



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

CENTRAL OFFICE
Bonifacio Drive, Port Area, Manila

097.7 DPWH
01-11-2020

February 10, 2020

DEPARTMENT MEMORANDUM)

CIRCULAR NO. 14)
Series of 2020)

02.11.2020

FOR / TO : Undersecretaries
Assistant Secretaries
Service Directors
Bureau Directors
Regional Directors
Heads of UPMOs
District Engineers
This Department

For information and guidance, attached is a copy of Department Circular No. 2020-0039 dated February 5, 2020 entitled: **"REITERATION OF THE INTERIM GUIDELINES ON 2019 NOVEL CORONAVIRUS ACUTE RESPIRATORY DISEASE (2019-nCoV ARD) RESPONSE IN THE WORKPLACE."**

A copy of said Department Circular may also be downloaded from the **DPWH website: <http://dpwhweb>**. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.


MARICHU A. PALAFOX, CESO III
Assistant Secretary for Support Services

Encl: Department Circular No. 2020-0039 dated February 5, 2020

cc: Office of the Secretary

10.1.4 KJBF/VGV/RMB/MSV



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

February 5, 2020

DEPARTMENT CIRCULAR

No. 2020 - 0039

TO: ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS, POPULATION COMMISSION AND NATIONAL NUTRITION COUNCIL; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; DIRECTORS OF PHILIPPINE NATIONAL AIDS COUNCIL AND TREATMENT AND REHABILITATION CENTERS AND OTHERS CONCERNED

SUBJECT: Reiteration of the Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) Response in the Workplace

The Department of Health reiterates Department Memorandum No. 2020-0056 entitled "Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) Response in the Workplace."

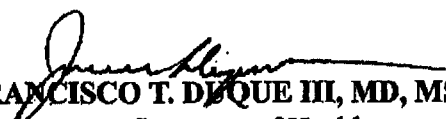
This is to provide guidance to all employers and workers, both public and private, to take the necessary steps to prevent, contain, and mitigate the possible transmission of 2019-nCoV ARD in communities.

Dissemination of the information to all concerned is requested.

CERTIFIED TRUE COPY

FEB 07 2020

CORAZON S. DELA CRUZ
KMITS - RECORDS SECTION
Department of Health


FRANCISCO T. DUQUE III, MD, MSc
Secretary of Health



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

February 3, 2020

DEPARTMENT MEMORANDUM
No. 2020 - 0056

TO: ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH - BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO); EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS, POPULATION COMMISSION AND NATIONAL NUTRITION COUNCIL; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; DIRECTORS OF PHILIPPINE NATIONAL AIDS COUNCIL AND TREATMENT AND REHABILITATION CENTERS AND OTHERS CONCERNED

SUBJECT : Interim Guidelines for 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) Response in the Workplace

I. BACKGROUND

After a cluster of pneumonia cases of unknown etiology was reported in Wuhan City, Hubei Province of China last December 31, 2019, Chinese health authorities reported that the cause of this viral pneumonia was preliminarily identified as a novel (or new) type of coronavirus (2019-nCoV).

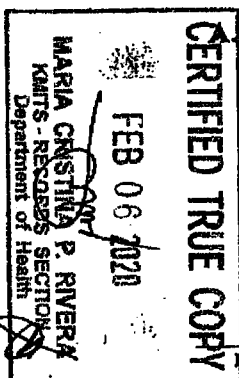
With increasing number of cases spreading to various territories and confirmed human-to-human transmission, the World Health Organization declared the outbreak as a Public Health Emergency of International Concern (PHEIC) last January 30, 2020.

The Department of Health (DOH) hereby issues interim guidelines for all employers and workers both public and private on the necessary precautions to prevent, contain, and mitigate the possible transmission of 2019-nCoV ARD in workplaces.

