



**Republic of the Philippines**  
**Professional Regulation Commission**  
**Manila**



PROFESSIONAL REGULATION COMMISSION  
**MEMORANDUM ORDER NO. 08**  
SERIES OF 2020  
February 11, 2020

**TO : CONCERNED OFFICIALS AND EMPLOYEES**

**SUBJECT : GUIDELINES ON 2019 NOVEL CORONAVIRUS (2019-nCoV) PREVENTION AND CONTROL AT ALL PRC OFFICES**

In view of the declaration of the World Health Organization (WHO) that the Novel Coronavirus (2019-nCoV) outbreak is already a Public Health Emergency of International Concern<sup>1</sup> and the Department of Health's (DOH) confirmation of positive 2019-nCoV cases in the Philippines<sup>2</sup>, the Professional Regulation Commission (PRC), in the interest of public health and for the protection of its employees and clients, hereby promulgates this guidelines on the 2019-nCoV prevention and control at all PRC offices including Service Centers and OSSCOs.

**I. COVERAGE**

This guideline shall apply to all PRC offices, including Service Centers and OSSCOs.

**II. GENERAL GUIDELINES**

**A. Work Environment**

1. For sanitation purposes, all PRC offices shall be issued a supply of alcohol-based rub/sanitizers.
2. All common and work areas shall be appropriately cleaned, sanitized and disinfected on a regular basis.
3. Liquid/bar hand soaps, sanitizers, alcohol and disinfectant sprays shall be made available in all comfort rooms, entrance lobbies and including the designated holding room/area.
4. Deliveries of purchased goods including orders for food from outside sources shall not be allowed to be delivered inside the PRC premises. Employee recipients shall receive their respective deliveries at the main entrance gate.

**B. Personal Hygiene**

1. All PRC employees shall, at all times, observe proper hand and respiratory hygiene in accordance with the following WHO's standard recommendations and DOH advisories<sup>3</sup>:
  - Practice frequent and proper handwashing (clean hands by using alcohol-based hand rub/sanitizer or soap and water);
  - Practice proper cough etiquette;
    - i. Always bring a handkerchief/tissue
    - ii. Cover mouth and nose using handkerchief/tissue (sleeves or crook of the elbow may also be used to cover the mouth when coughing or sneezing), throw away used tissue properly and wash hands immediately

<sup>1</sup> <https://www.who.int/>

<sup>2</sup> <https://www.doh.gov.ph/doh-press-release/doh-confirms-first-2019-nCoV-case-in-the-country>

<sup>3</sup> <https://www.doh.gov.ph/2019-nCov/FAQs>

- iii. Move away from people when coughing and do not spit

iv. Always use alcohol/sanitizer

- Avoid touching eyes, nose and mouth;
  - Avoid close contact with anyone who has fever and cough or suffering from acute respiratory infections;
  - When having fever, cough and difficulty breathing, seek medical care early and share previous travel and medical history with the health care provider;
  - Avoid unprotected contact with farm or wild animals.
2. All employees particularly the frontliners are encouraged to always sanitize their hands. The wearing of protective mask<sup>4</sup> is advised only to those employees and transacting public who are suffering from respiratory symptoms or related conditions/infections<sup>\*\*</sup>. In cases where the proper use of mask<sup>5</sup> is required, these should be followed:

- Place mask carefully to cover mouth and nose and tie securely to minimize any gaps between the face and the mask;
  - While in use, avoid touching the mask;
  - Remove the mask by using appropriate technique (i.e. do not touch the front but remove the lace from behind);
  - After removal or whenever you inadvertently touch a used mask, clean hands by using an alcohol-based hand rub or soap and water if visibly soiled
  - Replace masks with a new clean, dry mask as soon as they become damp/humid;
  - At the end of duty, discard single-use masks after each use and dispose of them immediately upon removal; and
  - At the start of duty, wear a new face mask. Do not re-use single-use masks.

\*\*\*The mandatory wearing of protective face masks by the employees particularly those frontliners shall only be undertaken upon further advice by the WHO, DOH and/or RITM

C. Food Safety

Employees are encouraged to practice food safety by consuming foods that are cooked thoroughly and properly handled during food preparation.

D. Travel

1. All employees are required to disclose to their immediate supervisor their travel history/record if said travel is within the period of the outbreak.
2. To prevent the risk of exposure to the 2019-nCoV, all employees shall avoid/defer travel to countries/territories with documented cases of 2019-nCoV. No travel authority shall be issued to employees who intends to travel to the following countries/territories\*\*\* at risk:

CHINA	CAMBODIA	INDIA
HONGKONG	CANADA	ITALY
MACAU	FINLAND	JAPAN
TAIWAN	FRANCE	MALAYSIA
AUSTRALIA	GERMANY	THAILAND
SPAIN	SWEDEN	USA

<sup>4</sup> DOH and the Research Institute for Tropical Medicine (RITM) do not recommend routine wearing of face masks, <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>, <https://www.philstar.com/headlines/2020/02/04/1990245/ritm-urges-public-stop-hoarding-face-masks>

<sup>5</sup> [https://www.who.int/publications-detail/advice-on-the-use-of-masks-the-community-during-home-care-and-in-health-care-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak?fbclid=IwAR2bG0pM619eFGmGiD-aAQp3VEX8KfVfT01zJrS-8zmpA01KTcwbZW0o](https://www.who.int/publications-detail/advice-on-the-use-of-masks-the-community-during-home-care-and-in-health-care-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak?fbclid=IwAR2bG0pM619eFGmGiD-aAQp3VEX8KfVfT01zJrS-8zmpA01KTcwbZW0o)



UAE	UNITED KINGDOM	NEPAL
KOREA	SRI LANKA	VIETNAM
RUSSIA	SINGAPORE	

\*\*\* The listing of countries/territories may be changed from time to time by the WHO. Countries/territories that may be added to the list by the WHO shall be deemed included in the above listing.

III. SPECIFIC GUIDELINES

A. Precautionary Measures

1. Transacting clients

Prior to entrance to PRC premises, all transacting clients shall be required to fill up the Client Travel/Medical History Checklist (Annex A). The Security Guard on duty shall ensure that no client shall enter the PRC premises without having submitted the filled up form.

- 1.1 If the travel history form shows that the transacting client had a recent travel history to and from the countries at risk and from local destinations exposed to the 2019-nCoV, with or without symptoms, the client shall be given a protective face mask and shall be advised by the Security Guard on duty to proceed to the PRC Medical Clinic for proper advice whether to:
- Seek medical consultation with proper health professionals
  - Stay at home and self-quarantine for 14 days or until medically cleared. Isolate themselves from the rest of the members of the household and have their own set of utensils, and if possible, sleeping quarters. Wear protective face mask at all times.
- 1.2 If the medical history form shows that the transacting client is suffering from fever, respiratory tract infections (colds/cough) and flu like symptoms including muscle aches and joint pain, but have no record of travel to countries with confirmed cases of 2019-nCoV, the public shall be given a protective face mask and shall be required to wear the same within the PRC premises until the completion of his/her transaction. If applicable, the client may be directed to the PRC medical clinic for further medical assessment prior to proceeding with his/her transaction.
- 1.3 All frontliners are required to advise the transacting public to sanitize with the alcohol-based sanitizers provided at all transaction windows.

2. PRC Personnel

- 2.1 The Head of Offices/Divisions/Units shall assess the health condition of his/her subordinates and advise them of the proper measures to be taken as provided in this guidelines.
- 2.2 Employees who travelled to countries with 2019-nCoV infection and who had contact with confirmed or suspected cases shall be required to seek medical intervention and to undergo self-quarantine for fourteen (14) days<sup>6</sup>.

<sup>6</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

2.3 Employees who did not travel to the countries/territories with 2019-nCoV infection and who have not been exposed to confirmed or suspected cases but are sick or with existing Medical Conditions such as fever of 38 and above, colds (Upper Respiratory Tract Infections), cough, and flu like symptoms including muscle aches and joint pain shall be required to:

- Immediately seek medical intervention
- Take leave of absence, stay at home

2.4 Medical Clearance shall be secured from any licensed medical practitioner of any medical facilities prior to reporting back to work. The same shall be submitted to the HRDD with the corresponding leave of absence form.

