



Cultural Center of the Philippines

Health and Safety Protocol Guidelines for the Venues, Workplace and Operations of the Cultural Center of the Philippines

TABLE OF CONTENTS

I.	INTRODUCTION	4
II.	OBJECTIVE AND SCOPE OF THE PROTOCOLS	5
III.	GENERAL HEALTH AND SAFETY GUIDELINES	6
	A. COVID-19 SYMPTOMS, RISKS, AND CASE TYPES	7
	B. ADMINISTRATIVE CONTROL	7
	1. Prevention Measures	
	2. Physical-distancing Measures	
	C. COVID-19-RELATED LAWS, VIOLATIONS, AND THEIR PENALTIES	9
	1. Section 9, Republic Act (R.A.) No. 11332, or “An Act Providing Policies and Prescribing Procedures on Surveillance and Response to Notifiable Diseases, Epidemics and Health Events of Public Concern, and Appropriated Funds”	
	2. DOH and National Privacy Commission Joint Memorandum Circular No. 2020-002, or “Privacy Guidelines on the Processing and Disclosure of COVID-19 Related Data for Disease Surveillance and Response”	
	3. House Bill No. 6817, or the “Covid-19-Related Anti-Discrimination Bill”	
IV.	OPERATIONAL AND WORKPLACE PROTOCOLS: ARTISTIC SECTOR	10
	A. FILM, BROADCAST AND NEW MEDIA OPERATIONS AND ACTIVITIES	11
	1. Cinemalaya and Gawad Alternatibo	
	2. CCP Arthouse and CCP Film Society Online and Onsite Screenings	
	3. Other Administrative Transactions	
	4. Special Projects Initiated by or in Collaboration with the FBNMD	
	B. LIBRARY AND ARCHIVES	13
	1. Schedule and Visits	
	2. Reference Services	
	3. Audiovisual Dubbing Services	
	C. PHILIPPINE PHILHARMONIC ORCHESTRA (PPO)	14
	D. PRODUCTION DESIGN AND TECHNICAL SERVICES	15
	1. Production Design Center	
	2. Theater Back-of-House Crew	
	3. Alternative Work Arrangements for Theater Crew	
	4. Non-CCP Personnel: Onstage, Offstage, Outsourced Staff	
	5. Maximum Capacity	
	E. PRODUCTION MANAGEMENT	28
	1. Office Interactions Among PMSD Staff	
	2. Office Interactions with Non-PMSD Staff	
	3. Interactions with Non-CCP Employees	
	4. Staging Productions and Events	

F. VENUE OPERATIONS AND AUDIENCE MANAGEMENT	32
1. Booking Office	
2. Front of House	
3. Usher Conduct	
4. Seat Layouts of CCP Venues	
5. Physical-distancing Floor Markers	
G. VISUAL ARTS AND MUSEUM OPERATIONS	44
1. Onset of Sickness	
2. Office Work	
3. Programming	
4. Exhibit Ingress	
5. Limited Exhibit Reception and Opening	
6. Regular Exhibit Viewing	
V. OPERATIONAL AND WORKPLACE PROTOCOLS: ADMINISTRATION SECTOR	50
A. ASSET MANAGEMENT	51
1. Long-term Lessees	
2. Short-term Lessees or Walk-in Clients	
3. Meetings and Inspections	
B. HOUSEKEEPING, SECURITY, AND MOTORPOOL MANAGEMENT	52
1. Sanitation of Building Premises and Facilities	
2. Safety Maintenance and Visitor Engagement	
3. Shuttle Service for Employees	
4. Motorpool Garage Management	
C. HUMAN RESOURCE MANAGEMENT	53
1. Human Resource Services	
a. Recruitment, Selection and Placement of External Applicants	
b. Recruitment, Selection and Placement of Internal Applicants	
c. Leaves	
d. Benefits and Welfare	
e. Payroll or Compensation	
2. Alternative Work Arrangements	
3. Covid-19 Case Management and Tracing Among Employees	
a. Case Management and Control	
b. Contact Tracing	
4. Covid-19 Communications	
D. MAINTENANCE AND ENGINEERING MANAGEMENT	60
1. MESD Employees	
2. Projects at the CCP	
E. MARKETING OPERATIONS AND ACTIVITIES	61
1. Publications and Merchandise	
2. Box Office and Other Ticket Sales	
3. Memberships and Sponsorships	
4. Creative Services	
5. Social Media	
F. PROCUREMENT MANAGEMENT	64
1. Regular Procurement	

2.	Procurement Through Public Bidding	
G.	PROPERTY AND SUPPLY MANAGEMENT	65
1.	Acceptance, Release and/or Storage of Documents and/or Items	
2.	Issuance or Release of Supplies and Items for Sale	
3.	Annual Physical Inventory	
4.	Disposal of Unserviceable Properties and Equipment	
VI.	RESOURCES	67
A.	Information Sources	
1.	Telephone Numbers and Websites of Relevant Institutions	
2.	Relevant Guidelines and Policies	
VII.	ANNEXES	69
A.	Annex A: Communication Plan for the Information Dissemination of Covid-19	70
B.	Annex B: Alternative Work Arrangement Guidelines of CCP Officials and Employees During the Period of State of Public Health and Emergency and State of Calamity Throughout the Philippines	71
C.	Annex C: Alternative Work Arrangement Guidelines of CCP Theater Crew During the Period of State of Public Health and Emergency and State of Calamity Throughout the Philippines	74

INTRODUCTION

Since emerging in Wuhan, China in December 2019, the coronavirus disease 2019 (Covid-19) — caused by the new severe acute respiratory syndrome coronavirus 2 (SARS-CoV2) — and its rapid spread have become the world's biggest global health crisis in more than a century.

The Covid-19 pandemic has claimed more than 5.9 million lives worldwide as of February 25, 2022, according to the Johns Hopkins University Coronavirus Resource Center. Of that number, over 56,000 were from the Philippines. The crisis has also forced governments, including the Philippines', to impose severe, ever-shifting restrictions to contain the spread of the coronavirus. These included lockdowns that disrupted livelihoods and industries, damaging economies. One such industry is the creative sector, of which the Cultural Center of the Philippines (CCP or Sentrong Pangkultura ng Pilipinas) is a leader and top advocate.

The CCP aims to help revitalize this sector in the so-called new normal, which the pandemic ushered in and changed the way people conduct themselves and their personal and professional affairs, through the protocols detailed here. These protocols, developed in the event community quarantine classifications are lowered and mobility and operational restrictions are gradually eased, prioritize people's health and safety above all.

OBJECTIVES AND SCOPE OF THE PROTOCOLS

The **protocols** listed here have been created and refined to safeguard the health of CCP employees, guests, and visitors during the institution's operations in the new normal.

These aim to: (1) implement the systems and processes to be followed in the CCP in line with the wider new-normal health and safety protocols already in place; (2) avoid Covid-19 transmission among employees, clients, patrons, and other members of the public with business at the Center; and (3) minimize, if not prevent, the Center's likelihood of becoming a source of infection.

These shall apply to all the CCP's regular and casual employees, contractual workers, project hires, Venue Operations Division Office assistants, theater crews, consultants, service contractors, and resident companies. Additional or separate protocols may apply to suppliers, other contractors, patrons, guests, and the general public.

Structures covered by the protocols are the CCP Main, Production Design Center, Tanghalang Ignacio Gimenez (Black Box Theater), and Administration and Finance buildings.

Whenever the need arises, the national government, through its agencies and task forces (e.g., Department of Health [DOH], Inter-agency Task Force for the Management of Emerging Infectious Diseases [IATF-EID]) tackling the Covid-19 crisis in the country, releases new guidelines on managing the ever-evolving pandemic. The CCP shall follow these and adjust its protocols accordingly.

GENERAL HEALTH AND SAFETY GUIDELINES

To avoid Covid-19 infection, all those working at and visiting the CCP, regardless of reason and how much time to be spent there, must follow a set of general health and safety guidelines. Most, if not all, of these have been accepted and implemented in other parts in the National Capital Region and beyond. These are:

- Wear face masks and face shields at all times, without which entry into any building is not allowed.
- Wash hands thoroughly with soap and water for at least 20 seconds.
- Disinfect hands with 70-percent isopropyl rubbing alcohol or an alcohol-based hand sanitizer.
- Fill out CCP-mandated health forms — weekly for employees, contractual workers, theater crews, and personnel of resident companies and once for visitors and non-Center employees — or digital health survey apps with quick-response (QR) codes (particularly the StaySafe.ph app) for monitoring and contact-tracing purposes.
- Submit to temperature scanning, with those registering below 37.5°C allowed to enter any building.
- Observe physical distancing by at least one (1) meter or three (3) feet.

If the temperature of an employee, contractual worker, client, visitor, guest, or anyone with business at the institution exceeds 37.5°C, even after a five (5)-minute rest — or his or her questionnaire responses need further evaluation — he or she shall be advised to head to the designated isolation area, the Bulwagang Amado Hernandez, near the CCP Main Building's South Entrance.

If an employee or contractual worker feels sick, shows Covid-19-related symptoms, and/or has been in contact with an infected person, he or she shall inform his or her immediate superior and be advised to stay home or go to the nearest hospital. If a visitor, guest, client, delivery person or project hire, he or she shall not be admitted into any CCP-managed building and advised to return or stay home.

Variations of these guidelines are found throughout this document. Additional or more detailed ones suited to the CCP's needs are found below.

A. COVID-19 SYMPTOMS, RISKS, AND CASE TYPES

A person contracts Covid-19 if he or she inhales aerosols or droplets containing the coronavirus. These are released whenever an infected individual coughs, sings, sneezes or speaks. Infection also occurs when these aerosols or droplets reach a person's eyes, mouth or nose, either directly or after he or she touches objects and surfaces contaminated by these particles.

It usually takes several days before an infected person shows symptoms. The most common are dry cough, fatigue, and fever. Others include headache, sore throat, muscle or joint pain, and loss of smell or taste. In severe cases, symptoms include appetite loss, shortness of breath, and high temperature.

Medical experts have determined that close individual contact with and sizable gatherings that include an infected person, especially in poorly ventilated indoor spaces, pose greater risk of transmission. They have also determined that certain groups face a higher risk of developing severe Covid-19. These include people 60 years old and older, with preexisting ailments (lung disease, heart disease, diabetes, and cancer, among others), and with compromised immune systems.

A Covid-19-exposed person can be classified as a *suspect*, *probable* or *confirmed* case.

A suspect case refers to a person who: (1) have an acute onset of fever and cough or an acute onset of any three or more of the following signs or symptoms: fever, cough, general weakness/fatigue, headache, myalgia, sore throat, coryza, dyspnoea, anorexia/nausea/vomiting, diarrhea and altered mental status; (2) is residing or has travel to an area with a high risk of transmission of virus: closed residential settings, humanitarian settings such as camp and camp-like settings for displaced persons; anytime within the fourteen (14) days prior to symptom onset; residing or travel to an area with community transmission anytime within the fourteen (14) days prior to symptom onset; or working in any health care setting, including within health facilities or within the community; any time within the fourteen (14) days prior to symptom onset. (3) refers to a patient with Severe Acute Respiratory Illness (SARI): acute respiratory infection with history of fever or measured fever of $> 38C^{\circ}$; and cough; with onset within the last ten (10) days; and requires hospitalization. (4) refers to an asymptomatic person not meeting epidemiologic criteria with a POSITIVE SARS-CoV-2 Antigen-RDT.

A probable case refers to a (1) patient who meets clinical criteria and is a contact of probable or confirmed case or linked to a COVID-19 cluster; (2) suspect case with chest imaging showing findings suggestive of COVID-19 disease; (3) person with recent onset of anosmia (loss of smell) or ageusia (loss of taste) in the absence of any other identified cause; (4) death, not otherwise explained, in an adult with respiratory distress preceding death and was a contact of a probable or confirmed case or linked to a COVID-19 cluster.

A confirmed case refers to (1) any individual, irrespective of presence or absence of clinical signs and symptoms, who was laboratory confirmed for COVID-19 in a test conducted at the national reference laboratory, a subnational reference laboratory, and/or by a DOH-licensed COVID-19 testing laboratory; (2) any suspect or probable COVID-19 cases, who tested positive using antigen tests in areas with outbreaks and/or in remote settings where RT-PCR is not immediately available provided that the antigen tests satisfy the recommended minimum regulatory, technical and operational specifications set by the Health Technology Assessment Council.

B. ADMINISTRATIVE CONTROL

1. Prevention Measures

- a. The Administrative Services Department (ASD) shall have proper protective plastic barriers or partitions installed in offices and other applicable work areas to prevent aerosols and droplets from landing directly and easily on people and surfaces.

- b. The ASD shall post appropriate signages and markers in conspicuous areas of the CCP to remind people of the health and safety guidelines in place.
- c. It shall also designate certain personnel as safety or roving officers to monitor people's compliance with these guidelines.
- d. The ASD shall encourage CCP offices to go "paperless," or minimize using actual paper in creating and sending out letters, memos, and other documents. Whenever possible, employees shall have such documents scanned and emailed to other offices while being mindful of data privacy and protection measures.
- e. The ASD shall require the General Services Division (GSD) to assign staff who would ensure that service contractors fill out the CCP health survey form weekly, preferably starting on their first working day, for the Center's nurses to evaluate. It shall also require the same from the Production Management and Services Division (PMSD) in relation to artists from the CCP's resident companies.
- f. It shall encourage employees and other people working at the CCP to bring their own face masks and face shields; rubbing alcohol or alcohol-based hand sanitizers; hand soaps; and cutlery (spoon, fork, and knife), plate, mug, and drinking glass. This is to discourage unnecessary sharing that could increase the risk of infection.
- g. The ASD shall encourage employees to wear, if possible, short-sleeved upper garments; closed footwear instead of open ones (sandals, slip-ons, and the like); and long pants, including slacks and jeans. This is to further reduce the risk of contamination.
- h. It shall also encourage employees to minimize wearing watches, bracelets, rings of all kinds, long-strand necklaces, and other types of jewelry; neckties, shawls, and scarves; and long-sleeved apparel, such as cardigans, shirts, coats, jackets, hoodies, and sweaters. This is to further promote effective handwashing.

2. Physical-distancing Measures

- a. Department Managers and/or Division Chiefs shall devise physical-distancing layouts or arrangements in their respective offices, which may include converting meeting rooms into office spaces and other alternatives. Barriers may also be set up between tables.
- b. Floor markings shall be in areas where crowding is frequent. These include the bundy clock area, offices, elevators, buffeteria, entrances and exits, and shuttle service stations.
- c. Only four persons, including the operator from TORK Engineering Services, shall be allowed to take the elevators at any time. The elderly, physically challenged, and those with medical conditions shall be prioritized in their use.
- d. Using the stairs instead of elevators shall be encouraged, but physical distancing must be maintained.
- e. Employees shall be discouraged to talk face-to-face with one another and with clients, especially for a prolonged period. They shall be advised to consider phone calls, online chat platforms, and videoconferencing.
- f. Employees shall be encouraged to hold videoconferences, webinars, and the like for activities or events involving a large number of participants.
- g. They shall avoid eating in communal areas. But if eating in their individual work areas is not possible, physical distancing must be observed.

- h. The buffeteria shall operate on a limited capacity. Dine-in tables shall be limited to two persons at a time. Employees shall call local number 2107 for takeout orders.
- i. If he or she needs to consult the CCP physician, an employee shall be requested to set an appointment first before going to the CCP Clinic. The clinic nurse shall inform the person for his or her turn.

C. COVID-19-RELATED LAWS, VIOLATIONS AND THEIR PENALTIES

1. Under Section 9 of Republic Act (R.A.) No. 11332, or “An Act Providing Policies and Prescribing Procedures on Surveillance and Response to Notifiable Diseases, Epidemics and Health Events of Public Concern, and Appropriated Funds”:
 - a. Persons or entities that disclosed confidential information on a Covid-19-positive patient’s medical condition or treatment without authorization; tampered records or engaged in misinformation; or failed or refused to report and/or respond to notifiable diseases or health events of public concern shall be fined an amount between twenty thousand and fifty thousand pesos (P20,000–P50,000), jailed for between six (6) months and one (1) year, or both.
 - b. Noncooperation of persons identified as having a notifiable disease, or persons and entities affected by the health event of public concern in complying with the law, shall also receive these penalties.
 - c. No penalty shall be imposed if a court with competent jurisdiction ordered the disclosure of the confidential information.

2. Under DOH and National Privacy Commission Joint Memorandum Circular No. 2020-0002, or “Privacy Guidelines on the Processing and Disclosure of Covid-19-Related Data for Disease Surveillance and Response”:
 - a. Those who fail or refuse to disclose accurate information about their health and exposure to Covid-19 to public health authorities or DOH partner-entities; report or respond to Covid-19 surveillance and response efforts; or any similar move shall be punished in accordance with R.A. 11332, R.A. 11469 or the “Bayanihan to Heal as One Act,” and other applicable laws and regulations.
 - b. Those who committed privacy violations and personal data or security breaches shall also be penalized, but in accordance with the Data Privacy Act of 2012 and/or other applicable laws and regulations.
 - c. Disclosures of personal health information already known by the public for reasons not caused by any unauthorized act, or publicly made by the person affected or concerned, are exempt from this.

3. Under House Bill No. 6817, or the “Covid-19-Related Anti-Discrimination Bill” (passed on third and final reading on June 2020), which prohibits discrimination against Covid-19 frontliners, suspected and confirmed coronavirus cases, and repatriated overseas Filipino workers; and discriminatory practices, such as failing to extend assistance; stigmatizing, harassing or assaulting the aforementioned persons, and unlawfully refusing to honor valid and existing contracts with them:
 - a. Those found to have harassed or assaulted the abovementioned persons shall be fined any amount between two hundred thousand and one million pesos (P200,000–P1 million) or jailed for between one (1) and ten (10) years.

- b. Those who committed the remaining violations shall be imprisoned for between six (6) months and five (5) years, or fined any amount between fifty thousand and five hundred thousand pesos (P50,000–P500,000).
4. Executive Order No. 151 (s.2021) issued on 11 November 2021, approved the nationwide rollout of the Alert Level System and adopted these Guidelines as the guidelines to be implemented and enforced in all areas under the Alert Level System. Now, Therefore, be it resolved, as it hereby resolved, that in consideration of the premises set forth herein, the IATF issues these Guidelines to enjoin and proactively advocate the principles of 3C's (Closed, Crowded, and Close Contact) strategy against COVID-19 to curb the further spread of infection:

For purposes of these Guidelines, the following shall be defined as follows:

1. COVID-19 Alert Level System - refers to the new Community Quarantine Classifications for dealing with COVID-19 covering entire cities, municipalities and/or regions; aimed to manage and minimize the risk of the disease through System Indicators, Triggers and Thresholds determined by the IATF to specify the public health and social measures to be taken in relation to the COVID-19 response, as may be updated based on new scientific knowledge, information about the effectiveness of control measures in the country and overseas, and its application.
 - a. Alert Level 1 - refers to areas wherein case transmission is low and decreasing, total bed utilization rate, and intensive care unit utilization rate is low.
 - b. Alert Level 2 - refers to areas wherein case transmission is low and decreasing, healthcare utilization is low, or case counts are low but increasing, or case counts are low and decreasing but total bed utilization rate and intensive care unit utilization rate is increasing.
 - c. Alert Level 3 - refers to areas wherein case counts are high and/or increasing, with total bed utilization rate and intensive care unit utilization rate at increasing utilization.
 - d. Alert Level 4 - refers to areas wherein case counts are high and/or increasing, with total bed utilization rate and intensive care unit utilization rate at high utilization.
 - e. Alert Level 5 - refers to areas wherein case counts are alarming, with total bed utilization rate and intensive care unit utilization rate at critical utilization.
2. Granular Lockdown - refers to a micro-level quarantine for areas identified as "critical zones" by the local government unit (LGU) which may be declared regardless of Alert Level.

D. IMPORTANCE OF VACCINATION AND BOOSTER SHOTS

1. Safety of Covid-19 Vaccines
 - a. COVID-19 vaccines that are granted with Emergency Use Authorization (EUA) by the Philippine Food and Drug Administration (FDA) are considered safe and effective based on the available evidence to date.

- b. Vaccines are some of the most rigorously tested medical products today, and the COVID-19 vaccines are no different. The fact that the COVID-19 vaccines are available for use less than a year since the virus was discovered was not because corners were cut in the conduct of the clinical trials.
- c. COVID-19 vaccines cannot make you sick with COVID-19.
- d. With BIDA (Bawal walang mask, I-sanitize ang mga kamay, Dumistansya ng isang metrong layo, Alamin ang tamang impormasyon) steps and adherence to the minimum public health standards, vaccination is an important way to protect yourself from getting severe COVID-19

2. How Vaccines Work

- a. Vaccines mimic the virus or bacteria that causes disease and triggers the body's creation of antibodies. These antibodies will provide protection once a person is infected with the actual disease-causing virus or bacteria.
- b. Vaccines differ in their composition and how they trigger the immune response to create antibodies. These antibodies protect the body from microorganisms and serve as protection once a person gets infected with disease. Vaccines can be inactivated, weakened or killed copies of the whole or part of the virus or bacteria, or genetic product (like mRNA vaccines) that creates protein copies without causing disease.

**OPERATIONAL AND WORKPLACE PROTOCOLS:
ARTISTIC SECTOR**

A. FILM, BROADCAST, AND NEW MEDIA OPERATIONS AND ACTIVITIES

The protocols for the Film, Broadcast, and New Media Division (FBNMD) involve changes in how it would conduct its festivals or competitions and other activities. Employees under this division are covered by these protocols.

1. Cinemalaya and Gawad Alternatibo

- The FBNMD shall instruct filmmakers joining the Cinemalaya Philippine Independent Film Festival and the Gawad CCP Para sa Alternatibong Pelikula at Video (Gawad Alternatibo) to submit their entries and related content or materials online. These shall include trailers, film synopsis, behind-the-scene photos, posters, and filmmaker's profile.

