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## MEMORANDUM

ENVIRONMENTAL MANAGEMENT BUREAU :  
RELEASED BY: *[Signature]*  
DATE: 5/04/2022  
TIME: 8:42am

**FOR :** ENGR. WILLIAM P. CUÑADO  
Director  
Environmental Management Bureau  
DENR Compound, Visayas Avenue  
Diliman, Quezon City

**FROM :** THE REGIONAL DIRECTOR  
Environmental Management Bureau  
Regional Office No. 8  
DENR Compound, Jones Street, Brgy. 2, Tacloban City

**SUBJECT :** Submission of EMB Region 8's Updated Covid-19 Crisis Management Plan

**DATE :** April 27, 2022

Respectfully submitting our Updated Covid-19 Crisis Management Plan still aligned/consistent with that of the EMB Central Office and with consideration of what is applicable in our region and also taking into consideration the funding requirement for the plan's implementation.

For his information and perusal.

for: *[Signature]*  
ENGR. REYNALDO B. BARRA



ENVIRONMENTAL MANAGEMENT BUREAU  
Regional Office VIII  
DENR Compound, Jones St. Brgy. 2, Tacloban City



# COVID 19 CRISIS MANAGEMENT PLAN

(Building a More Pandemic-Resilient Workplace)



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## ENVIRONMENTAL MANAGEMENT BUREAU-Region 8 COVID 19 CRISIS MANAGEMENT PLAN

### I. INTRODUCTION

In response to the current health emergency crisis being experienced by the country and in response to the provisions of Republic Act No. 11469 (The Bayanihan to Heal as One Act) brought about by the Coronavirus Disease 2019 (COVID-19), the Environmental Management Bureau-Region 8 ensures its preparedness to lessen the impacts of the pandemic to its employees, stakeholders, and clients.

This manual has been prepared to provide guidelines and appropriate actions to be taken in response to the COVID 19 pandemic and other epidemics/pandemics in the future. This is also an adoption of the existing policy of the EMB Central Office that are applicable at the regional office.

#### Objectives:

- To define preventive measures or interventions to mitigate and suppress the transmission of the virus in the workplace and other identified work environments where employees may be at a threat of exposure to the Covid-19 virus.
- To implement maximum health protocols and standards in the workplace in light of the COVID-19 pandemic.
- To ensure continuity of implementation of projects, programs and activities whilst protecting the health and welfare of the employees and visitors/clients

### II. GENERAL CLEANLINESS AND HYGIENE GUIDELINES

To enable the Office to implement the plan effectively, the following will be strictly observed:

#### a. Sick at Work Policy (Manifestation of Flu-like Symptoms)

1. Employees should not come to office if they are experiencing COVID 19-related symptoms. He/she must inform his/her immediate supervisor about their condition and must only return to work only when cleared and certified fit to work by a physician.
2. All employees must advise their Division/Section Chiefs or immediate supervisor should they feel sick while at work. All supervisors should direct their concerned staff/s to immediately leave work and remain at home until cleared by a physician that he/she is fit to work.
3. All persons which are considered as suspected or probable cases of COVID-19 should undergo 14 days home quarantine.
4. The immediate supervisor of suspected COVID-19 employee must coordinate with the Personnel Section for contact tracing of employees that might have direct contact with the sick employee and advise them to undergo self-isolation for 14 days.



#### b. Conduct of Office Activities Policy

To avoid getting sick at work, all are advised to:

