



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
Regional Office No. VIII
DENR Compound, Jones St., Tacloban City, Philippines



EMB Regional
Special Order No. 10
Series of 2022

ENVIRONMENTAL MANAGEMENT BUREAU
RELEASED BY: _____
DATE: 1-20-22
TIME: 12:30

SUBJECT: REVISED RULES, PROTOCOLS, AND WORK ARRANGEMENTS IN THE MANAGEMENT OF COVID-19 CASES IN THE EMB REGIONAL OFFICE NO. VIII

In the interest and exigency of service, this Order is issued to continue ensuring service continuity at the Environmental Management Bureau, Regional Office No. VIII, while providing protection to its personnel and ensure a safe and healthful workplace to the extent possible and as authorized under applicable laws and rules and regulations.

Under existing **Inter-Agency Task Force (IATF)** for the **Management of Emerging Infectious Diseases** issuances, the IATF approved the shift in the policy of classifying Provinces, Highly Urbanized Cities (HUCs), and Independent Component Cities (ICC) for purposes of community quarantine and adopted the Alert Levels System for identified pilot areas of implementation.

On **11 November 2021**, the President issued Executive Order No. 151 (s.2021), approving the nationwide implementation of the Alert Level System for COVID-19 Response.

Under **IATF Resolution No. 156-C, Series of 2022**, issued on **12 January 2022**, the IATF escalated **TACLOBAN CITY** to **Alert Level 3** effective **14 January 2022** until **31 January 2022** in view of the alarming rise of COVID-19 cases in the country and in this city.

THEREFORE, consistent with the above provisions, the **EMB Regional Office No. VIII** resolves to promulgate the following rules and protocols to further control the spread of the COVID-19 cases in the workplace, which shall be strictly observed by all concerned:

Section 1. GENERAL GUIDELINES FOR COVID-19 PREVENTION.

The **EMB Regional Office**, thru its officials and employees, shall regularly conduct an information dissemination and monitor strict compliance of all employees and visitors on the precautionary safety protocols for the control and prevention of the coronavirus disease including but not limited to the following:

A. Face masks shall be always worn within the EMB premises. Face shield may be used alongside the facemask at the option of the employee. No mask, no entry policy shall be strictly implemented.

B. Temperature shall be scanned before entry to EMB premises. Those with 37.8 Degrees Celsius and above, or who exhibit symptoms, shall not be allowed entry.

C. Face-to-face interactions between employees belonging to different divisions shall be strictly prohibited except in cases where the interaction is indispensable, whereby physical distancing of at least one (1) meter anywhere inside the office premises shall be strictly observed and documents to be routed shall be placed in designated areas to lessen interaction.

D. Employees are encouraged to make use of their mobile phones, office telephone in communicating between divisions.

E. Face to face meetings shall only be allowed when indispensable and upon approval only of the Regional Director. Use of online applications are strongly encouraged.

F. Frequent hand washing shall be practiced.

G. Eating in communal areas is strictly prohibited. It is best to eat in individual workstations.

H. Proper Cough Etiquette shall likewise be observed:

- i. Cover mouth and nose using tissue or sleeves/ bend of the elbow when coughing or sneezing.
- ii. Move away from people when coughing
- iii. Do not spit
- iv. Throw away used tissues properly
- v. Always wash hands after coughing or sneezing
- vi. Use alcohol/sanitizer

I. Weekly disinfection of offices, workstations, common areas and non-office infrastructures within the compound shall be done by the EMB Janitorial Staff, with the supervision of the Officer-in-Charge, Administrative Section. Windows shall be opened during disinfection.

J. Daily disinfection activities of all official vehicles must be done before and after use.

K. Plastic shields/barriers/dividers between the drivers and passengers in all EMB official vehicles shall be installed.

L. Drivers shall observe the following health and safety standards at all times whenever inside the service vehicles, including, but not limited to wearing of face mask, frequent hand sanitation, and use of alcohol.

Section 2. COVID-19 Surveillance.

A. As this Office observes an Alternative Working Arrangement, only those who are scheduled to report for work shall be allowed entry in the office premises.

B. An employee who is not scheduled to report for work and needs to report to the office to attend to urgent matters shall seek clearance from the Division Chief concerned before he/she shall be allowed entry to the office premises. Permission/Clearance shall be presented to the security guard on

duty, who shall strictly log all entering and exiting personnel both with and without vehicles.

C. All employees experiencing the onset or early manifestations of COVID-19 Symptoms such as but not limited to fever, tiredness, dry cough, after reporting to office and those working from home shall notify his/her supervisor for close monitoring and implementation of the COVID-19 Management Protocols.

