

**MEMORANDUM CIRCULAR No. 09**  
*Series of 2020*

**TO : ALL PHILIPPINE LICENSED RECRUITMENT AGENCIES AND MANNING AGENCIES**

**SUBJECT : ADOPTION OF THE GUIDELINES ON THE ARRIVAL AND REPATRIATION OF OVERSEAS FILIPINOS, AND THE GUIDELINES AT SEAPORTS FOR ALL MARITIME VESSELS ISSUED BY THE DEPARTMENT OF HEALTH**

---

In view of the national state of calamity brought about by the rapid spread of the Corona Virus Disease-19 (COVID 19), consistent with the protocols issued by the Department of Health (DOH) and its concerned offices, and towards affording full protection of overseas Filipino workers, this Administration adopts the applicable provisions of the measures issued by the DOH to control the spread of COVID-19, as follows:

- 1. ARRIVAL OF OVERSEAS FILIPINO WORKERS (OFWS).** Notwithstanding other existing immigration and quarantine protocols that are in place at the ports of entry, arriving overseas Filipinos, including landbased and seabased OFWs, shall be covered by the DOH Department Circular No. 2020-0105 - *Public Advisory No. 12 - Interim Guidelines on the Management of Persons Under Monitoring (PUMs) suspected with Coronavirus Disease 2019 (COVID-19) for Home Quarantine.*

Attached hereto as *Annex 1*, DOH Department Circular No. 2020-0105, among others, provides the following guidelines:

**II. General Guidelines**

- A.** Any person, regardless of nationality, race and age, who does not exhibit any sign nor symptom, has history of travel to other areas of China and/or history of exposure to a confirmed case of COVID-19, within the past 14 days, shall be required to undergo monitored home quarantine.

B. Any person, regardless of nationality, race and age, who exhibits fever or any symptom of lower respiratory illness, and has a history of travel to other countries with a confirmed case of COVID-19 but without any history of exposure, shall be advised to undergo monitored home quarantine.

C. Those undergoing home quarantine shall be prohibited to leave their rooms/ homes where they are quarantined until they have been certified by the local health official to have finished the 14-day requirement for quarantine procedures.

Consistent with standard quarantine protocols for COVID-19, the home quarantine period should last for no less than 14 days, subject to extension by the monitoring health authority(ies).

2. **GUIDELINES AT SEAPORTS FOR ALL MARITIME VESSELS.** The Bureau of Quarantine (BOQ) has implemented DOH Department Circular No. 2020-0034 – *Guidelines at All Seaports for Prevention and Spread of Novel Coronavirus Acute Respiratory Disease (2019-NCOV ARD)* for all maritime vessels docking at Philippine seaports.

Attached hereto as *Annex 2*, DOH Department Circular No. 2020-034, provides, among others, the following guidelines:

**A. For Cruise Vessel**

A.1. All Cruise Ships with passengers, regardless of nationality, from travel-restricted territories or countries or had passed through in the past fourteen (14) days are not allowed to dock at any Philippine port.

A.2. All Cruise Ships not calling on the ports of travel-restricted territories or countries within the last fourteen (14) days are allowed to dock in Philippine ports. They must undergo complete screening measures, submission of duly accomplished Maritime Declaration of Health, and other pertinent documents related to COVID-19.

A.3. All Cruise Ships allowed to dock must declare all travel itineraries/excursions in the Philippines.

A.4. The Master of the vessel must report immediately any occurrence of flu-like symptoms (e.g. fever, cough, colds, body weakness, difficulty of breathing, muscle cramps, abdominal pain,

and diarrhea). In an event of flu like manifestation arise, the Master must immediately report to the Quarantine Medical Officer (QMO) for guidance on implementing infection prevention and control protocols to minimize the spread of infection onboard.

A.5. The QMO will conduct triaging of case/s using current Case Definition.

A.6. No Filipinos are allowed to embark in any cruise ship going to travel-restricted territories or countries.

## **B. For Cargo Vessels**

B.1. All vessels calling from travel-restricted territories or countries, regardless of the fourteen (14) days incubation period of the disease, must be boarded at the quarantine anchorage.

B.2. Upon arrival at quarantine anchorage, the Master of vessel must hoist at its foremast the yellow flag and inform immediately the Quarantine station at assigned port through ship agents. Strictly no embarkation/disembarkation policy.

B.3. Quarantine Boarding formalities shall issue- the Master of the vessel shall submit a duly accomplished Maritime Declaration of Health and BOQ shall issue *free pratique*. Other boarding formalities shall commence.

B.4. Vessels cleared at the first port of entry and calling other local port, which within the past 14 days travel from restricted territories or countries, must be boarded at the designated Quarantine anchorage area by QMO, submit duly accomplished Maritime Declaration of Health and other pertinent documents.

B.5. The Master of the vessel must report immediately any occurrence of flu-like symptoms (e.g. fever, cough, colds, body weakness and difficulty of breathing). In an event of flu like manifestation arise, the Master must immediately report to the QMO for guidance on implementing infection prevention and control protocols to minimize the spread of infection onboard.

B.6. The QMO will conduct triaging of case/s using current Case Definition.

B.7. Ship agent of vessel with Person Under Investigation (PUI) situated in a non-competent port will arrange the immediate diversion of the vessel to the nearest competent port (Manila and Cebu) in the Philippine territory.

B.8. PUI in a competent port will be conducted to a dedicated hospital and the vessel will be declared as affected vessel. A confirmed laboratory result of case will commence a 14-day quarantine at the anchorage and hoist the Lima flag. Day zero starts at the conduction of the PUI.

On the 14th day, the QMO will board the vessel, examine the documents, muster the crew and issue a free pratique. The Master of the vessel may then lower down yellow flag, and other formalities will commence.

