



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

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MEMORANDUM

TO : LTO REGIONAL DIRECTORS
CHIEFS OF OFFICES (DISTRICT/EXTENSION OFFICES AND LICENSING CENTER)
PMVIC OWNERS

SUBJECT : PMVIC COVID-19 PROTOCOL

DATE : 29 DECEMBER 2020

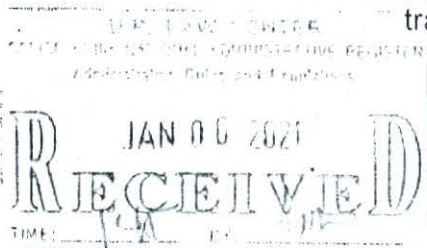
In compliance with Covid-19 nationwide IATF advisory, the following will be enforced to all Private Motor Vehicle Inspection Centers (PMVICs):

- All facility personnel and clients are required to wear face mask and full face shield while inside the PMVIC premises. Face mask must be replaced when soaked and soiled.
- Remind facility personnel to replace wet face masks.
- Visible medical/clinic office is encouraged to address Covid-19 concern of clients and personnel.
- Isolation room must be set up for clients showing signs and symptoms of Covid-19.
- Placing hand sanitizers/alcohol in multiple locations to encourage hand hygiene.
- Stop handshaking and use other non-contact methods of greeting.
- Disinfection of hands at the entrances and at regular intervals is encouraged.
- Increasing ventilation by opening windows or adjusting air conditioning units.
- Placing posters around the vicinity for constant reminders of public health hygiene to lessen COVID-19 transmission which emphasizes on:
 - Wearing of FACE MASK
 - Wearing of FACE SHIELD
 - Social distancing
 - Hand washing
 - Telephone number of nearest medical facility or barangay
- ALL PMVIC personnel are strongly advised to undergo rapid testing for Covid19 Virus every Monday of the week before the commencement of operation.

I. AT THE ENTRANCE:

- Identify and check for appointment when applicable
- One (1) car, one (1) person policy shall be enforced
- Health declaration needs to be accomplished, per person using own ballpen in accomplishing health declaration
- TEMPERATURE:

1. Take driver temperature before entering (use non-contact thermal scanner)
2. Once feverish client is found (>37.5°C), move them to a less traffic area/isolation tent where they can rest.



- ❖ *Never take client's temperature who are coming in from high temp place. Give them 5 minutes to cool off*
- 3. Retake temperature after 10 mins
- 4. If the retake has the same reading, advise client to seek doctor's help or call Covid-19 hotline.

- Disinfection of hands of clients will be required (either by handwashing, if it is available by the entrance, or alcohol. Minimum of 70% alcohol content)
- All clients will be required to step on the disinfection shoe mat before entering the PMVIC premises

II. AFTER GETTING QUEUE NUMBER:

- The client will be assisted to take all valuables from the car.
- The car gets disinfected as per vehicle disinfection protocol.
- After going through vehicle disinfection, the car is positioned for queuing while the customer waits at the customer lounge observing physical distancing.
- During the conduct of inspection, driver keeps all the windows open for good ventilation and to lessen possibility of getting infected.
- After inspection, driver brings the printed result and meets up with customer at the parking lot, this action limits customers MVIR from coming in and out of the inspection area.-

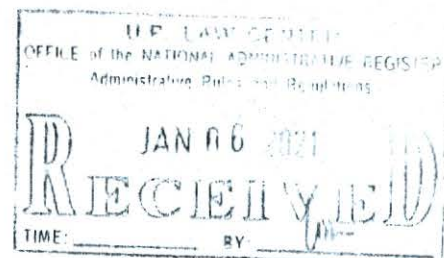
III. AFTER OFFICE HOURS:

- After office hours, disinfection of PMVIC shall be performed as per disinfection protocol.

