



Republic of the Philippines
 DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
 No. 4 Visayas Avenue, Barangay Vasra, Quezon City 1128, Philippines
 Tel. Nos. 8924-7980, 8924-7971; Fax No. 8924-7973
 Website: www.nmis.gov.ph
 e-mail: nmis@nmis.gov.ph

August 28, 2020

MEMORANDUM ORDER NO. -09-2020-331-

TO: ALL CONCERNED

FROM: THE EXECUTIVE DIRECTOR

SUBJECT: SAFETY GUIDELINES FOR MANAGING THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS WITHIN THE NMIS PREMISES

In reference to the DPWH DO No. 39 Series of 2020 on *Construction Safety Guidelines for the Implementation of Infrastructure Projects During the COVID-19 Public Health Crisis*. This protocol provides the recommended minimum public health standards and preventive measures for all concessionaires, contractors, subcontractors, and suppliers of infrastructure projects or related projects with delivery, supplies and installation within NMIS' premises during the COVID- 19 Public Health Crisis.

PRIOR TO DEPLOYMENT

1. Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immune deficiencies, comorbidities, or other health risks, and pregnant women, including those who reside with the aforementioned, shall not be part of the workforce for construction projects except as may be allowed under the Revised Omnibus Guidelines issued by the IATF.
2. Construction personnel shall be required to undergo any available COVID-19 test, as may be prescribed by DOH, and retested as the need arises. In this regard, consultation with physicians (duly accredited by DOH, if possible) prior to the conduct of COVID-19 test shall be made.
3. The concessionaires, contractors, subcontractors, and suppliers shall provide for their personnel/ workers the necessary welfare facilities and amenities, such as employees' quarters outside of the NMIS premises for board and lodging, ensuring compliance to the social distancing, proper hygiene, etc. Contractors shall submit the design for the said welfare facilities and amenities, for monitoring, to the NMIS Admin Office or Offices concerned.
4. Concessionaires, contractors and suppliers shall ensure that their projects are in compliance with the DOLE D.O No. 13 series of 1998. Contractors shall provide their personnel and workers continuous supply of vitamins, particularly

"A food-secure Philippines with prosperous farmers and fisherfolk"





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vitamin C, other over – the counter medicines, quarantine facilities and oxygen tanks for emergency purposes.

5. Concessionaires, contractors and suppliers shall provide disinfection facilities in their respective project sites in compliance with pertinent DOH and IATF Guidelines, to be placed at strategic locations to ensure the safety and welfare of all personnel.
6. Proper information dissemination regarding COVID-19 construction protocols on top of existing construction safety practices shall be conducted by the NMIS Safety Officers to all construction personnel at the site.

B. During Deployment/ Construction Works

1. Conduct an inventory of works for the construction sequencing to be followed and undertaken to uphold the required social distancing. Break times shall be conducted in a staggered manner.
2. Errands to be conducted outside the site premises shall be kept to a minimum. Number of personnel running errands shall be limited and shall be properly disinfected and closely monitored.
3. Adequate food, safe/potable drinking water, disinfectants and hand soaps shall be made available by the concessionaires, contractors, subcontractors, and suppliers to its personnel.
4. Daily monitoring of the pre and post work health conditions of the workers shall be undertaken by the concessionaires, contractors, subcontractors, and suppliers including, but not limited to, temperature, health and exposure monitoring as preventive measures. Personnel with manifestations or symptoms relative to COVID-19 shall be immediately isolated and quarantined for fourteen (14 days) and if reported, brought to the nearest BHERT or DOH COVID-19 treatment facility under strict confidentiality and privacy. Proper protocols in accordance with the DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19 shall likewise be strictly observed.
5. Work activities shall be under daily strict monitoring by the NMIS Safety Officer at the site to ensure compliance with safety standards and quarantine protocols. The pull out will be the responsibility of the contractors. And there would be safety officer.



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6. For offsite employees, transport service, duly disinfected before and after use, shall be provided, with social distancing observed.
7. Sharing of construction and office equipment is discouraged. However, if necessary, the shared equipment must be disinfected in between transfers amongst personnel.
8. All material and equipment delivery and disposal shall be conducted by a specific team of personnel on an isolated loading/unloading zone while limiting contact with the delivery/ disposal personnel. All material and/ or equipment entering the NMIS' premises or construction site shall be duly disinfected, as possible.
9. Non- essential personnel, visitors, and the general public shall be restricted to enter the construction site. Otherwise, all personnel entering the NMIS' premises or construction site on a temporary basis (e.g. Delivery truck, drivers, inspectors, etc.) shall be properly logged and checked for symptoms. Gathering, liquors, and/or merry -making are strictly prohibited within the NMIS' premises or construction site.
10. Clustered and staggered deployment of employees with the construction site shall be observed to minimize personnel contact and for easier contact tracing.
11. Proper waste disposal shall be provided for infectious waste such as PPEs and other ware products coming from outside the NMIS or construction premises.