If a filmmaker is unable to submit for certain reasons, specific arrangements shall be made to allow him or her to do that.

- Meetings related to Cinemalaya or Gawad Alternatibo shall be held mainly online, except those requiring participants' physical presence. These include en banc deliberations, organizing committee meetings, jury meetings, and consultations.
- Correspondences on forthcoming events and meetings, and memos and notices, related to Cinemalaya or Gawad Alternatibo shall be made and sent online. A digital copy of all these shall be compiled and a hard copy be kept by the division clerk of staff in charge of the program.
- The Cinemalaya press conference shall be held online.
- Signing and processing documents shall be done primarily online and using the official Department of Information and Communications Technology (DICT) signatures of officers. Their validation shall be done electronically.

These documents, however, require the main signatory's or signatories' "wet" (i.e., actual) signature, so a CCP courier or messenger shall be requested to bring these to the officers concerned for signing.

- The opening, awarding, and closing ceremonies shall be held online. If there are other related activities at the venue, such as the Cinemalaya Under the Stars outdoor screening, proper coordination with units handling utilities, venue, and ushering services shall be required.
- Film screenings shall be held on the preferred online platforms of the festival organizers.
- There shall be two (2) onsite teams working alternately to provide technical support to all the festival or competition's online activities during its run.
- All onsite production shootings or recordings required for the festival or competition shall comply with established health and safety protocols.
- The CCP team and its partners shall monitor festival- or competition-related events primarily online.
- The prizes of the festival or competition winners shall be processed electronically. Printed documents on this shall continue to be routed in accordance with guidelines set by the Financial Services Department (FSD). Personnel tasked with processing these documents shall be allowed to work at the Center for the entire week.
- An official courier shall deliver trophies, printed certificates, plaques, tokens, and souvenirs to their intended recipients.

- Ticket shares shall be processed and claimed electronically, preferably through bank transfer. If the participating filmmakers choose to personally claim their checks at the CCP, they shall set schedules for it with the division.
- An assigned staff shall handle communications on other postfestival programs and activities handled by the division, including the Cinemalaya Film Lab, Recovery Grant, and releases of filmmakers' grants, electronically. Required materials for these programs shall also be submitted online.

2. CCP Arthouse and CCP Film Society Online and Onsite Screenings

- a. All correspondence and coordination with filmmakers and resource persons programmed under the CCP Arthouse Cinema and CCP Film Society programs shall be done online.
- b. All CCP Film Society membership applications and renewals shall also be done online. Those who wish to do so in person can be accommodated, as long as they have scheduled this beforehand with the Marketing Office. Payment for membership shall also be arranged with the cashier in advance.
- c. Copies of films from outside the CCP or from partners that the two programs would show shall be transferred either online or by courier.
- d. If limited onsite screenings are allowed, FBNMD personnel shall follow established health and safety protocols in holding such events. This shall also apply to similar events, like the Cinema Under the Stars/Hybrid Drive-in Cinema.
- e. Payment of fees for resource persons and project hires for the two programs shall be processed electronically or through bank transfer.

3. Other Administrative Transactions

- a. FBNMD personnel shall also ensure that cybersecurity measures are strictly implemented all the time in handling documents online.
- b. The division shall announce or release to its clients, filmmakers, and partners their schedules for processing documents to limit the number of people it would accommodate at the Center. These schedules shall be set in advance.
- c. Personnel who will report to work for two (2) straight days or the whole week shall be encouraged to sleep over at the CCP during this period, observe established health and safety protocols while there, and limit exposure to people outside the Center.
- d. The division shall ensure that the office area is well-ventilated. Leaving doors and/or windows open to allow air to circulate may be encouraged.
- e. Only a maximum of four (4) people shall be inside the division's fourth-floor office at all times.

4. Special Projects Initiated by or in Collaboration with the FBNMD

- a. Communications and meetings on a special project shall be done online. If needed during the project's preparatory phase, a personal meeting at the CCP shall be scheduled and held in a well-ventilated space.
- b. The division shall require the artists and crew involved in a production shoot a negative reverse transcription-polymerase chain reaction (RT-PCR) test result before it begins, in accordance with established health and safety protocols. The

participants shall also use the Center-recommended contact-tracing app. Once production begins, the participants' mobility shall be closely monitored.

- c. The production shall also have its own designated health and safety officer, who will provide face masks and face shields, word pods, rubbing alcohol, and disinfection materials during and after production.

B. LIBRARY AND ARCHIVES

The protocols for the Library and Archives Division cover modified conduct in visiting the said areas, and using their resources and services. These services include references, audiovisual dubbing, photocopying and scanning, and printing.

1. Schedule and Visits

- a. The CCP Library shall be open to visitors from Tuesday to Friday, 9 a.m. to 3 p.m.
- b. People planning to visit shall set an appointment at <https://calendly.com/ccplibrar-yandarchives/onsite-library-visit>. Walk-in visits shall not be allowed.
- c. Only six (6) visitors are allowed in the library at a time. Each shall stay for a maximum of two (2) hours only. A fifteen (15)-minute gap shall be implemented for staff to disinfect items and prepare materials for the next group of scheduled visitors.
- d. Visitors shall not be allowed to go through the shelves and stacks. If they need additional references or materials, they shall request these on a piece of paper and hand it to the librarian or appropriate staff.
- e. They shall also not be allowed to go to the audiovisual (AV) room. Requests for video and audio dubbing should be sent beforehand. See guidelines on this below.
- f. There shall be no talking inside the library, but visitors may approach staff and ask for assistance.
- g. Photocopying, printing, and scanning services shall be available.
- h. Visitors shall clean up after themselves and dispose their garbage in the trash bins.
- i. Visitors and staff shall observe health and safety guidelines at all times.

2. Reference Services

- a. For non-CCP-employed visitors:
 1. Visitors must state their preferred date and time when they set an appointment at the link above.
 2. In setting their appointment, visitors may indicate the book/s they need or research topic on the confirmation page. Staff shall prepare these books and related materials for use before the visit.
 3. Before going to the CCP, visitors shall download the StaySafe.ph app and answer its health check survey. On the day of their visit, they should have their StaySafe.ph QR code scanned at the entrance of the Main Building and submit to temperature scanning. They can enter once cleared.

4. At the library, visitors shall check in with the librarian, who shall tell them where their assigned reading area and requested books and materials are. If they need more references, refer to 1.d. on page 13.
 5. Visitors should leave the books and materials they used on their designated areas before checking out with the librarian.
- b. For CCP personnel:
1. Employees must set an appointment either at the link above or call local number 1513 to check if there are slots available for their preferred date and time. They may indicate their research topic, and the books or materials they need, before their scheduled visit.
 2. See 2.a.4. above.
 3. Employees should leave the books and materials they used on their designated areas before checking out with the librarian.

3. Audiovisual Dubbing Services

- a. Visitors shall send an email to *library@culturalcenter.gov.ph* with their names and the title or brief description of their requested video or audio material.
- b. Staff shall reply with an attached request form that visitors must fill out. Staff should then confirm if the requested material is available and provide the date and time the dubbed materials would be available for pickup.
- c. Visitors should set an appointment through the link above and supply the date and time the staff provided.
- d. Refer to 2.a.3. on page 13.
- e. Once in the library, visitors shall check in with the librarian. If they choose to have their files saved in their external hard drives, they shall leave them with the librarian for disinfection and turnover to the AV assistant.
- f. The librarian or assistant shall give to visitors the request of payment for services performed, which the latter shall pay at the CCP Cashier on the first floor of the building. They shall present the official receipt to the librarian or assistant on their return to the library.
- g. The librarian shall hand to the visitors their sanitized hard drives or inform them where they can download their requested materials.

C. PHILIPPINE PHILHARMONIC ORCHESTRA

The protocols for the Philippine Philharmonic Orchestra (PPO) deal with changes in staging live performances and holding practice sessions on account of the Covid-19 pandemic. Members of the orchestra are covered by these protocols.

1. PPO members, like other CCP employees, shall follow the established general health and safety guidelines in entering and staying inside the Main Building.
2. Members shall stay apart from one another by at least one (1) meter and perform with acrylic barriers installed in their places by the production crew.
3. Those playing the French horn, trumpet, trombone and tuba shall be positioned away from the orchestra by at least two (2) meters.

4. If allowed by the IATF-EID, the PPO, either in full or in smaller groups, shall hold performances and/or have these recorded on video onsite, as long as the venue can accommodate them and physical distancing is maintained. During video recordings, the director shall have the discretion on where to position certain musicians.
5. Musicians, production staff and crew involved in a rehearsal or performance shall have themselves tested for Covid-19 beforehand. Test results must be released — and turn out negative — within three days of the rehearsal or performance, and disclosed to others.
6. A health compliance officer shall be assigned to oversee the rehearsal or performance, ensure that participants observe health and safety guidelines, and call out those who refuse or are unable to comply. If the uncooperative musician/s refuse/s to comply, he/she/they shall be asked to leave the main building.
7. Orchestra members shall have the right to raise valid concerns and withdraw from the rehearsal or performance if health and safety guidelines are repeatedly ignored.
8. Assigned janitors shall sanitize and disinfect the acrylic barriers, chairs, floors, and frequently touched surfaces at least every half-hour or whenever necessary.

D. PRODUCTION DESIGN AND TECHNICAL SERVICES

1. Production Design Center

The protocols for the Production Design Center (PDC) deal with not only the necessary changes in receiving visitors and items brought to the building, but also in personal conduct or behavior while inside it. Employees and guests of the Production Design and Technical Services Division (PDTSD); FBNMD; and Tanghalang Pilipino (TP) — whose offices are housed in the building — as well as other relevant personnel, are covered by these protocols.

a. Food Deliveries

1. The employee who ordered or expects the delivery shall wait at the PDC security desk on the ground floor or advise the guard on duty to expect it.
2. The employee who ordered shall pay for the delivery using available online payment applications. Cash payments are highly discouraged to avoid contamination.
3. The guard on duty shall make available at the security desk a bin, vat or tray where the delivery can be placed for careful sanitation before the employee receives it.

b. Delivery of Nonfood Items

If parcels, letters, packages, and other similar items:

1. The intended recipient shall inform the guard on duty about the expected delivery.
2. Once the item/s arrive/s, the guard shall inform the recipient to pick it/them up outside the building to prevent the delivery person from entering.
3. If the delivery is unexpected, the guard shall inform the intended recipient to pick up the item/s. The guard shall only receive the item/s on the recipient's behalf if he or she or any of his or her co-workers are not in the building.

4. Once received, the item/s shall be properly sanitized.
5. The recipient and/or guard shall wash his or her hands with soap and water after the item/s are disinfected.

If supplies, lumber, steel, paint and other materials:

1. The intended recipient shall inform the guard on duty about the expected delivery.
2. Once the item/s arrive/s, the guard shall inform the recipient or authorized PDC personnel to pick it/them up. If small and manageable, the item/s shall be received outside the building. If bulky and long, these shall be picked up at the PDC loading dock or bay after the supplier or delivery person offloads these outside the building.
3. The recipient or authorized PDC personnel shall disinfect the item/s before bringing it/them inside the building.
4. The recipient or authorized staffer shall wash his or her hands with soap and water after the item/s had been disinfected.

c. Registration, Receiving, and Release Area

1. Tables and chairs shall be placed in the entrance or canopy of the building for people to register if they haven't filled out and/or signed the CCP-mandated health form online.
2. Tables and chairs with plastic barriers shall also be placed at the entrance or canopy, where items can be received or released.

d. Interbuilding or Interoffice Dealings, Clients, and Visitors

For interbuilding or interoffice dealings:

1. The employee concerned shall comply with the health and safety protocols implemented in all CCP-managed buildings.
2. If more details are needed, he or she shall refer to the "CCP Return-to-Work Guidelines" memorandum dated June 11, 2020.

For clients or visitors meeting an employee in person:

1. The employee expecting the client or visitor shall inform and coordinate with the guard on duty about the meeting.
2. Once he or she arrives, the client or visitor shall follow the CCP's health and safety protocols.
3. The guard shall advise the client or visitor to wait at the lobby, and inform the employee that his or her guest has arrived and complied with the protocols.

e. Eating and Waste Disposal

1. Employees shall eat at his or her own work area or station; doing so in communal areas is discouraged. If not possible, they shall maintain physical distancing.

2. Employees shall properly segregate and dispose their wet and dry wastes. They shall also put color-coded trash bins (green for biodegradable, yellow for nonbiodegradable, red for infectious) at the pantry and Scene Shop area.

f. Overnight stays at the PDC

1. If needed to stay overnight, employees shall first secure the recommendation of the Chief Culture and Arts Officer and approval of the Department Managers of the Production and Exhibition and Administrative Services departments.
2. Once approved, the PDTSD shall give to the CCP security office the list of the employees allowed to stay, and to the guard on duty for strict monitoring, to which his or her security commander shall give instructions.
3. Employees shall follow all rules and regulations set by the CCP management.
4. They shall comply with the curfew to be imposed from 8:30 p.m. to 5:30 a.m. Lights shall be turned off from 9 p.m. to 6 a.m. The guard on duty shall lock the main doors during this period.
5. If needed to buy dinner, employees shall have a maximum of one (1) hour to do so. If they fail to return by the end of that hour, they shall be barred from entering the building and staying overnight despite securing approval.
6. Employees shall be segregated and sleep at their designated sleeping quarters: Costume Room for the female PDC staff and theater crew; Design and Technical Studio and Scene Shop for the male PDC staff and theater crew; Chief Office for the PDC Chief; TP office for TP personnel; and Film Archives Office for FBNMD staff.
7. Employees shall observe physical distancing, maintain cleanliness, and observe proper hygiene and hand sanitation during their stay.
8. They shall not drink alcoholic beverages, use prohibited and recreational drugs; smoke or use e-cigarettes; and gamble during their stay. They shall face administrative proceedings if caught.

g. Handwashing, Coughing and Sneezing Etiquette

1. Employees shall ensure they would wash their hands frequently with water and soap or sanitizer, especially before touching their faces. Bringing and using own soap and sanitizer shall be encouraged.
2. When coughing or sneezing, employees shall use disposable tissue paper or their inner elbow to wipe or contain the aerosols or droplets released. They shall throw the used tissue paper in designated trash bins and/or wash the body part used with soap and water.

h. Disinfection Measures

1. Employees shall be responsible for cleaning and disinfecting their respective work areas and/or work stations, as well as frequently held objects. These include phones and fax machines; computers, monitors, keyboards, mice, printers, scanners, and cables; typewriters; and pens, pencils, staplers, and punchers.

2. CCP housekeeping staff shall disinfect doorknobs and handles; handrails and stair handlebars; toilets; light switches; windows; and floors, walls, and steps in the building every half-hour.

i. Infographics, Plastic Barriers, and Foot Markers

1. Information graphics shall be put in easily seen areas to remind people to observe health and safety protocols and physical distancing, wear a face mask, wash hands properly, and follow rules on safe coughing and sneezing.
2. Plastic barriers shall be installed at the PDC security desk, receiving and releasing area, and in between desks or workspaces at the Costume and Design and Technical Offices for added safety.
3. Foot markers reminding people to observe physical distancing shall be placed in the lobby, hallways, restroom, pantry and stairs of the building.
4. Directional signages are installed in specific areas.

j. Hand Sanitizer and Soap Dispensers

1. Alcohol and hand sanitizer dispensers shall be placed at the entrance, security desk, hallways, offices and Scene Shop area of the building.
2. Soap dispensers shall be made available in the restroom, pantry, laundry area, and Scene Shop wash area.
3. Employees bringing their own rubbing alcohol and/or soap shall be recommended.

k. Tool and Equipment Use

1. PDTSD staff shall disinfect the tools and equipment used for office activities, drafting, modelmaking, costume construction, carpentry, painting metalwork and other similar tasks before other personnel use them.
2. Outsourced workers bringing their own tools and equipment shall be recommended.

2. Theater Back-of-House Crew

These protocols tackle the necessary adjustments in dealing with the visitors, guests, contractors, and suppliers of the Theater Back-of-House (BOH) crew; ocular inspections of venues; and deliveries of products, supplies, equipment, and others.

a. Meetings and Venue Ocular Inspections

1. Meetings and ocular inspections shall be conducted online, as physical ones are highly discouraged. Plans saved in PDF format and digital photos of venues shall be made available upon request.
2. If physical meetings are necessary, participants shall observe the general health and safety guidelines established by the CCP, as well as others that may be applied for additional protection.

b. Deliveries

If parcels, letters, packages, and other similar items:

1. The intended recipient shall inform the guard on duty at the Little Theater (LT) Entrance in the Main Building about the expected delivery.
2. Once the item/s arrive/s, the guard shall inform the recipient to pick it/them up outside the entrance or building to prevent the delivery person from entering.
3. If the delivery is unexpected, the guard shall inform the recipient to pick up the item/s. The guard shall only receive the item/s on the recipient's behalf if he or she or any of his or her co-workers are not in the building.
4. The delivered item/s shall be placed in a bin, tray or vat at the security desk, where the guard shall disinfect with the recipient's permission.
5. The recipient and/or guard shall wash his or her hands with soap and water after the item/s are disinfected.

If supplies, equipment, and other items:

1. The intended recipient/s shall inform the guard on duty at the Artists' Entrance about the expected delivery.
2. Once the item/s arrive/s, the guard shall inform the recipient/s to pick it/them up. If small and manageable, the item/s shall be received at the said entrance. If bulky and long, these shall be picked up at the Main Theater (MT) loading dock or bay after the supplier or delivery person offloads there.
3. The delivered item/s shall be disinfected before it/they are brought into the building.
4. The recipients shall wash their hands with soap and water after the item/s had been disinfected.

3. Alternative Work Arrangements for Theater Crew

This is based on the May 13, 2020 memorandum titled "Alternative Work Arrangement Guidelines During the Period of State of Public Health Emergency and State of Calamity Throughout the Philippines," which the CCP Production Design and Technical Services Division issued to all theater crew employed by the Center. The full memorandum is found in the Annexes section on page 69.

This memorandum is in compliance with CSC Resolution No. 2000540, called "The Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to Covid-19 Pandemic," which was promulgated on May 7, 2020.

- a. The Division Chief, through the Department Manager, shall submit to the Human Resources Management Department (HRMD) a list of all the theater crew that specified on which three (3) days in their five (5)-to-six (6)-day workweek they shall report to work at the CCP and which of the remaining days shall be allotted for offsite assignments (OSAs). Crew members' requests for changes or adjustments in the submitted schedule shall be subject to the recommendation of the Division Chief and approval of the Department Manager after taking into consideration their merits, the possible impact on transportation and overnight arrangements, and physical-distancing measures in the office.

- b. All crews shall continue to follow their forty-eight (48)-hour workweek for calendar days 1 to 7 and 16 to 22, and the fifty-six (56)-hour workweek for calendar days 8 to 14, 15, 23 to 29, and 30/31.
- c. Crew members who shall bring their own vehicles to the office, regardless if they would stay there for two (2) nights or not, shall put in eleven (11) hours, inclusive of a one (1)-hour lunch break, on each of their three onsite/office workdays. The remaining eighteen (18) hours in the 48-hour workweek and twenty-six (26) hours in the 56-hour workweek shall be considered hours put in OSAs in those periods.
- d. Crew members who shall join the Center's shuttle service, but not stay at the office for two (2) nights, shall put in six (6) hours, inclusive of a one (1)-hour lunch break, on each of their three (3) onsite/office workdays. The remaining thirty-three (33) hours in the 48-hour workweek and forty-one (41) hours in the 56-hour workweek shall be considered hours put in OSAs in those periods.
- e. Crew members who shall join the Center's shuttle service on the way to the office, but stay there for two (2) nights and avail themselves of the service on the way home, shall put in eleven (11) hours, inclusive of a one (1)-hour lunch break, on the first two of their three onsite/office work days, and six (6) hours, inclusive of a one (1)-hour lunch break, on the third. The remaining twenty-two (22) hours in the 48-hour workweek and thirty (30) hours in the 56-hour workweek shall be considered hours put in OSAs in those periods.
- f. Official work hours for crews shall start at 7 a.m. and end at 8 p.m. Members must punch or clock in at the office at 9 a.m. at the latest. Punching or clocking in at 9:01 a.m. and later is considered tardiness.
- g. Crews shall follow the standard form and rules and regulations in filing vacation and sick leaves like other CCP employees.
- h. See letter c under "Alternative Work Arrangements" on page 56.
- i. Crew members who performed essential tasks at the office for six (6) hours — inclusive of a lunch break — a day while MECQ was enforced shall be entitled to a hazard pay of five hundred pesos (P500) a day, subject to the submission of their monthly DTR or bundy card and report of accomplishments approved by their Division Chief or Department Manager.
- j. The Department Manager and/or Division Chief shall ensure that crew members remain flexible in making themselves available for work beyond the six (6) or eleven (11) hours they are required to put in at the office or onsite, if required. If this happens, shuttle services or accommodation shall be provided for the crew member/s concerned, if necessary. On account of the staggered and flexible nature of this work schedule, overtime work shall be suspended or until lifted.
- k. Crew members may perform certain tasks under OSA arrangements. These include, but not limited to, research and/or retooling sessions; data encoding of inventory; design work or drafting of drawing plans; preparation of information materials; sending and receiving email; and telephone and online consultations, meetings, and videoconferencing.
- l. The Department Manager or Division Chief shall ensure that his or her staff working under OSA arrangements are given tasks to be performed to their full extent possible in terms of the crews' working time each day or week. Crews shall submit weekly accomplishment reports, based on their target deliverables, to their Department Manager or Division Chief, a copy of which shall be submitted to the HRMD, together with their monthly DTR and/or bundy card.

