





MEMORANDUM

TO : **DEPUTY COMMISSIONERS
DISTRICT COLLECTORS**

FROM : **REY LEONARDO B. GUERRERO**  BOC-03-05597
Commissioner 

SUBJECT : **Updated Handling Procedures for COVID-19 Cases**

DATE : April 16, 2020

Pursuant to the Department of Health (DOH) Administrative Order No. 2020-0013 which classifies COVID-19 cases, and Memorandum dated April 13, 2020 issued by the abovesigned covering the revised daily COVID-19 case monitoring report guidelines, 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

In any instances of COVID-19 Case involving a Regular or Contract of Service (COS) personnel of the Bureau, the HO/DC shall observe the following steps:

1.1 *For Suspect Cases*

1.1.1 Immediately require the personnel concerned to observe 14-day self-quarantine and to submit himself/herself to a COVID-19 testing – either Rapid Antibody-based Test, or Real Time-Polymerase Chain Reaction (RT-PCR) conducted at any DOH-accredited health facility or institution;

1.1.1.1 After the personnel has been initially tested for COVID-19, he/she will be re-classified as a *Probable Case*, hence, Item 1.2 shall apply in terms of handling the said case.

1.1.2 Regularly monitor the health conditions of the personnel concerned.

1.1.3 Update the revised Daily Case Monitoring Report.

1.2 *For Probable Cases*

1.2.1 Ensure that the personnel concerned submits himself/herself to a RT-PCR test in an officially accredited laboratory, for COVID-19 confirmatory testing.

1.2.2 If the personnel concerned has already tested for RT-PCR pending release of results, regularly monitor the health conditions of the personnel concerned.

1.2.3 Update the revised Daily Case Monitoring Report.

- 1.3 *For Confirmed Cases*
 - 1.3.1 Regularly monitor the medical status/condition of the personnel concerned who is under isolation at home or in a health facility.
 - 1.3.2 Identify the close contacts of the personnel concerned based on the definitions set by the DOH.
 - 1.3.2.1 Determine if the identified close contact is a suspect case based on the case definitions set by the DOH;
 - 1.3.2.2 If the identified close contact has been classified as suspect case, Item 1.1. shall apply in handling said potential case.
 - 1.3.3 Update the revised *Daily Case Monitoring Report*.
- 1.4 It may be reiterated that accomplished Daily COVID-19 Case Monitoring Reports of all Groups/Ports, among other related documents such as copies of test results of COVID-19 cases, shall be submitted to the Human Resource Management Division through e-mail address hrmd@customs.gov.ph not later than 1:00 p.m. daily until further notice.
- 2.0 Disinfection and Temporary Relocation of Office
 - 2.1 Upon the detection of any of the COVID-19 cases identified above, the HO/DC shall immediately direct the disinfection/sanitation of the particular office premise where exposure of the personnel concerned had been determined.
 - 2.2 The HO/DC shall also determine the need to temporarily relocate the office concerned after taking into consideration the extent of possible impact to the health of BOC personnel and the surrounding circumstances.
 - 2.3 The HO/DC shall submit to the Office of the Commissioner the bases of the recommendation to relocate the office concerned, for consideration and approval.
- 3.0 While personnel concerned are properly handled during the prescribed isolation period as per the above procedures, the HO/DC shall ensure that alternative work arrangements and staffing in the affected work areas will be implemented immediately.
- 4.0 Supplemental instructions on the above matter shall be issued if deemed necessary.

For strict compliance.