

ADMINISTRATIVE ORDER

No. 01

Series of 2022

**SUBJECT : INTERIM GUIDELINES ON THE OPERATION AND
MANAGEMENT OF THE SWADCAP ISOLATION FACILITY**

I. RATIONALE

The Department of Social Welfare and Development (DSWD) is committed to continuously protect its personnel by ensuring their safety, health and wellbeing. It has constantly updated its safety and health measures implemented in the workplace to improve the working conditions due to the emerging threat of the COVID-19 and the new variants.

The DSWD has employed strategies to strengthen contact tracing, isolation, and quarantine through its Safety and Health Protocols. One of its priorities is the establishment of the Isolation Facility. This will cater to the emerging needs of the affected DSWD personnel in terms of resources intended for the interventions, proper care, documentation, coordination, reporting, and address the adverse outcomes of the COVID-19 in line with the principles and strategies on isolation. With the technical assistance of the Department of Health (DOH), the necessary structures and amenities to operate an Isolation Facility were installed and set up at the Social Welfare and Development Center for Asia Pacific (SWADCAP).

On November 4, 2021, the SWADCAP Isolation Facility located at Barangay Pasong Tamo, Taguig City was formally opened for operation. It is generally aimed at providing a safe space for DSWD personnel for them to recover from COVID-19 infection, help alleviate their anxiety and fears of infecting their families, and to mitigate the threat of COVID-19 within the DSWD workplace.

II. LEGAL BASIS

1. DOH Certification of SWADCAP Temporary Treatment and Monitoring Facility (TTMF) for confirmed COVID19 cases with mild symptoms under Department Memorandum No. 2020-0123 issued on October 21, 2021.
2. Memorandum from the Secretary dated 28 October 2020 on Guidelines on the Management of SWADCAP as DSWD COVID-19 Isolation Center
3. DSWD Advisory No. 2, s. 2021 - Enhanced DSWD's Safety and Health Protocol in light of COVID-19 Pandemic
4. RA 11469 - "Bayanihan to Heal as One Act" states that "in view of the continuing rise of confirmed cases of COVID-19, the serious threat to the health, safety, security, and lives of our countrymen, the long-term adverse effects on their means



of livelihood, and the severe disruption of economic activities, a state of national emergency is hereby declared over the entire country.”

5. Department of Health (DOH) Memorandum No. 2020-0056 dated 03 February 2020 or the Interim Guidelines for 2019 Novel Coronavirus Acute Respiratory Disease Response in the Workplace
6. Department of Health (DOH) Memorandum No. 2020-0170 dated 02 April 2020 or the Interim Guidelines on the Management of Health Care Waste in health Facilities, Community Quarantine Units, and Temporary Treatment and Monitoring Facilities with Cases of Coronavirus Disease 2019 (COVID-19)
7. Department of Health (DOH) Memorandum No. 2020-0056 dated 07 April 2020 or the Interim Guidelines on the Operations of Converted Public and Private Spaces into Temporary Treatment and Monitoring Facilities for COVID-19.
8. Department of Health (DOH) Memorandum No. 2020-0056 dated 27 April 2020 or the Interim Guidelines on Enhancing the Infection Prevention and Control Measures through Engineering and Environmental Control in all Health Facilities and Temporary treatment and Monitoring Facilities during the COVID-19 Pandemic.

III. OBJECTIVES

This order aims to guide the Department specifically the Central Office workforce (e.g. COVID 19 Action Team, Occupational Safety and Health Officers, Officials, Employees and/or workers), in the prevention of transmission and management of contact, suspect, probable, and confirmed cases of COVID-19 through the health protocols on isolation and use of the facility dedicated for its purpose.

IV. SCOPE AND COVERAGE

The guideline shall apply to the personnel of the Department of Social Welfare and Development-Central Office in Quezon City to include the nearby Field Office of the National Capital Region in Legarda, Manila, Field Office IV-A in Alabang, Manila, and Field Office IV-B in Malate, Manila.

It shall be noted that the COVID-19 Action Team works interdependently with the other committees of the DSWD COVID-19 Task Group Response and the Occupational Safety and Health Committee. Thus, the main scope of this guideline shall focus on specific procedures and protocols of the Isolation Facility as stated in the succeeding sections.

V. DEFINITION OF TERMS

1. Asymptomatic – a person with positive result of RTPCR but no manifestation of symptoms
2. Barangay Health Emergency Response Teams (BHERT) - a team established by DILG MC No. 2020-023 to help implement local prevention and mitigation, preparedness and response measures for COVID-19.



