

# **MANUAL OF OPERATIONS**

## **Centralized Health Quarantine Facility**

**Valencia City Central School  
Sayre Highway, Poblacion,  
Valencia City, Bukidnon**



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## **A. Centralized Health Quarantine Management Facility Under General Community Quarantine (GCQ)**

### **No Home Quarantine Policy**

#### **I. INTRODUCTION**

Valencia City is situated at the heartland of Mindanao and is the third most populous city in Northern Mindanao. Being centrally located in the entire island poses great risk for spread of the much-dreaded Corona Virus Disease-19 as many of major road networks and highways connect Valencia City to many regions in Mindanao. It is imperative therefore that the Local Government of Valencia City must adopt strategies and implement measures in order to help control and prevent the spread Corona Virus Disease- 19 thereby protecting the inhabitants of the city and of the Province of Bukidnon.

#### **II. RATIONALE**

The No Home Quarantine Policy imposed by the City Government of Valencia is an effective and efficient measure to arrest the spread of Corona Virus Disease-19 in the city. This ensures that no person coming from COVID 19 positive areas or the so called "red zones" will be roaming around the city. Our local experience showed that home quarantine is not effective. People with travel history from red zones are not confining themselves in a separate room in their houses as prescribed. Once they got home they mingled with the entire members of the household and even invite friends to their houses. Worst because some go to markets, grocery store and banks. This practice is unacceptable as they put others in greater risk of being contaminated with the said disease.

In the absence of vaccine public health strategies must be directed to mitigate and suppress transmission of COVID 19. Thus, on March 22, 2020, Honorable City Mayor Azucena P. Huervas issued Executive Order No. 26. She directed the setting-up of Emergency Operations and Command Center of the Valencia City Task Force Against COVID 19 at the Valencia City Central School as well as the Isolation Area for Persons Under Monitoring (PUM's) and Persons Under Investigation (PUI's) while the city is under General Community Quarantine (GCQ). This was issued after a Memorandum of Agreement (MOA) by and between the Department of Education Valencia City Division, represented by its Schools Division Superintendent, Dr. Rebonfamil R. Baguio

and the City of Valencia, represented by the City Mayor Azucena P. Huervas, was signed and approved by the Sanguniang Panlungsod of the City of Valencia.

The EO mandates, among others, the establishment of an Isolation Area for Valencia City residents only. It shall accommodate all PUM's and PUI's with mild symptoms in order to restrict them from their households while on quarantine and thereby avoiding greater risk members of their families and the community. The facility shall also operate consistent to the protocols of the Department of Health and shall be the referral center for isolation of all PUMs and PUIs of the Barangay Health Emergency Response Teams (BHERT's).

### III. OBJECTIVES

The executive order aims to strategically contain the local transmission in the city of Valencia. Establishing a centralized health quarantine facility for PUM's and PUI's with mild symptoms can help decrease contamination of the entire 31 barangays in the city. It intends to reduce the chances of community exposure to potentially infected individuals coming from places with known positive COVID 19 cases. The measure can reduce or help prevent transmission of the disease within the households and local communities where the person with travel history from red zones resides. And finally, this strategy of centralizing the confinement of PUM's and PUI's with mild symptoms reduces the need of medical and other health personnel of visiting these individuals under monitoring or investigation in all of the 31 barangays and instead make themselves available within the quarantine center resulting to a timely, efficient and effective management of the quarantine persons in the facility.

