



***Marcventures Mining and Development Corporation***

**Guidelines in preventing spread of COVID-19**

Reference: MOP-HRP-014

**Manual of Operations**

Page 0 of 10



# **GUIDELINES IN PREVENTING THE SPREAD OF COVID-19**

## **Manual of Operations**

## **I. REVISION HISTORY**

Version	Date	Reference No.	Author(s)/ Contributor/s	Revision Notes
1	3/20/2020			0

## **II. PURPOSE**

This **Manual of Operation** contains the policies and procedures which are designed to establish a set of guidelines in the preventing of the spread of Corona Virus Disease 2019 (**COVID-19**), as well as to establish measures in containing the disease. The objective of this **Manual of Operation** is mainly to ensure that all possible measures are followed and applied in protecting all Marcventures Mining and Development Corporation (**MMDC**) employees as well as its constituents from infection caused by the deadly viral disease.

All MMDC Employees, contractors, visitors and all local stakeholders and constituents are hereby encouraged to enjoin and exert all efforts in battling the potential spread of the virus in order to save lives, ensure business continuity of the company's operational undertakings and most importantly to protect the welfare of its employees and constituents.

## **III. POLICY STATEMENTS**

This document contains the established policies to serve as guiding principles in preventing the spread of **COVID-19**. This document also aims to establish measures in maintaining the health of the employees of MMDC as well as its local constituents and other stakeholders from being infected by the deadly viral disease.

## **IV. RATIONALE**

MMDC mine operation site is included in the municipal jurisdiction of Carrascal and Cantilan, Surigao del Sur. The Banban Administrative Camp is located in Sitio Banban, Barangay Panikian, Cantilan, Surigao del Sur which houses about 30 resident staff and 200 local employees working in the mine offices and other mine camp facilities, and a number of skilled labor workers around different locations of the mining areas which include heavy equipment operators, and truck drivers, mine samplers, mine checkers and utility workers coming from the nearby municipalities of Surigao del Sur.

MMDC also operates a Port located at the shoreline of Carrascal which serves as the loading point of nickel and iron ores of overseas vessels mostly coming from China. The increasing incidence of **COVID-19** has been reported and has resulted in significant impact on both the communities and the people.

## **V. ROLE OF SAFETY AND HEALTH DEPARTMENT**

The **Safety & Health Department** takes the lead in implementing and effecting this Guideline in preventing the spread of the **COVID-19** with very close collaboration with other MMDC Mine Operation Departments in order to ensure that employees are protected from the potential effect of the disease as well as ensure the welfare of the people of Carrascal and Cantilan, Surigao del Sur.

## **VI. CAMP OCCUPATIONAL HYGIENE PRACTICE**

The following guidelines are to be strictly observed within the premises of the Banban Administrative Camp site.

### **A. Working in the mine offices and other workplaces**

1. All employees, contractors and visitors shall undergo thermo-scanning when entering and leaving the camp site premises.
2. An MMDC nurses and designated paramedics shall always be at the MMDC infirmary on 24-hour rotation to attend to any type of ailment whether it is related to **COVID-19**.
3. Washing of both hands is strictly required before proceeding to the workplaces.
4. Alcohol shall be available at all entry and exit points of the mine offices and facilities.
5. Avoid physical contact like shaking hands to prevent direct transmission of the virus.
6. Wear disposable face masks always. Used face masks shall be properly disposed at hazardous waste trash bins at the end of every work shift.
7. A person who is sick of any ailment shall undergo isolation. Report the incident to the safety personnel for proper first aid application, prior to evacuation.
8. Exercise continuous sanitation by washing hands with soap and water for at least 20-seconds, followed by alcohol rub for both hands and exposed body skin.
9. Regularly clean and sanitize/disinfect workplaces.
10. If crowding is unavoidable due to work exigency, maintain a distance of at least 2-meter during interaction.
11. When coughing or sneezing, cover mouth with both hands and turn away from people. Proceed to the washroom for self-sanitation.

12. In case of suspected **COVID-19** infection, immediately take precaution by reporting this to your immediate supervisor or Department Head. The latter shall immediately lock down the office premise and everyone shall wait until the person under inspection is properly evacuated.
13. Report the lockdown immediately to top management and prevent ingress and egress of people in the area.