1. Observe proper social distancing (1.5 meters distance or 4.8 feet)
2. Observe cough and sneeze etiquette. One must cover his/her mouth when coughing and sneezing.
3. Avoid spitting on the grounds.
4. Wash hands regularly with soap and water and/or disinfect with alcohol.
5. Observe the proper use of face masks and face shields.
6. Wash your hands before touching your face.
7. Avoid sharing cups, dishes, or cutlery.
8. Avoid sharing of sponges in washing the dishes.
9. Avoid crowds and gatherings of people at work.
10. Avoid poorly ventilated places.
11. Avoid social and recreational activities at work.
12. Avoid eating in canteens and restaurants. All employees must bring their own lunch or have their food delivered at the office, do not congregate at the pantry and instead, eat at their respective desk.
13. Minimize and limit the duration of face-to-face meetings and observe social distancing. Instead, use e-mail, teleconferencing, videoconferencing, and web conferencing even if you are all in the same building.
14. Avoid handshaking, hugging, or other physical contacts.
15. Avoid sharing of printed documents, as much as possible. The virus can live for several hours on an inanimate surface. If printing of documents cannot be avoided, consider scanning original documents to limit printing of too much documents.
16. For the duration of the pandemic, alternative working arrangements may be considered to avoid public transportation. Likewise, the Office will provide shuttle services. (*shuttle services pick up points will be provided to all employees*).
17. Walk or bike to work, if possible.

*(Note: Face masks, face shield, alcohols, and hand sanitizers will be provided by the Office to all its employees)*

#### c. Office Rooms Disinfection Policy

1. Maintain good ventilation and clean the indoor air at our Offices.
2. Disinfect all the rooms every morning. (*Guidelines on disinfection and monitoring chart are attached as Annex*)
3. Disinfect immediately the work areas (e.g. desk and chairs and other places they visited) of COVID-19 suspected employees.
4. Remove newspapers and other reading materials at receiving areas. Instead, newspapers must be delivered directly to the intended users.
5. If possible, provide air purifiers with ultraviolet light that kills the virus in every room to prevent the spread of the virus.
6. The following areas should be cleaned and disinfected at 7:00AM and 3:00PM by the Office maintenance janitors:
  - Floors
  - Walls





- Chairs
- Tables
- Doorknobs
- Cabinet including handles and knobs
- Refrigerators
- Water dispensers
- Photocopying machines
- Faucet handles
- Bathroom fixtures
- Trash bins
- All other office fixtures

7. The following should be regularly cleaned and disinfected by the employees :

- Personal computers printers
- Telephones and fax machines
- Other office equipment (e.g. calculators, cellphones, tablets, etc.)

#### d. Client and Visitor Services Policy

This policy shall apply to all visitors or clients including but not limited to proponents, consultants, PCOs, any other non-EMB-8 employees entering its premises.

Visitors shall be defined as either Proponents, Consultants, Pollution Control Officers or any other non-EMB employees entering DENR EMB-8 premises.

1. All clients are encouraged to contact the office through telephone, email or visit the website to obtain needed information. Should they require further clarification, clients and visitors should schedule an appointment prior to their visit to EMB-8 Office and/or Employees. *(Refer to Annex for the List of EMB Regional Offices Contact Details with the respective focal persons for each unit/section/ division)*
2. Should it be unavoidable for visitors and/or clients to personally visit and conduct the transaction at the EMB-8 office, EMB-8 must carefully observe and conduct the following:
  - a. All EMB clients and visitors must wear face masks. A "No Wearing of Face Mask, No Entry Policy" shall be observed in entering the Office.
  - b. Ensure to limit physical contact, inform clients that there should only be one representative per company who will be allowed to proceed with a face to face appointment. Drivers and other colleagues shall wait outside.
  - c. Upon scheduling an appointment, the client/ visitor shall be reminded to park their vehicles at a designated area before proceeding to the visitor's area designated to receive EMB visitors and clients.
  - d. Body temperature of all visitors and even EMB Employees shall be checked before entry to the premise and shall pass through a foot bath, hand washing station and hand sanitation. Non-observance of these sanitation and hygiene protocols will be grounds for them to be denied entry to the office. Also, any visitor or client that has symptoms or feels unwell shall not be allowed to enter the premises.



- e. The guard assigned at the designated visitor's waiting area shall carefully assess and determine the need of the visitor.