### IV. THE PHYSICAL PLANT

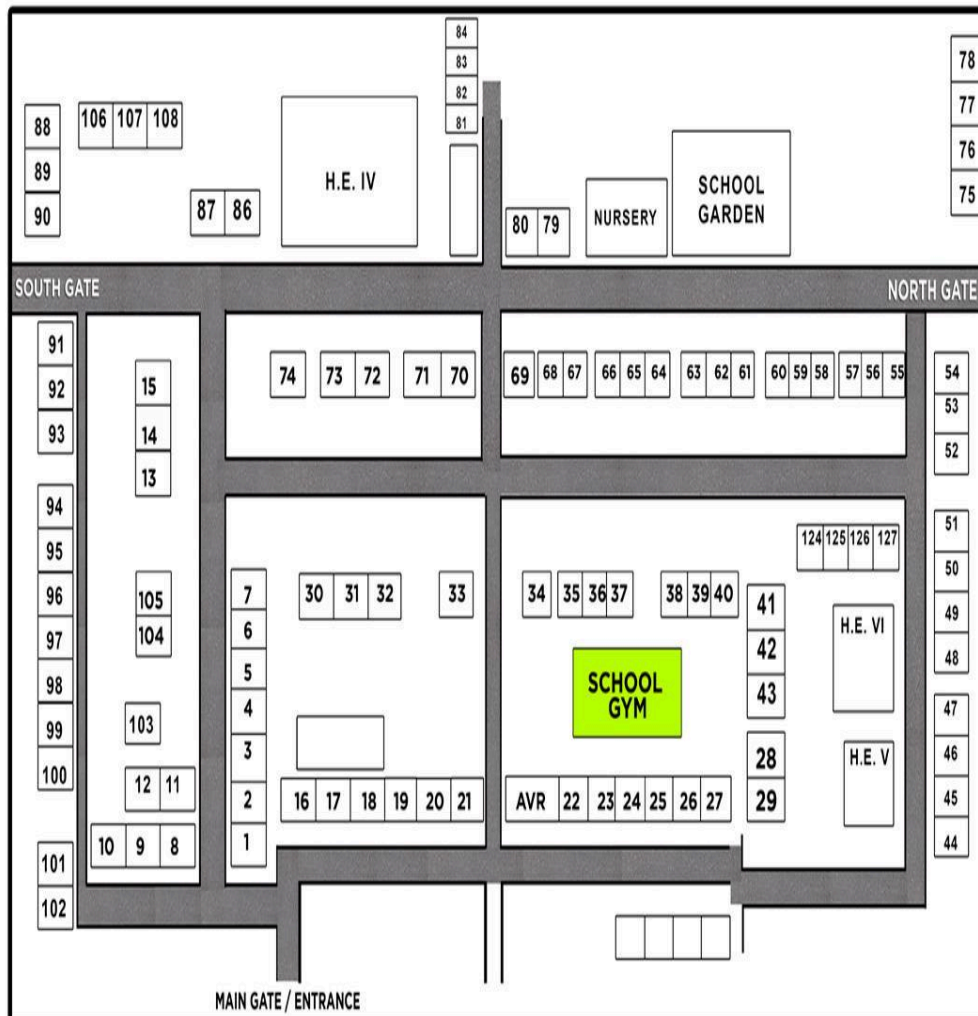
The Centralized Health Quarantine Facility of Valencia City is situated at Valencia City Central School. It is strategically located along the Sayre Highway in Barangay Poblacion across the City Oval Grounds. The spacious mini-ballpark fronting the main building is ideal site as parking ground and staging area for all rescue vehicles, ambulances, decontamination unit trucks improving response time in emergency situations. Its ample space can also accommodate frontliners' and clients' vehicles.



***Main entrance of the Emergency Operations and Command Center, its parking and staging area***

Room 11	Office of the Incident Commander
Room 12	Room 12
Room 13	Room 13
Room 14	Room 14
Room 15	Room 15
Room 16	Room 16
Room 17	Room 17
Room 18	Room 18
Room 19	Room 19
Room 20	Room 20
Room 21	Room 21
Room 22	Room 22
Room 23	Room 23
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Room 98	Room 98
Room 99	Room 99
Room 100	Room 100
Room 101	Room 101
Room 102	Room 102

# VCCS MAP



The Principal's Office is utilized as the Office of the Incident Commander. The front building houses all functional units of the Command Center; Room 16 is used as Transition Room for PUM's is located where data and information gathering, briefing on facility rules and regulations are conducted. It also serves as the area for significant others of the PUM's to endorse to facility personnel items they wish to give to the confined persons. Room 17 is the Incident Command Office and the Tourism Satellite office, Room 18 is for the PNP Advance Unit Office, Room 19 is occupied by the City Health Office for its Disease Surveillance and Monitoring Unit, Room 20 is for the City Disaster Risk Reduction Office's Emergency Response Unit, Room 21 is the General Services Office Operation unit with its supply rooms in Room 21,

22, and Audio-Visual Room. Room 23 is for the Disinfection and Decontamination Unit.



