



NEA WORKPLACE RE-ENTRY PLAN FOR THE “NEW NORMAL”

A. BACKGROUND/RATIONALE

1. Situationer

The National Electrification Administration will resume its “new normal” operation based on the directives which will be issued by the Office of the President to sustain the implementation of the Rural Electrification Program. It is imperative to effect various mechanisms instituting public health, safety and security measures in order to stem the transmission of the Covid-19 virus. Standards and protocols have to be established that would simultaneously protect the employees, service partners and all NEA building occupants, from the disease and prevent its spread from asymptomatic or untested carriers of in the workplace, while ensuring the continuity of the services to all Electric Cooperatives, Member-Consumer-Owners, stakeholders, business partners and general public.

2. Agency’s Priority Program Thrusts

This Plan shall prepare and educate all NEA employees, Project Officers, Management Consultants, Service Partners and all building occupants after the easing/lifting of COVID-19 restrictions and to adapt to the new norms and guidelines. It will institutionalize a new way of life with urgency and priority, to wit:

- a. Define and allocate roles, responsibilities and obligations across key Department/Offices that shall be heavily involved in the implementation of specific and applicable measures.
- b. Identify standards and protocols in the management of physical spaces as well as allowed and/or prohibited activities and acceptable norms and expected behaviors.
- c. Identify physical infrastructure, equipment and materials that shall facilitate appropriate actions as well as promoting proper information.
- d. Establish systems of accountability to comply with the obligations and expectations.
- e. Provide working parameters, guidelines and recommendations for a “new normal” way of life.

3. Role of Departments/Offices and Working Committees

A. The Covid-19 pandemic is becoming the accelerator for one of the greatest NEA workplace transformations. How a department/office plan, communicate and work, will be changed during the “new normal, new mindset” scenario. The additional roles and adjustments of **all Departments/Offices** in general are as follows:

1. Submission of Revised Departmental Action Plan
2. Submission of Strategic Work Schedule

3. Strict implementation of agency policies, guidelines, office orders, memoranda and other pertinent government rules and regulations on the “new normal” in the workplace.
4. Continuous recommendation for the improvement and safety of the workforce and the workplace.
5. Regular conduct of surveys and gathering of pertinent information.

B. Functional Departments/Offices Directly Involved

1. Human Resources and Administration Department (HRAD)

- a. Ensure the implementation of the Minimum Health Standards for Covid-19 Mitigation to NEA Personnel and its Workplace.
- b. Formulate applicable work arrangement and administrative and general services protocols responsive to current reality.

2. Information Technology & Communication Services Dep’t. (ITCSD)

- a. Ensure availability of enabling technologies and social collaboration tools.
- b. Design procedures for a web-based, paperless transactions.
- c. Ensure vital records management and disinfection of incoming mails and documents.

3. Finance Services Department (FSD)

- a. Ensure budget for activities needed to comply with the MHS is prioritized through Budget Realignment/Reallocation/Modification.
- b. Reassess operations for the year, and determine in consultation with the concerned departments/offices the Programs/Activities/Projects (P/A/Ps) that have been adversely affected by the COVID-19 crisis.
- c. Submit to the Department of Budget and Management (DBM), copy furnished the GCG, P/A/Ps with unobligated allotments.

4. Corporate Planning Office (CPO)

- a. Facilitate the review and updating of the NEA’s Business Continuity Plan.
- b. Act as lead in the preparation of NEA New Normal Contingency Plan.

5. Corporate Communication and Social Marketing Office (CCSMO) and NEA-EC Training Institute (NETI)

- a. Educate and inform employees, project officers, service partners, and other building occupants on the “new normal” workplace dynamics.

All departments/offices are required to support the implementation of the plan to ensure its success. Priority must be given in sharing talents, logistics and supplies anytime, as necessary. They shall ensure availability of personnel and assignment to departments/offices with limited manpower which are performing critical functions and/or to committee/s/adhoc offices created to respond to the New Normal environment requirements.