The guard on duty shall advise the concerned EMB personnel to go to the visitor's waiting area and/or advise the visitor which area to proceed (e.g cashier, records) for other EMB transactions. A separate comfort room shall also be designated for them to use.
  - f. The guard on duty must maintain a logbook of all daily clients and visitors of the office for easy tracking. The logbook should contain the following information: Name, Office Address, Email address, Contact Details, Person to visit, Travel history and other relevant health information.
  - g. For safety, visitors and even EMB-8 employees must use their own pen.
  - h. A certificate or any similar documents (e.g. quarantine pass, health or barangay certification) stating that the person is not identified as SUSPECTED or PROBABLE for COVID19 shall be presented by the visitor to the guard on duty.
3. SOCIAL DISTANCING OF TWO (2) METERS SHALL BE STRICTLY OBSERVED AT ALL TIMES WITHIN EMB8 PREMISES. The security guard is assigned to ensure compliance to social distancing protocols and other guidelines as stated above.
  4. Avoid overcrowding of visitors and overlapping of meetings at the designated visitors' area. All small client meetings must be pre-scheduled with the concerned division and the meeting must be conveyed to the guard on duty for his/her awareness.
  5. For Conduct of meetings deemed necessary, the following shall be followed:
    - a. A conducive space shall be designated area for the meeting (EMB8 open parking space)
    - b. Representatives from the companies, agencies and other bodies invited shall be limited to only one (1) personnel.
    - c. Organizers shall provide brief information on the measures implemented by the Office to stop the spread of COVID19.
    - d. Alcohol based sanitizers shall be provided.
    - e. Participants shall maintain social distancing and shall be seated at least 1 meter apart.
    - f. Contact details of the participants shall be maintained for at least 1 month for reference.
    - g. Meetings shall only be conducted for a maximum of one (1) hour to avoid prolonged exposure and contact.
    - h. Meetings shall have a maximum number of twenty (20) personnel seated one (1) meter apart.
    - i. Always thank or express gratitude towards the participant for their attendance, participation and compliance.





e. New-Normal Office Operations

1. Written instructions/written Directives/written Announcements shall be relayed online thru the official FB website of EMB R8 and or to the messenger and viber groups of EMB personnel.
2. Conduct mass testing (of all employees on COVID-19 Test) before the start of office operations, if possible.
3. All employees and people working at the Bureau must accomplish and submit to the Personnel Section an Employee Health Declaration Form to determine their state of health. All employees are required to disclose relevant health information, travel history, member of their households that have travel history and/or that undergo COVID 19 testing if any, before reporting to work.
4. Ensure that all personnel properly observe the proper wearing of face masks and follow the new normal office protocols before entering and while at the office premises.
5. The use of alternative work arrangements such as work from home and skeleton workforce as prescribed by the Civil Service Commission (CSC) shall be considered as a social distancing measure.
6. There will be no flag raising and lowering until the General Community Quarantine is lifted.
7. All Office announcements shall be done online. Internal meetings shall be avoided if can be settled using online group chat like Teams under 0365 or Zoom.
8. All employees and people working at the Bureau must have their body temperatures checked before entering the Office.
9. Install plastic or other barriers for counter staff for areas, where clients and the public will be entertained, and maintain social/physical distancing at all times. (e.g. Records Section).
10. Provide a footbath at the entrance of every EMB building (office and laboratory). The EMB-8 Laboratory is tasked to regularly prepare the disinfectant for the footbath following the guidelines under DOH Memorandum Order No. 2020-0157.
11. Tire bath shall also be provided for all EMB-8 official vehicles entering the premises of the office.
12. No vehicles of clients shall be allowed inside the office premises.
13. No motorcycle should be parked inside the office premises.
14. EMB-8 employees must avoid loitering in the Office premises.
15. Whenever fieldwork/monitoring is conducted, EMB-8 will have to consider the following measures:
  - a. Travel to areas with positive cases of COVID19 shall be prohibited.
  - b. Employees that have high risk of infection (e.g. senior citizens, pregnant women, and those with medical conditions such as diabetes, heart and lung disease) shall not be allowed to travel.
  - c. Employees shall be provided with sanitizers and disinfectants prior to travel and encourage regular handwashing.
  - d. Employees shall properly wear mask at all times.
  - e. During inspection or contact, employees shall maintain social distancing and should stay away from persons with cough and other symptoms.
  - f. Employees shall comply with instruction from local authorities and any other local restrictions on travel.
  - g. Materials and equipment used for monitoring, inspection and sampling such as bottles, plastic boxes should be disinfected and stored in their identified designated storage area.





