



MAY 18 2020

MEMORANDUM CIRCULAR NO. 13
Series of 2020

SUBJECT: GUIDELINES ON THE PROVISION OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR MIAA EMPLOYEES

GENERAL

1. The outbreak of Covid-19 has been declared as a pandemic by the World Health Organization (WHO) and as a public health emergency by the national government. The WHO has released an interim guidance dated March 19, 2020 on the rational use of personal protective equipment (PPE) for coronavirus disease (COVID-19) recommending ways to control the spread of the disease. The Authority is bound to protect the employees, passengers, concessionaires, airline employees and other airport users by implementing the use of PPEs.

PURPOSE AND SCOPE

2. This Circular applies to MIAA Personnel-permanent, casual, contractual, Job Order, LSERV employees who shall be provided and required to use the appropriate PPEs before entering the Administrative Building and NAIA Terminals.
3. Use of PPE is one of the effective measures of preventing the spread of the virus.
4. This Circular shall provide guidelines on the rational use of PPEs. These include the proper distribution, taking into consideration the risk of exposure, transmission dynamics and physical condition of personnel, proper care, replacement and disposal, including maintenance of inventory to ensure non-shortage of supply.

DEFINITION OF TERMS

- a. **Face shields/goggles** –provide barrier protection to the eyes

Face shields provide barrier protection to the face and are considered alternative to goggles. They must be used concurrently with a mask.

- b. **Masks** - are used to protect the airway from droplets or contaminated hands. Medical masks and N95 masks reduce the transfer of respiratory droplets from one person to another and are indicated for use for direct clinical care of patients with COVID-19.

- c. **Gloves** - protects from handling objects/surfaces contaminated by confirmed cases/suspects. The use of gloves does not replace the need for appropriate hand hygiene, which should be performed frequently, as required.
- d. **Gowns** - are used by healthcare workers working close to a suspect or confirmed case to protect them from respiratory secretions. Gowns may also be used by cleaners to protect them from chemical splashes.

POLICY AND GUIDELINES

- 5. Persons working in areas protected by a barrier need not wear face shields/goggles.
- 6. Employees whose jobs require minimal contact with the general public and co-workers and does not involve direct contact with patients or the general public does not require PPEs. However, due to community transmission of the disease, they will still be required to wear masks including cloth masks.
- 7. Employees whose jobs require frequent and /or close contact with (less than 6 feet) passengers who may return from travel to places with confirmed COVID cases or close contact with the general public who may be seeking assistance may wear any masks including cloth masks and face shields when social distancing measures are difficult to maintain.
- 8. Security personnel doing administrative duties in non-public areas or routine security actions not involving the travelling public may wear any mask including cloth mask.
- 9. The Authority shall provide three (3) masks for each employee. In case there is a need for an additional supply, it shall be the responsibility of the person to provide for his/her supply. These are the guidelines on how to put on, use, take off and dispose of a mask:
 - a. Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
 - b. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
 - c. Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
 - d. Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
 - e. To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.
- 10. Additional protective suits, such as face shields/goggles, gloves, and gowns will be provided to airport personnel on a case to case basis, like when they are called to assist in activities such as repatriations where close physical contact with travelers from highly infected places is unavoidable; and security activities such as during searches, apprehensions, detentions or arrests of highly suspected or confirmed COVID 19 cases.
- 11. All employees issued with PPEs are required to wear them during their entire duty.

12. Proper disposal of PPEs shall be observed. PPE should be discarded in an appropriate waste container after use, and hand hygiene should be performed before putting on and after taking off PPE.

STATEMENT OF RESPONSIBILITIES

13. The **Administrative Department** is responsible in the purchase of PPEs upon submission of the requirements by the Medical Division. They shall also ensure the proper disposal of used PPEs.
14. The **Medical Division** shall keep an inventory and record of PPEs. This includes the release/distribution list in order to maintain the quantity sufficient to avoid shortage of stock/supply.
15. The **Department/Division Heads** shall provide the Medical Division the number of persons to be supplied with face masks and other necessary PPEs. They shall also ensure that adequate PPE is supplied and is being worn by the employee at all times.
16. All MIAA personnel who are specifically identified in this MC shall always wear the PPE. They shall be responsible in the proper care, replacement and proper disposal of used PPEs.

SUPERSEDING CLAUSE

12. All memoranda and/or other MIAA issuances in conflict herewith are hereby superseded.

EFFECTIVITY

13. This Memorandum Circular shall take effect immediately.


EDDIE V. MONREAL
General Manager



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