B. RE-ENTRY PLAN

1. Focus Area

This re-entry plan shall allow for the implementation of various mechanisms to further protect the NEA employees while ensuring the services needed by all stakeholders. It provides focus areas consisting of the following, among others:

- a. Personnel and Work Arrangement
- b. Budget Realignment and/or Reallocation
- c. Minimum Health Standards (MHS)
- d. Safety and Precautionary Measures
- e. Physical and Stakeholder Spacing Mitigation Measures
- f. Personal Protective Equipment (PPE)
- g. Cleaning and Disinfection Protocols
- h. Facility Signage and Screening
- i. Isolation, Quarantine Facilities and Contact Tracing
- j. Common Areas and Public Spaces
- k. Communication and Information
- l. Data and Information Privacy and Cyber Security
- m. Employee Updated Information
- n. Risk-based Standards
- o. Enhanced Wellness and Mental Health
- p. Strong Inter-Agency Link
- q. Enhanced Learning and Development
- r. Monitoring Mechanisms

2. Proposed Re-entry Plan Framework

- a. Design Re-entry Plan – NEA must first need to consider the structure in which a re-entry plan will be crafted. That structure will need to include identifying stakeholders needs; outlining authorities, roles and acting capacities; defining critical information requirements; identifying assumptions and variables; and of course, creating detailed execution checklists of minimum health standards.
- b. Work through the new normal stages of partial to full operations - a re-entry plan shall account for three main stages and allow for a clear roadmap in moving from a (1) current state, to a (2) partial or limited opening, to a (3) full resumption of operations at capacity.
- c. Increase resilience through monitoring for possible virus resurgence, completion of after-action reports, and program enhancements – there is a need to continue to monitor for virus resurgence. This allows for a diagnosis of how the agency performed during the crisis and how it will improve going forward, identify changes to government restrictions and agency guidance, and better prepare to be more resilient toward future disruptions. This is also the stage to evaluate, if any, controls which were relaxed during the work-from-home period.

C. GENERAL DESCRIPTION OF METHODOLOGY

Step by step precautionary re-entry measures for NEA Personnel based on Minimum Health Standards (MHS) for Covid-19 Mitigation are as follows:

1. SCHEDULE

- a. NEA will adopt an alternative work arrangement scheme pursuant to CSC MC No. 10 series of 2020. Work arrangement will be in accordance with the issuances to be made by the Office of the President, Inter-Agency Task Force for the Management of Emerging of Infectious Diseases in the Philippines, the Department of Health and the Local Government of Quezon City. Employees who may be assigned as skeleton (skeletal) workforce shall be entitled to Hazard Pay on top of the Compensatory Time Off, as well as other applicable allowances and PPEs, subject to accounting, auditing and budgeting rules and regulations.
- b. Most-At-Risk Populations (MARPs), employees outside Metro Manila and those with immunodeficiency, comorbidities, or other health risks, PWD and pregnant and lactating women, shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.
- c. Employees on the work from home arrangement scheme must ensure that they have stable internet connection. They shall be monitored by their immediate supervisors. During this scheme, the confidential and proprietary information shall be protected and secured at all times. Computers and/or laptops may be provided.
- d. Employees who desire to stay and sleep in the office shall be allowed on a short-term period subject to guidelines provided by management.

2. EMPLOYEES GUIDE BEFORE LEAVING HOME

- a. Every employee shall check oneself if there is a Covid-19 symptoms. If there are symptoms like fever, cough, cold or diarrhea, employees are advised to stay at home and report any symptoms to the hospital Integrated Comprehensive Care (ICC) based on the provisions of R.A. 11332.
- b. Employees are encouraged to bring own water and food.
- c. Employees are also encouraged to bring alcohol, anti-bacterial soap and face towel for immediate disinfection purposes anywhere and anytime.
- d. Wearing of any kind of jewelries and accessories is discouraged. Bringing only of important things is advised.
- e. Wearing of face mask and/or any other PPE is strictly required.
- f. Always bring company ID.
- g. Eating breakfast and taking vitamins are highly encouraged.