Further, assessment of patients in any vessel in response to COVID-19 health events shall be asked for history of travel to any part of China in the past 14-days prior to onset of symptoms. The patient shall also be inquired of history of exposure to confirmed COVID-19 patient or PUI in the past 14-days prior to onset of symptoms. History of exposure may include the following:

1. Providing care for and/or handling specimens of confirmed COVID-19 patient or PUI for COVID-19 infection;
2. Staying in the same close environment as confirmed COVID-19 patient or PUI for COVID-19 infection;
3. Travelling together with confirmed COVID-19 patient or PUI for COVID-19 infection in any kind of conveyance; and
4. Living in the same ship or cabin as confirmed COVID-19 patient or PUI for COVID-19 infection.

3. **MASS REPATRIATION AND MANDATORY QUARANTINE OF OFWS WORKING IN CRUISE SHIPS.** All repatriated OFWs working in cruise ships shall be covered by the health and quarantine regulations contained in DOH Department Circular No. 2020-0143 – *Interim Guidelines on the Mass Repatriation and Mandatory Quarantine of Overseas Filipinos (OF) Working in Cruise Ships during the Coronavirus Disease 2019 (COVID-19) Pandemic.*

Attached hereto as *Annex 3*, DOH Department Order No. 2020-0143 and its Annexes provides, among others, the following guidelines:

## II. **General Guidelines**

- A. The repatriation of all OFs working in cruise ships shall be the primary consideration of all relevant public and private agencies or organizations.
- B. The decision to proceed with repatriation shall consider minimizing the risk of importing COVID-19 cases from abroad.

## III. **Specific Guidelines**

- A. The decision to repatriate a cohort of OFs working in facilities or vessels with confirmed COVID-19 cases shall follow the decision flowchart in Annex A, which forms an integral part of this Order.
- B. The decision to repatriate a cohort of OFs working in facilities or vessels without confirmed COVID-19 cases shall follow the decision flowchart in Annex B, which forms an integral part of this Order.
- C. Repatriation of a cohort of OFs shall proceed only when the BOQ has cleared the proposed quarantine facility (e.g. hotels, resorts, etc.) where the OFs will be accommodated.
- D. The DOH shall have the discretion to review the health situation and quarantine procedure for each batch of repatriation for the guidance of the LMAs and other relevant government agencies.
- E. The following rules shall apply to any individual OF or individual member of a cohort, whether coming from a facility or vessel with or without confirmed COVID-19 case, showing any signs and symptoms, and/or tested positive for COVID-19:
  - 1. Remain in country of origin for health and medical management;
  - 2. Repatriation to the PHL shall proceed once the following conditions are met:
    - i. No signs and symptoms at the time of departure;

- ii. RT-PCR COVID test, conducted at the point of origin, has been done and results are negative; and,
- iii. Medical clearance is certified by health authority of place of origin;

3. Commercial flight may be allowed; and,

4. Home quarantine for 14 days upon arrival in the PHL shall be required.

F. The following entities shall abide by the specifications provided in these guidelines


1. Local manning agencies (See Annex C of DOH Department Order No. 2020-0143);
2. Quarantine Facilities/ Hotel Accommodations (See Annex D of DOH Department Order No. 2020-0143); and
3. OFWs (See Annex E of DOH Department Order No. 2020-0143).

Consistent with the foregoing guidelines provided by the DOH, all PRAs and LMAs are directed to:

1. Report and update the Administration on the significant events/ status of the workers that they have deployed and observe the reporting guidelines provided for in POEA Memorandum Circular No. 08 Series of 2020. These incidents should be reported to the Welfare and Employment Office, via electronic mail ([weo@poea.gov.ph](mailto:weo@poea.gov.ph) or [wsb@poea.gov.ph](mailto:wsb@poea.gov.ph));
2. Report and coordinate with the Department of Health on matters concerning health protocols and in compliance with the checklist of requirement for mass repatriation of Filipino crew working in cruise ships; and
3. In coordination with the Overseas Workers Welfare Administration, provide assistance to returning workers, including, but not limited to compliance with quarantine procedures as well as the provision of temporary accommodation, food, and transportation back to their provinces at the expense of the PRA or LMA that deployed the said OFWs.

Failure to comply with this issuance shall constitute a violation of the reportorial requirements provided by the POEA Rules and Regulations Governing the Recruitment and Employment of Landbased and Seabased Overseas Filipino Workers of 2016, and shall warrant the filing of appropriate administrative sanctions.

For strict compliance.



**BERNARD P. OLALIA**  
Administrator

*01 April 2020*

# **Annex 1**





Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

February 27, 2020

**DEPARTMENT CIRCULAR**  
No. 2020 - 0105

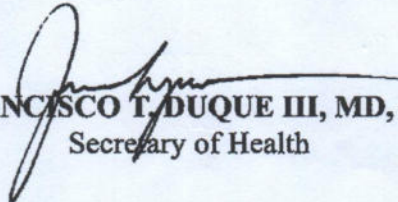
**TO: ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS AND NATIONAL NUTRITION COUNCIL; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; DIRECTORS OF PHILIPPINE NATIONAL AIDS COUNCIL AND TREATMENT AND REHABILITATION CENTERS AND ALL OTHERS CONCERNED**

**SUBJECT: Public Advisory No. 12 - Interim Guidelines on the Management of Persons Under Monitoring (PUMs) suspected with Coronavirus Disease 2019 (COVID-19) for Home Quarantine**

The Department of Health reiterates its directive to all Persons Under Monitoring (PUMs) for COVID-19 and their caretakers on the proper management response and home quarantine procedures. Identified PUMs shall be required to complete 14-day home quarantine. Respective local health officials shall issue the certificate of quarantine completion at the end of the prescribed period

In the event that flu-like symptoms are experienced, passengers must contact the Department of Health or their preferred healthcare provider immediately. Previously published protocols remain in effect.

Dissemination of the information to all concerned is requested.

