



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

14 May 2020

NHQ-PCG/HCGMED

STANDING OPERATING PROCEDURES
NUMBER 03-20

INTERIM GUIDELINES FOR PCG QUARANTINE FACILITIES

I. REFERENCE:

- A. Operational Plan (OPLAN) Nr 0420-002 (BAYANIHAN OFW)
- B. DOH-BOQ MEMORANDUM CIRCULAR No. 2020-17 (Guidelines for Use of Cruise Ship as Quarantine Facility)

II. PURPOSE:

This SOP shall prescribe the guidelines and proper measures to efficiently and effectively execute the prescriptive quarantine period for all repatriated overseas Filipino workers (OFW) delegated to the PCG jurisdiction.

III. DEFINITION OF TERMS

- A. Quarantine Facility – means a designated and duly recognized area by the Inter Agency Task Force for the Management of Emerging Infectious Diseases (IATF) as a secure, safe, enclosed environment where the repatriated shall undertake the quarantine period;
- B. Quarantine Period – means the fourteen (14) days isolation of a repatriate while under observation for signs and symptoms of COVID-19 disease;
- C. Quarantine Medical Officer (QMO) – designated PCG medical officer that shall regularly monitor repatriates during quarantine period;
- D. Repatriate/s – any individual, or group of individuals that fulfills the criteria for a Overseas Filipino Worker (OFW), or seafarer affected by termination of respective contracts, or had been displaced back prematurely to the Philippines as a result of emergence of COVID-19 from foreign states;
- E. Agent – means the representative of a particularly manning or employment agency wherein the repatriated is affiliated;

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F. DOH Case Definition for COVID-19 – current guidelines on the characterization of patients with its corresponding management:

1. Suspected – repatriates that has low risk of exposure to the SARS CoV 2 virion causing COVID-19;
2. Probable – repatriates that high risk of exposure and having signs and symptoms for COVID-19;
3. Confirmed – repatriated determined to have COVID-19 through RT-PCR confirmatory test.

G. Personal Protective Equipment (PPE) – pertains to appropriate physical barriers to the person through potential points of entry (eyes, nose and mouth), and in the prevention of infecting others (extremities);

H. Social distancing – maintaining a prescribed distance between individuals so as to minimize risk of contracting the disease;

I. Infection Control measures – processes undertaken to limit the spread of a disease:

1. Standard precautionary measures – includes proper hand hygiene, respiratory etiquette principles, appropriate patient placement, proper disinfection of clinical equipment, laundry and textile decontamination, and health worker safety;
2. Transmission based precautions – secondary tier of infection control and are to be implemented on top of Standard precautionary measures including contact precautions, droplet precautions, airborne precautions.

IV. POLICIES

A. General

1. Quarantine facility (Community based or Vessel based) shall have the following requirements:
 - a. Location – located away from general population; well protected and secured; nearby a tertiary referral hospital;
 - b. Accessibility – parking space for ambulances; ease of delivery of food and/or medical supplies;
 - c. Ventilation – well aerated with natural air circulation;
 - d. Infrastructure – potable water source; interval space between beds; well lighted; sanitation; communication capability;

- e. Space Allocation – administrative offices; recreational areas; logistics/pharmaceutical rooms; staff rooms; laundry facilities; examination rooms; dining areas; washroom/comfort/toilet.
2. Daily monitoring surveillance shall be standardized in accordance with DOH protocols:
 - a. Monitoring and charting of patients shall be implemented in accordance with current guidance of Chief Nurse, Philippine Coast Guard;
 - b. Daily performance report shall be rendered to CGPAO before 1700H;
 - c. Daily census of patients on quarantine facilities shall be rendered to HCGMED Operations before 2000H.
3. Designated hospitals for referral shall be established;
4. Adequate training on infection control measures for health personnel and support staff shall be standardized;
5. All repatriated individuals arriving from an affected country shall undergo the specified quarantine period in accordance with current IATF guidance;
6. All repatriates shall be subjected to medical evaluation of a QMO or authorized medical professional as per DOH Case definition for COVID-19;
7. Medical Teams from Coast Guard Districts shall facilitate processing of repatriates;
8. Hazardous waste as a result of decontamination procedures shall be secured following DOH guidelines for handling infectious waste;
9. Detailed floor area of the facility outlining the details of movement of health care personnel shall be established around the quarantine facility;
10. Separate fence or barrier shall be raised around the facility to prevent entry of animals.

