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|  **DONG NAI PROVINCE** **PEOPLE’S COMMITTEE** No. 11715/UBND-KGVX Ref. Temporary Guide to the implementation of business and production options ensuring the COVID-19 pandemic prevention and control |  **SOCIALIST REPUBLIC OF VIETNAM** **Independence – Freedom – Happiness** *Dong Nai, September 25, 2021* |

 To:

 - Departments and sectors;

 - Vertical agencies in the province;

 - Non-business units in the province;

 - Enterprises in the province;

 - People's Committees of districts and cities.

Pursuant to Official Letter No. 6565/BYT-MT dated August 12, 2021 by the Ministry of Health on the COVID-19 pandemic prevention and control at production and business establishments;

Pursuant to Plan No. 11102/KH-UBND dated September 15, 2021 by the People's Committee of Dong Nai Province on gradually restoring socio-economic activities ensuring the COVID-19 pandemic prevention and control in Dong Nai Province in the new situation;

The Chairman of the People's Committee of Dong Nai Province temporarily guides the implementation of production and business plans to ensure the COVID-19 pandemic prevention and control according to Plan No. 11102/KH-UBND dated September 15, 2021 of the Provincial People's Committee of Dong Nai Province in Dong Nai Province, specifically as follows:

**I. PURPOSE AND REQUIREMENTS**

**1. Purpose**

To create favorable conditions for enterprises in the province to gradually restore production and business activities; at the same time, to ensure safety for the pandemic prevention and control, thereby contributing to stabilizing economic growth, recovering and developing production and business when the pandemic is under control.

**2. Requirements**

- Providing specific instructions on production and business options of enterprises to ensure the COVID-19 pandemic prevention and control in Dong Nai Province in order to create conditions for maximum support for enterprises and employees.

- Enterprises work closely with departments, sectors, and local authorities to solve or propose to promptly and quickly solve difficulties and problems arising from the impact of the COVID-19 pandemic during production and business activities.

**II. SCOPE AND APPLICATION OBJECTS**

**1. Scope**

This guide stipulates a number of conditions and procedures for receiving dossiers on proposing a number of production and business options of enterprises to ensure the COVID-19 pandemic prevention and control in Dong Nai Province.

**2. Application Subjects**

- Employees and employers at enterprises in Dong Nai Province.

- State management agencies, units and other organizations and individuals involved in the guiding of the implementation of production and business options to ensure the COVID-19 pandemic prevention and control in Dong Nai Province.

**III. GENERAL CONDITIONS FOR THE IMPLEMENTATION OF THE OPTIONS**

**1. For enterprises**

- Enterprise without F0 cases within 14 days has a production and business option which has been approved by the competent authorities as prescribed in this Temporary Guide before implementation.

- When operating, enterprises must commit to fully and seriously implementing regulations on the COVID-19 pandemic prevention and control in Decision No. 2194/QD-BCDQG dated May 27, 2020 of the National Steering Committee for the COVID-19 pandemic prevention and control and other guiding documents and instructions by the Ministry of Health and the province on the COVID-19 pandemic prevention and control at enterprises; In particular, it is necessary to arrange a place to temporarily isolate F0 and F1 cases when a pandemic situation takes place.

- Enterprises implementing the 3-on-site option, the 1 route - 2 locations option or a combination of the two options (hereinafter referred to as the 3 on-site option), strictly comply with the following requirements:

+ Strictly manage the entry and exit of employees participating in the 3-on-site, minimizing the possibility of contact with people outside the enterprise. In case of having to go out, when returning to the enterprise, the workers must be arranged in the buffer zone for at least 3 days to be monitored and limited contact with other workers at the enterprise (In case of having medical examination and treatment at hospitals, when retuning the workers have to be isolated for 14 days). If contact is necessary, the contact person has to wear personal protective equipment and perform 5K according to regulations; perform testing for workers twice by RT-PCR method (single sample or pooled sample) on the 1st and 3rd days before putting them into production and temporarily staying with other workers.