  
**FRANCISCO T. DUQUE III, MD, MSc**  
Secretary of Health





Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

17 February 2020

**DEPARTMENT MEMORANDUM**

No. 2020 - 0090

**TO: ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS AND NATIONAL NUTRITION COUNCIL; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; DIRECTORS OF PHILIPPINE NATIONAL AIDS COUNCIL AND TREATMENT AND REHABILITATION CENTERS AND ALL OTHERS CONCERNED**

**SUBJECT: Interim Guidelines on the Management of Persons Under Monitoring (PUMs) suspected with Coronavirus Disease 2019 (COVID-19) for Home Quarantine**

**I. BACKGROUND**

After a cluster of pneumonia cases of unknown etiology was reported in Wuhan City, Hubei Province of China last December 31, 2019, Chinese health authorities preliminarily identified the cause of this viral pneumonia as a new or novel type of coronavirus.

With an increasing number of cases spreading to various territories and confirmed human-to-human transmission, the World Health Organization declared the outbreak as a Public Health Emergency of International Concern (PHEIC) last January 30, 2020.

The Department of Health (DOH) hereby issues interim guidelines on the management of persons under monitoring (PUMs) suspected with Coronavirus Disease 2019 (COVID-19) for home quarantine.

**II. GENERAL GUIDELINES**

- A. Any person, regardless of nationality, race and age, who does not exhibit any sign nor symptom, has history of travel to other areas of China and/or history of exposure to a confirmed case of COVID-19, within the past 14 days, shall be required to undergo monitored home quarantine.
- B. Any person, regardless of nationality, race and age, who exhibits fever or any symptom of lower respiratory illness, and has a history of travel to other countries with a confirmed case of COVID-19 but without any history of exposure, shall be advised to undergo monitored home quarantine.
- C. Those undergoing home quarantine shall be prohibited to leave their rooms/homes where they are quarantined until they have been certified by the local health official to have finished the 14-day requirement for quarantine procedures.



- D. Initial coordination should be done with the Local Government Epidemiologic Surveillance Unit on the logistical, administrative and clinical parameters to be standardized in any attempt to refer a PUM for transfer or consultation.

### **III. IMPLEMENTING GUIDELINES**

#### **A. Room Isolation and Contacts of Persons Under Monitoring (PUM)**

1. Place the PUM alone in a well-ventilated room, preferably with toilet and bathroom. If this is not possible, maintain a distance of at least 1 meter from the PUM (e.g. sleep in a separate bed).
2. Assign one person who is in good health as caretaker of the PUM.
3. Visitors, family members and even caregivers are not allowed in the PUM's room, if possible.
4. Confine activities of the PUM in his/her room only. If this is not possible, ensure that shared spaces (e.g. kitchen, bathroom) are well ventilated (e.g. keep windows open).

#### **B. Use of Disposable Surgical Mask**

1. The PUM should wear a surgical mask fitted tightly to the nose, mouth, and chin when in the same room with another household member or when talking to other people. The use of masks is not required for the person/s the PUM is/are interacting with.
2. If alone, the PUM is not required to wear a mask.
3. Masks should not be touched or handled during use. If the mask gets wet or dirty with secretions, it must be changed immediately and disposed properly.
4. Discard the used mask after a maximum use of 8 hours. Masks are not reusable and should not be washed. After removal of mask, wash hands using water and soap, or rub hands with 70% alcohol or any hand disinfectant.

#### **C. Hand Hygiene Practice for ALL**

1. All PUMs and household members should perform hand hygiene following contact with PUM or if in contact with their immediate environment.
2. Perform hand hygiene by washing hands with soap and water. If hands are not visibly soiled, 70% alcohol or any alcohol-based hand rub can be used.
3. When using soap and water, disposable paper towels to dry hands is desirable. If not available, use dedicated cloth towels and replace them when they become wet.
4. Hand hygiene should also be performed before and after preparing food, before eating, after using the toilet, and whenever hands look dirty.
5. Address safety concerns (e.g. accidental ingestion by children and fire hazards) on the use of alcohol-based hand rubs.

#### **D. Respiratory Hygiene and Standard Precaution for ALL**

1. Respiratory hygiene/cough etiquette should be practiced by all at all times. Respiratory hygiene refers to covering the mouth and nose during coughing or sneezing using surgical masks, tissues, flexed elbow, sleeves of clothes, or inside the neckline of shirts, followed by hand hygiene.
2. Avoid direct contact with body fluids, particularly oral or respiratory secretions, and feces. Use disposable gloves to provide oral or respiratory care and when handling feces, urine and waste. Wash hands before putting on and after removing gloves.



3. Avoid other types of possible exposure to PUM or contaminated items in their immediate environment (e.g. avoid sharing toothbrushes, cigarettes, towels, washcloths, bed linen).

**E. Food Handling of PUM on Home Quarantine**

1. The assigned caretaker of the PUM shall serve their plates/meal trays only up to the room door.
2. After eating, plates/meal trays should be picked up at the room door by the caretaker using disposable gloves to avoid contamination. Perform hand hygiene afterwards.
3. Eating utensils and dishes should be cleaned with soap or detergent and water after use and may be re-used instead of being discarded.
4. Do not share eating utensils, dishes, and drinks with PUM.

**F. Disposal of Used Gloves, Tissues Papers, and Masks**

1. Immediately discard materials used to cover the mouth or nose into the trash or clean reusable items appropriately after use (e.g. wash handkerchiefs using regular soap or detergent and water).
2. Gloves, tissues, masks and other waste generated by PUM should be placed in a container in PUM's room before disposal with other household waste.

