



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION

MEMORANDUM ORDER NO. 53

SERIES OF 2020

August 28, 2020

TO : CONCERNED OFFICERS AND PERSONNEL
Central and Regional Offices

SUBJECT : Interim Guidelines on Workplace Prevention and Control of COVID-19, Workplace-Based Contact Tracing and Referral Management of COVID-19 Confirmed Cases

Pursuant to the Department Memorandum Nos. 2020-0189¹ (s.2020), 2020-0180² (s.2020) and 2020-0258³ (s.2020) of the Department of Health (DOH) dated 17 April 2020, Joint Memorandum Circular No. 20-04-A (s.2020) of the Department of Trade and Industry (DTI) and Department of Labor and Employment (DOLE), relevant issuances of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), and in view of the recent confirmed cases of Corona Virus Disease 2019 (COVID-19) involving personnel and public visiting or transacting in PRC premises, as well as the continuing developments of the COVID-19 pandemic, the Commission hereby promulgates the following guidelines on Workplace Prevention and Control of COVID, Workplace-Based Contact Tracing and Referral Management of COVID-19 Confirmed Cases:

I. OBJECTIVES

- A. To prevent or interrupt ongoing transmission and reduce the contact, spread, and duration of infection within the PRC premises through preventive and precautionary measures which include the updated minimum public health standards and contact tracing;
- B. To facilitate the effective and efficient referral management of PRC confirmed COVID-19 cases to appropriate DOH and local government authorities or health response teams for appropriate contact tracing;
- C. To assist the PRC COVID-19 Task Force in the reporting and monitoring of confirmed cases;
- D. To guide the concerned PRC personnel on the protocols to be observed in the workplace and in cases of COVID-19 confirmed cases; and
- E. To provide the Return-To-Work procedural requirements.

II. COVERAGE

This Guideline shall apply to all Central and Regional Offices, including offsite/service centers nationwide, during the pandemic.

III. DEFINITION OF TERMS

- A. **Minimum Public Health Standard** – refers to the requirement on the proper wearing of masks and face shields, compliance to physical distancing of at least one (1) meter, or two (2) meters when possible, and the frequent handwashing with soap and water or the application of alcohol-based disinfectants;

¹ Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID-19) Cases

² Guidelines on Expanded Testing for COVID-19

³ Updated Interim Guidelines on Expanded Testing for COVID-19

- B. **Initial Contact Tracing/Survey** – refers to the workplace-based contact tracing which involves the identification and follow-up of personnel who may have come into close contact with a confirmed COVID-19 case within the PRC offices, to be conducted by the designated Health Safety Officer (HSO);
- C. **Close Contact** – employees with exposures two (2) days before or within 14 days from onset of symptoms of a suspect, confirmed or probable COVID-19 case, or date of sample collection for asymptomatic cases, until the time that said cases tests negative on laboratory confirmation or other approved COVID-19 confirmatory laboratory test, through the following interaction:
1. Face-to-Face contact with a probable or confirmed case within one (1) meter and for more than 15 minutes, with or without face mask/shield;
 2. Direct physical contact with a probable or confirmed case; or
 3. Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment.
- D. **Contact** – refers to a person who may have a face to face interaction with a probable or confirmed case but beyond one (1) meter distance for not more than fifteen (15) minutes, and with no direct physical contact;
- E. **Symptomatic Employees** – refers to those employees with close contact and are suffering from COVID-19 symptoms as provided under Item III.S of these guidelines;
- F. **Asymptomatic Employees** – refers to those employees with close contact but are not suffering any of the identified COVID-19 symptoms;
- G. **Confirmed COVID-19 case⁴** – any individual who tested positive for COVID-19 through laboratory confirmation (Reverse Transcription-Polymerase Chain Reaction (RT-PCR));
- H. **Probable COVID-19 case⁵** – refers to those suspect case who:
1. tested positive for Rapid Antibody Test,
 2. tested positive for RT-PCR but whose test was not conducted in a national or subnational reference laboratory or officially accredited laboratory for COVID-19 confirmatory testing;
 3. died without undergoing any confirmatory testing.
- I. **Suspect COVID-19 case⁶** – refers to those who has the following conditions:
1. All Severe Acute Respiratory Infection (SARI) cases where no other etiology/examination that fully explains the clinical presentation/condition;
 2. Influenza-like Illness (ILI) cases with any one of the following:
 - i. with no other etiology/examination that fully explains the clinical presentation/condition and a history of travel to or residence in an area that reported local transmission or COVID-19 disease during the 14 days prior to symptom onset; or
 - ii. with contact to a confirmed or probable case of COVID-19 disease during the 14 days prior to the onset of symptoms.

⁴ DOH DM No. 2020-0189

⁵ *ibid*

⁶ *ibid*

3. Individuals with fever or cough or shortness of breath or other respiratory signs or symptoms fulfilling any one of the following conditions:
 - i. aged 60 years and above;
 - ii. with a comorbidity;
 - iii. assessed as having a high-risk pregnancy; and/or
 - iv. health worker
- J. **Contact-Tracing and Reporting Coordinator (CTRC)** – refers to the PRC officer designated to coordinate and submit confirmatory reports to concerned authorities such as the DOH Epidemiology Bureau (DOH-EB), LGU's City Epidemiology and Surveillance Unit (CESU) or the Regional Epidemiology and Surveillance Unit for purposes of local contact tracing. The Regional Director/OIC of NCR Office shall serve as the CTRC for the Central and NCR Office, while the Regional Director in all other Regional Offices (ROs) shall be designated as the Regional CTRC for this purpose;
- K. **Testing Coordinator for COVID-19 (TCC)** – refers to PRC officer designated to coordinate the conduct of COVID-19 testing to all PRC personnel that needs COVID-19 testing (RT-PCR), before the accredited testing laboratories, including the facilitation of the required funding for the required expenditures thereof, in coordination with the Budget and Management Division. The Director/OIC of the Administrative Service (AS) or the Chief of Finance and Administrative Division in ROs shall act as the TCC;
- L. **Office Disinfection Coordinator (ODC)** – refers to the PRC officer designated to coordinate with appropriate agencies or to any COVID-19 Disinfection providers for the conduct of disinfection within the compromised PRC premises. The Chief/OIC of the General Services Division shall act as the ODC;
- M. **SARI** – refers to a Severe Acute Respiratory Infection with history of fever or measured fever of $\geq 38^{\circ}\text{C}$ and cough with onset within the last ten (10) days and requires hospitalization⁷;
- N. **ILI** – refers to an Influenza-Like Illness that involves acute respiratory infection with a measured fever of $\geq 38^{\circ}\text{C}$ and cough with onset within the last ten (10) days⁸;
- O. **At-risk Subgroups** – refers to the at-risk individuals arranged in order of highest to lowest need of testing:
 1. *Subgroup A* – Patients/Personnel with severe/critical symptoms, relevant history of travel/contact
 2. *Subgroup B* – Patients/Personnel with mild symptoms, relevant history of travel/contact, and considered vulnerable (elderly and with pre-existing medical conditions predispose them to severe presentation and complications of COVID-19)
 3. *Subgroup C* – Patients/Personnel with mild symptoms, relevant history of travel/contact
 4. *Subgroup D* – Patients/Personnel with no symptoms (asymptomatic) but with relevant history travel/contact
- P. **Most-at-risk population (MARP)/Vulnerable Workforce** – the most-at-risk population for COVID-19 in the workplace refers to the senior citizens (60 yrs. old and above, pregnant women, and other personnel with underlying health conditions or comorbidities or pre-existing illnesses such as hypertension,