+ Not to allow workers to return to the locality or to take workers into the enterprise without the consent of the local authorities.

- Drivers, shippers must strictly comply with the regulations under Notice No. 217/TB-SGTVT dated September 2, 2021 by Dong Nai Department of Transport. Noted that the driver must have a negative test certificate which is valid within 72 hours, limiting leaving the cabin during the delivery and receipt of goods, strictly complying with the 5K principle, using means of communication to contact, limiting direct contact with others; When necessary, the driver may leave the cabin but must be equipped with medical protective tools or wear a closed hat with a droplet blocking glass to prevent infection.

- Enterprises and shippers are responsible for loading and unloading goods, not contacting people on the vehicle, arranging buffer zones for goods delivery, contactless delivery, and disinfection of goods.

- As soon as an F0 has been detected in the enterprise, the enterprise must immediately activate the pandemic prevention plan at the enterprise and immediately notify the district-level pandemic prevention and control steering committee and the district-level health agency where the enterprise is operating and Dong Nai Industrial Zones Authority (for enterprises located in industrial zones) or Dong Nai Department of Labor, War Invalids and Social Affairs (for enterprises outside industrial zones). Enterprises must immediately stop the operation of the production line and workshop with F0, immediately isolating F0 and tracing F1, F2.

- Enterprises take responsibility before the law when they do not fully comply with pandemic prevention and control regulations which results in the spread of the disease.

**2. Employees**

- Ensure that employees participating in the options live in the local green zones, having received at least 1 dose 0f vaccine (after 14 days) or having been cured of COVID-19 within 180 days.

- Employees working at the enterprise must strictly comply with the regulations on the pandemic prevention and control, complying with the 5K requirements, and the internal rules and regulations of the enterprise.

- Employees, when going home every day by personal means of transport, must follow the correct route from the place of residence to the enterprise and vice versa; not to stop, park or visit other areas that are not on the correct travelling route.

- Employees are responsible before the law when they do not strictly comply with regulations on the pandemic prevention and control, causing the spread of the disease.

**3. Travelling applied in production options**

**3.1** For an enterprise that arranges a concentrated shuttle for workers, it has to meet the following requirements:

- Notify the list of employees to be transported to the People's Committee of the commune/ward where the workers reside for coordination and supervision.

- Concentrated shuttles must be registered or provided with a QR code. The steps for applying for a QR code for a worker's vehicle are as follows:

**\* Step 1**: Contact and send documents via phone number, Zalo: 0933653573 - Division of Transportation and Vehicle Management - Dong Nai Department of Transport.

The dossier includes a written request for issuance of QR code for the enterprise’ vehicles approved to implement the option (including a list of vehicles: number plates, drivers' full names - ID card numbers, the enterprise’s address, addresses of the workers’ places of residence, the notification of approval for the implementation of the production option by the competent authority.

In case the enterprise implements the exchange or addition of employees, in addition to the above documents, the enterprise will also send a plan on arranging the travelling when performing the addition or swap of employees which must contain the following information: vehicle-number plate, number of driver-employee, route-area passing, start time and finish time of the travelling of added or swapped workers).

**\* Step 2**: After checking and appraising the enterprise's dossier, if it is not suitable, the Department of Transport immediately responds to the enterprise with the reason, if it is appropriate, the Department of Transport will enter data and issue a Means Identifying Certificate with a QR code (file format being .pdf).

**\* Step 3**: After receiving the results, the enterprise has the Certificate printed out and pasted on the vehical.

- Ensuring the principle that on a means of transportation there are only employees of one enterprise; employees take the same vehicle to go to and fro (if going back every day). Employees getting on the shuttle must have their body temperature checked, and people with symptoms of cough and fever will not be allowed to get on the vehicle; There should be a fixed seat management on the vehicle. Not to stop, park or enter other places so that people on the vehicle can contact with outsiders; disinfect vehicles after each trip.