II. GUIDELINES

General Preventive Measures

1. **Personal protection and hygiene:** The practice of personal cleanliness and hygiene at all times of every individual in the community is vital to containing the spread of diseases and protecting the whole community. The following practices should be observed to halt the spread of 2019-nCoV ARD from infected individuals:



a) Respiratory etiquette:

- (1) Cough and sneeze into tissue or into shirt sleeve if tissue is not available. Dispose used tissues properly and disinfect hands immediately after a cough or sneeze. See *Annex A*.
- (2) Avoid touching the eyes, nose, and mouth to help slow the spread of the virus.
- (3) The use face masks, which provides a physical barrier from the 2019-nCoV ARD viruses by blocking large-particle respiratory droplets propelled by coughing or sneezing, is **ONLY** recommended for:
 - (a) Persons caring for the sick
 - (b) Healthcare workers attending to patients with respiratory infection/symptoms (cough, colds)
 - (c) Persons with respiratory infection/symptomsSee *Annex B* for the proper wearing of face masks.
- (4) People in good health do **NOT** need to use face masks.

b) Hand hygiene:

- (1) Perform regular and thorough handwashing with soap and water. Use alcohol-based hand sanitizers containing at least 60% ethanol or isopropanol when soap and water are not available. See *Annex C*.

2. Social distancing measures:

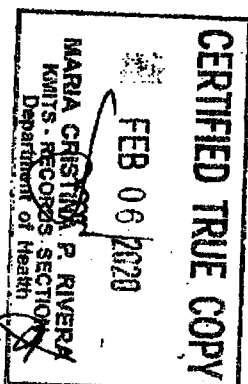
- a) Whenever possible, keep a distance of at least 3 feet or 1 meter away from other people to reduce the possibility of person-to-person transmission. This distance should be observed even as to apparently healthy persons without symptoms.
- b) Offer telecommuting and replace in-person meetings in the workplace with video or telephone conferences.
- c) Postpone, or cancel mass gatherings until further advice by the DOH.

3. Environmental measures:

- a) Clean frequently-touched surfaces and objects, including tables, doorknobs, desks, and computer keyboards
- b) Maintaining the environment clean, especially common-use areas and those with touchpoints such as elevators, railings, staircases, light switches, and the like.
- c) Make dispensers with alcohol-based hand rub available in public areas.

4. Food Safety measures:

- a) Avoid consumption of raw or undercooked animal products. Handle raw meat, milk or animal organs with care, to avoid cross-contamination with uncooked food, as per good food safety practices.
- b) When visiting live animal markets, wet markets or animal product markets:
 - (1) Practice general hygiene measures, including regular hand washing with soap and potable water after touching animals and animal products
 - (2) Avoid touching eyes, nose or mouth with hands



- (3) Avoid contact with (a) sick animals or spoiled animal products (b) other animals possibly living in the market (e.g., stray cats and dogs, rodents, birds, bats) and (c) potentially contaminated animal waste or fluids on the soil or structures of shops and market facilities
- c) Do not slaughter sick animals for consumption. Bury or destroy dead animals and avoid contact with their body fluids without protective clothes.

B. Management of Symptomatics

- In the event that a worker is suspected of having 2019-nCoV ARD, the employer shall:
1. Provide the worker with a face mask to prevent the risk of spreading the infection;
 2. Immediately isolate the worker in a separate well-ventilated room in the workplace, away from other workers;
 3. Refer the worker to the company healthcare provider if there is any or to the nearest hospital for evaluation and proper management if the history, signs and symptoms are consistent with 2019-nCoV ARD;
 4. Decontaminate the work area with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol based disinfectant).

C. Notification, Referral and Reporting

1. The Occupational Safety and Health Officer of the workplace/organization/company shall report (a) symptomatics (b) asymptomatics with history of travel to China and (c) asymptomatic with history of exposure to the Municipal Health Officer (MHO) or City Health Officer (CHO) for verification and initial investigation.
2. The MHO/CHO should then report to the Regional Epidemiology Surveillance Unit (RESU) using the Event-Based Surveillance System (ESR) system of the Epidemiology Bureau (EB) of DOH.

D. Leave Absences and Entitlements

1. On Leave of Absence and Entitlements. These shall be governed by pertinent rules and regulations for government workers promulgated by the Civil Service Commission and Department of Labor and Employment.
2. On Hospitalization Benefits. These shall be according to the provisions of the PhilHealth for members employed by government instrumentalities and to other laws applicable to specific government personnel.
3. On Social Security Benefits. These shall be according to the policies and regulations of the Government Service Insurance System.
4. On Employee's Compensation Benefits. These shall be according to Presidential Decree No. 626 entitled Employee's Compensation and State Insurance Fund and its implementing rules and regulations pertaining to government employees.
5. On Assistance to Government Instrumentalities. In terms of information and technical assistance with regard to 2019-nCoV ARD prevention and control, these will be provided by the DOH, its Centers for Health Development and DOH Hospitals.
6. The Completion of Quarantine for workers who underwent quarantine shall be issued by local quarantine/health official.