⁷ https://www.who.int/influenza/surveillance_monitoring/ili_sari_surveillance_case_definition/en/

⁸ https://www.who.int/influenza/surveillance_monitoring/ili_sari_surveillance_case_definition/en/

diabetes, asthma, COPD, cancer, blood dyscrasias, chronic liver and kidney diseases, or with an immunocompromised situation);

- Q. **Case Clustering** – a situation where two (2) or more confirmed cases are from the same facility/building whether, in the same/different office space;
- R. **HSO** – refers to the designated Health Safety Officer per Office/Division;
- S. **COVID-19 Symptoms**⁹ – shall refer to the following symptoms (may appear 2-14 days after exposure to the virus):
- **Fever**
 - **Colds**
 - **Sore throat**
 - **Cough**
 - **Difficulty of breathing**
 - **Fatigue**
 - **Muscle or body aches**
 - **Headache**
 - **Loss of taste or smell**
 - **Nausea or vomiting**
 - **Diarrhea**
- T. **Return-To-Work Order (RWO)** – refers to the Order prepared by the HRDD and duly signed by the Director of the Administrative Service, directing the concerned personnel to return to work onsite and report on duty upon receipt of the same;
- U. **Certificate of Quarantine Completion** – refers to the certificate issued by the step-down facility or local health office or the PRC Medical Consultant.

IV. WORKPLACE SAFETY AND HEALTH PROTOCOLS

A. Increasing Physical and Mental Resilience

1. For purposes of increasing the physical and mental resilience of all personnel, they are encouraged to:
 - a. Have an active lifestyle by engaging in physical activities that promote bodily movement including exercise and engaging in recreational pursuits at home or even while at work (such as using the stairs instead of elevators, physical warm-up at your workstation);
 - b. Practice a healthy lifestyle by eating a healthy diet (consuming fruits, vegetables), taking multivitamins. Avoid alcoholic drinks and smoking that can weaken body resistance;
2. The HRDD shall facilitate the conduct of webinars to all personnel relating to physical and mental health and other webinars promoting work-life balance during the pandemic;
3. The HRDD shall likewise provide a directory of providers offering telemedicine, psychological and other wellness consultations, and shall be distributed to all offices for reference purposes.

B. Reducing Transmission of COVID-19¹⁰

⁹ DOH, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

¹⁰ Some are adopted from DTI-DOLE JMC No. 20-04 (s.2020)

1. The **“No Face Mask, No Face Shield, No Entry”** policy shall be strictly implemented, both for personnel and clients/visitors.
2. The following minimum public health standards shall be observed and complied with at all times while at the workplace and while using service vehicles/shuttles:

a. Face Masks

- i. Face masks must be worn at all times;
- ii. Medical grade masks are highly encouraged and should be properly disposed of after use;
- iii. Masks with vents should NOT be used;
- iv. Cloth masks, with an additional filter such as tissue paper or similar material, may be used as long as they are clean and washed daily. The filter should be changed daily or after every sneezing or coughing episode, and should be properly disposed of after use. Hands should be washed and disinfected before replacing the filters;
- v. Frequent mask handling and manipulation should be avoided.

b. Face Shields

- i. Face shields shall cover the entire face (completely cover the sides and length of the face). If possible, face shields should extend to the ears and below the chin;
- ii. Visor-type face shield shall NOT be allowed;
- iii. Face shields and masks should always be worn together when interacting with co-workers, clients and/or visitors;
- iv. Face shields may be removed according to the demand of work or when the occupational safety and health of the employees so requires.

c. Physical Distancing

Physical distancing of at least one (1) meter, preferably two (2) meters when possible, shall be observed at all times and must be practiced in combination with the wearing of face masks and face shields. Beso-beso, handshaking, and congregation in any area of the workplace shall not be allowed.

d. Frequent Disinfection

Frequent handwashing with soap and water or the application of 70% alcohol-based disinfectants shall be mandatory in all workplaces.

3. Disinfecting/handwashing stations and supplies/material such as soap/sanitizers and hand drying equipment or supplies shall be made available to all personnel, clients/visitors in strategic locations such as restrooms, elevators, hallways, stairways, points of entry, transacting windows, common and waiting areas, and in PRC vehicles or shuttle service.
4. Signages/visual cues and reminders to practice proper handwashing and other hygiene behaviors among personnel shall be displayed in all restroom areas or handwashing areas, and work stations. These include:
 - a. Handwashing with soap and water or hand disinfectants with 70% alcohol-based sanitizers specifically, but not limited to, the following instances:
 - i. Before and after handling food or eating;
 - ii. After using the restroom;

- iii. Before and after taking off the face mask and/or face shield;
 - iv. After receiving and touching official/application documents;
 - v. After touching frequently-touched surfaces and/or objects; and
 - vi. Before and after touching face.
- b. All personnel shall conduct surface disinfection of their work stations before the start of work, intermittently during work (at least every 2 hours), and at the end of working hours.
 - c. Sharing of personal items between personnel is highly discouraged.
5. Shuttle services shall be made available to the commuting personnel. Employees working in areas outside PRC Morayta should be assigned their own shuttle vehicles. They should not be brought to Morayta and made to wait for other employees to finish their work. This is to prevent them from congregating in one place.

Minimum public health standards shall be enforced in the use of said service vehicles (wearing face mask and face shield, observance of physical distancing, and frequent disinfection). All personnel inside the vehicle shall be required to avoid talking with each other, taking phone calls, eating, and removing face masks and shields. Signages of "No Talking," "No Eating," and "No Taking Phone Calls" should likewise be displayed or posted in conspicuous areas of the vehicles. Proper disinfection before and after each use of the vehicle shall be mandatory.