## **B. Maintaining Hygiene inside the Mess Hall**

1. When inside the mess hall, always observe the following hygiene practices and sanitation measures:
  - i. Wash and sanitize hands frequently.
  - ii. No sharing of utensils. Dishes shall have service spoons and forks.
  - iii. Wash both hands thoroughly with soap and water before and after meals.
  - iv. Sterilize all kitchen and dining utensils with boiling water.
2. Kitchen crew shall wear proper PPE such as hair net and face mask.
3. Eating uncooked meat, fish, crustacean and mollusk is strictly not allowed.
4. Keep away from crowded areas and avoid social gatherings after office hours like drinking and videoke sessions.

## **C. Maintaining hygiene and cleanliness of the camp lodging rooms**

1. Beddings shall be properly washed and sanitized before and after use of residents and visitors.
2. Rooms shall be cleaned and sanitized daily or at least every three days and disinfected once a week.
3. Utility workers who clean the rooms shall be in the best of health and shall also wear proper PPE.

# **VII. REPORTING FOR WORK OF STAY-OUT EMPLOYEES**

To prevent the spread of the **COVID-19** virus to the MMDC employees and contractors, the following are the guidelines for transporting employees from designated pick-up points to MMDC Banban Administrative Camp offices and facilities.

## **A. Before boarding the shuttle buses**

1. Practice the MMDC's Safety Principle of "**Safety starts at home.**". Before going out leaving the home, perform a self-check if fit to work. If not, stay at home and inform supervisor of condition. Employees shall seek medical attention if not feeling well.

2. Employees shall fall in line in an orderly manner while keeping a social distance of 2-meter apart before boarding the bus.
3. Everyone in line shall undergo thermo-scanning. Employees showing signs/symptoms of fever with temperature above 37.5° C shall be prohibited from boarding the bus. They are advised to immediately seek medical attention. The incident shall be immediately reported to the LGU where the employees is residing for immediate treatment.
4. Upon return to work, an employee shall submit a medical clearance that he/she is fit to work.

### **B. Before entry to Banban Administrative Camp premises**

1. Before entering the Banban Camp main gate, all employees shall undergo thermo-scanning to check for fever and flu-like symptoms. Employees with temperature above 37.5° C shall be isolated from the other employees and immediately reported to the Safety & Health Department. The incident shall also be reported to the LGU for proper medical evacuation and for treatment.
2. Upon entering the office, all personnel shall sanitize themselves by washing their hands either by soap and water or by rubbing alcohol.
3. Regularly clean and sanitize each all working areas.
4. Wear mask always while in the offices or service vehicles.
5. Maintain at least 2-meter distance when interacting with other employees or visitors.
6. If you feel like coughing and sneezing, stay away from others

### **C. Transporting field employees to the mining areas**

1. Employees who are coughing or sneezing are prohibited from boarding the mine service vehicles. They shall be put in isolation and sent to the Safety and Health clinic while waiting for medical evacuation.
2. Employees coming from the mine sites shall thoroughly wash both hands with soap and clean water for at least 20 seconds before applying alcohol on exposed skin areas.
3. Maintain at least 2-meter distance when interacting with people particularly if coughing or sneezing. Self-isolation is important while waiting for the shuttle bus back home.

## **VIII. INTERACTING WITH CONTRACTORS AND VISITORS**

The following set of guidelines shall be followed in containing and preventing the possible spread of **COVID-19** when receiving and interacting with contractors and visitors inside and outside the premises of Banban Administrative Camp.

1. Before receiving contractors and visitors and allowing entry through the main gate, contractors and visitors shall undergo thermo-scanning and basic check for coughing and shortness of breath.
2. Hand shaking is strictly discouraged, and social distance is extremely encouraged.
3. Visitors and contractors are required to disclose their point of origin. They shall be required to fill-up a **Contact Tracking Form (CTF)** stating home address, contact number/s, email address/es, means of transportation, car plate number and model, names of travel mates and any other relevant contact tracking information.
4. Visitors and contractors coming from areas with known cases of **COVID-19** shall be outrightly prohibited from entering the MMDC premises. If deemed important and necessary, communication through emails and phone shall only be entertained.
5. All visitors and contractors that would pass through screening shall undergo safety and health induction before entering the offices.
6. A pre-entry holding area for the visiting contractors and visitors shall be designated prior to entering the mine offices.

## **IX. PORT AND STOCKYARDS COVID-19 MANAGEMENT**

To prevent the spread of COVID-19 to MMDC employees and contractors, the following are the guidelines for those in assigned inside and outside the premises of the port and stockyards. The **Safety & Health Department** shall be the lead group in monitoring and maintaining the prevention of the spread of **COVID-19** to be assisted by the Port and Stockyards Management Department.

