



MEMORANDUM



BOC-03-05496

FOR : ALL BOC OFFICIALS AND PERSONNEL

FROM : **MICHAEL C. FERMIN**
 Director III
 Administration Office
 Internal Administration Group

SUBJECT : **MONITORING AND REPORTING OF COVID-19-RELATED CASES IN BOC**

DATE : March 24, 2020

Consistent with the Memorandum dated March 20, 2020 re Guidelines on the Management of COVID-19-related Cases in BOC and other related issuances, supplemental guidelines on the monitoring and reporting of related cases are hereby issued:

1. In the event the either of the circumstances stated below occurs, the employee concerned must follow the corresponding procedures:

Case	Procedure
<p>a. In case an employee has been tested positive for Corona Virus Disease (COVID-19), or has been identified as a Person under Investigation (PUI) or Person under Monitoring (PUM) by any government health facility responsible for managing such cases:</p>	<ol style="list-style-type: none"> i. notify their his/her immediate supervisor/s, thru any mode of communication, on his/her condition within one (1) day upon obtaining the information from the said government health facility; and ii. <i>submit himself/herself to self-quarantine at home or at any appropriate health facility, as applicable, for fourteen (14) calendar days prescribed period, which shall not be deducted from his/her earned leave credits.</i>
<p>b. In case an employee, on the other hand, 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:</p>	<ol style="list-style-type: none"> i. notify their respective immediate supervisors, thru any mode of communication, on their condition; ii. voluntarily seek immediate medical attention; and iii. go on self-quarantine, as deemed necessary upon the advice and certification of a licensed government/private physician.

2. Applicable to all cases mentioned, the designated Administrative Officer of Groups/Ports shall inform the Medical and Dental Division and the Human Resource Management Division of the condition of the employee concerned.
3. For accurate and up-to-date monitoring and recording of above cases, the attached monitoring matrix shall be accomplished and certified by the designated Administrative Officer of Groups/Ports, to be submitted to the MDD, copy furnished the HRMD, within one (1) day from the receipt of notice from the employee concerned.
4. Other circumstances surrounding said COVID-19-related cases may also be reported to the MDD and/or HRMD through the following emergency contact numbers:
 - a. Medical and Dental Division **09159812092**
 - b. Human Resource Management Division **09356283731**
5. It may also be reiterated that the MDD is responsible for coordinating with the Department of Health and/or other concerned government health facilities in terms of possible referral to hospital of severe cases (if any).
6. Supplemental guidelines and/or precautionary measures on the management of COVID-19 in BOC shall be issued as deemed necessary.
7. For guidance and compliance.