- h. EMB8 Service Vehicle used shall be disinfected thoroughly after conduct of travel.
- 16. Whenever possible, avoid aggregating/grouping of employees during break time, lunch time and after office to avoid possible spread of virus.
- 17. Whenever possible no holding of parties among employees/sections/divisions will be allowed.
- 18. All documents from outside the office should be dropped in the black plastic box located in front of the EMB-8 Conference Room. Personnel from the Records Unit shall attend to it and ensure they are sanitized/disinfected prior routing to the concerned division/section/unit.
- 19. All delivered supplies and materials should be properly disinfected/sanitized by the personnel of the Supply and Property Unit prior admitting entry to the office building.

### III. ROLES AND RESPONSIBILITIES

#### A. Office of the Regional Director:

- 1. Instructions/Directives/Announcements shall be done online thru the official EMB R8 website and/or to the messenger and viber groups of EMB personnel.
- 2. Staff meetings and Monday convocation shall be conducted through online using the OFFICE 365 installed in each employee's computer system while ECQ and GCQ is still in effect to maintain social distancing.
- 3. Plan operational strategies that will ensure that EMB 8 services are always available on-line at all times (e.g. EMB website and On-line Permitting)

#### A.1 Planning & Information System Management (PISMU) Unit:

- a. The submission of monthly and quarterly work accomplishments to the regional Planning Officer shall be strictly coursed through e-mail for consolidation and submission to EMB-CO.
- b. Strengthen the use of Integrated Information System (IIS), which will enable individual personnel to act on issues and document referrals through online platform that will prevent the face-to-face contact with co-employees and clients whether rendering skeleton force or work-from-home status.
- c. Ensure that computers are readily available at the client holding area to assist the clients who needs assistance on online services of the office.
- d. Ensure that computers are disinfected using a non-detergent cleaning liquid before and after used by the employees and client.
- e. Encourage employees to use their respective computer while performing their works and avoid working from one computer to another to prevent possible transmission of virus and maintain the good hygiene practice.
- f. Set-up a video conferencing room, to accommodate the non-face-to-face meetings/training for clients and EMB stakeholders including meetings which may be called by the Central Office.



- g. It can be anticipated that reliance on the services of Information Technology will be heightened. Accordingly, as web services will be a key communication source, services must continue uninterrupted during these times.
- h. Establish or provide tools that enable employees to work from home with appropriate security and network access to applications.
- i. Implement other information technology strategies, as necessary

#### ***A.2 Environmental Education and Information Unit (EEIU):***

- a. Design activities online, such as photo contest, poetry, quiz, webinar and others as an alternative to all multi stakeholders' events that would require mass gathering. Announcements shall be posted through the official FB Page and website.
- b. IEC materials such as posters, infographic and the like shall be posted on the official FB page and website. IEC e-copies shall be sent to target stakeholders through email and other online platforms.
- c. Coordinate with DepEd for their updated policy or procedures in view of the covid crisis situation. School caravan will only depend on the guidelines of DepEd and CHED.
- d. Meetings with partner agencies like RIACEE shall be conducted online using OFFICE 365 or ZOOM. All communication letters shall be sent through RIACEE members' email.
- e. Coordinate with local radio/tv stations should they have adopted online platform radio or TV guesting.
- f. Facilitate an online evaluation after every event conducted.