6. Adequate ventilation and spacing shall be strictly enforced in the following:
- a. *Inside offices* – Natural airflow exchange (opening windows, opening doors, turning off air-conditioning units to reduce air recirculation or increasing the temperature thereof) is highly encouraged. For office without windows, exhaust fans (if applicable) and filtration devices with High-Efficiency Particulate Air (HEPA) filters, or ventilation and air-conditioning (HVAC) systems (if applicable) shall be installed. Office tables in offices with a history of positive COVID-19 confirmed cases should be reconfigured and the number of employees must be reduced by moving them to available rooms.
 - b. *Inside PRC Vehicles/Shuttle Services* – car windows shall be opened while in transit with at least three (3) inches of opening.
7. The HRDD shall initiate advocacy awareness raising programs by organizing and facilitating webinars, virtual lectures, and training on COVID-19 and shall include the following topics:
- a. COVID-19 Prevention and Control
 - b. Recommended best practices on precautionary measures
 - c. Updates on relevant information on restrictions
 - d. Workplace-based Contact Tracing

C. Reduce Contact¹¹

1. All personnel identified as Most-at-Risk Population (MARP) for COVID-19 or as vulnerable shall continue to observe work-from-home arrangements. When needed to report to work due to exigency of service, they may be allowed to occasionally work onsite provided a certificate of fit to work is secured from PRC Medical Consultant. They must stay in the workplace only for a specified number of hours and shall limit physical contact inside the premises.

¹¹ Adopted from DTI-DOLE JMC No. 20-04 (s.2020)

2. Mass gatherings shall be restricted under the following rules:
 - a. Restriction on mass gathering shall depend on the Local Government Unit's risk classification where offices are situated, as defined by IATF's risk severity grading. [i.e. only 10% of seating capacity for meeting rooms in high/moderate-risk areas (e.g. confined spaces) and a maximum of 50% seating capacity for low-risk areas (e.g. open areas)].
 - b. Videoconferencing shall always be used for conferences, ceremonies and meetings.
 - c. The HSOs shall be tasked to determine the maximum number of employees allowed to stay at any given time in areas where personnel usually converge during breaks or before/after working hours such as restrooms, or AMS stations. Said HSOs shall ensure that minimum public health standards are complied with at all times.
3. All personnel are encouraged to bring their own food or packed lunch/snacks. For offices with available canteens, the Head of Offices shall ensure that members of the staff observe a staggered meal schedule to further restrict contact among personnel. Eating alone in the workstations is highly encouraged.

D. Reduce Duration of Infection¹²

1. Detection (Entry of Personnel/Employees)
 - a. All personnel are encouraged to take their temperature before leaving their home or before going to work. Those with recorded fever (with temperature higher than 37.5 degrees Celsius), or are suffering from any of the COVID-19 symptoms shall be required to immediately isolate themselves at home. Such condition shall be reported immediately to the concerned HSO for appropriate action and referral purposes.
 - b. All personnel are required to accomplish at home (every work day) the prescribed Employee Health Declaration Form (HDF) (ANNEX A) prior to leaving home for work. The same shall be presented to the Security Guard for immediate screening purposes. To facilitate faster screening time, the personnel are encouraged to declare to the security staff that his/her answer to the HDF are all "NO".
 - c. Those personnel with a "YES" answer to any item of the Health Declaration Form are advised not to report to work, but shall report the same, and submit the HDF electronically or through text messages, to the concerned HSO for appropriate action.
 - d. The HDF shall be handled and processed in accordance with the Data Privacy Act and related issuances to ensure that:
 - i. Data collected should only include such necessary data appropriate to the purpose of contact tracing;
 - ii. The processing of personal data shall be transparent and that the data subjects shall be apprised of the reasons for such collection;
 - iii. Reasonable and appropriate security measures and safeguard shall be implemented to protect the personal data collected;
 - iv. The personal data collected shall be stored only for a limited period and shall be disposed of properly after thirty (30) days from date of accomplishment.

¹² Some are adopted from DTI-DOLE JMC No. 20-04 (s.2020)

- e. For personnel visiting other offices as a requirement by the nature of their work, they shall be required to log their visit on the designated office contact tracing logbooks.
 - f. The Information and Communication Technology Service (ICTS) shall explore the possible use of contactless health declaration forms through the use of technology, which shall be handled with the highest degree of confidentiality and securely disposed of after thirty (30) days.
2. Detection (Entry of Clients/Visitors) – those protocols provided in PRC Memorandum Order¹³ No. 24 (s.2020) on the entry and transaction of the PRC clients or visitors consistent with these guidelines shall be observed.

All clients/visitors shall be required to accomplish the Health Checklist Form (ANNEX B) prior to entry to PRC premises and to accomplish the Contact Tracing Form (ANNEX B-1) prior to transacting with any office/division/window of transaction. The contact tracing form shall be dropped at the designated drop boxes.

All PRC offices/divisions/units shall be required to place a drop box to where the clients/visitors shall drop their contact tracing forms.

3. Symptomatic personnel and clients/visitors (not under the authority of PRC) shall be directed through appropriate health systems entry points such as the primary care facility (e.g. Barangay Health Center, Infirmaries, Private Clinics/Hospitals) or telehealth consultations. The CTCRC shall establish a referral network/ directory, a copy of which shall be provided to all HSOs.

V. MANAGEMENT AND REFERRAL OF SYMPTOMATIC AND ASYMPTOMATIC PERSONNEL IN THE WORKPLACE

A. PRC Personnel with Symptoms and with Close Contact with a Confirmed COVID-19 case

1. Personnel suffering from any of the identified and known symptoms of COVID-19 shall be required to isolate at home and shall immediately report their medical condition to the concerned HSO;
2. The HSO shall inform the Head of Office and the HRDD about the situation of involved personnel. The concerned personnel shall automatically render work-from-home unless such medical conditions render such personnel incapable of working from home, in which case, proper leave of absence shall apply;
3. The HSO shall verify whether said personnel had close contact or exposure with any person who had tested positive of COVID-19. If said personnel had close contact, the HSO should endorse said personnel to the COVID-19 Task Force for evaluation and recommendation for RT-PCR COVID testing;
4. The TCC, upon recommendation of the Task Force, shall facilitate or coordinate the needed COVID-19 test of the subject personnel;
5. Upon receipt of the positive result by the concerned employee, said result shall be immediately forwarded to the HSO, and the HSO shall thereafter endorse the same to the COVID-19 Task Force and the HRDD. The CTCRC shall likewise be notified by the HSO of said information;

¹³ Post Enhanced/Local Community Quarantine Interim Guidelines

6. The HRDD, upon receipt of such information, shall thereafter notify all concerned Offices of the said information, and the HSOs shall be directed to conduct internal contact tracing/survey.
7. The CTRC/Regional CTRC shall immediately report the PRC COVID-19 confirmed case to the Regional Epidemiology and Surveillance Unit (RESU) for appropriate Case Investigation and Contact Tracing. They shall also provide the reports, documents, or information needed by the RESU in the conduct of final contact tracing.
8. The Task Force, through its Chairperson, shall facilitate the referral of the patient to any COVID-19 designated hospital or quarantine facilities for isolation and medical management/treatment purposes.

