



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO 2020-04-0007

**PROVIDING FOR MINIMUM HEALTH STANDARDS FOR COVID-19 MITIGATION TO DOE PERSONNEL & ITS WORKPLACE AND SHARED FOR APPLICATION TO ALL PLAYERS AND STAKEHOLDERS IN THE ENTIRE ENERGY INDUSTRY**

**WHEREAS**, Section 15 of Article II of the Philippine Constitution sets forth the policy of the State to protect and promote the right to health of the people;

**WHEREAS**, Section 7 of Republic Act (RA) No. 11332 mandates the President of the Republic of the Philippines to declare a State of Public Health Emergency in the event of any epidemic of national and/or international concern which threatens national security for the purpose of mobilizing governmental and non-governmental agencies to respond;

**WHEREAS**, in the light of the coronavirus disease 2019 (COVID-19) outbreak in the Philippines, President Rodrigo R. Duterte issued Proclamation No. 922, Declaring a State of Public Health Emergency throughout the Philippines and enjoining all Government agencies and Local Government Units (LGUs) to render full assistance and cooperation to mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner to curtail and eliminate the COVID-19 threat;

**WHEREAS**, on 16 March 2020, the President issued Proclamation No. 929, Declaring a State of Calamity throughout the Philippines Due to the COVID-19 and placing the entire Luzon on an Enhanced Community Quarantine (ECQ);

**WHEREAS**, the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) was mobilized to provide groundworks in addressing and combatting COVID-19;

**WHEREAS**, the IATF in Resolution No. 28, mandated the Department of Health (DOH) to specify Minimum Health Standards (MHS) for all sectors on top of the community quarantine imposed;

**WHEREAS**, the DOH issued Administrative Order (AO) No. 202 dated 27 April 2020 providing for "Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation";

**WHEREAS**, Section VII-B of AO 202 tasks the national government agencies to develop and submit sector-specific plans and guidelines on the operationalization of risk-based public standards and sector-specific monitoring tools to track compliance to the DOH;

**WHEREAS**, AO 202 has provided guidelines for sectoral planning as tool for decision-making and the development of more specific sectoral policies for COVID-19 response;

**WHEREAS**, the DOE thus formulates this MHS which has to be submitted to the DOH for consolidation with that of other agencies, before May 1, 2020.

**NOW THEREFORE**, the DOE hereby directs the all DOE personnel to strictly practice, as well as to share these practices to all players and stakeholders in the energy industry, the following MHS, as follows:

## **TITLE I. GENERAL PROVISIONS**

### **Section 1. Purpose, Scope and Coverage.**

This Department Order (DO) shall set MHS as mitigation measure to COVID-19 in all settings and places, such as but not limited to the offices and workplace, home, communities.

This DO shall be applicable to all DOE personnel and workplace and shared for application to all players and stakeholders in the entire energy industry. Consistent with Section VII (D) of AO 202, industries and the private sector shall comply with the risk-based standards set by the DOH and the sector-specific policies and plans by national government agencies (in this case, this DO) and other relevant rules and regulations.

### **Section 2. Objectives.**

This DO shall have the following as its objectives, to wit:

(a) Increase the physical and mental resilience of every individual by:

- ensuring access to basic needs of individuals including food, water shelter and sanitation;
- ensuring adequate nutrition;
- helping boost the immune system by encouraging appropriate physical activities and, on the other hand discouraging unhealthy activities;
- promoting basic respiratory hygiene and cough etiquette;
- protecting the mental health and general welfare of individuals;
- to protect the essential workforce, ensuring food, PPE and other necessities, like commodities, lodging, and shuttle services to every individual;
- providing financial and healthcare support for workforce that contracts COVID-19 through transmission at work;
- limiting exposure of Most-At-Risk Populations (MARPs), identified as those within the population who are more vulnerable to infection, and providing them the necessary support;
- providing appropriate safety net to vulnerable groups;

(b) Diffusing transmission of COVID-19 via interventions like:

- providing access to basic personal hygiene and sanitation;
- observance of safety precautions and discouraging of activities that are inimical to one's health;
- practicing environmental hygiene by disinfecting and cleaning the environment regularly;
- ensuring the use of personal protective equipment (PPEs) such as masks, etc;

(c) Introducing and institutionalizing systems to reduce contact to "eliminate" mechanisms of transmission through:

- practicing strict physical distancing at all times;
- providing alternative working arrangements that reduces physical contact;
- regulating movements in the workplace including restricting unnecessary mass gatherings;
- limiting non-essential travels;
- providing work physical arrangements that ensures physical distancing;
- using virtual interactions; restricting unnecessary mass gatherings;

(d) Providing responsive and immediate mitigation measures in case of infection, as follows:

- providing a system of identifying symptomatic individuals;
- providing a system of immediate isolation and monitoring;
- establishing or operationalizing a contact-tracing scheme consistent with Department of Health guidelines;
- Instituting coordination mechanism with DOH, Local Government Units and other concerned health institutions with respect to immediate medical response to COVID infected personnel.