C. Monitoring and Reporting

1. The head of the concerned NMIS Implementing Office (IO) shall monitor compliance with these Guidelines and issue construction quarantine pass (QP) to the individual qualified personnel of the concessionaires, contractors, subcontractors, and suppliers clearly stating the identification, designation, nature of work, validity and destination. This is based on the list submitted and certified by the said NMIS Memorandum Order. ____, Series of Safety Guidelines for Managing the Implementation of Infrastructure Projects within the NMIS Premises. It is understood that the QP referred in these Guidelines shall cover transit of personnel from (a) MGCQ, GCQ, MECQ area to ECQ area, and vice versa, and (b) an area not under community quarantine to a MGCQ, GCQ, MECQ, ECQ area, and vice versa. (See **Annex "A"** – Quarantine Pass Format).





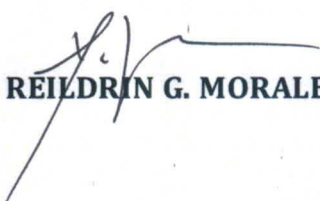
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2. Concessionaires, contractors and suppliers shall comply and accomplish the House Rules. (See **"Annex C" – Patakaran sa Opisina**)
3. Personal records of all personnel necessary for contact tracing shall be submitted by the concessionaires, contractors, subcontractors, and suppliers to the NMIS Admin Office and shall be resubmitted and updated monthly, or as need arises (See **Annex "B" – Workers Records Log Format**)
4. For monitoring purposes, personal records and health report of all personnel necessary for contact tracing shall be submitted by the concessionaires, contractors, subcontractors, and suppliers to the NMIS as the case may be, and shall be resubmitted and updated monthly, or as the need arises (**Copies of the monitoring forms are attached hereto as Annexes "B" and "D"**).

This guideline may be modified or revised as the circumstances may warrant or should the NMIS Service Continuity Planning and Management Team (SPCMT) issue new rules pertinent to this matter.

This order shall take effect immediately.

For your compliance.


DR. REILDRIN G. MORALES, MVPH Mgt.

References:

- Joint Memorandum Circular No. 20-04-A Series of 2020. DTI AND DOLE Supplemental Guidelines on Workplace Prevention and Control of Covid-19
- [COVID Interim Guidelines](#)
- Department Order No. 35 and 39 Series 2020 on the Construction Safety Guidelines for the Implementation of All Infrastructure Projects During the COVID-19 Public Health Crisis



(Annex B)

DEPARTMENT OF AGRICULTURE
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No 4 Visayas Ave., Bry Vasra, Quezon City

Name of Project			
Location			
General Contractor:		Sub- Contractor	

WORKER'S RECORD LOG

[illegible]