### **A. Post-Quarantine Vessel Acceptance**

Foreign vessels are required to undergo 14-day quarantine before calling anchorage near MMDC Port to await commencing of ore loading with barges. A vessel inspection shall be accomplished prior to loading activities, hence, all authorized MMDC employees to board the vessel shall be subjected to thermo-scanning prior to embarkation to the motorboats to check which will take them to the vessel. It is important to observe the following post-quarantine protocols to prevent direct transmission of COVID-19 from possible infected members of crew to the people at the port.

1. MMDC Employees shall properly follow the embarkation procedure before entering the vessel.
2. Self-sanitation process shall be performed, and all Personal Protective Equipment shall always be in-place and available.

3. Employees shall wait for clearance from the Safety & Health Department head before commencing the embarkation process.
4. Allowing crews of the international vessels to get off-board and accepting to the MMDC Port is strictly not allowed or prohibited.

## **B. Getting on-board the vessel (Embarkation)**

MMDC employees and other crews (**Vessel Inspection Team**) are required to get on-board the overseas vessels for the purpose of inspection and documentation, and to conduct initial draft survey, and are mandated to strictly follow the procedures in getting on-board the vessel.

MMDC owns out-rigger motorboats that shall transport the inspection crew to the vessel. If getting on board is unavoidable, make sure to follow the following guidelines before boarding the ship:

1. The Vessel Inspection Team, operators and stevedores shall be subjected to medical examination by the Nurse on-duty for any signs of COVID-19 infection including temperature greater than 37.5° C, dry coughing or signs of colds, shortness in breathing, sore throat, headache and diarrhea. Anyone with these signs of sickness shall not be allowed to embark the vessel.
2. After a pre-embarkation briefing and clearance from the medical team, the Inspection Team and crews shall proceed to the sanitation station to wear the prescribed PPE's such as raincoat, eye goggles, face masks and hand gloves.
3. Before entering the ship's gangway, the team and crew shall make sure that all are wearing their PPE's properly.
4. In climbing the gangway stairs, do not hold the railings with bare hands.
5. Always be aware of the people's presence and if possible, avoid direct contact with the ship's crew.
6. Keep a minimum 2-meter distance from any person particularly when you sense someone is coughing or sneezing.
7. Wear face masks always while on-board the foreign vessel.
8. Avoid holding any item inside the ship with bare hands. Always wear hand gloves and dispose them when getting off the vessel.
9. Close interaction with the foreign vessel on-board crew shall be limited. Employees shall only interact with the assigned point person on board.
10. Upon entering the assigned shipper's room, personnel shall sanitize by washing both hands with soap and water and by rubbing alcohol.
11. Regularly clean and sanitize work area while inside the ship.

### **C. Getting off-board the vessel (Disembarkation)**

1. Upon disembarkation from the foreign vessel, personnel shall properly dispose used face mask and gloves and perform self-sanitizing by washing hands with soap and water before alighting the vessel ramp to board the MMDC service motorboat.
2. The personnel shall have spare clothes and shall change while on the boat going back to the Port. The worn clothes shall be placed in a plastic bag for disinfection at the designated quarantine site at the Port.
3. Upon arriving at the causeway, personnel are subject to thermo-scanning and shall proceed to quarantine room for sanitation by the medical group.

### **D. Sanitation/disinfection upon entry to the Port**

After disembarking from the vessel, the inspection team shall proceed to the designated sanitation station where decontamination process will be performed with the Inspection Team and crews following the procedures below:

1. With all PPE's worn, pass through the makeshift sanitation room for shower with water mixed with soap and chlorine powder for about 1 minute.
2. Remove raincoat and safety goggles and immediately soak into a basin filled with water and Chlorine powder mix. Follow guidelines on Proper Handling of Calcium Chlorite Solution. Place the soaked coat into the separate basin with water, hang and dry under the heat of the sun.
3. Remove rubber boots and spray with Lysol disinfectant.
4. Remove and discard the used face mask to designated garbage bin.
5. Remove hand gloves and discard into the designated hazardous waste bin, then disinfect hands with alcohol.
6. Remove clothes and underwear and take complete bath with water with chlorine mix and soap for about 3 minutes. The Inspection Team and crews shall bring with them spare clothes to be used after bathing. Place used clothes in a basin filled with water-chlorine mix.
7. Proceed to the clinic for assessment by the nurse on duty.
8. Assigned monitoring personnel shall record the flow of disinfection and shall make a documentation of the sanitation procedure.

### **E. Safety and Emergency Response Team**

1. Designated and duly authorized **Safety & Health Department** company nurses and paramedics shall establish a makeshift medical clinic and sanitation/disinfection area at



the port spacious enough to assist all incoming and outgoing MMDC employees particularly coming from the international vessels.

