Pursuant to Executive Order No. 112, s. 2020 adopting the Omnibus Guidelines for the Implementation of Community Quarantine in the Philippines, and in accordance with the relevant Resolutions of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), everyone is enjoined to carry out the following measures to ensure that COVID-19 mitigation objectives are achieved for the duration of the public health emergency:

I. INCREASE PHYSICAL AND MENTAL RESILIENCE

1. Observe respiratory hygiene and cough etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after each use.

2. Wearing of face masks, earloop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchiefs, or such other protective equipment, or any combination thereof, is mandatory while inside the office premises.

3. Eat healthy and maintain a healthy lifestyle.

4. Smoking within the DOJ premises shall continue to be prohibited.

II. REDUCE TRANSMISSION

1. Observe personal hygiene at all times. Regular handwashing with soap and water or using hand disinfectants is hereby mandated.

2. The Administrative Division is directed to ensure that: (i) communal comfort or restrooms have functioning handwashing facilities with soap readily available; (ii) hand sanitizers and dispensers with an alcohol-based solution are available in all entrances, exits, and areas with high pedestrian traffic; (iii) routine cleaning or disinfection of frequently touched surfaces and objects such as but not limited to tables, switches, doorknobs, handrails, and workstations using 0.5% bleach solution (100 mL Bleach, 900 mL water) is
implemented at least once a day; (iv) foot baths are placed in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water) and routine cleaning and replacement of disinfectant solutions in foot baths is implemented; and (v) thorough disinfecting of the office premises is done during weekends.

3. Loitering inside office premises is hereby prohibited.

4. Going out of DOJ premises during office hours will not be allowed unless extremely necessary. Employees are encouraged to bring their own food for the day.

III. REDUCE CONTACT

1. Everyone should practice physical distancing (at least one meter apart from each co-worker) at all times. As far as practicable, temporary barriers between cubicles or tables may be installed.

2. All office meetings, conferences, and other large gatherings shall be suspended until further notice. Face to face meetings should be avoided except when the space can accommodate participants with sufficient physical distancing.

3. If physical distancing cannot be observed in communal areas for eating, dining shall be done in the individual work space/cubicle during lunch break.

4. Delivery of documents from the public and from offices outside the Department directly to the office concerned shall no longer be allowed. The Frontline Service shall be fully operationalized to receive all such documents. All documents received should be subjected to disinfection procedure.

5. All prosecution offices are encouraged to continue the implementation of electronic/online inquest proceeding (e-Inquest).

6. The transacting public who belong to the vulnerable population shall be immediately advised to avail themselves of the Department’s services through means such as but not limited to emails, telephone calls, or through the social media accounts of the Department and its various offices or programs. The MISD is directed to ensure that all offices maintain working official email addresses for the benefit of the transacting public.

7. Deliveries of food and non-food items shall only be allowed up to the designated space at the guardhouse, for pickup by the concerned employees.

8. All employees should register with StaySafe.ph to facilitate contact tracing.

9. Employees who are required to physically report for work should coordinate with the Administrative Division so that they may be accommodated in the existing shuttle service of the Department.
IV. INCREASE PRECAUTION

1. All officials and employees shall be subject to temperature checks prior to entering the gates, building/office spaces. Those who have temperature of 37.5 centigrade and above (especially those exhibiting mild-flu symptoms) shall be advised to rest or proceed to a nearby health facility.

2. Employees who have mild flu-like symptoms should inform their immediate supervisors so that they may be recommended for work-from-home arrangements.

3. Subject to availability of rapid antibody test kits, employees and other DOJ-related personnel may be tested and those whose results turn out positive shall be referred to the appropriate health laboratory for confirmatory testing according to the protocols of the Department of Health.

For strict compliance.

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