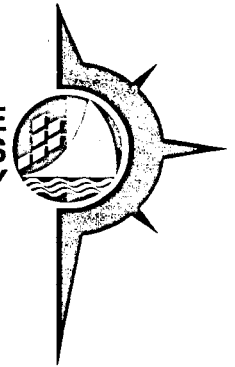


DEC 16 2021



PHILIPPINE
PORTS
AUTHORITY



PPA ADMINISTRATIVE ORDER

No. 10 -2021

TO : All Port Managers
Port Terminal Operators
Cargo Handling Operators
PTB Operators
Shipping Companies
Others Concerned

SUBJECT : IMPLEMENTATION OF SAFETY SEAL CERTIFICATION
IN PORTS

1. LEGAL BASES

- 1.1. Presidential Decree No. 857, as amended
- 1.2. IATF Resolution No. 87 dated December 3, 2020 entitled "Implementation of the Safety Seal Certificate"
- 1.3. Joint Memorandum Circular No. 21-01 Series of 2021 of the Department of Health (DOH), Department of Transportation (DOTr), Department of Labor and Employment (DOLE), Department of Tourism (DOT), and Department of Trade and Industry (DTI) dated April 23, 2021, entitled "Implementing Guidelines of the Safety Seal Certification Program"
- 1.4. DOTr Memorandum dated July 12, 2021 entitled "Implementation of Safety Seal Guidelines"
- 1.5. PPA Board Resolution No. 3096 dated November 26, 2021

2. OBJECTIVES

- 2.1. To assure the public that the establishments are compliant with the Minimum Public Health Standards (MPHS) and are safe for use.
- 2.2. To strengthen the contact tracing initiative of the government and the effective safety measures to contain the COVID-19 Virus from spreading to all establishments inside the ports under the jurisdiction of the Philippine Ports Authority (PPA)
- 2.3. To comply and support the government's initiative to safely reopen the economy

3. SCOPE

This Order shall apply to all establishments inside the ports under the jurisdiction of PPA.

4. DEFINITION OF TERMS

- 4.1. **Establishments** refers to passenger terminal buildings, offices and facilities being operated by private entities within PPA ports with authority from PPA
- 4.2. **Inter-Agency Task Force for the Management of Infectious Disease (IATF)** refers to the inter-agency task force created under Executive Order No. 168 S. 2014 tasked to establish preparedness and ensure efficient government response to assess, monitor, contain, control, and prevent the spread of any potential epidemic in the Philippines.
- 4.3. **Minimum Public Health Standard (MPHS)** refers to current guidelines set by the DOH and other sector-specific guidelines issued by national government agencies authorized by the IATF, to aid all sectors in all settings to implement non-pharmaceutical interventions (NPI)
- 4.4. **Non-pharmaceutical Interventions** refers to public health measures that do not involve vaccines, medications, or other pharmaceutical interventions, which individuals and communities can carry out to reduce transmission rates, contact rates, and the duration of the infectiousness of individuals in the population to mitigate COVID-19 virus and its variants.
- 4.5. **Safety Seal Certification Program** refers to a certification scheme affirming that an establishment or public transportation unit has been inspected by the government and was found compliant with minimum public health standards, is using or its contact tracing is integrated with Stay Safe.ph and the establishment or public transportation unit possesses the requisite business permits or franchise.
- 4.6. **Contact Tracing** refers to the process of identifying persons who may have come into contact with an infected person and subsequent collection of further information about these contacts.
- 4.7. **Contact Tracing Application** refers to a digital contact tracing application (i.e. StaySafe.ph, Traze, etc.) pursuant to IATF Resolution No. 85 that is linked to COVID-19 testing laboratories in the Philippines.