Patient will be isolated for 14 days or until asymptomatic, whichever is longer.

9. Once the subject personnel is released or discharged from the health care/quarantine facilities, after the period of isolation/quarantine, the concerned staff shall immediately, through the HSO, submit the Medical Clearance/Certificate of 14-day Quarantine Completion issued by said facilities to the COVID-19 Task Force for further evaluation. The concerned staff will be required to return at the 15th day or after 3 days from resolution of the symptoms.

Concerned personnel may be required to undergo a 7-day work-from-home arrangement after discharge, or longer when necessary to attain full recovery and to allow follow-up medical consultation with the Attending Physician.

10. In case the personnel had tested negative but remains symptomatic, he/she will still be required to have medical intervention and to go back to work once symptoms are resolved. Said personnel shall continue to render work from home until symptoms are fully resolved unless such medical conditions render such personnel incapable of working from home, in which case, proper leave of absence shall apply;
11. The HSO shall immediately secure clearance from the COVID-19 Task Force and shall facilitate the immediate issuance of the RWO of the said personnel;
12. The concerned personnel shall report to work upon the issuance of the RWO.

B. PRC Personnel with Symptoms but without Close Contact with a Confirmed COVID-19 case

1. All personnel manifesting with COVID-19 symptoms but had no close contact shall be required to report the said condition to the concerned HSO;
2. Said personnel shall be required to undergo mandatory 14-day home quarantine from the onset of the symptoms and shall render work from home until the expiration of the 14-day home quarantine or until asymptomatic whichever is longer. Said personnel shall continue to render work from home until symptoms are fully resolved unless such medical conditions render such personnel incapable of working from home, in which case, proper leave of absence shall apply;
3. Once the symptoms are resolved, said personnel should inform the HSO, and the latter shall be required to report the same to the COVID-19 Task Force through the HRDD for the issuance of the necessary Certificate of Quarantine Completion and Return-to-Work Order.

C. PRC Personnel without Symptoms (Asymptomatic) but with Close Contact with a Confirmed COVID-19 case

1. All personnel with close contact with any person who tested positive of COVID-19 but remain asymptomatic shall undergo the 14-day mandatory home quarantine;
2. RT-PCR test may be required within the 3rd-5th day counted from the last contact of the confirmed case if symptoms occur within the 14-day period;
3. The TCC shall likewise facilitate the conduct of COVID-19 confirmatory testing as provided under V.A.4 of these guidelines in case of onset symptoms. If said personnel tested positive for RT-PCR, the process as provided under Item V.A.4-11 of these guidelines shall be observed;
4. If no COVID-19 symptoms appear within the 14-day period, the concerned personnel shall inform the HSO for purposes of the issuance of Certificate of Quarantine Completion and the RWO.
5. Asymptomatic COVID-19 Positive personnel shall be allowed to return to work under the following conditions:
 - a. The 14-day isolation of home quarantine has been completed from the date of the positive test result;
 - b. No symptoms have occurred within the 14-day period;
 - c. If new symptoms occurred during the isolation/quarantine period, the quarantine period should be extended until symptoms have subsided, and there is no residual symptom.
 - d. A clearance duly issued by any local health authorities or by the PRC COVID-19 Task Force (signed by the Oversight Commissioner or Chairman of the TF, and/or the PRC Medical Consultant) that the concerned personnel is fit to return to work.
6. In case any personnel who had completed the 14-day quarantine had developed COVID-19 symptoms on the 15th day or onwards, the process under V.A of these Guidelines shall be observed.
7. If the concerned personnel had tested negative with the RT-PCR, he/she shall be immediately required to go back to work onsite subject to applicable work arrangement schedule.

D. PRC Personnel without Symptoms (Asymptomatic) and with exposure but not considered Close Contact with a Confirmed COVID-19 case

1. All other personnel with contact or exposure with a confirmed COVID-19 case but had no symptoms and which exposure did not involve close contact, may not be required to undergo testing. They shall continue reporting to work in accordance with the approved Alternative Work Arrangement.
2. Those who are asymptomatic who voluntarily underwent RT-PCR Test and turned out to be positive shall also be required to inform the concerned HSO of their test result for appropriate action. The case management, as provided under Item V.A.4-11 and V.C.5 of these guidelines shall apply.

VI. INITIAL CONTACT TRACING

A. Workplace-Based Contact Tracing

1. Initial Contact Tracing/Survey shall be conducted by the HSOs in the event of a confirmed COVID-19 to identify close contacts.
2. The HSO shall perform initial contact tracing in accordance with the procedures¹⁴ provided under PRC Memorandum Order No. 42 (s.2020) and using the prescribed Contact Tracing Form.
3. CCTV recordings and other investigation materials may be utilized by the HSO to determine close contacts. The HSOs shall ensure that all close contacts of COVID-19 confirmed cases within their respective offices undergo a 14-day quarantine period and that proper reporting of the Initial Contact Tracing result shall be submitted to the COVID-19 Task Force through the HRDD.

B. Contact Tracing of Clients/Visitors

1. All clients, including visitors entering the PRC premises, shall be required to completely accomplish the Contact Tracing Form with Health Declaration (ANNEX B) before entry and to present the same to the assigned Security Guard for screening purposes and to be dropped at the designated drop box;
2. Said contact tracing forms should be surrendered daily to the HRDD for future reference and safekeeping;
3. The ICTS shall explore the possible use of contactless forms through the use of technology, which shall be handled with the highest degree of confidentiality and securely disposed of after thirty (30) days.

VII. FOLLOW-UP DISINFECTION OR CLOSURE OF PRC PREMISES

A. Disinfection

1. In case of a confirmed COVID-19 case, the PRC premises or facility determined by the COVID-19 Task Force as compromised with the virus, upon recommendation of the ODC, shall be shut down or closed to facilitate the disinfection of said premises.

