



June 18, 2020

MEMORANDUM TO : ALL EMPLOYEES

SUBJECT : GUIDELINES ON FOOD HANDLING AND CANTEEN ETIQUETTE

Pursuant to the implementation of the NEA Workplace Re-Entry Plan for the "New Normal", Minimum Health Standards and the COVID-19 Response Protocol, one of NEA's thrusts/goals is to ensure the health and safety of all employees and building occupants.

As such, Guidelines for Food Handling (A.3 *COVID-19 Response Protocol*) and Canteen Etiquette (C.6 *NEA Workplace Re-Entry Plan*) is hereby established/adopted for strict observance.

1. PROTOCOL ON FOOD HANDLING

- a) Food Delivery/take out is allowed but protocol/guidelines on "Management of Inbound Parts and Packages" (A.4, *COVID-19 Response Protocol*) and Guidelines for Visitors and Contractors for the "New Normal" Environment in the Workplace shall be followed.

Likewise, this is also applicable for delivery of any kind of merchandise/goods to the NEA-EMPC Commissary. Everyone is reminded that food delivery is considered as package while food delivery personnel are considered visitors and must abide by the office entry protocols.

- b) Employees are encouraged to bring their own meals and food utensils at all times.

Guidelines on Common and Public Places (item no. 6, *NEA Workplace Re-Entry Plan for the "New Normal"*) shall be properly observed.

2. OFFICE CANTEEN ETIQUETTE

- a) NEA canteen, thru a food provider, is open to serve meals and snacks to building occupants, Monday to Thursday.
- b) Posting of information materials at the entrance door of the canteen such as "No Mask, No Entry Policy" shall remain to be posted, visible to all employees and building occupants.
- c) Employees should strictly observe physical distancing, cough etiquette and other hygiene protocols while queuing to buy food.
- d) Employees should avoid close contact with other individuals in the canteen as well as the frequently touched surfaces.
- e) Employees should observe cleanliness and 5S before and after eating.

These guidelines shall take effect immediately and be strictly implemented during the National State of Public Health Emergency.


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Administrator

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