**3.2** For enterprises that let workers go to and fro each day by personal means of transport (two-wheelers or cars with less than nine seats), the enterprise is required to work with the People's Committee of the commune, ward or town where the employee lives to agree on the departure and return of the employee so that the People's Committee of the commune/ward/town can sign the certification. The certificate must have the specific route from home to workplace and vice versa. This certificate is considered as a travelling document which employees present when required by patrol and control forces. Enterprises have responsibility for the safety from the spread of the disease when letting workers go to and fro by personal means of transport.

*(Form of the Certificate is attached)*

**4. Testing for employees**

Enterprises are responsible for conducting testing for employees according to the conditions on time and methods of testing in each case are specified in Parts IV and V of this Temporary Guide.

**IV. OPTIONS AND STEPS IMPLEMENTED BY ENTERPRISES**

***1. For enterprises that are implementing the 3-on-site option***: Enterprises may continue to implement the registered plans. In addition, in order to ensure continuous production without breaking the production chain, enterprises can add the following contents:

**1.1. Exchanging or adding employees:**

**1.1.1. Implementation conditions:**

- Meet the general conditions for enterprises, employees, and travelling specified in Part III of this Temporary Guide.

- For employees who are taken by the enterprise for operation (swap or supplement): the enterprise must test the employees for the first time on the first day by the rapid antigen test method with negative results. stay in the buffer zone for at least 3 days and then be re-tested for the second time by RT-PCR method (single sample or pooled sample), negative results before being put into production.

- For employees returning to the locality after the 3-on-site implementation, the following conditions must be satisfied:

+ Enterprises carry out testing for employees; Returning workers must have negative COVID-19 test results by RT-PCR method (single sample or pooled sample) within 3 days from the date of sample collection.

+ Arranging the return of workers to the locality by concentrated means of transportation. In case the enterprise lets employees return to the locality by personal means of transportation, it must ensure that the travelling is carried out safely without infection. At the same time, the enterprise is responsible for issuing the certificate of travelling to workers returning to the locality.

+ Workers returning to their localities must declare to the Healthcare Centers of communes, wards and townships where they reside, self-monitoring their health at home for 7 days, and strictly complying with 5K regulations. On the basis of the list of returning workers sent by DIZA, the Department of Labor, War Invalids and Social Affairs or the People's Committee of the district; the People's Committees of wards, communes and townships supervise returning workers in the implementation of the pandemic prevention and control measures.

- The swap depends on the agreement between the enterprise and the employees' wishes, the number of swaps is decided by the enterprise.

**1.1.2. Implementation steps:**

**Step 1:** Enterprises submit documents to DIZA (for enterprises in industrial zones) or the Department of Labor, War Invalids and Social Affairs (for enterprises outside industrial zones). Dossier includes Registration documents, The plan of supplementing and exchanging employees (including a plan on travelling, vehicles - number plates, number of drivers - workers, route - area passing, start time – finish time of the pick-up of added or swapped workers); a list of added or swapped employees with specific ID card numbers and places of residence; undertaking to carry out the testing in accordance with regulations.

**Step 2:**

+ For enterprises that have been inspected for the pandemic prevention and control and the 3-on-site option: Based on the results of the enterprise inspection, within 2 working days, DIZA or the Department of Labor, War Invalids and Social Affairs will promulgate a written approval (sending the list of employees to the People's Committee of the district where the enterprise operates and where the employee resides if the employee resides in another district-level area where the enterprise operates) or refuse to add or swap employees to work.

+ For enterprises that have not been inspected for pandemic prevention and control and the 3-on-site option: Within 2 working days after receiving the dossier, the competent agency will notify the enterprise the inspection schedule and coordinate with the district-level People's Committee, departments and sectors to inspect and appraise the enterprise's plan.

Within 2 working days from the end of the inspection, DIZA or the Department of Labor, War Invalids and Social Affairs must issue a notice of approval or rejection of the worker addition or exchange of the enterprise. The approval notice and list of employees will be sent by DIZA or the Department of Labor, War Invalids and Social Affairs to the People's Committee of the district/city for coordination and supervision.

**Step 3:** Within 1 working day, the People's Committee of the district/city where the employee resides will notify the communes, wards and townships of the information and the list of added or swapped employees of the enterprise.