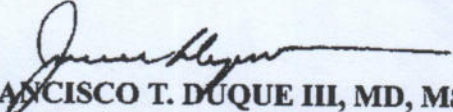
**G. Cleaning and Disinfection**

1. PUMs are encouraged to clean and disinfect frequently touched surfaces such as bedside tables, doorknobs, bedframes, and other bedroom furniture daily with regular household disinfectant containing a diluted bleach solution (1-part bleach to 99 parts water).
2. Clean and disinfect bathroom and toilet at least once daily with regular household disinfectant containing diluted bleach solution (1-part bleach to 99-parts water).
3. Clean clothes, bedclothes, bath and hand towels, etc. of PUM using regular laundry soap and water or machine wash at 60–90 °C with common household detergent, and sun-dry. Place used linen into a laundry bag. Do not shake soiled laundry. Additional measures may be needed to prevent unhygienic reuse of gloves, masks, avoid direct contact of the skin and clothes with the contaminated materials.
4. Use disposable gloves and protective clothing (e.g. plastic aprons) when cleaning or handling surfaces, clothing or linen soiled with body fluids. Perform hand hygiene before and after removing gloves.

**H. Reporting**

1. PUM who developed symptoms should be reported immediately to Regional Epidemiology and Surveillance Unit (RESU) or Local Surveillance Officer for transport to nearest health facility.
2. All household members of PUM should be advised to seek immediate medical care when signs and symptoms developed.

For strict compliance of all concerned.

  
**FRANCISCO T. DUQUE III, MD, MSc**  
Secretary of Health

# **Annex 2**





Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

04 February 2020

**DEPARTMENT CIRCULAR**  
No. 2020- 0034

**FOR : Port Operators, Other Port Authorities, Shipping Agencies, Ship Handlers,  
and Concerned Manning Agencies**

**SUBJECT : GUIDELINES AT ALL SEAPORTS FOR PREVENTION AND SPREAD  
OF NOVEL CORONAVIRUS ACUTE RESPIRATORY DISEASE (2019-  
NCOV ARD)**

---

On 30<sup>th</sup> of January 2020, the World Health Organization (WHO) declared the 2019-nCoV ARD as a Public Health Emergency of International Concern (PHEIC). The WHO emphasized the urgent need to coordinate international efforts to investigate and better understand 2019-nCoV, to minimize threat in affected countries and to reduce the risk of further international spread.

On the 31<sup>st</sup> of January 2020 President Rodrigo Duterte through the recommendation of the Inter - Agency task force for Emerging and Re-emerging Diseases issued a temporary travel ban for those travelers coming from China, including Hong Kong and Macau SAR.

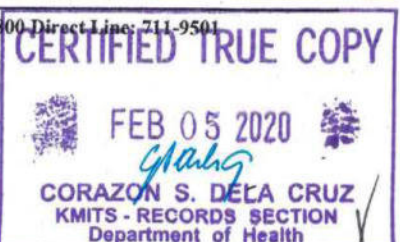
In line with the directive of the President, the Bureau of Quarantine shall be implementing the following measures effective immediately at all seaport for all maritime vessels.

**A. For Cruise Vessel**

A.1 All Cruise Ships with passengers, regardless of nationality, from China, Macau and Hong Kong SAR or had passed through in the past fourteen (14) days are not allowed to dock at any Philippine port.

A.2 All Cruise Ships not calling on the ports of China, Macau and Hong Kong SAR within the last fourteen (14) days are allowed to dock in Philippine ports. They must undergo complete screening measures, submission of duly-accomplished Maritime Declaration of Health, and other pertinent documents related to 2019-nCoV ARD.

A.3 All Cruise Ships allowed to dock must declare all travel itineraries/excursions in the Philippines.



A.4 The master of vessel must report immediately any occurrence of flu-like symptoms (e.g fever, cough, colds, body weakness and difficulty of breathing). In an event of flu like manifestation arise, the master must immediately report to the Quarantine Medical Officer (QMO) for guidance on implementing infection prevention and control protocols to minimize the spread of infection on board.

A.5 The QMO will conduct triaging of case/s using current Case Definition. *(Please refer to Annex 1 Decision Tool for nCoV ARD Assessment for BoQ and Hospitals as January 30, 2020)*

A.6 No Filipinos are allowed to embark in any cruise ship going to China.

## B. For Cargo Vessels

B.1 All vessels calling from China, including Hong Kong and Macau SAR, in the past fourteen (14) days must be boarded at the quarantine anchorage.

B.2 Upon arrival at quarantine anchorage, the master of vessel must hoist at its foremast the yellow flag and inform immediately the Quarantine station at assigned port through ship agents. Strictly no embarkation/disembarkation policy.

B.3 Quarantine Boarding formalities shall ensue – the master of the vessel shall submit a duly accomplished Maritime Declaration of Health and BOQ shall issue *free pratique*. Other boarding formalities shall commence.

B.4 Vessels cleared at the first port of entry and calling another local port, which within the past 14 days travelled from China, Hongkong and Macau SAR, must be boarded at the designated Quarantine anchorage area by QMO, submit duly accomplished Maritime Declaration of Health and other pertinent documents.

B.5 The master of vessel must report immediately any occurrence of flu-like symptoms (e.g fever, cough, colds, body weakness and difficulty of breathing). In an event of flu like manifestation arise, the master must immediately report to the QMO for guidance on implementing infection prevention and control protocols to minimize the spread of infection on board.

B.6 The QMO will conduct triaging of case/s using current Case Definition. *(Please refer to Annex 1 Decision Tool for nCoV ARD Assessment for BoQ and Hospitals as January 30, 2020)*

B.7 Ship agent of Vessel with PUI situated in a non-competent port will arrange the immediate diversion of the vessel to the nearest competent port (Manila and Cebu) in the Philippine territory.

B.8 PUI in a competent port will be conducted to a dedicated hospital and the vessel will be declared as *affected vessel*. A confirmed laboratory result of case will





commence a 14-day quarantine at the anchorage and hoist the Lima flag. Day zero starts at the conduction of the PUI.

On the 14<sup>th</sup> day, the QMO will board the vessel, examine the documents, muster the crew and issue a *free pratique*. The master of vessel may then lower down yellow flag, and other formalities will commence.

