



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

April 16, 2020

DEPARTMENT MEMORANDUM

No. 2020 - 0181

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: Revised 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.

On April 13, 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) issued Resolution No. 23 which stipulates:

“Establishing a Sub-Task Group (STG) for the Repatriation of Overseas Filipino Workers (OFWs) under the NTF Task Group on Response Operations to facilitate and implement the mandatory fourteen-day facility quarantine requirement of all repatriated OFWs, whether sea-based or land-based. For this

purpose, a one-stop-shop shall be established and maintained at the port of entry. The STG shall be composed of the Department of Transportation (DOTr) as chair, the Overseas Workers Welfare Administration (OWWA) as co-chair, and the DOLE, DOH, the Department of Foreign Affairs (DFA), the Department of the Interior and Local Government (DILG), the Philippine National Police, the Department of Tourism (DOT), the Philippine Coast Guard (PCG), the Bureau of Quarantine (BOQ), and such other agencies as may be determined by the NTF, as members.”

These guidelines shall apply to all the aforementioned government agencies. At the same time, during the pendency of the Expanded Community Quarantine (ECQ) due to the COVID-19 pandemic, the private sector is enjoined to take part in alleviating the plight of land-based OFs.

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.
- C. The sea-based OFs shall undergo the processes illustrated in the Flowchart for DOH Repatriation Process for Sea-based OFs including the roles of each agency/entity in each step of the process (see Annex A).

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 B, 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 C, which forms an integral part of this Order.
- C. 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.
- D. The following entities shall abide by the specifications provided in these guidelines:
 - 1. Local manning agencies (see Annex D);
 - 2. Quarantine Facilities/Hotel Accommodations (see Annex E); and
 - 3. OFs (see Annex F).

E. Pre-Arrival

1. The LMA shall send the accomplished Repatriation Information Sheets 1 and 2 and corresponding attachments via e-mail to: dohrepat2020@gmail.com
2. The LMA, in coordination with DOLE/OWWA, shall provide for the temporary quarantine accommodation of OFs required to undergo 14-day Mandatory Quarantine.
3. The LMA, in coordination with DOLE/OWWA, shall provide for the BOQ-approved quarantine facility/accommodation of OFs required to undergo 14-day Stringent Quarantine.
4. The LMA, in coordination with DOTr, shall coordinate the transportation upon arrival at the airport;
5. Repatriation of a cohort of OFs for Stringent Quarantine shall proceed only when the BOQ has cleared the proposed quarantine facility (e.g. hotels, resorts, etc.) where the OFs will be accommodated.

F. Upon Arrival at the Airport

1. The BOQ shall undertake the following actions upon arrival of repatriating OFs at the airport:
 - a. Conduct thermal scanning and medical assessment, and collect health declaration forms;
 - b. Facilitate OF's clearance by the BI;
 - c. Orient OFs on Mandatory Quarantine protocols and issue individual Quarantine Clearance; and,
 - d. Refer OFs for Stringent Quarantine in BOQ approved quarantine facility/hotel; and,
 - e. Provide ambulance services for OFs with signs and symptoms to be referred to hospitals or quarantine facility, whichever is applicable.
2. The DOLE/OWWA shall operate a One-Stop Shop in airports, which shall include Bureau of Quarantine (BOQ), Bureau of Immigration (BI), Philippine Coast Guard (PCG), Philippine National Police (PNP), and Department of Foreign Affairs (DFA), assist the OFs in the processing of their needs, such as quarantine accommodation, transportation, and security and welfare, among others.
3. The LMA, in coordination with DOTr, shall provide separate transportation arrangements to OFs for Mandatory Quarantine and OFs for Stringent Quarantine.
4. The DILG, through the PNP, shall provide police escorts for the transportation of OFs.

5. The DOLE/OWWA shall issue a Certificate of Completion of Quarantine Period upon completion of the 14-day Mandatory Quarantine.

G. At BOQ-approved Quarantine Facility/Hotel Accommodation

1. The BOQ shall assign quarantine officers in DOLE/OWWA commissioned stringent quarantine facilities/hotels
2. The LMA or DOLE/OWWA shall ensure that the following are implemented in stringent quarantine facilities/hotels:
 - i. Room accommodation at one (1) repatriate per room;
 - ii. Room accommodation for each BOQ staff;
 - iii. Distribution of PPEs (e.g. face masks) to repatriates, BOQ quarantine officers, security personnel and hotel staff;
 - iv. Distribution of meals (i.e. breakfast, lunch dinner and 2 snacks) following quarantine protocols;
 - v. Distribution of groceries and supplies following quarantine protocols;
 - vi. Issuance of ID pass to hotel staff and crew, as coordinated with DILG; and,
 - vii. Presence of LMA representative to attend to other needs and concerns of the repatriates
3. The DILG, through the PNP, shall provide police security to the surrounding areas of the quarantine facility/hotel;
4. In case of marine-based facilities, the PCG and PPA shall provide security around the vicinity of the quarantine facility (i.e. ship, port, pier, etc.).
5. The BOQ shall issue a Certificate of Completion of Quarantine Period upon completion of the 14-day Stringent Quarantine.
6. The LMA, in coordination with DOTr, shall provide transportation arrangements to OFs who have completed 14-day quarantine.
7. The DILG, through the PNP, shall provide police escorts for the transportation of OFs.