#### ***A.3. Provincial Environmental Management Units (PEMUs):***

- a. Monitoring of establishments will be done either through actual field monitoring subject to the prevailing ECQ guidelines or through desk monitoring.
- b. Field validation shall be conducted when the ECQ/GCQ status within the region will be lifted or LGU restrictions is relaxed making it possible for our field personnel to conduct field monitoring.
- c. Conduct of field investigations/ monitoring/ inspection if feasible shall be limited to a maximum of two (2) technical personnel to ensure that physical distancing is observed. Technical personnel shall at all times wear appropriate PPEs, bring along the S-pass Pass, QR Code and approved Travel Order.
- d. Prior to sampling activities to be conducted, the concerned technical personnel shall first inform or set an appointment with the designated Pollution Control Officer of the company.
- e. Monitoring of the status of EMB-funded SWM facilities and programs such as MRFs, rehabilitation and closure of dumpsites shall be done thru table monitoring of status and compliance reports by the LGUs submitted electronically.
- f. Ask assistance from the Regional Office in using drone for areas where there are confirmed positive cases to shorten time spent at the area, thus, minimizing exposure to COVID-19 threats
- g. Environmental Monitoring Officers deployed in their respective areas are encouraged to contact the SWM Section Staff via text message, phone call, email or other available means of online communication.





***B. Finance and Administrative Division (FAD):***

1. Shall implement an appropriate staffing pattern and work from home arrangements to effectively implement enough skeleton workforce in the delivery of its frontline services.
2. Should have a list of employees 60 years old and above and employees with the following pre-existing conditions: lung disease, asthma, heart disease, hypertension, diabetes, cancer, kidney disease, obesity, and liver disease including pregnant women and other immunocompromised employees, as they are at high risk to contract COVID 19. Likewise, persons who are residing with the aforementioned health conditions should be considered in alternative work arrangements by the Personnel Unit pursuant to the Omnibus Guidelines on ECQ/GCQ.
3. Provide support in terms of financial and logistics to ensure that safety and mitigation measures against Covid-19 will be successfully implemented.
4. Provide logistic and financial support to ensure the accomplishment of all programs, projects and activities (PPAs) for CY 2021.
5. Provide shuttle service to the skeleton workforce and other EMB 8 personnel in the absence or lack of public utility vehicles while the ECQ and GCQ is still in effect.
6. Ensure that preventive measures to mitigate the transmission of the virus are being followed and implemented as well as the complete provision of PPEs to all employees in accordance to the nature of their job (face masks, face shields, medical-grade protective apparel, gloves).
7. Designate a safety officer to monitor Covid-19 prevention and control measures such as physical distancing, wearing of masks, and regular disinfection.
8. Learning growth shall be made through online training course while ECQ and GCQ is still in effect.
9. The Records Unit must communicate promptly, proactively, accurately, and consistently through electronic mail to all employees all the concerns and policies regarding COVID 19 of the Regional Office. EMB-8 must also inform all its stakeholders including clients to course through all its documents online to its official email address at [embr8\\_records@records@emb.gov.ph](mailto:embr8_records@records@emb.gov.ph).

***C. Clearance and Permitting Division (CPD):***

1. Maximize the use of web-based applications in the processing of permits/clearances and evaluation of documents.
2. Ensure that all programs, projects and activities (PPAs) for CY 2021 under the CPD shall be 100% accomplish.
3. Conduct of field investigation/inspection activities if absolutely necessary shall be limited only to safe areas in coordination with LGUs and DOH. Technical personnel shall at all times wear appropriate PPEs, bring along the Work Quarantine Pass, Worker Pass and Travel Order.
4. Walk-in applicants will be highly discouraged. If unavoidable and extremely necessary, the client shall be entertained only at the client holding area and must strictly observed the new normal procedure in handling client adopted by the Office.
5. Submission of drafts to the immediate supervisor for comments/ corrections/ additional inputs, i.e. letters, inspection reports and the like, shall be done online.