2.5 Employees with pre-existing conditions and risk factors such as advanced age, uncontrolled diabetes, tuberculosis, and with other respiratory conditions shall be required to:

- Always wear protective face mask
- Observe proper hand and respiratory hygiene at all times to prevent spread of disease
- Strengthen body immune system by taking adequate sleep/rest

## **B. Responsibilities**

1. In coordination with the Bids and Awards Committee, the Procurement and Supply Division (PSD) shall ensure the availability of thermal scanners, protective facemasks, disinfecting sprays/solutions/materials, alcohol-based sanitizers, and other medical equipment or supplies necessary in the implementation of this guidelines.
2. The Administrative Service shall be responsible in the implementation of this guidelines. It shall supervise the conduct of entrance screening (through Annex A) by the security guard on duty, and in the conduct of sanitation to all common and work areas of the PRC.
3. The Budget and Management Division (BMD) shall ensure the availability of funds for purposes of the procurement of the above supplies and materials.
4. The General Services Division (GSD), shall ensure that all PRC premises and equipment are sanitized/disinfected at least once daily.
5. The PRC Medical Health Officer and Nurse shall ensure medical assistance and assessment to employees, including the transacting public that need immediate medical attention. In the event that an employee or transacting public is suspected as having 2019-nCoV symptoms, said officers, in coordination with the Administrative Services Director, shall isolate the employee/public immediately in a separate well-ventilated room and report the same by calling the Department of Health (DOH) at numbers: 8-711-1001 and 8-711-1002.
6. The Human Resource and Development Division (HRDD) shall observe the following rules on leave of absence:

5.1 Employees who are required to stay at home or who are served quarantine order for reasons that may be related to 2019-nCoV shall be allowed to take their leave of absence which shall be charged to their annual sick/vacation leave credits.



5.2 For employees who have used up their vacation or sick leave credits, they shall be granted leave of absence without pay.

7. All Office/Division/Unit Heads shall ensure proper endorsement of work by the concerned employee and to designate a substitute or alternate in the performance of the affected function.
8. The Committee<sup>7</sup> on client safety and related concerns shall be responsible in monitoring every development on the 2019-nCoV and to continuously recommend to the Commission on further measures to be taken.

All Regional Offices are likewise directed to implement this guideline in their respective offices. In the absence of a medical officer/nurse, all transacting public with cases as defined under Item III (A.1) shall no longer be allowed to transact but shall be advised to voluntarily submit themselves to any medical facilities for further medical assessment or quarantine, if applicable.


Other precautionary measures as may be advised by the WHO, DOH and other health authorities and/or determined by the Commission as necessary shall be deemed included in this guidelines.

For strict compliance.

  
**TEOFILO S. PILANDO, JR.**  
Chairman  


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<sup>7</sup> Office Order No. 2019-581 s. 2019 – Client Safety and Related Concerns Committee



CLIENT TRAVEL/MEDICAL HISTORY  
CHECKLIST

NAME: \_\_\_\_\_

PRC TRANSACTION: \_\_\_\_\_

Travel History/Specifics:

1. Please check below the countries/territories you have visited within the past three (3) months.

<input type="checkbox"/>	CHINA	<input type="checkbox"/>	CAMBODIA	<input type="checkbox"/>	INDIA	<input type="checkbox"/>	NEPAL
<input type="checkbox"/>	HONGKONG	<input type="checkbox"/>	CANADA	<input type="checkbox"/>	ITALY	<input type="checkbox"/>	KOREA
<input type="checkbox"/>	MACAU	<input type="checkbox"/>	FINLAND	<input type="checkbox"/>	JAPAN	<input type="checkbox"/>	RUSSIA
<input type="checkbox"/>	TAIWAN	<input type="checkbox"/>	FRANCE	<input type="checkbox"/>	VIETNAM	<input type="checkbox"/>	SRI LANKA
<input type="checkbox"/>	AUSTRALIA	<input type="checkbox"/>	GERMANY	<input type="checkbox"/>	MALAYSIA	<input type="checkbox"/>	SINGAPORE
<input type="checkbox"/>	SPAIN	<input type="checkbox"/>	SWEDEN	<input type="checkbox"/>	THAILAND	<input type="checkbox"/>	
<input type="checkbox"/>	UAE	<input type="checkbox"/>	UK	<input type="checkbox"/>	USA	<input type="checkbox"/>	

Medical History/Specifics:

1. Have you been suffering from these symptoms within the last seven (7) days? If yes, please check the appropriate box/s.

<input type="checkbox"/>	Fever	<input type="checkbox"/>	Flu/Influenza	<input type="checkbox"/>
<input type="checkbox"/>	Cough	<input type="checkbox"/>	Colds	<input type="checkbox"/>

I hereby agree/consent to the processing/use of the above personal information for whatever legal purposes it may serve.

\_\_\_\_\_  
(SIGNATURE)