- m. Crews performing OSAs shall make themselves available and responsive during the work hours that they are offsite. They should have access to any communication equipment such as telephone, mobile phone, computer/laptop, internet, email, facsimile, etc.
- n. Crews incurring reasonable expenses during their OSAs, such as communication expenses for videoconferencing and online meetings, research, and other official activities; supplies; and courier services may be reimbursed by the Center, subject to the submission of the necessary supporting documents (e.g., agenda, minutes of meeting, certification or justification, approval of the Division Chief and/or Department Manager, etc.) in accordance with existing government accounting and auditing rules and regulations.
- o. See letter m under “Alternative Work Arrangements” on page 57.

4. Non-CCP Personnel: Onstage, Offstage, Outsourced Staff

These protocols deal with changes in back-of-house conduct that non-CCP artists or performers, creative and technical teams, and outsourced workers and external support providers involved in work or activities at the Center — collectively known here as non-CCP personnel — must adhere to. Areas covered are the Tanghalang Nicanor Abelardo (Main Theater or MT), Aurelio Tolentino (Little Theater or LT), Huseng Batute (THB or Experimental Theater), and Ignacio Gimenez (TIG or Black Box Theater); MT lobby; Bulwagang Francisca Reyes Aquino and Bulwagang Carlos Francisco; and the PDC.

a. Prework preparations

1. Non-CCP personnel shall be honest and, to the best of their knowledge, declare that their place of residence is not under lockdown; no family member living in their household has Covid-19 or its symptoms, or died from it; they are not recovered coronavirus patients; and are “authorized person/s outside residence” (APOR).
2. They shall secure from their respective barangay health centers a clearance certificate, signed and affixed with a dry seal by the barangay health officer and barangay captain that should be valid for two weeks. Their work or activity at the CCP should fall within that period. The certificate should also be dated two or three (2 or 3) days before the activity begins, and indicate that they are allowed to leave their homes to work.
3. They shall fill out the online PDTSD health survey form (see QR code above) at least four (4) days before starting their work or activity. If they have difficulty doing this, a hard copy of the form shall be made available to their representative, and after it is filled out shall be sent online. The form shall then be subject to the CCP physician’s evaluation, verification and/or clearance. Only those cleared shall begin their work or activity.
4. Those cleared shall be notified at least a day before the work or activity begins. The PDTSD shall issue to them nontransferable backstage passes that they must collect personally on their first day of work. These shall be put inside an ID holder with a lanyard that they must provide themselves.
5. Before leaving home, cleared personnel shall respectively bring their original barangay certificates authorizing them to leave and testifying that their place



of residence is not under lockdown; and, if applicable, an updated certificate of employment with a valid company ID.

6. They shall also bring for their personal use at least three (3) face masks; face shield; rubbing alcohol or alcohol-based hand sanitizer; soap; plate, cutlery, mug or tumbler; and extra work clothes, shoes, and other relevant gear.
7. They shall take their body temperature before leaving home. If it's 37.5°C and higher, they should rest first and try again after ten (10) minutes. If the temperature doesn't change or goes up, they shall be strongly advised not to leave for work and seek medical assistance.

b. Arrival at the CCP

1. Non-CCP personnel shall head to the Artists' Entrance. The LT Entrance is for regular, casual, and contractual employees only, while the South Entrance is for emergency use only. They shall observe physical distancing upon arrival and throughout their stay.
2. They shall let the guard on duty take their temperature and inspect their hand-carried bags.
3. If cleared to enter, they shall sanitize their hands and their footwear in the foot bath or mat.
4. They shall collect their backstage passes from the guard or assigned PDTSD staff. They should conspicuously wear these at all times within the CCP premises, or risk expulsion.
5. They shall be directed to the venue of the work or activity.
6. All tools and equipment of outsourced workers and external-support providers shall pass through the designated loading bay/s of the venue and be sanitized using the disinfectants they brought and in front of the guard on duty. These shall be brought it once finished.

c. Inside the CCP

1. Cleared non-CCP personnel shall adhere to the production bubble or pod created for them and required by the production's safety officer.
2. They shall follow physical-distancing wall and floor markings placed in various areas.
3. They shall minimize or refrain from going in and out of the venue and loitering in the building as much as possible.
4. They shall eat their catered/home-cooked/packed meals either in a mess area outside but near the area of work or activity; or at the CCP Buffeteria — whose seating capacity is reduced to comply with general protocols — on a first-come, first-serve basis.
5. If the need arises, they shall follow sneezing and coughing etiquette, as detailed in D.1.g. on page 17. Tissue papers used to contain their sneezes and coughs shall be disposed in a separate closed bin at the restrooms. Spitting in the bin shall be strictly prohibited. In the meantime, CCP housekeepers have prepared a process to segregate and dispose infectious materials safely.

d. Onset of Covid-19 Symptoms

1. A non-CCP personnel member whose temperature hits 37.5°C or higher and shows Covid-19-related symptoms while inside the building shall be advised to go to the Bulwagang Amado Hernandez for temporary isolation. His or her representative shall accompany him or her there.
2. Once there, the member and his or her representative shall be interviewed by the CCP physician or nurse, who would determine if hospitalization is needed.
3. The member's family or next of kin shall be notified of the situation and his or her whereabouts.
4. If he or she needs to go to the hospital, the CCP physician or nurse shall notify the member and his or her representative, who shall arrange to have the member brought to the hospital of his or her choice. He or she and the representative shall shoulder the transportation and hospitalization costs.

e. Meetings and Venue Ocular Inspections

1. Meetings and ocular inspections shall be conducted online. Plans saved in PDF format and digital photos of venues shall be made available upon request.
2. If in-person meetings are necessary, the PDTSD shall only accommodate a maximum of two representatives of any non-CCP personnel member.
3. The in-face meeting shall be scheduled at least two weeks in advance, and held from 9 a.m. to 2 p.m., from Tuesday to Friday, subject to the availability of the division staff.

f. Works or Activities in the CCP

1. Works or activities referred here shall include setups and strikes (ingress/egress, bump in/out, takein/takeout); rehearsals; performances; classes on the different arts; film, television, video and photo shoots; and constructions.
2. Non-CCP personnel listed as approved or cleared and presented as part of the work or activity shall be allowed to enter the venue and subject to the conditions detailed in letter a to c on pages 21 and 22. The PDTSD shall issue production passes to them if they appear on the list of approved or cleared personnel.
3. The work or activity shall be scheduled between Tuesday and Friday only. It should start at 9 a.m. and promptly end at 5 p.m.; beyond that shall be disallowed. A one (1)-hour lunch break is included in the allotted eight (8) hours.
4. Tools and equipment used by a personnel member in office work, drafting, modelmaking, costume construction, carpentry, and painting metalworks shall be disinfected first before another uses it. This shall also apply to microphones, headsets, chairs, podium, linoleum, music stands, control console, and other theater-related equipment.
5. Outsourced staff shall be advised to provide their own tools and equipment to minimize, if not eliminate risks of transmission.

g. Work or Activity Personnel Distribution

- To maintain physical distancing, entry to the venue shall be on a staggered basis. The number of personnel placed in different areas of the venue shall be based on what is set in the “Maximum Capacity” matrices below and subject to the mutually agreed-upon production date.
- Those occupying the stage, backstage, technical booths and dressing rooms shall include artists or performers; musicians; artistic or creative, production, and technical team; production suppliers; and assigned theater crew. The latter, together with the CCP security personnel shall ensure that the protocols are complied with by their collaborators.

h. Maximum Capacity

The following are the maximum capacity of the Theater Crew complement for each venue, including the number of persons allowed in its respective dressing rooms:

1. Tanghalang Nicanor Abelardo (TNA)

VENUE	Tanghalang Nicanor Abelardo (TNA)				REMARKS: The foregoing numbers are the recommended personnel distribution that include members, teams, staff, personnel of and including Artist, Performers, Creatives, Artistic, Production, Technical, Outsourced individuals and groups, and providers and suppliers supporting the production. It is up to the Client to allocate the necessary number of personnel. However, it should not exceed the maximum allowable occupancy.		
Crew Complement			Minimum Capacity: 20 pax				
11 pax	Maximum of 8 or 10 hours/day only (subject to agreement between the Venue TA and Production representative)		Maximum Capacity: 70 pax (in-house crew included)				
AREA	ACTIVITIES						
	INGRESS	SETUP	TECHNICALS	REHEARSAL	PERFORMANCE	STRIKE	EGRESS
Loading Dock to Stage Area	14	1	1	1	1	1	12
Stage Area	1	10	10	20	20	10	7
Audience Area	1	2	2	3	-	2	-
Lights Control Booth		1	1	1	1	1	-
Sound Control Booth		1	1	1	1	1	-
Backstage/Crossover		1	2	2	-	1	-
Dressing Room			-	20-40	20-40	-	-
Elevator Landing	1	1	1	1	1	1	-
Lobby	1		-	-	1	2	-
Other Areas	1	1	2	2	-	1	1
TOTAL PAX	20	20	20	50-70	50-70	20	20

Venue	DRESSING ROOM CAPACITY (number of person/s)											TOTAL
	LRK	101	102	201	202	203	204	205	206	301	Quick Change	
TNA	3	1	1	3	3	3	3	2	2	15	4	40

2. Tanghalang Aurelio Tolentino (TAT)

VENUE	Tanghalang Aurelio Tolentino (TAT)		Minimum Capacity: 15 pax		REMARKS: The foregoing numbers are the recommended personnel distribution that includes members, teams, staff, personnel of and including Artist, Performers, Creatives, Artistic, Production, Technical, Outsourced individuals and groups, and providers and suppliers support to the production. It is up to the Client to allocate the necessary number of personnel. However, it should not exceed the maximum allowable occupancy.		
Crew Complement							
9 pax	Maximum of 8 or 10 hours /day only (subject to agreement between the Venue TA and Production representative)		Maximum Capacity: 25 pax (in-house crew included)				
AREA	ACTIVITIES						
	INGRESS	SETUP	TECHNICALS	REHEARSAL	PERFORMANCE	STRIKE	EGRESS
Artist Entrance to Stage Area	8	-	-	-	-	-	8
Stage Area	6	8	8	10	10	8	6
Audience Area	-	-	2	4	4 (Staff)	-	-
Lights Control Booth	-	1	1	1	1	1	-
Sound Control Booth	-	1	1	1	1	1	-
Backstage/Crossover	-	-	2	2	2	-	-
Dressing Room	-	6	6	6	6	6	-
Lobby	4	2	-	2	2	2	4
Other Areas	2	2	-	4	4	2	2
TOTAL PAX	20	20	20	30	30	20	20

Venue	DRESSING ROOM CAPACITY (number or person/s)					TOTAL
TAT	101	102	103	104	105	
	4	1	1	1	8	15 pax

3. Tanghalang Huseng Batute (THB)

VENUE	Tanghalang Huseng Batute (THB)		Minimum Capacity: 8 pax		REMARKS: The foregoing numbers are the recommended personnel distribution that includes members, teams, staff, personnel of and including Artist, Performers, Creatives, Artistic, Production, Technical, Outsourced individuals and groups, and providers and suppliers support to the production. It is up to the Client to allocate the necessary number of personnel. However, it should not exceed the maximum allowable occupancy.		
Crew Complement							
5 pax	Maximum of 8 or 10 hours /day only (subject to agreement between the Venue TA and Production representative)		Maximum Capacity: 15 pax (in-house crew included)				
AREA	ACTIVITIES						
	INGRESS	SETUP	TECHNICALS	REHEARSAL	PERFORMANCE	STRIKE	EGRESS
Fire Exit Door Entrance to Stage Area	2	2	1		1	2	2
Stage Area	4	6	4	4	6	4	4
Audience Area		2	2	4		2	
Lights Control Booth	1		1	1	1	1	1
Sound Control Booth			1	1	1	1	
Backstage/Crossover	-	-	1	1	1	1	-
Dressing Room	2	2	2	2	2	2	2
Lobby	3	3	2	1	2	2	3
Follow Spot		-	1	1	1	-	-
TOTAL PAX	12	15	15	15	15	15	12

Venue	DRESSING ROOM CAPACITY (number or person/s)
THB	2 pax

4. Tanghalang Ignacio Gimenez (TIG)

VENUE	Tanghalang Ignacio Gimenez (TIG)		Minimum Capacity: 8 pax		REMARKS: The foregoing numbers are the recommended personnel distribution that includes members, teams, staff, personnel of and including Artist, Performers, Creatives, Artistic, Production, Technical, Outsourced individuals and groups, and providers and suppliers support to the production. It is up to the Client to allocate the necessary number of personnel. However, it should not exceed the maximum allowable occupancy.		
Crew Complement							
6 pax	Maximum of 8 or 10 hours /day only (subject to agreement between the Venue TA and Production representative)		Maximum Capacity: 20 pax (in-house crew included)				
AREA	ACTIVITIES						
	INGRESS	SETUP	TECHNICALS	REHEARSAL	PERFORMANCE	STRIKE	EGRESS
Loading Dock to Stage Area	4	-	-	-	-		4
Stage Area	4	6	4	10	10	6	4
Audience Area	-	-	2	2	2		-
Lights Control Booth		1	1	1	1	1	1
Sound Control Booth	-	1	1	1	1	1	-
Backstage/Crossover	-	1	1	1	1	1	-
Dressing Room	-	2	-	4	4	2	-
Lobby	1	1	-	-		1	1
Other Areas/ Follow Spot	1	-	1	1	1		
TOTAL PAX	10	12	10	20	20	12	10

Venue	DRESSING ROOM CAPACITY (number or person/s)		TOTAL
TIG	101	102	8 pax
	4	4	

5. Bulwagang Francisca Reyes Aquino (BULFRA)

VENUE	Bulwagang Francisca Reyes Aquino (BULFRA)		Minimum Capacity: 4 pax		REMARKS: The foregoing numbers are the recommended personnel distribution that includes members, teams, staff, personnel of and including Artist, Performers, Creatives, Artistic, Production, Technical, Outsourced individuals and groups, and providers and suppliers support to the production. It is up to the Client to allocate the necessary number of personnel. However, it should not exceed the maximum allowable occupancy.		
Crew Complement							
3 pax	Maximum of 8 or 10 hours /day only (subject to agreement between the Venue TA and Production representative)		Maximum Capacity: 9 pax (in-house crew included)				
AREA	ACTIVITIES						
	INGRESS	SETUP	TECHNICALS	REHEARSAL	PERFORMANCE	STRIKE	EGRESS
Artist Entrance to Stage Area	3	-	-	-	-		3
Stage Area	1	2	1	4	4	3	1
Audience Area	-	-	1	1	-	-	-
Lights Control Booth	-	1	1	1	1	1	1
Sound Control Booth	-	1	1	1	1	1	-
Backstage/Crossover	-	-	1	1	1	-	-
Dressing Room (Tunnel)	-	1	-	1	1	1	-
Upper Basement Hallway	-	1	-	-	1	-	-
TOTAL PAX	4	6	5	9	9	6	5

Venue	DRESSING ROOM CAPACITY (number or person/s)
BULFRA	Tunnel
	4 pax

6. Tanghalang Nicanor Abelardo Lobby (TNAL)

VENUE	Tanghalang Nicanor Abelardo Lobby (TNAL)	Minimum Capacity: 5 pax		REMARKS: The foregoing numbers are the recommended personnel distribution that includes members, teams, staff, personnel of and including Artist, Performers, Creatives, Artistic, Production, Technical, Outsourced individuals and groups, and providers and suppliers support to the production. It is up to the Client to allocate the necessary number of personnel. However, it should not exceed the maximum allowable occupancy.			
Crew Complement		Maximum Capacity: 15 pax (in-house crew included)					
6 pax	Maximum of 8 or 10 hours /day only (subject to agreement between the Venue TA and Production representative)						
AREA	ACTIVITIES						
	INGRESS	SETUP	TECHNICALS	REHEARSAL	PERFORMANCE	STRIKE	EGRESS
Loading Dock to Stage Area	4	-	-	-	-	-	4
Stage Area	1	4	2	4	4	4	1
Audience Area	1	-	-	1	-	-	-
Lights Control Booth	-	1	1	1	1	1	-
Sound Control Booth	-	1	1	1	1	1	-
Stage Manager's Area	-	-	1	1	1	-	-
Dressing Room	-	-	-	2	2	1	-
Other Areas	-	-	-	-	1	1	-
TOTAL PAX	6	6	5	10	10	8	5

Venue	DRESSING ROOM CAPACITY (number of person/s)
TNAL	TNA Foyer 6 pax

7. Bulwagang Carlos Francisco (BCF)

VENUE	Bulwagang Carlos Francisco (BCF)	Minimum Capacity: 5 pax		REMARKS: The foregoing numbers are the recommended personnel distribution that includes members, teams, staff, personnel of and including Artist, Performers, Creatives, Artistic, Production, Technical, Outsourced individuals and groups, and providers and suppliers support to the production. It is up to the Client to allocate the necessary number of personnel. However, it should not exceed the maximum allowable occupancy.			
Crew Complement		Maximum Capacity: 8 pax (in-house crew included)					
4 pax	Maximum of 8 or 10 hours/day only (subject to agreement between the Venue TA and Production representative)						
AREA	ACTIVITIES						
	INGRESS	SETUP	TECHNICALS	REHEARSAL	PERFORMANCE	STRIKE	EGRESS
LT Entrance to Stage Area	4	-	-	-	-	-	4
Stage Area	1	4	2	2	2	4	1
Audience Area	1	-	1	1	1	-	1
Lights Control Booth	-	1	1	1	1	1	-
Sound Control Booth	-	1	1	1	1	1	-
Stage Manager's Area	-	-	1	1	1	-	-
Dressing Room (Male and Female Restroom)	-	-	-	2	2	-	-
Other Areas	-	-	-	-	-	-	-
TOTAL PAX	6	6	6	8	8	6	6

Venue	DRESSING ROOM CAPACITY (number of person/s)		Total
BCF	Male Restroom 1-2	Female Restroom 1-2	
			4 pax

E. PRODUCTION MANAGEMENT

The protocols for the Production Management Services Division (PMSD) tackle changes in employees' workplace conduct and visitor or guest engagement, and in staging shows and/or events. Employees of the division, guests, visitors, and creative and/or production personnel are covered by these protocols.

1. Office Interactions Among PMSD Staff

- a. Division personnel shall wear face masks and face shields to work. They shall replace their face masks with a new one once they arrive for work.
- b. They shall remain in their own cubicles as much as possible, and participate in division meetings and discussions online from those cubicles.
- c. Documents to be signed by the division officer in charge shall be placed in their assigned folder at the PMSD reception cubicle, from where he or she shall pick these up. After reviewing and signing the documents, he or she shall place these in the same folder and cubicle. Other division staffers shall follow the same procedure with their own documents, but one at a time and while observing physical distancing.
- d. Only one (1) staffer shall use the PMSD photocopier and typewriter at any time, and sanitize his or her hands and the said office machines before and after use.

2. Office Interactions with Non-PMSD Staff

- a. Employees from other CCP divisions or units shall wear face masks and face shields and sanitize their hands when visiting the PMSD. They shall not enter without these. PMSD staff shall also wear such protective gear when visiting other offices in the Center.
- b. PMSD and non-PMSD personnel shall be discouraged from holding face-to-face meetings and encouraged to hold meetings online instead.
- c. Documents brought to the division shall be placed in the reception cubicle. The messenger who brought these shall sign in a logbook at the cubicle and be asked to wait at the conference area while a division staffer receives or signs the documents.
 1. For documents to be brought to other buildings, it is recommended that a schedule for their pickup or delivery be set, a messenger to handle them be assigned, and a service vehicle be tapped for the task.
 2. In case of drafts of disbursement vouchers, contracts, and other similar documents, it is recommended that these be sent to the receiving personnel or units for comment or review. Once finalized, these shall be printed and signed.
 3. In case of memos, it is recommended that these be sent through email. These may be printed out if needed.
- d. Non-PMSD staff who plan to use the division's photocopier and/or typewriter shall follow 1.d. above. They shall be encouraged to call the division first to check if the machines are being used or wait for their turn at the conference area.
- e. Janitors assigned to collect garbage at the PMSD office shall do so at 2 p.m. Those tasked to sanitize and disinfect the said area shall do so at 6 p.m.

3. Interactions with Non-CCP Employees

- a. Visitors with no business or prior appointment with the division shall not be permitted to enter the CCP. Instead, they shall be encouraged to set or hold online meetings with whoever they plan to visit or meet with.
- b. Visitors cleared to go to the PMSD office shall be allowed one at a time. Personnel shall have the option to meet them at the conference area, where physical distancing shall be observed.
- c. Documents and packages for delivery to the PMSD or any of its personnel shall be scheduled on days the intended recipient would be at the CCP. The guard on duty shall receive them on the recipient's behalf on their scheduled arrival.
- d. Contractors and project hires under the division who must report to the Center shall submit a negative RT-PCR test result, barangay clearance certificate, and filled-out health declaration form reviewed and/or endorsed by the CCP physician in order to be issued an ID for easier entry.

4. Staging Productions and Events

In a strict alert level setup, productions or events that the CCP can mount are categorized into four types:

- a. *Conventional*, in which artists or speakers would perform or present in a physical venue in front of a live, limited, and VOD protocol-compliant audience in real time.
- b. *Virtual*, in which the people involved — artists or speakers, creative and production teams, and the audience — gather online using videoconferencing tools or applications to stage the show and also livestream or broadcast it online.
- c. *Multiplatform*, in which the artists or speakers and the creative and production teams mount the show in a physical venue and livestream or broadcast it live to an online audience or record and edit it for future broadcast.
- d. *Hybrid*, in which everyone involved stages the show in a physical venue and livestreams or broadcasts it in real time using online channels, with its audience a mixture of live/onsite and virtual viewers.

