



## Memorandum

**TO :** ALL BAFS EMPLOYEES

**FROM :** OFFICE OF THE OIC-DIRECTOR

**SUBJECT :** REITERATION OF THE MINIMUM HEALTH AND SAFETY PROTOCOLS INSIDE THE BAFS PREMISES DUE TO COVID-19

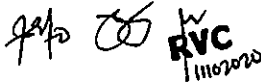
**DATE :** NOVEMBER 10, 2020

Considering the risk associated with having 100% personnel reporting on-site, the steadily growing number of Covid-19 cases, and the recent incident of infection involving the Department of Agriculture (DA) and the Bureau of Agriculture and Fisheries Standards (BAFS) personnel, this Office reiterates the strict compliance to and implementation of the minimum health and safety standards in all offices within the BAFS premises.

Attached is the minimum health and safety protocols on Covid-19 (with the DA Guidelines on Service Continuity as one of the references).

For your strict compliance.

  
**MYER G. MULA, Ph. D.**

  
RVC  
11/10/2020



## MINIMUM HEALTH AND SAFETY PROTOCOLS ON COVID-19 WITHIN THE BAFS PREMISES

<b>Pre-cautionary Measures</b>	<p><b>A. Prior to entering the BAFS Building</b></p> <ol style="list-style-type: none"> <li>1. Wear face mask and face shield.</li> <li>2. Be subject to mandatory thermal scanning and use of hand sanitizer or alcohol.</li> </ol> <p><b>Note.</b></p> <ol style="list-style-type: none"> <li>1. Individuals with a body temperature of 37.8 degrees Celsius and above, and with cough and cold shall be denied entry. Concerned personnel shall inform their immediate supervisor of their condition within 12 hours.</li> <li>2. Communicate with the immediate supervisor or the health officer if experiencing any symptoms, a night before reporting to the office, or during travel to the office and prior to entry to the building.</li> <li>3. Mandatory registration upon entry and exit to StaySafe.ph.</li> </ol> <p><b>B. Inside the workplace or at operating areas</b></p> <ol style="list-style-type: none"> <li>1. Practice physical or social distancing at all times.</li> <li>2. Wear a mask while inside the premises as prescribed by the IATF.</li> <li>3. Wear a face shield whenever you will enter other offices within the BAFS building.</li> <li>4. Avoid communal eating, as it is highly discouraged. Employees shall eat individually at their respective workstations and properly dispose of their leftovers. If the same is not possible, social distancing shall be maintained.</li> </ol> <p><b>Note.</b> If already inside the BAFS building and is already experiencing symptoms, concerned personnel shall immediately inform his supervisor and health officer.</p>
<b>Personal Hygiene and Safety Awareness</b>	<ol style="list-style-type: none"> <li>1. Frequently clean hands by using alcohol-based hand rub or disinfectant or by proper handwashing with soap and water.</li> <li>2. When squeezing or coughing, the proper distance must be maintained. Use a tissue or inner portion of</li> </ol>

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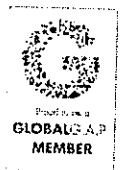
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		<p>the elbow to cover the nose and mouth. Do not cover the mouth with the hand.</p> <p>3. Practice proper disposal of tissue and mask after use.</p>
<b>Cleanliness of the Work Environment</b>	:	<p>1. Ensure routine cleaning/disinfection of frequently touched surfaces and objects (e.g. tables, doorknobs, desk, office items, workstations) using alcohol, bleach solution or any cleaning solution at least once a day.</p> <p>2. Ensure availability of footbath and/or hand soaps/hand-sanitizers, alcohol based solutions in restrooms and main entry points of every office, by doing routine monitoring and replacement/replenishment, if needed.</p>
<b>Accommodation of clients and visitors</b>	:	<p>1. Mandatory wearing of face mask and face shield.</p> <p>2. Mandatory submission of duly accomplished Health Declaration Form.</p>
<b>Public gathering, organizing meetings and events</b>	:	<p>1. As much as possible, the Bureau discourages non-essential face-to-face meetings and/or events. Thus, alternative means to conduct internal and external meetings, trainings, and seminars to maintain social distancing measures and reduce physical contact shall be promoted and implemented.</p> <p>2. With regards to the flag ceremony or flag retreat, each Division shall have at least 5 representatives (including Division Chief) that are physically present while the others are instructed to attend using the online platform that will be provided.</p>

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