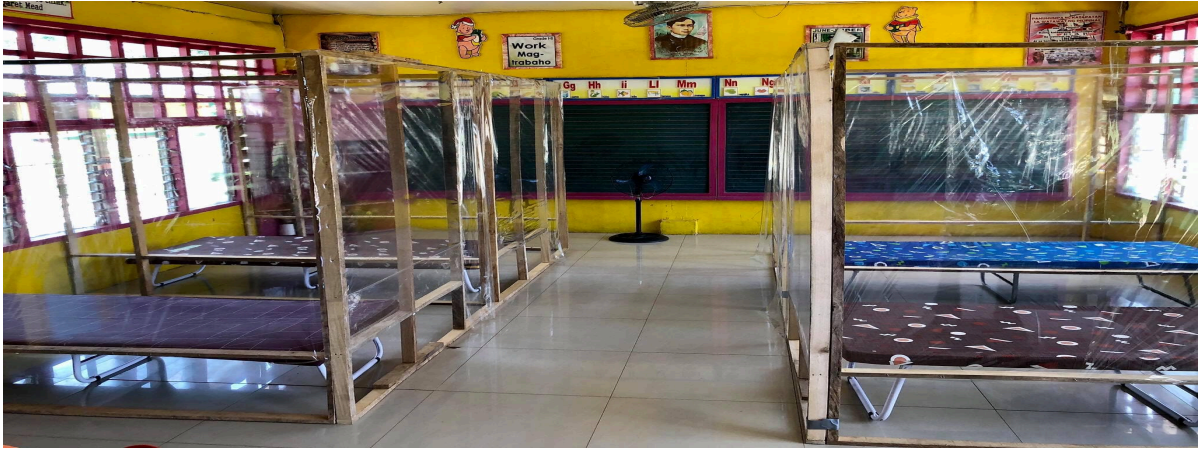


***Functional units of the emergency operations and command center***

At the back of the front building are series of one storey buildings with three to four rooms each. There are about seventy classrooms which can be utilized as quarantine rooms in the area and can accommodate a total of two hundred fifty PUM's, with each room having five persons maximum capacity. Individuals showing symptoms of Influenza-like-illness, such as but not limited to, fever, cold, cough, chills, sore throat, loose bowel movement, body and muscle pains, and headache, must be placed in isolation unit alone. Each room has a toilet, a sink and functioning water supply. All rooms are energized and with electric outlets. With seventy (70) rooms available for use, each having sink and toilet, the entire quarantine facility has a total capacity of not less two hundred fifty (250) PUM's and PUI's.

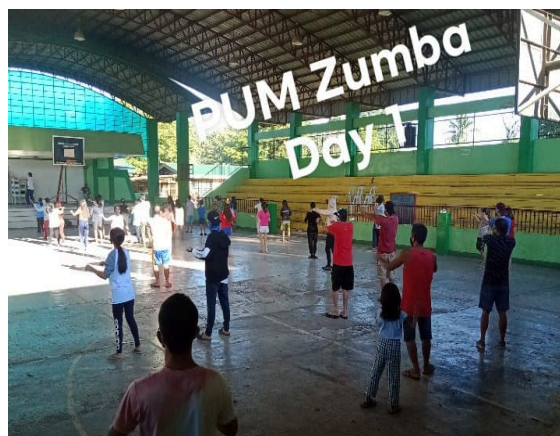
There are designated room for donning and doffing of PPEs just in close proximity to the quarters of quarantine staff.





***Seventy of the one hundred fifty classrooms of the Valencia City Central School converted into isolation units***

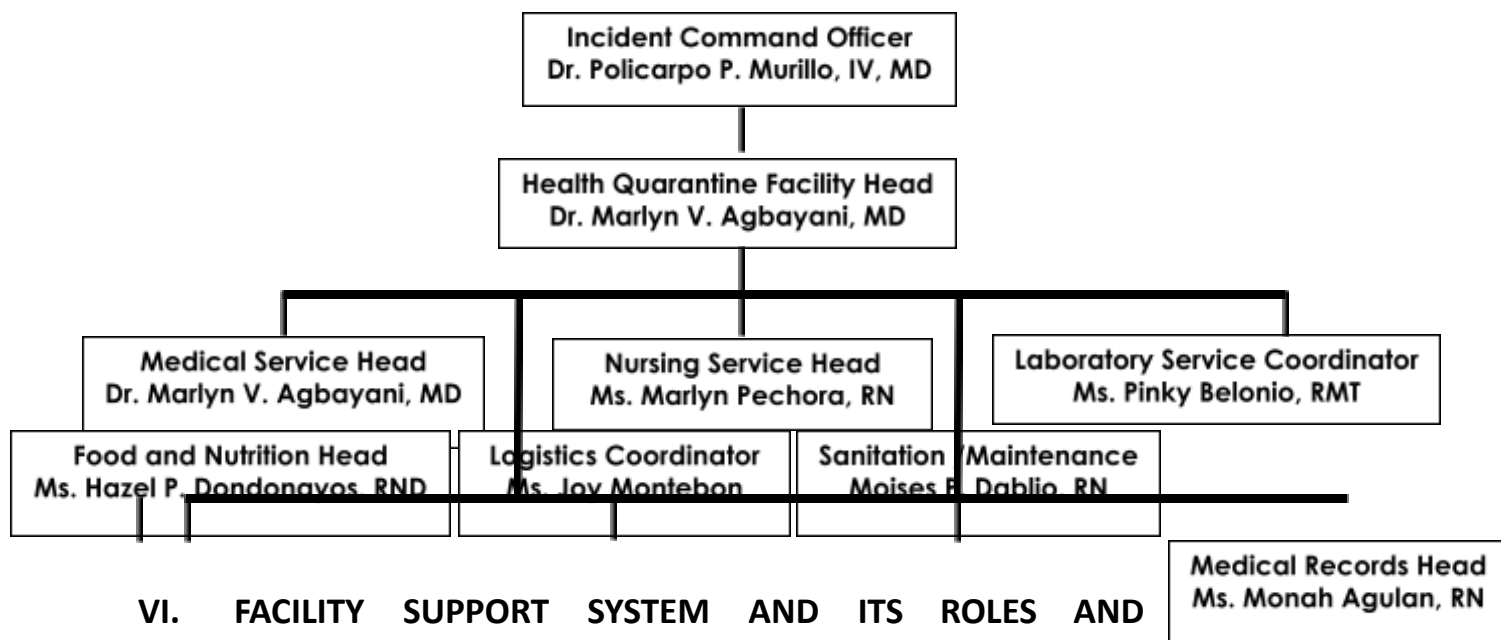
Behind the front building is an open play area and a mini gym where PUM's or PUI's can exercise. The home Economics Building is utilized as Central Kitchen with its nearby rooms used as supply room and quarters of some 50 kitchen workers.