### C. General Preventive Measures

C.1 Continue hygienic practices and sanitary measures at all times.

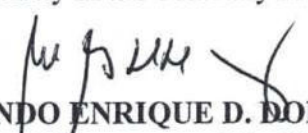
C.2 Waste disposal of vessels coming in from China, including Hong Kong and Macau SAR, in the past fourteen (14) days, are not allowed in Philippine ports.

For strict compliance.

This issuance may be changed depending on the evolving public health conditions.

All issuances inconsistent with any provision of this memorandum are deemed revoked, amended or modified accordingly.

By Authority of the Secretary of Health,

  
**ROLANDO ENRIQUE D. DOMINGO, MD, DPBO**  
Undersecretary of Health, Chief of Staff





# **Annex 3**



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

March 28, 2020

**DEPARTMENT MEMORANDUM**

No. 2020 - 0143

**TO: ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS AND NATIONAL NUTRITION COUNCIL; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; DIRECTORS OF PHILIPPINE NATIONAL AIDS COUNCIL AND TREATMENT AND REHABILITATION CENTERS AND OTHERS CONCERNED**

**SUBJECT: Interim Guidelines on the Mass Repatriation and Mandatory Quarantine of Overseas Filipinos (OF) Working in Cruise Ships during the Coronavirus Disease 2019 (COVID-19) Pandemic.**

---

**I. BACKGROUND AND RATIONALE**

With the increasing incidence of Coronavirus Disease 2019 (COVID-19) worldwide, the World Health Organization (WHO) declared the outbreak as a Public Health Emergency of International Concern (PHEIC) last January 30, 2020. Due to the continued spread of the disease, the WHO classified COVID-19 as a pandemic last March 11, 2020.

On March 16, 2020, President Rodrigo R. Duterte declared a state of calamity, placing Luzon in enhanced community quarantine. In the said declaration, the President made directives for the safe repatriation of Overseas Filipinos (OF).

The goal is to repatriate and accommodate all the incoming OFs working in cruise ships, following the President's directives, and, at the same time, maintaining precautions so as to prevent the risk of importing COVID-19 cases from abroad. Considering the influx of repatriation missions from cruise ships worldwide, the Department of Health (DOH) hereby issues these interim guidelines to aid decision-making of relevant national agencies in relation to the repatriation of OFs working in cruise ships during the COVID-19 pandemic.

These guidelines shall apply to: Department of Foreign Affairs (DFA); Department of Labor and Employment (DOLE); and Department of Transportation (DOTr); Overseas Workers Welfare Administration (OWWA); Bureau of Quarantine (BOQ); Local Government Units (LGUs) where the quarantine accommodations are located; local manning agencies (LMA); hotels which will be identified and approved as quarantine facilities, and all other relevant public and private institutions.

## II. GENERAL GUIDELINES


- A. The repatriation of all OFs working in cruise ships shall be the primary consideration of all relevant public and private agencies or organizations.
- B. The decision to proceed with repatriation shall consider minimizing the risk of importing COVID-19 cases from abroad.

## III. SPECIFIC GUIDELINES

- A. The decision to repatriate a cohort of OFs working in facilities or vessels with confirmed COVID-19 cases shall follow the decision flowchart in Annex A, which forms an integral part of this Order.
- B. The decision to repatriate a cohort of OFs working in facilities or vessels without confirmed COVID-19 cases shall follow the decision flowchart in Annex B, which forms an integral part of this Order.
- C. Repatriation of a cohort of OFs shall proceed only when the BOQ has cleared the proposed quarantine facility (e.g. hotels, resorts, etc.) where the OFs will be accommodated.
- D. The DOH shall have the discretion to review the health situation and quarantine procedure for each batch of repatriation for the guidance of the LMAs and other relevant government agencies.
- E. The following rules shall apply to any individual OF or individual member of a cohort, whether coming from a facility or vessel with or without confirmed COVID-19 case, showing any signs and symptoms, and/or tested positive for COVID-19:
  - 1. Remain in country of origin for health and medical management;
  - 2. Repatriation to the PHL shall proceed once the following conditions are met:
    - i. No signs and symptoms at the time of departure;
    - ii. RT-PCR COVID test, conducted at the point of origin, has been done and results are negative; and,
    - iii. Medical clearance is certified by health authority of place of origin;
  - 3. Commercial flight may be allowed; and,
  - 4. Home quarantine for 14 days upon arrival in the PHL shall be required.
- F. The following entities shall abide by the specifications provided in these guidelines:
  - 1. Local manning agencies (see Annex C);