5. GENERAL GUIDELINES

- 5.1. All establishments inside the ports are required to have a Safety Seal Certification issued by PPA.
- 5.2. The following requirements must be met to be eligible for issuance of Safety Seal Certification:

- 5.2.1. Application Form
- 5.2.2. Contact Tracing Application (Stay Safe, Traze etc.)
- 5.2.3. Facility Requirements:
 - 5.2.3.1. Screening Area at point of entry for non-contact temperature check and health declaration form submission
 - 5.2.3.2. Isolation area for port users with COVID-19 symptoms.
 - 5.2.3.3. Handwashing station with available soap, sanitizer, or alcohol placed in strategic locations in the establishment.
 - 5.2.3.4. Observance of Physical Distancing setup (sticker markings, barriers and use of markers)
 - 5.2.3.5. Adequate air exchange in closed/indoor areas.
- 5.2.4. Standard Operating Procedure and Practice.
 - 5.2.4.1. Observance of always wearing face masks, especially in enclosed areas and wearing of face shields and protective gear as applicable.
- 5.2.5. Designation of Safety Officer (if applicable) or Authorized Representative in charge of:
 - 5.2.5.1. Coordination with the appropriate agency for quarantine and isolation facilities for suspected and confirmed cases of Covid-19.
 - 5.2.5.2. Monitoring and reporting of employees suspected and confirmed cases
 - 5.2.5.3. Work schedule, clearance for return-to-work policy and other related matters.

6. PPA Safety Seal Committee

6.1. A PPA Safety Committee is hereby created composed of the COVID-19 Response Emergency (CORE) Team pursuant to PPA Memorandum Circular No. 18-2020 dated April 25, 2020, as follows:

The AGM for Finance and Administration	-	Chairperson
The Manager, HRMD	-	Vice Chairperson
The Manager, POSD	-	Member
The Manager, ASD	-	Member
The Manager, CD	-	Member
The Manager, ICTD	-	Member

6.2. The PPA Safety Seal Committee shall have the following functions:

- 6.2.1. Oversee and monitor the Implementation of the Safety Seal Certification
- 6.2.2. Issue and revoke the Safety Seal Certificate upon the recommendation of the Safety Seal Inspection Team

6.2.3. Provide updates and reports to the General Manager

7. PPA Inspection Team

7.1. The Head Office and each Port Management Office shall have their respective Inspection Team. The PPA Head Office Inspection Team shall be composed of the following:

Head Office Inspection Team:

SEMD Manager	-	Leader
Chief Safety Officer/Sr. Safety Specialist	-	Assistant Leader
PPD Representative	-	Member
PCMD Representative	-	Member
HRMD/Medical Staff Representative	-	Member
ASD Representative	-	Member

PMO Inspection Team:

Port Manager	-	Leader
PSD Manager	-	Assistant Leader
PPD Manager	-	Member
Chief Safety Officer	-	Member

7.2. The PPA Inspection Team shall have the following functions:

7.2.1. Conduct inspection and check, assess and evaluate the completeness of the requirements of the applicant.

7.2.2. Schedule an ocular inspection on the establishment to check if it is compliant with the requirements stated on the checklist based on the MPHS.

7.2.3. Inform the owner or the authorized representative of the result of the inspection.

7.2.4. Determine if the establishment or facility is conducive for safe operation.

7.2.5. Re-evaluate an establishment if a complaint was raised in violation or deficiency of the MPHS and misrepresentation on the Safety Seal Certification.

7.2.6. Validate the complaint through surprise inspection of the reported establishment.

8. APPLICATION

8.1. The operator of the establishment or its authorized representative shall apply via online or to PPA offices directly for the issuance of Safety Seal Certificate.

- 8.2. Once all requirements including the ocular inspection are verified compliant, the PPA Inspection Team shall recommend to the PPA Safety Seal Committee for the approval of the application of Safety Seal Certificate/Safety Seal Sticker (Annex B).
- 8.3. If there are deficiencies in the eligibility requirements, the owner or authorized representative shall be informed to correct or complete the lacking requirements and may apply for reassessment until all requirements are complied.
- 8.4. Upon approval of the application, the issued Safety Seal sticker shall be placed in strategic area of the establishment visible to the public.

9. VALIDITY

- 9.1. The Safety Seal Certificate is valid for one (1) year from the date of the issuance and is renewable not earlier than one (1) month or thirty (30) days before its expiration.
- 9.2. Application for renewal shall be subject to the same requirements and procedures of the original application.