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FEB 06 2020

MARIA CRISTINA P. RIVERA
KINITS - RECORDS SECTION
Department of Health


E. Closure of Offices

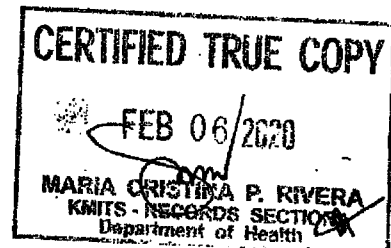
1. Closure of government/private offices or business establishments and other workplaces is NOT recommended as an option to contain 2019-nCoV ARD in the workplace. Declaration of such should await joint assessment by the DOH, Department of Labor and Employment and the Civil Service Commission.
2. Contingency or work continuity plans (e.g. decking, skeletal force, etc.) should be activated to ensure non-disruption of work operations.

F. Sources of 2019-nCoV Information and Advisories

1. Everyone is advised to refrain from sharing unverified reports and/or false news to avoid undue stress and worry due to misinformation.
2. For announcements and public advisories, you may visit the following official DOH channels:
 - Website: <https://www.doh.gov.ph/2019-nCoV>
 - Facebook: <https://www.facebook.com/OfficialDOHgov/>
 - Twitter: <https://twitter.com/DOHgov>
3. DOH health promotion materials (e.g. infographics, social media cards among others) may be used and reproduced free of charge to keep communities informed.

For strict compliance of all concerned.


FRANCISCO T. DUQUE III, MD, MSc
Secretary of Health



DOH HEALTH ADVISORY

TAMANG PAG UBO

Ugaliin ang mga sumusunod:

- 1** **LAGING MAGDALA NG PANYO O TISSUE**
- 2** **TAKPAN ANG BUONG ILONG AT BIBIG GAMIT ANG PANYO/ TISSUE**
- 3** **MAARING GAMITIN ANG MANGGAS O LOOB NG SIKO**
- 4** **LUMAYO SA MGA TAO KUNG BABAHING O UUBO**
- 5** **HUWAG DUMURAKUNG SAAN-SAAN**
- 6** **ITAPON ANG NAGAMIT NA TISSUE SA BASURAHAN**
- 7** **LAGING MAGHUGAS NG KAMAY**
- 8** **O GUMAMIT NG HAND SANITIZER O ALCOHOL**



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Annex B. Proper Wearing of Face Mask

TAMANG PAGSUOT NG SURGICAL MASK

STEP 1

Hawakan ang mask sa strap at siguraduhing natatakpan nito ang parehong bibig at long

**ang may kulay na parte ang tapat na nasa labas.*

STEP 2

I-molde ang nosepiece ayon sa hugis ng iyong long

STEP 3

Kapag marumi na ang mask, hubarin ito gamit ang strap

STEP 4

Itapon ang maruming maskara sa basurahan

STEP 5

Hugasang mabuti ang kamay gamit ang sabon at tubig



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Annex C. Proper Hand Hygiene

2019 NOVEL CORONAVIRUS
Acute Respiratory Disease
(2019-nCoV ARD)
HEALTH ADVISORY

Ang wasto at regular na paghuhugas ng kamay ay mabisang paraan upang makaiwas sa mga sakit. Ito ay makatutulong sa pagpigil ng pagkalat ng virus na nagdudulot ng sakit.

www.doh.gov.ph  OfficialDOHgov  8711-1001 8711-1002

TAMANG PARAAN NG PAGHUHUGAS NG KAMAY



Basah ng tubig ang mga kamay at sabunin.



Sabunin ang mga palad.



Sabunin ang likod ng mga kamay.



Kuskusin ang mga pagitan ng daliri.



Kuskusin ang mga kuko.



Kuskusin ang pagitan ng mga hintakal.



Kuskusin ng palicot ang mga dulo ng mga daliri sa magkabilang palad.



Danlawang mabul sa malinis na tubig at patuyuin ang mga kamay gamit ang single-use towel.

Makipag-ugnayan sa pinakamalapit na health facility para sa karagdagang impormasyon.