ADDENDUM TO CONTRACT

PATAKARAN NG OPISINA

1. Kailangang magsumite ng listahan ng mga manggagawa ang Kontratista;
2. Lahat ng manggagawa ay kinakailangang magsumite ng resulta ng pinakabagong Swab Test para Covid-19;
3. Lahat ng manggagawa at kinakaliangang mag fill-up ng Health Checklist Form
4. Tanging ang mga pangalan sa listahan ang maaaring papasukin sa bakuran ng opisina upang magtrabaho;
5. Lahat ng manggagawa ay kailangang magpakuha ng Body Temperature sa gwardia bago pumasok sa opisina. Tanging ang may Temperatura ng mas mababa sa 37.5 lamang ang papayagang pumasok.
6. Ugaliing tumapak sa footbath tuwing papasok sa opisina
7. Maaari lamang manatili ang manggagawa sa oras na itinakda o inaprobahan ng opisina;
8. Dapat na nakalagay ang Identification Card (ID) sa lahat ng oras;
9. Dapat lagging panatihin ang distansyang 1-2 meters sa bawat manggagawa o sinumang tao sa paligid (Social Distancing)
10. Iwasang kumain ng magkakatabi
11. Ipinagbabawal ang pagsusuot ng sando at tsinelas sa loob ng bakuran ng opisina;
12. Kailangang nakauniporme ang lahat ng trabahador ng kontratista sa buong araw; kailangang din sundin ang tamang kulay ng uniporme;
13. Kailangang pumirma sa logbook ng guardia tuwing papasok at lalabas ng bakuran ng opisina;
14. Kailangang sumailalim sa inspeksyon ng guardia tuwing papasok at lalabas ng bakuran ng opisina;
15. Ang lahat ng gamit na ipapasok at ilalabas ay nararapat na may kaukulang "gate pass";
16. Bawal tumanggap ng bisita ang mga manggagawa sa loob ng bakuran ng opisina;
17. Ipinagbabawal ang paggala sa alinmang bahagi ng opisina ng NMIS, ang mga trabahador ay dapat nasa kanilang itinalagang lugar lamang mananatili;
18. Dapat na mayroong sariling gamit panglinis ang kontratista. Di maaaring gamitin ang alinmang gamit ng opisina o ng janitorial company;
19. Tanging ang palikuran sa 4th floor ang maaring gamitin ng mga trabahador;
20. Dapat na panatilihing malinis ang lugar na pinagtatrabahuhan;
21. Kailangan linisin mabuti ang lugar na pinagtatrabahuhan bago umalis o umuwi.
22. Pinagbabawal ang pagsusugal at iba pang illegal na laro sa lahat ng oras at lugar ng trabaho;
23. Mahigpit na pagpapatupad ng "curfew hours" (10:00PM to 5:00AM);
24. Ipinagbabawal ang pagdadala at pag-inom ng alak, paggamit ng illegal na droga at pagdadala ng mga nakamamatay na armas sa bakuran ng opisina;

(Annex C)

25. Ang paninigarilyo ay dapat gawin lamang sa oras ng pahinga at sa lugar na itinakda ng opisina;
26. Anumang bagay na masira ng mga mangagawa sa opisina ay kailangang panagutan ay bayaran ng contractor.

Ang patakarang ito ay aking nabasa at naintindihan, sa katunayan aking nilagdaan ang dokumentong ito ngayong _____, sa Lungsod Quezon, bilang tanda ng aking pagsang-ayon. Ang patakarang ito ay itinuturing naming bahagi o karagdagan sa aming contrata.

(Contractor)
Lagdaan sa Ibabaw ng pangalan

LAMBERTO B. DELA CRUZ, JR.
Chief Administrative Officer

SUBSCRIBED AND SWORN to before me this _____ day of _____ at Quezon City.

NOTARY PUBLIC



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(Annex D)

DAILY COVID-19 SURVEILLANCE FILL-UP / CHECKLIST FORM

Pangalan:		Petsa:
Edad:	Kasarian:	Telepono:
Lugar ng Tirahan:		Trabaho:
Lugar ng Trabaho:		
Kontraktor:		
FEVER		RESPIRATORY INFECTION
$\geq 38^{\circ}\text{C}$ <input type="checkbox"/> Oo (Yes) <input type="checkbox"/> Hindi (No)	Presensya ng mga sumusunod (<i>Presence of the following</i>): <input type="checkbox"/> Ubo (<i>Cough</i>) (productive or non-productive cough) <input type="checkbox"/> Igsi ng paghinga (<i>Shortness of breath</i>) <input type="checkbox"/> Sipon (<i>Colds</i>) <input type="checkbox"/> Namamagang lalamunan (<i>Sore throat</i>) <input type="checkbox"/> Tumutulong sipon (<i>Runny Nose</i>) <input type="checkbox"/> Naninikip na ilong (<i>Nasal Congestion</i>) <input type="checkbox"/> Nananakit na kalamnan (<i>Muscle Pains</i>) <input type="checkbox"/> Sakit ng ulo (<i>Headache</i>) <input type="checkbox"/> Hirap sa paghinga (<i>Difficulty of Breathing</i>) <input type="checkbox"/> Pagtatae (<i>Diarrhea</i>) <input type="checkbox"/> Pagkawala ng pang-amoy (<i>Loss of Sense of Smell</i>) <input type="checkbox"/> Pagkawala ng panlasa (<i>Loss of Sense of Taste</i>) <input type="checkbox"/> WALA (<i>NONE</i>) Kung mayroong presenya ng mga nasa taas, simula kailan. (<i>If identified with presence of the above, since when?</i>) _____	

Pagpapahayag: Ang mga impormasyon na aking ibinigay dito ay totoo, tama at kumpleto. Aking na-iintindihan na ang hindi pagsagot sa mga katanungan o ang maling sagot ay maaaring may seryosong kinahihinatnan. (Article 171, & 172 of the Revised Penal Code of the Philippines and Republic Act No. 11332.)

PIRMA SA TAAS NG NAKALIMBAG NA PANGALAN