10. REVOCATION

- 10.1. In case a deficiency or violation of the provisions of this Order has been validated, the PPA Inspection Team shall recommend for the implementation of corrective actions.
- 10.2. Corrective actions shall be done within forty-eight (48) hours after the advice of the PPA Inspection Team.
- 10.3. During the corrective action period, the PPA Inspection Team may recommend to the PPA Safety Seal Committee that the establishment be denied operating until completion of the corrective action.
- 10.4. Failure to implement the necessary corrective action shall be a ground for revocation of the Safety Seal Certificate.

11. REINSTATEMENT

- 11.1. Establishments with revoked Safety Seal Certificate may apply for reinstatement according to the following requisites:
 - 11.1.1. Submission to the PPA Safety Seal Committee of the request for reinstatement with complete proof of compliance with the required documents and MPHS.
 - 11.1.2. Upon inspection of the PPA Inspection Team of complete requirements and minimum public health standards, the PPA Inspection Team upon evaluation, may recommend the approval

of the reinstatement of the Safety Seal to the PPA Safety Seal Committee.

11.1.3. Reinstatement is valid for one (1) year from the date of issuance.

12. REPEALING CLAUSE

All orders and issuances inconsistent with this Order are hereby repealed or modified accordingly.

13. EFFECTIVITY

This Order shall take effect immediately upon its publication in a newspaper of general circulation and a copy filed with UP Law Center.



JAY DANIEL R. SANTIAGO
General Manager

Published in the Business World - December 20, 2021

**Philippine Ports Authority
HEAD OFFICE/PMO
APPLICATION AND SAFETY SEAL CHECKLIST**

Name of Establishment:
Name of Owner/Authorized Representative:
Contact No.:
Email Address:
Location of Establishment:
Date of Application:
PPA Accreditation No.:

Instruction: Check (✓) the appropriate box, if the following requirement is provided:

MINIMUM PUBLIC HEALTH STANDARDS (MPHS)	YES	NO	N/A
1. Available screening or triage area at different points-of-entry where:			
a. Employees submit health declaration and/or symptoms are assessed.			
b. Non-contact temperature check is performed to all employees, customers, and any individuals who enter the premises. Those with a temperature higher than 37.5 degrees centigrade shall not be allowed entry.			
c. Customers and other individuals who enter the establishment are asked to register for contact tracing with StaySafe.ph or any tracing app integrated therewith or other forms of contact tracing.			
d. Isolation area is installed for employees with COVID-19 symptoms.			
2. Hand washing stations, soap, adequate and safe water, 70% Isopropyl or Ethyl alcohol, sanitizers, hand drying equipment or supplies (e.g., single use paper towel), and/or hands-free trash receptacles, door openers and other similar hands-free equipment are available to employees and clients/visitors and placed in strategic locations in the establishment.			
3. Observance of at least one-(1) meter physical distancing in all areas of the establishment or facility or spacing through installation of physical barriers in enclosed areas where physical distancing may be compromised or crowding may take place.			
4. Separate entry and exit points in high traffic areas are designated through the use of unidirectional markers, installation of signages for queuing and unidirectional movement, and enforcement of sectioning and queuing protocols to maintain physical distancing.			
5. Adequate air exchange in enclosed (indoor) areas			
• <i>For non-airconditioned Spaces/Workplaces</i>			
a. Windows are kept open, are clean-free from all types			