The PRC Building shall be locked down for 24 hours prior to disinfection to lessen transmission to sanitation personnel. During the disinfection process, all doors and windows shall be opened to maximize ventilation. The building may only be opened 24 hours after the disinfection process;

2. Once the shutdown or temporary closure is approved by the Commission, upon recommendation of the Task Force, the ODC shall coordinate with proper disinfection providers or available government agencies providing disinfection services, for the conduct of disinfection or decontamination of the compromised PRC premises;
3. If a new confirmed COVID-19 case occurs in an office which had undergone disinfection, there shall be no need for another over-all decontamination provided that said COVID-19 positive personnel had not reported onsite from the day of the first disinfection until the release of the positive result.

¹⁴ X X X F. In case a staff, either within or outside the concerned office, had tested positive in RT-PCR test, the HSO shall be responsible in conducting a survey, for tracing purposes, within his/her respective office; G. The HSO, through the conduct of interview, shall determine possible contact of all personnel within the concerned offices, and shall accomplish the prescribed Contact Tracing Form, for reporting purposes. The report shall be accomplished within the day the positive result is made known to all concerned offices and shall be immediately submitted to the HRDD; H. In case the subject personnel who tested positive is within the office of the concerned HSO, the HSO shall be responsible in securing said test result from the concerned personnel, subject to the observance of confidentiality rules under the Data Privacy Law , and shall endorse the same, with the Contact Tracing Form to the COVID-19 Task Force, thru the HRDD. X X X

4. The ODC shall be responsible in facilitating the disinfection including the necessary materials, funding and other support needed and shall ensure that the temporary closure for disinfection purposes is in accordance with the National Task Force Against COVID-19 Memorandum Circular¹⁵ No. 2 (s.2020).

B. Lockdown Due to Case Clustering

In case of **Case Clustering** where two or more confirmed cases are from the same facility/building, whether in the same/different office space, the number of days for the lockdown shall be upon the recommendation of the COVID-19 Task Force. ODC shall coordinate with the LGU/CESU/RESU and seek advice on building closure due to case clustering and shall immediately recommend to the Task Force of such advice.

VIII. MONITORING AND SUPPORT SERVICES

A. Remote Monitoring of Cases and Close Contacts

1. For the duration of the home quarantine, the concerned staff shall be required to accomplish the Home Quarantine Monitoring Form (ANNEX C) and shall log or record temperature and symptoms beginning Day 0 (Day of last exposure to COVID-19 positive). Said Home Quarantine Monitoring Form shall be submitted to the HSO and the HSO shall submit the same to the HRDD as a supporting document in the issuance of a Certificate of Quarantine Completion and RWO.
2. The concerned HSO shall monitor the daily health condition of the subject personnel. In case the medical condition of the staff who is under home quarantine deteriorates, said personnel is required to report the same immediately to the HSO. The HSO shall in turn report and coordinate the same to the COVID-19 Task Force for the immediate endorsement of the same to health care/quarantine facilities for appropriate medical intervention/attention as provided under PRC Memorandum Order¹⁶ No. 42 (s.2020).
3. The HSO shall likewise facilitate with the HRDD the personnel's immediate provision of any necessary needs/support, such as but not limited to food supplies, medicines, etc. including any other applicable benefits provided under the law.
4. Hospitalization benefits of PhilHealth members shall be based on PhilHealth rules and regulations.
5. All personnel shall be provided a directory of available telemedicine services. The Commission shall explore the possible provision of telemedicine services subject to the availability of funds and existing budgetary and accounting rules.
6. For monitoring and contact tracing purposes, all HSOs shall be required to provide their contact number to all personnel under their offices/divisions/units and the HSO on the other hand shall likewise maintain the contact details of all personnel within his/her office.

IX. NOTIFICATION AND REPORTING

A. Preparation of Reports

1. The CTRC/Regional CTRC, CTT, and ODC, shall, in every positive case of COVID-19 as provided under these guidelines, submit a recommendatory

¹⁵ Operational Guidelines on the Application of Zoning Containment Strategy in the Localization of the National Action Plan against COVID-19 Response

¹⁶ Designation of Health Safety Officer

and accomplishment report to the PRC COVID-19 Task Force for purposes of appropriate recommendation and action to the Commission.

2. The HSO's initial contact tracing report shall be immediately submitted to HRDD for consolidation purposes. The HRDD shall thereafter submit its final report and recommendation to the COVID-19 Task Force for evaluation, and recommendation purposes, with a copy furnished to the CTRC;
3. The CTRC/Regional CTRC, upon receipt of the said report, shall immediately report the same to the RESU (Directory of RESUs – see ANNEX D). The CTRC shall facilitate the provision of documents or information as may be required by the RESU. The CTRC shall directly coordinate the RESU's recommendation to the COVID-19 Task Force through the Oversight Commissioner;
4. For purposes of the Contact Tracing, as may be undertaken by the appropriate LGU/DOH contact tracing units, the CTRC shall coordinate and submit reports that may be required by said authorities.

