



Department of National Defense
PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION

PADC Hangar 2, General Aviation Area, Old Mia Road Pasay City, Philippines



CORPORATE ORDER NO. 09
Series of 2020

TO : **ALL PADC EMPLOYEES**

FROM : **ACTING PRESIDENT AND CEO**

SUBJECT : **SAFETY AND HEALTH GUIDELINES FOR THE PREVENTION,
CONTROL AND MITIGATION OF THE CORONA VIRUS DISEASE
IN PADC OFFICES/WORKSTATION**

DATE : **12 December 2020**

Consistent with CSC, DOH, and DOLE Joint Memorandum No. 1, s2020, this Order prescribes the guidelines for the prevention, control, mitigation and suppression of the spread of COVID-19 in PADC Offices/workstations; to ensure operational continuity, efficiency and reliability of the agency's services through the safety and well-being of its workforce, the following shall be fully enforced:

This guideline shall apply to all PADC officials and employees whether Permanent, Job Order, Contract of Service.

<i>TO REDUCE TRANSMISSION</i>	<ol style="list-style-type: none">1. NO ENTRY for those without FACE/PROTECTIVE MASK and FACE SHIELD2. Provision of sanitation supplies such as alcohol, hand sanitizers and liquid soaps in common areas and toilet facilities3. Thermal scanning or temperature check prior entering PADC premises. Those with temperature of 38 degrees centigrade, even after a 5-minute rest shall not be allowed entry and shall be referred to the Medical Team (in-house or nearest Government Health Facility covered by an MOU/MOA¹) for further assessment)4. General disinfection of the premises and service vehicles as may be scheduled
<i>TO MINIMIZE CONTACT RATE</i>	<ol style="list-style-type: none">1. Employees, whether in office workstation or in operation area shall ALWAYS PRACTICE PHYSICAL DISTANCING of at least on-meter radius space2. Internal meetings shall be undertaken through video conferencing or teleconferencing. Physical presence on a meeting shall be kept to a minimum number of participant with short duration3. Workstation layouts should be redesigned to allow for unidirectional movement in aisles, corridors and walkways to maintain proper physical distancing4. Limit face-to-face encounters by using communication technology and resources5. A centralized receiving station for external documents shall be established at the PADC premise (preferably near entrance/lobby) to reduce movement inside offices/workstation

¹ 2. Emergency Preparedness under CSC, DOH, DOLE Joint Memorandum Circular No. 1 s. 2020



TO REDUCE RISK OF INFECTION	<ol style="list-style-type: none">1. Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Those who have symptoms are required to stay home and immediately inform their heads to be excused from work2. If an employee manifests symptoms of COVID-19 while at work, he/she shall be isolated from the other co-workers until the arrival of a Medical Team (in-house or nearest Government Health Facility) who will conduct assessment and monitoring.3. If an office or workplace is confirmed to have been exposed to COVID-19, it shall immediately be closed for decontamination and work in said area can only resume after 24 hours.4. Employees present in the work area with the confirmed COVID-19 individual shall go on 14-day home quarantine with specific instructions from Medical Team /Division on monitoring of symptoms and possible next steps. If the suspected employee has negative result, co-workers may be allowed to report back to work5. A committee composed of personnel with knowledge in medical practice shall be created6. Excuses absences shall be in accordance to the provisions in the Interim Guidelines on ²Absences of Government Officials and Employees during the Community Quarantine Due to COVID-19 pandemic
SUPPORT MECHANISM³	<ol style="list-style-type: none">1. The agency head shall ensure that all workers are afforded with the following adequate support mechanisms:<ul style="list-style-type: none">- Health/psychosocial interventions like stress debriefing;- Provisions of appropriate personal protective equipment (PPE)- Reduced Working hours- Reasonable transportation facilities and housing quarter as may be deemed practicable- Reasonable expenses incurred during the work-from-home may be defrayed by the agency subject to budgeting, accounting and auditing rules and regulations and- Other monetary and forms of incentive as may be allowed by the Office of the President or other authorized agencies or upon approval of the heads of agencies subject to budgeting, accounting and auditing rules and regulations

RESPONSIBILITIES:

1. The MSD and Comptroller Department shall ensure that resources and materials needed to keep PADC officials and employees healthy and the workplace safe.
2. The Medical Team shall monitor health conditions of all employees, attend to those who are exhibiting symptoms, and provide specific instructions in accordance with existing DOH guidelines on COVID 19 management
3. The ASD shall ensure that disinfection activities in the PADC premises are done consistently throughout the day; review existing work arrangements to allow other remote work strategies consistent with Civil Service Commission directives/guidelines/issuances

² CSC MC No. 23 s.2020

³ CSC MC No. 18 s.2020 (Support Mechanism)



For strict compliance effective immediately

All orders in conflict herewith are hereby repealed and/or amended accordingly.

(ORIGINAL SIGNED)
RAYMOND L. MITRA
Acting President and CEO