



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
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MEMORANDUM

FOR : **ATTY. WILFREDO G. MONCANO**
Acting Director
Mines and Geosciences Bureau
North Avenue, Diliman, Quezon City

FROM : **THE OIC, REGIONAL DIRECTOR**
This Office

SUBJECT : **MGB XII SAFETY PROTOCOL IN THE WORKPLACE FOR THE
NEW NORMAL AND GUIDELINES FOR WORK FROM HOME
ARRANGEMENT**

DATE : 4 MAY 2020



We are respectfully submitting herewith the copy of the MGB XII Safety Protocol in the Workplace for the New Normal and Guidelines for Work from Home Arrangement.

This document covers the safety measures in the workplace and guidelines for work at home arrangements to be implemented by this office for the new normal under the Covid-19 pandemic. Said safety measures and guidelines were based on pertinent national pronouncements, local ordinances, MGB national management conference agreements, DENR memoranda and DOH Administrative Order No. 2020-0015.

Clients and visitors shall observe the same safety measures expressed herein during the duration of their visit in the MGB XII office building.

For his information and reference.


FELIZARDO A. GACAD, JR.



 Department of Environment and Natural Resources
Mines & Geosciences Bureau
Regional Office No. XII, Prime Regional Center,
Brgy. Carpenter Hill, Koronadal City

Cc: DR. SABDULLAH C. ABUBACAR, CESO IV
Regional Executive Director
DENR Regional Office XII
Doña Aurora Quezon Street, Koronadal City, South Cotabato

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SAFETY PROTOCOL IN THE WORKPLACE FOR THE NEW NORMAL AND GUIDELINES FOR WORK FROM HOME ARRANGEMENT

MINES AND GEOSCIENCES BUREAU REGIONAL OFFICE NO. XII

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Koronadal City 9506, South Cotabato

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REVISION AND APPROVAL			
Rev. No.	Date	Nature of Change	Approved By
0	May 4, 2020	Original Issuance	FELIZARDO A. GACAD, JR. OIC, Regional Director

DESIGNATION	NAME	SIGNATURE	DATE
PREPARED BY			
Administrative Officer IV	ERMELYN JANE P. CELINDRO		May 4, 2020
REVIEWED BY			
MR	JOHN MIKEL P. ANSAO		May 4, 2020
APPROVED BY			
OIC, Regional Director	FELIZARDO A. GACAD, JR.		May 4, 2020

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MGB XII Safety Protocol in the Workplace for the New Normal and Guidelines for Work from Home Arrangement

The Coronavirus Disease 2019 (Covid-19) crisis caused disruptions and alterations in the normal way of life. As such, various governmental authorities issued guidelines on the gradual re-opening of the economy, which further means re-opening of workplaces, under a "new normal" condition. Different safety measures have been introduced for guidance and possible adoption. MGB XII shall implement these mandatory safety measures in the workplace for the new normal and guidelines for work from home arrangement.

I. Entrance/Exit

1. Clients, visitors, and employees shall follow the designated entrance and exit points. On-site signages shall be posted for proper guidance and compliance of everyone;
2. Clients, visitors, and employees shall subject themselves to the security guard on duty for contact-less temperature checking upon entrance and exit of the building. Individuals with body temperature higher than 37 degrees Celsius shall not be allowed to enter the office/premises building and shall be requested to report to the nearest barangay health station;
3. Biometrics shall be temporarily suspended. Security Guard on duty shall be responsible for recording the employee's time in-out and listing of clients and visitors in the logbook. The Security Guard shall wear disposable surgical/medical gloves at all times;
4. Footbath and handwashing stations shall be placed at the main entrance for the strict disinfection of clients and visitors before entering the office building;
5. Footbath and handwashing stations shall be placed at the back door, which will serve as the new employee's entrance, for the strict disinfection of employees before entering the building. An employee whose workplace is located on the 2nd and 3rd floor shall utilize the stairs located near the records room; (*Refer to Annex A*)
6. MGB XII shall strictly implement a "No Face Mask, No Entry policy". The use of a face mask within office building premises, at all times, shall be required;
7. Clients and visitors shall be required to accomplish the "MGB XII Contact Tracing or Health Declaration Form. (*Refer to Annex B*)

II. Inside the Building Premises

1. Alcohol stations were placed in different strategic locations inside the building for frequent hand sanitation. Regular handwashing shall also be practiced by all employees. Employees should refrain from touching their mouth, eyes, and nose;
2. The mandatory physical and social distancing of employees, clients, and visitors measured at least one (1) but preferably two (2) meters between

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individuals shall be implemented. This will be applicable in public areas, workstations, and eating areas;

3. Clients/visitors shall be limited only within the designated receiving area. Only two (2) clients/visitors shall be allowed to enter the receiving area. Other members of the party and the subsequent arriving clients/visitors shall wait in the waiting area located outside the office building;
4. Cashiers shall wear disposable surgical/medical gloves or any hand protection in the case of payment to be made by clients. In such case, the concerned employee will be the one to bring the exact amount together with the Order of Payment (OP) to the cashier;
5. In the case of claims such as, but not limited to, documents, checks, and others, concerned personnel will bring the documents to the designated receiving area.