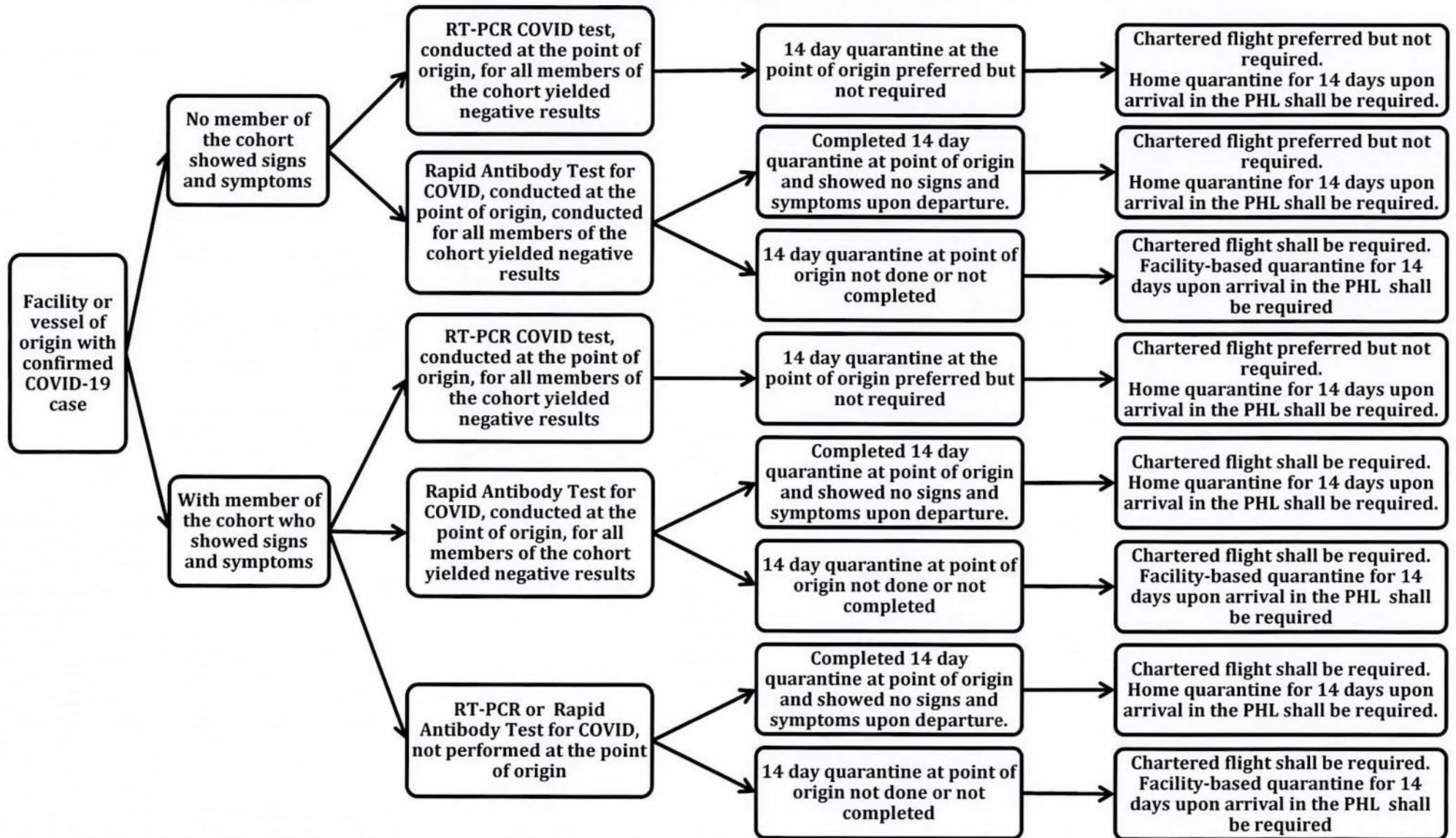
2. Quarantine Facilities/Hotel Accommodations (see Annex D); and,
3. OFs (see Annex E).

For strict compliance of all concerned.