**Step 4:** The enterprise arranges workers to come to a buffer zone (inside or outside the enterprise) by concentrated means of transport to ensure safety and non-infection; the time of staying in the buffer zone being at least 3 days and performing COVID-19 test. During the testing process, 5K must be complied with and new employees must not come into contact with the former employees.

*(Encourage enterprises to allow additional workers to stay in the buffer zone for more than 3 days, but before participating in production, they must have a negative test result by RT - PCR method on the last day of their stay in the temporary residence).*

**Step 5:** Enterprises put workers in production and they stay at the enterprise's accommodation area.

**1.2. Letting employees go to and fro daily at enterprises that are implementing the 3-on-site option :**

**1.2.1. Implementation conditions:**

- Meet the general conditions for enterprises, employees, and travelling specified in Part III of this Temporary Guide.

- The percentage of employees going to and fro: On the first 7 days, no more than 20% of the total number of employees who are implementing the 3-on-site option. Then there is an increase of not more than 20% every 7 days until the total number of employees implementing the 3-on-site option of the enterprise are let go to and fro;

- The testing of employees is carried out periodically according to the proactive plan of the enterprise.

- Arranging the travelling which ensures safety and non-infection.

**1.2.2. Implementation steps:**

**Step 1**: Enterprises submit registration documents to DIZA or the Department of Labor, War Invalids and Social Affairs to notify the plan for workers to go to and fro daily. Within 2 working days, the competent authority will issue a written approval or refusal.

The dossier includes a written registration for the implementation of the plan, specifying the number of employees (meeting the prescribed ratio), the means of transportation of employees (If workers go to and fro every day by concentrated means of transport, it is neccesary to specify pick-up points for workers in communes, wards and townships) and a list of employees with specific information about their residence.

**Step 2**: The enterprise submits the dossier for the registration of the plan on letting employees go to and fro to the People's Committee of the commune, ward or town where the employee resides.

*\* In case of lettng employees go to and fro by personal means of transport*

Dossiers to apply for certification include a written request, the list of employees (specifically the address of the employee's place of residence), the notice of approval of the competent authority on the implementation of the plan, the certificate of each employee named on the list.

Within 2 working days from the date of receiving the enterprise's dossier, the People's Committee of the commune, ward or township signs the certification at the request of the enterprise, carrying out the management of employees at the place of residence; at the same time, notifying DIZA or the Department of Labor, War Invalids and Social Affairs, People's Committees of districts/cities for monitoring and synthesizing.

In case the People's Committee of the commune, ward or township does not sign certification, it must give a written reply to the enterprise with clearly-stated reasons.

*\* In case lettng employees going to and fro by concentrated means of transportation:*

Enterprises register for the issuance of QR codes for concentrated shuttles by competent authorities as prescribed in Point 3, Part III of this Temporary Guide.

**Step 3**: The enterprise is responsible for arranging the daily return of workers according to the approved plan to ensure safety and non-infection. At the same time, periodic testing must be carried out according to the proactive plan of the enterprise and notified to DIZA or the Department of Labor, War Invalids and Social Affairs for their management.

During the implementation process, DIZA or the Department of Labor, War Invalids and Social Affairs will coordinate with the People's Committee of the district or city where the enterprise is headquartered to inspect the implementation of the plan of the enterprise.

***2. For enterprises that have stopped operation due to their failure to perform the 3 on-site option, and now wish to be operational again***: Enterprises may choose 1 of the following 2 cases:

**2.1. Register for the 3-on-site as prescribed**

- Meet the general conditions on enterprises, workers and travelling in Part III of this Temporary Guide.

***\* Implementation Steps:***

**Step 1**: Enterprises send dossiers to DIZA (for enterprises located in industrial zones) or the Department of Labor, War Invalids and Social Affairs (for enterprises outside industrial zones).

