



November 16, 2021

CIRCULAR NO. 2021 - 0010

SUBJECT: TRANSOCO'S TRANSITION PLAN ON OPERATIONAL CAPACITY, WORK ARRANGEMENTS AND OTHER SAFETY PROTOCOLS DURING THE COVID-19 PANDEMIC

- RATIONALE.** This Circular is issued to provide the revised implementing rules and regulations on the operational capacity, alternative work arrangements and COVID-19 response protocols that will be adopted by TransCo during the period of National Emergency due to the COVID-19 pandemic in view of the implementation of alert level systems for COVID-19 response in accordance with the Guidelines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF):
- COVERAGE.** All TransCo Personnel, including those based in Cebu and Davao Satellite Offices, as well as in UMD-BCEZ, are covered by this Circular.
- PRESCRIBED MINIMUM OPERATIONAL CAPACITY.** In view of the implementation of alert level systems for COVID-19 response as the Guidelines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), the following operational capacity shall be adopted during specific quarantine classifications:

Quarantine Classification/Alert Level	Daily Manpower Requirement who shall physically report to work
Enhanced Community Quarantine (ECQ) – Alert Level 5	At least 20% of workforce but not to exceed 30% per Cost Center , or at a lower operational capacity as may be directed by the Office of the President of the Philippines
General Community Quarantine (GCQ) – Alert Level 4	At least 30% of workforce per Cost Center
GCQ – Alert Level 3	At least 40% of workforce per Cost Center
GCQ – Alert Levels 1 and 2	At least 50% of workforce per Cost Center , with the workforce divided/scheduled into two (2) batches on a two-week rotational basis, as follows: <ul style="list-style-type: none"> Group 1: 50% to physically report for work and the

	<p>remaining 50% on WFH arrangement (Group 2) during the first two weeks of the month.</p> <ul style="list-style-type: none"> • Group 2: 50% on WFH arrangement during the first two weeks of the month to physically report during the next two weeks of the month, and the 50% who physically reported during the first two weeks shall be on WFH in the next two weeks of the month. <p>Note: The President & CEO may direct a higher operational capacity as the exigencies of the service may require, subject to the exemptions that may be identified by IATF and Civil Service Commission.</p>
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4. ALTERNATIVE WORK ARRANGEMENTS¹

4.1 The Alternative Work arrangements provided for under Civil Service Commission (CSC) Memorandum Circular No. 18, s. 2020 shall be adopted subject to the declaration of Alert Level Classification by the IATF:

Quarantine Classification/ Alert Level	Authorized Alternative Work Arrangement
Alert Level 5	Personnel who are required to physically report to work shall be considered as Skeletal Workforce while others will be under Work From Home (WFH) Arrangement.
Alert Levels 3 and 4	Personnel may adopt either Work-From-Home (WFH) , Staggered Working Hours (SWH) or a combination thereof that may be appropriate/applicable to the nature of the functions of the Cost Center, subject to the endorsement of the Cost Center Head concerned
Alert Levels 1 and 2	As much as practicable and in accordance with the exigencies of the service, the workforce shall be divided into two (2) batches/groups who shall physically report on rotation basis for two (2) weeks, i.e. Group 1 and Group 2. Group 1 or 50% of the workforce per Cost Center shall

¹ As provided for under Sec. 2.0 of CSC Memorandum Circular No. 18, s. 2020

	<p>physically report to work during the first two weeks of the month, while Group 2 or the remaining 50% on WFH arrangement during the first two weeks shall physically report for work in the next two weeks of the month.</p> <p>After completing the two-week physical reporting rotation, personnel shall observe home quarantine for the next two-week period on WFH arrangement.</p> <p>After the two-week WFH arrangement, personnel shall be allowed to resume physical reporting for work only when there is no manifestation of any COVID-related or COVID-like symptoms and shall be subject to mandatory Antigen Testing.</p> <p>Those with medical concern on the conduct of Antigen Test through either nasal or throat examination shall be required to submit medical certificate from the medical specialist (e.g., EENT), to be confirmed by TransCo's Medical Consultant. Upon confirmation and recommendation of TransCo's Medical Consultant, the concerned personnel shall instead be required to undergo COVID-19 Saliva Antigen Test on the first day they are required to physically report for work at their preferred DOH-accredited testing facility, the cost for which may be reimbursed by TransCo.</p> <p>The results of the COVID-19 Saliva Antigen Test shall be submitted to the TransCo Medical Team before they will be allowed to enter TransCo Office.</p>
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4.1 Those who will be physically reporting to work during Alert Levels 1 and 2 shall strictly adhere to the grouping/scheduling and shall be allowed to adopt the following Alternative Work Arrangements:

4.1.1 Regular working schedule of eight (8) hours per day with the observance of flexible working hours between 7:00 a.m. to 6:00 p.m.;

4.1.2 Adoption of Staggered Working Hours (SWH) to ensure that not all personnel will be at the workplace at the same time and social distancing will be strictly observed:

4.1.2.1 7:00 a.m. to 1:00 p.m. daily

4.1.2.2 1:00 p.m. to 7:00 p.m. daily

The SWH arrangement shall be applicable to those who will not avail of shuttle service or are staying at the TransCo Dormitory.

4.1.3 Four-day (Compressed) Workweek whereby the individual's workweek is reduced to four (4) days but the number of work hours per day is increased to 10 hours (*including travel period and break time*) so the total number of required work hours per week shall not be less than 40 hours. Personnel may adopt a combination of six (6) hours physically reporting to office and 4 hours working from home per day

Personnel who will avail of shuttle service shall observe/adopt the 8:00 a.m. to 5:00 p.m. work schedule.

- 4.2 Cost Center Heads may be required to physically report at any time during the workweek as the exigencies of service may necessitate or as directed by the President & CEO, concerned Functional Group Heads, and/or Department Heads, regardless of his/her schedule.
- 4.3 Cost Center Heads are directed to assign their personnel under Group 1 or Group 2.
- 4.4 In case the duty or work schedule of an employee assigned as skeleton workforce falls on a regular holiday, the required 40-hour workweek shall be considered as complied. However, if the employee is required to report during a holiday, he/she should be entitled to additional compensation such as overtime or compensatory time off (CTO), among others.
- 4.5 Personnel under WFH arrangement are not entitled to Compensatory Overtime Credit/Overtime Pay, subject to exemptions based on specific approval from the President & CEO.
- 4.6 Cost Center Heads shall ensure that employees remain flexible in making themselves available for work duties outside of core hours, if required.
- 4.7 The adoption of WFH arrangement shall be subject to the parameters as specified under Civil Service Commission (CSC) Memorandum Circular No. 18, s. 2020.

5. RECORDING OF WORK SCHEDULE, ATTENDANCE AND WORK PERFORMANCE MONITORING

5.1 The recording of work schedule shall be guided by the following:

5.1.1 The forty (40) hours workweek shall be observed.

5.1.2 For personnel physically reporting to office, the workday shall consist of at least six (6) hours on-site at the workstation including break periods and two (2) hours off-site to allow sufficient time for travel.

5.1.3 The actual daily time logs (morning in and afternoon out) shall be recorded through **Online Timekeeping Recording (OTR)**. The Corporate IS/IT shall develop a system that will cater the recording of time-in and time-out entries through an online application system wherein personnel can automatically record their daily actual time logs anywhere.

5.1.4 Pending completion of the OTR system by IS/IT, the following time recording options shall be adopted to ensure actual recording of time entries and avoid delay in the updating of leave and attendance records:

5.1.4.1 Use the Bioscript Timekeeping Device to record actual daily time entries. However, concerned personnel shall be required to sanitize their hands every after use of the Bioscript Device. Alcohol shall be provided at the area.

5.1.4.2 Manual Daily encoding of actual time entries using the Employee Menu Timekeeping module.

5.1.4.3 Manual Monthly recording of time entries using the Employee Menu Timekeeping module. Actual Time entries maybe based on the log sheet maintained by the Security Personnel or logbook that maybe required by Cost Center Heads. Encoding of time entries should be done within seven (7) calendar days of the following month.

The system for manual encoding shall be locked after the cut-off period to give time for the generation of Electronic

Time Recording and approval of the Cost Center Head concerned. Personnel who failed to submit/encode time entries after the generation of ETR reports shall be required to submit justification approved by the Department Manager concerned.