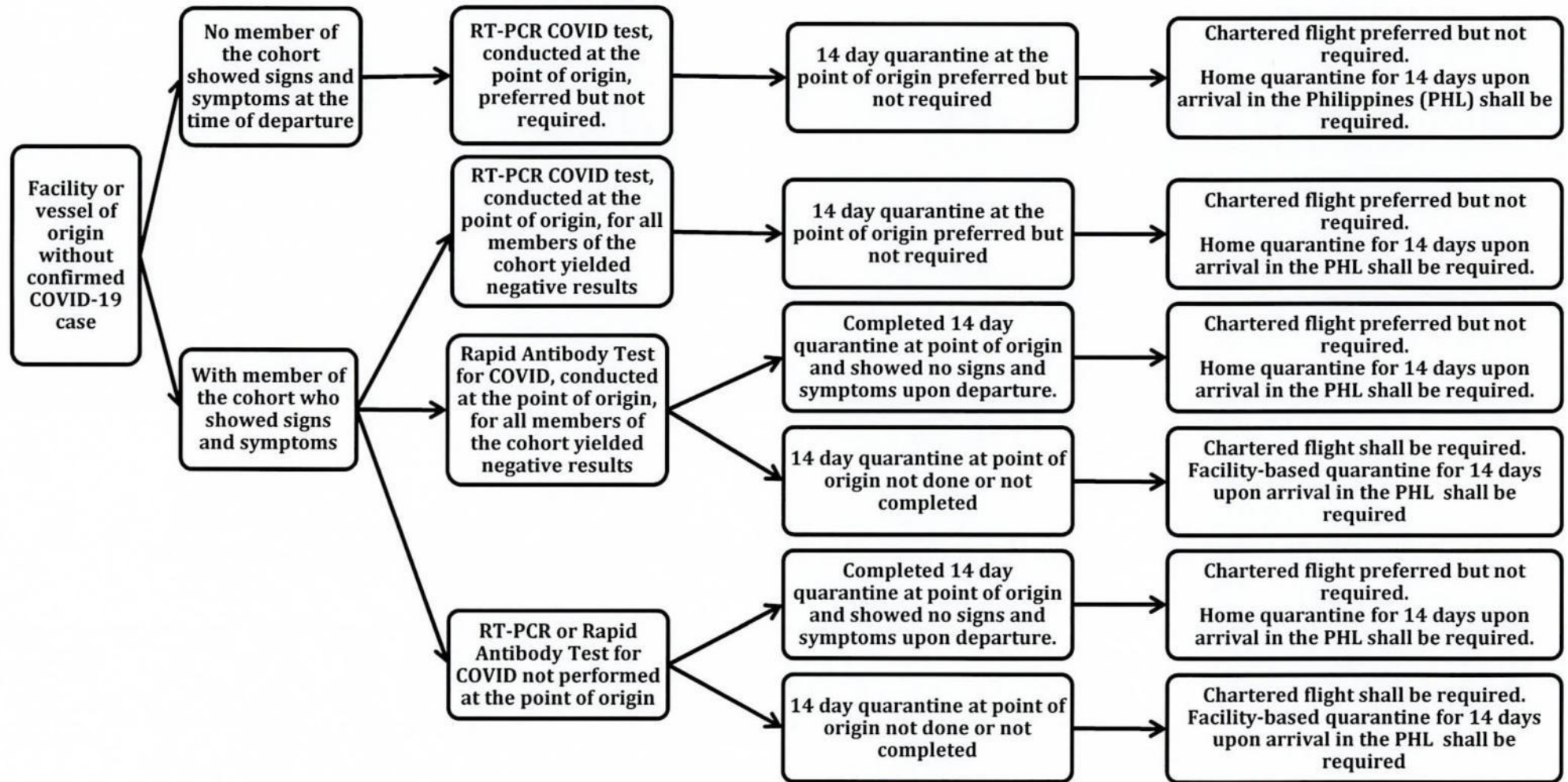
  
**FRANCISCO T. DUQUE III, MD, MSc**  
Secretary of Health



## Annex A. Decision flowchart for the repatriation of overseas Filipinos working in facilities or vessels with confirmed COVID-19 case



## Annex B. Decision flowchart for the repatriation of overseas Filipinos working in facilities or vessels without confirmed COVID-19 case





## **Annex C. Checklist for Local Manning Agencies**

### **A. Pre-travel - Prerequisites for the Issuance of Travel Clearance are as follows:**

1. Travel Requirements:
  - List of Repatriates with the following information, among others: Name; Age; Sex; and, Contact Details (i.e. Cellular number and address in the Philippines);
  - RT-PCR or Rapid Antibody COVID-19 tests, if done at the point of origin, shall be certified by authorized local health authority from the place of origin;
  - Medical certificate of good health (i.e. with no signs and symptoms) signed by Local Health Authorities from place of origin;
  - Identified representative of local manning agency (with contact number) who will coordinate with the DOH and other pertinent government agencies;
  - Pre-arranged quarantine facility/hotel accommodation approved by the Bureau of Quarantine for the repatriates; and,
  - Documentary requirements for disembarkation of repatriates coordinated with DFA, BI, BOC, MIAA, etc.
2. Arrival Arrangements:
  - Quarantine-cleared transport arrangements for repatriates for Facility Quarantine, i.e. Bus with spaces for luggage from the airport to the quarantine facility, coordinated with DOTr and OWWA;
  - Quarantine-cleared transport arrangements for repatriates for Home Quarantine, i.e. Bus with spaces for luggage from the airport to place of residence or temporary shelter; and,
  - Police escorts for transporting repatriates coordinated with the DILG and PNP.
3. Quarantine Facility/Hotel Accommodation Arrangements:
  - All quarantine facility/hotels must be cleared by the DOH, through the Bureau of Quarantine;
  - Pre-assigned room for each of the repatriates (i.e. one room for each repatriate);
  - Ensured meal provision (i.e. breakfast, lunch, dinner and 2 snacks); and,
  - Provision of groceries and supplies (i.e. digital thermometer, alcohol, face masks, toiletries, laundry soap and hygiene kits)
4. Post-Quarantine Arrangements:
  - Quarantine-cleared transport arrangements for repatriates who have completed facility quarantine and are going home.

### **B. Arrival at Airport - Upon arrival of the repatriates, the following shall be done:**

1. Ensure that there is already a Diplomatic Clearance secured by the Manning Agency for the arriving repatriates;
2. Ensure that transport vehicle is with physical barrier (i.e. plastic) between the driver and repatriates;
3. Provision of PPEs (e.g. face masks) for the transport vehicle driver and all the repatriates;
4. Police escort for the vehicles that would transport the repatriates, if applicable;
5. Orientation of repatriates and transport crew by the BOQ staff on physical distancing and quarantine procedures;

6. Thermal scanning of repatriates prior to transportation and proper triaging; and,
7. Ensure the strict observance of physical distancing inside the transport vehicle.

**C. At Quarantine Facility/Hotel Accommodation** – Upon arrival and throughout the duration of the quarantine period, the following shall be ensured:

1. Distribution of room keys following physical distancing protocol;
2. Room accommodation at one (1) repatriate per room;
3. Room accommodation for each BOQ health staff per quarantine facility/hotel accommodation;
4. Distribution of PPEs (e.g. face masks) to BOQ health staff, security personnel, and quarantine facility/hotel staff;
5. Distribution of meals (i.e. breakfast, lunch, dinner and 2 snacks) following quarantine protocols;
6. Distribution of groceries and supplies following quarantine protocols;
7. Security of surrounding areas coordinated with the local PNP;
8. Presence of a representative of the manning agency in the quarantine facility (with contact number) to attend to other needs and concerns of the repatriates; and,
9. Ensure that hotel staff and crew are issued with ID pass for going to work (through DILG).

**D. Accomplished Repatriation Information Sheet 1**, signed by the authorized representative of the Licensed Manning Agency.

**E. Accomplished Repatriation Information Sheet 2**, signed by the authorized representative of the Licensed Manning Agency, including all requisite attachments.



## Repatriation Information Sheet 1

To be accomplished by the Licensed Manning Agency.