A dossier includes a written request for approval for the implementation of the 3-on-site option, the 1 route - 2 locations option to meet the requirements of the COVID-19 pandemic prevention and control, security and order, fire prevention and control, food safety and environmental sanitation; layout plan of temporary accommodation areas; a list of employees who agree to participate in the option with a specific address of their residence; regulations of temporary residence; report on the results of the assessment of the risk of COVID-19 infection at the workplace and where employees live according to Decision No. 2194/QD-BCDQG dated May 27, 2020 by the National Steering Committee for the COVID-19 Prevention and Control; a commitment to meet and fully fulfill the conditions of temporary residence at the enterprise.

**Step 2**: Not later than 2 working days after receiving the complete dossier of the enterprise, the competent agency will notify the inspection schedule to the enterprise and in coordination with the district-level People's Committee, the province-level departments and sectors carry out the inspection and appraisal of the enterprise's plan.

Within 2 working days from the end of the inspection, DIZA or the Department of Labor, War Invalids and Social Affairs must issue a notice of approval or rejection of the enterprise's plan. The notice of approval and the list of employees will be sent by DIZA and the Department of Labor, War Invalids and Social Affairs to the People's Committee of the district/city for coordination and supervision; at the same time, they will inform the commune, ward and township where the employee resides of the fact that the enterprise will have the employee join the 3-on-site option.

**Step 3**: The enterprise takes workers into the accommodation area by concentrated means of transportation, ensuring safety and non-infection.

**Step 4**: Carry out COVID-19 tests for employees, with negative results for the first time by rapid antigen test on Day 1 and Day 3 by RT - PCR method (single sample or pooled sample 5 or pooled sample 10).

**Step 5**: The enterprise officially begins operation after 2 times of testing for employees. After that, the periodic testing will be done as prescribed.

**2.2 Letting employees go home daily:**

***2.2.1 Implementation conditions***:

- Meet the general conditions for enterprises, employees, and travelling specified in Part III of this Temporary Guide.

- The periodic testing for employees is done according to the proactive plan of the enterprise.

- Arranging travelling which ensures safety and non-infection.

***2.2.2 Implementation steps:***

**Step 1**: Enterprises submit dossiers of registration for the implementation of production plans to DIZA (enterprises in industrials zones) or the Department of Labor, War Invalids and Social Affairs (enterprises outside industrial zones);

Dossier includes a written registration for the implementation of the production plan; the travelling plan specifying the number of employees, the means of transportation of the workers (if employees go to and fro daily by concentrated means of transportation, it must specify the pick-up points for workers in communes, wards, towns) and a list of employees with specific information about their places of residence.

**Step 2**: No later than 2 working days from the date of receiving a complete application from the enterprise, the competent agency will notify the enterprise of the appraisal schedule and coordinate with the district-level People's Committee, departments and sectors to carry out the appraisal of the enterprise's production plan.

Within 2 working days from the end of the appraisal, there is a notice of approval or rejection of the enterprise's registration plan; at the same time, a notice of approval will be sent to the People's Committee of the district or city where the employee resides for information and coordination.

**Step 3**: The enterprise submits the application for the registration of the employee's travelling plan to the People's Committee of the commune, ward or town where the employee resides.

*\* In case of letting employees go to and fro by personal means of transportation*

Dossier for the certification includes a written request; the list of employees (specifically their residence addresses); the notice of approval of the competent authority on the implementation of the plan; the certificate of each employee named on the list.

Within 2 working days from the date of receiving the enterprise’s complete dossier, the People's Committees of communes, wards and townships will sign the certification at the request of the enterprise, carrying out the management of employees at the place of residence. At the same time, they will notify DIZA or the Department of Labor, War Invalids and Social Affairs, People's Committees of districts and cities for monitoring and synthesizing.

In case the People's Committee of the commune, ward or township does not sign certification, it must give a written reply to the enterprise with clearly-stated reasons.

*\* In case lettng employees going to and fro by concentrated means of transportation:*

Enterprises register for QR codes for concentrated shuttles with competent authorities as prescribed in Point 3, Part III of this Temporary Guide.