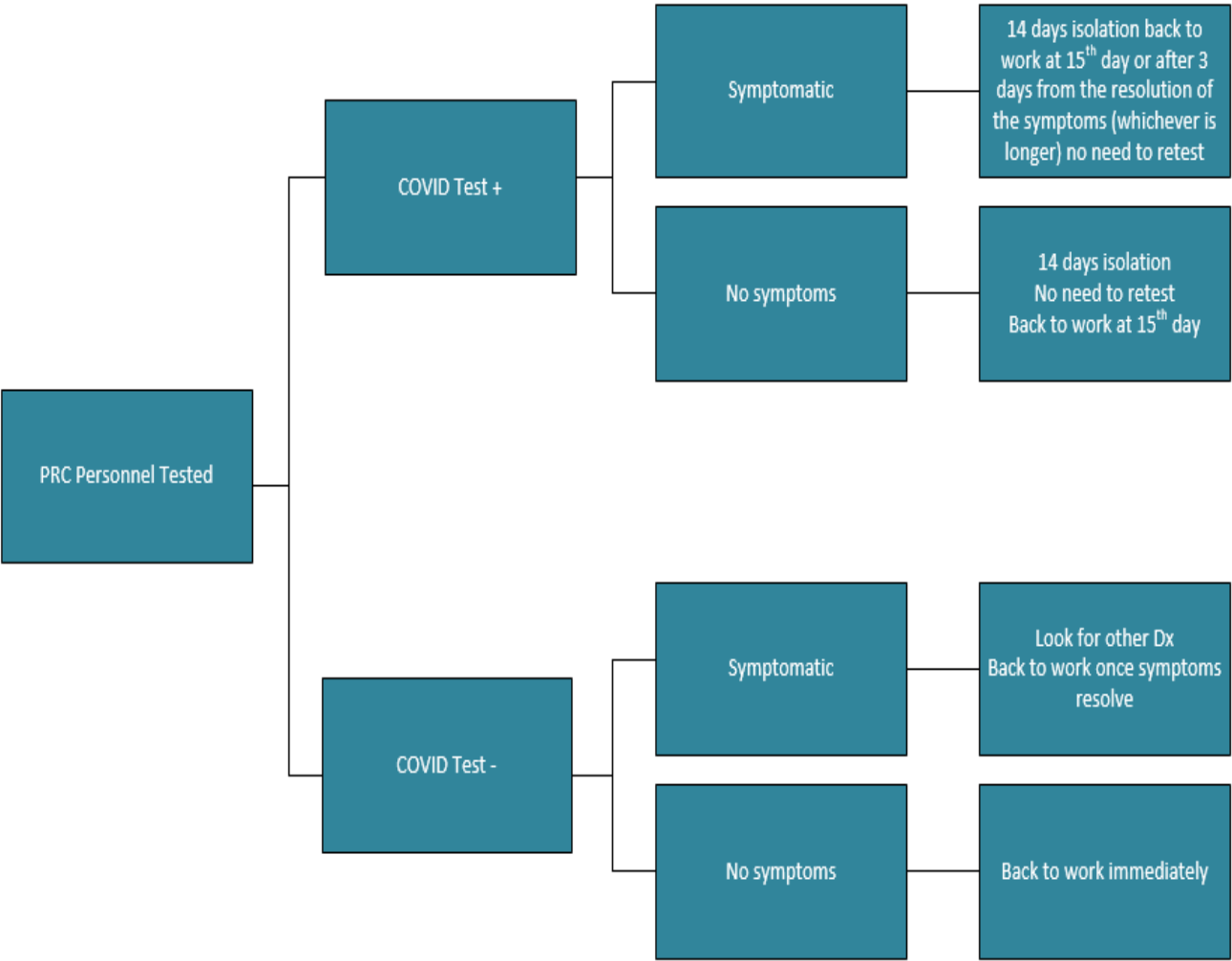
B. Order of Mandatory Home Quarantine/COVID-Testing

1. The PRC COVID-19 Task Force shall inform, upon evaluation of the reports submitted by concerned offices and coordinators in accordance with these guidelines, the HRDD of its recommendation, as approved by the Commission, on the requirement of Mandatory Home Quarantine and/or appropriate COVID-Testing procedure.
2. An Office Order directing Mandatory Home Quarantine and/or COVID testing shall be timely issued by the HRDD in accordance with the approved COVID-19 Task Force recommendation.

C. Return-To-Work Order

The HRDD shall issue a Return-to-Work Order upon receipt of the Medical Clearance/Recommendation issued by the COVID-19 Task Force through the PRC Medical Consultant.

X. Return-to-Work Flow Chart





**The return to work requirement on the 15th day as reflected in the flowchart is subject to the provisions of Item V of this Guideline.*

***Covid test refers to RT-PCR*

****For the Alternate Return To Work Flow Chart, see Annex E*

All other PRC issuances inconsistent with this Order are hereby amended or modified accordingly.

This Order shall take effect immediately.


TEOFILO S. PILANDO, JR.
Chairman


ANNEX A



Daily Employee Health Declaration Form

Full Name (Last, Given, middle)	Date of Shift: (MM/DD/YY)
	Time of Shift:

Please place a checkmark corresponding to your response. (Lagyan ng tsek sa angkop na sagot.)

		YES	NO
1. Are you experiencing: (<i>nakakaranas ka ba ng:</i>)	a. fever (<i>lagnat</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cough (<i>ubo</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	c. colds (<i>sipon</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	d. sore throat (<i>pananakit ng lalamunan/masakit lumunok</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	a. difficulty in breathing (<i>nahihirapang huminga</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	b. headache (<i>pananakit ng ulo</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	c. new loss of taste or smell (<i>nawawalan ng panlasa o pang-amoy</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	d. Nausea or Vomiting (<i>pagkahilo o pagsusuka</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	e. Diarrhea (<i>Pagtatae</i>)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (<i>May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19/ may impeksyon ng coronavirus?</i>)		<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past two (2) weeks? (<i>Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng 2 linggo?</i>)		<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last fourteen (14) days? (<i>Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?</i>)		<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to any area in NCR aside from your home? (<i>Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?</i>) Specify (<i>Sabihin kung saan</i>): _____		<input type="checkbox"/>	<input type="checkbox"/>

I hereby authorize Professional Regulation Commission, to collect and process the data indicated herein for the purpose of contact tracing effecting control of the COVID-19 transmission. I understand that my personal information is protected by RA 10173 or the Data Privacy Act of 2012.

Signature: _____

(Personnel are advised to daily accomplish this form at their home prior to going to work. If there is any “YES” in the answer, please refrain from going to work and immediately report your condition to your concerned HSO)

ANNEX B



CLIENT/VISITOR HEALTH CHECKLIST

Temperature:

Full name (Last, Given, Middle)	Date of Visit:
Complete Current Address (House No., St., Brgy., Municipality, City, Province):	Time of Visit:
Mobile/Phone Number:	Office Visited/Window queuing number:
E-mail Address:	

Please place a checkmark corresponding to your response. (Lagyan ng tsek sa angkop na sagot.)

		YES	NO
2. Are you experiencing: (nakakaranas ka ba ng:)	a. fever (lagnat)	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cough (ubo)	<input type="checkbox"/>	<input type="checkbox"/>
	c. colds (sipon)	<input type="checkbox"/>	<input type="checkbox"/>
	d. sore throat (pananakit ng lalamunan/masakit lumunok)	<input type="checkbox"/>	<input type="checkbox"/>
	f. difficulty in breathing (nahihirapang huminga)	<input type="checkbox"/>	<input type="checkbox"/>
	g. headache (pananakit ng ulo)	<input type="checkbox"/>	<input type="checkbox"/>
	h. new loss of taste or smell (nawawalan ng panlasa o pang-amoy)	<input type="checkbox"/>	<input type="checkbox"/>
	i. Nausea or Vomiting (pagkahilo o pagsusuka)	<input type="checkbox"/>	<input type="checkbox"/>
	j. Diarrhea (Pagtatae)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19/ may impeksyon ng coronavirus?)		<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past two (2) weeks? (Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng 2 linggo?)		<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last fourteen (14) days? (Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?)		<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to any area in NCR aside from your home? (Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?) Specify (Sabihin kung saan): _____		<input type="checkbox"/>	<input type="checkbox"/>

I hereby authorize Professional Regulation Commission, to collect and process the data indicated herein for the purpose of contact tracing effecting control of the COVID-19 transmission. I understand that my personal information is protected by RA 10173 or the Data Privacy Act of 2012 and that this form will be destroyed after 30 days from the date of accomplishment, following the National Archives of the Philippines protocol.