3. TRANSPORTATION

- a. GSD shall design a strategic transportation scheme to maximize the use of NEA vehicles to accommodate employees' transportation needs. For vehicles not assigned to officials, priority shall be given to NEA employees.
- b. Reasonable transportation facilities may be provided to employees assigned as skeleton workforce, whenever practicable, and subject to accounting and auditing rules and regulations.
- c. Passengers per NEA vehicle will be in accordance with the Transport Guidelines set by the Department of Transportation.
- d. Minimum passengers per vehicle including the driver with consideration of social distancing shall be as follows:
 - 1. NEA Coaster – 16 passengers
 - 2. SUV/CUV – 6 passengers
 - 3. Sedan – 4 passengers
 - 4. Pick-up – 4 passengers
- e. Bringing of private vehicles, including motorcycles and bicycles, is highly encouraged. All vehicles are subject for entry disinfection.
- f. Disinfection of NEA vehicles are required before and after use.

4. ENTRY AT NEA PREMISES

- a. Wearing of face mask at all times is strictly required. It can only be removed when eating or drinking.
- b. Before entry, all employees shall step into a disinfecting mat.
- c. Disinfect hands and all personal things exposed.
- d. Temperature screening before entering the building entrances is required. All individuals who register temperature of above 37.4°C for three (3) consecutive times with 5 minutes interval shall not be allowed to enter the building.
- e. All employees including project officers, management consultants, building occupants and service partners should accomplish a daily health symptoms questionnaire at the Sanitation Station and submit to the safety officer prior to entry.
- f. Separate gates for entrance and exit shall be allocated to avoid clogging of personnel and will ensure physical distance.
- g. Use of barcode attendance or face recognition system shall be implemented as substitute for biometric. Afternoon in and out attendance is suspended.
- h. All employees are advised to use the stairs and observe physical distancing.
- i. When walking/moving at the stairs, hallways and work stations, always keep on the right side to avoid accidental contact with others.
- j. Elevator use must be limited to four (4) personnel at time and shall not face each other.
- k. Elevator use from B1 and B2 are prohibited. Employees entering in these areas are advised to use stairs and go to B1 for sanitation purpose as part of entry protocols.

5. EMPLOYEES' GUIDE AT THE WORKPLACE

- a. Disinfect tables, chairs, computers and other touchable items.
- b. Wash hands after cleaning workplace.
- c. Practice social distancing at all times, maintain a distance of at least one (1) meter.
- d. For reporting employees, work in separate cubicles/tables.
- e. Minimize movements in designated working area.
- f. Monday Employee Convocation/Assembly and other gatherings shall temporarily be suspended. Avoid face to face transactions and grouping together. Teleconferences, public address and other social media applications are recommended for communication purposes.
- g. Disinfect intercoms or telephones before and after use.
- h. No visitors should be allowed to get inside the office premises unless otherwise with previous clearance and approval from the management.
- i. Clean/Disinfect working area before going home.
- j. Include in "grab bags" change of clothes, toiletries and ready to eat food as contingency measure.

6. COMMON AND PUBLIC SPACES

- a. Communal eating at the pantry or conference rooms in every office is discouraged. Employees should eat in their respective tables. However, trash disposals and 5S should strictly be observed. Employees are advised to bring their own food utensils.
Delivery of food as well as other personal items thru online services (e.g. lalamove, foodpanda, grab etc.) is also discouraged.
- b. The canteen should exclusively be used by building occupants. They must observe social distancing while eating. And, while eating inside the canteen is allowed, taking-out food to respective workplaces is preferable.
- c. The clinic shall remain as temporary accommodation for employees with medical emergency.
- d. The HESA may be used as temporary office of departments/offices which could not comply with the appropriate physical distancing due to big number of employees/personnel.
- e. The library shall be used as the official quarantine facility, in case any employee or building occupant show COVID-19 symptoms, prior to his/her transfer to a testing facility or hospital. The library is restricted to employees, service partners and other building occupants.
- f. ATMs will exclusively be for the use of building occupants.
- g. Roof Deck and the Vinz Cafe will be designated as fitness and wellness areas.