***Play area and school mini gym perfect venue for physical fitness activities of PUMs and PUIs***

## **V. DIRECT MANPOWER COMPLIMENT**

The Valencia City Centralized Health Quarantine Facility shall be managed by a team of qualified, dedicated and selfless professionals and non-professional personnel and volunteers. Below is the Organizational Structure of the facility.



## VI. FACILITY SUPPORT SYSTEM AND ITS ROLES AND RESPONSIBILITIES

- A. **Disease Surveillance and Contact Tracing Unit.** This unit is primarily responsible in the admission, monitoring and discharge of those who are confined at the Centralized Health Quarantine Management Unit. This 24/7 unit shall be manned by the physicians and nurses of the City Health Office or nurses from DOH's Nurses Deployment Program. Responsible persons shall ensure that each confined individual must have their own medical health records and that proper record keeping is guaranteed. Should the confined person be suffering from medical condition(s) prior to his/her admission to the unit, his/her medical needs shall be provided by securing services from internal medicine consultants practicing in the city of Valencia. Persons with pre-existing medical condition, pregnant women, children and differently abled persons must be given priority. This unit is also responsible in the conduct of seamless referral system.

In the event that a Covid 19 case is confirmed, this unit shall conduct intensified contact tracing to all possible individuals that may have in contact with the Covid 19 infected person. Contact Tracing team which the unit has organized must convene the soonest possible time and starts its tracing activities using the protocols of Department of Health. All individuals identified during contact tracing must be considered PUMs and shall be confined at the health quarantine facility.

The head of the Disease Surveillance and Monitoring Unit (DSMU) shall ensure that the medical needs of quarantined persons, especially those with pre-existing medical conditions shall be attended to promptly and efficiently. In the event when medical services of other medical specialists are needed, their condition

must be referred to Specialists practicing within the city of Valencia for proper and immediate medical management. If the medical condition of the patient warrants further work up and or hospitalization, they must be referred immediately to any of the level 2 private hospitals operating in the city. Protocols on referrals must be strictly observed.



*Dr. Angeles Arellano-Yap, a cardiologist and a lawyer, voluntarily conducts medical rounds to PUM's and PUI's at the Centralized Health Quarantine Facility*

- B. **Logistics Unit.** Needs of the workforce in the facility shall be provided by the Logistics Unit. The unit must ensure the availability of PPEs, such as, coveralls, N95Masks, Sterile and working gloves, face shields, shoe covers and head caps and respirators. This unit shall also provide disinfectants and other materials and equipment needed by the disinfection, decontamination, sanitation and maintenance teams. Supplies of the confined persons must be provided such as bath and laundry soaps, toothbrush and toothpaste, and shampoo. Other amenities like beds and mattresses must be provided.

This unit is a support unit of all other units operating in the Command Center. Medicines, vitamins, medical devices and testing kits must be purchased by the logistics unit. The head of the quarantine facility and the Incident Officer must be notified once these items are due for purchase or has already been delivered and available.

Support for funding and procurement shall go through the usual process as prescribed by the existing rules and regulation under this National Health Emergency Declaration in coordination with the City Budget and City Accounting Offices.

Systems and policies concerning stocking, warehousing, inventory and releasing of stocks must be established. This unit shall also be responsible in accepting, documenting and recording of all donations.



**Logistics Unit and Supply Rooms with commodities and materials needed by the personnel and quarantine individuals in the facility**

- C. **Rescue and Emergency Response and Communications Unit.** At least one vehicle is dedicated to transport persons for isolation at the center. Individuals for quarantine may be coming from a. the barangays through the Barangay Health Emergency Response Teams (BHERT's); b. the designated community checkpoints at points of entry of the city; c. Valencia City Respiratory Triage Center; d. Provincial Repatriation Program; and e. private individuals voluntarily submitting for quarantine. All vehicles used in transporting

 <b>City Government of Valencia, Bukidnon</b> <b>TASKFORCE AGAINST COVID-19</b> <b>BARANGAY HOTLINES</b>		
<b>SA MGA ANGAY I-REPORT SA INYONG MGA BRGY.</b>		
<b>BAGONTAAS</b> PB: 0916-1538-818 Sec.: 0997-4092-894	<b>BANLAG</b> 0915-6841-792	<b>BAROBO</b> 0936-7475-761
<b>BATANGAN</b> 0906-6416-876	<b>CATUMBALON</b> PB: 0997-5114-002 0955-3546-311	<b>COLONIA</b> PB: 0975-1701-844 Sec.: 0906-7391-252
<b>CONCEPCION</b> 0906-9156-862	<b>DAGAT-KIDAVAO</b> 0906-7228-879	<b>GUINOYURAN</b> 0916-1190-563
<b>KAHAPONAN</b> 0997-3877-483	<b>LALIGAN</b> 0905-8115-176	<b>LILINGAYON</b> 0916-9034-338
<b>LOURDES</b> 0948-6191-522	<b>LUMBAYAO</b> 0967-9500-661	<b>LUMBO</b> 0975-0638-800 0938-3918-394

individuals for confinement must be decontaminated before they leave the quarantine center.