H. 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,

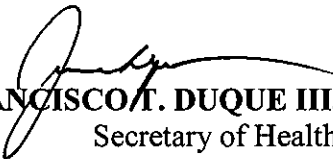
4. Mandatory quarantine for 14 days upon arrival in the PHL shall be required.

IV. REPEALING CLAUSE

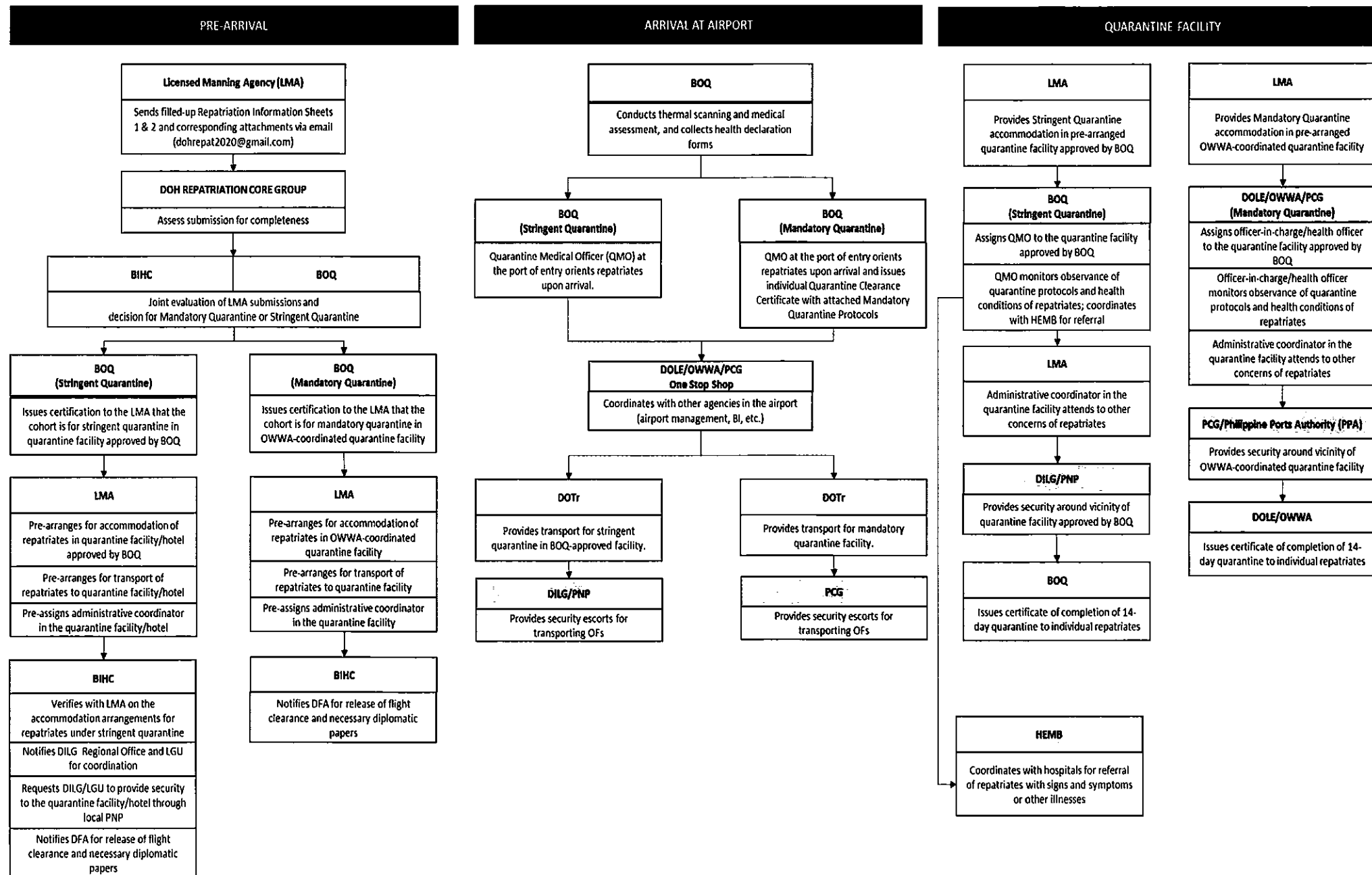
Department Memorandum No. 2020-0143

~~All Orders, rules, regulations,~~ and other related issuances inconsistent with or contrary to this Order are hereby repealed, amended, or modified accordingly. All other provisions of existing issuances which are not affected by this Order shall remain valid and in effect.