2. A Safety and Emergency Response Team (ERT) shall be organized composed of trained MMDC staff shall be on-standby in case of an incident requiring medical first aid and evacuation.
3. The company ambulance shall always available be on-standby in case of an emergency medical evacuation.

## **F. Routine medical check-up and monitoring inside the Port**

1. Medical checkups shall be required for every employee, contractors and visitors who are working inside the Port premises. This shall be done at the first hour of every shift, between 6am to 8am in the morning for the day shift and 6pm to 8 pm in the evening for the night shift.
2. If a person is showing manifestations or symptoms of infection that may pose a risk to others, it's a shall that the Safety and Medical crew be informed immediately so that the person concerned is put in isolation.
3. The Safety and Medical crew shall arrange that the person be immediately transferred to the nearest hospital (*Caraga Regional Hospital or Adela Sierra Ty Hospital*) for further assessment.
4. Personnel who were in contact with possible infected person/s shall be isolated and shall be under observation to mitigate risk of further infection.
5. All cases of infection shall be properly reported to the proper channel of authorities. The **Safety & Health Department** head shall address the situation and to prevent panic among other employees.

## **X. OTHER CONTROL MEASURES**

### **A. MMDC employees returning from Home Leave or vacation**

1. Employees coming from an area with confirmed and suspected incidence of **COVID-19** shall not be allowed to enter the MMDC premises. The employee shall seek medical advice.
2. Employees with family members/neighbors infected with **COVID-19** shall be advised not to report for work and shall immediately seek medical advice.

## **B. Conduct of MMDC employee under self-quarantine**

1. MMDC employees and Contractors that are coming from places with known or suspected cases of **COVID-19** shall be placed on self-quarantine and will be listed under “Person Under Monitoring” (PUM) registry.
2. All employees identified as PUM shall be isolated in their respective assigned rooms for fourteen (14) days.
3. The company nurses shall closely monitor the condition of the PUM and regularly check for any signs or symptoms related to **COVID-19**. Any manifestation or signs of contamination shall be immediately reported to the Municipal Health Office for medical attention.
4. PUM’s are strictly prohibited to go out from the rooms. Food shall be delivered and provided on a table at the front door to avoid direct contact with the server.
5. Kitchen crew who are delivering foods to PMU shall be advised to keep their distance and shall be equipped with proper PPE’s.

## **C. Reporting COVID-19 related incident**

1. All related incidents shall be immediately reported to the immediate supervisor and to the head office in Makati.
2. Similarly, all incidents related to suspected **COVID-19** contamination that could potentially put everyone at risk, whether MMDC Employees, Contractor or its employees, visitors, community stakeholders and other constituents shall be reported to the MMDC top management, to the concerned LGU, Municipal Health Office and to any medical and health authorities providing assistance in the area.

## **D. Conduct of community EIC in preventing the spread of virus**

1. The **Community Relations Department** takes the lead in conducting extensive community Information-Education-Communication (IEC) on the prevention of **COVID-19**.
2. The safety and health department shall conduct an IEC on **COVID-19** control measures and shall always inform all employees.
3. All mine offices and facilities shall be disinfected two times a week.

## **XI. WORK-FROM-HOME ARRANGEMENT**

To isolate and/or contain the spread of the virus from COVID-19-affected areas to other COVID-free municipalities throughout the Province of Surigao del Sur and other neighboring provinces,

---

***MMDC Surigao Nickel Mining Operation***

MMDC employees currently availing of Home Leave privilege and resides within areas under Community Quarantine are hereby mandated to avail of the “Work-from-Home” schedule provided that:

1. Employees shall request and/or inform HRAD prior to undergoing “Work-from-Home” schedule, and such request shall be accompanied by a Recommendation Letter or email from their respective Department Heads as basis for approval.
2. Employees under Work-from-Home scheme shall work remotely from home without hampering the Mine Operation activities using emails, video conferencing or any other available electronic communication media.
3. Employees under Work-from-Home scheme shall be available on-call from Monday to Sunday between 7:00 AM and 4:00 PM prescribed mine site office hours or beyond the end of the prescribed office hours as required or when necessary for the exigency of the service without any charges of additional compensation and benefits.
4. Employees shall proceed immediately to the MMDC mine site after the Community Quarantine in their respective area of domicile is lifted.
5. Employees shall obey the Guidelines of Community Quarantine of their respective places and shall be subjected to the normal pre-screening and quarantine if deemed necessary.