The Provincial Government of Bukidnon shall utilized their transport vehicle for in bringing persons for quarantine. Requests for transport vehicle may be accommodate upon approval of the rescue unit head of CDRMO.



*Radio base communication set – up at the command center with 24 – hour service*

- D. **Food and Nutrition Unit.** This support unit shall be responsible in providing food and drinks to all frontliners of the city government of Valencia including those confined at the centralized health quarantine facility at Valencia City Central School. Personnel assigned must ensure that the food served are safe, non-adulterated and nutritious based on the assessed nutritional needs of the frontliners and quarantined persons. Personnel must adhere to the safety standards in food preparations, packing, and handling. Delivery of food must be on time. Policies must be in place for individuals requiring certain food types based on religion, medical condition like hypertension, diabetes mellitus and food allergies.

System in the procurement, stocking and storage of food and supplies must be established.



***Personnel of the City Nutrition Office and volunteers assigned in food preparation and distribution***

***to all task force Covid 19 Units***

- E. **Sanitation and Maintenance Unit** . The sanitation and maintenance unit shall be responsible for the cleanliness, including vermin control, of the entire facility and its premises. Regular scheduling clean-up and garbage collection must be in coordination with the garbage collection team of the City Environment and Natural Resources Office.

Power and water lines as well as other physical structure of the quarantine rooms and building must be regularly checked for any defects and must be fixed as soon as possible. The City Engineer's Office shall be asked to assist the needs of this unit.



***Sanitation, disinfection and decontamination team on their daily routine***

- F. **Security Unit.** The Philippine National Police, Valencia City Police Station shall designate its personnel to man the unit. They are responsible in maintaining the peace and order situation in the facility. They must respond to all calls for assistance and may coordinate with the Information and Communication Technology Section of the city for provision of CCTV cameras and for other added security features of the entire facility.



*Police advance command post established at the command center*

## VII. POLICIES AND OPERATIONAL GUIDELINES

### A. Admission and Discharge

1. **Admission.** Persons for confinement at the Valencia City Health Quarantine Facility (VCHQF) shall be brought to the Transition Room. PUM's to be quarantined shall be recorded in the logbook with the following information: name, age, address, name of spouse (parents if single or minor), date and time of admission. After all information are taken and orientation conducted, PUM's shall be accompanied to their isolation units.

Food and Nutrition Unit shall then be notified of all the admissions not later than 10 o'clock in the morning and 3o'clock in the afternoon for inclusion of the new admissions in food preparation.

- a) **Data Gathering.** In-take data shall be taken using the DOH COVID 19 Surveillance and Monitoring Form. Travel history will be extracted, indicating the place of origin, date of travel, specific time of departure from place of origin and time of arrival at every destination, means of transportation, persons he/she has travelled with, and place of stopover (when necessary). All information shall be recorded on the form provided for.
- b) **Past Medical Information.** Data concerning pre-existing medical condition must be shared by the person to the VCHQF personnel. Persons for quarantine are obliged to inform the personnel all maintenance medications and other relevant medical information and directives for the guidance of those who are on duty at the facility. This information must be treated with strict confidentiality.

Person with history of allergy to food and other substances must notify the facility staff.

- c) **Conduct of Orientation.** Admitting staff must conduct orientation with the persons to be quarantined at the Transition Room. Persons to be confined at the facility must be aware of all the policies, rules and regulation governing the operations and management of the quarantine facility. Below are some of the important house rules in the quarantine center:

C1. Visitors are not allowed in the isolation units. Only facility personnel are permitted to enter the quarantine zone.

C2. Any person bringing food or personal item for the PUM's shall be logged and inspected at the transition room. Only quarantine personnel are permitted to turn these items to the PUM's.

C3. Quarantine persons shall provide for their own utensils.

C4. PUM's shall be responsible in maintaining the neatness and orderliness inside the isolation room.

C5. No clothing or personal items used by the PUM's shall be brought outside the isolation unit until the 14-day quarantine is completed.

C6. The city government of Valencia shall provide bath soap, toothpaste, toothbrush and shampoo only.

C7. PUM's and PUI's shall be examined by personnel from the City Health Office at least twice a day, at 6:00 AM and 6:00 PM.

C8. PUM's and PUI's must disclose to the quarantine staff Any flu-like symptoms they experience while on quarantine for prompt medical intervention.

C9. PUM's must inform health personnel if they are suffering from pre-existing medical condition, their maintenance drugs and other health directives relative to their condition. Any history of allergy to food, medicine or any other substances must be relayed to the medical team and must be recorded on the PUM's or PUI's own medical record.

C10. No PUM is allowed to transfer to other room without the

consent from the quarantine staff.

