



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

DEC 06 2022

DEPARTMENT ORDER

NO. 251
Series of 2022

12/04/22

**SUBJECT: Updated DPWH Guidelines
on COVID-19 Management**

The Coronavirus Disease 2019 (COVID-19), since having been declared as a Public Health Emergency of International Concern in 2020, has affected millions of lives and families.

Consistent with the numerous national protocols, measures, recommendations, requirements and strategies for the management of COVID-19, the herein attached Updated DPWH Guidelines on COVID-19 Management is hereby prescribed to ensure protection of the health, safety, and welfare of DPWH officials and employees at all times.

The respective Head of Office are enjoined to strictly implement the guidelines for the protection of persons at the workplace as prescribed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF).

This Order shall take effect immediately.

MANUEL M. BONOAN
Secretary

17.1.1 AVS/RDR/SUEKS

Department of Public Works and Highways
Office of the Secretary



WIN2K00608

DPWH Guidelines on COVID19 Management

At the height of COVID-19 health pandemic, the Department of Public Works and Highways (DPWH) has shown the strength in adversity with numerous initiatives such as facilitating the provision of alternative infrastructure for quarantine/isolation/treatment and accommodation of medical frontliners.

Beyond the very obvious risks to physical health and to the economy, COVID-19 has underscored the need for operational preparedness and there are no grounds for complacency.

The continued presence of highly transmissible variants of COVID 19 across the world highlights the need to ensure continued availability of health and essential services for infection prevention and control in the workplace.

To further ensure the safety and well-being of DPWH human resources, the DPWH Central Quarantine Facility was put up for the medical management of employee-patient with the goal of mitigating spread of infection in offices and respective home.

The following specific guidelines is hereby prescribed to strengthen the Department of Public Works and Highways (DPWH) effort to manage the spread of COVID-19.

General Guidelines

- For the purpose of improving coordination and ensuring the safety and well-being of everyone, the DPWH COVID Help Desk (DCHD) being managed by the Stakeholders Relations Service (SRS) tirelessly endeavored to monitor COVID cases among the DPWH offices nationwide.
- The DCHD may be contacted through the following platforms: 5304-3370 (telephone), 09616847084 (cellphone), and dpwhcovidhelpdesk16502@gmail.com (email).
- The respective Head of Office (Undersecretary, Assistant Secretary, Director, and District Engineer) shall designate the Office COVID Coordinating Group (OCCG) which is composed of at least three personnel. The list of OCCG members, including contact details shall be submitted to the DPWH COVID Help Desk.
- The OCCG shall monitor compliance and implement the herein COVID19 Management Guidelines.
- The DCHD shall submit monthly status report of the DPWH COVID19 Management Program to the Office of the Secretary, through the Chairperson of the DPWH COVID-19 Management Committee.
- Regardless of employment status and position, employees in the Central Office, National Capital Region, Unified Project Management Offices are encouraged to immediately isolate and voluntarily admit themselves in the DPWH Central Quarantine Facility along J.W. Diokno Boulevard, Pasay City for early recognition and control at the onset of related signs and symptoms and for those who test positive (antigen and/or RT-PCR) to ensure adherence to isolation protocol.
- The OCCG and DCHD shall assist the employee that are confirmed COVID case (both symptomatic and asymptomatic) and symptomatic COVID Antigen Test Positive for

referral to the DPWH Quarantine Facility in Pasay City or any government quarantine facility.

- The functional modular health facility put up by DPWH National Capital Region (NCR) operates with complete Medical Team composed of healthcare professionals/supporting staffs manning to guarantee that the appropriate conditions for safe and effective quarantine are met.
- As needed, the Medical Team also administers rapid antigen testing in the Central Office including UPMO Clusters and National Capital Region for initial case detection activities other special requirements (i.e. meetings, events, travel, etc.).
- DPWH encouraged all officials and employees and their families to get the COVID-19 booster shot to increase their immunity and protection against the COVID-19 virus.
- The updated testing requirements and recommendations for unvaccinated eligible employees shall be observed with the most recent IATF guidelines as reference.
- Authority is hereby given that expenses of DPWH Central Quarantine Facility including salaries/wages of the Medical Team be charged against any available funds of the Department, subject to the usual accounting rules and regulations.

