observe the minimum public health standards and proactively avoid the 3Cs that pose a higher risk of COVID-19 transmission: crowded places, closed-contact settings, and closed spaces with poor ventilation.**

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

Moreover, to lessen the incidence of COVID-19 transmission in the ADSD area, **entry to the ADSD and AFS offices will be limited to ADSD and AFS personnel only. Everyone is advised to conduct their transactions with the department at the ADSD Central Receiving Window**, or through telephone calls and email communications.

Let us all continue to be safe and follow the minimum health protocols while in the workplace.

For everyone's guidance and strict compliance.

10/11/21