**INTERNATIONAL CONTAINER TERMINAL SERVICES, INC. (ICTSI)**

**MANILA INTERNATIONAL CONTAINER TERMINAL (MICT)**

**HEALTH, SAFETY AND ENVIRONMENT (HSE) DEPARTMENT**

June 17, 2020

**CONTRACTOR’S/SUPPLIER’S CHECKLIST FOR COVID-19 PREVENTION AND CONTROL**

This checklist will guide the Contractors/Suppliers on the safety requirements of ICTSI-MICT prior to and during deployment of any of its personnel within ICTSI-MICT’s premises or with close contact with ICTSI-MICT’s employees during this COVID-19 health crisis, **effective immediately**.

| **Requirements** | **Category A**  | **Category B**  | **Details** | **SUPPLIER RESPONSE** | **ICTSI REMARKS** |
| --- | --- | --- | --- | --- | --- |
| **PRIOR TO DEPLOYMENT** |  |  |  | **CATEGORY \_\_** |  |
| 1. Vendor Certification on Compliance with COVID19 Protocol
 | Notarized Copy of Vendor Certification on Compliance with COVID19 Protocol | Notarized Copy of Vendor Certification on Compliance with COVID19 Protocol |  |  |  |
| 1. Health Certification – stating that ALL deployed employees do not have any pre-existing conditions, no COVID-19-related symptoms and no close contact with COVID-19 positive person
 | Company Certification with Individual Health Certification  | Company Certification with List of Personnel for Deployment | Accredited Hospital or Clinic details(Name of Hospital or Clinic, Address and Contact Number) |  |  |
| 1. COVID-19 testing of employees for deployment
 | Required for all deployed personnel; Submission of valid certification that each individual is negative from COVID-19  | Not required | DOH Accredited Hospital or Clinic or Testing Laboratory details(Name of Hospital or Clinic or Testing Laboratory, Address and Contact Number)Tests must be done within 1 week for those with projects inside Admin. Bldg.; within 2 weeks for the rest, prior to deployment.At the minimum, COVID-19 rapid test (antibody) is required. A negative or an IGG+ Asymptomatic (recovered) result will be acceptable.  |  |  |
| 1. HSE Induction
 | Completion of the standard in-person HSE Induction  | Completion of the standard in-person HSE Induction or Electronic Induction | Related Procedures included in the HSE Induction are the ff:* + - * + Terminal Safety Protocol
				+ Use of Personal Protective Equipment
				+ Use of mobile phones while operating or driving inside the terminal.
				+ Visitors Entry Protocol for the Prevention and Control of COVID-19
 |  |  |
| 1. Contractors’ COVID-19 Prevention and Control Plan
 | Must be submitted to HSE Department for approval. | Not required | At the minimum, must specifically contain the ff COVID-19 protocols:* Social distancing in office and during work at site (shuttle arrangement, toolbox lay-out, etc.)
* Sanitation measures
* Disinfection Protocols
* Communication Protocols on COVID-19 including the IEC Materials
* Health Check and Monitoring Prior and During the project
* Handling of suspected COVID-19 employee on site
* PPE Provisions
* Other COVID-19 preventive measures to be implemented
 |  |  |
| 1. Disinfection and sanitation protocols, MSDS of chemicals to be used, waste management and availability of a quarantine facility or tie-up facility
 | Should be included in Contractors’ COVID-19 Prevention and Control Plan submitted to HSE Department | Not Required | Must include the area and frequency of disinfection, the types of cleaning materials used including the MSDS of the said material must be approved by HSE Department. Proper waste bins for the disposal of used masks, gloves, etc. and must be labelled and disposed in accordance with RA 6969. Quarantine Facility details includes the ff info.:* Name of the Facility
* Complete Address
* Contact Number
* Max. No. of occupants
 |  |  |
| 1. If available, provision of transportation or shuttle services
 | Submit list of vehicles to be utilized to HSE Department | Not Required | The list of vehicles should contain the ff information:-Make-Plate number-Max. no of passengers allowed |  |  |
| 1. If available, provision of housing / employees’ quarters
 | Submit the complete address/es of housing or employees’ quarters to HSE Department | Not Required | The list of housing or employees’ quarters should contain the ff information:-Complete Address-Max. no of employees accommodated |  |  |
| 1. Provision of vitamin C and other medicines for employees including oxygen tanks
 | Required to submit any proof of provision to HSE Department | Not Required | For other medicines to be provided, please refer to TABLE 47 - TABLE OF MEDICINES, MEDICAL SUPPLIES AND FACILITIES of the Occupational Safetyand Health Standards, DOLE |  |  |
| **DURING DEPLOYMENT** |  |  |  |  |  |
| 1. Submission of the PPA Entry Form
 | Completion of the Individual PPA Entry Form  | Completion of the Individual PPA Entry Form  | To be submitted to the Security Personnel at the Entrance Gates prior to entry |  |  |
| 1. Provision of mandatory PPE such as high-visibility vest, safety shoes, hard hat and face mask
 | Required + additional PPE as identified during Risk Assessment; required prior to entry | Required + additional PPE as identified during Risk Assessment; required prior to entry | Inventory of PPE provided to be submitted to HSE Department |  |  |
| 1. Temperature and symptoms checks before, during mid-shifts and after
 | Required  | Done at the ICTSI-MICT Entrance | Contractor to provide their own thermometer gun and internal record/checklist for Category A |  |  |
| 1. Breaktime schedule
 | Required to submit the schedule / plan to HSE Department | Not Required | Contractor can be randomly audited by ICTSI on implementation. |  |  |

NOTE:

**Category A** - contractors or suppliers with multiple types of work within ICTSI-MICT premises or with close contact with ICTSI-MICT’s employees, and with a project duration of more than 1 day. Example: Security services, provision of housekeeping services, shuttle services, regular preventive maintenance services, or renovation of office space, construction projects and the like.

**Category B** – contractors or suppliers that perform a single type of work within ICTSI-MICT premises with duration of one day or less. Example: Electrical cabling works, supply and installation of signages.

\*Suppliers that: (1) only deliver goods ordered by the Company, and (2) do not have any installation work or any work related to the delivery of goods will be treated as Visitors and shall only comply with the MICT Protocol for the Prevention and Control of COVID-19.

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| **CONFORME:**Contractor Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature over Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ICTSI Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Manager/Contact Person in ICTSI (*Category A/B only*):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ICTSI:**Complete Requirements? \_\_\_\_\_\_\_\_\_\_\_Contractor Approved? \_\_\_\_\_\_\_\_\_\_\_\_\_Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Certified By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Stephanie TanHSE CoordinatorDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |