



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

15 MAR 2020

MEMORANDUM CIRCULAR NO. 08
Series of 2020

**SUBJECT : PROTOCOL IN RESPONSE TO THE CORONAVIRUS DISEASE (CoVID-19)
- SOCIAL DISTANCING IMPLEMENTATION**

GENERAL STATEMENT

1. Pursuant to President Rodrigo Duterte's directive adopting the recommendations of the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Disease, particularly CoVID-19, **Social Distancing** shall be implemented within the NAIA complex. **Social Distancing** is a preventive measure meant to slow and reduce transmission of the CoVID-19. By avoiding other, potentially sick people, we reduce our own risk for contracting and spreading illness, reducing the demand on hospitals and health care workers.
2. These rules seek to adopt **Social Distancing** as a response mechanism in support of the Government mandate to contain the spread of CoVID-19 within the NAIA Complex. the MIAA will be implementing strict measures in the interest of public safety:

PURPOSE AND SCOPE

3. This circular will implement the social distancing and other precautionary measures with the primary objective to remind passengers and airport stakeholders to observe proper social distancing, and reduce interaction and exposures to the virus for everyone at the airport.
4. This circular shall apply to all officials and employees, airlines, concessionaires, service providers, guests and other airport users working at the NAIA to achieve a safe and healthy environment for all airport users.

DEFINITION OF TERMS

5. **Social Distancing** – a term applied to certain actions that are taken by Public Health officials to stop or slow down the spread of a highly contagious disease.
6. **Frontline Personnel** – includes the aerobridge operators, conveyor operators, VIP reception staff of the Public Affairs Department and Personnel whose exposure to passengers is within two (2) meters
7. **Personal Protective Equipment or PPE** – means the materials used to cover the human body in order to prevent contamination from the disease. This include facial mask, eye protector or goggles, gown, gloves, used by our medical personnel.
8. **Community Quarantine** – The movements and interaction of these people are restricted during the quarantine period which is equivalent to the incubation period of the disease. Those who get ill during the quarantine period are immediately isolated.

9. **Suspect** – means a person whose temperature registered 38 degrees Celsius and above to be subjected to further medical assessment.
10. **Thermal camera/ thermal scanners** – means a non-intrusive infrared camera, scanners used to measure body temperature.

GUIDELINES

11. Maintain Proper Social Distancing.

- a) Observe at least one (1) meter radius distance (3-feet) from the other person in front of you. It is safest to avoid physical contact when greeting. Avoid shaking hands. Safe greetings include a wave, a nod or a bow. Avoid touching eyes, nose and mouth.
- b) Passengers, employees and transacting public concentration in screening areas, check-in counters, immigration areas, concourses, elevator, escalators, and access pass control windows shall be regulated for orderly and distanced queuing. Areas where queuing take place (check in, x-ray queues, sitting in gang chairs, etc) shall have signages reminding people to observe the proper social distancing. Airport personnel shall remind passengers in a non-forceful manner in the event any person fails to abide by the rules.
- c) Observe passenger limit in vehicles to the barest minimum. This applies to shuttle buses operated by MIAA and by other airport stakeholders. Airlines are reminded to observe proper social distancing in ferrying passengers.
- d) The senior citizens, pregnant women, those with children and medical conditions will be further separated, designating a subsection for senior citizens who are more at risk to the virus.

12. Temperature screening - Initial Assessment

- a) Security guards stationed at all entrance gates at the Admin Building, Terminals 1, 2, 3, 4, International Cargo Terminal, APD Headquarters, including entry points to ramp areas shall take the temperature of all officials, employees and airport users, before entering the said airport premises. Security guards shall bar entry to anyone refusing to follow the abovementioned preventive measures.
- b) Persons whose temperature registering **38 degrees Celsius** and above and/or showing other symptoms such as coughing, sneezing and shortness of breath will be barred from entering the airport premises and will be advised to seek the appropriate medical attention. Outbound passengers and airline crew exhibiting any symptoms mentioned above shall be escorted to the TRIAGE area for further assessment by the MIAA Medical Team.
- c) In the event that further assessment will reveal any of the symptoms under DOH guidelines and checklist, MIAA medical clinic personnel shall follow the quarantine and related procedures in dealing with the patient;
- d) If further assessment yields negative results, the official, employee, airport user, client or guest shall be allowed to proceed to their respective offices or destinations.

