

REPUBLIC OF THE PHILIPPINES
Regional Trial Court
National Capital Judicial Region
City of Malabon

**UNIFORM WORKPLACE PROTOCOL
AND HEALTH GUIDELINES**

I. OBJECTIVE

This uniform workplace protocol and health guidelines is issued for the information and guidance of court officials, court personnel, and stakeholders of the Regional Trial Court of Malabon City (RTC Malabon) during this time of public health emergency to ensure the health and safety of all concerned.

II. WORK SCHEDULE

All the Branches of RTC Malabon and the Office of the Clerk of Court shall be physically open and fully operational beginning June 1, 2020, from 8:00 a.m. to 4:30 p.m., Mondays to Fridays, unless otherwise directed by the Supreme Court of the Philippines or the Office of the Court Administrator. At the discretion of the Presiding Judge/Executive Judge, the court's offices may function only with a skeleton-staff, by rotation, provided that those staying at home will have work to do at home.

NO WALK-IN REQUESTS SHALL BE ENTERTAINED BY ANY OF THE BRANCHES OR OFFICES OF THE COURT.

All inquiries on cases and transactions, including requests for documents and services, shall initially be coursed and acted upon only through the hotline numbers, email addresses, and/or Facebook accounts of the courts, as posted in the Supreme Court website and court premises.

III. GENERAL HEALTH AND SAFETY GUIDELINES

A. SECURITY AND JANITORIAL PERSONNEL

1. All security and janitorial personnel in both the Goldendale and Paseo De San Antonio Halls of Justice shall wear face masks and face shields at all times while inside the court premises;
2. Security personnel are directed to ensure that all those entering the premises are subjected to temperature check. For this purpose, a separate line for visitors and employees shall be maintained;
3. All visitors and employees with temperature of 37.6 degrees Celsius or higher even after a five (5) minute rest, as well as those with symptoms or whose response needs further verification by a health care professional, shall not be

allowed to enter the premises;

4. Security personnel doing temperature and health checks shall sanitize their hands before and after each check;
5. If a long queue is formed outside the building entrance due to the temperature check, roving security personnel shall ensure that proper physical distancing (at least one meter from the next person) is observed;
6. Janitorial staff shall ensure the cleanliness of all toilets and other common areas such as corridors, including benches, chairs and tables, at all times;
7. Disinfection of said areas shall be done every day after office hours.

B. COUNSELS, LITIGANTS, AND OTHER COURT STAKEHOLDERS

1. All counsels, litigants, accused and their escorts, and other court stakeholders shall be subjected to temperature check and basic health check before entering the court premises;
2. Those with a temperature of 37.6 degrees Celsius or higher even after a five (5) minute rest, as well as those with existing symptoms or whose response needs further verification by health care professional, shall not be allowed to enter the premises;
3. They shall sanitize their hands before entry in the premises;
4. **NO MASK, NO ENTRY.** Face mask shall be worn inside the building premises at all times;
5. Only those with scheduled hearings shall be allowed to enter the premises;
6. Parties, counsels, and their respective witnesses shall be allowed entry to the courtrooms only when their respective cases are called. After a particular case is heard, the Process Server/Sheriff/Bailiff present in court shall instruct the parties to leave the premises;
7. Bearing in mind the health of all concerned, the Presiding Judge shall have the discretion as to the maximum number of persons allowed inside the courtroom;
8. Follow-up of date of hearing, status of cases, and other concerns with the Branches/OCC shall be coursed through and acted upon only through the hotline numbers, email addresses and/or Facebook accounts of the courts, as posted in the Supreme Court website and court premises;
9. In case of scheduled hearings, only the counsels, parties, and their witnesses are allowed inside the premises. No unnecessary observers will be allowed entry;
10. Everyone shall strictly observe at all times a proper physical distancing of at least one (1) meter to and from the next person;
11. To ensure compliance with the foregoing guidelines, a Notice to the Public (see attached Notice to the Public) shall be posted in the premises, all courtrooms, and offices.