## TITLE II. THE MINIMUM HEALTH STANDARDS

**Section 3.** The following MHS shall be observed and practiced by the DOE personnel, to wit:

Focus Area	Proposed Measures/Standards
Reduce vulnerability	1. All persons are advised to eat healthy food; drink sufficient water; take vitamins. Avoid smoking and unhealthy drinking of liquor;

	<p>2. All persons are advised to exercise. DOE employees may walk/run around the DOE compound subject to social distancing and wearing the appropriate PPEs;</p> <p>3. Everybody must practice respiratory etiquette and hygiene like using a tissue or the inner portion of the elbow to cover the nose and mouth when sneezing and coughing; practice proper disposal of tissue. Everybody are likewise reminded to wear masks all the time;</p> <p>4. Due to emergencies arising from extreme stress, individuals may reach out to families and friends or a mental health professional through telemedicine hotlines. Hotline numbers shall be made available by the Administrative Services (AS);</p> <p>5. MARPS are advised to stay at home and should not be included in skeletal forces created, unless so requested by them; Provided, however, that work-from-home and other alternative working schemes shall be arranged for MARPS.</p> <p>6. MARPS and vulnerable groups must be provided with necessary and appropriate support including benefits from the Social Amelioration program (SAP), if any;</p> <p>7. Employees who desire to stay and sleep in the office may be provided with lodging;</p> <p>8. Employees shall continue to use existing shuttle services and shall be provided if none, yet.</p>
Reduce transmission	<p>1. Sanitation stations are provided in all building and office entrances, together with alcohol and/or alcogels, sanitizer;</p> <p>2. Comfort rooms are ensured of water and are provided with soap, alcohol/alcogel, sanitizers at all times;</p> <p>3. Everybody is advised to frequently wash their hands with soap and water and are discouraged from touching their nose, eyes and mouths;</p> <p>4. Regular disinfection of all offices and buildings including every 2-hours disinfection of high touch areas such as toilets, door knobs, switches, elevator buttons;</p>

	<p>5. Everybody must always wear appropriate PPEs/masks;</p> <p>6. Encourage symptomatic individuals to stay at home and, with the assistance of the DOE, advise them to go to any health facility, if necessary.</p>
Reduce contact	<p>1. Everybody must practice social distancing at all times, maintain a distance of at least one (1) meter;</p> <p>2. All reporting employees are advised to work in separate cubicles;</p> <p>3. All employees are advised to use the stairs and observe distancing. Elevator use must be limited to four (4) persons at time;</p> <p>4. Avoid grouping together;</p> <p>5. Entry and exit points are regulated ensuring physical distancing;</p> <p>6. Work from home is established;</p> <p>7. Teleconferences and meetings are practiced to reduce/avoid face-to-face interactions.</p>
Reduce duration of infection	<p>1. Thermal scanning at the agency compound and building entrances are provided;</p> <p>2. Symptomatic individuals must inform their superiors for the corresponding precautionary measures and medical attention;</p> <p>3. Provide rapid-testing to employees to the extent possible subject to the assistance of appropriate medical attendants as required by the DOH;</p> <p>4. Provide a system of coordination/assistance with the DOH or LGU for any necessary validation or resort to the PCR testing method;</p> <p>5. Provide quarantine facilities that complies with DOH standards including provisions of food, medicine, etc.</p>

Governance and accountability	<ol style="list-style-type: none"> <li>1. Issuance of rules and monitoring schemes;</li> <li>2. Providing housing/billeting;</li> <li>3. Providing transport services;</li> <li>4. Making available appropriate Health Systems/Care benefits;</li> <li>5. Continuous education of personnel.</li> </ol>
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(Attached hereto is ANNEX "A", DOH's Required Public Health Standards across all settings [as of April] which all employees may refer and comply with under appropriate circumstances)

### TITLE III. IMPLEMENTATION/MONITORING SCHEME

**Section 4.** The AS is tasked to implement the above-mentioned MHS including the alignment of necessary funds and procurement of needed equipment and services to implement the same subject to applicable rules and regulations.

**Section 5.** The AS is also hereby directed to prepare daily monitoring tools and checklist to check compliance with this order and the required items to be done. This monitoring must be made in the following manner, to wit:

1. Must be conducted daily;
2. A checklist covering the enumerated proposed standards to be prepared and cross-checked on a daily basis;
3. Weekly report submitted to the Secretary of Energy and the Secretary of Health.

**Section 6.** The MHS must be incorporated in the Business Continuity Plan for all players/stakeholders in the energy industry that is regulated by the DOE.

**Section 7.** The DOE, through its respective Bureaus, shall monitor the compliance of energy industry participants to the MHS.

### TITLE IV. OTHER PROVISIONS

**Section 8. Construction or Interpretation.**

Nothing herein shall be construed as an impairment, restriction or modification of the provisions of the Constitution or existing laws. In the exercise of powers granted in this Circular, all concerned officials and personnel must act consistent with other existing laws, rules and regulations.

**Section 9. Separability Clause.**

In case any provision in this Department Order is declared invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected.

**Section 10. Sunset Clause.**

This Order having been issued under a declared State of Emergency, shall be in force and in effect only for the entire duration of the State of Public Health Emergency, as provided in Proclamation No. 922, unless extended by the President or the IATF-EID. Provided, further, that this DO shall automatically be reinstated should a similar health crisis or pandemic occur.

Because of the fluidity of the situation, the DOE may, from time to time, issue supplemental orders in relation to this DO including the issuance of rules appropriate for a post-COVID-19 scenario.

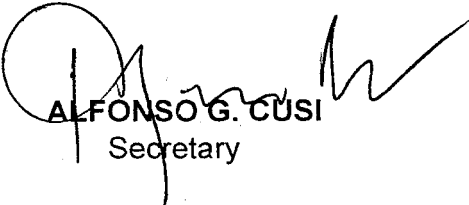
**Section 11. Repealing Clause.**

Any department order or issuance, contrary to or inconsistent with this Order is hereby repealed, modified or amended accordingly.

**Section 12. Effectivity.**

This Order shall take effect immediately upon issuance.

Signed at DOE Building, Energy Center, Rizal Drive, Fort Bonifacio Global City, Taguig City.

  
**ALFONSO G. CUSI**  
Secretary



**APR 29 2020**