



# MUNICIPALITY OF ASINGAN

## OFFICE OF THE MUNICIPAL MAYOR



2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 633-9390 | Fax (075) 632-8612  
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### EXECUTIVE ORDER NO. 014, S-2022

## CONSOLIDATED COMPREHENSIVE SAFETY AND HEALTH GUIDELINES OF THE MUNICIPALITY OF ASINGAN IN VIEW OF THE COVID-19 PANDEMIC

WHEREAS, it is the declared policy of the State to promote and protect the right to health of its citizens as mandated by Article 2, Section 15 of the 1987 Constitution, and the exercise of necessary, appropriate, and incidental powers by the Local Government Units (LGUs) for the efficient and effective governance, and those which are essential to the promotion of the general welfare as embodied in Section 16 of the Republic Act No. 7160 or the Local Government Code;

WHEREAS, Section 444(b)(1)(vii) of the Local Government Code authorizes the Local Chief Executive to carry out such emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities;

WHEREAS, pursuant to DTI-DOLE Interim Guidelines on Workplace Prevention and Control of Covid-19, local governments units are instructed to localize anti-Covid-19 measures that shall apply to all workplaces, employers, workers in the private sector;

WHEREAS, it is imperative to implement additional measures to ensure the utmost health and safety of our constituency now that Covid-19 variants have been reported and detected among the metropolitan population who will likely travel to provinces and towns unless restrictions are set in place;

NOW, THEREFORE, I, **Engr. CARLOS F. LOPEZ, JR.**, Municipal Mayor of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. MINIMUM PUBLIC HEALTH STANDARDS.** By virtue of numerous directives and issuances by the National Government and competent authorities:

- Wearing of face mask, face shield, and applicable PPEs in public places, facilities, and commercial establishments at all times, except when eating or drinking.
- Physical distancing of at least one (1) meter from each other. Offices, establishments, and centers must designate safety officers to monitor compliance in and outside area vicinity or premise especially the required distance on long queues.
- Avoid the three Cs where Covid-19 risk is higher: crowded places, close-contact settings, and confined and enclosed spaces.

**SECTION 2. CONTACT TRACING.** In order to localize the 'Test, Trace, and Treat' tactical response strategies of the National Government, the following are hereby implemented:

- Organizing the Contact Tracing Team (CTT) of the LGU whose primary responsibility is to coordinate all contact tracing efforts in the locality.
- The CTT, together with the Diagnostic and Testing Team (DTT), Patient Management and Monitoring Team (PMMT), Isolation Facility Management Unit (IFMT), Covid19 Referral and Liaison Unit (CRLU), and other personnel who may be called upon to serve as contact tracers, must undergo the Building Resilience of LGUs for the New Normal: Embracing Covid-19 Contact Tracing Work course.
- LGU Department Heads are advised to maintain a logbook of transacting clients/visitors as secondary record for contact tracing.

**SECTION 3. USE OF STAYSAFE.PH APP AND HEALTH DECLARATION FORM.** In aid of the intensified contact-tracing efforts of the municipality, the use of StaySafe.Ph system will be implemented:

- A focal person shall be designated at the entrance of the Municipal Hall to assist the public with the registration/access to <https://www.staysafe.ph> or by downloading the application.
- Visitors will be encouraged to update their health status on the app to determine those who are symptomatic or who may have had exposure to infected individuals.
- Visitors without access to a smartphone shall undergo temperature and symptom check, fill out a Health Declaration Form, and record their visit in Office logbook.





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- d. A non-contact thermal scanner with alcohol dispenser shall be installed at the entrance to detect fever—a notable symptom of Covid-19. Those whose body temperature is beyond normal ( $>37.5^{\circ}\text{C}$ ) may be refused entry and shall undergo further health screening at the Municipal Health Office and/or Asingan Triage Area.
- e. Designated Covid-19 Safety Officers are instructed to generate and compile the QR code for contact tracing by the end of each day.
- f. Concerned units/offices shall cause the widest dissemination and encourage the public to use the application using instructional manuals, IEC materials, and AVPs.