- 5.2 For monitoring of personnel reporting to office, the daily work schedule must be encoded using the Work Arrangement System (WAS). Work schedule must be approved by the Cost Center Head and submitted to the Human Resource Management and Development Division (HRMDD) to be included in the WAS report for submission to the Chief Security Officer thru the following schedules:
 - 5.2.1 **During Alert Levels 3, 4 and 5.** HRMDD shall submit WAS generated report to Security a day before the work schedule and any changes to work schedules must be edited by the concerned employee a day before the intended date of change in schedule and approved by the Cost Center Heads.
 - 5.2.2 **During Alert Level 1 and 2.** Work schedule should be encoded in the WAS and approved by the concerned Cost Center Head at least a day before the start of the two (2) – week work schedule for inclusion in the WAS report that will be generated by HRMDD for submission to the Chief Security Officer. The list will also serve as basis for the conduct of Antigen Testing by the TransCo Medical Team.
 - 5.2.3 In case of changes in the work schedule which could not be made in the WAS, the request for change in work schedule must be approved by the concerned Cost Center Head and emailed to the Chief Security Officer at least one (1) day prior to the working day, copy furnished comben@transco.ph.
 - 5.2.4 For security purposes, only those included in the list shall be allowed to enter TransCo premises.
- 5.3 Personnel who are allowed to adopt WFH arrangement for more than 11 working days in a month shall be required to submit a Monthly Accomplishment Report using the prescribed template (**Annex A**) to comben@transco.ph at least every 10th day of the following month, with a copy furnished to the concerned Department Manager and Functional Group Head.

6. **SUPPORT MECHANISM.** The following support mechanisms shall be implemented:

6.1 **Entitlement to COVID-19 Hazard Pay during Alert Level 5.** On top of the Compensatory Time Off or Overtime Pay, personnel assigned as skeleton workforce during Alert Level 5 shall be entitled to COVID-19 Hazard Pay², subject to the following conditions:

6.1.1 To be entitled to the full amount of COVID-19 Hazard Pay, an employee must have rendered at least an aggregate of six (6) hours of physical reporting at the office and/or on official travel; provided, further, that such physical reporting is rendered within the prescribed official working hours (i.e., between 7:00 a.m. and 6:00 p.m.), excluding sufficient time for travel of up to two (2) hours, given the imposition of curfew hours and limited transportation during Alert Level 5 quarantine classification.

6.1.2 The Vice President concerned (or the Office of the President & CEO, as regards personnel directly reporting to it) shall issue a monthly certification of actual number of days that the personnel have been authorized to physically report for work during the ECQ and MECQ pursuant to Sec. 3.2.1 of Circular No. 2020-010,³ as validated by the HRMDD with the records of the Security Office and/or Travel Orders issued.

6.2 **Health/Psychosocial Interventions.** All personnel shall be given at least one (1) health or psychosocial interventions (stress debriefing, mental health management, etc.) to help personnel cope and adjust in the back to office work plan. As much as possible, all intervention programs shall be conducted online to avoid the spread of COVID-19.

6.3 **Communication Expense.** To defray the cost of internet, e-mail, and mobile communication while on WFH arrangement during the period of National Emergency, personnel shall be provided with reasonable communication expenses⁴ in the form of prepaid cards in the following denomination, subject to availability:

Salary Grade	Amount of Prepaid Cards per Month*
SG 22	P1,000

² In accordance with Administrative Order No. 43 dated June 1, 2021 issued by the Office of the President of the Philippines

³ TransCo Circular No. 2020-010 (Grant of Hazard Pay to TransCo Personnel)

⁴ In accordance with Sections 3.1 (e) (3) and 4 (e) of CSC Memorandum Circular No. 18, s. 2020

SG 19 – 21	P500
SG 18 and below	P300

Personnel who have been entitled to prepaid cards prior to the issuance of TransCo Circular No. 2021-004⁵ shall continue to receive the same amount and shall be entitled to the difference of the amount of pre-paid cards stated above.

New entrant employees will be given least priority in the distribution of prepaid cards in case of insufficient stock.