I. Workplace Health Management

- Officials and employees who are experiencing the on-set of COVID19 symptoms such as fever, cough, sore throat and loss of smell shall immediately isolate themselves and seek medical attention or coordinate with their respective Rural Health Unit for the conduct of Confirmatory Swab Test and necessary medical intervention. For those who does not have fever but are experiencing any mild COVID19 related symptoms such as colds, cough, runny nose, body pains, diarrhea and difficulty of breathing are may be authorized to work from home by the Head of Office subject to compliance to the requirements of Department Order No. 36, entitled "Alternative Working Arrangements in the DPWH". The Division Chief shall report the case to the designated OCCG. The sick employee shall only be allowed to physically report to work if he is already clear of any COVID related symptoms and submission of either a negative COVID19 Antigen test result, fit to work health clearance certified by a Physician.
- Personnel assigned at the Receiving/Frontline Desks are required to wear face masks. Frequent hand sanitizing is encouraged.
- Number of participants on face to face meetings, seminars and other similar activities shall be dependent on the existing Health Level Alert System being imposed by the IATF. In as much as possible online conference applications shall be utilized.
- If an employee has already undergone RT-PCR swab test, they are not allowed to report to work while waiting for the result, even if he claims to be asymptomatic. All employees must be transparent and disclose pertinent health information to their respective Supervisor.
- The requirement for antigen and/or RT-PCR test for the unvaccinated individual shall be based on recent IATF Resolution or DOH guidelines.

II. COVID Suspected/Probable and Confirmed COVID Case Management

- Employees that were diagnosed and certified by a DOH accredited hospital/laboratory as a Confirmed COVID Case shall immediately notify their OCCG which shall report the same to the DCHD.
- Following the DOH Protocol on contact tracing, the OCCG shall conduct the contact tracing and submit a report within 24 hours to the DCHD.
- The DCHD shall conduct verification/validation on the submitted Contact Tracing Report of the OCCG and submit the evaluation report to the concerned office.
- All COVID Antigen Test Positive and Confirmed COVID cases are required to be reported to the respective Barangay/City health unit for monitoring purposes.
- Employees that are identified as Confirmed, Suspected/Probable Case or have been validated to be classified as "Direct Contact" with a confirmed COVID Case shall be subjected to the prescribed quarantine protocol with the most recent IATF guidelines as reference.

| Case Category | Vaccination Status | Isolation Period |
|--|--------------------------------------|--|
| Asymptomatic Close Contact | Fully Vaccinated | 5 days from exposure and may be shorten up to zero (0) days if with booster |
| | Partially Vaccinated or Unvaccinated | At least 14 days from last exposure |
| Asymptomatic Confirmed Case | Fully Vaccinated | At least 7 days from positive test, may be shorten to 5 days if with booster |
| | Partially Vaccinated or Unvaccinated | At least 10 days from positive test |
| Symptomatic suspected/probable or confirmed case with MILD symptoms | Fully Vaccinated | At least 7 days from positive test/onset of symptoms, may be shorten to 5 days if with booster |
| | Partially Vaccinated or Unvaccinated | At least 10 days from onset of symptoms |
| Symptomatic suspected/probable or confirmed case with MODERATE symptoms | Regardless of vaccination status | At least 10 days from onset of symptoms |
| Symptomatic suspected/probable or confirmed case with SEVERE/CRITICAL symptoms and Immunocompromised | Regardless of vaccination status | At least 21 days from onset of symptoms with negative repeat RTPCR |

- The OCCG shall submit a report, following the prescribed format, hereto attached as Annex 'A', to the DCHD.

- The DCHD shall conduct employee health condition follow up via call/text every other day to monitor the health condition of the employee under home quarantine.
- Employees who are experiencing COVID related symptoms shall be assisted by the OCCG and DCHD to be referred to a Department of Health (DOH) managed COVID Recovery Facility and or any DOH Accredited Swab Test facility for the conduct of confirmatory swab test.
- Following the DOH protocol, all employees are encouraged to coordinate with their respective Local Government Units (Barangay, Municipal and City Government) to monitor them and provide the necessary certificate of quarantine completion.
- Employees who completed the quarantine period are required to submit either a negative COVID antigen test result, quarantine certificate and/or a clearance from a physician certifying that they are fit to work.
- Any new issuance of the IATF, DOH and/or CSC which may lengthen, shorten or affect quarantine and isolation protocols during the effectivity of this DO is automatically adopted.