C. COURT OFFICIALS AND PERSONNEL

1. Everyone must wear the appropriate face masks and/or face shields. A **NO MASK, NO ENTRY** policy shall be strictly implemented;
2. A Health Declaration Form (see attached Health Declaration) shall be accomplished by every employee at the start of every work week, which shall be kept by the Branch Clerk of Court/OIC/COC in case of need;
3. All employees shall be subjected to a temperature check before entering the premises. A temperature of 37.6 degrees Celsius or higher even after a five (5) minute rest shall be cause for an employee to be prohibited from entering the premises;
4. Loitering in the court premises is strictly prohibited. Everyone is enjoined, as much as possible, to stay within their respective work stations;
5. Court officials and employees are discouraged from engaging in unnecessary conversation, as well as prolonged face-to-face interaction with other officials and employees, visitors, and/or other court stakeholders;
6. All court officials and personnel, whether inside or outside the office, shall always observe physical distancing – minimum of one (1) meter radius space (sides, back and front) between each other. This distance shall also be observed even as to apparently healthy persons without symptoms;
7. Any court official or employee who develops flu-like symptoms (i.e. cough, shortness of breath, fever) should immediately inform his/her immediate superior, go home immediately, and contact a health care professional;
8. Employees who have a sick family member at home with COVID-19 shall immediately notify the Presiding Judge directly or through the Branch Clerk of Court/Clerk of Court of such matter and shall seek immediate medical advice from a health professional. The Executive Judge or Vice Executive Judges shall likewise be informed;
9. Gathering in work areas, pantries, wash rooms/ comfort rooms, or other areas is strictly prohibited;
10. Everyone is required to eat in their individual work area and all wastes shall be disposed of properly. Eating together in one dining table is strictly prohibited;
11. All courtrooms, office spaces, facilities, utilities, and commonly used areas must be disinfected at the end of every working day.

Reminders to Court Officials and Personnel

- i. Face masks and/or face shields are required to be worn at all times. Disinfect face shields frequently;
- ii. After commuting to and from work and throughout the day, clean hands frequently and thoroughly. Wash hands for at least twenty (20) seconds with soap and water or use a hand sanitizer frequently. Avoid touching the face at all times, particularly the eyes, mouth and nose;
- iii. Check temperature at least twice a day. Remember that if the body

- temperature is higher than 37.3 degree Celsius, stop working immediately, inform your immediate superior, and see a doctor;
- iv. Cover the nose and mouth with a tissue when coughing or sneezing, or use the fold of the elbow in case of emergency;
 - v. Dispose used tissue in the nearest bin. Germs can live for several hours on tissues;
 - vi. At all times, maintain at least one (1) meter distance when communicating with others in the same room, particularly if they are coughing or sneezing;
 - vii. If in contact with the public, stay at least one (1) meter away from others as much as possible;
 - viii. Find no-contact ways to greet colleagues. Do not shake hands and no hugs;
 - ix. Limit face to face contact with co-workers;
 - x. Ventilate the workplace regularly; open the windows if possible;
 - xi. Minimize hand contact with public facilities, and regularly disinfect the work table, operating button and office articles. Disinfect the surfaces and accessories of equipment operated by different people;
 - xii. Keep work clothes clean;
 - xiii. Arrange meal hours and avoid gathering during mealtime. Eat in your own working space;
 - xiv. Use disposable cutlery and dispensers to minimize the risk of transmission, or bring own utensils;
 - xv. After work, avoid crowded places and unnecessary public activities;
 - xvi. Everyone is enjoined to pay attention to their own health. In case of symptoms such as fever, fatigue, and cough, stay at home or seek timely medical treatment and avoid contact with others. Discuss with the Branch Clerk of Court/Clerk of Court or the Presiding Judge/Executive Judge a work from home arrangement.

Court Communications and Meetings

- i. Internal communications, meetings, distribution of notices and other court documents shall be done through telephone, text messaging, email, or video conferencing to minimize person to person contact;
- ii. No actual meetings and other functions shall take place during this period, except those that may be called or authorized by the Presiding Judge or the Clerk of Court (for OCC); and
- iii. If a meeting is authorized, it must comply with the following guidelines:
 - (a) Meetings needing physical presence shall be kept to a minimum number of participants and with short duration. Videoconferencing shall be utilized for lengthy discussions if

possible;

- (b) It should be conducted in a large meeting room and participants should be seated at least one (1) meter away from each other. Barriers may be provided between seats.