6.4 Conduct of Antigen Test. The conduct of Antigen test will help TransCo immediately identify/detect those who will be required to undergo quarantine, those who may need immediate medical attention or those who will not be allowed entry into TransCo premises. The Antigen Test shall be administered to the following:

6.4.1 TransCo personnel who are required to physically reporting for work, including those working in TransCo premises (i.e, utility personnel, security personnel and COA personnel), shall submit to Antigen COVID-19 test once a month (every 1st and 3rd Mondays of the month); and

6.4.2 Visitors with official business at the TransCo Head Office who may be staying at the TransCo offices for at least thirty (30) minutes.

6.5 Conduct of COVID-19 RT-PCR Test. Those who will test positive in the Antigen Test, those who will manifest COVID-19 related symptoms, and those who will be recommended by the TransCo Medical Team shall undergo COVID-19 RT-PCR Test following the hereunder procedures:

6.5.1 The concerned personnel shall be referred/endorsed to TransCo's partner government facility with an issued Memorandum of Agreement (MOA), e.g., Lung Center of the Philippines, for the conduct of RT-PCR tests. Payment shall be settled by TransCo with the partner government facility, subject to receipt of billing/Statement of Account from the concerned partner government facility.

6.5.2 Personnel who will be required to undergo COVID-19 tests, whether RT-PCR or Antigen, shall be allowed to avail of the COVID-19 test in

⁵ Amendment/Addendum to Circular No. 2020-01 (Corporate Mobile Phone Subscription Plans for CYs 2020-2022)

any DOH-accredited testing facility near them and reimburse the cost pertaining to the COVID-19 test.

- 6.5.3 Personnel who will be on official travel as authorized by the concerned Official/Approving Authority of the Travel Order⁶ [Travel Order Approving Official], shall be allowed to avail of the RT-PCR test, as may be required by the local government unit (LGU)/office/place of their destination/assignment, at any DOH-accredited testing facility prior to the scheduled travel and shall be allowed to reimburse the cost thereof, which shall be considered part of travel expenses chargeable to their respective Cost Center budgets.
- 6.5.4 Personnel who will be on official travel as authorized by the concerned Official/Approving Authority of the Travel Order [Travel Order Approving Official], shall be allowed to avail of the RT-PCR test, as recommended by the Travel Order Approving Official, at any DOH-accredited testing facility immediately upon return from the scheduled travel.
- 6.5.5 Availment through reimbursement or cash advance shall be subject to the usual budgeting, accounting, and auditing rules and regulations. Reimbursement/liquidation of the cost of the COVID-19 tests, shall be supported of the following documentary requirements:
- 6.5.5.1 Copy of RT-PCR test results
 - 6.5.5.2 BIR Compliant Official Receipts
 - 6.5.5.3 For RT-PCR test conducted prior to travel, any documents (*i.e.*, LGU announcements/notices, emails/letters from the office/place of destination/assignment, etc.), requiring the presentation of 'negative RT-PCR test result' upon entering the LGU/office/place of their destination/assignment.
 - 6.5.5.4 For RT-PCR test conducted upon return from the scheduled travel, certification by the Travel Order Approving Official using the template hereto attached as ***Annex B***.
 - 6.5.5.5 Other required documents for travel, as applicable.

6.6 Availment of Daily Travel Expenses (DTE) pending/while waiting for the results of the RT-PCR test upon return from the scheduled travel

⁶ As provided under Section No. 2.0, Subject No. 2.05 of TransCo's Manual of Approvals