### C.1 Environmental Impact Assessment Section (EIAS):

- a. Online submission of Environmental Compliance Certificate (ECC) and Certificate of Non-Coverage (CNC) applications. Evaluation and processing will be done while at work from home or at the office using the ECC/CNC Online Application System.
- b. If field verification is not feasible due to ECQ, the submitted geotagged photographs will be the basis as reference for the construction/operation activity of the project.
- c. Submission of ECC/CNC by the clients shall be done as follows:

Category	Mode of Submission	Mode of Payment
ECC - Category B (Checklist - Single and Multiple Components)	Submit through ECC Online Application System /emb.gov.ph	Any Landbank Branch (Manually) or pay through the Landbank internet-based facility (www.lbp-eservices.com/egps/portal.index.jsp)
ECC - Category B (Environmental Impact Statement (EIS))	Submit the <u>Project Description of the Proposed Project</u> online through official email: <a href="mailto:r8support@emb.gov.ph">r8support@emb.gov.ph</a>	Pay at EMB Regional Office
CNC - Category C (Environmental Enhancement Projects)	Submit the <u>Application Form and requirements</u> online through official email: <a href="mailto:embr8_records@records@emb.gov.ph">embr8_records@records@emb.gov.ph</a>	Pay at EMB Regional Office
CNC - Category D (Checklist - Single and Multiple Components)	Submit through CNC Online Application System /emb.gov.ph	Any Landbank Branch (Manually) or pay through the Landbank internet-based facility (www.lbp-eservices.com/egps/portal.index.jsp)

### C.2 Air and Water Permitting Section (AWPS):

- a. Monitoring of establishments will be done either through actual field monitoring subject to the prevailing ECQ guidelines or through desk monitoring.
- b. Manual submission of application such as but not limited to Permit to Operate can be submitted thru email especially if the applicant are located in other provinces which is under GCQ or ECQ. The assigned skeleton workforce and Work from Home employee can accept and take actions of the application online.

### C.3 Chemical and Hazardous Waste Permitting Section (CHWPS):

1. Submission of application for PCO accreditation, registration for Hazardous Wastes Generator's ID, CCOs, Manifest Form etc. will be done through online at EMB R8 official email address.
2. Evaluation and processing of various application to the CHWPS will be done while at work from home or at the office using OPMS;
3. Inspection and monitoring of establishments relative to its application will be done either through actual field monitoring subject to the prevailing ECQ guidelines or evaluation of the application through photos showing the Hazwastes, transformers indicating its type and other details.



***D. Environmental Monitoring and Enforcement Division (EMED):***

1. Obtain latest information from the DOH advisory and LGUs on areas where COVID-19 is spreading before the conduct of inspection, monitoring, and air/water sampling.
2. Submission of Self-Monitoring Reports (SMRs) shall be done online through <https://client.emb.gov.ph/smr> and will be reviewed/evaluated while at work from home or at the office using the online link of SMR Evaluation Database.
3. Submission of drafts to the immediate supervisor for comments/ corrections/ additional inputs, i.e. letters, inspection reports and the like, shall be done online.
4. Ensure that all programs, projects and activities (PPAs) for CY 2021 under the EMED shall be 100% accomplished while observing the safety precautions being implemented by the office.
5. Ensure that proper and complete PPEs are worn by the personnel undertaking monitoring operations.
6. Coordinate with LGU, DENR PENROs and CENROs and concerned PEMUs in the conduct of inspection and monitoring.

***D.1 Water and Air Quality Pollution Control Management Section (WAQPMS):***

- a. Monitoring of establishments will be done either through actual field monitoring subject to the prevailing ECQ guidelines or through desk monitoring
- b. Conduct of field investigations/ monitoring/ inspection if feasible shall be limited to a maximum of two (2) technical personnel to ensure that physical distancing is observed. Technical personnel shall at all times wear appropriate PPEs, bring along the Work Quarantine Pass and Travel Order.
- c. Prior to the conduct of sampling activities, technical personnel shall first inform or set an appointment with the designated Pollution Control Officer of the company.

