



NEA ADVISORY

July 01, 2020

SUBJECT : Strict Adherence to Issued Guidelines and Protocol

The National Electrification Administration (NEA) has been compliant in adhering to the Philippine Government's various issuances on health standards and protocol in order to ensure the safety, well-being and good health of all employees and building occupants.

Based on the recent developments and statistics on the increasing number of COVID-19 cases in Metro Manila, particularly in Quezon City, the NEA Management is compelling the cooperation of all employees and building occupants in helping to mitigate the risk of infection to the COVID-19 in the workplace.

As such, it is very crucial for all employees and building occupants to strictly abide with the issued guidelines, standards and protocols. For easy reference and "recall", hereunder are some of the mentioned guidelines, standards and protocols including highlights:

1. Minimum Health Standards

- Wearing of Face Mask
- Physical Distancing
- Frequent Handwashing/hand sanitizing
- Cough Etiquette

2. NEA Workplace Re-Entry Plan for the "New Normal"

- Sanitation Procedures
- Employees Guide before leaving and arriving at home
- Employees Guide upon entry to NEA premises and the workplace
- Guidelines on the Use of NEA Vehicles

3. COVID-19 Response Protocol

- Guidelines on Food Handling and Canteen Etiquette
- Guidelines for Visitors and Contractors for the "New Normal" Environment in the Workplace
- Guidelines on Management of Inbound Parts and Packages

Further, for the safety of everyone, all employees and building occupants of the NEA who are not included in the list of allowed "entrants" for the day, shall not be permitted to enter the building premises for any stated reason unless approved by the Chair, New Normal Management Team or by the Administrator.

Let us all be vigilant and be aware of the gravity and seriousness of the effect of the COVID-19 pandemic in our lives.

EDGARDO R. MASONGSONG
Administrator