- 6.6.1 The concerned personnel on official travel may be allowed to avail of the Daily Travel Expenses (DTE) provided for under TransCo Circular No. 2019-11 (*Revised Rules and Regulations and Rates of Expenses and Allowances for Office Local and Foreign Travels of TransCo Officials and Employees*) during the period until the RT-PCR test result is released, but in no case shall the allowed DTE exceed more than two (2) days reckoned from the day of departure for permanent official station, which shall be covered by the approved Travel Order. Availment of the DTE shall immediately cease upon the release of the results of the RT-PCR test/date indicated in the RT-PCR test result.
- 6.6.2 The provisions under Section 4.4 of TransCo Circular No. 2019-11, shall be observed for the claim of accommodation/lodging expense and shall be substantiated by a bill/official receipt to prove that the official or employee stayed in a quarantine facility while waiting for the release of the RT-PCR test result. Should the RT-PCR test yield a positive result (i.e. *SARS-CoV-2 viral RNA DETECTED*), the concerned personnel shall make the necessary arrangements for their compliance to quarantine/isolation procedures in accordance with Sec. 9.4 of TransCo Circular No. 2021-003 either at home, at a temporary treatment/isolation facility or at a hospital as may be required by their LGU, with the assistance of the TransCo Medical Team.
- 6.7 **Provision for COVID-19 Care Kit.** Personnel who are confirmed COVID-19 positive cases shall be provided with COVID-19 Care Kit (with the following contents: vitamins, face mask, alcohol, and over-the counter medicines addressing COVID-19 symptoms), subject to procurement thereof.
- 6.8 **Absence from work due to the required period of quarantine and/or treatment for COVID-19 during the State of National Emergency.** In cases where WFH arrangement cannot be adopted, the provisions of CSC MC No. 8, s. 2020 and CSC MC No. 23, s. 2020 shall be adopted on the use of leave credits for absences due to quarantine and/or treatment related to the COVID-19 and absences during the community quarantine due to the COVID-19 pandemic, subject to any new guidance the CSC may issue on the matter.
- 6.9 **Availment of Shuttle Service**

6.9.1 **During Alert Levels 3, 4 and 5.** Shuttle service shall be provided to TransCo personnel subject to availability and based on the hereunder prioritization:

Priority 1	Personnel residing within Metro Manila who regularly take public transportation to and from the office on a daily basis.
Priority 2	Personnel residing outside of Metro Manila who regularly take public transportation to and from the office on a daily basis but have at least 2-3 straight days schedule as skeleton workforce can be accommodated at prearranged schedule upon submission of request. The location to pick-up the employee should have at least 1-2 hours travel time.
Priority 3	Personnel residing within or outside Metro Manila who regularly take their own car to and from the office on a daily basis.
Priority 4	Personnel residing within or outside Metro Manila who are receiving Transportation Allowance.

6.9.2 **During Alert Levels 1 and 2.** Shuttle service shall be provided to TransCo personnel subject to availability and based on the hereunder prioritization:

Priority 1	<p>Personnel residing within the Greater Metro Manila Area who regularly take public transportation to and from the office on a daily basis.</p> <p>In the event that the TransCo corporate vehicles would be insufficient for shuttle services, TransCo may resort to rental of transportation/shuttle services subject to procurement. These vehicles will serve as shuttle services for Head Office-based personnel to and from the TransCo Head Office and various pick-up and drop-off points along the routes. Details and schedule shall be released by the General Services Division.</p>
Priority 2	Personnel residing outside of Metro Manila (beyond 50-kilometer radius from official station) who regularly take public transportation to and from the office daily can be accommodated using TransCo

	vehicles with 3-5 days straight working schedule at prearranged schedule upon submission of request.
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6.10 **Availment of the TransCo Dormitory.** The TransCo Dormitory shall be reserved for the exclusive use of TransCo personnel (including utility and security personnel) during the State of National Emergency, as follows:

6.10.1 **During Alert Levels 2, 3, 4 and 5.** Accommodations at the TransCo Dormitory shall be free of charge and subject to availability based on the hereunder prioritization:

Priority 1	Personnel below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, co-morbidities or other health risks, and pregnant women
Priority 2	Personnel residing outside of Metro Manila who regularly take public transportation to and from the office on a daily basis
Priority 3	Personnel residing within Metro Manila who regularly take public transportation to and from the office on a daily basis
Priority 4	Personnel with duly approved Overtime Request/Travel Order
Priority 5	Personnel who are on official travel that requires early morning departure and/or late night arrival
Priority 6	Personnel who are renting a place within Metro Manila.