**SECTION 4. ISOLATION AND QUARANTINE.** The Asingan Task Force Against Covid-19 is mandated to formulate and implement measures in the local context that are aligned with the national strategy framework, as follows:

- a. As mandated by DILG Memorandum Circular No. 2020-077, the Local Emergency Operations Center is hereby established to be headed by the Municipal Health Office.
- b. The following facilities shall serve as Covid-19 Special Care Facilities for Covid-19:
  - i. Asingan Triage Area at Alpha Pools, Brgy. Macalong with 33 rooms for quarantine and 14 rooms for isolation.
  - ii. Quarantine Area at RHU, Brgy. Poblacion East for LGU employees.
  - iii. Covid-19 units at Asingan Community Hospital, Brgy. Dupac with 9 rooms.
- c. As a general rule, travelers who will exhibit Covid-19-like symptoms will undergo confirmatory testing prior their entry into the municipality.
  - i. Positive test results with mild symptoms shall entail undergoing facility- or home-based quarantine for 14 days, whichever is warranted.
  - ii. Severe symptoms must undergo facility-based isolation and possible transfer to hospital for appropriate and urgent care.

**SECTION 5. TECHNICAL DECONTAMINATION AND DISINFECTION.** The Disinfection Team headed by the Bureau of Fire Protection Asingan is hereby organized to conduct the disinfection in places with recorded infection:

- a. Thorough cleaning of public spaces frequented by people and frequently-touched surfaces in government offices, barangay halls, public market, public plaza, evacuation center, and other public facilities.
- b. Technical decontamination of LGU offices with recorded suspect/probable/infected/exposed case(s) with the complementary use of cleaning solutions, UV Sterilizer Lamp.
- c. Department heads are instructed to conduct regular disinfection in their respective offices and facilitate proper ventilation by opening of windows for a definite time.
- d. Per World Health Organization (WHO) and Department of Health (DOH) advisory, the use of disinfection tents, misting chambers, and sanitation booths on individuals are discouraged.
- e. In the absence of UV Sterilizer Lamp or Air Purifier, all LGU Offices are instructed to open their windows to encourage proper ventilation and promote aeration.

**SECTION 6. SUSPECT/ PROBABLE/ INFECTED/ EXPOSED LGU EMPLOYEES.** All LGU Officials, employees, and job order personnel, including employees from NGAs, namely: DILG, PNP, BFP, BIR, PhilPOST, COA, PSA, etc. shall abide by the following protocols:

- a. Concerned personnel must report without delay any potential exposure to infections and noticeable symptoms to his/her/their immediate Supervisor or the Municipal Health Officer and personnel for appropriate health evaluation and testing at the Municipal Health Office.
- b. Employees who are tagged as suspect/probable or exposed to infection must undergo immediate home quarantine until yielding negative result from confirmatory test.
- c. Employees who yielded positive but remain asymptomatic shall undergo facility- or home-based quarantine. Those who exhibit mild symptoms must be placed at Asingan Isolation Unit while those with severe symptoms must be referred to a medical facility.
- d. Close-contact of positive patients must undergo strict home quarantine, which may warrant temporary closure of offices/units for contact tracing and technical decontamination.





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- e. Concerned LGU employees must report to their respective BHERT, DILG-sanctioned contact tracer(s), the Municipal Health Office, and their immediate supervisor for timely monitoring of health status.

**SECTION 7. SAFETY SEAL CERTIFICATION.** Per DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01 prescribing guidelines on the conduct of Safety Seal Certification, mandating local government units as Safety Seal Issuing Authorities, thereby:

- a. Issued Executive Order No. 025-2021 duly constituting the Asingan Safety Seal Certification Team (SSCT).
- b. As Issuing Authority, the Asingan SSCT shall Conduct visitation/regular monitoring of business establishments to determine compliant businesses to be issued Safety Seal stickers and those who are noncompliant and needing to correct deficiencies.
- c. For the DILG/PNP/BFP as Issuing Authority to inspect government offices and public facilities, the SSCT shall ensure compliance with the JMC to obtain and maintain the Safety Seal Certification.

**SECTION 8. SAFETY OFFICERS.** To ensure compliance with the national and local directives, issuances, and regulations, Covid-19 Safety Focal are hereby designated:

- a. Mr. MICHAEL C. SOLIVEN – *LDRMO I/Tourism Officer Designate*
- b. Mrs. SHARON M. BUGARIN – *Sanitation Inspector/BPSO Focal*; to perform the following duties and responsibilities:
  - i. Conduct spot check to monitor compliance to minimum public health protocols of LGU officials, employees, and the general public who will transact in the LGU.
  - ii. Consolidate contact tracing reports by coordinating with the Asingan Task Force Against Covid-19, Safety Seal Certification Team, Department Heads, and other concerned personnel by the end of each day.
  - iii. Coordinate anti-Covid-19 measures of the local government pursuant to Memorandum No. 86 issued by the Office of the President.
  - iv. Coordinate with Safety Officers of every department/office and DILG-designated Duty Officer of the Day on anti-Covid-19 measures.
- c. Department Heads shall serve as Safety Officers to implement minimum public health standards, contact tracing measures, daily disinfection and technical decontamination every Friday in coordination with the BFP Asingan personnel, health monitoring and reporting in their respective offices and shall coordinate closely with Focal Persons. In the absence of the Department Head, an Officer-in-Charge shall be designated to assume the same duties.

