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MEMORANDUM CIRCULAR 2021 – 001

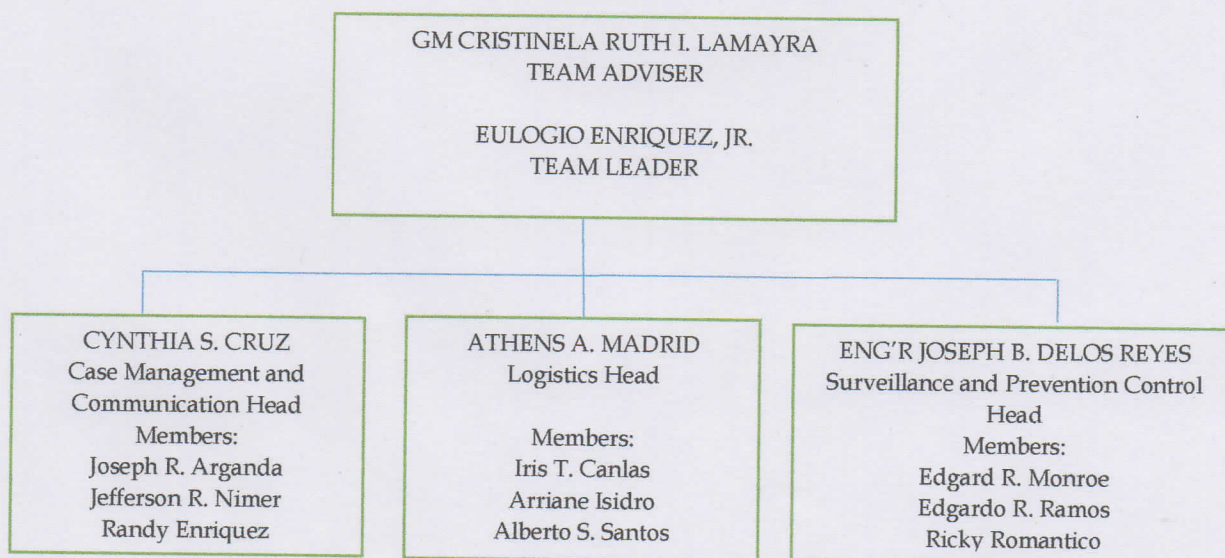
TO : ALL CONCERNED  
SUBJECT : MARIVELES WATER DISTRICT IMPLEMENTING SUPPLEMENTAL GUIDELINES ON THE CORONA VIRUS DISEASE 2019 (COVID - 19)  
DATE : August 18, 2021

The Supplemental Guidelines seeks to further strengthen the preventive and control measures in the workplace against COVID-19 with different variants of concern. Some of these additional measures, however, may be a cause for concern among employees in light of its effects on services and operations (of Mariwad), especially the new requirements on lockdown prior to and after disinfection.

At any rate, employees should adhere to existing policies and protocols to ensure compliance with the Supplemental Guidelines and observe best practices within the workplace to prevent and control the spread of COVID-19.

To address and monitor the situation, Mariwad created a Covid-19 Response team which shall immediately convene in the event of an emergency cases or situation arising from Covid-19.

COVID-19 Response Team Structure





### COVID-19 RESPONSE TEAM FUNCTIONS

| COMPOSITION                            | MEMBERS                     | RESPONSIBILITY  |
|--|-----------------------------|---|
| Team Adviser                           | Cristinela Ruth I. Lamayra  | <Oversee the Response team  |
| Team Leader                            | Eulogio S. Enriquez, Jr.    | <Lead and gives direction to the Team<br><Focal person<br><Lead the planning<br><Data Management<br><Supervision and monitoring |
| Case Management & Communication Head   | Cynthia S. Cruz             | <Communication system<br><Coordination to BHERT<br><Public information<br><Media engagement (if any)                            |
| Logistics Head                         | Athens A. Madrid            | <Inventory Management<br><Commodity distribution<br><Commodities storage<br><Stock Management                                   |
| Surveillance & Prevention Control Head | Eng'r Joseph B. delos Reyes | <Case investigation<br><Contact tracing<br><Support   |

In view of the aforementioned, the following implementing supplemental guidelines have been issued by the Mariveles Water District (MARIWAD) to assist all employees and concessionaires in their preparedness to combat the spread of COVID-19 with different variants of concern. Observance of these guidelines is highly expected.