6.10.2 **During Alert Level 1.** Accommodations at the TransCo Dormitory shall subject to availability based on the hereunder prioritization:

Priority 1	Personnel who are on official travel that requires early morning departure and/or late-night arrival (free of charge)
Priority 2	Personnel with duly approved Overtime Request/Travel Order (free of charge)
Priority 3	Personnel residing outside of Metro Manila who regularly take public transportation to and from the office on daily basis / personnel who are renting a

	<p>place within Metro Manila before the pandemic with corresponding rental fees during the period of the State of National Emergency only:</p> <p>Double – P500/ bed/day, Monthly discounted rate: P 300/dayx 30 days = P9,000.00</p> <p>Quintet – P300/ bed/day Monthly discounted rate: P200/dayx30 days = P 6,000.00</p>
Priority 4	Emergency cases subject to submission of justification with endorsement from the CC head (free of charge)

7. SIGNING OF OFFICIAL DOCUMENTS

- 7.1 As much as practicable, official documents intended for **external parties/stakeholders** and **internal documents for the approval of the President & CEO** shall be originally signed/initialed by the corresponding signatory/ies.
- 7.2 Pending the issuance of internal policy and guidelines compliant to COA Circular No. 2021-006 relative to the use of electronic and digital signatures, **financial documents, and reports for submission to COA shall bear original signatures.**
- 7.3 Only signatories working from home who qualify under the authorized exceptions may be allowed to use electronic or digital signatures (e-signatures). In such cases, the signatory/ies shall ensure that an electronically signed document is authentic and verifiable.
- 7.4 Electronic signatures may be allowed for all other internal documents, wherein signatory/ies shall ensure that an electronically signed document is authentic and verifiable.
8. **COVID-19 RESPONSE AND MINIMUM HEALTH STANDARDS (MHS) PROTOCOLS.** In addition to the COVID-19 Response and MHS protocol per Focus Area listed in Sec. 4 of Circular No. 2020-012 and Department of Health (DOH) protocols, the following mitigating measures against COVID-19 shall also be observed:

8.1 **On Contact Tracing.** Contact tracing shall be initiated after case investigation of every reported probable or confirmed COVID-19 case.

8.1.1 The TransCo Medical Team shall conduct the contact tracing interview using the Risk Exposure Form.

8.1.2 Identified close contacts' activity and exposure shall be verified with the confirmed positive case.

8.1.3 Contacts of suspected cases shall be notified and advised to monitor for any signs and symptoms and adhere to stringent minimum public health standards.

8.2 **On the Identification of Close Contacts and Quarantine Period.** The following protocols pursuant to IATF Guidelines Resolution No. 142 issued on October 7, 2021, shall be adopted to implement protocols for close contacts of probable, suspect, and confirmed COVID-19 cases:

8.2.1 **For High-Risk Exposure Close Contacts**

Particulars	Fully Vaccinated	Partially Vaccinated/ Not yet vaccinated
COVID-19 Testing	Shall be required to undergo RT-PCR test on the fifth (5 th) day after the date of the last exposure	Shall be required to undergo RT-PCR test
Quarantine Period	Shall be required to undergo seven (7) day quarantine period, provided that the employee remains asymptomatic for the duration of the seven (7) day period with the first (1 st) day being the date immediately after the date of last exposure.	Shall be required to undergo fourteen-day (14) quarantine period; provided that the employee remains asymptomatic for the duration of the fourteen (14) day period with the first (1 st) day being the date immediately after the date of last exposure.

8.2.2 **For Asymptomatic, Low-Risk Exposure Close Contacts)**

Particulars	Fully Vaccinated	Partially Vaccinated/ Not yet vaccinated
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COVID-19 Testing	Not applicable, provided that the employee remains asymptomatic for the duration of the seven (7) day period with the first (1 st) day being the date immediately after the date of last exposure.	Not applicable, provided that the employee remains asymptomatic for the duration of the fourteen (14) day period with the first (1 st) day being the date immediately after the date of last exposure.
Quarantine Period	Shall be required to undergo seven (7) day quarantine period	Shall be required to undergo fourteen-day (14) quarantine;

8.2.3 For **fully vaccinated close contacts** who may have been traced beyond the seventh (7th) day from last exposure and who have remained asymptomatic, **no testing and quarantine shall be required.**

8.3 Procedure on Return-to-Work after the Required Quarantine Period.

Those who will be required to undergo quarantine/isolation period must submit to a Quarantine Completion Interview to be conducted by the TransCo Medical Team. A Return-to-Work Certification shall be issued by the TransCo Medical Consultant.