In staging these productions and events:

- a. The PMSD shall immediately suspend all rehearsals and related activities if the government reimposes stricter lockdowns in Metro Manila.
- b. All production meetings and other related meetings shall be held online.
- c. The division shall ensure that the production or event shall hire or designate a safety officer or officers, who shall come up with health and safety protocols tailored to the production or event in consultation with the CCP Health and Safety Guidelines Committee (HSGC). He/she/they shall also submit a health and safety report at the end of the production or event for documentation purposes.
- d. All production or event information — name of safety officer/s and of the activity; duration; number of hours to be spent daily and of people involved; venue; and lock-in location — shall be submitted to the PMSD.
- e. The officer/s shall perform a hazard and risk assessment on the production or event and its venue.

- f. A health team shall be formed, made up of the safety officer/s, whose number and level shall be based on the Department of Labor and Employment's (DOLE) Department Order No. 16-01: Rule 3010 Training and Accreditation of Personnel on Occupational Safety; nurse; and group coordinator/s.
- g. A standby vehicle with a driver shall be provided.

Once formed, the health team shall implement and monitor compliance with infection risk-reduction and control measures throughout the production or event cycle; perform monitoring and isolation or quarantine procedures when infection occurs; and initiate a referral system in close coordination with the HSGC.

Infection risk-reduction measures are divided under two headings: Covid-19 testing and lock-in system. Under the former:

- a. Production team members shall undergo RT-PCR testing before coming to the CCP. Per evaluation of the health team and production management, members shall be retested for productions and/or events with activities in the Center lasting seven (7) to ten (10) days.
- b. All team members shall isolate themselves before taking the tests until the results' release.
- c. If a member experiences Covid-19-related symptoms or is found positive, all production preparations shall be suspended. Isolation or quarantine, contact-tracing, retesting, and disinfection efforts and other similar measures shall be initiated.
- d. Recording of the production or event shall resume after members found to have been infected have recovered and/or are retested, or completed their fourteen (14)-day quarantine, subject to the venue's availability. The CCP and health team shall first determine if there are threats to the other members' health and assess the production or event's safety level before allowing it to go on further.

Under the lock-in system:

- a. Production team members shall be locked in at an offsite accommodation facility and shuttled to and from the Center.
- b. System rules and regulations, which include areas they are allowed to go to, buy essentials, receive delivered items and others, shall be established and enforced.
- c. In coordination with the Venue Operations Division (VOD) and ASD, specific areas of a venue shall be designated for the production or event's use and may be cordoned off accordingly. The production team shall be divided into smaller groups and assigned to zones and stations, or "pods," in that venue.
- d. If necessary, coordinators shall be assigned to each pod and work closely with the production or event's safety officer/s. Each coordinator shall monitor the health of those in his or her pod and ensure that they don't have symptoms in the three days before activities start at the venue.
- e. The health team and production management shall identify who among the people involved need to be present in which phase of the production or event — from setup and rehearsals, the actual show and/or its recording, to strike — and at which part of the venue.
- f. The lock-in period shall start from the release of the members' negative test results until the end of the production or event's live recording. It may start three (3)

to five (5) days before members are tested if the production or event budget can accommodate it.

Infection control measures involve implementing a strict triaging system, in which:

- a. Production team members shall submit their filled-out CCP health declaration forms, which should include their brief medical history, negative test results, and barangay clearance certificate on the Tuesday or Thursday that is at least three (3) days before they come to the Center. Upon arrival, they shall scan the StaySafe.ph QR code.
- b. They shall have their temperature taken at least thrice daily if the workday has a maximum of ten (10) hours. If one consistently registers 37.5°C and above, the health team shall implement the applicable isolation and monitoring protocols.
- c. Members shall observe physical distancing protocols at all times in passageways, dressing rooms, technical crew stations, and similar or applicable areas.
- d. They shall wear face masks and face shields at all times, even when alone. Artists and/or speakers shall be permitted to remove them when filming starts, but wear them again when filming ends and they leave the set.
- e. Members stationed at the stage during filming or recording days, specifically the assigned cleaning and health teams, shall not only wear face masks and face shields, but also full personal protective equipment (PPE) suit.
- f. Designated isolation and disinfection areas, mess halls or eating areas, and dressing rooms shall be marked. Outdoor areas may also be marked as such if needed.
- g. Relevant information on all those involved in the production or event shall be gathered for contact-tracing purposes.
- h. If needed, a reporting and referral system shall be initiated three (3) days after the production or event ends.

The health team shall also implement these hygiene and sanitation measures:

- a. Have the stage, restrooms and dressing rooms, halls, elevators, and other high-occupancy areas used by the production or event regularly sanitized and disinfected.
- b. Finalize a sanitation and disinfection schedule and plan after consulting the appropriate parties (e.g., CCP management, production management).
- c. Have a third-party contractor or supplier disinfect the venue before ingress and after egress, which the production or event shall shoulder the cost for.
- d. Establish a “clean/unclean” sorting and disinfection system.
- e. Assign, label, and disinfect production devices, communication sets, lapels, microphones, and other appropriate equipment. Communication devices shall not be used by more than one person. The CCP shall only sanitize and disinfect the equipment they own and suppliers shall do the same with theirs using their own cleaning supplies.
- f. Set a regular disinfection schedule and system for frequently touched items, including cords, props, instruments, and costumes.
- g. Ensure that waste is properly segregated and disposed.
- h. Establish a systematic and hygienic food distribution system.

- i. Set up water stations, ideally in each established production or event pod. These shall be sanitized regularly.
- j. Set up mess halls that promote or enforce physical distancing. These shall be disinfected regularly.
- k. Advise or encourage all involved in the production or event to bring their own cutlery, plates, cups or mugs, and water bottles to minimize waste and reduce risk of contamination.
- l. Ensure that rubbing alcohol or alcohol-based hand sanitizers, disinfectant wipes, tissue paper, and soap are available and washing areas are set up for everyone in the production or event can use.
- m. Charge the cost of alcohol, disinfectants, soaps, masks, toilet paper, personal protective equipment, face masks, face shields, gloves, and other similar items to the production or event.

The team shall also implement these emergency response measures:

- a. In non-infectious disease and emergency situations, such as loss of consciousness or falls, extend first aid to the person affected and monitor his or her vital signs.
- b. Endorse the individual to the CCP clinic and a designated action team, and ensure that he or she receives proper medical attention.
- c. Ensure that an ambulance or other emergency vehicle is available if the person needs to go to a medical facility for further treatment.
- d. If the person shows symptoms of or is infected with Covid-19 during the production or event cycle, he or she shall be referred and transported to an available quarantine facility with the assistance of the DOH or local government unit (LGU).
- e. If needed to be hospitalized for a preexisting health condition, the person shall be brought to the nearest hospital. The CCP shall not shoulder the cost of the hospitalization.

F. VENUE OPERATIONS AND AUDIENCE MANAGEMENT

The protocols for the Venue Operations Division (VOD) deal with the necessary adjustments in venue booking and use, seating capacity, and audience or guest reception and control at performance venues inside the Main Building. Employees under this division, ushering staff, artists or performers, and audience members, as well as other relevant personnel and guests, are covered by these protocols.

1. Booking Office

The office shall implement these booking procedures to limit face-to-face interactions:

- a. Hold virtual meetings. Email use and paperless transactions shall be strongly encouraged.
- b. Make digital booking kits available to clients.
- c. Produce digital booking brochures.
- d. Make booking forms available online and downloadable.
- e. Implement a weekly digital theater schedule for online routing.

- f. Conduct virtual tours for clients' ocular visits or site inspections, during which they can closely check front-of-house areas and backstage or technical equipment. Physical visits or inspections will be the last option and subject to the CCP management's approval.
- g. Make online bank-transfer payments possible.
- h. Hold production meetings using online videoconferencing tools, like Zoom and Google Meet.
- i. Require each production to assign someone as its safety officer.
- j. Post or publish advisories on these procedures in programs and calendars of events, as well as on the CCP website and social media pages.

It shall also enforce these physical-distancing measures:

- a. Reduce venue capacity by enforcing the "one seat apart" and "one row apart" rules.
- b. Allow only CCP employees wearing face masks and face shields to enter the office.
- c. Bar all guests or clients from entering the office. Those who have set appointments to visit are exempt.
- d. Prohibit loitering in the premises. Those with official business can stay at a designated receiving area.

The office shall also perform these sanitation tasks:

- a. Disinfect the office regularly.
- b. Keep rubbing alcohol handy at office cubicles and tables, and the receiving area.
- c. Sterilize documents in a ultraviolet (UV) disinfectant box.

2. Front of House

Front-of-House (FOH) personnel shall implement these standard operating procedures:

- a. Set up tents outside the Main Building entrance leading to the Tanghalang Aurelio Tolentino (TAT, also Little Theater or LT) in anticipation of extended queues due to physical-distancing measures.
- b. Require people entering the building to scan the QR code placed in all entrances using the StaySafe.ph app. Guards on duty shall scan the unique QR code generated for each guest upon registration.
- c. Require such people to undergo thermal scanning before entry. A nurse shall be assigned at each gate to attend to visitors or guests who were denied after registering a fever or showing other symptoms.
- d. Isolate persons under investigation (PUI) and monitoring (PUM) in a quarantine facility outside the premises.
- e. Install alcohol spray machines or automatic hand sanitizer dispensers at every gate and other conspicuous areas. These include reception tables, lobbies, restrooms, snack bars, and theater gates.

- f. Install physical distancing-promoting floor markers at the entrances or gates, lobbies, hallways or corridors, restrooms, elevators, escalators, snack bars, and box offices. See the design of these markers on pages 42 to 44.
- g. Put up acrylic plastic barriers at the ushering staff's check-in counter at the Tanghalang Nicanor Abelardo (TNA, also Main Theater or MT) and reception tables at venue lobbies.
- h. Cut venue capacity by at least half and enforce the one-seat-apart rule by placing straps featuring the CCP logo on every other seat (see below). Removing the seats is not recommended due to their structural integrity and base.



- i. In the case of Tanghalang Huseng Batute (THB or Experimental Theater), which has no fixed single seats, move the front seats two meters away from the stage. (See the seating layouts for all venues from pages 37 to 41)

FOH operators shall reduce the time audiences spend at the venues by doing these before, during, and after a show, especially if it's mounted in the MT:

- a. Open the theater doors to audience members — better known as “open house” — thirty (30) minutes before the show starts, as usual.
- b. Advise audience members beforehand to come at their appointed accommodation time to avoid waiting or socializing at the lobby.
- c. If no other show is happening, use the LT Lobby as a vomitory space to restrict the number of audience members waiting at the MT Lobby and install appropriate physical-distancing markers.
- d. Prohibit ticket exchanges at the lobby. Control provisions shall be discussed with the resident companies and lessees.
- e. Require tickets printed at home, implement ticket scanning, and apply other similar measures to avoid lines forming at the box offices and physically handling tickets, which can be a possible source of coronavirus transmission.
- f. Guide audience members inside the theater through designated one-way entrances and to their seats upon arrival. Physical-distancing markers on the floor and stanchions at the lobby shall be placed to make their accommodation orderly and safe.
 - For the MT, one-way entrances are the first and center doors, Balcony 1 center door, and Balcony 2 center door. One-way exits are the first and second coves, Balcony 1 first door, and Balcony 2 first door and panic door. If audience members arrive simultaneously, side doors shall be used to disperse them and decongest the main entrance.
- g. Number all seats and prohibit free-seating arrangements to ensure that blocked or restricted seats remain empty.

- h. Play recorded advisories on Covid-19 preventive measures before and after the show.
- i. If an intermission is needed, extend it to twenty (20) to thirty (30) minutes from the usual five (5) to fifteen (15).
- j. Keep all doors and coves open during the show to enhance proper ventilation at the venue. This shall be discussed further.
- k. Forbid audience participation during the show and flower-giving to performers and production team members during the curtain call.
- l. Advise audience members after the show to leave the venue, as waiting or socializing there shall not be allowed. A detailed audience egress plan using a sectional exit scheme to avoid congestion and bottlenecks is proposed. Once finalized and/or approved, ushers shall brief audience members of the plan during open house.
 - 1. Under this plan, the MT shall be divided into six (6) quadrants. Audience members in quadrants 5 and 6, which are the nearest to the first and center doors, shall be the first to leave the venue, use the designated exits, and proceed to the lobby, ramp, grand staircase, and elevators to the LT entrance. Those in quadrants 3 and 4 shall leave next using the center and first doors, house door, and first cove. And those in quadrants 1 and 2 shall be the last to exit using the second cove and proceed to the elevators and fire exits.
 - 2. This exit scheme shall also be applied to other venues, to be facilitated by the ushers and guards. An SOP announcement or written advisory shall inform the public of this.
- m. Disallow meeting with and greeting the performers — or “meet-and-greet” — and autograph signing after the show.
- n. No receptions and cocktails.
- o. Prohibit merchandising activities that involve personal interaction, such as distributing flyers and leaflets and offering product samples.
- p. Allow the CCP Snack Bar to operate on certain occasions, but its operators must set up satellite bars at the lobby and third floor (if the show is at the MT) to avoid crowd congestion.
- q. Disinfect the venue immediately after the show. Only one (1) show a day is allowed so that the venue is thoroughly sanitized.
- r. In case of shows happening at different venues, implement at least a one-hour curtain time gap — 7 p.m. for the LT and 8 p.m. for the MT — to properly manage the influx of guests.

Before and after the show, voice-over announcers in the venue shall remind the audience to:

- a. Observe physical distancing by following the floor markings.
- b. Refrain from removing face masks.
- c. Follow the exit or egress scheme implemented by the CCP.
- d. Limit the time spent at the venue and avoid socializing before and after the show.
- e. Feel free to use the sanitation items (rubbing alcohol, hand sanitizers, etc.) provided.
- f. Avoid physical contact.

3. Usher conduct

The ushering staff shall:

- a. Wear CCP-provided face masks, face shields, and special personal protective equipment (PPE) (see below, designed by Ricardo Eric G. Cruz), and carry a small bottle of rubbing alcohol while on duty.



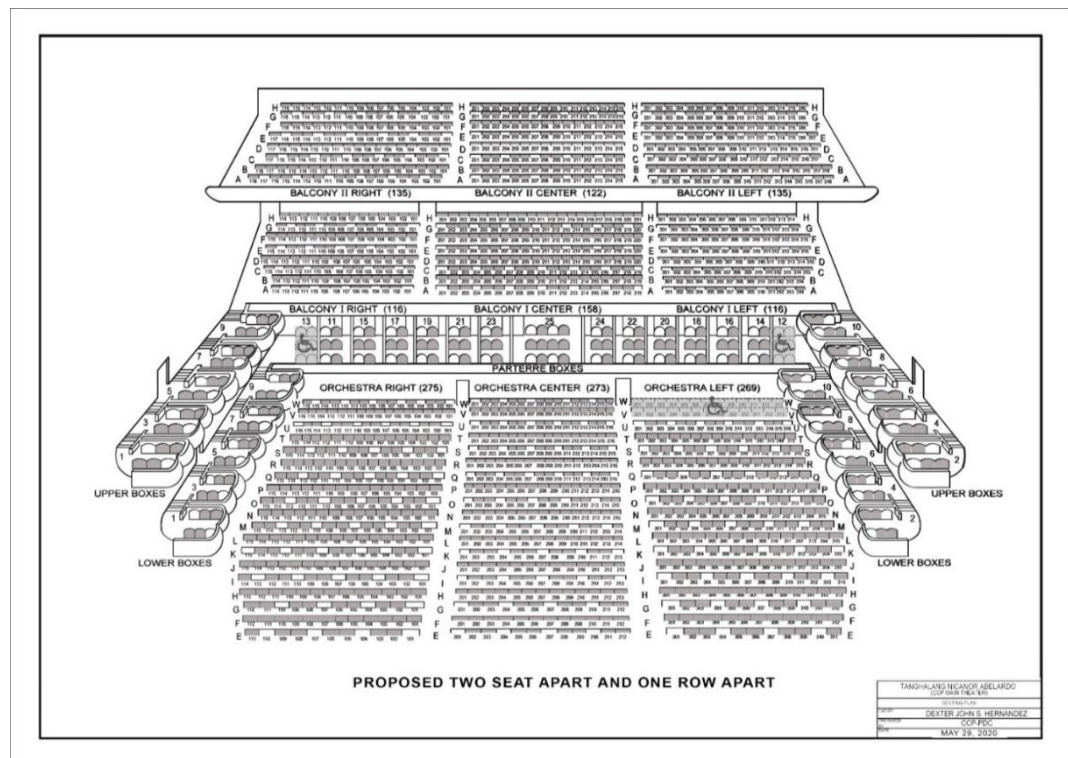
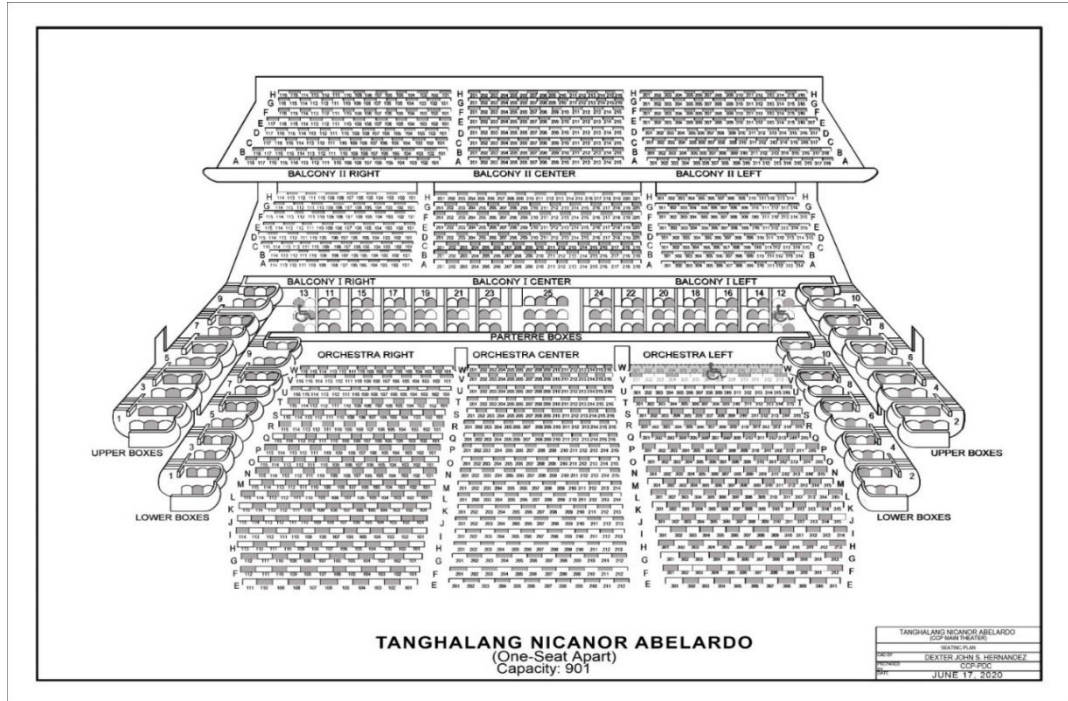
- b. Observe the one-meter-distance rule in assisting guests. As much as possible, there shall be no physical contact except when attending to the needy elderly and persons with disability (PWD).
- c. Observe physical distancing at all times, especially during briefings and debriefings. Also, receive briefing notes through email or their Facebook group and at locker rooms to reduce the time spent on these meetings.
- d. Hold virtual staff assemblies using videoconferencing tools, like Zoom and Google Meet. A screenshot of the participants shall serve as their attendance record.
- e. Conduct webinars to train staff.
- f. Come at a reasonable hour before call time to avoid hanging out in the locker area and loitering inside the building. Only those assigned and with official business can enter, and must leave after their duties are over.