**Step 4**: The enterprise is responsible for arranging the daily departure and return of employees according to the approved plan, ensuring safety and non-infection. At the same time, periodic testing must be carried out according to the proactive plan of the enterprise and notified to DIZA or the Department of Labor, War Invalids and Social Affairs for their management.

During the implementation process, DIZA or the Department of Labor, War Invalids and Social Affairs will coordinate with the People's Committee of the district or city where the enterprise is headquartered to inspect the implementation of the enterprise’s plan.

**V. SOLUTIONS FOR INCURRING SITUATIONS**

**1. Enterprises implementing the 3-on-site option**

***1.1. In case the enterprise stops implementing the 3-on-site option:***

***1.1.1. For enterprises without F0 cases for 14 days***

**Step 1**: Enterprises send dossiers to DIZA (for enterprises in industrial zones) or the Department of Labor, War Invalids and Social Affairs (for enterprises outside industrial zones). Dossier for the termination of the plan implementation includes:

- The enterprise's written request to terminate the implementation of the plan (including the commitment of the employee to make medical declaration in the locality according to regulations, commitment to test employees before they return to their localities).

- List of employees with full information about full names, ID card numbers, phone numbers, residence addresses.

**Step 2**: Within 1 working day after receiving the complete dossier of the enterprise, the competent agency will consult in writing the People's Committee of the district or city where the employee will return.

Within 2 working days from the date of receiving the document, the People's Committee of the district or city will give feedback on the receipt of workers returning to the locality.

Within 1 day from the date of receiving the reply approving the acceptance, DIZA or the Department of Labor, War Invalids and Social Affairs will issue a notice approving the termination of the enterprise’s 3-on-site option implementation and at the same time notify the People's Committees of communes, wards and townships where the workers reside for coordination.

**Step 3**: The enterprise conducts testing for all employees. Returning workers must have negative RT-PCR test results (single sample or pooled sample) within 3 days from the date of sampling.

**Step 4**: Enterprises arrange to take workers back to their localities by concentrated means of transportation. In case the enterprise lets workers return to the locality by personal means of transportation, it must ensure that the travelling is carried out safely without infection and the enterprise is responsible for issuing the certificate to the workers returning to the local areas.

**Step 5**: Returning workers must declare to the Healthcare Center of the commune, ward or town where they reside, self-monitoring their health at home for 7 days, and strictly comply with 5K regulations. People's Committees of wards, communes and townships supervise workers returning to their localities for the pandemic prevention and control measures.

***1.1.2. For enterprises that have a case of infection for a 14-day period:***

Implement treatment plans when enterprises have infected cases according to regulations.

***1.2. In case the employee wishes to return to the locality while the enterprise is continuing to implement the approved plan:***

**Step 1**: The enterprise compiles a specific list of the employee's place of residence, together with a request to receive the worker returning to the locality, and sends it to the People's Committee of the city or district where the employee resides.

**Step 2**: Within 2 working days, the People's Committees of the districts and cities will issue a notice of approval or refusal to the enterprise and notify the wards, communes and townships that will receive the returning workers in case of acceptance.

**Step 3**: Enterprises carry out testing for employees. Returning workers must have negative RT-PCR test results (single sample or pooled sample) within 3 days from the date of sampling.

**Step 4**: Making arrangements to take workers back to the locality by concentrated means of transportation. In case the enterprise lets workers return to the locality by personal means of transportation, it must ensure that the travelling is carried out safely without infection and the enterprise is responsible for issuing the certificate to the workers returning to the local areas.

**Step 5**: Returning workers must declare to the Healthcare Center of the commune, ward or town where they reside, self-monitoring their health at home for 7 days, and strictly complying with 5K regulations. People's Committees of wards, communes and townships supervise returning workers to implement pandemic prevention and control measures.

**2. In case an enterprise that is not operational needs to arrange a small number of employees to come to the enterprise to deal with urgent and necessary work for a short time and not to temporarily reside at the enterprise**

***2.1. Conditions:***

- Employees who come to the enterprise must live in a local green zone and must receive at least 1 dose of vaccine (after 14 days) or have been cured of COVID-19 within 180 days, with a negative test result within 72 hours;

- Unscheduled and necessary jobs such as maintenance of machinery and equipment, urgent import and export, payment procedures for employees, tax finalization reports,...;

- Enterprises arrange to pick up and drop off workers by concentrated means of transportation.

