



## NEA ADVISORY

December 28, 2020

### Subject : Health Protocol for Officials and Employees on Official Travel

For the past nine (9) months, the NEA has been observing strict adherence to various health guidelines and protocols to mitigate the spread of the Covid-19 in the workplace. Various mitigation protocols and interventions have been issued to encourage all officials and employees to maintain safety and good health of everyone.

Relative to this, specifically NEA Memorandum on Travel Restrictions for Employees (issued June 30, 2020), the NEA management would like to remind officials and employees who go on travel to adhere to the following procedures:

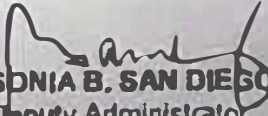
#### A. Approved Official Travel

- **All required documents** based on the Omnibus Guidelines of the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases should be **accomplished before the set date of travel.**
- Strict adherence to the NEA Minimum Health Standards, COVID-19 Response Protocol, NEA Workplace Re-Entry Plan for the "New Normal", DOTr Omnibus Guidelines and other relevant rules and guides is a must for all official travel.

#### B. Upon Return from Travel

- Officials and employees who become ill with Covid-19 like symptoms during or upon returning from travel must **immediately contact a health care provider including the HRAD for proper guidance and care.**
- Officials and employees who do not exhibit virus-like symptoms should immediately undergo a Reverse transcription-polymerase chain reaction (RT-PCR) or Rapid Antigen Swab Test upon return, regardless of the number of days spent in the fieldwork. A copy of the test result must be submitted to the HRAD prior to physical reporting to the office. Non-submission of such would mean non-admittance to the NEA building.

For strict compliance and observance.

  
**SONIA B. SAN DIEGO**  
Deputy Administrator

Corporate Resources and Financial Services  
and Chairperson, New Normal Management Team