#### Reducing Transmission of Covid-19

- Covid-19 health and safety protocols at work orientation/webinar of guidelines/policies for all Mariwad employees
- Installation of traffic control signage (foot markings and/or others) at the customer service area (PACD, Teller and Cashier)
- Face Mask must be worn at all times
- Wearing of medical grade face mask is highly encouraged
- Cloth mask may be used together with the surgical mask
- Frequent touching and adjusting of face masks must be avoided unless necessary
- Disposable masks must be disposed of properly after use
- Face shields shall cover the entire face. If possible this should cover the sides of the face and chin (visor type face shield shall not be allowed).
- Face shields and masks should always be worn together when interacting with co-worker, concessionaires, supplier and/or visitor.
- Face shields may only be removed according to the demands of the work or when the occupational safety and health of the employees so requires.
- Stay in your own work stations whenever possible. Limit movements between buildings and offices.



- Physical distancing of at least one meter or two meters when possible shall be observed at all times. This must be practiced together with the wearing of masks and face shields
- Frequent hand washing with soap and water or the application of alcohol based disinfectants shall be mandatory in all workplaces and is encouraged to be practiced at home. Avoid touching eyes, nose and mouth. All washrooms and toilets shall have sufficient clean water and soap. Display of signages/visual cues and reminders to practice proper hand washing and other hygiene behaviors among employees is mandatory
- Employees should conduct surface disinfection in their work stations (table, keyboard, mouse and others) before the start and end of the work hour
- Discouraging sharing of personal items between employees to prevent possible transmission
- Eating in communal area is discouraged. It is best to eat in individual work area and all wastes shall be disposed properly. Staggered break time arrangement to limit exposure
- Employees inside the service vehicles must wear face shield and face mask at all times
- Proper disinfection of service vehicle before and after each use is required
- Limit face to face communication with colleagues. Use telephone or on-line communication tools instead. Maximize virtual meetings.
- Prolonged face-to-face interaction between employees and concessionaires are discouraged (should be limit to less than 15 minutes). Meeting needing physical presence shall be kept to a minimum number of participants and with short duration. Videoconferencing shall be utilized for lengthy discussions among employees and/or concessionaires needing assistance/services
- Alternative work arrangements, such as compressed work hour, work from home (on call), where feasible and on rotation basis. A functional work from home arrangement shall have the following:
  - A workplace group using various platforms – group chats, emails, and other social media platforms
  - Reliable internet at home with corresponding computer/gadget/tools
  - Clearly specified measurable deliverables of each staff/team members discussed with supervisors/foreman/lead man
  - Knowledge on ergonomics and the proper way of working from home
  - Make yourself accessible for phone calls or virtual conference calls certain times of the day for urgent and important task
- Use of stairs, one stairway may be used exclusively for going up and another for going down.
- Roving employees (inspector, meter reader, operators, drivers and others) shall always ensure physical distancing and observance of minimum health protocols
- Mariwad Covid-19 Response team shall monitor Covid-19 prevention and control measures such as physical distancing, wearing of masks, regular disinfection, compliance to thermal scanning, accomplishing of health declaration logbook upon entry in Mariwad compound and contact tracing if Covid-19 case exist among its employees or concessionaires
- Mariwad shall set up a Covid-19 hotline and Covid-19 group chat for employees to report if asymptomatic, and daily monitoring scheme of Mariwad employees condition



- Mariwad Covid-19 response team will monitor the employees condition of a positive with Covid-19 and its assistance (Ayuda) thru the employees contribution

