



Boy Scouts of the Philippines

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NATIONAL OFFICE MEMORANDUM

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TO : **BSP Officials and Employees**

SUBJECT : **Guidelines for Response to COVID-19 cases**

In line with the Department of Health Department Memorandum (DM) No. 2020-0220 – Interim Guidelines on the Return to Work, DM No. 0189 – Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Covid-19 Cases, and in compliance with the issuances of the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF-EID), the Boy Scouts of the Philippines shall adopt the following guidelines in response to the prevention and control of COVID-19:

1. Reporting

1.1 If an employee has already reported for work but later on showed symptoms of the disease, the HRMO should immediately notify the BSP Task Force COVID-19 (TFC-19) for appropriate action;

1.2 If an employee was tested positive for COVID-19 while outside of the workplace thru Real-time Reverse Transcription-Polymerase Chain Reaction (RT-PCR) test, he/she should immediately notify his/her immediate supervisor thru SMS/text message, phone call, e-mail, or other means of online communication.

If an employee was tested positive through Rapid Antibody Test (RAT) only, he/she should still report the same to his/her immediate supervisor for appropriate precautionary measures;

1.3 The concerned director or head of office shall immediately report said case to the Chairman of TFC-19 for appropriate action, conduct emergency meeting with his/her office staff in order to identify possible close contacts and issue safety warning while ensuring the confidentiality of the matter.

2. Isolation

2.1 The TFC-19 shall advise the COVID-19 suspect or confirmed patient to strictly abide by the instructions of the Barangay Health Emergency Response Team (BHERT) or Local Health Center as regards DOH contact tracing and quarantine protocols and other clinical advice for his/her immediate recovery;

2.2 An isolation room in the workplace/office will be designated for any employee who will show signs and symptoms of COVID-19 while waiting to be

transported back home or to a COVID-19 testing and/or treatment facility, if necessary;

- 2.3 Employees who are asymptomatic but confirmed positive either through RAT or RT-PCR Test shall be barred from entering the workplace. He/she shall instead be advised to undergo 14-days voluntary home quarantine, observe minimum health standards, and submit daily the online Health Declaration Form (HDF) to the HRMO as part of case monitoring, aside from the close monitoring and other reporting measures to be conducted by the BHERT. The daily submission of HDF is also mandatory for all BSP employees whether on a Work from Home arrangement or reporting physically at the workplace;
- 2.4 The TFC-19 may recommend to the Secretary General if there is an urgent need for isolation of some employee/s or selective or total work suspension of all offices whenever there is a detected or reported COVID-19 case in the workplace.

3. Identification of Possible Close-Contact and Preventive Measures

- 3.1 The DOH through the Epidemiology Bureau (EB) is the agency tasked to provide guidelines and oversight for all contact tracing activities (III. General Guidelines. A (2), DM No. 2020-0189). All Local Government Units (LGUs) also implement varying measures or support mechanisms through the BHERTs within their area of jurisdiction.

In support to the above role of the DOH in containing the spread of the disease, the TFC-19, when requested, shall extend its full cooperation to the BHERT by providing the necessary information that will aid in its conduct of contact tracing activities on the COVID-19 suspect or confirmed case and assist in identifying possible close contacts while ensuring the confidentiality of information in accordance with the provisions of the Data Privacy Act of 2012 and other relevant laws and regulations. We highly recommend that each employee maintains a contact diary to be filled-up every day of persons he/she was in contact with.

- 3.2 As a precautionary measure to prevent the possible spread of infection in the workplace, the TFC-19 and the concerned office head shall also conduct a simplified contact tracing activity thru interviews and other means parallel to the investigation to be conducted by BHERT.

4. Referral

- 4.1 For cases occurring at the office /workplace, the HRMO shall prepare the referral certificate to be signed by the TFC-19 Chairman duly noted by the Secretary General and endorsed to BHERT for immediate and appropriate action.

5. Monitoring

- 5.1 The HRMO shall immediately review every data gathered from all HDFs submitted and promptly notify the TFC-19 should any of the employees show signs or symptoms of the disease;
- 5.2 The TFC-19 shall regularly monitor the health condition of employees who have been classified as suspect, Person Under Investigation (PUI), Person Under Monitoring (PUM) or confirmed COVID-19 positive for possible

implementation of more stringent precautionary measures depending on the health condition of said classified persons.

6. Transportation

- 6.1 Any employee who will show signs or symptoms of COVID-19 will be transported back to his/her home or to the nearest COVID-19 treatment facility, if necessary, by an office designated driver and service vehicle. The concerned employee will also be assisted by TFC-19 in reporting the case to the designated BHERT in his/her barangay;

7. Return to Work Policy

- 7.1 The PUI employee may return to work only upon submission of a Certificate of Quarantine Completion issued by the City or Municipal Health Officer;
- 7.2 An employee who was confined and treated for COVID-19 may return to work only after being medically cleared by a licensed physician who administered the treatment.

8. Other Preparedness Measures

- 8.1 **Support Mechanism.** In addition to the strict implementation of minimum health standards such as proper and frequent handwashing, physical distancing, and mandatory wearing of face mask and face shields, the management shall ensure that the workplace is safe and well ventilated and compliant to Occupational Safety and Health Standards (OSHS);
- 8.2 **Be Informed.** All employees are strongly advised to read and be updated of the latest developments and issuances from the DOH, IATF-EID and the National Task Force on COVID-19, as well as with their LGU's Quarantine Guidelines and Lockdown protocols for their own safety and of their family.
- 8.3 **Employees Welfare and Protection**
Confidentiality of information shall be observed by the TFC-19 and the unit head concerned at all times. All employees are likewise informed and reminded of the various laws governing disclosure of information and discriminatory acts such as the Data Privacy Act of 2012, R.A. No.11332 or the Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act, the COVID-19 Related Anti-Discrimination Act being implemented at varying degrees by the LGUs, and other issuances of the National Privacy Commission;

The TFC shall also endeavor to protect the rights and privacy of COVID-19 suspect or confirmed employee against all forms of discrimination in the workplace.

For information, guidance and strict compliance.


ROGELIO S. VILLA, JR.
Secretary General

TFC-19.FBA/JPRD/feb