



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

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OCCOM Memo No. 04-2022

MEMORANDUM

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TO : DEPUTY COMMISSIONERS
DISTRICT COLLECTORS

FROM : REY LEONARDO B. GUERRERO
Commissioner

SUBJECT : Updated Handling Procedures for COVID-19 Cases

DATE : January 19, 2022



BOC-03-13487

In compliance with relevant Department of Health (DOH) issuances on the COVID-19 protocols for quarantine and isolation, all Heads of Office/ District Collectors (HO/DC) under the Bureau of Customs are hereby directed to observe the following procedures:

1.0 Handling Procedure

- 1.1 In any instances of COVID-19 related Case involving a Regular employee or a person under Contract of Service (COS), personnel concerned shall observe the prescribed COVID-19 Testing Protocols, Quarantine, and Isolation Period in the Bureau (*attached as Annex "A"*).
- 1.2 All personnel who tested for COVID-19 shall immediately submit their test result to their respective Administrative Unit/Office, copy furnished the Human Resource Management Division (HRMD) and the Medical and Dental Division (MDD).
- 1.3 All personnel identified as COVID-19 cases shall secure clearance from the MDD or attending physician, before returning to work.
- 1.4 All personnel concerned shall submit the following, together with their request for Return-to-Work Clearance to the MDD via email: mdd@customs.gov.ph on the last day of their isolation (7th) / quarantine (5th):
 - 1.4.1 Duly accomplished Health Declaration Form (*Attached as Annex "B"*);
 - 1.4.2 Copy of COVID-19 official test results (or Positive result of close contact);
 - 1.4.3 Copy of LGU certificate of quarantine/isolation, if available; and
 - 1.4.4 If hospitalized, copy of any hospital document indicating diagnosis and date of admission.



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Repeat testing for Recovered cases/previous Positive case is not recommended.

- 2.0 Disinfection of office premises where exposure of the personnel has been determined shall be undertaken after office hours or on weekends. Temporary closures due to disinfection of office premises shall not be allowed.
- 3.0 In case of overwhelming and unmanageable spread of COVID-19 in the workplace, HO/DC may implement a temporary closure provided that a clearance from the Commissioner has been secured.
- 4.0 While personnel concerned are properly handled during the prescribed quarantine/isolation period, the HO/DC shall ensure that alternative work arrangements and staffing in the affected work areas will be implemented immediately to ensure continuous office operations.

For strict compliance.

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Prescribed COVID-19 Testing Protocols, Quarantine, and Isolation Period

COVID-19 Category	COVID-19 Testing	Result/Case Classification	Vaccination Status	Quarantine and Isolation Period	Remarks
a. Asymptomatic Close Contacts	3-4 days from exposure	Negative	Regardless of Vaccination		Cleared for work
		Positive	Fully Vaccinated	5 days from positive test (sample collection date)	
b. Symptomatic Close Contact	1 - 2 days from onset of symptoms	Negative	Fully Vaccinated	7 days from positive test (sample collection date)	- Fully vaccinated asymptomatic close contacts have the option to not take the COVID-19 test but shall complete the 5 days quarantine period before returning to work. - All asymptomatic close contacts should continue symptom monitoring for 14 days, strictly observe Minimum Public Health Standards (MPHS) which include wearing of well-fitted masks, physical distancing, among others. - Isolation can be discontinued upon the completion of the required days provided that they shall not develop fever for at least 24hrs without the use of medication, except for immunocompromised individuals
			Partially or Unvaccinated	5 days from onset of symptoms	
		Partially or Unvaccinated	7 days from onset of symptoms		
		Fully Vaccinated	7 days from onset of symptoms		
		Partially Vaccinated or Unvaccinated	10 days from onset of symptoms		
Positive (Mild* COVID Case)	Positive (Moderate** COVID Case)	Fully Vaccinated	10 days from onset of symptoms		
Positive (Severe*** /Critical**** COVID Case)		21 days from onset of symptoms			
Positive (Severe*** /Critical**** COVID Case)		21 days from onset of symptoms			

*Mild Disease – patients presenting with fever, cough, fatigue, anorexia, myalgias; other non-specific symptoms such as sore throat, nasal congestion, headache, diarrhea, nausea and vomiting; loss of smell (anosmia) or loss of taste (ageusia) preceding the onset of respiratory symptoms with NO signs of pneumonia or hypoxia.
 ** Moderate Disease – patient with clinical signs of non-severe pneumonia (e.d. fever, cough, dyspnea, respiratory rate = 21-30 breaths/minute, peripheral capillary oxygen saturation (SpO2) >92% on room air).
 ***Severe Disease – Patient with clinical signs of severe pneumonia or severe acute respiratory infection as follows: fever, cough, dyspnea, RR>30 breaths/minute, severe respiratory distress or SpO2 ≤92% on room air).
 ****Critical Disease – Patients manifesting with acute respiratory distress syndrome, sepsis and/or septic shock.