8.4 Exposure Outside the Transco Premises.

TransCo Personnel who have reason to believe they might have been exposed to a confirmed or probable COVID-19 case outside TransCo premises should practice the necessary due diligence to report the facts and circumstances surrounding their suspected exposure to the Medical Team. For precautionary measures, it is advised to self-monitor for any manifestation of signs and symptoms, while faithfully observing minimum health standards, and report to the TransCo Medical Team any signs and symptoms.

8.5 Disinfection Measures and Hygiene at TransCo Premises.

Protocols on the cleaning, disinfection, and preparation of disinfection solutions shall be aligned with DOH's Department Memorandum No. 2020-0157 entitled "Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19." The Advisory issued by the General Services Division dated 23 April 2021 will be strictly implemented.

8.6 Ventilation. Adequate ventilation shall be strictly enforced inside the workplace as a preventive measure against spread of COVID-19 virus.

8.6.1 Inside the Workplace

8.6.1.1 Adequate ventilation shall be strictly enforced inside the workplace. Natural air flow exchange (opening windows, opening doors, turning off air-conditioning units to reduce air recirculation) shall be frequently announced/encouraged.

8.6.1.2 To provide a suitable work environment for employees/clients/visitors, the air conditioning temperature in the office shall be set/regulated according to the nature of office operations may lower the air conditioning temperature up to 24 degrees centigrade.

8.6.1.3 Air Purifiers and Humidifiers with High-Efficiency Particulate Air (HEPA) filters shall be installed/allocated in all floors and enclosed offices.

8.6.1.4 Exhaust fans should be kept continuously open as much as possible particularly in restroom facilities.

8.6.1.5 Conduct of weekly cleaning of windows, other openings, and ventilating fans or as necessary.

8.6.1.6 Run the A/C system for at least 30 minutes before and after spaces are occupied.

8.6.1.7 Cleaning and maintenance of air-conditioning system must be strictly observed.

8.6.1.8 When toilets/water closets are used, close the toilet bowl seat lid before flushing. This aims to minimize the release of droplets into air caused by flushing.

8.6.2 Inside Shuttle Service

8.6.2.1 All concerned personnel/passengers are advised to observe physical distancing and wearing of face masks while inside the vehicle.

- 8.6.2.2 Assigned Driver/s shall clean/disinfect the vehicle/s before and after each use.
- 8.6.2.3 Ensure adequate ventilation, by opening windows by at least three (30 inches while in transit, provided it is safe to do so.
- 8.6.2.4 Frequent sanitation of hands with alcohol shall be encouraged.
- 8.6.2.5 Physical Distancing/ one-seat apart distance for passengers shall be enforced.
- 8.6.2.6 Talking (answering phone calls or having conversations) while inside the shuttle service should be avoided.
- 8.6.2.7 Eating and drinking shall be prohibited while inside the shuttle service.
- 8.6.2.8 Symptomatic passengers as assessed by the Medical Team shall not be allowed to board.

8.7 **COVID-19 Status Report.** A status report of COVID-19 positive cases and updates thereof for each office (HO and Satellite Offices) shall be prepared by the TransCo Medical Team and shall be made available upon request.

- 9. **COMPLIANCE WITH DATA PRIVACY ACT.** Privacy principles and provisions under the Data Privacy Act require TransCo to process any and all data collected only for the purposes for which any such data had been collected, ensure their security, and retain the data only for as long as necessary. Further, a privacy notice shall be provided to inform all parties of the basis and collection of such data.
- 10. **SAVING CLAUSE.** Cases not covered by the provisions of this Circular shall be referred to the Office of the Vice President, Resource Management Services Group for resolution or appropriate action.
- 11. **REPEALING CLAUSE.** All provisions of existing circulars, memorandum orders, guidelines, or part thereof which are inconsistent with this Circular are hereby repealed or amended accordingly.

12. **EFFECTIVITY.** This Circular shall take effect immediately and shall remain in force until the State of National Emergency has been lifted by the President of the Philippines, or as determined by the President & CEO.
13. **AMENDMENTS AND REVISIONS.** This Circular may be amended, supplemented to, clarified, and/or otherwise revised when warranted by prevailing and/or unanticipated conditions, events, or other circumstances.


ATTY. MELVIN A. MATIBAG
President and CEO 