Receiving of Visitors and the Transacting Public

- i. Receiving of visitors is discouraged. If allowed, the would-be visitors, however shall first be screened by the assigned personnel before allowed entry in the office premises;
- ii. As much as possible, all queries, requests or other transactions should be coursed through the Branch/OCC official email account and contact number, or the hotline email account and phone number.

Receipt of Deliveries, Letters and other Aailed Products and Services Outside the Office Premises

- i. Receipt of deliveries, letters, and other aailed products and services outside the office premises shall be received only by an assigned court personnel;
- ii. The assigned court personnel shall ensure that the deliveries, letters, or other aailed products are properly sanitized before endorsing it to the recipient.

Transmittal of Letters, Orders, Notices and other Documents Outside the Office Premises

- i. Transmittal of letters, orders, notices, and other documents outside the office premises shall be done only by the assigned court personnel;
- ii. The assigned court personnel shall ensure that the letters, orders, notices, and documents are properly sanitized before transmitting it to the recipient.

IV. OTHERS

1. These guidelines shall be disseminated to all Branches, the Office of the Clerk of Court, and the court's security and maintenance personnel;
2. These guidelines, including the Notice to the Public, shall be posted in conspicuous places of the Court;
3. All reports and recommendations regarding the 2019-nCov ARD from the Presiding Judges or court employees shall be forwarded Office of the Court Administrator, through the Executive Judge;
4. For strict compliance.

Unanimously approved by the Presiding Judges of the Regional Trial Court of Malabon City, and issued, this 3rd day of June 2020.

HEALTH DECLARATION FORM

REPUBLIC OF THE PHILIPPINES
Regional Trial Court
National Capital Judicial Region
City of Malabon

Name:	Date of accomplishment of form:
Branch/Office:	Position:

		YES	NO
1	Have you travelled abroad in the past thirty (30) days? If yes, please specify country and date of arrival _____		
2	Have you had close contact with a person with confirmed or probable case of COVID-19?		
3	Have you been in close contact with anyone who has travelled abroad?		
4	Are you living with someone who works for a medical facility? If yes, please specify the name of the facility/institution and position: _____		
5	Have you now, or in the past 48 hours, had any of the following:		
	<i>Fever</i>		
	<i>Cough</i>		
	<i>Colds</i>		
	<i>Sore throat</i>		
	<i>Shortness of breath/Difficulty in Breathing</i>		
	<i>Diarrhea</i>		
6	Are you suffering from chronic diseases (e.g. diabetes, kidney disorder, respiratory diseases, etc.)? Please specify (including maintenance medications, if applicable): _____		

I hereby declare that all the information supplied are, to the best of my knowledge, true and correct. I recognize that the same constitute important precautionary measures to ensure the safety and security of anyone who shall come in contact with me while I perform my duties and responsibilities.

I agree to immediately notify the Branch Clerk of Court/OIC, Presiding Judge/COC or the Executive Judge of any change in my current health condition.

I consent to having my temperature checked before entering the court premises. I also agree to submit myself to random temperature check while on duty. I likewise acknowledge that I may be sent home if so warranted.

I am fully aware that any false or misleading information supplied shall be subject to appropriate disciplinary action.

Signature over Printed Name

Date of receipt of form

NOTICE TO THE PUBLIC

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- They shall sanitize their hands before entry in the premises;
- Face mask shall be worn inside the building premises at all times. **NO MASK, NO ENTRY.**
- Only those with scheduled hearings shall be allowed to enter the premises;
- Parties, counsels, and their respective witnesses shall be allowed entry to the courtrooms only when their respective cases are called. After a particular case is heard, the Process Server/Sheriff/Bailiff present in court shall instruct the parties to leave the premises;
- Bearing in mind the health of all concerned, the Presiding Judge shall have the discretion as to the maximum number of persons allowed inside the courtroom;
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- In case of scheduled hearings, only the counsels, parties, and their witnesses are allowed inside the premises. No unnecessary observers will be allowed entry;
- Everyone shall strictly observe at all times a proper physical distancing of at least one (1) meter to and from the next person.