3. Close contact - a person without proper personal protective equipment (PPE) who is providing direct care for a confirmed COVID-19 case and a person who had direct physical contact, or lived, worked, transacted, or travelled in close proximity (less than 1 meter) for more than 15 minutes with a confirmed COVID19 case.
4. COVID-19 - the Coronavirus Disease 2019 which is caused by the virus known as severe acute respiratory syndrome coronavirus2 (SARS-CoV-2).
5. COVID-19 confirmed - a person with laboratory confirmation of COVID19 infection, irrespective of clinical signs and symptoms.
6. COVID-19 Mild Symptomatic Case - a person with symptoms such as having fever/headache, cough, colds, body/muscle pain, sore or itchiness of throat, loss of sense of smell/taste.
7. COVID-19 Symptomatic Case - a case who has developed signs and symptoms compatible with COVID-19 virus infection.
8. COVID-19 Action Team - a committee under the DSWD COVID-19 Response Task Group which has three (3) sub-committees which are the following; contact tracing, isolation and treatment.
9. COVID-19 Response Task Group - a DSWD created group for the purpose of monitoring, reporting and preventing COVID-19 in the workplace.
10. Disinfection – the process of reducing the number of viable microorganisms on a surface to a less harmful level. It involves use of chemicals including but not limited to a bleach solution, and is more effective if done after cleaning.
11. Isolation - the separation of ill or infected persons from others to prevent the spread of infection or contamination.
12. Personal Protective Equipment (PPE) - the protective garments or equipment worn by individuals to increase personal safety from infectious agents (DOH Administrative Order No. 2020-0015).
13. Quarantine - the restriction of movement, or separation from the rest of the population, of healthy persons who may have been exposed to the virus, with the objective of monitoring their symptoms and ensuring early detection of cases.
14. Reverse Transcription Polymerase Chain Reaction (RT-PCR) - a nuclear-derived method for detecting the presence of specific genetic material in any pathogen, including a virus.
15. Rapid Antigen Test - a rapid diagnostic test suitable for point-of-care testing that directly detects the presence or absence of an antigen.



16. SWADCAP Isolation Center - the DSWD Temporary Treatment and Monitoring Facility (TTMF) certified by the Department of Health which caters to DSWD COVID19 confirmed patients with mild symptoms, or asymptomatic or close contacts.
17. Social Welfare and Development Center for Asia and the Pacific - SWADCAP (as DSWD Isolation Facility) - a DSWD-managed facility where contact, suspect, probable, and confirmed cases of COVID-19 with mild symptoms, whose home environment cannot support physical distancing (e.g. crowded living conditions), can be temporarily housed for quarantine or isolation.

VI. OPERATIONAL GUIDELINES

A. Target User of the Facility

The facility shall serve the DSWD employees who tested positive in their Real-Time Reverse Transcription Polymerase Chain Reaction (RT-PCR) Test or Rapid Antigen Test who are either mildly symptomatic or asymptomatic.

Due to the limited capacity of the facility, priority shall be given to the employees without a separate isolation room and bathroom in their homes; who live in dormitories¹ or bed space arrangements; who are not accommodated in their respective LGU isolation facilities due to non-availability of isolation rooms; and infected employees from other Field Offices.

Furthermore, special consideration may be given to stranded or in transit employees from other field offices to the National Capital Region who are considered close contacts may be isolated at the facility pending the result of his/her RT-PCR.

It shall be noted that employees who are experiencing symptoms shall undergo RT-PCR test or Rapid Antigen Test, inform the Human Resource Welfare Division- Clinic about his/her health status, and strictly undergo home quarantine while waiting for his/her result.

B. Admission of confirmed COVID-19 Employee

1. After a thorough clinical assessment of the health status of the confirmed COVID-19 positive employee, the Medical Officer shall send an electronic copy of the admission form to the confirmed COVID-19 positive employee to fill out. This includes his/her personal information, history of present illness, medical history, etc. including the copy of the official Rapid Antigen test and or RT-PCR result.
2. In case the employee has no internet connection or personal gadget to accomplish the electronic admission form, the nurse on duty shall assist in the filling up of the form, and provide the printed patient admission form for signature upon confinement to the facility.

¹ To include the Employee Dormitory in the DSWD Central Office



3. The duly accomplished patient admission form shall be signed and endorsed by the Medical Officer to the Facility Manager via email at dswdswadcapisolationfacility@dswd.gov.ph if found eligible to be admitted at the isolation facility. The emailed form may be printed and attached to the confirmed COVID-19 positive employee's chart as part of his/her documents.
4. Upon confirmation of room availability by the Facility Manager, the pre admission checklist (See Annex A) will be sent via email to the confirmed COVID-19 positive employee to guide them on what to bring during the confinement.
5. The Facility Manager and/or the Administrative Assistant shall inform the ambulance/vehicle driver to transport the confirmed COVID-19 positive employee to the isolation facility. The driver shall be informed of the residential address/current location of the personnel and shall wear appropriate PPEs (coveralls, face shield and facemask, and gloves).
6. Admission of confirmed COVID 19 employees at the facility shall be done from 8:00 am to 5:00 pm by the nurse-on-duty. Admission beyond 5:00 pm/before 8:00am shall depend on the assessment of the Medical Officer and approval of the COVID-19 Action Chairperson.
7. The nurse-on-duty shall be responsible for briefing the confirmed COVID-19 positive employee on the facility's protocols, house rules and adherence to respiratory etiquette and care instructions among others. (See Annex C)
8. The nurse-on-duty shall be responsible for distributing the admission kits to each confirmed COVID-19 positive employee upon confinement.
9. The nurse-on-duty shall coordinate with the Taguig BHERT through different means of communication like email, Short Messaging Service (SMS), and landline to inform that there is a confirmed COVID-19 positive employee admitted at the SWADCAP Isolation Facility for proper recording, monitoring, intervention, and further assistance as needed.