7. SANITATION, DISINFECTION AND ETIQUETTE

- a. Everybody is advised to frequently wash their hands with soap and water and are discouraged from touching their nose, eyes and mouths.
- b. Regular disinfection of all offices and surroundings including every 2-hours disinfection of high touch areas such as toilets, doorknobs, switches, elevator buttons.
- c. Sanitation stations are provided strategically in all building entrances.
- d. Comfort rooms are ensured of water and are provided with soap, alcohol/alcogel, and sanitizers at all times.
- e. 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 is likewise reminded to wear masks all the time.
- f. Have a fitness routine like simple exercises during breaktime or after office hours or taking the stairs instead of the elevator.
- g. Eat healthy, drink sufficient water/fluids, take vitamins, among others boost immune system.
- h. Smoking and drinking of alcoholic beverages are prohibited inside the office premises. There are designated smoking areas outside the building.
- i. All incoming deliveries including supplier vehicle and goods shall be disinfected before entering the premises.

8. EMPLOYEES GUIDE BEFORE ENTERING HOME

- a. Remove and leave shoes and PPEs before entering the house.
- b. Disinfect things before entering the house.
- c. Don't touch any family members first.
- d. Remove your clothes immediately and wash them separately and instantly if possible.
- e. Take a bath immediately.
- f. Gargle with mouth wash or warm water with salt.

D. MONITORING

The New Normal Management Team (NNMT) shall be tasked to implement and monitor the NEA Re-entry Plan including the alignment of necessary funds and procurement of needed equipment and services to implement the same subject to applicable rules and regulations. The NNMT shall also formulate appropriate sanction and penalties for noncompliance.

The NNMT shall be 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:

- a. Must be conducted daily;
- b. A checklist covering the enumerated proposed standards to be prepared and cross-checked on a daily basis;
- c. Weekly report submitted to the Administrator.

E. BUDGET

All expenses that will be incurred by NEA in the implementation of this Re-entry Plan shall be charged against the agency’s funds, subject to the usual budgeting, accounting and auditing rules and regulations.

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Basis:

1. Republic Act No. 11469, “Bayanihan To Heal As One Act”
2. Executive Order No. 112, “Imposing an Enhanced Community Quarantine in High-Risk Geographic Areas of the Philippines and a General Community Quarantine in the Rest of the Country from 01 to 15 May 2020, Adopting the Omnibus Guidelines on the Implementation Thereof, And for Other Purposes”
3. Presidential Proclamation No. 922 s. 2020, “Declaring a State of Public Health Emergency Throughout the Philippines”
4. CSC Memorandum Circular No. 10 s. 2020, “Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic”
5. DOE Department Order No. 2020-04-0007, “Providing for Minimum Health Standards for COVID-19 Mitigation to DOE Personnel and its Workplace and Shared for Application to All Players and Stakeholders in the Entire Energy Industry”
6. DOH Administrative Order No. 2020-0013, “Revised Administrative Order No. 2020-0012 “Guidelines for the Inclusion of the Coronavirus Disease 2019 (COVID-19) in the List of Notifiable Diseases for Mandatory Reporting to the Department of Health”
7. DOH Department Memorandum No. 2020-0220, “Interim Guidelines on the Return-to-Work”
6. DBM-NBC No. 580, “Adoption of Economy Measures in the Government Due to the Emergency Health Situation”
7. GCG Memorandum Order No. 2020-04, “Contribution of the GOCC Sector to the Bayanihan To Heal As One Act (R.A. NO. 11469)”
10. House Bill No. 6623, “New Normal for the Workplace and Public Spaces Act of 2020”