



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

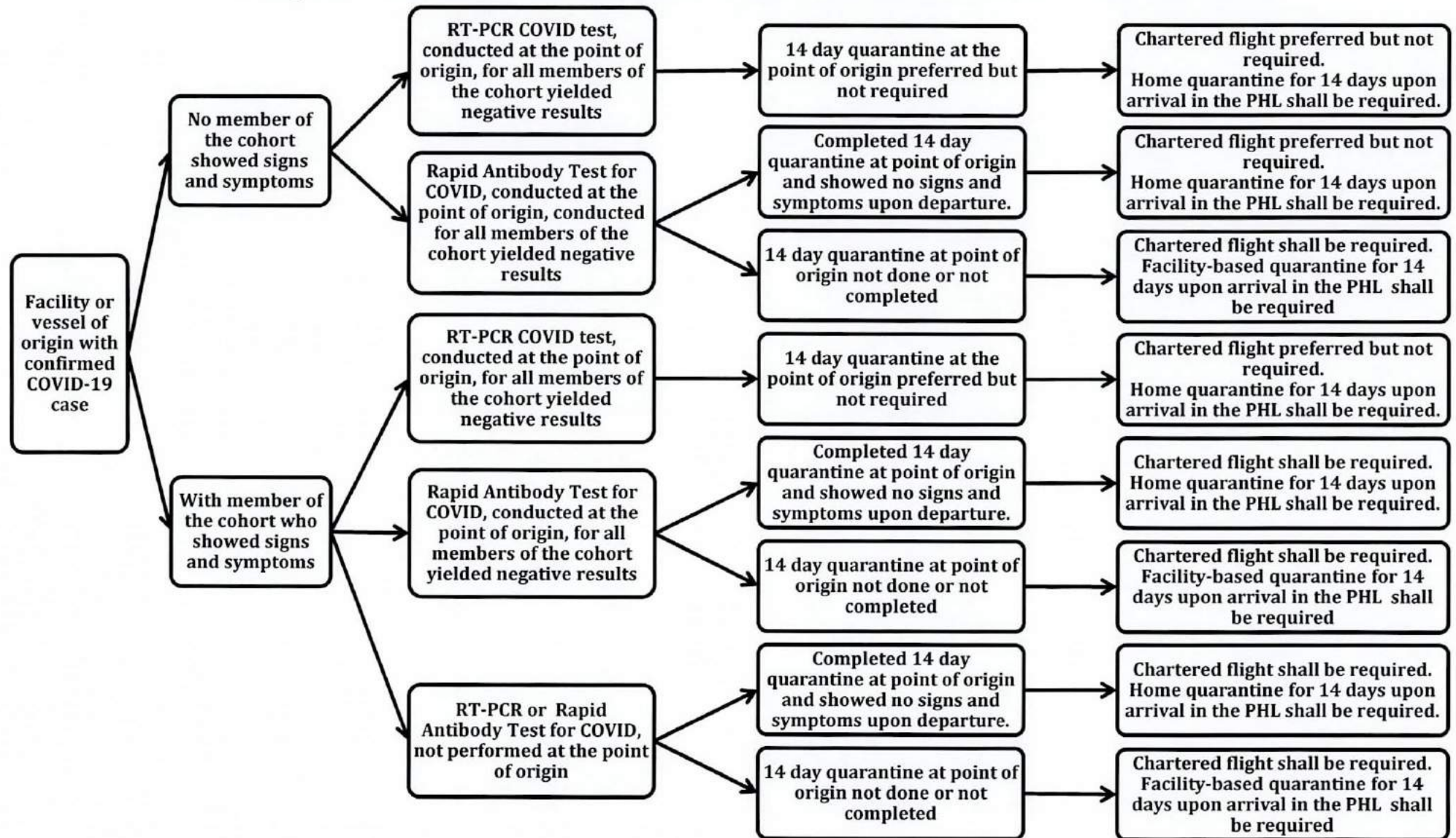
- A. The decision to repatriate a cohort of OFs working in facilities or vessels with confirmed COVID-19 cases shall follow the decision flowchart in Annex A, which forms an integral part of this Order.
- B. The decision to repatriate a cohort of OFs working in facilities or vessels without confirmed 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).