III. Disinfection and Maintenance of Building Premises

1. Regular cleaning and disinfection shall be practiced:
 - a. Every two (2) hours for frequently touched areas such as toilets, doorknobs, door handles, telephones, switches, remote controls, stair railings, among others;
 - b. Everyday for workstations and other surfaces;
2. Each employee shall be responsible for disinfecting office files or documents under his/her care before and after use.

IV. Conduct of Meetings (Only when extremely necessary)

1. Maintain physical distancing of at least one (1) meter apart during a meeting that requires physical attendance;
2. Implementation of online/livestream methods of communication between employees, management, clients, or stakeholders.

V. Transportation

1. MGB XII shall provide, as necessary, means of transporting employees, who are members of the skeletal workforce, from their respective residences to MGB XII office building and vice versa;
2. Transportation shall observe social distancing by:
 - a. Having a maximum passenger of four (4), including the driver, for a pick-up truck;
 - b. Having a maximum passenger of 50% including driver for other types of vehicles;
 - c. Shall be dependent on existing LGU restrictions and guidelines, as the case may be;
3. All MGB XII vehicles shall be disinfected before the boarding of passengers and after alighting of passengers.

VI. Work from Home Arrangement and Skeletal Workforce System

1. The skeletal workforce shall submit a Daily Accomplishment Report at the end of the day. Accomplishment reports shall be encoded online, in the google docs-uploaded form;

2. In case of symptoms of Covid-19, employees shall notify their direct supervisors and seek medical attention or undergo 14-day home quarantine as per advice from a physician;
3. Employees under the work from home arrangement shall submit a Daily or Weekly Accomplishment Report, as the case may be. Division Chiefs shall ensure that each employee under the work from home arrangement shall be assigned a daily or weekly task. Tasks may include, but not limited to, the following:
 - a. Employee's regular job description;
 - b. Report writing;
 - c. Research works; and
 - d. Online training to develop the skills and capacities needed for improving employee skills and/or performance;
4. Employees under the work from home arrangement may pick up the hard copy documents or files in the office which he/she may need to perform his/her regular task even though working from home. Such documents shall be duly noted in the records logbook whenever applicable;
5. Employees under the work from home arrangement shall check in daily, on workdays, in the Official MGB XII Covid-19 Monitoring Group Chat to inform the management of their whereabouts and health status. This is in lieu of the Daily Time Record (DTR) in the office.

VII. In Case of Emergency Essential Travel

1. Each vehicle shall have first aid kits including disinfectants;
2. Observe all traffic rules and regulations and checkpoint protocols;
3. All field personnel shall strictly wear their government IDs and quarantine passes (if applicable) during official travel;
4. All field personnel including drivers are required to wear their complete PPE (safety shoes, field jacket, field pants, disposable surgical/medical gloves, face mask, etc.);
5. Mandatory physical and social distancing shall be observed;
6. A maximum of two (2) field personnel shall be allowed in the vehicles, or as required by the local ordinances and IATF guidelines;
7. Field personnel shall exercise a BYOB or Bring-Your-Own-Baon system during official travel to avoid physical contact or possible local transmission.

