

097.13 DPWH
09.14.2020



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

AUG 25 2020

DEPARTMENT ORDER

**SUBJECT: DPWH Guidelines on COVID19
Management**

NO. 83)
Series of 2020)
A 9/14/2020

In response to the significant increase in COVID19 affected officials and employees within the Department nationwide, in addition to the existing DPWH policy on COVID19 management and prevention in the workplace, namely; "*Bayanihan to Heal as One Department*" dated April 1, 2020, "*Guidelines in Accepting Visitors in DPWH Premises*" dated May 13, 2020, "*DPWH We Cope as One*" dated June 10, 2020, and Department Order No. 34, series of 2020 "*Basic Hygiene, Workplace Sanitation and Social Distancing Measures to be Observed in the Workplace*", the herein attached DPWH Guidelines on COVID19 Management is hereby prescribed to minimize, if not to stop the further spread of COVID19 in the workplace.

All Undersecretaries, Assistant Secretaries, Directors, and District Engineers are required to strictly implement the said guidelines to achieve a collective action for the welfare of our workforce.

This Order shall take effect immediately.

MARK A. VILLAR

Secretary

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PFLA/AVS/UARM

Department of Public Works and Highways
Office of the Secretary



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DPWH Guidelines on COVID19 Management

In addition to the existing policies of the Department, specifically the Memoranda dated April 1, 2020 "Bayanihan to Heal as One Department", May 13, 2020 "Guidelines in Accepting Visitors in DPWH Premises", June 10, 2020 "DPWH We Cope as One" and Department Order No. 34, series of 2020 "Basic Hygiene, Workplace Sanitation and Social Distancing measures to be Observed in the Workplace", the following specific guidelines is hereby prescribed to strengthen the Department's effort to manage the spread of COVID19.

General Guidelines

1. The DPWH COVID Help Desk (DCHD), being managed by the Stakeholders Relations Service (SRS) shall monitor and provide guidance in the implementation of these guidelines. The DCHD may be contacted through the following platforms: 5304-3370 (telephone), 09616847084 (cellphone), and dpwhcovidhelpdesk16502@gmail.com (email).
2. The respective Head of Office (Undersecretary, Assistant Secretary, Director, and District Engineer) shall designate the Office COVID Coordinating Group (OCCG) which is composed of at least three personnel. The list of OCCG members, including contact details shall be submitted to the Office of the Director, SRS.
3. The OCCG shall monitor compliance and implement the herein COVID19 Management Guidelines.
4. The DCHD shall submit monthly status report of the DPWH COVID19 Management Program to the Office of the Secretary, through the Chairman of the DPWH COVID19 Coordinating Committee, created through Special Order no. 20 Series of 2020.

I. Workplace Health Management

1. Officials and employees who are experiencing the on-set of COVID19 symptoms such as fever, cough, sore throat and loss of smell shall immediately isolate themselves and seek medical attention or coordinate with their respective Rural Health Unit for the conduct of Confirmatory Swab Test and necessary medical intervention. For those who does not have fever but are experiencing any mild COVID19 related symptoms such as colds, cough, runny nose, body pains, diarrhea and difficulty of breathing are may be authorized to work from home by the Head of Office subject to compliance to the requirements of Department Order No. 36, entitled "Alternative Working Arrangements in the DPWH". The Division Chief shall report the case to the designated OCCG. The sick employee shall only be allowed to physically report to work if he is already clear of any COVID related symptoms and submission of health clearance from their respective Rural Health Unit or a Physician.
2. Wearing of face masks inside the office premises is mandatory. Personnel assigned at the Receiving Area are required to wear face mask and face shield. All documents from external clients are required to be disinfected either through water based disinfectant spray/mists or ultraviolet light.
3. Food sharing and social gatherings such as any form of celebration in the office premises are discouraged.
4. Face to face meetings in conference rooms are discouraged, as much as possible online conference applications shall be utilized.
5. If an employee has already undergone swab test, he is not allowed to report to work while waiting for the result, even if he claims to be asymptomatic and in good health condition.

All employees must be transparent and disclose pertinent health information to their Division Chiefs.

6. If an employee has direct contact with a presumptive COVID Case, either Serology Test or Antigen Test positive, he must be subjected to a Work from Home Arrangement. The employee can only physically return to work once the presumptive COVID Case has been cleared from COVID through a confirmatory swab test or medical clearance from the Local Government Unit or private Physician.
7. In compliance with National task Force Against COVID19 Memorandum dated June 15, 2020, all DPWH Employees that were identified as Confirmed COVID, Probable and Suspected Case shall be reported to the respective Regional/Local Inter Agency Task Force Against COVID where the employee resides.