***D.2 Ambient Monitoring Section (AMS):***

- a. Field personnel including driver shall secure an approved Travel Order (No approved TO. No Travel.), trip ticket and coordinate with the laboratory for the needed sampling paraphernalia and schedule of sample submission.
- b. Conduct of air and water monitoring/sampling following the water and air quality monitoring manual.
- c. After sampling dispose the used gloves into bio hazard bag and wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol and avoid touching eyes, nose, or mouth with unwashed hands.
- d. Submit collected samples, field data, COC and the used gloves for decontamination/disinfection to the laboratory.
- e. Employees who have returned from travel should monitor themselves for symptoms and take their temperature twice a day for 14 days. If developing even mild cough or low-grade fever they should stay at home and self-isolate and inform the local health of the current situation and recent travel.
- f. Laboratory personnel shall strictly implement the safety protocol in accordance with the Laboratory EHS Manual in handling and disposal of samples.





- g. Upon turn-over of PPEs by field personnel, decontaminate using autoclave @ 121 degrees Celsius, 15 psi for 30 minutes and disinfect all documents (e.g. field data, COC) received from field personnel using UV for 15 to 30 minutes
- h. Submission of quarterly monitoring reports through [embr8\\_records@records@emb.gov.ph](mailto:embr8_records@records@emb.gov.ph).

#### *D.3 Solid Waste Management Section (SWM):*

- a. Submission of 10-Year SWM Plans for review and evaluation, SWM SCMAR and status reports shall be done through official email [embr8\\_records@records@emb.gov.ph](mailto:embr8_records@records@emb.gov.ph).
- b. Priorities the monitoring of Materials Recovery Facilities (MRFs) and Sanitary Landfill Facilities (SLFs) in the region in answer to the present need to monitor the disposal of wastes specifically the wastes generated by hospitals due to the threat of the Covid -19 virus.
- c. Submission of evaluation forms for comments/correction by the Section Chief shall be made online. Result of evaluation shall be relayed to the LGU through text message, phone call, email and other available forms of electronic or online communication.
- d. Monitoring of LGUs compliance to RA 9003 shall be done using the submitted LGU SWM Self-Compliance Monitoring and Audit Reports. Field validation shall be conducted when the ECQ/GCQ status within the region will be lifted or LGU restrictions is relaxed making it possible for our field personnel to conduct field monitoring.
- e. Monitoring of the status of EMB-funded SWM facilities and programs such as MRFs, rehabilitation and closure of dumpsites shall be done thru table monitoring of status and compliance reports by the LGUs submitted electronically.
- f. The use of drone may be adopted to shorten time spent at the area, thus, minimizing exposure to COVID-19 threats especially in areas where there are confirmed positive cases.
- g. Environmental Monitoring Officers deployed in their respective areas are encouraged to contact the SWM Section Staff via text message, phone call, email or other available means of online communication.

#### *a. As regard to Building and Grounds:*

The Chief of the FAD shall ensure the following:

- Implementation and compliance with cleaning or sanitizing procedures as prescribed by the Department of Health (e.g. decontaminating ill employee's office, if infected).
- Adequate stockpile of cleaning and sanitizing products to prevent shortage in the event of a disruption to the supply chain. Stockpile needs to be stored in a dedicated secure space.
- Adequate number of janitors that will maintain the cleanliness of the Office grounds during the pandemic.
- Establishment of an isolation room for a suspected ill employee for endorsement to a local hospital and keep contact numbers of local hospitals and local government responders. The isolation room must be well-ventilated and equipped with bed and beddings.



- Establishment of a designated visitor area for all EMB clients and visitors equipped with air purifiers.
- Cleanliness and orderliness of the workplace and office grounds/vicinity by the janitors/janitress. EMB-8 employees shall likewise be reminded to ensure the cleanliness of their respective desks/workstations.