Signature: _____

ANNEX B-1



CONTACT TRACING FORM

Full name (Last, Given, Middle)	Date of Visit:
Complete Current Address (House No., St., Brgy., Municipality, City, Province):	Time of Visit:
Mobile/Phone Number:	Office Visited/Window queuing number:
E-mail Address:	





























I hereby authorize Professional Regulation Commission, to collect and process the data indicated herein for the purpose of contact tracing effecting control of the COVID-19 transmission. I understand that my personal information is protected by RA 10173 or the Data Privacy Act of 2012 and that this form will be destroyed after 30 days from the date of accomplishment, following the National Archives of the Philippines protocol.

Signature: _____

(To be accomplished by the Clients and Visitors prior to transacting at the specific window/office/division. The same shall be dropped at the designated drop boxes)

ANNEX C

PRC MANDATORY HOME QUARANTINE MONITORING FORM

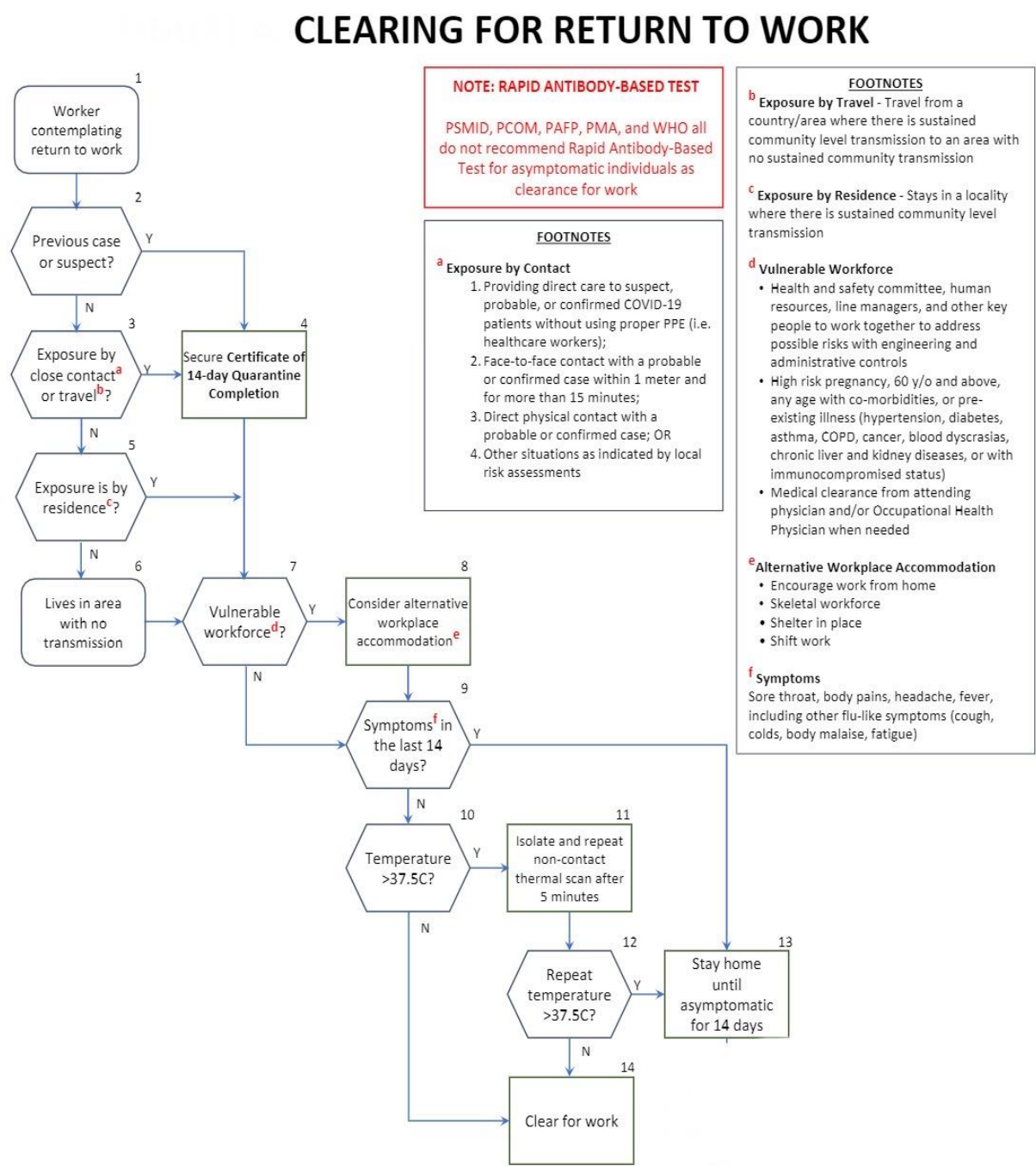
DAY	DATE	SYMPTOMS	TEMP
DAY 0		DAY 0 IS THE LAST DAY YOU WERE EXPOSED TO COVID 19	
DAY 1			
			
DAY 2			
			
DAY 3			
			
DAY 4			
			
DAY 5			
			
DAY 6			
			
DAY 7			
			
DAY 8			
			
DAY 9			
			
DAY 10			
			
DAY 11			
			
DAY 12			
			
DAY 13			
			
DAY 14			
			

IF YOU GET SICK: Stay home. Avoid contact with others. You might have COVID-19. Most people are able to recover at home without medical care. If you have trouble breathing or are worried about your symptoms, call or text a health care provider or contact and inform the PRC COVID-19 Task Force through the HSO.

