



# INTERIM GUIDE IN THE MANAGEMENT OF COVID-19 IN THE WORKPLACE

## Accomplish Daily Symptom Questionnaire/Health Declaration Form (HDF)

- ONLINE HDF: answer before leaving the house.
- If symptomatic call/text/email your supervisor. **STAY HOME!**
- Accomplish HDF everyday before going/entering the workplace
- HDF shall be accomplished even on a work from home (WFH) arrangement, during days off and/or on company leave.

**CONTACT TRACING:** This is the identification, listing, and follow-up of persons who may have been in close contact with a confirmed COVID-19 case. An important step in containing outbreaks of infectious diseases.

**QUARANTINE:** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**ISOLATION:** separates sick people with a contagious disease from people who are not sick.

## SYMPTOM CHECKLIST:

(within the last 14 days)

- |  |   |
|--|---|
| <input type="checkbox"/> Fever                   | <input type="checkbox"/> Sore throat    |
| <input type="checkbox"/> Headache                | <input type="checkbox"/> Nausea         |
| <input type="checkbox"/> Muscle pains            | <input type="checkbox"/> Vomiting       |
| <input type="checkbox"/> Fatigue                 | <input type="checkbox"/> Diarrhea       |
| <input type="checkbox"/> Cough                   | <input type="checkbox"/> Abdominal Pain |
| <input type="checkbox"/> Colds                   | <input type="checkbox"/> Loss of Taste  |
| <input type="checkbox"/> Shortness of Breath     | <input type="checkbox"/> Loss of Smell  |
| <input type="checkbox"/> Difficulty of Breathing | <input type="checkbox"/> Sore Eyes      |
| <input type="checkbox"/> Rashes                  |   |

- "Call First Policy" prior to going back to work
- Teleconsult with your OH clinic, consult the nearest medical facility or contact BHERT near you for assistance.

## When to request for RT-PCR:

- ✓ When symptomatic preferably on the 1st to the 3rd day of symptom appearance

RT-PCR is NOT RECOMMENDED for individuals who do not show Covid-19 symptoms.

For identified ASYMPTOMATIC CLOSE CONTACTS with known time of exposure:

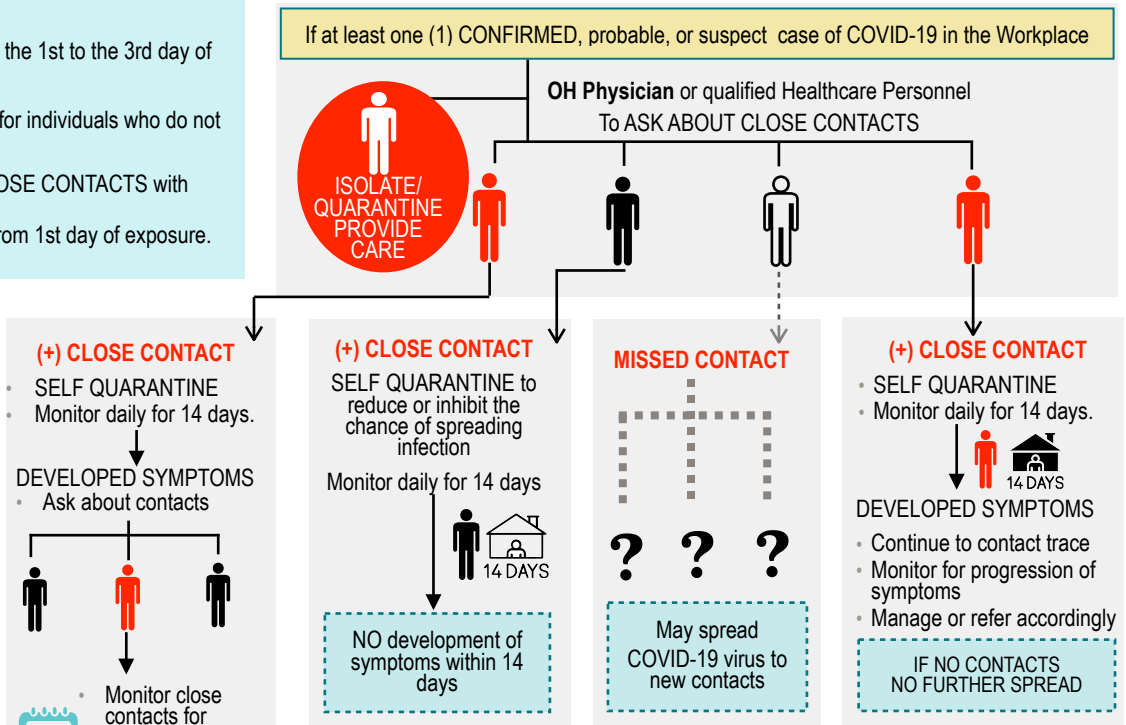
- ✓ preferably on the 5th to 8th day from 1st day of exposure.