B. Specific

1. All repatriates and their respective attendants shall observe all precautionary measures;
2. All materials and equipment utilized during these procedures shall be subject to applicable infection control and decontamination measures;



3. All repatriates shall be monitored daily for symptoms of COVID-19 by the designated medical personnel;
4. All baggages shall be subject to decontamination regularly;
5. All repatriates shall follow social distancing to limit contracting the disease;
6. Functional flow shall be maintained to reduce / minimize the interactions between quarantine people and healthcare provider and support staff;
7. All repatriates shall utilize hand sanitizers, personal protective equipment and daily hygiene;
8. Repatriates developing symptoms beyond current management shall warrant immediate referral to a tertiary hospital where applicable;
9. One (1) PCG ambulance shall be designated for repatriates requiring hospital referral;
10. PCG Ambulance for non COVID-19 cases shall follow HPCG SOP NR 01-11 dated 03 February 2011 (Guidelines on the Proper Utilization and Maintenance of PCG Ambulances).
11. Entrance and Exit points shall be manned 24/7 by a well informed and trained security personnel with a monitoring logbook for those entering the facility;
12. Only authorized personnel shall be allowed to enter the premises of the facility;
13. All persons within the facility shall be properly labeled;
14. Access ways shall be kept closed at all times closely monitored by a roving security personnel;
15. Biohazard symbol shall be displayed in conspicuous areas designated as high risk;
16. Health personnel and support staff shall be trained to conduct daily examination, movements in the facility, infection prevention and control measures, usage of personal protective equipment, collection and handling of specimens;
17. Staff undertaking work in laundry, meal distribution, security, communications, biomedical waste handlers, sanitation attendants and other related staff shall be required to train on the use of



appropriate mask, gloves, cleaning and disinfection procedures, and use of PPE's;

18. All quarantine facilities shall be decontaminated at least once (1) daily with freshly prepared disinfectants (1% hypochlorite, detergent solution) including surface mopping of all floor areas, bathrooms, toilet facility, underside of bed, and any other related items in the vicinity of quarantined people;
19. Before laundry, all washable items shall be soaked in 1% hypochlorite solution for 30 minutes and later washed in detergent solution;
20. Separate yellow, red/black trash bags in foot operated dustbins shall be placed at designated quarantined areas within and outside the facility;
21. Biomedical waste collection areas shall be regularly disinfected with freshly prepared 1% hypochlorite solution.

V. PROCEDURES:

A. BEFORE ARRIVAL:

1. PCG designated representative at airport or seaport shall identify and determine OFWs and/or seafarers;
2. Coordination shall be made with duly authorized office regarding details number of repatriates arriving;
3. Designated medical personnel shall conduct briefing for medical aspects regarding necessary actions to undertake;
4. Logistical requirements such as medical supplies, medicines, PPE's and sanitation/disinfectant supplies shall be prepared and made readily available for PCG personnel as well as repatriates;
5. Billeting areas for health care personnel shall be identified and delegated to CGMED where applicable;
6. Designated quarantine facilities for accommodation of arriving repatriate OFWs shall be prepared, inspected, and regularly monitored in accordance with current DOH relevant policies;
7. ONE-STOP-SHOP desks shall be established at designated areas for faster processing of repatriates;
8. Continuous reminder to all personnel assigned to quarantine facility the strict implementation on wearing of PPE's and observe precautionary measures at all times.

