



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 8 929-66-26 to 29 · (632) 8 929-62-52
Website: <http://www.denr.gov.ph> / Email: web@denrgov.ph

MAY 19 2020

MEMORANDUM CIRCULAR
No. 2020 - 06

**SUBJECT : IMPLEMENTATION OF SECURITY AND SAFETY PROTOCOLS
FOR THE MANAGEMENT OF THE COVID-19 THREAT
SITUATION AT THE DENR CENTRAL OFFICE**

In connection with the ongoing efforts of the entire country to fight against the spread of COVID-19, the following security and safety protocols are hereby implemented at the Department of Environment and Natural Resources Central Office (DENR-CO):

A. General Rules

1. These security and safety protocols shall be implemented within and outside the compound of the DENR Central Office to ensure that the health and welfare of all officials, employees and guests of the DENR-CO are protected.
2. All Heads of Offices shall ensure that the provisions of this Memorandum Circular are strictly observed within their respective offices.
3. Mass gatherings/assemblies are strictly prohibited. Video conference calls and/or phone calls may be utilized as an alternative for such activities. However, in cases where said alternative is not possible, said meetings/gatherings shall be held in an open area where social distancing measures can be observed.
4. The Director for Administrative Service shall have the authority to deny entry of any person or vehicle, or to discharge anyone for violation of any of the provisions of this Memorandum Circular. A report regarding the matter shall be submitted to the Assistant Secretary for Administration, Human Resources and Legislative Affairs for information and record.
5. All officials and employees who are included in the COVID-19 high-risk groups shall submit their names to the Assistant Secretary for Administration, Human Resources and Legislative Affairs for determination of additional safety measures or possible "Alternative Work Arrangements."

B. Provision of Transportation/Shuttle Services for DENR Officials and Employees

1. The Administrative Service shall provide Shuttle Services to identified strategic areas for DENR employees. A schedule and location for pick-up and drop-off points will be posted at conspicuous places within the compound.
2. Social distancing, wearing of facemask, and conduct of thermal scanning shall be strictly implemented inside the vehicles.
3. Officials and employees who have vehicles, either official or privately-owned may opt to take additional passengers, provided that social distancing is observed.

C. Security and Safety Measures Within the DENR Central Office Compound

1. All officials, employees and guests shall pass through the Disinfection Chambers located at strategic areas. Thermal Scanning shall also be conducted at these entry points. Any person having a temperature of 37.8 C shall be denied entry to the premises. All appeals for entry shall be forwarded to the attending DENR physician for his assessment/evaluation and recommendation.
2. A Decontamination Tent/Isolation Booth shall be installed for persons showing symptoms of COVID-19.
3. All officials and employees are required to observe "Social Distancing" measures.
4. Loitering and/or loafing is strictly prohibited. Only authorized liaison officers/releasing staff shall be allowed to go to other offices.
5. All persons within the DENR Compound shall **at all times** wear face masks.
6. Officials and employees shall submit themselves to self-quarantine procedures for any of the following:
 - a. Showing signs of any symptoms of COVID-19;
 - b. Travel history to areas with high COVID-19 cases; and
 - c. Contact with the following persons:
 - "Suspect" - (mild, severe or critical) who was not tested or awaiting results;
 - "Probable" - (mild, severe or critical) with inconclusive test results or those with symptoms but remain untested; and
 - "Confirmed" - COVID-19 positive.

D. Security and Janitorial Services Providers

1. All Security Guards and Janitors/Janitresses shall at all times wear appropriate face masks and other forms of Personal Protective Equipment (PPE).
2. All personnel shall undergo thermal scanning prior to deployment to their respective assignments.
3. Any personnel with fever, cough, colds or any of the symptoms of COVID-19 shall be immediately sent home. The Agency shall make the necessary arrangements for the replacement of the said personnel.
4. The Detachment Commander and Janitorial Agency Supervisor shall ensure that all their personnel shall abide by the provisions of this Memorandum Circular.

E. Elevator Use

1. To avoid overcrowding, elevator rides shall be limited to four (4) people only, including the operator, who will all stand within markers placed on the floor.
2. All shall strictly observe the use of designated elevators.

Elevator A - DENR officials and employees

Elevator B - DENR employees and guests

Elevator C - janitors, caterers, building maintenance personnel, and other service providers who need to transport heavy loads or equipment

F. Food and Canteen Operations

1. Eating inside the DENR Canteen shall be prohibited.
2. Everyone is encouraged to bring their own meals and eat at their own work station.
3. The DENR Canteen shall be allowed to operate. However, the DENR Employees Union (DENREU) and the DENR Multi-Purpose Cooperative (DENR MPC) shall implement safety precautionary measures on the preparation and handling of food for the Canteen Operators (i.e. Health Certificates, Health Examination, etc.).
4. Due to social distancing measures, buying of food from the DENR Canteen shall be done through the following:
 - a. Each office shall designate one (1) principal employee and one (1) alternate employee to get and acquire orders from the staff;
 - b. Menu shall be given by the Canteen a day before and shall be distributed to the respective offices thru the designated personnel;
 - c. All orders must be received by the Canteen a day before, not later than 4:00 p.m.; and
 - d. A schedule for acquiring food for every Service/Office shall be provided by the DENR Management.

G. Personal Hygiene, Disinfection and Sanitation

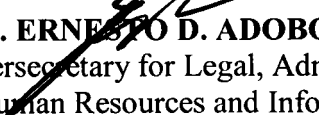
1. All officials and employees are encouraged to clean/sanitize their respective work stations, including tables, equipment and computers prior to use.
2. Additional sinks for hand washing shall be installed at strategic areas.
3. All DENR vehicles shall be disinfected after returning to the DENR Central Office. Every driver shall be provided with disinfecting alcohol to be used for immediate cleansing of his vehicle.
4. The General Services Division (GSD) shall conduct disinfection of the entire DENR Compound every Saturday.

H. Sanctions, Liability and Administrative Cases

Due to the severity of the COVID-19 pandemic, the DENR Management may issue sanctions for non-compliance of any of the provisions of this Circular, upon determination of a sufficient cause.

This Memorandum Circular shall take effect immediately.

FOR STRICT COMPLIANCE.


ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Finance, Human Resources and Information Systems



SENRO58388