<b>I. VESSEL INFORMATION</b>			
<b>Name of Vessel:</b>		<b>Licensed Manning Agency (LMA):</b>	
<b>Originating Country:</b>			
<b>Name of LMA representative in the Philippines:</b>		<b>Contact Details:</b> Cellphone:  Email:	
<b>II. NUMBER OF FILIPINO OVERSEAS AND FLIGHT INFORMATION</b>			
<b>No. of Repatriates:</b>	<b>Flight type:</b> __ Commercial  __ Chartered	<b>Flight Details:</b> Airline:  Flight no.  Airport of Origin:  Airport of Destination:	<b>Turn Around Flight:</b>  <b>Layover Flight:</b>  <b>Hotel:</b>  <b>Days of stay:</b>
<b>Expected Date and Time of Departure:</b> Date:  Time:	<b>Expected Date and Time of Arrival:</b> Date:  Time:		
<b>Name of LMA point person in the airport of destination at the time of arrival:</b>		<b>Contact Details:</b> Cellphone:	
<b>III. QUARANTINE FACILITY/HOTEL ACCOMMODATION:</b>			
<b>Name of Quarantine Facility/Hotel Accommodation:</b>		<b>Address and Contact Details:</b>	
<b>Name of contact person/manager in the Quarantine Facility/Hotel Accommodation:</b>		<b>Contact Details:</b> Cellphone:	
<b>Name of LMA point person in the Quarantine Facility/Hotel Accommodation:</b>		<b>Contact Details:</b> Cellphone:	

I hereby certify that the above statements are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position in the agency

\_\_\_\_\_  
Date

## Repatriation Information Sheet 2

To be accomplished by the Licensed Manning Agency.

I. VESSEL INFORMATION	
Name of Vessel:	Licensed Manning Agency:
Originating Country:	No. of Repatriates <sup>(1)</sup> :
Name of LMA representative in the Philippines:	Contact Details: Cellphone:  Email:
II. HEALTH AND MEDICAL INFORMATION	
<b>A. Did the vessel/facility of origin have a confirmed COVID-19 case?</b>	___ Yes ___ No <sup>(2)</sup>
<b>B. Did any of the repatriates show signs and symptoms of COVID-19 (i.e. fever, sore throat, cough, colds, difficulty of breathing, etc.) at the time of departure?</b>	___ Yes ___ No <sup>(3)</sup>
<b>C. Did the repatriates undergo COVID-19 testing?</b> <i>If yes, what type?</i> ___ RT-PCR ___ Rapid Antibody ___ Others (Please specify: _____) <i>Date tested:</i> _____  <b>Did any of the repatriates test positive with COVID-19?</b> <i>If yes, how many?</i> _____	___ Yes <sup>(4)</sup> ___ No    ___ Yes ___ No <sup>(4)</sup>
<b>D. Did the repatriates complete 14 days of quarantine at the point of origin?</b> <i>If yes, please provide these information:</i> <i>Date started:</i> _____ <i>Date completed:</i> _____ <i>Place of quarantine:</i> _____	___ Yes <sup>(5)</sup> ___ No
<b>E. Were any of the repatriates disembarked/segreated based on conditions in "B" and/or "C" above?</b> <i>If yes, how many repatriates were disembarked/segreated?</i> _____ <i>When was the last disembarkation/segregation conducted?</i> _____	___ Yes ___ No

I hereby certify that the above statements are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position in the agency

\_\_\_\_\_  
Date

**Please attach the following documents, preferably in electronic format, upon completion of this form:**

- (1) List of Repatriates with the following information, among others: Name; Age; Sex; and, Contact Details (i.e. Cellular number and address in the Philippines);
- (2) Certificate of No Occurrence of COVID-19 in Vessel issued by the authorized certifying officer/agency;
- (3) Medical Certificate or Certificate of Good Health that no repatriate being sent is showing any sign and symptom of COVID-19, signed by the local health authority at the place of origin;
- (4) If done at the place of origin, certification that COVID-19 test (RT-PCR or Rapid Antibody) has been done and results are negative, signed by the local health authority; and,
- (5) If done at the place of origin, certification that the cohort of repatriates has completed 14-day quarantine, signed by the local health authority.

**Note: All certifying authority shall state his/her position, agency affiliation, address of agency, contact number, and e-mail address.**

## **Annex D. Checklist for Quarantine Facilities/Hotel Accommodations**

The following elements shall be assessed in the selection of a Quarantine Facility/Hotel Accommodation:

- A. Physical Attributes – the Quarantine Facility/Hotel Accommodation shall be capable of providing the following:
  - 1. One (1) room per repatriate;
  - 2. One (1) room per assigned BOQ health staff;
  - 3. One (1) room per security officer;
  - 4. Physical (e.g. plastic) barrier to protect the check-in counter and check-up area; and,
  - 5. Well-ventilated rooms (preferably with window).
  
- B. Amenities
  - 1. Intercom and paging systems;
  - 2. CCTV system, positioned in strategic areas;
  - 3. Air-conditioning unit per room;
  - 4. Wifi access;
  - 5. Minimum entertainment (e.g. television, radio);
  - 6. Comfortable bed;
  - 7. Minimum furniture (e.g. chair and table for dining);
  - 8. Clean linens provided daily;
  - 9. Ample water supply (preferably with hot and cold shower);
  - 10. Quarantine-cleared waste disposal service (i.e. garbage bag provided and collected regularly for safe disposal);
  - 11. Laundry service; and,
  - 12. 24-hour security.
  
- C. Other Requirements
  - 1. Well-defined evacuation procedure/plan (e.g. fire exits);
  - 2. Staff oriented on quarantine procedures;
  - 3. Strict enforcement of “no visitor allowed” during quarantine period; and,
  - 4. Strict enforcement of infection prevention and control protocols for food coming from outside the quarantine facility/hotel accommodation;



## **Annex E. Checklist for OFs**

Each repatriate should possess the following upon arrival at the airport:

1. Travel documents/passports;
2. Clearances and certifications, as appropriate; and,
3. Supply of their maintenance medicines, if applicable.

### **House Rules During the 14-Day Quarantine Period**

1. No visitors allowed;
2. No smoking and drinking of alcoholic drinks and beverage;
3. Movement shall be limited within the rooms;
4. Strict physical distancing measures shall be observed with fellow repatriates, hotel/quarantine facility, and with DOH/Quarantine Officers
5. Housekeeping within the room and laundry of personal clothing shall be the responsibility of each room occupant;
6. All garbage and trash shall be placed inside the provided trash bags;
7. Follow all instructions of the BOQ health staff; and,
8. For logistics and other concerns, contact the representative of the manning agency through provided contact number