IV. OPERATIONS CHECKLIST:

A. Personal Protective Equipment (PPE) for disinfection.

- 1) For customers:
 - Mask (that covers mouth and nose)
 - Full face shield
- 2) For all employees
 - Mask (disposable, 3 ply)
 - Full face shield
 - Hand gloves
- 3) For person that will disinfect the car (can be the designated driver of the center)
 - Hazmat suit
 - Facemask
 - Gloves
 - Foot cover
 - Goggles
- 4) Guards
 - Face shield
 - Masks
 - Gloves



- B. At the entrance
- Thermal scanner
 - Alcohol
 - Disinfectant foot mat

- C. Counters
- Alcohol
 - Acetate or plastic division or face shield

V. COVID 19 EXPOSURE

In the event that the PMVIC Personnel or client is exposed to a suspected COVID19 positive individual, the following protocols are to be observed:

- Isolate the exposed employee or client
- Refer the suspected personnel or client to an accredited quarantine facility
- Inform barangay if transfer is needed

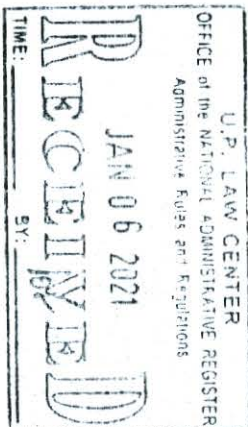
VI. DISINFECTION PROTOCOL (proper training for disinfection is required for OSHA compliance)

I. Cleaning agents and disinfectant:

- a. Use only EPA/ CDC/ WHO/ DOH approved disinfectants and cleaning solutions
- b. Disinfectants to be prepared and applied in accordance with the manufacturer's recommendation
- c. Disinfectants must be kept in well ventilated area
- d. Wear appropriate PPE when opening and mixing disinfectants. At minimum, wear disposable outwears
- e. Ensure proper storage of disinfectants and cleaning agents. Also check expiry date

II. Cleaning guidelines for areas exposed to confirmed case (s) of COVID-19 in non-hospital premise:

- a. Wash hands thoroughly
- b. Wear your PPE (train sprayers for proper donning and de gloving/ removal of PPE)
- c. Avoid touching nose, mouth and eyes
- d. Gloves should be removed and discarded if they become soiled or damaged and a new pair worn
- e. Hands should be washed with soap and water immediately
- f. Discard all used PPEs in biohazard bags which should then be secured and labelled
- g. Crew should be aware of the symptoms and should report their occupational health service
- h. Fill tank with disinfecting solution/ prepare/ damp micro fiber cloth/ mop
- i. Where possible, seal off areas where the confirmed case has visited before carrying out disinfection to prevent unsuspecting people from being exposed. Also disconnect utility supplies if in the plan
- j. Plan and execute work route, ask for assistant/representative from client (make sure they are also wearing PPE)



- k. Display Wet Floor signs
- l. Work systematically, from higher areas to low
 - i. Always start at the back of the facility and proceed to the front
 - ii. Always begin application on the ceilings and move down the walls
- m. Spray/ wipe/ mop walls, floors, frequently touched areas (lift buttons, hand rails, doorknobs, arm rests, seat backs, air/ light controls, keyboards, switches and toilet surfaces according to manufacturers' instructions and allow to air dry
- n. Spray/ wipe all accessible surfaces of walls as well as blinds
- o. Repeat spraying/ wiping/ mopping with prepared disinfectant
- p. Discard equipment made of cloth/ absorbent materials (e.g., mop and wiping cloths) in biohazard bags after cleaning each area to prevent cross contamination
- q. Biohazard bags should be properly disposed of upon completion of disinfecting work

III. Post cleaning and disinfection

- a. Inspection to be conducted by representatives from both client and service provider to ensure appropriate disinfection was successfully completed
- b. Service report/ acceptance to be accomplished and signed
- c. After changing to normal clothes while practicing proper decontamination and doffing procedure, disinfecting team huddles for service assessment

For guidance and strict compliance.


EDGAR C. GALVANTE
Assistant Secretary