## CLOSE CONTACT

JMC No. 20-04 Series of 2020  
DM No. 2020-0189 ; DM No. 2020-245

Employees with exposures two (2) days before or within 14 days from onset of symptoms of a suspect, probable or confirmed case. Inadequate use of PPE\* on any of the following:

- Face to face contact with a confirmed case within one (1) meter or for more than 15 minutes, with or without a mask;
- Direct physical contact with a confirmed case or lived, worked, transacted or travelled together in close proximity <1 meter apart.
- Direct care for a patient with probable or confirmed COVID-19 disease without using PPE's.
- Was with a confirmed case in an enclosed space for at least two (2) hours



## WORKSITE DISINFECTION

Following company policy and/or OSH programs in ensuring the health and safety of the unaffected employees during disinfection (i.e. those whose sections/floors/units are not subject to granular closure) and ensures the safe entry of affected employees after disinfection

- Granular lockdown of the worksite for disinfection may be allowed
- A shorter lockdown period < 24 hours for disinfection. Disinfection time 3 to 4 hours is allowed
- Certificate of return to work from the specialists/cleaners/disinfecting agents is secured.

# READY TO RETURN TO WORK?

## MOST-AT-RISK (MARP)

- Senior citizens, pregnant, employees with underlying health conditions and those <21 years old shall continue to observe work-from-home arrangements. May occasionally report for work for a specified number of hours, provided a certificate of fit to work is issued.
- Employees at least 18 years old but below 21 years. Maybe allowed to report to work for 8 hours provided they undergo a fit-to-work examination and secure a medical certificate (OHP, government physician with occupational health training)
- Those immunocompromised as duly assessed and cleared by attending physicians.
  - On chemotherapy for cancer
  - Untreated HIV infection
  - Combined immunodeficiency disorder
  - Taking steroids for more than 14 days
  - Other less immunocompromising conditions:
    - End stage renal disease, diabetes mellitus, advanced age maybe considered depending on the patient's circumstances and assessment of the health care provider.

For chronic controlled and uncontrolled diseases, to submit medical clearance from attending physician indicating restrictions/limitation from work if any.

## SYMPTOM BASED STRATEGY

- Asymptomatic individuals\* who have completed 14 days quarantine
- Must have completed at least 10-14 days quarantine and is asymptomatic for at least 3 days prior discharge or return to work have passed since recovery or resolution of symptoms without the use of medication
- Submit medical certification from attending physician

**Asymptomatic Individuals** are those who do not show symptoms, but they are infected and can transmit the virus.  
(WHO, DM No. 2020-0381, DOH COVID-19 Primer)

## TEST BASED (RT-PCR) STRATEGY

POSITIVE PCR with NO symptoms

- Day 1 is the day of the swab test

POSITIVE PCR with COVID-19 symptoms

- Day 1 is the day when symptom started

- Asymptomatic individuals who have completed 14 days quarantine from the time of the original positive result.
- For mild to moderate COVID 19 disease, at least 14 days of isolation have been completed, including resolution of fever without use of antipyretic medication and with improvement of other symptoms for the least 3 days.
- For severe to critical COVID 19 disease, at least 21 days of isolation have been completed including resolution of fever without use of antipyretic medications and with improvement of other symptoms for at least 3 days.

For clinically recovered patients, **REPEAT RT-PCR is NOT RECOMMENDED** to determine recovery provided a licensed medical doctor clears the patient.

## Sources:

- DTI-DOLE JMC No. 2020-04A and Advisory No 20-02
- DM No. 2020-0189, DM No. 2020-0229, DM No. 2020- 245, DM No. 2020-0381

Aforementioned guidelines may change based on new releases of government protocols

Municipal Health Officer (MHO) City Health Officer (CHO)

- Issues Certificate of Quarantine Completion to all close contacts and confirmed COVID-19 positives who shall successfully complete the 14 day home-based quarantine to be submitted to the OH Clinic prior to going back to work.