



Republic of the Philippines  
**MUNICIPALITY OF LINGAYEN**  
Province of Pangasinan  
**Office of the Mayor**

**EXECUTIVE ORDER NO. 05, SERIES OF 2022**

**GUIDELINES TO ENSURE HEALTH  
AND SAFETY IN THE WORKPLACE**

WHEREAS, under the law, every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare.

WHEREAS, with the Omicron variant spreading like wildfire in various parts of the country, there is an urgent need to implement safety measures in the workplace to ensure that quality service is delivered continuously and consistently to the public.

NOW THEREFORE, I, LEOPOLDO N. BATAOIL, by virtue of the powers vested in me by law, hereby order the following guidelines to be strictly implemented at the Lingayen Municipal Hall and all offices of the municipal government:

- 1 Wear face mask and maintain social distancing at all times.
- 2 Avoid handshakes and fist bumps as a form of greetings. Greet each other with a simple nod or putting your hand on your chest.
- 3 Avoid close conversation or chatting. Use instant messaging to communicate.
- 4 Bring and use your own pen.
- 5 Conduct meetings via video/tele conference as much as possible.
- 6 Avoid eating together.
- 7 Ensure that all employees have a monthly supply of ascorbic acid and multivitamins.
- 8 Employees experiencing symptoms such as sore throat, cough, colds, fever, loss of taste/smell, or diarrhea shall inform MHO for proper guidance and need not report to work physically. Additionally, if 2 or more symptoms are present and exposed to a COVID-19 positive patient, isolate at once and take an antigen or RT-PCR test on the 5th day from the onset of symptoms.






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- 9 Alternative Work Arrangements may be adopted to ensure physical distancing in the workplace.
- 10 Use thermal scanner to screen all persons entering the Lingayen Municipal Hall. Any person with temperature above 37.3 C shall not be allowed entry.
- 11 The entrance of the Lingayen Municipal Hall and its various offices should be equipped with an alcohol station and disinfecting mat.
- 12 The Western stairwell shall be used exclusively in going up the 2nd floor, while the Eastern stairwell shall be used exclusively in going down.
- 13 Use UV light or alcohol to disinfect all doorknobs and stair railings.
- 14 Adjacent office tables should have plexiglass barriers between them.
- 15 Every office should disinfect all documents to be received by it using containers with UV light for at least 15 minutes.
- 16 All offices should be disinfected with UV light or ionizer after office hours or as necessary.
- 17 Vaccination should be limited to 100 persons a day per Rural Health Unit to avoid crowding.
- 18 Flag raising ceremonies shall be limited to PNP and BFP personnel until further notice.

This executive order shall take effect immediately.

Done, this 15th day of January, 2022, in Lingayen, Pangasinan.



**LEOPOLDO N. BATAOIL**  
Municipal Mayor