D. In the event that an employee is probable of COVID-19, the supervisor concerned shall have the duty to notify immediately the Contact Tracing Team, thru the Team Leader.

Section 3. MANAGEMENT OF SUSPECTED COVID-19 Case.

An employee is considered a suspected covid-19 case under the following circumstance:

- i. While not identified as a Primary or Secondary Contact of a COVID-19 Positive case, experiences any flu-like symptoms (cough, fever, sore throats, etc.)

Under such circumstance, those who shall experience symptoms must adhere to the following guidelines depending upon the risk level of symptoms experienced:

Light to Moderate Symptoms

A. A suspect COVID-19 case, upon experiencing light to moderate symptoms, shall notify the Contact Tracing Team, thru the Team Leader, and/or immediate supervisor of such fact, and must immediately submit himself/herself to mandatory self-quarantine for a period of seven (7) days for fully vaccinated individuals, while ten (10) days for partially and unvaccinated individuals.

B. At the onset of the quarantine period, the employee concerned shall secure clearance/permission to work-from-home from his/her supervisor, who, upon assessment and approval, shall notify the Contact Tracing Team, thru the Team Leader of such fact, for monitoring.

C. Upon conclusion of the quarantine period (seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated individuals), where symptoms have persisted, the employee concerned shall notify the Contact Tracing Team, thru the Team Leader/Immediate Supervisor, of such fact and shall request an extension of the quarantine period, who, in turn, shall seek the approval of the Head of Office.

D. The extension shall be another seven (7) or ten (10) day quarantine period, whichever is applicable.

E. Upon conclusion of the quarantine period (seven (7) days for fully vaccinated individuals, and fourteen (10) days for partially and unvaccinated individuals), whichever is applicable, where symptoms no longer exist, the concerned employee shall report back to duty, subject to the recommendation of the contact tracing team and approval of the head of office, both of which must be secured within three (3) days immediately

preceding the seventh or tenth day of the quarantine period, whichever is applicable.

Severe Symptoms

A. A suspect COVID-19 case, upon experiencing severe symptoms, shall notify the Contact Tracing Team, thru the Team Leader, and/or immediate supervisor of such fact, and must immediately submit himself/herself to mandatory self-quarantine for a period of seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated individuals.

B. In no way employees experiencing severe symptoms can be admitted to the work-from-home arrangement. Submission to a healthcare facility is highly encouraged for better management, pursuant to existing IATF and DOH protocols.

C. Upon conclusion of the quarantine period (seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated individuals), whichever is applicable, where symptoms no longer exist, the concerned employee shall report back to duty, provided a negative RT-PCR Test result is obtained with the test taken five (5) days following the seventh or tenth day of quarantine or day of discharge from hospital confinement, and subject further to the recommendation of the contact tracing team and approval of the head of office.

Section 4. MANAGEMENT of Probable Covid-19 Case.

An employee is considered a probable covid-19 case under the following circumstance:

- i. While identified as a Primary or Secondary Contact of a COVID-19 Positive case, regardless of whether any flu-like symptoms (cough, fever, sore throats, etc.) are experienced.
- ii. Living with someone positive for COVID-19 or direct contact of a family, friend, etc., regardless of whether any flu-like symptoms (cough, fever, sore throats, etc.) are experienced

Under such circumstances, employees concerned must adhere to the following guidelines depending upon whether asymptomatic or symptomatic:

Symptomatic (Light to Moderate)

A. A probable COVID-19 case, upon notification from the Contact Tracing Team, discovery of contact, or upon experiencing light to moderate symptoms, must immediately submit himself/herself to mandatory self-quarantine for a period of seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated individuals.

B. At the onset of the quarantine period, the employee concerned shall be on a work-from-home arrangement, without the need for prior approval of his/her supervisor and Head of Office.

C. Upon conclusion of the quarantine period (seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated

individuals), where symptoms have persisted, the employee concerned shall notify the Contact Tracing Team, thru the Team Leader/Immediate Supervisor, of such fact and shall request an extension of the quarantine period, who, in turn, shall seek the approval of the Head of Office.

D. The extension shall be another seven (7) or ten (10) day quarantine period, whichever is applicable.

E. Upon conclusion of the quarantine period (seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated individuals), whichever is applicable, where symptoms no longer exist, the concerned employee shall report back to duty, subject to the recommendation of the contact tracing team and approval of the head of office, both of which must be secured within three (3) days immediately preceding the seventh or tenth day of the quarantine period, whichever is applicable.