4. Seat Layouts of CCP Venues

a. Tanghalang Nicanor Abelardo:

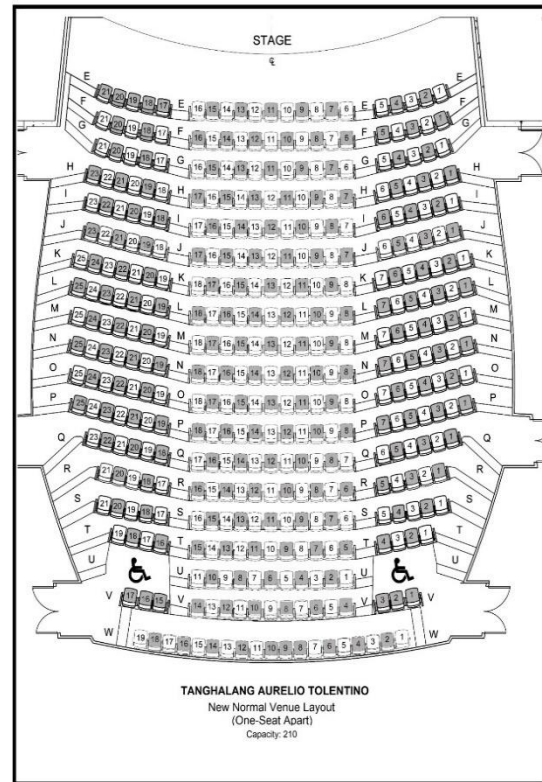
Option 1: One seat apart

Number of seats: 901, or 49.6 percent of the 1,815 in total

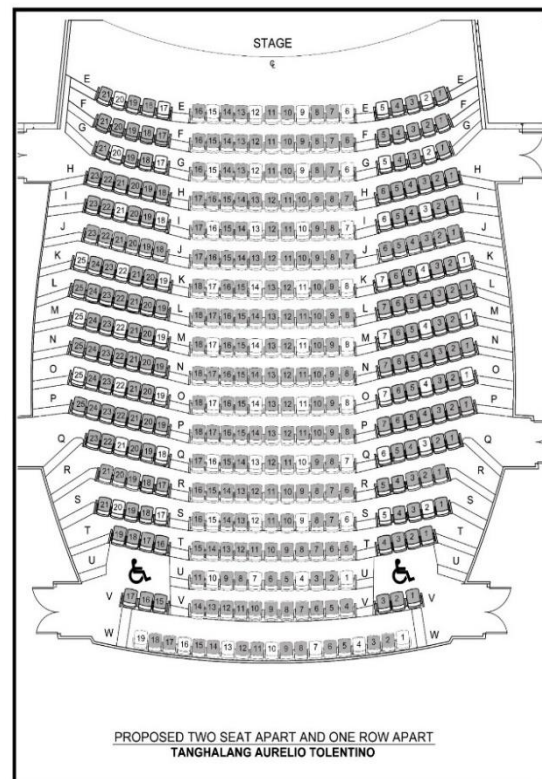


b. Tanghalang Aurelio Tolentino:

Option 1: One seat apart
Number of seats: 210,
or 51 percent of the 413 in total



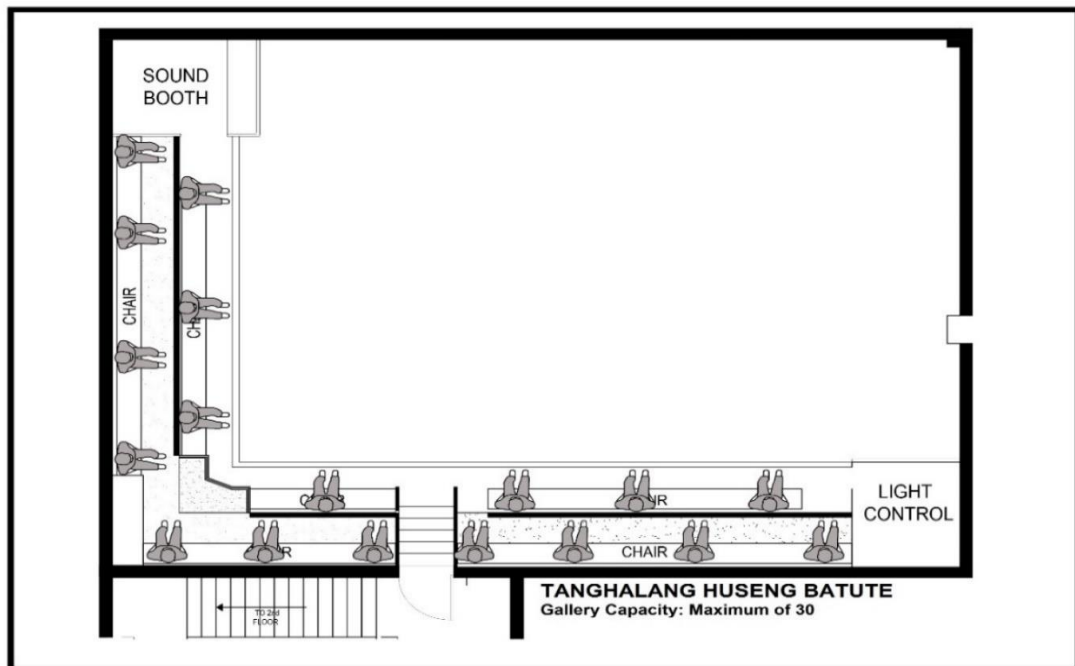
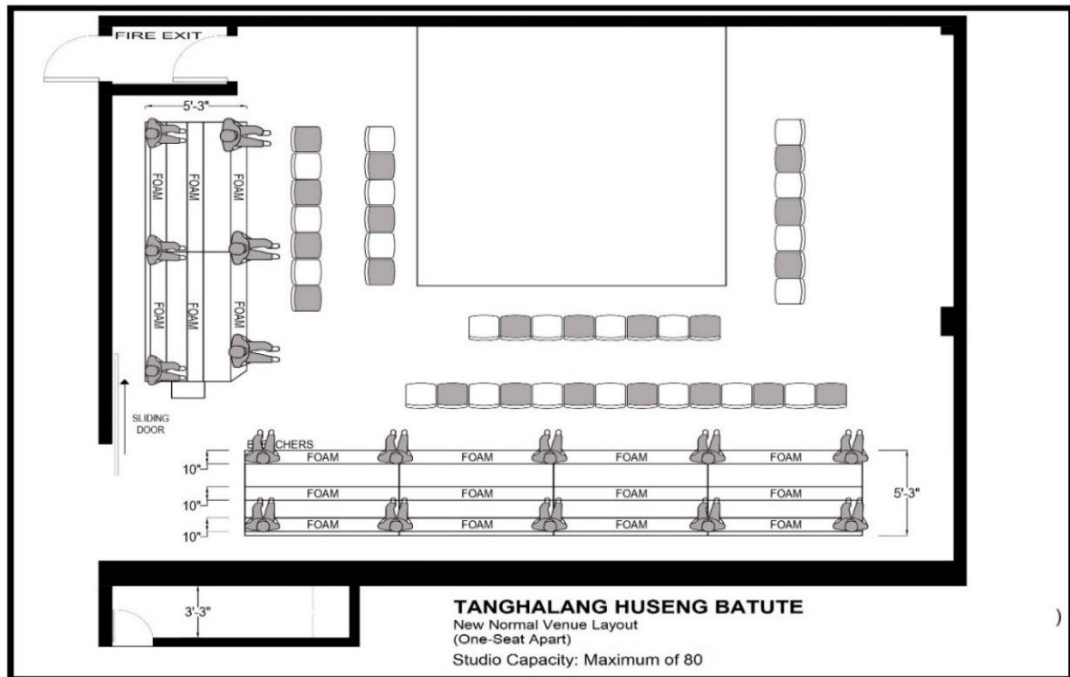
Option 2: Two seats
and one row apart
Number of seats: 81,
or 20 percent of the 413 in total



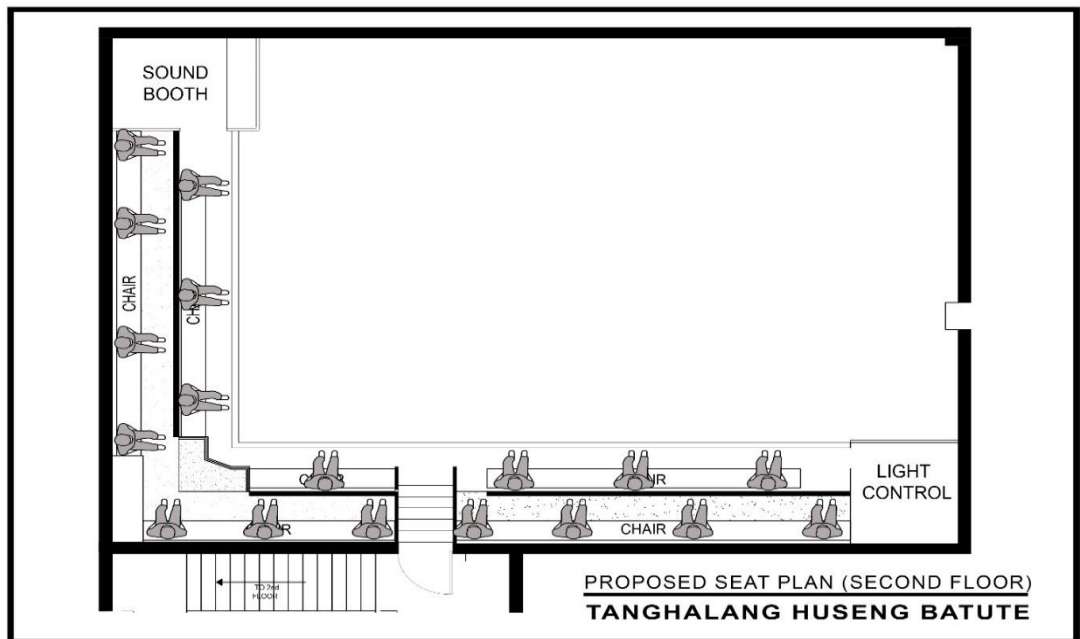
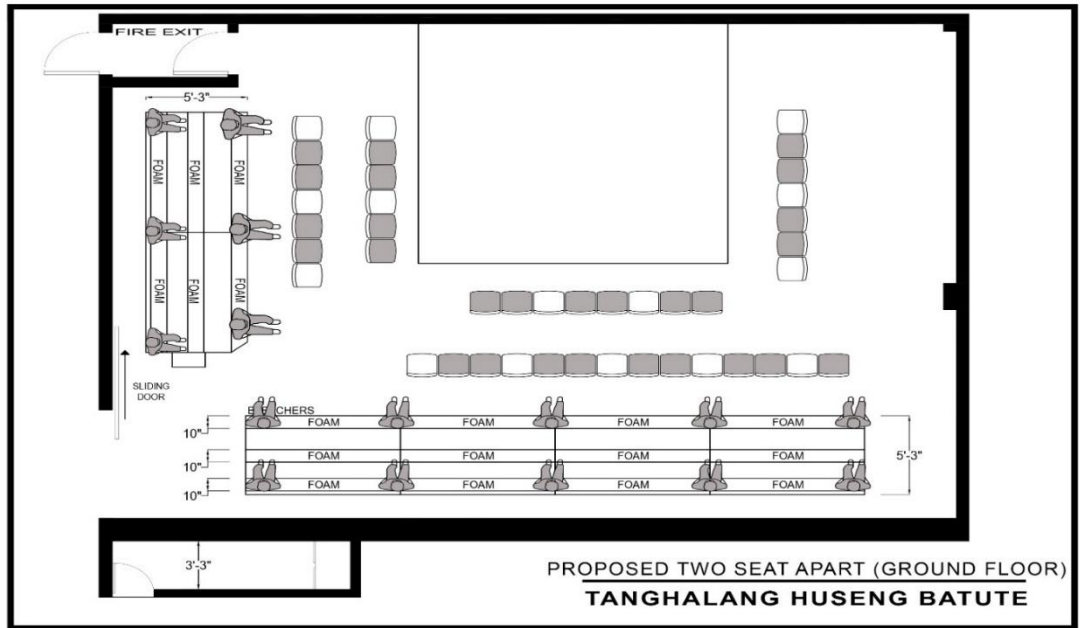
c. Tanghalang Huseng Batute:

Option 1: One seat apart

Number of seats: 110, or 46 percent of the 240 in total



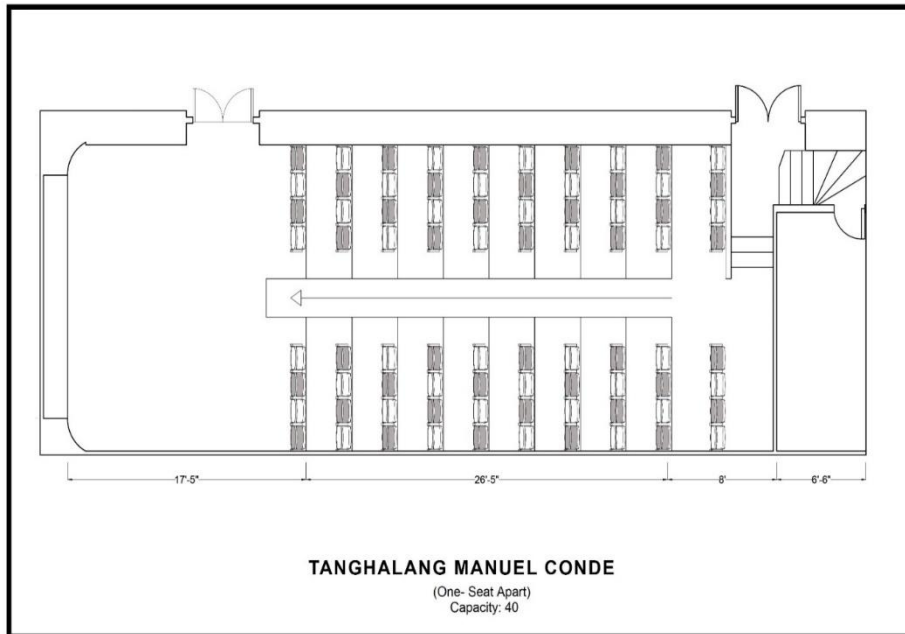
Option 2: Two seats and one row apart
 Number of seats: 60, or 20 percent of the 240 in total



d. Tanghalang Manuel Conde:

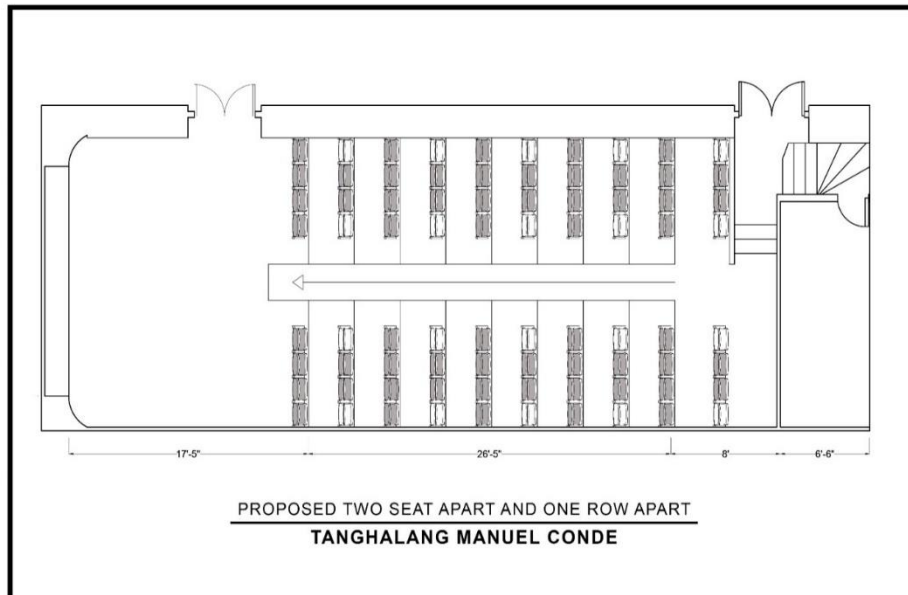
Option 1: One seat apart

Number of seats: 40, or 40 percent of the 100 in total



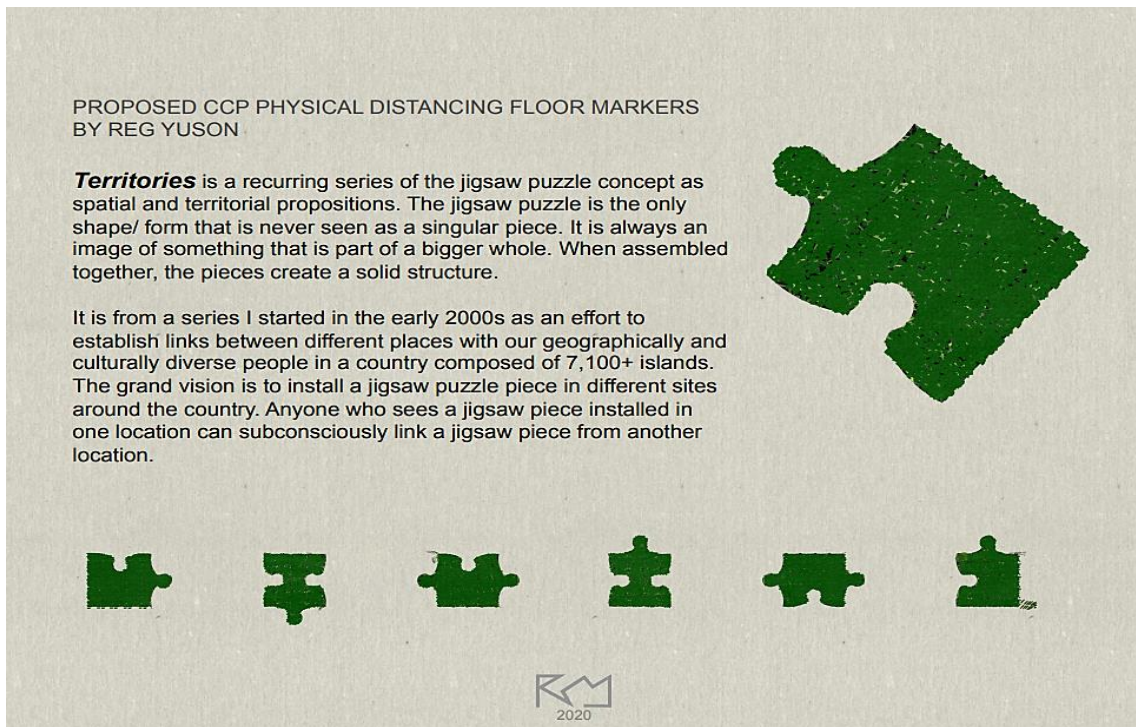
Option 2: Two seats and one row apart

Number of seats: 20, or 20 percent of the 100 in total



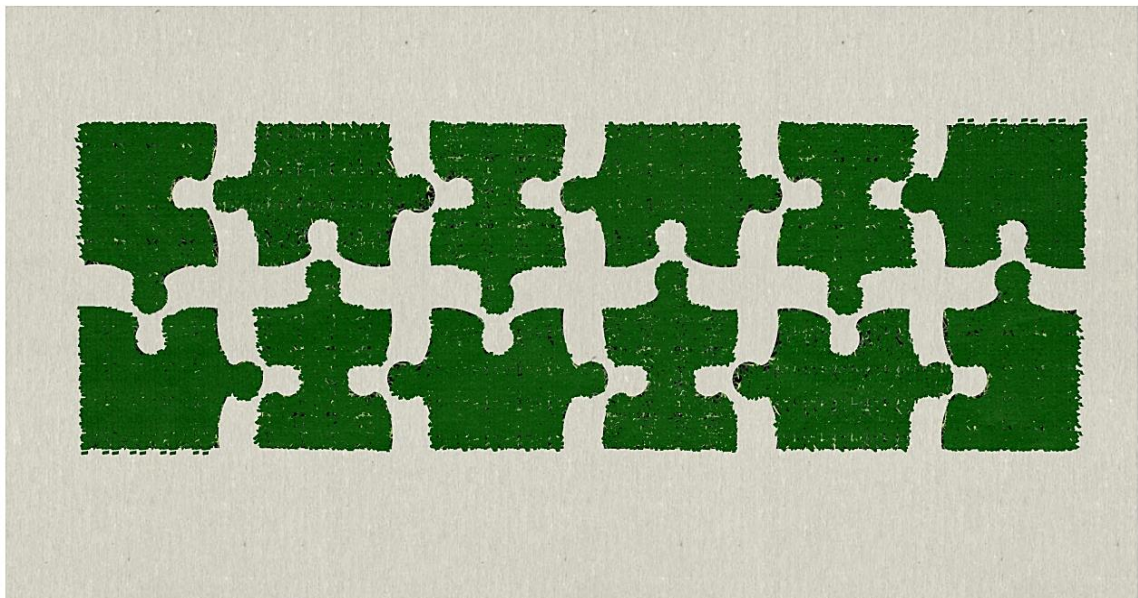
5. Physical-distancing Floor Markers

- a. This floor marker designed by Reg Yuson shall be placed at the MT areas, including the lobby, corridors and hallways on the second to fourth floors.



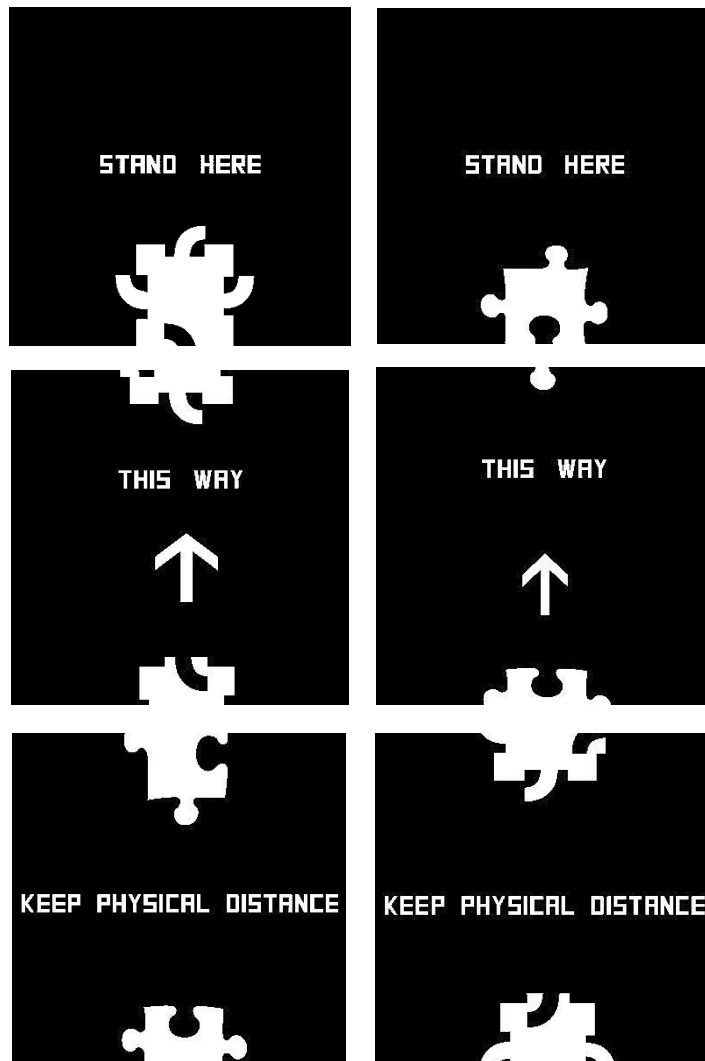
Installation Specifications: Artificial Turf and Plants

NOTE: The jigsaw pieces can later be assembled into a flat turf sheet.



