



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

March 11, 2020

DEPARTMENT CIRCULAR

No. 2020 - 0131

- 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 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 ALL OTHERS CONCERNED
- SUBJECT:** Public Advisory No. 16 - Guidance for Institutions if a PUI or a Confirmed COVID-19 Case is Detected at the Workplace
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In view of the ongoing threat of the spread of the Coronavirus Disease 2019 (COVID-19), the Department of Health (DOH) hereby issues this advisory to provide guidance to institutions if a Patient Under Investigation (PUI) or confirmed case of COVID-19 is detected within their premises:

If the workplace had a PUI, the Management of Institutions shall:

- 1) Remind all employees and personnel to:
 - a) Practice good personal hygiene
 - b) Practice social distancing
 - c) Monitor their health including temperature checks at least twice daily
 - d) If unwell, do not go to work and/or go on sick leave. In addition, visit a healthcare professional immediately and inform their supervisors or the HR department/administrators immediately, if unwell
- 2) Explore alternative work arrangements.
- 3) Perform enhanced disinfection of workplace premises.

If a confirmed case is detected in the workplace:


- 1) The DOH shall reach out to the employer first and it is the joint DOH and LGU's contact tracing team which shall assess who among such persons should be placed on quarantine and advise which area to vacate & cordon-off.
- 2) Employers should cooperate and provide the necessary assistance and support to the joint DOH and LGU's contact tracing team by helping identify any persons at the workplace who may have had close contacts with the confirmed case. For those who are not placed under quarantine, follow instructions above.
- 3) Employers should immediately vacate and cordon-off the prescribed section of the workplace premises where the confirmed case worked. There is **no need** to vacate the building or the whole floor if there had been no sustained and close contact with the confirmed case; and

- 4) Carry out a thorough cleaning and disinfecting of that section of the workplace premises particularly those that come in frequent contact, using 0.1% bleach.
- 5) For employees who may not be able to remain physically at their workplaces if they have been asked to vacate their work stations or are pending assessment by the joint DOH and LGU's contact tracing officers, employers are urged to enable flexible work arrangements or treat such absences in accordance with Department of Labor and Employment / Civil Service Commission guidelines.
- 6) Employers shall provide timely information to employees on latest developments and reassure employees and other relevant persons, e.g. customers, of the measures being taken to ensure their well-being at the workplace.
- 7) Employers should regularly keep in touch with an employee who is a suspect or confirmed case or was placed on quarantine.

For more information, please call the DOH's COVID-19 Emergency Operations Center at (632) 8651-7800 local 1149 or 1150 or 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>

Dissemination of the information to all concerned is requested


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Secretary of Health