Symptomatic (Severe)

A. A probable COVID-19 case, upon notification from the Contact Tracing Team, discovery of contact, or upon experiencing severe symptoms, must immediately submit himself/herself to mandatory self-quarantine for a period of seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated individuals.

B. In no way employees experiencing severe symptoms can be admitted to the work-from-home arrangement. Submission to a healthcare facility is highly encouraged for better management, pursuant to existing IATF and DOH protocols.

C. Upon conclusion of the quarantine period (seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated individuals), whichever is applicable, where symptoms no longer exist, the concerned employee shall report back to duty, provided a negative RT-PCR Test result is obtained with the test taken five (5) days following the seventh or tenth day of quarantine or day of discharge from hospital confinement, and subject further to the recommendation of the contact tracing team and approval of the head of office.

Asymptomatic

A. A probable COVID-19 case, upon discovery of contact with a confirmed Covid-19 case or upon notification from the Contact Tracing Team, shall immediately submit himself/herself to mandatory self-quarantine for a period of seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated individuals.

B. At the onset of the quarantine period, the employee concerned shall be on a work-from-home arrangement, without the need for prior approval of his/her supervisor and Head of Office.

C. Within the seven (7) and ten (10) day quarantine period, where symptoms have manifested, the employee concerned shall notify the Contact Tracing Team, thru the Team Leader/Immediate Supervisor, of such fact and shall request an extension of the quarantine period, who, in turn, shall seek the approval of the Head of Office.

D. The extension shall be another seven (7) or ten (10) day quarantine period, whichever is applicable

E. Upon conclusion of the quarantine period (seven (7) or ten (10) day quarantine period), whichever is applicable, where symptoms never existed, the concerned employee shall report back to duty, subject to the recommendation of the contact tracing team and approval of the head of office, both of which must be secured within three (3) days immediately preceding the tenth or fourteenth day of the quarantine period, whichever is applicable.

F. Upon conclusion of the quarantine period (seven (7) or ten (10) day quarantine period), whichever is applicable, where symptoms no longer exist, the concerned employee shall report back to duty, subject to the recommendation of the contact tracing team and approval of the head of office, both of which must be secured within three (3) days immediately preceding the tenth or fourteenth day of the quarantine period, whichever is applicable.

Section 5. MANAGEMENT of Confirmed Covid-19 Case.

A. A confirmed COVID-19 case is someone who was laboratory confirmed for COVID-19 in a swab test conducted at the national reference laboratory, a subnational reference laboratory, and/or DOH-certified laboratory testing facility, and shall immediately seek medical help or hospital confinement depending on the severity of the symptoms experienced.

B. In the event that an employee is positive of COVID-19, the employee concerned shall immediately notify the Contact Tracing Team, thru the Team Leader and/or his/her immediate supervisor. Similarly, the employee concerned shall immediately submit his/herself to mandatory self-quarantine/isolation for (seven (7) days for fully vaccinated individuals, and ten (10) days for partially and unvaccinated individuals.

C. The Contact Tracing Team, on the other hand, must identify with dispatch, **ALL PRIMARY AND SECONDARY CONTACTS** of the confirmed Covid-19 case. As soon as available, a list of these primary and secondary contacts must be published in the official social media platform (Facebook Messenger) of this Office for the information and guidance of all concerned. The announcement may be made informally, followed with an official written memorandum signed by the Head of Office once readily available.

D. All Primary and Secondary Contacts must automatically submit themselves to mandatory self-quarantine, upon notification from the Contact Tracing Team, in accordance with the guidelines set forth under **Section 4** above, without the need for a prior approval of the Head of Office.

E. In addition, the day on which the seven (7) or ten (10) day quarantine period must be reckoned shall be the day of the last contact with the Covid-19 positive, in case of the primary contact, and the day of the last contact with the primary contact, in the case of the secondary contact.

F. Any employee, identified as Primary and Secondary Contacts, found in breach of this quarantine protocol shall be held administratively liable.

G. In cases where an employee seeks medical help or hospital confinement, this Office shall help in coordinating with the LGUs and hospital where the employee may be admitted. Regular monitoring of the employee confined for Covid-19 shall likewise be made by this Office.

Section 6. COMMUNICATION PLAN.

A. It shall be the duty of the Contact Tracing Team to notify the employees concerned, to make the necessary announcements on all social media platform of this Office (Messenger) and to answer queries/questions related thereto.