III. Conduct of COVID Antigen Test

- To ensure a healthy and safe workplace environment and prevent further spread of COVID19, COVID19 Antigen Swab Test is hereby prescribed to the following officials and employees:
 - a. Direct Contacts of confirmed COVID19 Case
 - b. Symptomatic Employees
 - c. Officials/employees prior to a scheduled meeting/activity with any Members of the Executive Committee
 - d. Visitors of the Office of the Secretary
- The conduct of COVID Antigen Test activities shall be implemented by the DPWH Quarantine Facility-Medical Team being managed by the Office of the DPWH COVID Management Committee Chair.
- The respective OCCG shall coordinate with the SRS COVID Help Desk for the scheduling of COVID19 antigen testing of direct contacts and symptomatic officials/employees. All antigen swab test shall be conducted by the DPWH Medical Team.
- Schedule of antigen swab test for scheduled meeting/activity of the Members of the Management Committee and visitors of the Office of the Secretary shall directly be coordinated to the DPWH COVID Help Desk.
- A positive antigen test among asymptomatic DPWH employees shall be subjected for confirmatory RT-PCR test. Authority is hereby given to Heads of Offices concerned to approve the reimbursement of RT-PCR test of their respective employees, which shall be charged from the available funds of the office.

- Authority is hereby given to the Regional Offices to determine the need on whether they will also conduct the regular random antigen swab test to ensure safe working environment.
- Authority is hereby given to the Undersecretary for Support Services to procure Food and Drug Administration-DOH accredited antigen swab test kits to be used by the employees, together with the Job Order Personnel under the Central Office including Personal Protective Equipment (PPEs), gloves, and other medical supplies necessary for the conduct of the antigen testing.
- Moreover, DPWH employees who are licensed nurses shall assist during the antigen swab testing and will be properly oriented and trained by the Medical Team.

IV. Closure or Work Suspension Due to COVID Case

- No offices shall be allowed to suspend work and/or declare lockdown and implement work-from-home arrangement only because for disinfection purposes due to occurrence of COVID19 cases in their respective offices.
- Suspension or declaration of lockdown of office operation shall only be considered if there are recommendation/order from the Local Government Unit who has direct jurisdiction where the Office is located.

V. COVID19 Vaccination Compliance

- All officials and employees are encouraged to support and avail the continuing COVID19 vaccination program being implemented by the National COVID19 Operations Vaccination Center (NCOVC) and DOH.
- The respective designated Office COVID19 Vaccination Taskforce (OCVT), together with the OCCG and Employees Union/Association shall assist in the effective implementation of the COVID19 vaccination program.
- All COVID19 vaccination activities shall be coordinated with the DOH accredited vaccination center. Individual employees may avail of COVID19 vaccine being offered by their respective Local Government Unit.
- The respective heads of offices, thru their OCVT shall submit monthly COVID19 vaccination status report of officials and employees as being required by the NCOVC.
- Officials/employees may avail of excused absences after the immunization of COVID19 vaccine in compliance to CSC Memorandum Circular No. 16, series of 2021.
 - Absence from work during the day of inoculation of the first and second doses of COVID-19 vaccine, including future booster shots. Required documents include proof of vaccination schedule (e.g. vaccination card) and the application of leave of absence to be filed five (5) days prior to the scheduled vaccination date, if applicable; and
 - Absence from work due to the required treatment/recuperation period from Adverse Events Following Immunization (AEFI) of the first and second doses of COVID-19 vaccine, including future booster shots.

A maximum of 15 calendar days may be allowed for cases of serious AEFIs which may include hospitalization, persistent or significant disability or incapacity, and life threatening or medically important event or reaction. In addition to the application of leave of absence and copy of vaccination card, the employee must also submit a medical certificate and/or clinical abstract indicating the diagnosis, management done, and number of days of recuperation needed, signed by the attending physician.

On the other hand, a maximum of three (3) calendar days may be allowed for non-serious AEFIs which may include tenderness, pain, warmth, redness, itching or swelling on the arm where one got the injection; generally feeling unwell; feeling tired (fatigue); chills or feeling feverish; headache; and joint pain or muscle ache. The employee must submit a medical certificate signed by an attending physician at the vaccination center or medical facility where s/he underwent observation due to AEFI.

VI. Information Disclosure

- All personal information shall be treated with confidentiality. However, COVID related information such as official swab test result shall be disclosed for the effective implementation of the Contact Tracing and Suspected/Confirmed Case monitoring system.
- Information obtained for the COVID Management Program shall not be used in any programs and activities.
- Any unauthorized release/use of information shall be administratively charged pursuant to the provision of Data Privacy Act of 2012.

(Office)
Contact Tracing Report of (insert name of COVID19 Confirmed Employee)
As of (date)

| Name | Office | Position | Contact Number | Address | Level of Interaction with COVID19 Confirmed Case | Health Status |
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Prepared by:

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