**b. As regard to Covid19- related Supplies**

The Supply and Property Unit of the FAD shall stock-up at least three (3) months' supply of the following essentials subject for replenishment:

- Personal protective equipment for responders
- Laboratory eye goggles for responders
- Thermometers for every division/unit/PEMOs
- 70% Isopropyl Alcohol
- Hand sanitizers
- Face masks
- Face shields
- Surgical gloves
- Medicines for fever, cough, colds and body pains
- Vitamin C
- Anti-bacterial hand soaps
- Alcohol-based wipes
- Tissue paper
- Boots for cleaners
- Vinyl Gloves for cleaning
- Rags
- Floor mops
- Cleaning supplies (e.g. Clorox/ disinfectants)
- Trash bags
- Special trash receptacles with hands-free lids
- Virgin Coconut Oil (VCO)

**c. Crisis Response Team**

A Crisis Management Team shall be created by EMB-8 to be able to fully respond to the COVID-19 pandemic.

The aforesaid team shall be provided with the following:

- Appropriate Training with Certificate to be conducted by DOH and other recognized agencies and/or institutions
- Proper PPEs ( face masks, face shields, surgical masks and laboratory eye goggles)
- Emergency Response Kits
- Dedicated vehicle to bring the sick patient to the hospital
- Proper support and coordination with DOH experts and LGU health experts

Additionally, signage/s developed on COVID-19 by DOH, WHO and other health agencies, shall be printed and posted at strategic locations at the EMB-8 premises and/or uploaded at the

EMB-8 website by the Environmental Education and Information Unit upon the approval of the EMB-8 Regional Director.

#### IV. IMPLEMENTATION

All Division, Section and Unit Chiefs shall ensure full implementation of all the conditions and policies under this Covid-19 Pandemic Crisis Management Plan of EMB R-8.

#### V. FUNDING

To ensure the continuous implementation of EMB-8's Crisis Management Plan and other Emergency Preparedness Plans, EMB-8 shall allocate 3% of its Total Annual Regional Office budget for this purpose.

#### VI. MONITORING AND EVALUATION

The Regional Director together with the Division Chiefs of Clearance and Permitting Division, Environmental Monitoring and Enforcement Division and the Finance and Administrative Division shall evaluate periodically effective and ineffective services, practices, and approaches.

The Regional Director through the Chief of Finance and Administrative Division shall also estimate the financial impact of/determine the necessity of contingency fund for supply shortages, cost of employee workdays lost, stockpiling of hygiene supplies, and implementation of alternate work modalities and communication channels.

#### VII. ANNEXES /REFERENCES

- Annex 1 – List and Quantity of Supplies and Equipment
- Annex 2- Disinfection and Cleaning Guidelines
- Annex 3 – Updated Notice to the Public
- Annex 4 – EMB Health Declaration Form


#### REFERENCES

- Republic Act No 11469 or the Bayanihan to Heal as One Act and its Implementing Rules and Regulations
- DOH Department Memorandum No. 2020-0157 dated 10 April 2020
- DBM National Budget Circular No. 580 dated 22 April 2020
- [http://www.bennett.edu/wp-content/uploads/2016/06/Emergency\\_Response\\_Crisis\\_Management\\_Plan.pdf](http://www.bennett.edu/wp-content/uploads/2016/06/Emergency_Response_Crisis_Management_Plan.pdf)
- <https://cdn.owens.edu/dps/pandemic-crisis-plan.pdf>
- CSC MC # 10 Series of 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 ([www.csc.gov.ph/phocadownload/MC2020/MC%20No.%2010,%20s.%202020.pdf](http://www.csc.gov.ph/phocadownload/MC2020/MC%20No.%2010,%20s.%202020.pdf))





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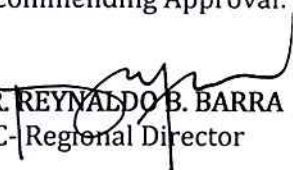
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