REGIONAL EPIDEMIOLOGIC AND SURVEILLANCE UNIT DIRECTORY				ANNEX D
Region	RESU Head	Email	Hotline	Email
I	Rosario P. Pamintuan, MD	rdppamintuan@gmail.com	(072)242-4774; (072) 607-6413 Loc 133;	chd.ilocos@gmail.com
II	Romulo Turingan, MD	raturinganmd@yahoo.com	(078) 304-0911	
III	Jessie Fantone, MD	jessie_floresca@yahoo.com	0921-368-8541	cl.chd3@gmail.com
IVA	John Bobbie Roca, RN	bobbie.roca@gmail.com	0927-580-5551	resu4a@gmail.com
IVB	Noel T. Orosco	n.orosco@gmail.com	912-0195 loc 436-437	resu4b@gmail.com
V	Aurora Teresa M. Daluro, MD	audaluro@yahoo.com	(052) 204-0050 204-0040, 204-0090, 7421731, 742-1728 loc (548)	resu_bicol@yahoo.com
VI	Jessie Glen L. Alonsabe, MD	glen_alonsabe@yahoo.com	(033) 332-2326 loc 137	
VII	Shelbay G. Blanco, MD	armorblash19@gmail.com	0942-292-3026	resucvchd@gmail.com
VIII	Boyd Roderick S. Cerro, RN	boyroderickcerro23@gmail.com	0926-456-8087	pidrs8@gmail.com
IX	Dennis Antonio A. Dacayanan, MD	ddacayanan. hems.resuro9@gmail.com	(062) 983-0933	resunueve@gmail.com
X	David Mendoza, MD	divadazodnem@gmail.com	0995-359-3201	
XI	Cleo Fe S. Tabada, MD	Cleofe0916@yahoo.com.ph	(082) 305-1906 loc 1107	resu_doh11@yahoo.com.ph
XII	Imelda Quiñones,MD	qkimiko@yahoo.com.ph	(064) 421-4583	chd12resu@yahoo.com
CAR	Jennifer Joyce R. Pira	Jenniferjoyce_reyes@yahoo.com jenjoycepira@gmail.com	(074) 444-5255	resubaguio@yahoo.com
CARAGA	Dioharra L. Aparri, MD	dioharralopez47@gmail.com	(085) 342-5724	resucaraga@yahoo.com caragaesr@gmail.com fhsischdcaraga@gmail.com dohlemschdcaraga@gmail.com vpdcaraga@gmail.com
NCR	Manuel C. Mapue III, MD	mcmapuemd@aol.com	1550, (02) 531-0037 loc 117	pidsnrcr2019@gmail.com comvpdsmmchd@gmail.com

ANNEX E

(ALTERNATIVE RETURN TO WORK FLOW CHART)



Source: Philippine Society for Microbiology and Infectious Disease (PSMID)



Daily Employee Health Declaration Form

Full Name (Last, Given, middle)	Date of Shift: (MM/DD/YY)
	Time of Shift:

Please place a checkmark corresponding to your response. (Lagyan ng tsek sa angkop na sagot.)

		YES	NO
1. Are you experiencing: (nakakaranas ka ba ng:)	a. fever (lagnat)	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cough (ubo)	<input type="checkbox"/>	<input type="checkbox"/>
	c. colds (sipon)	<input type="checkbox"/>	<input type="checkbox"/>
	d. sore throat (pananakit ng lalamunan/masakit lumunok)	<input type="checkbox"/>	<input type="checkbox"/>
	a. difficulty in breathing (nahihirapang huminga)	<input type="checkbox"/>	<input type="checkbox"/>
	b. headache (pananakit ng ulo)	<input type="checkbox"/>	<input type="checkbox"/>
	c. new loss of taste or smell (nawawalan ng panlasa o pang-amoy)	<input type="checkbox"/>	<input type="checkbox"/>
	d. Nausea or Vomiting (pagkahilo o pagsusuka)	<input type="checkbox"/>	<input type="checkbox"/>
	e. Diarrhea (Pagtatae)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19/ may impeksyon ng coronavirus?)		<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past two (2) weeks? (Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng 2 linggo?)		<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last fourteen (14) days? (Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?)		<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to any area in NCR aside from your home? (Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?) Specify (Sabihin kung saan): _____		<input type="checkbox"/>	<input type="checkbox"/>

I hereby authorize Professional Regulation Commission, to collect and process the data indicated herein for the purpose of contact tracing effecting control of the COVID-19 transmission. I understand that my personal information is protected by RA 10173 or the Data Privacy Act of 2012.

Signature: _____

(Personnel are advised to daily accomplish this form at their home prior to going to work. If there is any “YES” in the answer, please refrain from going to work and immediately report your condition to your concerned HSO)



CLIENT/VISITOR HEALTH CHECKLIST

Temperature:

Full name (Last, Given, Middle)	Date of Visit:
Complete Current Address (House No., St., Brgy., Municipality, City, Province):	Time of Visit:
Mobile/Phone Number:	Office Visited/Window queuing number:
E-mail Address:	

Please place a checkmark corresponding to your response. (Lagyan ng tsek sa angkop na sagot.)

		YES	NO
2. Are you experiencing: (nakakaranas ka ba ng:)	a. fever (lagnat)	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cough (ubo)	<input type="checkbox"/>	<input type="checkbox"/>
	c. colds (sipon)	<input type="checkbox"/>	<input type="checkbox"/>
	d. sore throat (pananakit ng lalamunan/masakit lumunok)	<input type="checkbox"/>	<input type="checkbox"/>
	f. difficulty in breathing (nahihirapang huminga)	<input type="checkbox"/>	<input type="checkbox"/>
	g. headache (pananakit ng ulo)	<input type="checkbox"/>	<input type="checkbox"/>
	h. new loss of taste or smell (nawawalan ng panlasa o pang-amoy)	<input type="checkbox"/>	<input type="checkbox"/>
	i. Nausea or Vomiting (pagkahilo o pagsusuka)	<input type="checkbox"/>	<input type="checkbox"/>
	j. Diarrhea (Pagtatae)	<input type="checkbox"/>	<input type="checkbox"/>
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5. Have you travelled to any area in NCR aside from your home? (Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?) Specify (Sabihin kung saan): _____		<input type="checkbox"/>	<input type="checkbox"/>

I hereby authorize Professional Regulation Commission, to collect and process the data indicated herein for the purpose of contact tracing effecting control of the COVID-19 transmission. I understand that my personal information is protected by RA 10173 or the Data Privacy Act of 2012 and that this form will be destroyed after 30 days from the date of accomplishment, following the National Archives of the Philippines protocol.

Signature: _____



CONTACT TRACING FORM

Full name (Last, Given, Middle)	Date of Visit:
Complete Current Address (House No., St., Brgy., Municipality, City, Province):	Time of Visit:
Mobile/Phone Number:	Office Visited/Window queuing number:
E-mail Address:	





























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ANNEX C

PRC MANDATORY HOME QUARANTINE MONITORING FORM

DAY	DATE	SYMPTOMS	TEMP
DAY 0		DAY 0 IS THE LAST DAY YOU WERE EXPOSED TO COVID 19	
DAY 1			
			
DAY 2			
			
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DAY 5			
			
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