C11. PUM's shall complete the 14-day quarantine period before they are discharge or after a negative test result with RT – PCR or Rapid Antibody Test.

C12. PUI's with mild symptoms shall be discharged after a negative RT-PCR Test. They may be extended to 21 day quarantine depending on the recommendation of medical specialist.

C12. Vaping, cigarette smoking and drinking alcoholic beverages use of illegal drugs is absolutely prohibited.

C13. PUM's are allowed to cook in the isolation room provided non-open fire burner is used.

C14. Appliances are allowed to be brought inside the isolation unit provided prior permission is secured.

C15. Those who sneak in drugs shall be penalize by law.

C16. Loitering around the quarantine premises is strictly Prohibited.

C17. Damage to properties own by the Department of Education and the City Government of Valencia committed by shall be charged accordingly.

C18. Isolation rooms, shall be cleaned and decontaminated every after use. Personal items of the  
PUM shall also be subjected to the same procedure before they are brought home.

C19. The quarantine facility will be guarded by personnel from the Philippine National Police and watchmen for  
24 hours.

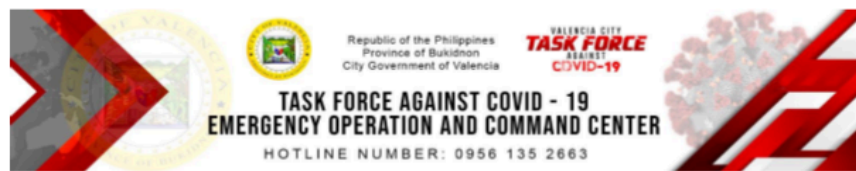
C20. Violators of the quarantine rules, orders and guideline promulgated by the National Government and Local Government of Valencia City shall be dealt with in accordance with law.



***Health quarantine personnel conducting orientation and other information and education session with PUMs***

## **2. Discharge**

- a) ***Basis for Discharge.*** PUM's can be discharged from the quarantine facility after completion of 14 day quarantine without manifesting any of the signs and symptoms pointing to COVID 19. They can also be discharged short of 14 day quarantine if the result of their test is negative using Real Time Polymerase Chain Reaction ( RT-PCR) Test. If the test conducted is Rapid Antibody Diagnostic Test, any of these two results a) Ig G (-) and Ig M (-) and b) Ig G (+) and Ig M (-) can be a basis in sending the PUM home. RT-PCR must be tested when the PUM is on his 5<sup>th</sup> to 7<sup>th</sup> day of quarantine while RDT must be tested when the PUM is on his/her 10<sup>th</sup> to 12<sup>th</sup> day of quarantine.
- b) ***Issuance of Certificate of Completion of 14 day quarantine.***  
All PUM's/PUI's must be issued with certificate of completion of quarantine only when they have completed the 14-day period or after having tested negative for COVID-19. The certificate must be signed by the City Health Officer and the Incident Command Officer. Those who are discharged basing on laboratory test result and are discharged from quarantine before completion of the 14-day quarantine must report back to the Command Center when the 14<sup>th</sup> day of quarantine is due for medical re-assessment and issuance of quarantine certificate provided they are not showing any flu-like symptoms their certification of completion will be issued during the period of completion.



## CERTIFICATE OF COMPLETION OF QUARANTINE

THIS IS TO CERTIFY that \_\_\_\_\_, \_\_\_\_\_ years old, with permanent address of Purok - \_\_\_\_\_, Barangay \_\_\_\_\_, Valencia City, Bukidnon has **completed the 14<sup>th</sup>-day quarantine without manifesting flu-like symptoms.**

**THIS IS TO CERTIFY** further that the above-named person has followed the quarantine protocols as prescribed by the Department of Health and was monitored by the Disease Surveillance Team. He was tested negative for Rapid Diagnostic Testing conducted by the City Health Office on \_\_\_\_\_. Thus, he/she is fit to be reintegrated to the community.

This certificate is issued for whatever purpose that may serve him/her best.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2020 at Emergency Operations Command Center, City of Valencia, Bukidnon, Philippines.

**MARLYN V. AGBAYANI, MD, FPSMSI**  
City Health Officer

Approved by:

**HON. POLICARPO P. MURILLO, IV, MD**  
City Vice Mayor  
Command Officer



- c. **Keeping of Records.** Nursing personnel shall endorse all medical records of the discharged PUM's/PUI's. Medical Records of PUM's/PUI's must be treated with strict confidentiality. One week after discharged, medical records will be forwarded to the City Health Medical Records Office for safekeeping and future reference. No records shall be released to any person without written consent of the PUM/PUI or as ordered by any court of law in the Philippines.