C. Management of Confirmed COVID-19 Employees

1. The nurse-on-duty shall regularly monitor the vital signs/health status of the confirmed COVID-19 positive employee and record it on his/her chart (clipboard) which shall be kept and updated daily. The chart shall contain the admitting history, monitoring sheet, medications given, and discharge note.
2. The nurse-on-duty shall ensure that the confirmed COVID-19 positive employee completes the required isolation for 14 days or more (depending on the progression of symptoms), and shall regularly update the Medical Officer and Taguig BHERT of his/her health status.
3. If the confirmed COVID-19 positive employee suddenly refuses to complete isolation at the facility, the nurse-on-duty shall inform the facility



manager and medical officer for appropriate action. A refusal form/consent will be provided for the employee to sign for referral by medical officer to another isolation facility through the assistance of Taguig BHERT.

4. In case the confirmed COVID-19 positive employee needs other medications for his/her symptoms, a teleconsultation with the Medical Officer may be done through the coordination of the nurse-on-duty. The Medical Officer shall inform the confirmed COVID-19 positive employee that in cases of non-availability of medicines at the clinic, he/she shall personally shoulder the costs of procurement. The Medical Officer shall also inform the nurse-on-duty of the prescribed medications needed.
5. If the confirmed COVID-19 positive employee has other needs, she/he shall coordinate with the nurse on duty. The facility manager shall coordinate with the employee's family/relative for instructions on how to deliver said additional requested supplies.
6. In case the confirmed COVID-19 positive employee exhibits progression of symptoms into moderate, or severe symptoms, the nurse-on-duty and facility manager shall immediately coordinate with the Medical Officer for close health status monitoring and referral purposes. The Administrative Assistant may also contact the Taguig BHERT for referral and for transporting the confirmed COVID-19 positive employee to the nearest hospital, if the DSWD ambulance/vehicle is not available.
7. Once referred to the hospital, costs of hospitalization shall be shouldered by the confirmed COVID-19 positive employee. Coordination with DSWD Crisis Intervention Unit may be done by the employee's concerned OBSUs (through the safety and health focals) for the facilitation of the medical/financial assistance.
8. Monitoring of the confirmed COVID-19 positive employee's status while at the hospital shall primarily be the task of the medical clinic.
9. Psychosocial support shall be conducted through the HRMDS to manage stress and anxiety due to isolation. Other activities may include the following:
 - a. A group messaging application for this endeavor may be established to provide peer support or kamustahan sessions
 - b. One-on-one may also be provided to employees who may wish to engage in such activities to process and ventilate their fears and anxieties.
10. The nurse-on-duty shall be responsible for delivering the provided packed meals, medicines and other needs (including those brought by their family/relatives) outside the confirmed COVID-19 positive employee's room during the scheduled meal time as stated below:

Breakfast	: 7:00-8:00 am
Lunch	: 12:00-1:00 noon
Dinner	: 6:30-7:30 pm



D. Discharge of Confirmed COVID-19 Employees

1. The Facility Manager, through the endorsement of the nurse-on-duty, shall inform the Medical Officer that a recovered employee is ready for discharge for appropriate action. In case there is a referral to the hospital, issuance of medical clearance from the hospital indicating that he/she has recovered shall be presented/submitted to the Medical Officer for further assessment and instruction.
2. The recovered employee shall request for a Certificate of Completion of Quarantine (CCQ) from the Taguig BHERT through the assistance of the nurse on-duty after completing the mandatory isolation at the SWADCAP Isolation Facility.
3. The nurse on duty shall assist in the submission of the issued CCQ to the Medical Clinic through email (furnishing a copy to the recovered employees) for the issuance of a fit to work clearance by the Medical Officer. The clearance shall be presented upon their return to office/work, for filing of appropriate leave (quarantine leave) and/or for financial assistance.
4. The facility manager or the administrative assistant shall arrange for the transportation of the recovered employees from the Isolation Facility to their respective residences/homes.
5. The Medical Officer/Clinic shall update the DSWD COVID-19 monitoring tool database regarding the status of the recovered employee in coordination with the Facility Manager.

E. Disinfection, Sanitation and Cleaning of the Isolation Facility

1. The Administrative Service shall spearhead the general cleaning and disinfection activity of the whole isolation facility every week.
2. Daily disinfection by the Sanitation Officer shall be done at areas frequently used such as but not limited to comfort rooms among others in the morning and afternoon, and between shifts, if applicable.
3. Upon discharge of the patient, disinfection of the room shall be conducted before use by another patient.
4. The Disinfection Team shall observe the following when conducting disinfection.
 - a. Wear disposable or impermeable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - b. Wear additional Personal Protection Equipment (PPE) that might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash, if any.
 - c. If there is a shortage of PPEs, wash hands often with soap and water for at least 20 seconds.
 - d. Carefully remove gloves and gown to avoid contamination of the wearer and the surrounding area.