- b. The poster (right), conceptualized by Johnny Alcazaren and inspired by the photoless windows in Zoom and Google Meet videoconferences, shall be placed at the Tanghalang Aurelio Tolentino, Huseng Batute, and Ignacio Gimenez areas, including the lobbies, box office, and glass door entrances.

The floor markers (below) to be placed in the said areas shall be in black and white to make them stand out on carpets, parquets or concrete, yet not distracting. The font size of the text should be read from three meters away.



- c. This floor marker, conceptualized by Ricardo Eric G. Cruz, shall be placed at the buffeteria, south entrances, and upper and lower basement corridors.



G. VISUAL ARTS AND MUSEUM OPERATIONS

The protocols for the Visual Arts and Museum Division (VAMD) focus on changes in office operations aimed at limiting physical interactions. These also details adjustments in museum operations, which include exhibition ingress and egress, exhibit viewings, return of artworks, digital engagement, and staff retooling.

1. Onset of Sickness

- a. If a VAMD employee feels sick or experiences Covid-19-related symptoms, he or she shall inform the Division Chief at once and not report to work.
- b. If he or she finds out he or she were in contact with a Covid-19-positive person, or that he or she contracted the disease, he or she shall immediately inform the Division Chief, not go to work, and isolate himself or herself for fourteen (14) days.

The Division Chief shall then will inform the Production and Exhibition Department (PED) and request for further instructions.

- c. Once an employee goes on quarantine, work schedule shall be split and reshuffled if needed.

2. Office Work

- a. VAMD regular staff, project hires and permitted TAO Inc. personnel shall follow the "CCP Employees' Return-to-work Guidelines" memo dated June 11, 2020, and use the StaySafe.ph app upon entering the Main Building.

These guidelines shall be emailed to them and posted on the division's office doors as reminders. These and other work-related announcements shall also be sent to the Association of Pinoyprintmakers for its reference.

- b. Division meetings shall be held virtually using online videoconferencing apps, like Zoom and Google Meet. Physical meetings, especially with non-CCP personnel, shall be prohibited.
- c. Personnel working in the lower ground office or storage shall only visit the VAMD's fourth-floor office for meetings when necessary.
- d. Only VAMD and designated TAO personnel shall use the division's restroom and pantry. Male TAO staffers shall only use the fourth-floor men's public restroom.
- e. A maximum of three (3) designated TAO staffers at a time shall be allowed to work in the museum.
- f. Only designated messengers, security, maintenance and engineering personnel wearing face masks and face shields shall be allowed to enter the VAMD office, and only when necessary.
- g. When available, outgoing documents shall be sent through the PED messenger.
- h. All incoming documents or packages shall be left with the guard on duty at the LT Entrance. External messengers shall be disallowed to enter the VAMD office. Walk-in visits shall not be allowed.
- i. External inquires shall only be entertained if done through the announced VAMD landline and mobile numbers, email address, and social media pages.

3. Programming

- a. Online internships or on-the-job trainings shall be accepted on a case-to-case basis.
- b. Research requests shall be accepted only through online means and on a limited capacity.
- c. Loaning artworks outside of the CCP shall be halted until December 2021.
- d. Exhibitions may be mounted with limitations (i.e., partial opening), and public programs like exhibit receptions held. But these shall be subject to the revised VAMD exhibition calendar and in consideration of the changes in the 2021 trading and production budget. Viewing exhibitions shall be allowed based on the approved capacity for mass gatherings and subject to the approval of opening of cultural institutions by the IATF-EID and LGU (i.e., Pasay City government). Consult relevant guidelines for guidance.
- e. As a response to the CCP's pandemic-prompted closure to the public, the VAMD implemented back-to-back programs on creating new online content in the arts and its preservation and maintenance of cultural assets. Information on these are found on the division's Facebook, Twitter, and Instagram accounts — handle is "ccpvamd" — and in its email newsletter (bit.ly/vamdmail)

4. Exhibit Ingress

This subsection involves the delivery and installation of artworks, as well as other materials, like wall texts, for an exhibition. This applies to the artist and his or her assistant/s, curator, wall text installer, and project coordinator, among others.

- a. The VAMD and the exhibition team shall set a preproduction meeting to discuss if an exhibit ingress is possible through video call. If so, division personnel could pick up artworks for the exhibit from the artist's studio or he or she may deliver these to the CCP, specifically the LT Entrance. If the latter, artworks shall only be accepted with prior approval and arrangement with the division and artist or lender. The artist or delivery person shall not be allowed to enter the Center.
- b. Once delivered, the LT Entrance guard on duty shall call the VAMD to receive the artworks. Depending on their size and number, and the exhibit location, the artworks shall be quarantined for twenty-four (24) hours either in the division's lower-ground-floor storage area or the Bulwagang Juan Luna (Main Gallery) before their packaging is opened.
- c. If the ingress must be done in person, the external personnel involved shall schedule any onsite visit to the CCP with the VAMD at least three days before, as walk-in visits shall be prohibited. The division shall set the schedule in a way so that only a certain number of them can be inside the Center's galleries (see table below). This number may increase or decrease depending on prevailing IATF-EID guidelines on mass gatherings.

Venue	GCQ	10-30% of total capacity allowed	31-50% of total capacity allowed	51-75% of total capacity allowed
Bulwagang Juan Luna (Main Gallery)	10 pax	10 pax inside, 20 pax outside	25 pax inside, 50 pax outside	50 pax inside, 75 pax outside
Bulwagang Fernando Amorsolo (Small Gallery)	4 pax	5 pax inside, 20 pax outside	10 pax inside, 30 pax outside	15 pax inside, 40 pax outside
Bulwagang Carlos V. Francisco (LT Lobby), Pasilyo Vicente Manansala (2/F Hallway Gallery), Pasilyo Guillermo Tolentino (3/F Hallway Gallery), Pasilyo Juan Luna (Main Gallery Hallway), and Pasilyo Victorio Edades (4/F Hallway Gallery)	10 pax	20 pax	50 pax	

- d. Once their schedule is confirmed, external personnel shall submit to the CCP Clinic for approval their RT-PCR test results (which can be waived once the Center no longer requires them), barangay clearance stating that their area is not on lockdown, and filled-out CCP health survey form.
- e. They shall follow the age limitations set by the IATF-EID or LGU.
- f. On the day of their scheduled visit, cleared personnel shall go to a designated area and queue for the next entry procedure. They shall also follow the Center's established health and safety protocols. If their temperature is normal or below 37.5°C, they shall go through the LT Entrance.
- g. During their visit, the buffeteria shall be open to them and other people inside the CCP. Each of its tables shall accommodate only two (2) persons at a time. Its food can be ordered by calling local number 2107.
- h. In disposing trash, they shall segregate these properly labeled waste bins. They shall throw tissue papers used for colds and coughs in a separate closed bin at the restrooms. Spitting in these bins shall be prohibited.
- i. In using elevators, only four people, including the operator from TORK Engineering Services, shall be allowed inside at any time. The elderly, physically

challenged, and those with medical conditions shall be prioritized. Stair use is encouraged.

- j. External personnel shall not use the VAMD office, storage, pantry, and restroom.
- k. If an external personnel member registers a temperature of 37.5°C and above or shows Covid-19-related symptoms, refer to 4.d. (“Onset of Covid-19 symptoms”) on page 22. If the member is confined, the CCP Clinic staff shall monitor his or her condition with the assistance of his or her family or next of kin.
- l. If the member tested positive for Covid-19 or experiences the disease’s symptoms within two week of his or her visit to the Center, he or she shall notify the VAMD.

5. Limited Exhibit Reception and Opening

This subsection applies to the artist/s and his/her/their assistants, curator, project coordinator, and other invited guests.

- a. The VAMD and exhibition team shall have the option to launch the exhibit or hold a press preview online, or hold a reception where the number of invitees shall be limited. If the latter, the division and team shall hold a preproduction meeting at least two weeks before to finalize the guest list, program, and other matters.
- b. The division shall set the number of guests, depending on the exhibition venue and prevailing IATF-EID or LGU guidelines (see table below).

Venue	10-30% of total capacity allowed	31-50% of total capacity allowed	51-75% of total capacity allowed	Maximum capacity allowed
Bulwagang Juan Luna (Main Gallery); reception on the third floor	10 pax inside, 20 outside	25 pax inside, 50 outside	40 pax inside, 75 outside	50 pax inside
Bulwagang Fernando Amorsolo (Small Gallery); reception on the fourth floor (Pasay side)	5 pax inside, 20 outside	10 pax inside, 30 outside	15 pax inside, 40 outside	20 pax inside
Bulwagang Carlos V. Francisco (LT Lobby); reception also at the said lobby	20 pax	50 pax	75 pax	n/a
Pasilyo Vicente Manansala (2/F Hallway Gallery), reception also in said area	20 pax	50 pax	75 pax	n/a
Pasilyo Guillermo Tolentino (3/F Hallway Gallery)/Pasilyo Juan Luna (Main Gallery Hallway); reception also in same area	20 pax	50 pax	75 pax	n/a
Pasilyo Victorio Edades (4/F Hallway Gallery); reception also in same area	20 pax	50 pax	75 pax	n/a

- c. Serving cocktails or food and drinks during the reception shall be subject to approval. If approved, only single canned drinks and individually packed food items shall be allowed. Buffets and sharing of food and drinks shall be disallowed.
- d. The opening program shall be simple. No live music or performances.
- e. The reception or vernissage shall be held from 4 to 7 p.m. only.
- f. IATF-EID or LGU guidelines on age limitations for mass gatherings shall be followed.

- g. If a person invited or permitted to attend the reception registers a temperature of 37.5°C and above or shows Covid-19-related symptoms before leaving, he or she shall no longer attend.
- h. On the day of the reception, exhibition participants and other attendees shall go to a designated area and queue for the next entry procedure. They shall also follow the Center’s pre-entry health and safety protocols. If their temperature is normal or below 37.5°C, they shall go through the LT Entrance.
- i. The VAMD shall ask ushering services staff to countercheck the identity of the invitees with the approved guest list, as well as welcome and direct them to the reception area.
- j. All attendees shall observe general health and safety protocols already detailed in this document.
- k. Read letters h to l under “Exhibit Ingress” on pages 46 and 47.

6. Regular Exhibit Viewing

- a. The VAMD shall have the option to hold online or virtual exhibitions if visits to the CCP by the general public are still prohibited.
- b. If such visits — and actual or physical viewing of exhibitions by the general public — are allowed, the division shall set the number of personnel and viewers who can be inside the venue, depending on prevailing IATF-EID or LGU guidelines (see table below).

Venue	10-30% of total capacity allowed	31-50% of total capacity allowed	51-75% of total capacity allowed	Maximum capacity allowed
Bulwagang Juan Luna (Main Gallery)	10 pax	25 pax	45 pax	50 pax
Bulwagang Fernando Amorsolo (Small Gallery)	5 pax	10 pax	15 pax	20 pax
Bulwagang Carlos V. Francisco (LT Lobby), Pasilyo Vicente Manansala (2/F Hallway Gallery), Pasilyo Guillermo Tolentino (3/F Hallway Gallery), Pasilyo Juan Luna (Main Gallery Hallway), Pasilyo Victorio Edades (4/F Hallway Gallery)	10 pax	25 pax	45 pax	n/a

- c. Gallery hours shall be from 10 a.m. to 4 p.m., Tuesday to Friday only.
- d. Those planning to visit the exhibit shall fill out an appointment or registration form that will be posted online. The VAMD staff shall check for availability or vacancy. If there is, they shall email their confirmation to the prospective visitors and send exhibit brochures in digital format.
- e. Guided tours requested through the VOD shall be coordinated with the VAMD before confirmation.
- f. Only two (2) groups of ten (10) viewers each — one at 10 a.m. to 12 noon and the other at 1 to 4 p.m. — shall be admitted daily. Those who came late for their scheduled visit shall still follow their designated end-viewing time. Walk-in visits shall be disallowed.
- g. Upon their arrival at the CCP, confirmed visitors shall go to a designated area and queue for the next entry procedure. They shall also follow the Center’s health

and safety protocols. Those whose temperature is normal or below 37.5°C, they shall go through the LT Entrance. Those whose temperature is above that, and have difficulty breathing, cough, colds, sore throat and/or diarrhea, shall not proceed.

- h. The guard on duty shall inform the VAMD of the visitors' arrival. The division shall confirm their appointment and assign staffers to bring them to the gallery where the exhibit is being held and they shall act as guides. After their visit ends, the staffers shall bring the visitors back to the LT entrance.
- i. Big bags or backpacks shall not be allowed inside the gallery.
- j. If the exhibit is interactive or features interactive installations, it shall be configured according to physical-distancing measures.
- k. Visitors shall follow all general health and safety protocols already detailed in this document.
- l. Read letters h to l under "Exhibit Ingress" on pages 46 and 47.
- m. If there are shows at any CCP theater during the gallery-viewing period detailed in 6.c. on page 48, this shall be blocked off for those watching the performance. If outside this period, the CCP Library guard on duty shall open the Main Gallery to accommodate the show watchers. That gallery and the Hallway Galleries shall be open, while the Small Gallery shall not. The VAMD shall send a memo to the ASD/TORK staff assigned to the exhibition to ensure that the gallery lights are turned on for visitors if needed.
- n. Viewing of exhibitions and galleries' accessibility may change, depending on prevailing IATF-EID and LGU guidelines on mass gatherings. The VAMD shall announce any change on these on its social media accounts and/or through its mailing list.

**OPERATIONAL AND WORKPLACE PROTOCOLS:
ADMINISTRATION SECTOR**

A. ASSET MANAGEMENT

The protocols for the Asset Management Division (AMD) focuses on pro-safety and infection-minimizing measures on submitting and picking up lease contracts, official receipts and permits, letters of intent, and postdated checks; entertaining lessees' inquiries; and holding meetings and inspections. Government and private lessees, and walk-in inquirers and visitors, are covered by these protocols.

1. Long-term Lessees

- a. The AMD shall set up for the lessee a table in front of the Administration and Finance Building lobby, where the latter must fill out a health declaration form before entering. He or she shall wear a face mask and face shield at all times.
- b. The guard on duty shall check the lessee's temperature, as well as for Covid-19-related symptoms. He or she shall also sanitize the lessee's hands. If the temperature is below 37.5°C and no suspicious symptom is seen, the lessee shall be cleared.
- c. AMD personnel and the lessee shall observe physical distancing during their interaction or while the former checks the latter's documents for accuracy before accepting them.
- d. Once received, the documents shall be put inside a UV box for disinfection at least five (5) minutes before they are distributed to the employees concerned.

2. Short-term Lessees or Walk-in Clients

- a. The division shall set up for the lessee or walk-in client a table in front of the Administration and Finance Building lobby, where the latter must fill out a health declaration form before entering. He or she shall wear a face mask and face shield at all times.
- b. See 1.b. on this page.
- c. AMD personnel and the lessee or walk-in client shall observe physical distancing while the former entertains the latter's inquiries or concerns.
- d. If planning to rent a space to hold an outdoor event or activity with crowds, the lessee or walk-in client shall submit to the division his or her negative Covid-19 test result before the event starts. If the event is an outdoor physical fitness gathering, it shall follow the number of participants allowed by the IATF-EID. A guard shall perform random checks on the event to ensure health and safety protocols are being followed.
- e. The lessee or walk-in client shall pay the venue rental fee directly to the CCP's corporate account at Land Bank of the Philippines, except when paying over the counter is needed.

3. Meetings and Inspections

- a. If a meeting is requested, the lessor (i.e., the CCP or AMD representative) and the lessee shall meet on Zoom. If they need to meet in person, they shall do so only at the ASD conference room. A clear plastic acetate screen shall be put up at the conference table to ensure physical distancing.
- b. During the inspection and measurement of the area to be leased, the AMD staffer and lessee shall keep themselves at least six (6) feet away from each other. They

shall also use separate vehicles during the inspection; and immediately sanitize their hands afterward.

- c. Limited face-to-face transactions shall be done at the Administration and Finance Building lobby.

B. HOUSEKEEPING, SECURITY, AND MOTORPOOL MANAGEMENT

The protocols for the General Services Division (GSD) deal with the sanitation and disinfection of workplaces, common areas, and frequently touched surfaces inside the Center, and proper waste segregation and handling. These also highlight changes in guest or visitor engagement and transport services. Employees under the division's housekeeping, security, and motorpool units are covered by these protocols.

1. Sanitation of Building Premises and Facilities

- a. Housekeeping personnel shall clean, sanitize, and disinfect the areas and facilities inside the Main, PDC, and Administration and Finance buildings every Monday.
- b. Guards on duty shall sanitize the hands of all employees and other permitted persons at the LT, Artists', PDC, and Administration and Finance Building entrances. Once the Center reopens to the public, they shall also extend this to clients, visitors, guests, and show viewers.
- c. Assigned janitors shall sanitize frequently touched objects and surfaces — door knobs and handles in all offices and restrooms, handrails, elevator buttons, tables and chairs — every thirty (30) minutes and floors every two (2) hours or when needed.
- d. Janitors assigned to clean offices shall wear GSD-issued face masks and face shields during their duty period.
- e. Janitors tasked to clean and replace the plastic trays and rags used as footbath mats shall do so daily. They shall regularly soak the rag with disinfectant.
- f. Those assigned to the motorpool garage shall sanitize and disinfect vehicles after each trip, especially frequently touched surfaces, including the seats, door handles, steering wheel, wheel handle, shift stick, and push buttons.

2. Safety Maintenance and Visitor Engagement

- a. Guards on duty at the building entrances shall wear face masks and face shields while performing their regular duties, such as inspecting bags, scanning temperatures, and sanitizing the hands of incoming employees, visitors, and other permitted persons, who should also wear their own masks and shields.
- b. If a person registers a temperature of 37.5°C and above, the guard on duty shall not let him or her enter the building, call the CCP Clinic at local number 1902, and notify its staff of the situation. The guard shall also write down the person's basic details — name, address, contact number, temperature reading, and date and time of arrival — in a separate logbook for contact-tracing purposes.
- c. In case of cleared guests or visitors with certain transactions to perform, the guard on duty shall notify the employee/s who will deal with them. He or she shall also advise the guest/s or visitor/s to wait at the LT lobby, where the employee/s will meet him/her/them. Transactions include receiving or releasing checks, and releasing important and/or confidential documents.

Those delivering or picking up general documents shall wait for the employee/s at the LT Entrance; otherwise, an assigned staffer from the CCP Records Section shall receive them at the LT lobby. A guard shall monitor all these transactions to ensure compliance with protocols.

- d. A roving guard shall be designated as a safety protocol officer who will monitor the movements of employees and other individuals to ensure the observance of health and safety protocols within the premises.

3. Shuttle Service for Employees

- a. The Motorpool Unit shall offer a shuttle service to CCP employees while Metro Manila is under GCQ. It shall have a designated shuttle route and list of employees submitted by each CCP office that take IATF-EID-imposed physical-distancing and capacity-limiting measures into consideration. Only authorized passengers per vehicle/trip/day shall be allowed to avail themselves of this service, which shall end once the GCQ is lifted.
- b. Drivers under the unit shall strictly follow their assigned shuttle routes and stops. If a passenger is not at his or her designated stop at the designated time, the driver shall only wait for one (1) minute and leave afterward, with or without him or her.
- c. Drivers shall present trip tickets to their passengers, who shall sign these using their own pens.
- d. Drivers shall follow established preventive and control measures while on duty. They shall wear a face mask while driving and have rubbing alcohol or alcohol-based hand sanitizers on hand for use. They should not leave these inside their vehicle while it is parked under direct sunlight.
- e. Drivers shall also remind passengers to wear face masks and face shields, and observe physical distancing at all times while inside the vehicle. They should also do the same while waiting for their passengers, especially in crowded places.

4. Motorpool Garage Management

- a. Assigned cleaning personnel shall sanitize and disinfect shuttle vehicles upon their arrival at the motorpool garage.
- b. They and other garage employees shall wear face masks and shields at all times, and wash and disinfect their hands at least every thirty (30) minutes.
- c. They shall disinfect the telephone handset and its push buttons after every use.
- d. Non-CCP personnel shall not be allowed inside the motorpool premises.

C. HUMAN RESOURCE MANAGEMENT

1. Human Resource Services

The protocols for the Human Resource Services Division (HRSD) tackle recruiting and selecting employees in the new normal. These also detail the step-by-step recruitment process that career applicants and requesting CCP offices must follow.

a. Recruitment, Selection, and Placement of External Applicants

1. The requesting department or unit shall submit a filled-out form requesting the posting of a vacant position to the Human Resource Management

Department (HRMD). If approved, the form shall be forwarded to this department for action.

2. A soft copy of the Civil Service Commission (CSC) Request for Publication of Vacant Position shall be emailed to the said agency. The announcement of vacant positions shall be posted simultaneously on the CCP and Jobstreet websites, and on the division's bulletin board.
3. Interested applicants shall submit their applications, with the necessary and/or required documents attached, to *ccp_personnel@yahoo.com*. When an internal applicant (i.e., a CCP employee) applies or an external applicant visits the Center, he or she, as required by the CSC Qualification Standard, shall leave their applications at the LT Entrance, where the guard on duty shall handle them.
4. The guard shall sanitize the applications and documents received with a UV sanitation machine and advise the HRSD to pick them up for evaluation.
5. The division shall inform qualified applicants of the date and time of their interview (preliminary and/or final) and/or psychological examination. Ideally, this shall be done online, but if the applicants need to come to the CCP, the guard on duty shall inform the assigned HR officer or psychometrician of their arrival.
6. Upon arrival, applicants shall follow established health and safety protocols, and keep doing so after they have been cleared to proceed to the LT Lobby, and to the HRSD office. There, they shall be interviewed and take their exam. Once done and have no questions, they shall be advised that they are free to leave.
7. The division shall inform shortlisted applicants of the schedule of the final phase of their application — or of the virtual selection process — by email or SMS.
8. The division shall inform and congratulate by email the successful applicant. It shall also attach to the email a checklist of the requirements he or she must fulfill one week before reporting to work, which shall be reviewed. These include the results of his or her medical laboratory and RT-PCR tests.
9. The successful applicant shall submit these results to the CCP Clinic for evaluation and be advised of the physical examination the Center's physician will perform. Clinic staff shall endorse the results to the division for appropriate action.
10. Documents containing the results, which are needed for validation, shall be delivered to the LT Entrance by courier or an assigned staffer. The guard on duty shall receive and sanitize these using the UV sanitation machine, and advise the division to pick them up.
11. The division shall also send by email a letter of regrets to unsuccessful applicants, who shall be added to its database of active applicants for one year.
12. The successful applicant's orientation shall be done online. In-person orientation is possible if the applicable health and safety protocols are enforced.
13. On his or her first day of work, the new employee shall first proceed to the LT Lobby and wait for the HRM officer to lead him or her to the department he or she will work in for endorsement.
14. Holding an online oath-taking ceremony for the new employee shall be advised. If the ceremony is to be held face-to-face, the appropriate health and safety protocols shall be applied.