*Medical records of isolated individuals are kept with the CHO records personnel*

## **B. Surveillance and Monitoring**

1. **Daily Monitoring of Vital Signs and other Flu-like Signs and Symptoms.** PUM's/PUI's confined at the quarantine facility shall be physically evaluated by the nurses and physicians at least twice a day, at 6 o'clock in the morning and 6 o'clock in the evening. Vital signs (which include, temperature, heart rate or pulse rate, respiratory rate) must be taken during routine rounds. Breath sounds must also be checked. Those who manifested flu-like symptoms such as sore throat, fever, cough, shortness of breathing, loose bowel movement associated with body malaise must be reported to the facility head. They must be isolated alone in a separate room and must be assessed every four hours. Medications and supportive management must be instituted. Persons who manifest mild symptoms can be managed at the quarantine facility but those whose manifestations are moderate to severe must be referred to higher level of care.



*Monitoring of PUMs and PUIs by the health quarantine staff*

2. **Laboratory Tests.** In its effort to have an evidence-based policies and strategies in response to COVID 19 Pandemic, the city government of Valencia has purchased Viral Transport Media for RT-PCR and Rapid Antibody Diagnostic Test Kits. These are readily available for use for symptomatic and asymptomatic individuals in the Centralized Health Quarantine Facility and for those who are admitted at hospitals within the city of Valencia.

a. **Reverse Transcriptase-Polymerase Chain Reaction (RT-PCR) Test.**

Below is the protocol in the use of this test.

**a1. Coordination with RESDRU Center for Health Development – Northern Mindanao (CHD-NM).** The

Department of Health Region X has agreed to give not less than five specimen slots for Valencia City to be brought Southern Philippines Medical Center in Davao City on thrice weekly schedule (MWF). Prior to collecting the specimen, the Laboratory Services Coordinator shall coordinate with the RESDRU CHD-NM.

**a2. Prioritization of Test.** The following are the order of priority

in availing the test:

*First Priority* - PUI's, whether confined at the quarantine facility or admitted in private hospitals

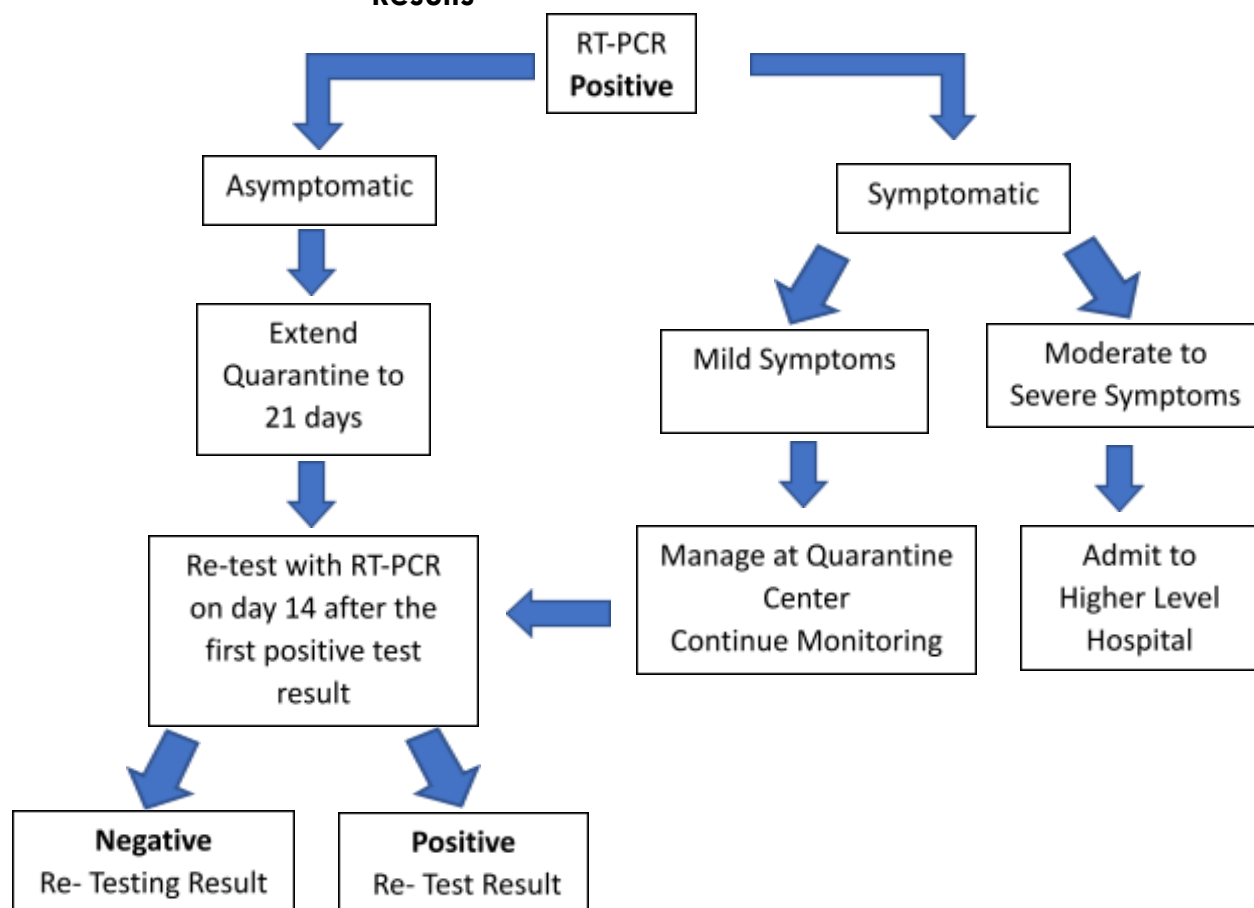
*Second Priority* – PUM's/PUI's with Ig M(+) results using RDT needing confirmatory testing; frontliners