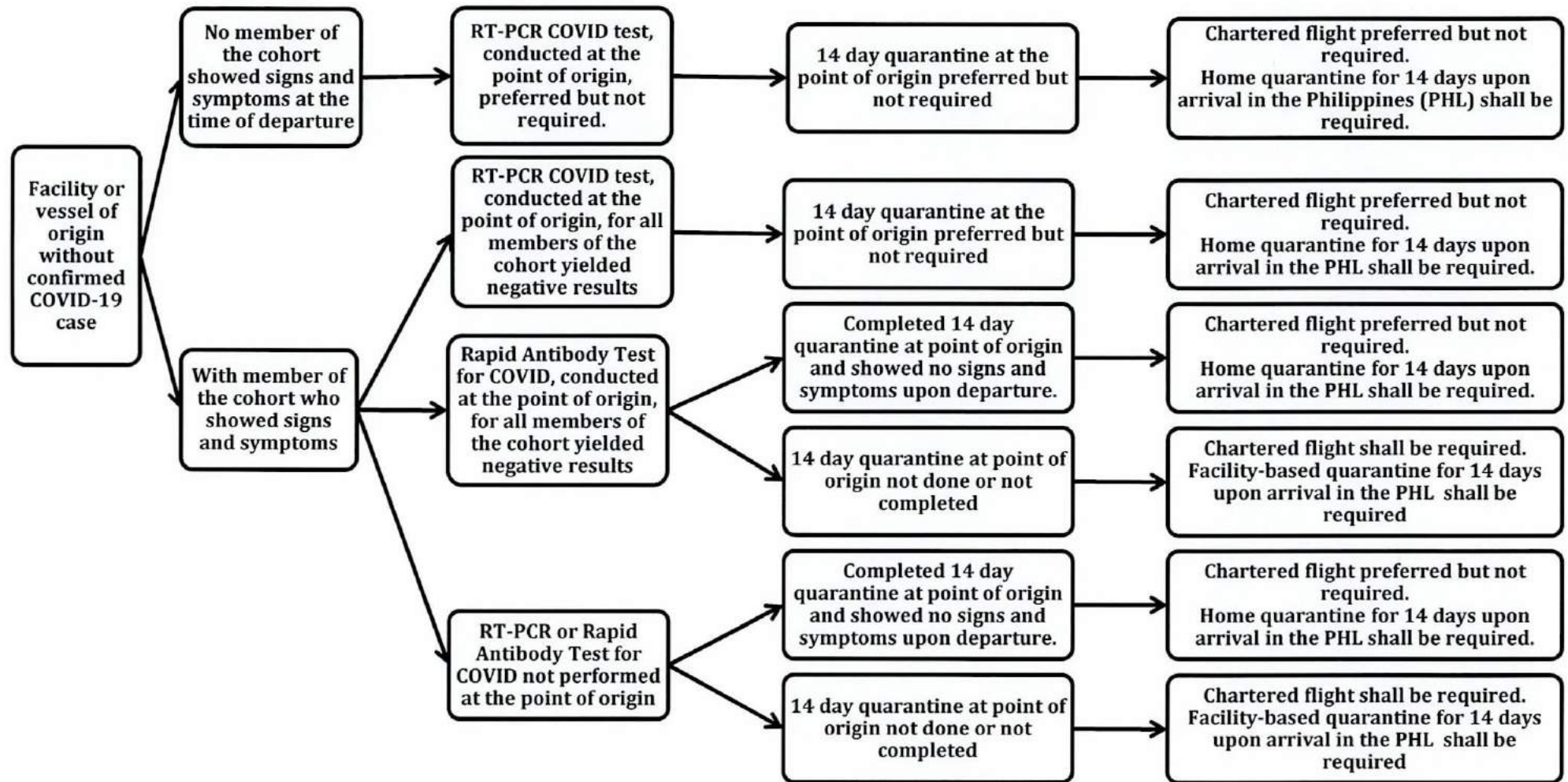
For strict compliance of all concerned.


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.

I. VESSEL INFORMATION			
Name of Vessel:		Licensed Manning Agency (LMA):	
Originating Country:			
Name of LMA representative in the Philippines:		Contact Details: Cellphone: Email:	
II. NUMBER OF FILIPINO OVERSEAS AND FLIGHT INFORMATION			
No. of Repatriates:	Flight type: ___ Commercial ___ Chartered	Flight Details: Airline: Flight no. Airport of Origin: Airport of Destination:	Turn Around Flight:
			Layover Flight:
Expected Date and Time of Departure: Date: Time:	Expected Date and Time of Arrival: Date: Time:	Hotel: Days of stay:	
Name of LMA point person in the airport of destination at the time of arrival:		Contact Details: Cellphone:	
III. QUARANTINE FACILITY/HOTEL ACCOMMODATION:			
Name of Quarantine Facility/Hotel Accommodation:		Address and Contact Details:	
Name of contact person/manager in the Quarantine Facility/Hotel Accommodation:		Contact Details: Cellphone:	
Name of LMA point person in the Quarantine Facility/Hotel Accommodation:		Contact Details: 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 ⁽¹⁾ :	
Name of LMA representative in the Philippines:		Contact Details: Cellphone: Email:
II. HEALTH AND MEDICAL INFORMATION		
A. Did the vessel/facility of origin have a confirmed COVID-19 case?		___ Yes ___ No ⁽²⁾
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?		___ Yes ___ No ⁽³⁾
C. Did the repatriates undergo COVID-19 testing? <i>If yes, what type?</i> ___ RT-PCR ___ Rapid Antibody ___ Others (Please specify: _____) <i>Date tested:</i> _____		___ Yes ⁽⁴⁾ ___ No
Did any of the repatriates test positive with COVID-19? <i>If yes, how many?</i> _____		___ Yes ___ No ⁽⁴⁾
D. Did the repatriates complete 14 days of quarantine at the point of origin? <i>If yes, please provide these information:</i> <i>Date started:</i> _____ <i>Date completed:</i> _____ <i>Place of quarantine:</i> _____		___ Yes ⁽⁵⁾ ___ No
E. Were any of the repatriates disembarked/segregated based on conditions in "B" and/or "C" above? <i>If yes, how many repatriates were disembarked/segregated?</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