



Republic of the Philippines  
House of Representatives  
Quezon City

## MEMORANDUM

FOR : ALL

SUBJECT : SUPPLEMENTAL GUIDELINES ON HREP OPERATIONS AMID COVID-19

DATE : 04 July 2020

---

---

We review our GUIDELINES ON OPERATIONS OF THE HOUSE OF REPRESENTATIVES AMID COVID-19 (Memorandum dated 01 May 2020) as the medical community learns more about the virus, and as we follow directives from relevant national and local agencies.

With the gradual lifting of restrictions on the movement of people and goods and opening of non-essential services, a stricter implementation of our Guidelines becomes imperative given the higher risk we face when we go outside of our homes.

1. All are encouraged to do self-monitoring for symptoms of COVID-19. The following symptoms are possible indicators of COVID-19 infection:

- a. fever or chills
- b. cough
- c. shortness of breath or difficulty in breathing
- d. fatigue
- e. muscle or body aches
- f. headache
- g. loss of taste or smell
- h. sore throat
- i. congestion or runny nose
- j. sore eyes
- k. nausea or vomiting
- l. diarrhea
- m. cutaneous (skin) manifestations/lesion especially in children

2. The following employees should NOT physically report for work:

2.1. Those experiencing COVID-19 symptoms.

They should:

- a. notify their Head of Office AND the Medical and Dental Service (MDS);

- b. consult a medical doctor for evaluation and possible testing according to DOH guidelines;
- c. undergo quarantine, or get hospitalized if they are in need of professional or emergency medical care; quarantine is for fourteen (14) days, or until they become asymptomatic, whichever is longer;
- d. self-monitor while under home-quarantine and notify their Barangay Health Emergency Response Team (BHERT) for regular monitoring; if quarantined in a health facility, the staff therein shall do the monitoring;
- e. get a Medical Certificate from the Municipal or City Health Office and submit this to MDS before they can report back to work.
- f. if hospitalized, submit to MDS the Medical Certificate from the hospital.

2.2. Those who have had close contact with a probable or confirmed COVID-19 case.

Close contact may be through: (a) face-to-face contact with a probable or confirmed case within one (1) meter and for more than fifteen (15) minutes, (b) direct physical contact with a probable or confirmed case, (c) direct care for a patient with probable or confirmed COVID-19 case without using proper personal protective equipment.

They should follow the protocols mentioned in No. 2.1 above.

- 3. As far as practicable, all submissions, inquiries, and follow-ups should be done electronically or remotely. In cases where physical interaction is unavoidable, transaction shall be done through designated window counters and limited to five (5) minutes.
- 4. To ensure proper air ventilation, set the air-conditioning unit to “fresh air” mode. In cases where such mode is not available, keep certain windows/doors ajar to allow fresh air to circulate in the offices. Shuttle buses shall operate with a number of windows open.
- 5. Each office shall designate a Health and Safety Officer to ensure strict compliance with all health and safety protocols and to monitor employees who may manifest symptoms of COVID-19 while at work.
- 6. Mental and psychosocial support shall be provided to employees through relevant webinars and online/remote counseling with in-house psychiatrists. Consultation shall be by appointment. Call telephone no. 8931-6588 or send an e-mail to [pyleemd@gmail.com](mailto:pyleemd@gmail.com) or [mmcmm\\_md@yahoo.com](mailto:mmcmm_md@yahoo.com).
- 7. Signages shall be placed in strategic areas around the HRep facilities, and health advisories and reminders shall be regularly announced through the public address system.

Our cooperation and compliance will help stem the transmission of this virus.

Thank you.

(Sgd.)

**JOSE LUIS G. MONTALES**

*Secretary General*