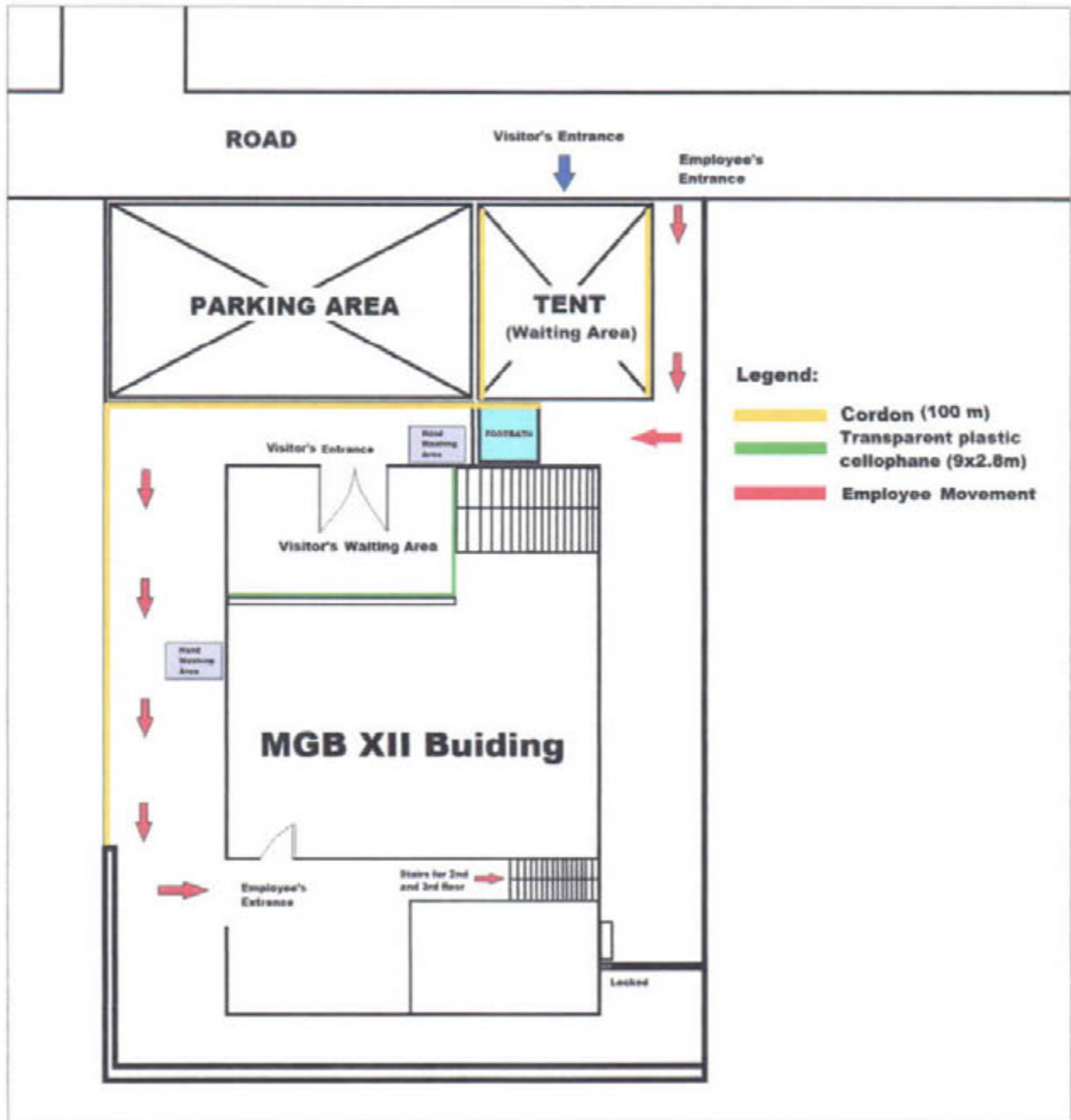
VIII. REVIEW AND EVALUATION

Review and evaluation of these guidelines shall be conducted monthly to determine its effectiveness and to identify areas for improvement.

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MGB XII EMPLOYEE AND VISITOR MOVEMENT





HEALTH DECLARATION FORM

Full name:		
_____	_____	_____
Last Name	First Name	Middle Name
Nationality:	Contact Number:	
Sex:	Email Address:	
Age:	Existing Medical Condition:	
Permanent/Temporary Address in South Cotabato:		
Permanent/Temporary Address in the Philippines:		
Foreign countries you have worked, visited, transited or travelled to in the past fourteen (14) days.		
Cities/Provinces in the Philippines you have worked, lived, visited or transited in the past thirty (30) days.		
Have you been sick in the past thirty (30) days?	<input type="checkbox"/> Yes Describe condition:	<input type="checkbox"/> No
Did you have any of the following in the last fourteen (14) days: fever, colds, coughs, sore throat, or difficulty of breathing?	<input type="checkbox"/> Yes Describe condition:	<input type="checkbox"/> No
Have you been in close contact with farm animals or exposed to wild animals in the past fourteen (14) days?	<input type="checkbox"/> Yes Describe condition:	<input type="checkbox"/> No
Mode of Transportation	Date and Time of Entry : _____	
<input type="checkbox"/> Public	Transport Company : _____	
<input type="checkbox"/> Private	Plate No: _____ Seat No: _____	
Body Temperature : _____		
Declaration:		
<p><i>The information I have given is true, correct and complete. I understand that failure to answer any question or any falsified response may have serious consequences. (Article 171 and 172 of the Revised Penal Code of the Philippines)</i></p>		
_____ Name and Signature		
Date: _____		

NOTE : Please fill out each of the fields completely. Please indicate "NA" for fields with no applicable data.

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