II. COVID Suspected Case Management

1. Employees that are identified as Suspected Case or have been validated to be classified as "Direct Contact" with a confirmed COVID Case shall be subjected to the mandatory 14-day Home Quarantine. Civil Service Commission Memorandum Circular No. 8, series of 2020 shall apply.
2. The OCCG shall submit a report, following the prescribed format, hereto attached as Annex 'A', to the DCHD.
3. The DCHD shall conduct employee health condition follow up via call/text every other day to monitor the health condition of the employee under home quarantine.
4. All employees under home quarantine are encouraged to follow the following protocol to ensure proper health management:
 - a. Remain at home and avoid leaving the premises. Isolate themselves among other family members. Strictly observe social distancing, wearing of face masks and frequent hand washing from time to time.
 - b. Drink at least 1.5 liters of water a day, eat healthy foods such as fruits and vegetables and ensure at least 6-7 hours of sleep.
 - c. Take multivitamins that can strengthen the immune system such as ascorbic acid/sodium ascorbate and zinc sulfate.
 - d. Conduct and record body temperature check every six hours.
 - e. If any of the following symptoms such as fever, itchy/sore throat, loss of smell and/or taste, difficulty of breathing, cough, colds, body pains and diarrhea are experienced, they must contact the DCHD Hotline.
5. Employees who are experiencing COVID related symptoms shall be assisted by the OCCG and DCHD to be referred to a Department of Health (DOH) managed COVID Recovery Facility and or any DOH Accredited Swab Test facility for the conduct of confirmatory swab test.
6. Following the DOH protocol, all employees are encouraged to coordinate with their respective Local Government Units (Barangay, Municipal and City Government) to monitor them and provide the necessary certificate of quarantine completion.
7. Employees who completed the 14-day home quarantine are required to submit either a barangay health certificate and/or a clearance from a physician certifying that they are fit to work.

III. COVID Confirmed Case Management

1. Employees that were diagnosed and certified by a DOH accredited hospital/laboratory as a Confirmed COVID Case shall immediately notify their OCCG which shall report the same to the DCHD.
2. Following the DOH Protocol on contact tracing, the OCCG shall conduct the contact tracing and submit a report within 24 hours to the DCHD.
3. The DCHD shall conduct verification/validation on the submitted Contact Tracing Report of the OCCG and submit the evaluation report to the concerned office.
4. All Confirmed COVID cases are required to be reported to the respective Barangay/City health unit for monitoring purposes.
5. The OCCG and DCHD shall assist the employee that are confirmed COVID, either symptomatic or asymptomatic for referral to a government quarantine facility and/or DPWH accredited COVID Recovery facility.
6. Confirmed COVID case under quarantine are also advised to follow the instruction stated in Item No. II, no. 4.
7. The employee shall only be allowed to report back to work upon submission of a Medical Certificate, certifying that she/he is already free from COVID and a certificate from the respective LGU regarding the completion of 14 day home quarantine.
8. All officials/employees that are Confirmed COVID Case and was declared fully Recovered by the DOH or DOH Accredited Hospital, that are physically fit and qualified for blood donation are encouraged to donate their blood plasma to any DOH managed hospital facility to assist in the blood plasma requirements of critical patients.

IV. Work Suspension Due to Confirmed COVID Cases

1. This shall be implemented upon completion of Contact Tracing on the Confirmed COVID Case from their respective offices. On the basis of the number of employees identified to have Direct Contact with the confirmed COVID Case, the OCCD shall recommend work suspension including number of days to their Head of Office.
2. Approval of Work Suspension relative to COVID related incidence shall be delegated to the following Officials:

Central Office

Office	Endorsed by	Recommending Approval	Approval
Division	Division Chief	Director	Undersecretary
Service/Bureau/UPMO	Director	NA	Undersecretary
Entire Central Office	Undersecretary	NA	Secretary

Regional Office

Office	Endorsed by	Recommending Approval	Approval
Section	Section Chief	Division Chief	Director
Division	Division Chief	Asst. Regional Director	Director
Regional Office	Director	NA	Undersecretary

District Office

Office	Endorsed by	Recommending Approval	Approval
Section	Section Chief	Asst. District Engineer	District Engineer
District Office	District Engineer	NA	Director

3. Suspension of Work is only applicable to the concerned Section/Division depending on the Contact Tracing investigation of the OCCD or can be imposed in the entire Office, if the identified employees marked as Direct Contact are not only confined within the concerned Section/Division of the Confirmed COVID Case.
4. During the work suspension, the respective offices shall conduct extensive office disinfection activities at least twice during the period of suspension. First, from the start of the work suspension and second the day before the end of the work suspension period.
5. All approved work suspension/lockdown shall be reported to the respective Regional/Local Inter Agency Task Force Against COVID where the respective office is located.

V. Information Disclosure

1. All personal information shall be treated with confidentiality. However, COVID related information such as official swab test result shall be disclosed for the effective implementation of the Contact Tracing and Suspected/Confirmed Case monitoring system.
2. Information obtained for the COVID Management Program shall not be used in any programs and activities.
3. Any unauthorized release/use of information shall be administratively charged pursuant to the provision of Data Privacy Act of 2012.

Additional References:

1. Department of Health Memorandum no. 2020-0189 dated April 17, 2020 entitled "Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID19) Cases"
2. Department of Health Memorandum No. 2020-0258 dated May 29, 2020 entitled "Updated Interim Guidelines on Expanded Testing for COVID19"
3. National Task Force Against COVID19 Memorandum dated June 15, 2020