15. A soft copy of the new employee's appointment and other related documents shall be sent to the CSC by email, and a hard copy of these shall be sent on the 25th day of the month for validation. Hard copies of all requests shall be sent to the CSC on an appointed date.

b. Recruitment, Selection, and Placement of Internal Applicants

1. See 1.a.3. to 1.a.9. on pages 53 and 54.
2. If a CCP employee is promoted, he or she shall be advised on the status of his or her application after deliberation.
3. A hard copy of his or her appointment shall be sent to the CSC on the 25th day of the month for validation.

c. Leaves

1. Employees hit by Covid-19 shall be entitled to a fourteen (14)-day quarantine and excused from reporting to work after they submit their application for leave, document showing their RT-PCR test result, barangay certificate, and medical certificate from the CCP physician indicating their "Fit to Work" status. Once submitted, these documents —required by CSC MC No. 8, s. 2020, dated April 2, 2020 — shall be UV-sanitized first before they are brought to the HRSD.
2. Employees applying for vacation or sick leave shall download the leave application form, fill it out, have it UV-sanitized, and send it by email or bring it over to the Timekeeping Section. The filled-out forms shall be returned to them with updated leave credits certified by the HRSD Division Chief III.

d. Benefits and Welfare

1. Employees wishing to apply for Home Development Mutual Fund (Pag-IBIG Fund) or Government Service Insurance System (GSIS) loans shall do so on the agencies' websites. The division may provide any document or signature needed for their application when requested by phone, messenger, or email. Assistance may be extended if necessary.
2. Employees shall request Philippine Health Insurance Corp. (Philhealth) remittance certificate, employment certificate, service record, and other similar documents by SMS and email, or in Facebook Messenger. They shall receive the document/s by email in two or three working days.
3. Employees' inquiries on Pag-IBIG Fund, GSIS, and Philhealth premiums and other related matters shall be entertained by phone and email, and in Facebook Messenger. For inquiries made in person, applicable health and safety protocols shall be observed.

e. Payroll or Compensation

1. The pre-pandemic standard procedure on paying salaries shall continue to be applied.
2. The HRSD and FSD shall perform internal transactions by email. They shall perform their respective functions by coordinating by phone and email, and in Facebook Messenger.

2. Alternative Work Arrangements

This is based on CCP President Arsenio J. Lizaso's May 13, 2020 memorandum titled "Alternative Work Arrangement Guidelines During the Period of State of Public Health Emergency and State of Calamity Throughout the Philippines" and issued to all officials and employees of the Center. The full memorandum is found in the Annexes section on page 71.

This memorandum is in compliance with CSC Resolution No. 2000540, called "the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to Covid-19 Pandemic," which was promulgated on May 7, 2020.

- a. Each department manager shall submit to the HRMD a list of all employees under his or her department that specify which two (2) days they would physically report to the office and which two (2) days they would work from home (WFH) to complete their four (4)-day workweek. Employees' requests for changes or adjustments in the submitted schedule shall be subject to the recommendation of the division chief and approval of the department manager after taking into consideration their merits, the possible impact on transportation and overnight arrangements, and physical-distancing measures in the office.
- b. All officials and employees shall put in forty (40) work hours weekly. Completion of the ten (10)-hour (C10) and of forty (40)-hour (C40) work schedules shall be temporarily suspended. Official work hours shall be from 7 a.m. to 3:30 p.m.; officials and employees must punch or clock in by 9:30 a.m. at the latest.

Officials and employees shall put in six (6) hours, inclusive of a one (1)-hour lunch break, for each day they report to the office. The remaining five (5) hours left from each day shall be regarded as WFH within that workweek.
- c. Employees who shall work in the office shall be provided with reasonable shuttle services. Accommodation shall also be provided for those planning to stay or sleep over in CCP-designated facilities, which shall be requested by the department concerned and coordinated with the ASD and HRMD. Refer to the "CCP Employees' Return-to-Work Guidelines" memo for detailed transportation and sleepover provisions.
- d. Employees who performed essential tasks at the office for six (6) hours — inclusive of a lunch break — a day while a moderate community quarantine classification is in effect in Metro Manila shall be entitled to a hazard pay of five hundred pesos (P500) a day, subject to the submission of their daily time record (DTR) or Bundy card and report of accomplishments approved by their department manager.
- e. Each department manager and/or division chief shall ensure that employees remain flexible in making themselves available for work beyond the six hours-a-day-in-the-office work if required. If this happens, shuttle services or accommodation shall be provided for the employee concerned if necessary.
- f. Employees — specifically, division chiefs and those under them — who rendered services beyond the required forty (40) hours shall be entitled to compensatory time-off (CTO), subject to the submission of required supporting documents (e.g., request and approval to render overtime, certification, report of accomplishments, and record of overtime hours).
- g. Employees younger than 21 years old and 60 years old and older; those with immunodeficiency, comorbidities or other health risks; and pregnant women, shall

work from home only except when their services are indispensable under the circumstances or when working at the office is permitted. Priority shall be given to their preferred schedule should they need to physically report to the office in view of the necessity of service.

- h. Each department managers shall submit to the HRMD the list of his or her staff, citing their respective vulnerabilities, who shall fully work from home. Also, he or she shall be given the discretion to identify employees not belonging to any vulnerable or at-risk group who shall also work full-time from home because of justifiable reasons and circumstances.
- i. Employees may accomplish certain tasks under a WFH arrangement. These include, but not limited to: (1) research; (2) policy formulation, review, and amendment; (3) project work, including drafting proposals, project studies, and training modules; (4) encoding or processing; (5) adjudication or review of cases, including legal work; budget planning and forecasting; (6) recording, examination and interpretation of financial records and reports; (7) evaluation and formulation of accounting, auditing and management control systems; (8) computer programming; (9) database maintenance; (10) design work or drafting of drawing plans; (11) preparation of information materials; (12) sending and receiving e-mail; (13) human resource tasks (e.g., computation of leave credits and preparation of payroll); (14) other analogous tasks that require the use of a computer and internet for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation or assessment of the immediate supervisor, the head of office or the management; (15) telephone and online consultations, meetings and video conferencing; provision of technical services and support for online streaming of events; and (16) delivery of programs remotely through online platforms.
- j. Each Department Manager and Division Chief shall ensure that his or her staff working from home are given tasks to be performed to the full extent possible in terms of their working time each day or week. These employees shall submit weekly accomplishment reports, based on their target deliverables, to their respective department manager or division chief, a copy of which shall be submitted to the HRMD, together with the their monthly DTR and bundy card.
- k. Employees working under a WFH arrangement shall make themselves available and responsive during their at-home work hours. They should have access to a telephone, mobile phone, computer (desktop or laptop), internet, email, fax machine, and the like.
- l. Employees incurring reasonable expenses while working from home, such as communication expenses for videoconferencing and online meetings, research, and other official activities; supplies; and courier services may be reimbursed by the Center, subject to the submission of the necessary supporting documents (e.g., agenda, minutes of meeting, certification or justification, approval of the division chief and/or department manager, etc.) in accordance with existing government accounting and auditing rules and regulations.
- m. Department Managers and Division Chiefs shall ensure that confidential and proprietary information are protected and secured at all times. Appropriate measures, like the pledge of confidentiality of information and data encryption, should be in place for the protection of the data used and processed by the employees in accordance with Republic Act No. 10173, or the "Data Privacy Act of 2012."

3. COVID-19 Case Management and Tracing Among Employees

These protocols detail instructions on reporting suspected, probable, or confirmed Covid-19-positive employees, service providers, or clients in the workplace; and on managing symptomatic and asymptomatic cases.

a. Case Management and Control

1. If a CCP employee has a member of his or her household who is considered a suspected, probable, or confirmed Covid-19 case, he or she shall inform his or her immediate superior. In turn, the supervisor shall report this to the HRMD's Clinic Section.
2. Employees registering a temperature of 37.5°C and above upon scanning and/or experiencing Covid-19-related symptoms (fever, cough, shortness of breath, diarrhea, and/or sore throat) at the entrance shall proceed to the Bulwagang Amado Hernandez through its side door at the CCP South Entrance, for the medical staff's evaluation. Guests or visitors showing the same temperature reading after two separate scans taken five (5) minutes apart and/or showing the same symptoms shall not be allowed to enter.
3. Employees showing symptoms while on duty and needing further evaluation by the clinic staff shall be isolated at the said area and not return to their workplaces, which shall be disinfected immediately. The clinic staff shall give specific instructions to the suspected case's colleagues on monitoring symptoms and possible next steps.
4. The CCP shall provide clinic staff assigned to evaluate employees held in isolation with appropriate medical-grade personal protective equipment. This shall include face masks, face shields or goggles, and gloves. The Bulwagang Amado Hernandez shall be well-ventilated and disinfected regularly.
5. An employee experiencing symptoms and who had traveled to or was exposed to someone with Covid-19 within fourteen (14) days from exposure shall isolate himself or herself. Close monitoring may be needed, especially if the employee shows signs of pneumonia or has been exposed to someone displaying these. He or she shall not report to the office, even if the symptoms are mild.

Only a hospital shall determine if the employee can be considered a suspect case, needs to be admitted, or should be referred to an appropriate healthcare provider because of other health concerns. The employee shall follow the hospital's protocols.

6. An employee exposed to someone with Covid-19, but shows no symptoms, shall be required to go to his or her municipal or city health office or healthcare provided for assessment or testing. He or she shall stay home and isolate himself or herself for fourteen (14) days from his or her date of exposure. He or she shall also notify his or her barangay health emergency response team (BHERT) or barangay or community health office about this. On finishing his or her isolation and returning to work, the employee should present to the CCP Clinic a certificate of quarantine completion duly issued by the step-down care facility or local health office, whichever is applicable, based on the latest DOH guidelines on reintegration of suspect, probable and confirmed cases.

7. An employee exposed to a suspected Covid-19 case, but whose RT-PCR test result is yet to be released, shall not report to work until that result comes out negative.
8. If the employee's result is positive, he or she shall continue to not report to work, and have his or her hospital or healthcare provider assess if he or she needs to be admitted, stay home or isolate himself for fourteen (14) days or beyond from the date he or she experienced symptoms. If admitted, the employee shall observe the protocols of the hospital or healthcare provider.

The employee shall also notify his or her BHERT or local health office. A CCP Clinic nurse shall be assigned to monitor his or her condition. His or her household members shall be encouraged to undergo Covid-19 swab testing.
9. Once he or she recovers and is allowed to report to work, the employee shall present to the CCP physician a completion of quarantine certificate issued by his or her local quarantine or health official, medical certificate that he or she is cleared to return to work, and medical records showing that he or she was treated for Covid-19 and signed by the attending physician. These shall be based on the latest DOH deadline.

b. Contact Tracing

1. Whenever they report to work, employees shall be required to prepare a list of the coworkers or persons they had interacted with for the day, either at the CCP or elsewhere. These shall be collected and would help contact-tracing efforts if needed.
2. When an employee is found to be a confirmed Covid-19 case, a CCP Clinic nurse shall do the necessary contact tracing. The nurse or another assigned person shall identify those who had close contact with the infected employee by asking about the latter's activities and the roles of the people around him or her since the disease's onset. Likely contacts include family members, coworkers, friends, or healthcare providers.
3. Employees seen as having had contact with the confirmed case should be listed as contacts. Once identified, they shall be informed of the situation and their status, and what steps to take if they develop symptoms. They shall also be informed on ways to prevent Covid-19. Those considered high-risk contacts shall be encouraged to isolate themselves at home.
4. The CCP Clinic nurse shall regularly check on the identified contacts to monitor their condition and watch out for signs of infection.

4. Covid-19 Communications

The protocols here deal with steps on how to best communicate news of confirmed Covid-19 cases to CCP employees and to the public, and on how to protect the infected person/s identity and/or privacy.

- a. The CCP shall use office orders, memoranda, its official social media sites, and signages and posters (see Annex A on page 70), in disseminating Covid-19-related information.
- b. If an employee tests positive for Covid-19, his or her immediate supervisor shall report this to the HRMD Manager, who, in turn, shall notify the CCP Executive Oversight Committee for Health and Safety without identifying the employee. The committee would then recommend appropriate action on the matter to the CCP president, who shall make the final decision on what action to take.
- c. The president shall direct the CCP Corporate Communications Division (CCD) and the HRMD to properly disseminate the news to the public and to the Center's employees, respectively.
- d. In case the CCP needs to lock down, the ASD manager shall implement the proper protocols so that the Center can be sanitized and disinfected immediately. He or she shall coordinate with the CCD head in properly disseminating news of this move to the public.
- e. All information on the Covid-19-positive employee/s shall be strictly confidential, and only a limited number of authorized persons in the CCP shall have access to it. In extreme cases, the employee shall sign a waiver to facilitate contact tracing, in accordance with the Data Privacy Act of 2012.

D. MAINTENANCE AND ENGINEERING MANAGEMENT

The protocols for the Maintenance and Engineering Services Division (MESD) tackles modifications in monitoring projects and inspecting sites. These also add to the wider health and safety measures detailed in various memoranda. Personnel under this division and their clients or guests are covered by these protocols.

1. MESD Employees

- a. MESD personnel shall follow the established health and safety guidelines.
- b. In the office, employees shall limit physical interaction among themselves and with clients. They shall also be encouraged to hold meetings online using Zoom, Google Meet or other videoconferencing platforms and avoid physical meetings as much as possible.
- c. Employees shall avoid sharing office supplies and equipment, as well as mobile phones. Bringing their own supplies shall be encouraged. If this is unavoidable, they shall sanitize and/or disinfect the supplies before another person uses them.
- d. They shall be encouraged to remain at their respective work tables and cubicles, and avoid loitering in common areas.
- e. Employees shall continue to observe health and safety protocols when they leave the Center on official business. This includes Department of the Environment and Natural Resources (DENR) and Laguna Lake Development Authority (LLDA) meetings; trainings and seminars; monitoring of projects; and site inspections.

2. Projects at the CCP

- a. MESD clients, contractors, and visitors shall also observe established health and safety guidelines, and stay at the designated receiving area until further notice.
- b. Projects inside the CCP shall have signages reminding people to observe the said guidelines at all times. An entrance and exit for project workers shall be

designated and visibly marked. CCP employees shall avoid the project site as much as possible. If unavoidable, the contractor or janitorial staff shall disinfect it.

- c. Before deploying workers to the site, the contractor shall be required to submit their latest negative RT-PCR test results, especially if they are unvaccinated or partially vaccinated. For those fully vaccinated, a negative antigen or rapid test result shall be required and the vaccination card shall be presented as proof.
- d. Only workers between 21 and 60 years old shall be allowed to work on the project. They shall be encouraged to stay in their barracks for the project's duration to minimize safety risks.
- e. Contractors shall comply with applicable safety guidelines under the Department of Public Works and Highways (DPWH) Department Order No. 39, series of 2020, or the "Revised Construction Guidelines for the Implementation of Infrastructure Projects during the Covid-19 Public Health Crisis":
https://www.dpwh.gov.ph/dpwh/sites/default/files/file-field_paths/DO_39_s2020.pdf
- f. They shall be encouraged to visit <https://www.doh.gov.ph/2019-nCoV> for updates.

E. MARKETING OPERATIONS AND ACTIVITIES

The protocols for the Marketing Department cover the pandemic-altered functions of the divisions and groups under it. Employees involved in the sale of publications and merchandise, box office, membership and sponsorship activities, and creative services are covered by these protocols.

1. Publications and Merchandise

- a. When the CCP is closed to the public:
 1. Coordination on the sale and delivery of CCP publications and merchandise shall be done online or by telephone. Face-to-face inquiries or coordination shall be prohibited.
 2. Buyers of these publications and merchandise shall pay through bank deposit, fund transfer or online payment apps. Paying in cash shall not be allowed.
 3. Personnel shall deliver the purchased items by booking partner-couriers. Buyers shall have the option to book couriers of their own to pick these up.
 4. Personnel shall put a note on the purchased items saying these have been thoroughly disinfected and recommending to the buyer that these must be sanitized or disinfected as an added precaution.
 5. If buyers want to pick up the items in person, they should call the division first and set an appointment for it, so that the items and other pro-safety measures can be prepared in advance.
 6. Pickup of items shall be at a designated area outside the LT Entrance. Only buyers and couriers with confirmed schedules shall be entertained by designated Sales and Promotions Division (SPD) staff there. Pickup time shall be limited and physical distancing maintained. All other inquiries shall be answered by phone.
 7. If a courier picks up the items, he or she shall wear his or her face mask and face shield, have his or her temperature checked, and his or her hands

sanitized before doing so. If there are two or more couriers at the designated area at the same time, one shall pick up his or her assigned items and the rest shall wait for their turn outside the area to avoid overcrowding.

8. After the pickup/s, SPD staff shall sanitize their hands first before reentering the building and returning to their respective office desk.
9. Pushcarts and other delivery equipment shall be sanitized before safekeeping.
10. Personnel shall request the sanitization and/or disinfection of stockroom weekly.

b. When the CCP is open to the public:

1. Personnel shall encourage interested buyers to check the CCP website and CCP Shop Facebook page, or call the Center's trunkline, for information on its publications and merchandise. They shall also provide photos, prices and other item details online for the buyers' reference.
2. If buyers want to inspect or browse through the items in person, they should call personnel and set an appointment so that the items would be prepared for them.
3. Assigned SPD staff shall oversee the scheduled inspections at a designated area outside the LT Entrance. Physical interactions shall be limited as much as possible.
4. Buyers shall follow the health and safety protocols in 1.a.7. in the previous page before interacting with the staff.
5. See numbers 1.a.8. to 1.a.10. above.

2. Box Office and Other Ticket Sales

a. When the CCP is closed to the public:

1. Inquiries on "ticketed" virtual shows shall only be entertained online or on the telephone. Face-to-face or in-person inquiries shall not be allowed.
2. Personnel shall provide customers with complete information on these shows on the CCP website and social media pages. These include user-friendly digital assets, frequently asked questions (FAQs), and methods on how to access these shows.
3. Customers shall pay for this access through the Center's website (which uses the Dragonpay payment facility), Ticketworld and other ticketing partners, and accepted online payment or mobile banking apps. They could also pay by depositing the required amount or transferring funds. Cash payments shall not be allowed.
4. Block selling, pitching of sales proposals, and other sales-related activities shall be done by email and teleconferencing or videoconferencing. Payments shall be made through online means.
5. Personnel shall respond to customer inquiries or complaints through a centralized customer-care email address and dedicated customer service hotline

that customers can call during office hours; or through the CCP website and Facebook pages.

- b. When the CCP is open to the public and mounting live shows:
 1. See 2.a.(2. on page 62. In addition, personnel shall also provide QR codes for the Center's calendar of events for customer's guidance. Show information could also be provided through SMS.
 2. Customers shall be encouraged to buy tickets through the CCP website, Ticketworld and other ticketing partners, and accepted online payment or mobile banking apps instead of going to the Center. This is to limit physical transactions at the box offices.
 3. In case of in-person purchases at the CCP, ticket buyers shall comply with established health and safety guidelines. They shall only enter the building once the guard on duty clears them.
 4. Personnel shall have plexiglass screens or similar barriers set up at box offices and designated ticket stations. Pro-physical distancing signs and markers, and hand sanitizer dispensers shall also be installed in those areas.
 5. Personnel shall request the regular sanitization and/or disinfection of the Box Office and Ticket Office.
 6. For block sales or tickets to be bought in bulk, customers shall contact the box office or ticket office to arrange for the pickup of the tickets, so that these and payment receipts can be prepared in advance.
 7. Customers or their representatives shall pick up the tickets at a designated area outside the LT Entrance. Only those who confirmed pickup schedules shall be entertained.
 8. Customers shall pay by depositing the required amount, transferring funds, or using accepted online payment and mobile banking apps.

3. Memberships and Sponsorships

- a. Persons shall pitch their membership and sponsorship proposals, as well as other related marketing activities, using email and teleconferencing or videoconferencing.
- b. Personnel shall respond to patrons, members, and sponsors' inquiries or complaints through a centralized customer-care email address and dedicated customer service hotline that customers can call during office hours; or through the CCP website and Facebook pages.
- c. Membership and sponsorship payments shall be done using the methods and app already mentioned in the preceding subsection.

4. Creative Services

- a. CCP departments and/or units needing designs from the Creative Services personnel for their marketing or promotional materials shall download the Creative Services request form and fill this out. The form is available in the Creative Services folder on the CCP local area network (LAN).
- b. They shall send the filled-out forms to the Sales and Promotions Office, specifically to these email addresses: pauloccpmktg@gmail.com and raulph@yahoo.com. A copy shall be furnished to *gemccpmktg@yahoo.com*.

- c. The department or unit concerned shall check design studies by email. The same applies to revisions made by the Creative personnel. These revisions shall be approved by email.