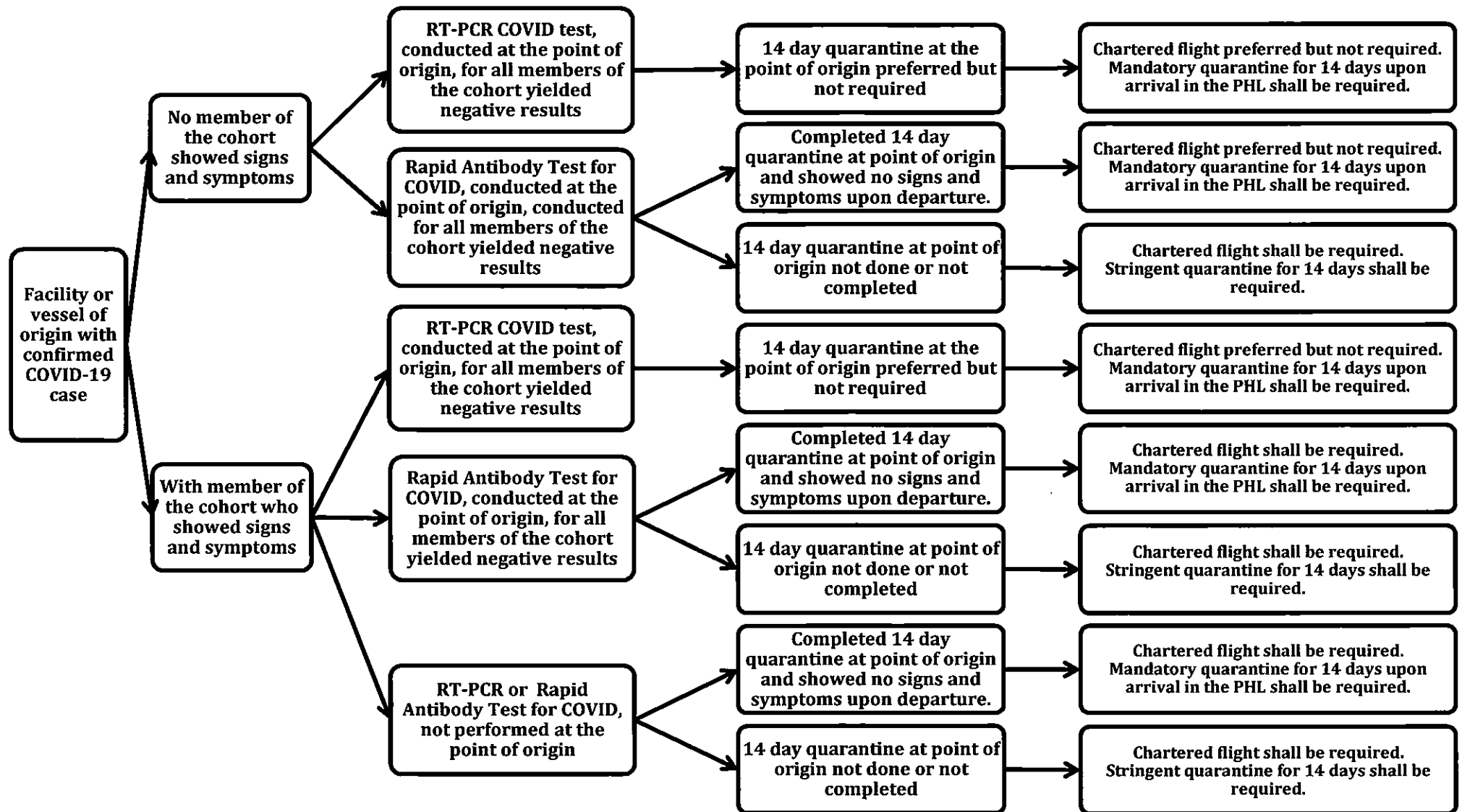
For strict compliance of all concerned.