B. UPON ARRIVAL:

1. Assessment and evaluation of individual health status of arriving repatriates shall be conducted prior to disembarkation from vehicle, plane or vessel;
2. All repatriated OFWs shall be required to fill up the Declaration Form for COVID-19 Quarantine Protocols;
3. All repatriates shall be provided with Identification Card and reference number prior proceeding to quarantine facility;
4. Personal data, flight/vessel details, and other pertinent information shall be collected for close contact tracing to include, but not limited to name, age, address, country of origin, job description, countries visited, nature of work, number of household contacts;
5. Mass testing for OFW using rapid testing kits shall be established in holding areas, provided there are appropriate number of trained medical technologists, a safe and secure area for handling specimens, and areas for biomedical waste disposal;
6. Processed repatriates including peculiar needs and requirements shall be endorsed and properly turned over to designated quarantine facilities personnel for accommodation and monitoring;
7. Processed repatriates evaluated to have underlying condition, or considered to belong to the vulnerable population shall accomplish an affidavit of undertaking acknowledging risks of exposure, importance of hygiene and social distancing;
8. OFWs that are assisted by respective Agents shall likewise accomplish an affidavit of undertaking prior to turn over to responsible Manning Agency/LGU Representative upon securing appropriate document;
9. Handling of baggages shall be subject to applicable infection control measures without exception.

C. DURING AND COMPLETION OF QUARANTINE:

1. Upon arrival at designated quarantine areas, repatriates shall be provided with individual counseling sessions particularly on universal infection control, personal protective control measures;
2. CGMED Personnel shall brief repatriate OFWs regarding DO's and DON'T's while inside quarantine area;
3. All repatriate shall strictly observe precautionary measures such as frequent hand washing, wearing of face mask and maintaining social distancing at all times;

4. CGMED Personnel shall refer to the DOH-BOQ MEMORANDUM CIRCULAR No. 2020-17 (Guidelines for Use of Cruise Ship as Quarantine Facility) regarding management and guidelines for mandatory quarantine of OFW's aboard quarantine vessels;
5. All quarantined people shall be visited by medical officers at least once a day for asymptomatic patients, and twice daily for symptomatic patients showing fever, cough, sore throat, breathlessness, etc.;
6. Daily census shall be undertaken twice a day as necessary;
7. Designated Medical Officers shall provide daily reports to HCGMED Service and other concerned offices as necessary;
8. Daily review meetings shall be conducted under the Medical Officer to discuss daily affairs and identify issues requiring attention;
9. Upon completion of the mandatory quarantine period, the repatriate shall be discharged at the termination of the quarantine period provided that the sample collections on repeat testing show resolution of results;
10. Medical certification from DOH, BOQ, or its deputized office shall be issued to the repatriates for documentation with further instruction to continue self-monitoring for occurrence of symptoms.
11. Quarantine facility disinfection and decontamination procedures shall be as follows:
 - a. Opening of windows for air circulation and prevent inhalation injury to sanitation personnel;
 - b. Spraying of 1% sodium hypochlorite working solution to be done on all surfaces (protecting electrical wires and appliances);
 - c. Cleaning with neutral detergent to remove residues formed by the hypochlorite solution;
 - d. All frequently touched areas, such as accessible areas of walls and windows, toilet bowls, and bathroom surfaces shall be carefully cleaned;
 - e. All textiles (e.g. pillow linens, curtains, etc.) shall be treated first with 1% hypochlorite spray, then packed and sent to get washed in laundry using a hot-water cycle (90°C) with laundry detergent;
 - f. 1% hypochlorite solution shall also be sprayed in the PPE doffing infectious waste areas twice a day on a daily basis;



- g. Mattresses and pillows, after spraying with 1% hypochlorite, shall be allowed to dry on both sides in bright sunlight up to three (3) hours each.

VI. RESCISSION:

HCGMED SOP Nr 03-20 dated 17 April 2020 and other policies inconsistent with the provisions stated in this SOP are hereby amended and rescinded accordingly.

VII. EFFECTIVITY:

This SOP shall take effect immediately upon publication.

BY COMMAND OF ADMIRAL GARCIA:

OFFICIAL:


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