



**PHILIPPINE PORTS AUTHORITY**  
 PMO MISAMIS ORIENTAL/CAGAYAN DE ORO  
 PMO Admin Bldg. 2, Gate 5, Agora Road, Puntod, Cagayan de Oro City

**PORT ADVISORY/BULLETIN/ANNOUNCEMENT**  
**PABA No. PPD 027-2020**

DATE: 5 May 2020	No. of pages including this page: <b>One (1) page</b>
TO: <b>PPA Employees</b> <b>Terminal Management Offices</b> <b>CHO Employees</b> <b>Shipping Lines / Ship Agents</b> <b>Shippers / Consignees</b> <b>Other Port Stakeholders</b> <b>All Others Concerned</b>	Emails:
FROM: <b>The Port Police Division Manager</b>	Email: <b>bagartalia@ppa.com.ph</b> PPD Email: <b>moc_ppd@ppa.com.ph</b> PMO Fax: <b>(088) 856-4667</b>
Cc:	
SUBJECT: <b>DOTr MEMORANDUM RE: GENERAL COMMUNITY QUARANTINE GUIDELINES FOR THE MARITIME TRANSPORT SECTOR"</b>	
<i>ATTENTION: If you have received this communication with missing, incomplete, garbled or unreadable pages, please notify us at once through Tel.(088)856-1264; Fax(088) 856-4667; Email Address:ppapmocdo@ppa.com.ph or moc_ppd@ppa.com.ph</i>	
<b>MESSAGE:</b>	
<p>Respectfully disseminating herewith the Memorandum issued by the Department of Transportation (DOTr) dated 4 May 2020 with the above captioned subject.</p> <p>In view hereof, concerned PPA personnel, Cargo Handling Operators, ship owners/ship operators, shippers, consignees and other port stakeholders are advised to strictly observe and adopt the procedures cited in the aforesaid Memorandum (herein attached).</p> <p>For guidance, ready reference and appropriate action.</p>	
<p>  <b>PPSUPT BERNARDO A GARTALIA</b></p>	
Encl: A/S	
<p><i>(Note: This communication has also digitally scanned and transmitted to your official email addresses. Please be advise this Office of any changes in said addresses, or of alternative addresses. Email Adresses of port users and stakeholders</i></p>	



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION**

**MEMORANDUM**

**TO :** **VADM ROBERT A EMPEDRAD AFP (Ret)**  
Administrator, Maritime Industry Authority

**ATTY JAY DANIEL R SANTIAGO**  
General Manager, Philippine Ports Authority

**ADMIRAL JOEL S GARCIA PCG, Ph.D., H.D, Al-Haj**  
Commandant, Philippine Coast Guard

**SUBJECT :** **GENERAL COMMUNITY QUARANTINE GUIDELINES FOR THE  
MARITIME TRANSPORT SECTOR**

**DATE :** **4 MAY 2020**

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With reference to the IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, particularly the section for General Community Quarantine (GCQ), and the DOTr published guidelines for the Maritime Transport Sector for areas under GCQ, provided herewith are the procedures for implementation of the Maritime Industry Authority (MARINA), Philippine Ports Authority (PPA), and the Philippine Coast Guard (PCG).

Also included are workplace protocols to be observed in order to ensure the safety of personnel, clients and other stakeholders.

For dissemination to your respective units.

**VADM NARCISO A VINGSON JR**

Enc: a/s

## **Guidelines for the Maritime Transport Sector in view of General Community Quarantine**

### **I. Ships, Ports and Terminals**

1. Passenger vessel capacity must be reduced to 50%. At least one bunk or one seat apart must be observed in view of social distancing.
2. Wearing of face masks and other PPEs is mandatory inside public transport vehicles, vessels, ports, terminals and other facilities.
3. Sanitary measures such as footbath and regular disinfection must be observed upon entry to public transport vehicles, vessels, ports, terminals and other facilities.
4. Physical distancing, respiratory hygiene, and cough etiquette shall ALWAYS be observed.
5. Individuals shall undergo a mandatory checking of body temperature upon entering the terminal and before ship embarkation.
6. Health protocol forms shall be accomplished prior to entering ports and terminals.
7. Areas for frontline services, port facilities, passenger terminal buildings, port integrated clearing offices and other similar areas shall be retrofitted for proper physical distancing.
8. Disinfection facilities such as footbaths, handwashing stations with adequate supply of alcohol and/or soap, and sanitation tents shall be established at all entrances of terminals, ports, ships and other vessels.
9. High touch surfaces must be disinfected every two hours. Transport vehicles must be disinfected upon completion of single journey.
10. Information on hygiene and sanitary practices shall be widely disseminated and made accessible using various media platforms such as Public Address (PA) system for announcements, TV screens in passenger terminal buildings and ships, print materials posted at strategic locations, and social media websites.
11. Cargo operations shall remain unhampered.
12. Operations of passenger vessels shall be allowed during GCQ provided that sea travel is authorized in the ports of origin AND destination.
13. Sea travel shall be limited to accessing essential goods and services, and for work in the offices or industries permitted to operate.
14. Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidities, other health risks and pregnant women shall not be allowed to board the vessels.
15. Sea travel for the following shall be permitted provided that they will present proper identification and pass/permit: health workers; government officials and frontline personnel; those traveling for medical or humanitarian reasons; those transiting to the airport for travel abroad; workers in permitted establishments; persons providing essential goods, services and public utilities; essential skeleton workforce; repatriated OFWs and non-OFWs returning to their residences; and other persons transported through the efforts of the national government upon conduct of the necessary quarantine protocols and in concurrence with the receiving LGUs.

## II. Workplace Protocols

1. All personnel must wear face masks and other appropriate PPEs in the workplace. Front liners are encouraged to wear face shields with medical masks.
2. Sanitation protocol must be observed by personnel, clients and visitors prior to entry into the building/facility including thermal scanning, footbaths, handwashing and sanitation tents.
3. Visitors and clients must accomplish health protocol forms. In this regard, common supplies such as forms, visitor passes, and pens must be regularly sanitized.
4. Number of visitors and clients inside the premises must be controlled to enable physical distancing.
5. No person below 21 years old or above 60 years old shall be allowed in the premises. For this purpose, official identification shall be provided by all visitors prior to entry into any facility.
6. Workplace layout shall be redesigned to comply with physical distancing requirements including elevators, hallways, stairways, etc.
7. Employees 60 years old and above shall be subject to mandatory work from home arrangement. **Flexible work arrangements** must be adopted for employees below 60 years old.
8. Personal sanitation supplies shall be made available in all public areas and toilet facilities within premises such as alcohol, hand sanitation gels, etc.
9. High touch surfaces must be disinfected every two hours. Restrooms shall be maintained in clean and sanitary condition throughout the day.
10. General disinfection shall be regularly done at the end of every business day.
11. Internal meetings and conferences must be conducted electronically. Face-to-face interactions or encounters are highly discouraged.
12. Movements within the work place and across work areas shall only be limited to office-related functions.
13. Electronic and paperless transactions must be institutionalized. Releasing of documents through couriers is highly encouraged subject to implementation of proper control systems.
14. Additional shuttle services must be provided to employees. Physical distancing must be observed inside the vehicles. Personal sanitation supplies must also be made available.
15. Information on hygiene and sanitary practices must be widely disseminated and made accessible using various media platforms such as Public Address (PA) system for announcements, TV screens, print materials posted at strategic locations, and social media websites.

If possible, COVID-19 testing upon resumption of work and on a regular basis at least monthly is highly encouraged.

The above measures shall be subject to continuing review and revision to guarantee the health and safety of all personnel and stakeholders amid the pandemic.