#### Reduce Duration of Infection

- All employees, concessionaires, supplier/contractors and others entering the premises compound/building shall be required to accomplish the health declaration logbook upon entry in Mariwad compound/building. The security staff or other responsible personnel shall screen and check the temperature (should be less than 37.5 degrees C) of the concerned employees. If "yes" to any item answered or if with a temperature of more than 37.5 degrees C, the employees, concessionaires, supplier/contractors and others shall be denied entry and referred to the isolation area for further evaluation of Mariwad Covid-19 response team
- If one confirmed case of Covid-19 is detected in the Mariwad compound/building, it shall be disinfected/decontaminated with appropriate disinfectant solution (0.5% bleach solution). The building must be lockdown for 24 hours prior to disinfection to lessen transmission to sanitation personnel. During the disinfection process, all doors and windows should be opened to maximize ventilation. The building may be opened 24 hours after the disinfection process
- Granular lockdown of the building/offices for disinfection may be allowed if the confirmed case is (based on contact tracing on CCTV and interview); 1. Movement of the employee/s concerned is limited on the employee/s area, 2. Employee/s concerned follows the protocols of wearing face shield and face mask at all times, 3. Employee/s concerned follows the protocols of reducing the transmission of Covid-19 (i.e. those whose offices/sections/floors/unit are not subject of granular closure). Safe entry of affected employee/s after disinfection will be complied. This is to ensure the continuity of operations and services of Mariwad
- Employees who are sick or has fever but is not suspected of Covid-19 (urinary infection, wound infection or any diseases not related to lungs or respiratory tract), they are advised to take prudent measures to limit the spread of the communicable diseases, as follows:
  - Self-isolate and/or Stay at home and keep away from work or crowds,
  - Take adequate rest and take plenty of fluids,
  - Practice personal hygiene to prevent spread of disease, and
  - Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when the employees becomes weak

#### Contact Tracing among the Workforce

- Mariwad shall conduct contact tracing within their workplace to identify close contacts. CCTV may be used and also interview to its employee to determine close contacts by the Mariwad Covid-19 Response team



- Contact tracing of Mariwad shall be initiated after case investigation of every reported probable and confirmed Covid-19 case. Close contact employee is an individual whose exposure should have happened two days before or within the 14 days from onset of symptoms of a confirmed Covid-19 positive or probable case (WHO Public Health surveillance for Covid-19, August 7, 2020):
  - Face-to-face contact without face mask and face shield in a confined space a probable or confirmed case within 1 meter and for at least 15 minutes
  - Direct physical contact with a probable or confirmed case
  - Direct care for a patient with a probable or confirmed Covid-19 disease without using recommended personal protective equipment
  - Other situations as indicated by local risk assessments
- Contact tracing shall also commence for contacts of suspect cases upon detection, while waiting for RT-PCR results. Contacts of suspect cases shall also be listed, traced and assessed based on the same criteria used to identify close contacts. Second and third generation close contacts may also be traced as part of active contact tracing
- Mariwad Covid-19 response team shall ensure that close contacts of employees whose RT-PCR test confirmed positive undergo a 14 day quarantine period by reporting the incident to Barangay Health Emergency Response Team (BHERT) of their place of residence, in accordance with DOH DM No. 2020-0189 (to secure a certification)
- During the 14 day quarantine, close contact shall be required to regularly report to the Covid-19 Hotline for employees (Mariwad Covid-19 response team) any development including new symptoms. Symptomatic employees should update Mariwad regarding their Covid-19 test results from a nationally accredited testing facility
- Close contact who remain asymptomatic for 14 days may return to work without the need for a test. Concerned department shall provide work from home (WFH) arrangements for the close contact if feasible

Continuation of health promotion programs, such as the U-move, a Mariwad initiated program requiring all employees to take a break every 2:45 pm daily and perform stretching exercises to promote the importance of physical activity on the physical and mental health. (Based on DOH latest issuances)

For immediate implementation and strict compliance.

#### References:

1. DTI and DOLE Supplemental Guidelines on Workplace Prevention and control of Covid-19
2. Workplace Handbook on Covid-19 Management and Prevention (Version 1 as of September 2020)