



Republic of the Philippines  
Department of Environment and Natural Resources  
**MINES AND GEOSCIENCES BUREAU**

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**MEMORANDUM ORDER**

No. 2020 - 004

MAY 08 2020

**SUBJECT: GUIDELINES/PROTOCOLS FOR THE RESUMPTION OF MINING AND MINERAL PROCESSING OPERATIONS DURING THE GENERAL COMMUNITY QUARANTINE OR NEW NORMAL**

In the interest of service and pursuant to Section 3.6.b of the Omnibus Guidelines for the Implementation of Community Quarantine in the Philippines, dated April 29, 2020, of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), allowing mining under General Community Quarantine (GCQ) and to ensure that the effects of the COVID-19 pandemic is controlled, the following guidelines/protocols are issued to assist the Mining Contractors/Permittees/Permit Holders during the resumption of mining and mineral processing operations:

**Section 1. Personnel Profiling**

Mining Contractors/Permittees/Permit Holders shall comply with the following as provided for under the IATF-MEID guidelines:

- a. Profiling of personnel shall be conducted which shall be the basis in determining the employees/personnel who shall be required to work;
- b. Special work arrangements, such as work from home, shall be considered for identified employees/personnel who are not allowed to report for work and who are prescribed to be on self-quarantine; and
- c. A workforce anywhere between 50% up to full operational capacity at the mine/plant site shall be allowed, without prejudice to work from home and other alternative work arrangements. Entry and exit of employees/personnel to and from the ECQ zone shall be prohibited.

**Section 2. Provision for Personal Protective Equipment, Medical Equipment, Supplies and Materials**

- a. The necessary medical equipment, and supplies and materials such as thermal scanners, Personal Protective Equipment (PPE) (e.g. masks, gloves) and sanitizers/disinfectants (e.g. alcohol, handwash solutions) shall be provided in the mine/plant site;
- b. Employees/personnel reporting for work shall be subjected to thermal scanning/monitoring. Employees/personnel with above 37.5°C temperature, even after a five (5) minute rest, based on Department of Trade and Industry and Department of Labor and Employment Interim Guidelines, shall not be allowed to enter the mine/plant site and shall stay in the designated isolation area where his/her condition shall be checked; and
- c. A "No face mask, no entry" policy shall be strictly implemented.



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IN SUSTAINING WEALTH CREATION AND IMPROVED QUALITY OF LIFE."

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### Section 3. Personal Hygiene/Disinfection/Sanitation/Good Housekeeping

- a. All work areas and frequently handled objects, such as door knobs and handles, shall be cleaned and disinfected regularly;
- b. All washrooms and toilets shall be disinfected and shall have sufficient clean water and soap;
- c. Disinfectants/sanitizers in dispensers shall be readily available in all offices, particularly in the office entrance and work stations;
- d. Foot baths shall be installed at the main entrance of the office compound and at strategic locations in the mine/plant site;
- e. Tire baths shall be installed at the gate/s;
- f. Disinfection of equipment and vehicles entering the work area shall be implemented; and
- g. All types of wastes shall be properly disposed.

### Section 4. Physical Distancing

- a. Employees/personnel reporting for work shall observe a physical distance of at least one (1) meter, and if warranted, the office configuration shall be revised to ensure that proper distance among work stations are observed;
- b. Restrictive entry of clients, visitors and/or guests to the mine/plant site shall be implemented;
- c. As much as possible, video or teleconferences shall replace physical meetings in the work area to minimize person to person interaction;
- d. If physical meetings are unavoidable, such as toolbox meetings, it shall be for a minimum period of time and with a maintained physical distance of at least one (1) meter;
- e. Eating in communal area shall be discouraged. It is advised that employees eat their meals in their individual work stations. If it is not possible, the employer shall install measures and implement administrative controls to ensure that physical distancing is maintained in dining areas;
- f. If there will be a long queue outside office premises or entrances of work areas, security officers shall impose physical distance of at least one (1) meter; and
- g. In activities that require closer distancing between workers, risk assessments shall be conducted and appropriate engineering and administrative measures shall be implemented.

### Section 5. Shipment

For the shipment of minerals/mineral products and by-products, supplies, materials and other similar commodities, the following shall be imposed:



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- a. Cargo vessels shall observe the 14-day quarantine starting from the departure of the vessel at the last port of call. Upon arrival of the vessel and completion of the 14-day quarantine, it shall be boarded at the designated quarantine (holding/drift) anchorage area for quarantine clearance pursuant to the guidelines/protocols set by the Bureau of Quarantine (BOQ)–Department of Health (DOH);
- b. Quarantine inspection shall be strictly observed and only upon clearance from the Quarantine Medical Officer, the stevedoring agents/personnel shall be allowed to board the vessel; Stevedoring agents/personnel and mining company representatives shall observe a “No contact” policy with the vessel crew. If not avoidable, quarantine protocols shall apply;
- c. Only personnel authorized by the Philippines Ports Authority, or any competent authority, shall be allowed to board the vessel;
- d. “No disembarkation of any vessel crew” policy shall be strictly implemented;
- e. Holding/disinfection area shall be set-up to cater for stevedoring agents and mining company representatives who shall board and disembark from the vessel. Holding/disinfection area shall be utilized for:
  1. Inspecting personnel who shall board the vessel, to ensure that they are wearing the complete PPE, such as face masks/shields, body suits, shoe covers, gloves and other necessary paraphernalia;
  2. Health monitoring of personnel before and after boarding the vessel;
  3. Disinfection of personnel who disembarked from the vessel;
  4. Taking a bath;
  5. Changing to new/fresh clothing.
- f. For the purpose of transporting minerals/mineral products and by-products, the Mining Contractor/Permit Holder shall provide, during the field validation of at least once a month by the Mines and Geosciences Bureau (MGB) Regional Office (RO) concerned, information such as validity of the pertinent mining permit/contract, grade, source of the mineral/ore, and estimated volume and value of the said mineral commodity;
- g. For shipment of minerals/mineral products and by-products, the Mining Contractor/Permit Holder concerned shall submit the shipment monitoring/draft survey report, that includes pertinent shipment documents, pictures with geotag and dated video recording of the first and the last day of the said shipment. The pertinent report and the video recording shall be submitted through any storage device (compact disc, flash drive) and/or via official electronic mail (e-mail) address of the MGB RO concerned, within one (1) day after the completion of shipment. This shall be the basis for the MGB to issue the succeeding Ore Transport Permit (OTP)/Mineral Ore Export Permit (MOEP); and
- h. The Mining Contractor/Permit Holder shall provide in its Shipment Report additional information pertaining to the following:
  1. Crew list;
  2. Port of Origin; and
  3. COVID-19 Test Results of the crew.

## Section 6. Delivery of Goods and Services





The Mining Contractor/Permittee/Permit Holder shall implement the applicable guidelines/protocols mentioned above for service contractors and suppliers delivering goods and services.

### **Section 7. Submission of Reportorial Requirements and Payment of Fees**

The Mining Contractor/Permittee/Permit Holder shall adhere to the following guidelines/protocols set by the MGB:

- a. Submission of reportorial requirements and other pertinent documents shall be at the guard house/station of the MGB Office concerned. However, submission thru e-mail is encouraged. The Mining Contractor/Permittee/Permit Holder shall provide the MGB Office concerned its official e-mail address; and
- b. Payments of fees and charges shall be settled through alternative payment methods, such as online payments and payment thru banks.

### **Section 8. Tenements, Safety and Health, Environmental, and Social Development and Management Compliance Monitoring**

The reportorial requirements on the implementation of Tenements, Safety and Health, Environmental, and Social Development and Management (TSHES) Programs conducted by the Mining Contractors/Permittees shall be submitted to the MGB Office concerned along with video recordings and/or drone shots for evaluation/assessment and basis for the preparation of monitoring reports and field validation, if found critical and necessary.

### **Section 9. Transportation and Accommodation of Employees**

- a. Service vehicles shall be deployed to ferry employees/personnel from their homes to the mine/plant site and vice versa. Trips crossing Local Government Unit (LGU) borders shall observe the guidelines/protocols implemented by the LGU concerned;
- b. The Department of Transportation's *Guidelines for Physical Distancing Inside Transport Vehicles* shall be adopted; and
- c. Accommodation shall be provided for employees/personnel residing five (5) kilometers away from the mine/plant site to reduce the exposure during travel from their residence to the workplace. Physical distancing shall also be maintained inside the quarters.

### **Section 10. Management of Suspected COVID-19 Case**

In case of suspected COVID-19 case, the following shall be observed:

- a. Isolate immediately the employee/personnel in a separate well-ventilated room, away from other workers. Wearing of PPE shall be strictly observed;
- b. Refer the employee/personnel to the company doctor/health officer for proper management of the case;



- c. Coordinate with the Barangay Health and Emergency Response Team (BHERT) for the endorsement of suspected COVID-19 case/s to accredited hospitals in their jurisdiction and for the conduct proper contact tracing of employees/personnel present in the work area of the suspected COVID-19 employee;
- d. Identified employees/personnel shall be subjected to a 14-day home quarantine with specific instructions from the clinic staff on monitoring of symptoms and possible next steps; and
- e. Decontaminate the work area with proper disinfectant. After decontamination of the work area, work may resume after 24 hours.

### **Section 11. Conduct of IEC campaign on COVID-19**

- a. Intensify IEC campaigns regarding the proper respiratory etiquette and COVID-19 protocols;
- b. Coordinate with DOH for information on COVID-19;
- c. Display COVID-19 posters and discuss information about it in various communication channels (e.g. toolbox meeting); and
- d. Emphasize to all workers the things to do to stay physically and mentally fit.

### **Section 12. General**

All Mining Contractors/Permittees/Permit Holders under exploration, development, utilization, care and maintenance and final mine rehabilitation and/or decommissioning shall comply with this Memorandum Order and other specific ordinances, guidelines/protocols and procedures of the LGU concerned, other government agencies, and the IATF-MEID.

The Mining Contractor/Permittee/Permit Holder shall prepare detailed procedures/protocols based on the provisions of these guidelines/protocols within five (5) days from the effectivity of this Memorandum Order and shall submit the same to the MGB RO concerned for information and monitoring.

### **Section 13. Effectivity**

This Order shall take effect immediately and may be lifted or modified depending on the development as announced by competent authorities.

  
**ATTY. WILFREDO G. MONCANO**  
Acting Director