**SECTION 9. PSYCHO-SOCIAL/ PSYCHOLOGICAL/ PSYCHIATRIC AND MEDICAL SERVICES.** Recognizing the effects of the pandemic to the mental health and well-being of the citizenry, there is a need for a comprehensive program that utilize promotive, preventive, treatment, and rehabilitative services in the local setting.

- a. The Municipal Health Office, in close coordination with its Provincial and Regional counterparts, shall spearhead the roll-out of psycho-social, psychological, and psychiatric services to Covid-19 patients, relatives, close contact, and all individuals who may have experienced anxiety, depression, and distraught due to the pandemic.
- b. The Reintegration and Psycho-social Counseling Unit (RPCU) of the Asingan Task Force Against Covid-19 will be responsible for the provision of psycho-social support to affected individuals in need.
- c. Due to the limitation on the availability of mental health facility in the locality, the LGU shall facilitate the execution of appropriate Memorandum of Agreement with mental health facilities and providers that can provide counseling services, healing, and interventions, social support and other structured programs.
- d. Medical services shall follow the Referral Flow of Patients:
  - i. Suspect/Probable/Exposed Individual → Municipal Health Office (for LGU employees)/Asingan Triage Area → Barangay Health Station → Home Quarantine
  - ii. Asymptomatic Covid-19 positive → Barangay Health Station → Home Quarantine
  - iii. Mild Symptomatic Patient → Asingan Quarantine Facility / Community Hospital





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- iv. Severe Covid-19 Patient → Private Hospital (Tayug Family Hospital, Urdaneta Sacred Heart Hospital) OR Public Secondary/Tertiary Hospital (Region 1 Medical Center, Eastern Pangasinan District Hospital, and Pangasinan Provincial Hospital)

**SECTION 10. COVID-19 WASTE HANDLING.** Considering the threat posed by Covid-19 waste to the environment and to the health of the communities, proper waste disposal is hereby established:

- a. Covid-19 waste shall be disposed of and segregated into three (3) categories:
  - i. Sharps and syringes are temporarily placed in safety collector boxes which are then put in puncture-proof plastic bags/containers;
  - ii. Vaccine vials are placed inside resealable bags and then placed in waste bins with cover; and
  - iii. PPEs and other medical wastes are placed in puncture -proof plastic bags/containers
- b. Collected waste shall be placed in separate containers (blue/poly drums) to be transported to the Urdaneta District Hospital for storage in septic vaults.
- c. Hereby designating Mrs. Sharon M. Bugarin – Sanitation Inspector as the Focal Person.

**SECTION 11. PREVENTING LOCAL TRANSMISSION OF COVID-19 VARIANTS.** All concerned health and frontline workers are hereby instructed to enforce heightened measures to prevent local transmission of Delta (B.1.617.2), Omicron (B.1.1.529), and other variants of concern:

- a. The Municipal Health Office and the Local Vaccination Team are hereby advised of aggressive information dissemination to encourage priority and vulnerable population to get vaccinated, especially A1 (HCW), A2 (senior citizens), A3 (with co-morbidities), A4 (essential workers) to achieve the target population protection.
- b. All members of the Asingan Task Force Against Covid-19, Repatriation Team along with concerned PNP, BFP, and DILG personnel and force multiplier are advised to closely monitor the occurrence of Covid-19 positive cases.
- c. All Punong Barangays are to mobilize BHWs, BNS, and BSPOs, and their entire workforce in enforcing minimum public health standards, including but not limited to checkpoint and patrolling, house-to-house visitation, distribution of IEC materials, and contact tracing and health monitoring, quarantine and isolation protocols, and timely coordination and reporting.
- d. Strict implementation of Executive Orders on Covid-19 health and safety guidelines issued and updated by this Office.

**SECTION 12. EFFECTIVITY.** This Executive Order shall take effect immediately.

DONE this 18<sup>th</sup> day of February 2022 in the Municipality of Asingan, Pangasinan, Philippines.

Engr. CARLOS F. LOPEZ, JR.  
Municipal Mayor