of dusts/debris			
b. There is no lingering smell, stuffiness of room, feeling of humidity, and/or smokiness of room			
c. The nearby space of the openable windows is free from toxic gases and other pollutants			
d. There are ventilating fans circulating air in the workspaces			
e. Supply-only ventilation fans are installed where fresh air cannot be obtained by natural ventilation			
f. Exhaust fans are continuously running during occupancy			
g. Airflow from intake to exhaust provides fresh ventilated air to all occupied work spaces			
h. Number of exhaust fans are enough with respect to the volume of the room to have air change			
• <i>For Airconditioned Spaces/Workplaces</i>			
a. HVAC system or air conditioning (AC) unit provides outdoor air and maintained free from dusts, molds, etc.			
b. Air Handling Unit (AHU) or AC unit uses and can handle MERV 13 or higher filter rating and regular change/cleaning of filters are done and louvers are in upward position			
c. Exhaust fans (wall mounted, kitchen hoods, etc.) are installed (if applicable in the HVAC design)			
d. There is no lingering smell, stuffiness of room, feeling of humidity, and/or smokiness of room			
e. Windows, doors, or other openings can be or is regularly opened to increase ventilation			
f. Ventilating fans, if used, does not blow air from person to person			
g. Portable air purifier has HEPA filters			
h. Airflow from intake to exhaust provides fresh ventilated air to all occupied work spaces without objectionable drafts			
i. Air change per hour of 6-12 within occupied workspaces; maintains CO2 levels below 1,000 ppm at all times			
j. Indoor room temperature has no sudden variations or is not excessively hot or cold			
6. There is regular sanitization of premises, including chairs, desks, tables, counters, pens, doorknobs, equipment, devices, workstations, comfort rooms, barriers and other hightouch surfaces			
7. Wearing of facemasks, face shields, especially in enclosed spaces and wearing of other protective outer garments as warranted is enforced			
8. Designation of Safety Officer who shall: <ul style="list-style-type: none"> • Ensure that MPHS and government-imposed limitations on venue/seating capacity are strictly followed; • Coordinate with the appropriate bodies for support and 			

<p>referral to community-based isolation facilities for confirmed cases, and to health facilities for severe and critical care;</p> <ul style="list-style-type: none"> • Undertake contract tracing or coordinate the conduct thereof; • Monitor status of employees quarantined or isolated; • Implement return to work policies 			
<p>9. There is a facility for proper storage, collection, treatment, and disposal of used facemasks, and other PPEs and infectious waste. If feasible, used facemasks or gloves are disinfected by soaking them for 30 minutes in a diluted bleach solution. Used PPEs are disposed in yellow bins labeled "hazardous healthcare waste" or "infectious waste."</p>			
<p>10. Visual cues or signages are installed to communicate the following:</p>			
<p>a. Maintaining physical distancing of at least one (1) meter distance between customers</p>			
<p>b. Cough and sneeze etiquette</p>			
<p>c. Proper hand hygiene and infection control</p>			
<p>d. Proper use and disposal of Personal Protective Equipment</p>			
<p>e. Other critical reminders in the Prevent, Detect, Isolate, Treat, Reintegrate (PDITR+) strategy and BIDA Solusyon, and Resbakuna for the promotion of the Government's Vaccination Program.</p>			
<p>11. IATF guidelines on catering indoor services/operations to fully-vaccinated individuals only are enforced.</p>			
<p>12. Adequate personal protective equipment to all employees, regardless of employment, are provided. These include cloth or surgical masks, or face shields, as necessary, and gloves and other appropriate PPE for all personnel tasked to do regular cleaning and disinfection of furniture, fixtures, and equipment.</p>			
<p>13. Appropriate PPEs are used for cleaning and disinfection of equipment, subject to proper donning and doffing practices.</p>			
<p>14. Digital tools are used to enable establishments to receive payments via cashless modes, and to operate on a by-appointment or reservation basis to adhere to venue capacity requirements.</p>			

UNDERTAKING AND REPRESENTATIONS

I _____, (owner/person-in-charge) of the establishment indicated herein hereby warrants to PPA that I am authorized to legally bind the said establishment and I confirm that the information herein are true and correct based on personal knowledge and authentic records.

I am voluntarily applying for the Safety Seal Certification program. As applicant, I commit continuous compliance of my establishment with the minimum public health standards, including the use of StaySafe.ph, or a digital contact tracing application integrated therewith and agree to implement corrective actions, if any, within the time period agreed with PPA. If granted the Seal and for any reason, I receive a notification or order revoking my Safety Seal, I also commit to remove the said seal in my establishment/s or website/s upon receipt of notification/order.

Signature over Printed Name of Owner/
President/Manager of Establishment

Place _____

Email Address

Date _____

Contact Number

Date Inspected: _____

Name and Signature of Inspection Officer/s:

SAFETY SEAL CERTIFICATE/SAFETY SEAL STICKER