13. Reduced movement and interaction of employees.

- a) The employees and officers of the NAIA shall arrange a staggered working day schedule to ensure continuity of operations for the duration of the community quarantine, hence, the implementation of the skeletal force structure is enforced to reduce exposure to CoVID-19.

- b) Utilization of electronic means of communication, where possible, for inter-office communication (fax, telephone, email, social media, etc.)
- c) Mass gatherings, seminars, trainings are suspended including conduct of Sports & Cultural Events, Flag Ceremony at the NAIA Complex. Also, Catholic Mass at the MIAA Admin lobby is temporarily stopped.
- d) Conduct of face-to-face meetings within the office shall be kept to a minimum with the attendance of a limited number of necessary personnel only. This is without prejudice to the holding of critical meetings subject to prior approval by the General Manager. Alternative methods of holding group discussions such as video conferencing is strongly encouraged.
- e) Reduced face-to-face transactions. It is encouraged that messengers, liaison officers and other clients to send an electronic copy of documents to concerned offices.
- f) Setting up of common receiving desk at the administration building and other terminal buildings.
- g) Strict implementation of social distancing for Security Guard and Airport Police briefing formations at the beginning of every shift.
- h) Suspension of issuance of access pass for visitors. Only passengers and essential personnel shall be allowed entry/exit at the airport and its terminals.

14. Service Vehicles and Shuttle Buses of MIAA and Service Providers

- a) All operators of vehicles and shuttle service shall observe passenger limit of not more than half of their regular capacity (one seat apart) and ensure that drivers and personnel wear masks and sanitize their hands at all times.
- b) All vehicles shall be subjected to daily cleaning using disinfectants. The sanitizing protocol shall be observed.
- c) Vehicle Dispatchers shall record the name, contact details and address of the passengers before dispatch.

15. Wearing of Personal Protective Equipment

- a) Wearing of appropriate PPEs, especially for frontline and security personnel as well as airport cleaners..
- b) Other government agencies; service providers such as airlines, security and concessions shall be responsible in providing their employees with PPEs.

16. Continuation of Earlier Measures shall be implemented:

- a) Placement in strategic areas of alcohol-based hand sanitizers, and ensuring the availability of hand wash soap in all toilets
- b) Disinfection of passenger movement facilities at the terminal, transportation, particularly touched surfaces that are exposed to the public. The MIAA shuttle buses shall be disinfected at least every loop (e.g. everytime it reaches end-terminal). Other accredited MIAA transportation services will do the same.

- c) Use of TV screens in the terminal, where available, to play materials from DOH re do's and don'ts on how to reduce the risk of CoVID-19 transmission, and posting of print materials from DOH at the strategic locations, periodic announcements of reminders, and text blasting.

RESPONSIBILITIES :

17. It is the responsibility of every official and employee to ensure that necessary measures are employed to prevent the spread of CoVID-19 infection in the workplace.
18. The MIAA Medical Division shall be the main liaison for BOQ and shall be the focal point of all DOH issuances and protocols.
19. Heads of offices shall be responsible and accountable in ensuring that efficiency and productivity towards the delivery of public service are met notwithstanding the skeletal force and/or absences which may incurred due the CoVID-19.
20. The AGM-ADCA shall ensure that the MIAA advisories and mandatory policies and protocols stated herein are posted in MIAA websites and bulletin board for the proper information of the public.
21. The AGME shall ensure appropriate signage is in place in coordination with Public Affairs Department and Terminal Managers.
22. The AGMFA shall ensure enough supplies and logistical requirements are provided as well as recommend other procedures that may be done as regards sanitation, disinfection and fumigation thru its GSD.
23. The AGMSES shall provide enough security and medical personnel to assist in the implementation of this Circular particularly in entry points where temperature reading take place.
24. The cooperation of all government entities operating at the Terminals, concessionaires, service providers, clients, guests and stakeholders is enjoined as management endeavors to keep everyone safe.

FUNDING REQUIREMENTS

25. The Finance Department is hereby directed to provide funds for all supplies, equipment and other materials needed including the provisions of food, maintenance and personnel services observing the emergency procurement laws to effectively support this memorandum subject to existing accounting rules and regulations.

EFFECTIVITY

26. This memorandum shall take effect immediately and shall be applicable for the duration of the state of Public Health Emergency of International Concern (PHEIC) until said medical condition has been lifted by proper health authorities.

For guidance and strict compliance.


EDDIE V. MONREAL
General Manager



MCAO-BMR5CN