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

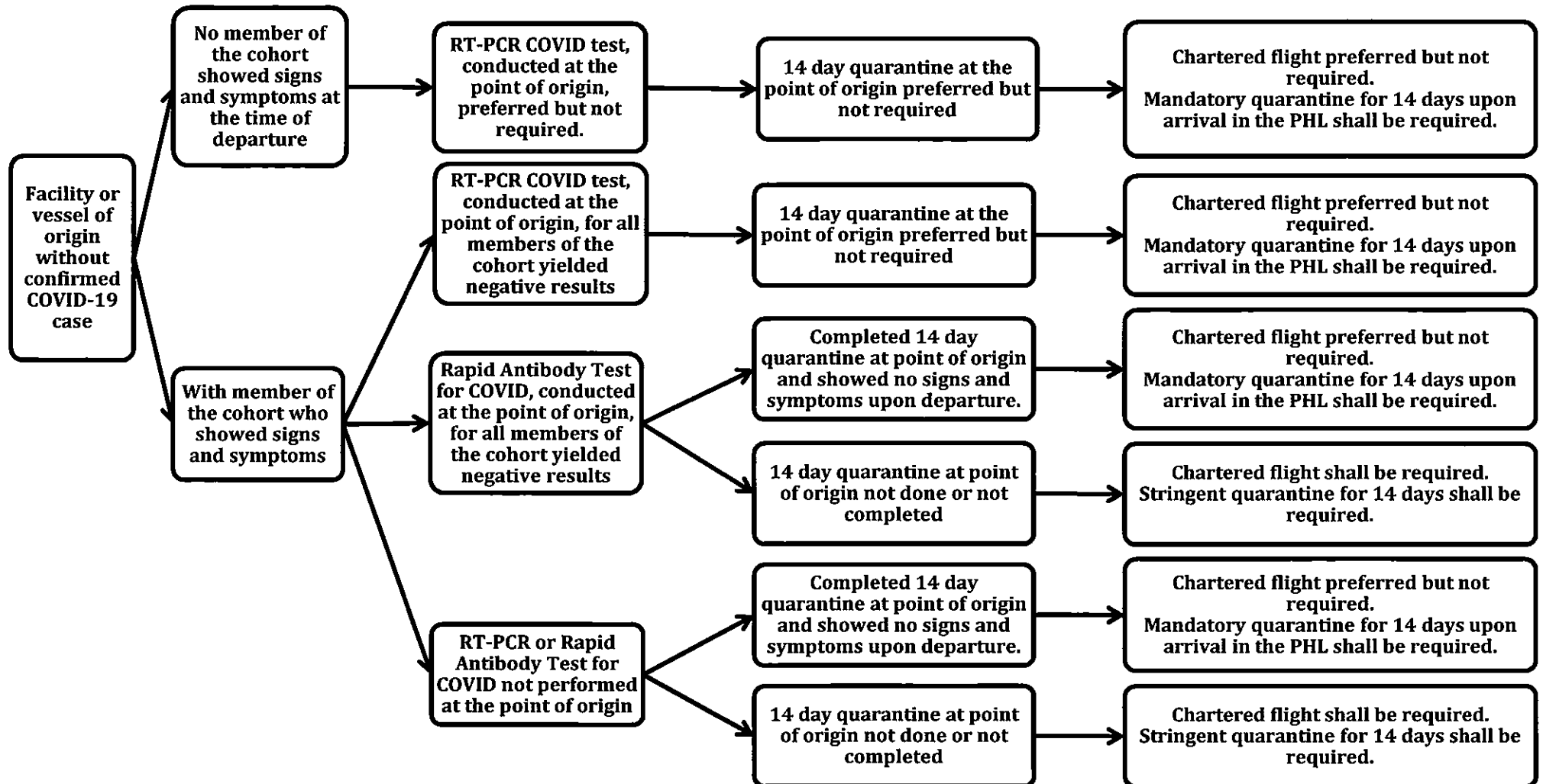
Annex A. Flowchart for DOH Repatriation Process for Sea-based OFs



Annex B. Decision flowchart for the repatriation of sea-based Filipinos working in facilities or vessels with confirmed COVID-19 case



Annex C. Decision flowchart for the repatriation of sea-based Filipinos working in facilities or vessels without confirmed COVID-19 case



Annex D. 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 Stringent 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 Mandatory 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. Stringent Quarantine /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-Stringent Quarantine Arrangements:

- Quarantine-cleared transport arrangements for repatriates who have completed stringent 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 Local 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 Stringent 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.

II. VESSEL INFORMATION			
Name of Vessel:		Licensed Manning Agency (LMA):	
Originating Country:		Contact Details: Cellphone: Email:	
Name of LMA representative in the Philippines:			
III. 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:
Expected Date and Time of Departure: Date: Time:		Expected Date and Time of Arrival: Date: Time:	Layover Flight:
			Hotel: Days of stay:
Name of LMA point person in the airport of destination at the time of arrival:		Contact Details: Cellphone:	
IV. 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> _____ Did any of the repatriates test positive with COVID-19? <i>If yes, how many?</i> _____	___ Yes ⁽⁴⁾ ___ No ___ 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 E. Checklist for Stringent Quarantine Facilities/Hotel Accommodations

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

- A. Physical Attributes – the Stringent 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 F. 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