B. The Head of Office shall have the power to decide on matters, not otherwise herein discussed, but are necessary to effectively carry out the provisions of this guidelines and promote the goal of a COVID-free workplace.

C. At the discretion of the Head of Office, a total lockdown of the office premises may be declared by the Head of Office to make way for an uninterrupted disinfection/sanitation activity of the entire office building or for such other purpose necessary to defeat the spread of the virus. In such a case, all personnel shall be working remotely or WFH.

Section 7. REPORT FOR DUTY AND ITS REQUIREMENTS.

A. Pursuant to the above-guidelines, the following are the requirements before an employee may be allowed to report to work after the circumstance above-enumerated:

i. In severe Covid-19 cases, a home/facility based seven (7) and ten (10) day quarantine, whichever is applicable; or **hospital confinement (if necessary), and a negative RT-PCR Swab Test Result which test must be taken on the fifth (5th) day following the day of discharge from hospital confinement.**

ii. In all other cases not otherwise identified as Severe Covid-19 case/s, a recommendation from the Contact Tracing Team and approval of the head of office after the seven (7) or ten (10) day mandatory quarantine.

Section 8. RT-PCR Test Fees

A. In cases where an RT-PCR Test is required by this Office pursuant to these guidelines, costs of the RT-PCR Tests shall be borne by this Office during the first and second instance. The subsequent testing, whenever necessary, shall be borne by the employee.

B. In cases where an RT-PCR Test is not required by this Office pursuant to these guidelines, where an employee opts to submit himself/herself to an RT-PCR Test, costs shall be borne by the same employee.

Section 9. WORK ARRANGEMENTS.

A. Consistent with the relevant provisions of existing IATF and Civil Service Commission issuances, this Office shall be fully operational and

shall adhere to at least sixty percent (60%) workforce. Accordingly, ALL employees, including those under COS, shall take turns in reporting for work thrice a week with two (2) days' work-from-home arrangement supported by an Accomplishment Report.

B. All heads of divisions, sections and units are directed to submit the work schedules of their respective units, guided by the attached template (Annex "A"). For this purpose, the existing work schedules submitted (Annex "A") shall govern, unless otherwise a different schedule is proposed by a particular section/unit, subject to the approval of the HR Head.

C. Personnel scheduled to do work remotely (Work-from-Home) shall continue to adhere to the online attendance monitoring mechanism, via <https://wfh.embr8.com/>, except when their services on-site are indispensable under the circumstances. Thus, they are required to be on stand-by and be on-call as the exigency of service may so require. In cases of failure to log-in or to report when presence on-site is indispensable, the same shall be considered an absentee.

D. Biometrics. As a precautionary measure in the prevention of the spread of the Covid-19 virus, the use of the Biometric Time and Attendance System shall remain suspended.

E. Shuttle Services. Due to limitations in public transportation, the shuttle services provided by this Office shall continue to cater employees. The FAD, thru the Chief, shall ensure an orderly administration of this service with due regard to the health and safety protocols in place.

F. AWA in the PEMUs. All personnel in the **Provincial Environmental Management Units (PEMUs)** shall likewise adhere to the herein prescribed working arrangement, subject to its submission for approval of its respective work schedules; subject further, to future alert-level reclassifications by the IATF on their areas of jurisdictions which may warrant a modification of the working arrangement already in place.

G. For purposes of modifying the working arrangement, the concerned PEMU Head shall submit a **Request for Authority to Implement an Alternate Work Arrangement**, attaching the Proposed Work Schedule intended for adoption.

H. In the interest and exigency of service, the Working Arrangement herein prescribed shall not be applicable to all personnel (Drivers) tasked with the duty and responsibility of providing transport and mobility during operations and when the need arises. Similarly, it must not also be applicable to Environmental Monitoring Officers (ENMOs) assigned in the PENROs or CENROs, whose working arrangement must govern the working schedules of the ENMOs.

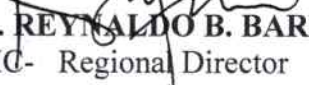
I. All heads of divisions, sections, units, and the PEMUs are hereby charged with the approval and monitoring of compliance with the work arrangements herein prescribed.

Section 10. EMB Regional Special-Order No. 106, Series of 2021 with the subject "Alternative Working Arrangements During the State of National Health Emergency" is revoked. All other issuances inconsistent herewith are modified accordingly.

Section 11. This Special Order shall remain in full force and effect, beginning **17 January 2022**, until and unless subsequently revoked by the signing authority.

For compliance.

Signed, this ____ day of **January 2022**.


ENGR. REYNALDO B. BARRA
OIC- Regional Director