***2.2. Implementation steps:***

**Step 1**: Enterprises send registration documents to DIZA (for enterprises in industrial zones) or the Department of Labor, War Invalids and Social Affairs (for enterprises outside industrial zones).

The dossier includes a written registration for employees to come to the enterprise to perform unscheduled work with a commitment of the enterprise and the employees in terms of ensuring safety against COVID-19; a detailed list of employees to be sent to the enterprise to work (place of residence, time, departure - destination).

**Step 2**: Within 2 working days after receiving the enterprise’s complete dossier, DIZA or the Department of Labor, War Invalids and Social Affairs will issue a notice of approval or refusal for the enterprise. and send it to the People's Committee of the city or district where the enterprise is located.

**Step 3**: The enterprise arranges a concentrated vehicle to pick up the workers to the enterprise to do the work and take the workers back to the place of residence until the work is completed according to the registered time.

Above is a temporary guide to implement production and business options to ensure the COVID-19 pandemic prevention and control according to Plan No. 11102/KH-UBND dated September 15, 2021 by the People's Committee of Dong Nai Province in Dong Nai Province. Any contents which are proposed by enterprises and different from this Guide, will be reported by DIZA and the Department of Labor, War Invalids and Social Affairs to the Provincial People’s Committee of Dong Nai Province to be promptly considered and handled.

 **ON BEHALF OF THE CHAIRMAN**

 **VICE-CHAIRWOMAN**

*(signed and sealed)*

 **Nguyen Thi Hoang**

***Recipients:***

- As above;

- Dong Nai’s Provincial Party Committee, People's Council, Vietnam Fatherland Front Committee;

- Chairman, Vice-chairpersons of the Provincial People's Committee;

- Provincial Delegation of the National Assembly;

- Provincial Labor Confederation;

- Provincial Steering Committee for COVID-19 Prevention and Control;

- Press agencies in the province;

- Office Head, Vice-Office Heads of the Provincial People's Committee;

- Saved at Document Section, divisions, the Provincial Electronic Information Portal.

 **SOCIALIST REPUBLIC OF VIETNAM**

 **Independence – Freedom – Happiness**

 *.......... (date)......, 2021*

**Ordinal number** ..........................

 **CERTIFICATE**

 **Daily Travelling of Employee from Residence Place to Workplace**

1. Full name:.................................................. Gender: …………

2. Date of Birth…………………….;

3. ID card number: ......................................; Date of Issuance:…………………….;

 Place of Issuance:....................................................................................................

4. Phone number: ...................................................................................................... ;

5. Vaccinated: 01 dose 02 shots

6. Current residence:....................................................................................................

7. Workplace:...............................................................................................................

 Address:....................................................................................................................

8. Working position: .....................................................................................................

9. Travelling route: The employee travels daily between the 2 locations between

 the current residence (Item 6) and the workplace (Item 7).

10. Daily travelling time: Departure time:……………Return time:…………………

The Enterprise confirms that the above-named person is an employee of the enterprise and is committed to ensuring that the travelling is carried out safely without the spread of COVID-19.

The employee commits that the above information is true, following the correct travelling route without visiting any places other than the 2 locations mentioned in Items (6) and (7) of this Certificate; at the same time, taking full responsibility before the law for strictly complying with regulations on the COVID-19 pandemic prevention and control.

*Presented with ID card or employee card and personal QR Code on “VN-eID” app and Electronic Health Book (or after making medical declaration at https://suckhoe.dancuquocgia.gov.vn)*

 **CERTIFIED BY ON BEHALF OF EMPLOYEE**

**THE COMMUNE/WARD THE ENTERPRISE** *(sign and full name)*

**PEOPLE’S COMMITTEE** *(sign, seal and full name)*

 *(sign, seal and full name)*