5. Social Media

- a. For posting requests on the CCP website and social media pages, concerned personnel shall fill out the CCP Online Posting Request Google Form at <https://forms.gle/LZWJAP8eR86jKtf49>.
- b. To maximize the promotion of CCP programs online, they shall be asked to observe the Center's guidelines on social media posting, which can be accessed in the Creative Services folder. These include style guides and specifications for images, videos and copies to be uploaded.

F. PROCUREMENT MANAGEMENT

These protocols tackle modifications in the CCP's rules, procedures, and/or systems on regular or public bidding for the acquisition or provision of goods, services or works. These aim to keep everyone healthy and safe, and align with wider anti-Covid-19 measures.

1. Regular Procurement

- a. A designated staffer or messenger shall receive the Requisition and Issue Slip (RIS) at the Administration and Finance Building lobby.
- b. Canvassing of RIS shall be done online or by telephone. If the canvasser needs to go out, he or she shall wear a face mask and face shield, and observe physical distancing.
- c. A supplier's quotations, as well as its legal, technical, and finance documents, shall be sent online or delivered to the aforementioned lobby.
- d. Inquiring about or verifying a supplier's aforementioned documents shall be done online or by telephone.
- e. A designated procurement staffer or messenger shall have Job Orders (JOs), Purchase Orders (POs), Procurement Requests (PRs), Agency Procurement Requests (APRs), and Printing Job Orders (PJOs) routed to their respective signatories.
- f. Awarding of the aforementioned orders and requests shall be conducted online. If in person, only the supplier shall receive it at the aforementioned lobby.

2. Procurement Through Public Bidding

- a. A designated staffer or messenger shall alone receive the RIS with terms of reference and other attached documents for projects under "Goods, Infrastructure, and Consultancy" and worth one million pesos (P1 million) and more.
- b. On Government Procurement Policy Board (GPPB) resolutions, circulars, and guidelines on efficient procurement during a state of calamity or while Covid-19-prompted restrictions are still enforced, the personnel concerned shall visit www.gppb.gov.ph.
- c. Persons buying bid documents for their chosen project shall be entertained at the aforementioned lobby.

- d. Attendance at Bids and Awards Committee (BAC) members' meetings shall be a mixture of physical and online. Those attending in person shall observe minimum health protocols.
- e. Only one representative of the bidder shall be allowed to attend the bid meetings. He or she must present a negative RT-PCR test result within seven calendar days before the meeting. He or she shall receive a Zoom link to the meeting that another representative can access.
- f. Submissions of bids online shall be encouraged. If not possible, these shall be accepted at a designated location. Minimum health protocols shall be observed.
- g. Evaluation and verification of the lowest bidder's legal, technical, and financial documents shall be done online or by telephone. If site inspection is needed, the BAC-Technical Working Group should observe minimum health and safety standards.
- h. Awarding of contract/s and issuance of notices shall be done online.

G. PROPERTY AND SUPPLY MANAGEMENT

The protocols for the Property and Supply Division (PSD) involve changes in accepting and releasing deliveries, issuing supplies and items for sale, accepting properties and equipment for return, disposal of unserviceable properties and equipment, and performing physical inventory in light of wider health and safety standards. Employees under this division are covered by these protocols.

1. Acceptance, Release and/or Storage of Documents and/or Items

- a. The guard on duty shall check the temperature of delivery personnel, who shall also sanitize their hands and shoes in his or her presence. If their temperature is below 37.5°C, they shall be allowed to proceed further.
- b. Assigned PSD staff shall receive the documents and/or items delivered either at the lobby of or the open space fronting the Administration and Finance Building.
- c. A janitor shall be tasked to sanitize the accepted items or documents using appropriate methods and/or instruments. Afterward, these shall be examined by a gloves-wearing receiving clerk or inspector, who must wash or sanitize his or her hands before and after the task.
- d. After releasing the items or documents to the appropriate person, or end-user, the storekeeper or assigned PSD staffer shall thoroughly wash or sanitize his or her hands before returning to his or her table or workstation.

In case of items to be returned to the division, the janitor or end-user shall sanitize or disinfect these beforehand. The division staff shall also do the same after accepting these.

- e. If the accepted items are of reasonable size, PSD staff shall bring these to the stock room. If bulky, delivery personnel shall be permitted to do this.
- f. A janitor shall be assigned to disinfect the stockroom weekly.

2. Issuance or Release of Supplies and Items for Sale

- a. The storekeeper shall withdraw supplies only once a month to limit face-to-face interactions.

- b. The PSD staff or storekeeper and end-user shall agree on when the latter would release from the storeroom an item that the former shall pick up to be sold.

3. Annual Physical Inventory

- a. An inventory list shall be given in advance to employees for verification to shorten the time to be spent on the task.
- b. During the task, which shall be performed by an assigned employee, all items shall be presented to the inventory team. Its members shall not touch them unless needed to verify certain details, like serial or property numbers.

4. Disposal of Unserviceable Properties and Equipment

- a. Members of the CCP Disposal Committee (DC) shall meet using Zoom, Google Meet or other videoconferencing platforms to discuss the disposal.
- b. The prospective bidder shall only have one representative allowed to inspect the items for disposal. A maximum of five bidders or their representatives shall inspect at the same time, depending on where the items would be disposed. If more than five, inspection shall be in batches.
- c. The PSD shall hold the prebidding conference in an open area, possibly in front of the Administration and Finance Building, to accommodate a large number of bidders while maintaining physical distancing.
- d. During the actual bidding, only one person shall be permitted to submit a bid. DC members and secretariat, and observers shall wear gloves in checking the submitted bid documents and counting the bid bond.
- e. After a bidder is declared the winner, his or her personnel shall observe minimum health and safety standards in pulling out the disposed items.

RESOURCES

A. Information Sources

1. Telephone Numbers and Websites of Relevant Institutions

- a. CCP Clinic: 8832-1125, local number 1902
- b. HMI Hotline Exclusive for CCP: 0939-3174363
- c. HMI Head Office: 8811-1313, 7752-0552, 8865-3700
- d. PhilHealth Action Center: 8441-7442; SMS: 0917-8987442; Facebook: *@PhilHealthOfficial*; Twitter: *@teamphilhealth*; YouTube: *@teamphilhealth*; email: *actioncenter@philhealth.gov.ph*.
- e. Department of Health (DOH) Hotline: 8942-6843 or 1555 for PLDT, Smart, Sun and TNT; website: <https://www.doh.gov.ph/2019-nCoV>; Facebook: <https://www.facebook.com/OfficialDOHgov>; Twitter: <https://twitter.com/DOHgovph>.
- f. DOH-National Capital Region: 8424-1724, 7789-8000
- g. National Center for Mental Health: 0917-8998727 or 0917-9898727 (for mental health concerns and intervention)
- h. ONE Hospital Command Center: 8865-0500, 0919-9773333, 0915-7777777
- i. Civil Service Commission (CSC) Para sataumbAYANhotline: 8951-2575, 8951-2576, 8932-0111
- j. Pasay City Covid-19 Hotline: 0908-993-7024; 0956-778-6524
- k. Barangay 76, Pasay City: 8551-7229
- l. Barangay Health Emergency Response Team (BHERT): Check with your respective villages

2. Relevant Guidelines and Policies

- a. IATF-EID omnibus guidelines in portable document format: <https://bit.ly/3gts6mf>.
- b. IATF-EID resolutions: <https://bit.ly/3n8xuMO>.
- c. Film Development Council of the Philippines and Department of Labor and Employment Joint Administrative Order: <https://bit.ly/3vf8Ay3>.
- d. CSC Memorandum Circular No. 18, series of 2020, or “Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to Covid-19 Pandemic”: <https://bit.ly/3tHjsUY>.
- e. Additional amendments to CSC MC No. 18, s. 2020: <https://bit.ly/3aNs5Gf>.
- f. Guidelines _on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19 <https://doh.gov.ph/sites/default/files/health-update/dm2020-0157.pdf>
- g. Omnibus Guidelines on the Minimum Public Health Standards for the Safe Reopening of Institutions <https://dmas.doh.gov.ph:8083/Rest/GetFile?id=692037>

ANNEXES

**COMMUNICATION PLAN FOR THE INFORMATION
DISSEMINATION ON COVID-19**

PURPOSE: To provide the right information regarding the Covid-19 pandemic and its implementation in the workplace of the Center.

COVERAGE: All CCP regular, casual, and contractual employees; consultants; project hires; service contractors; and resident companies

Topics	Medium to be used	Platform or place of exhibition
General information on Covid-19	Posters E-poster	LT Entrance, Artist Entrance, Finance and Administration Building, PDC Building, HRMD Facebook page
Protocols in the new normal	Guidelines Memorandum Poster E-poster	Same as above
DOH's minimum health requirements: 1. Respiratory hygiene and cough etiquette 2. Promotion of mental health 3. Personal hygiene (e.g., hand-washing with soap and water, sanitizing with hand sanitizers, etc.) 4. Environmental hygiene (e.g., disinfecting surfaces and objects) 5. Use of personal protective equipment (e.g., face masks, face shields) 6. Practicing physical distancing 7. Restriction on mass gatherings	Poster E-poster	All offices, HRMD bulletin board, HRMD Facebook page All other appropriate locations 1. Bundy clock 2. Restrooms 3. Elevators 4. Shuttle service

13 MAY 2020

MEMORANDUM

TO : ALL CCP OFFICIALS AND EMPLOYEES

FROM : OFFICE OF THE PRESIDENT

SUBJECT : ALTERNATIVE WORK ARRANGEMENTS GUIDELINES DURING THE PERIOD OF STATE OF PUBLIC HEALTH EMERGENCY AND STATE OF CALAMITY THROUGHOUT THE PHILIPPINES

This is to inform everyone that pursuant to CSC Resolution No. 2000540 promulgated on May 7, 2020 on the “Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic”, the CCP is adopting an alternative work arrangement of two (2) days workweek (physically reporting to office) and two (2) days Work-From-Home (WFH) to complete the forty (40) hours of work per week. WFH refers to an output-oriented work arrangement that authorizes the employee to produce outputs/results and accomplishments outside of the office.

The WFH arrangement is being adopted in consideration of the COVID-19 transmission and contamination, reduced capacity of public transportation and the necessary physical/social distancing in the CCP workplace.

The following Guidelines shall be observed in the implementation of the above-mentioned alternative work arrangement:

1. The Department Manager shall submit to the HRMD a list of all the employees under his/her department specifying their respective schedule of two (2) days workweek (physically reporting to office) and two (2) days WFH. Any request for change or adjustment in the submitted schedule shall be subject to the recommendation of the Division Chief and approval of the Department Manager, taking into consideration the merits of the request and the possible effect on the transportation and overnight arrangements, as well as on the physical distancing in the office.
2. All officials and employees shall render services of forty (40) hours per week. Completion of 10 hours (C10) and Completion of 40 hours (C40) work schedules shall be temporarily suspended. Official work hours start at 7:00 a.m. and end at 3:30 p.m.; thus the latest clock-in is at 9:30 a.m.

The two (2) days workweek (physically reporting to office) shall be rendered for six (6) hours per day, inclusive of the one (1) hour lunch break. The lacking five (5) hours per day or a total of ten (10) hours for the two (2) days shall be rendered as WFH within that particular week.

3. The employees who shall work in the office shall be provided with reasonable shuttle services and accommodation (for those who intend to stay/sleep over in the CCP-designated facilities) to be requested by the concerned Department and coordinated with the Administrative Services Department (ASD) and the Human Resource Management Department (HRMD). Please refer to the CCP Employees’ Return to Work Guidelines for the detailed transportation and sleep-over provisions.

4. Employees who performed essential tasks at the office for six (6) hours per day (inclusive of lunch break) during the MECQ period shall be entitled to a Hazard Pay of Five Hundred Pesos (Php500.00) per day, subject to the submission of Daily Time Record (DTR)/Bundy Card and report of accomplishments approved by the Department Manager.
5. The Department Manager/Division Chief shall ensure that the employees remain flexible in making themselves available for work duties outside of the six (6)-hour work in the office, if required, with appropriate provision of shuttle services or accommodation for the concerned employee, if necessary.
6. Employees, up to the level of Division Chief, who rendered services beyond the required 40 hours per week shall be entitled to Compensatory Time-Off (CTO), subject to the submission of required supporting documents (e.g. request and approval to render overtime, certification, report of accomplishments, record of overtime hours).
7. Employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including those who reside with the aforementioned, shall be under the WFH arrangement, except when their services are indispensable under the circumstances or when work in the office is permitted. Priority shall be given to their preferred schedule should they need to physically report to the office in view of the exigency of service.
8. The Department Manager shall submit to the HRMD the list of his/her staff, citing their respective vulnerabilities, who shall be on a full WFH workweek. Furthermore, the Department Manager shall be given the discretion to determine employees, who are not under the vulnerable groups, to render a full WFH workweek due to justifiable reasons and circumstances.
9. WFH arrangements may be allowed, but not limited, for the following tasks:
 - a. research;
 - b. policy formulation/review/amendment;
 - c. project work, including but not limited to, drafting of proposals/project studies/training modules;
 - d. encoding/processing;
 - e. adjudication of cases or review of cases, including legal work;
 - f. budget planning and forecasting;
 - g. recording, examination and interpretation of financial records and reports;
 - h. evaluation and formulation of accounting, auditing and management control systems;
 - i. computer programming;
 - j. database maintenance;
 - k. design work/drafting of drawing plans;
 - l. preparation of information materials;
 - m. sending/receiving e-mail;
 - n. HR tasks, e.g. computation of leave credits, preparation of payroll, etc. as the case maybe;
 - o. other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management;
 - p. telephone and online consultations, meetings and video conferencing;
 - q. provision of technical services and support for online streaming of events; and

- r. delivery of programs remotely through online platforms.
10. It is understood that the Department Manager/Division Chief will ensure that his/her staff under the WFH arrangement are given the tasks to be performed to the full extent possible in terms of the employees' working time per day/week. The employees shall submit weekly accomplishment reports, based on their target deliverables, to the Division Chief/Department Manager, a copy of which shall be submitted to the HRMD together with the monthly DTR/Bundy Card.
 11. Employees under the WFH arrangement shall make themselves available and responsive during the work hours that they are at home. They should have access to any communication equipment such as telephone, mobile phone, computer/laptop, internet, email, facsimile, etc.
 12. Reasonable expenses incurred during the WFH, such as communication expenses for video conferencing and online meetings, research, and other official activities; supplies; and courier service may be reimbursed by the Center subject to submission of necessary supporting documents (e.g. Agenda, Minutes of Meeting, certification/justification, approval of the Division Chief/Department Manager, etc.) in accordance with existing government accounting and auditing rules and regulations.
 13. The Department Manager/Division Chief shall ensure that confidential and proprietary information are protected and secured at all times. Appropriate measures such as Pledge of Confidentiality of Information, Data encryptions, etc. should be in place for the protection of data used and processed by the employees pursuant to Republic Act No.10173 or the Data Privacy Act of 2012.

For your information and guidance.

(sgd)

ARSENIO J. LIZASO

President

13 MAY 2020

MEMORANDUM

TO : ALL THEATER CREW

FROM : PRODUCTION DESIGN AND TECHNICAL SERVICES DIVISION

SUBJECT : ALTERNATIVE WORK ARRANGEMENTS GUIDELINES DURING THE PERIOD OF STATE OF PUBLIC HEALTH EMERGENCY AND STATE OF CALAMITY THROUGHOUT THE PHILIPPINES

This is to inform everyone that pursuant to CSC Resolution No. 2000540 promulgated on May 7, 2020 on the “Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic”, the CCP is adopting an alternative work arrangement of two (2) days Workweek (physically reporting to office) and two (2) days Work-From-Home (WFH) to complete the forty (40) hours of work per week. WFH refers to an output-oriented work arrangement that authorizes the employee to produce outputs/results and accomplishments outside of the office.

The WFH arrangement is being adopted in consideration of the COVID-19 transmission and contamination, reduced capacity of public transportation and the necessary physical/social distancing in the CCP workplace.

The following Guidelines shall be observed in the implementation of the above-mentioned alternative work arrangement and adapted/adjusted for the Theater Crew:

1. The Division Chief through the Department Manager shall submit to the HRMD a list of all the Theater Crew specifying their respective schedule of three (3) days Workweek (physically reporting to office) and the remainder between two to three (2 - 3) days to be allotted for Off-site Assignments (OSA). Any request for change or adjustment in the submitted schedule shall be subject to the recommendation of the Division Chief and approval of the Department Manager, taking into consideration the merits of the request and the possible effect on the transportation and overnight arrangements, as well as on the physical distancing in the office.
2. All Theater Crew shall continue to observe the 48-hour workweek for the period calendar day 1 to 7 and 16 to 22 and the 56-hour workweek for the period calendar days 8 to 14 plus 15, and 23 to 29 plus 30/31.
 - a. For Theater Crew who shall bring their own vehicle to the office regardless if they will be staying in the office for 2 nights or not:
 - i. The three (3) day workweek (physically reporting to office) shall be rendered for eleven (11) hours per day, inclusive of the one (1) hour lunch break.
 - ii. The lacking eighteen (18) and twenty-six (26) hours respectively for every period calendar day shall be rendered as OSA within that particular period.
 - b. For Theater Crew who shall be joining the Shuttle Service but not staying for 2 nights in the office:

- i. The three (3) day workweek (physically reporting to office) shall be rendered for six (6) hours per day inclusive of the one (1) hour lunch break.
 - ii. The lacking thirty-three (33) and forty-one (41) hours respectively for every period calendar days shall be rendered as OSA within that particular period.
- c. For Theater Crew who shall be joining the Shuttle Service on the way to the office but will stay for 2 nights in the Office and will avail of the Shuttle Service on the way home:
 - i. The three (3) day workweek (physically reporting to office) shall be rendered as follows:
 - 1) First two (2) days for eleven (11) hours per day inclusive of the one (1) hour lunch break and
 - 2) On the third day for six (6) hours per day inclusive of the one (1) hour lunch break.
 - ii. The lacking twenty-two (22) and thirty (30) hours respectively for every period calendar days shall be rendered as OSA within that particular period.

Official work hours start at 7:00 a.m. and end at 8:00 p.m.; therefore, the latest clock-in is at 9:00 a.m. Clocking in at 9:01 a.m. or later is considered TARDINESS.

3. The standard form and rules and regulations for filing of Vacation Leave and Sick Leave applies.
4. The employees who shall work in the office shall be provided with reasonable shuttle services and accommodation (for those who intend to stay/ sleep over in the CCP-designated facilities) to be requested by the concerned Department and coordinated with the Administrative Services Department (ASD) and the Human Resource Management Department (HRMD). Please refer to the CCP Employees' Return To Work Guidelines for the detailed transportation and sleep-over provisions.
5. The Theater Crew who performed essential tasks at the office for six (hours) per day (inclusive of lunch break) during the period of MECQ shall be entitled to a Hazard Pay of Five Hundred Pesos (Php500.00) per day, subject to the submission of Daily Time Record (DTR)/ Bundy Card and report of accomplishments approved by the Division Chief and Department Manager.

The Department Manager/Division Chief shall ensure that the employees remain flexible in making themselves available for work duties outside of the six (6) or eleven (11) hours in the office, if required, with appropriate provision of shuttle services or accommodation for the concerned crew, if necessary. By virtue of the staggered and flexible nature of this work schedule, Overtime work is held in abeyance until otherwise lifted.

6. OSA arrangements may be allowed, but not limited, to the following tasks:
 - a. Research and or re-tooling session;
 - b. data encoding of inventory;
 - c. design work/drafting of drawing plans; preparation of information materials;
 - d. sending/receiving e-mail;
 - e. telephone and online consultations, meetings and video conferencing;
7. It is understood that the Department Manager/Division Chief will ensure that his/her staff under the OSA arrangement are given the tasks to be performed to the full extent possible in terms of the Theater Crews' working time per day/week. The Theater Crew shall submit weekly accomplishment reports based on their target deliverables, to the Division

Chief/Department Manager, a copy of which shall be submitted to the HRMD together with the monthly DTR/Bundy Card.

8. Theater Crew under OSA arrangement shall make themselves available and responsive during the work hours that they are off-site. They should have access to any communication equipment such as telephone, mobile phone, computer/laptop, internet, email, facsimile, etc.
9. Reasonable expenses incurred during the OSA, such as communication expenses for video conferencing and online meetings, research, and other official activities; supplies; and courier service must have prior clearance/ approval and may be reimbursed by the Center subject to submission of necessary supporting documents (e.g. Agenda, Minutes of Meeting, Certification/ Justification, Approval of the Division Chief/Department Manager, etc.) in accordance with existing government accounting and auditing rules and regulations.
10. The Department Manager/Division Chief shall ensure that confidential and proprietary information are protected and secured at all times. Appropriate measures such as Pledge of Confidentiality of Information, Data encryptions, etc. should be in place for the protection of data used and processed by the employees pursuant to Republic Act No.10173 or the Data Privacy Act of 2012.

For your information and guidance.

(sgd)

ARSENIO J. LIZASO

President

DEFINITION OF TERMS

A. Administrative Controls - refer to procedural interventions or modifications in policies, standards, and processes, that are meant to reduce the frequency and severity of exposure to infectious diseases e.g. hygiene and disinfection protocols, work shifting, etc.

B. Alternative Work Arrangements

1. Work-from-Home refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.
2. Skeleton (Skeletal) Workforce refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible.
3. Four-day (Compressed) Workweek refers to a work arrangement whereby the employees' workweek is compressed to four (4) days each week.
4. Work Shifting/Flexible (Staggered) Working Hours refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time.

B. Engineering Controls - refer to physical interventions or modifications in spaces or environments, that are meant to prevent the transmission of infectious diseases e.g. use of physical barriers, exhaust ventilation, etc.