



MEMORANDUM

FOR : DEPUTY COMMISSIONERS
 SERVICE DIRECTORS
 HEADS OF OFFICES

FROM : ATTY. EDWARD JAMES A. DY BUCO
 Officer-in-Charge

SUBJECT : GUIDELINES ON THE MANAGEMENT OF COVID-19
 RELATED CASES IN BOC

DATE : March 20, 2020

References

1. Memorandum dated March 17, 2020 issued by the abovesigned on the Revised Guidelines in the Implementation of Alternative Work Arrangements re: State of Public Health Emergency
2. Civil Service Commission (CSC) Memorandum Circular No. 05, s. 2020 with the subject "Interim Guideline on the Use of Leave Credits for Absences due to Self-Quarantine and/or Treatment Relative to the Corona Virus Disease (COVID-19)";
3. Department of Health (DOH) Memorandum No. 2020-0090 with the subject "Interim Guidelines on the Management of Persons Under Monitoring (PUMs) suspected with COVID-19 for Home Quarantine; and,
4. DOH Memorandum No. 2020-0068 with the subject "Interim Guidelines on Contact Tracing for Confirmed 2019 Novel Corona Virus (2019-nCov ARD) Cases.

Definition of Terms

Consistent with the above-listed References, the following terms shall mean:

1. **Person Under Investigation (PUI)** – refers to any person, regardless of nationality, race and age, who exhibits fever and/or cough, and has at least one of the following: 1) history of travel to China 14 days prior to onset of symptoms, and 2) has a history of exposure 14 days prior to onset of symptoms, and shall be referred to hospital quarantine.
2. **Person Under Monitoring for Facility Quarantine (PUM-F)** – refers to any person, regardless of nationality, race and age, who **does not exhibit** fever and/or cough, and has at least one of the following: 1) history of travel to Hubei, China and/or has a history of exposure, and shall be referred to facility quarantine.

3. **Person Under Monitoring for Home Quarantine (PUM-H)** – refers to any person, regardless of nationality, race and age, who **does not exhibit** fever and/or cough, and has at least one of the following: 1) history of travel to other areas of China and/or has a history of exposure, and shall be referred to home quarantine.

General Guidelines

As part of the precautionary measures being implemented by the Bureau relative to the management of COVID-19 (i.e., averting the spread of said virus in the workplace), the following guidelines shall be observed:

1. All BOC officials and employees who will be identified PUIs, PUM-Fs, and PUM-Hs based on the said criteria shall strictly comply with the prescribed measures set by the DOH, reiterated as follows:
 - a. A PUI shall be referred to hospital quarantine;
 - b. A PUM-F shall be referred to facility quarantine;
 - c. A PUM-Q shall be required to undergo monitored home quarantine;
 - d. A person who exhibits fever or any symptom of lower respiratory illness, and has history of travel to other countries with confirmed case of COVID-19 but without any history of exposure shall be advised to undergo monitored home quarantine.
2. In case a BOC employee, however, feels sick with COVID-19-like symptoms such as fever, coughing, shortness of breath or difficulty breathing, chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose, and who is not covered by the abovementioned categories, **must** follow procedures stated below:
 - a. Notify their respective immediate supervisors, thru any mode of communication, on their condition.
 - b. Voluntarily seek immediate medical attention.
 - c. Go on self-quarantine, as deemed necessary upon the advice and certification of a licensed government/private physician.
3. In case an employee does not have access to any medical facility, the MDD is directed to facilitate and refer the case to any government-accredited medical institution. MDD may be reached thru mobile number **09159812092**.
4. Further, an employee who will be categorized based on the foregoing circumstances is required to submit to the HRMD, within three (3) working days, a Medical Certificate issued by any licensed government/private physician that s/he shall undergo quarantine. A scanned copy of such may be sent through HRMD official email: hrmd@customs.gov.ph.

Failure to submit said certification, the absence/s from work incurred by the concerned employee shall be charged against his/her earned leave credits.

5. All Division/Office/Unit Heads/Chiefs shall immediately report to the HRMD and the Medical and Dental Division (MDD) the circumstances surrounding any COVID-19-related cases who had physical contact with a BOC personnel or was at the BOC premises/offices.
6. The BOC MDD is directed to coordinate with the DOH, designated authorities and/or other government units on any relevant COVID-19-related cases that may occur within the Bureau.
7. For emergency situations, the **Human Resource Management Division** may be reached thru **09356283731**.

For guidance and compliance.