




**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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27 July 2020

**OFFICE ORDER**

**NO.** 067-2020 

**TIEZA COVID-19 ACTIVE RESPONSE TEAM**

Pursuant to the National Government's test-trace-treat strategy and in line with the Authority's continuous efforts to effectively and urgently respond to the COVID-19 incidents in the workplace, and to proactively adapt to changes brought about by pandemic in the TIEZA Central Office as well as its entities and satellite offices, a cross-functional **TIEZA COVID-19 ACTIVE RESPONSE TEAM (TCART)** is hereby established:

Team Lead	:	Assistant Chief Operating Officer, Administration and Finance Sector
Assistant Team Lead	:	Manager, ADSD Manager, FISD
Members	:	Manager, LEGD Manager, GSD Manager, HRD Representative, AMGT Representative, AAES Representative, ATEZ President, TIEZA Employees Association

The TCART shall be authorized to perform the following duties and responsibilities:

1. Identify key decision points and undertake decision making regarding the Authority's overall COVID-19 response including but not limited to testing, and in line with the appropriate DOH, CSC, IATF-EID and other government guidelines;
2. Address administrative concerns to ensure rapid response to COVID-19 incidents;
3. Employ quick action/ response to reported COVID-19 incidents in the TIEZA workplace, including Central Office, entities, and satellite offices;
4. Ensure that sufficient resources are immediately employed where and when needed such as but not limited to procurement of PPEs, sanitary/disinfection items and conduct of rapid/swab testing activities as may be approved by the Chief Operating Officer and/or the Board, subject to auditing rules and regulations; and
5. Regularly report to the Chief Operating Officer on COVID-19 updates.

Further, to ensure the Authority's overall rapid response and to facilitate the strict implementation of COVID-19 protocols in all TIEZA Offices including the Central Office, entities, and satellite offices, a

Department and **Local COVID-19 Response Team (LCART)** per Entity or Satellite Office shall be created.

The DCART shall be composed of the following:

Team Lead	:	Department Manager
Assistant Team Leads	:	Division Managers
Members	:	at least 2 (two) Supervisors

The DCART shall report directly to the TCART and shall undertake the following duties and responsibilities:

1. Ensure strict implementation of minimum health standards and other COVID-19 protocols and safety measures within the department, including but not limited to disinfection and physical distancing;
2. Communicate, manage and monitor all COVID-19 response activities within the department to ensure a coordinated approach;
3. Assist TCART in conducting contact tracing of confirmed and suspected COVID-19 personnel in their departments;
4. Provide real-time and reliable information to their respective Assistant Chief Operating Officer and TCART on the following:
  - a. Confirmed COVID-19 cases (through Rapid Antibody Testing and/or RT-PCR) and their status;
  - b. Identified close contacts amongst TIEZA personnel of confirmed or suspected COVID-19 cases and their status;
  - c. Suspected COVID-19 case and their status; and
  - d. Personnel residing in areas under localized lockdown due to COVID-19 cases
5. Duly accomplish and submit COVID-19 updates and reports, as provided, to TCART every 15<sup>th</sup> and 30<sup>th</sup> of the month; and
6. Facilitate communication for LCART and TCART relative to COVID-19 incidents and/or cases in TIEZA properties/satellite offices nationwide.

The LCART shall be composed of the following:

Team Lead	:	Resident Manager, Officer-In- Charge, or Office Head
Members	:	at least 2 (two) Supervisors

The LCART shall:

1. Function as the immediate on-site COVID-19 responders/ coordinators;
2. Ensure strict implementation of minimum health standards and other COVID-19 protocols and safety measures within the entity or satellite office, including but not limited to the disinfection and physical distancing;

3. Communicate, manage and monitor all COVID-19 response activities within the entity or satellite office to ensure a coordinated approach;
4. Provide updates to the TCART on the COVID-19 situation where the entity or the satellite office is located, including Local Government Unit guidelines and announcements;
5. Coordinate and establish support arrangements with the local BHERT for appropriate guidance on the treatment and management of TIEZA personnel with confirmed or suspected COVID-19;
6. Conduct contact tracing of confirmed and suspected COVID-19 personnel in the entity or satellite office;
7. Provide real-time and reliable information to their respective Assistant Chief Operating Officer and TCART on the following:
  - a. Confirmed COVID-19 cases (through Rapid Antibody Testing and/or RT-PCR) and their status;
  - b. Identified close contacts amongst TIEZA personnel of confirmed or suspected COVID-19 cases and their status;
  - c. Suspected COVID-19 case and their status; and
  - d. Personnel residing in areas under localized lockdown due to COVID-19 cases
8. Duly accomplish and submit COVID-19 updates and reports, as provided, to TCART every 15<sup>th</sup> and 30<sup>th</sup> of the month;

This office order takes effect immediately and shall remain in force unless revoked by the undersigned.

  
**POCHOLO D. PARAGAS**  
Chief Operating Officer