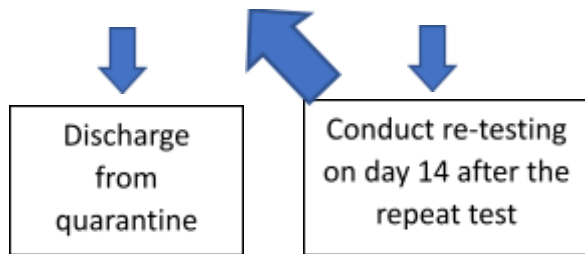
*Third Priority* – PUM's with pre-existing medical condition

*Fourth Priority* – PUM's who are Most At Risk Persons (MARPs) such as elderly, pregnant and PWD's

*Fifth Priority* – PUM's on day 5-7 of quarantine.  
(Persons infected with COVID 19 virus usually shows high level of viral load on the 5<sup>th</sup>-7<sup>th</sup> day from exposure or about two days prior the appearance of symptoms)

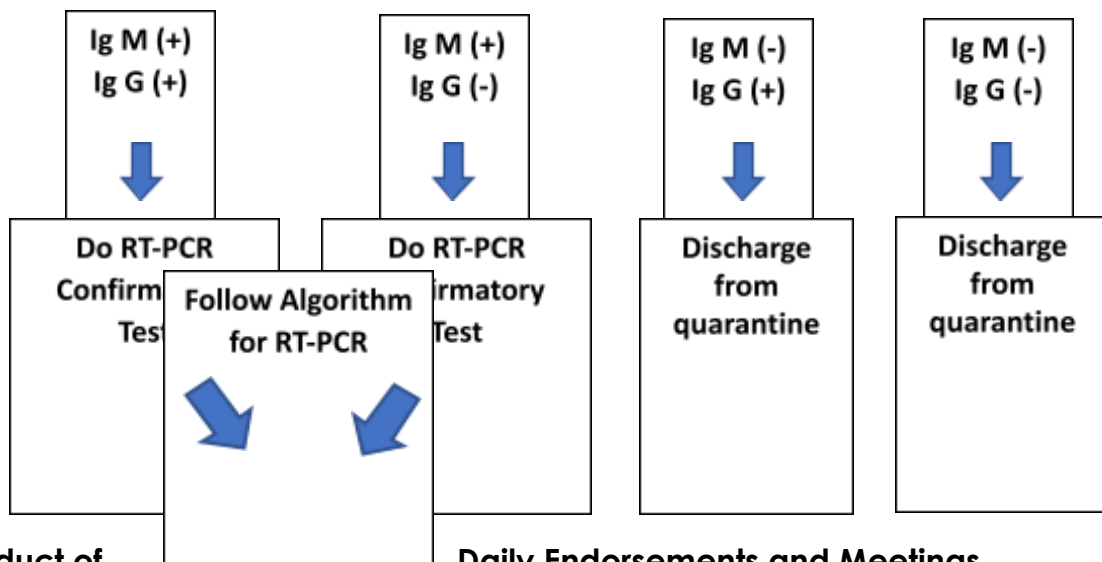
### **α3. Evidence-based Management Algorithm with RT-PCR Results**





- b. **Rapid Antibody Diagnostic (RDT) Test.** This test is employed for PUM's/PUI's who are on their 10<sup>th</sup> to 12<sup>th</sup> day of quarantine. It was observed that specific antibodies are present in the body on the 10<sup>th</sup> to 12<sup>th</sup> day after it is exposed to a particular antigen (e.g. COVID 19 Virus).

Management of cases based on RDT results.



C.  
Conduct of

### Daily Endorsements and Meetings

1. **Endorsements.** Endorsements are important component in the operations of the facility. It allows every member of the management team to be on board and updated on all developments, incidents and other concerns that happened during the previous shift. Endorsements must focus on the following:

- a) On Confined PUM's. Progress of PUM's with co-morbidities must be shared to the team. Special endorsements on medicine compliance, laboratory results or procedures to be performed and other directives from outsourced medical specialists.
- b) On Field Monitoring
- c) On Contact Tracing

2. **Meetings.** Regular daily meetings shall be held every 4:00 PM at the Incident Command Center. Matters to be discussed are;

- a) Daily Census
- b) Tests schedule and results
- c) DOH and CHO Concerns



*Presence of city officials headed by Mayor*

*Azucena P. Huervas in one of VCHQF daily meetings*

#### **D. Outsourcing of Medical Services and Referral System.**

1. **Medical Specialists' Services.** Members of the local chapter of Philippine College of Physicians – the Bukidnon Association of Internists (BAI) had offered their services for free in managing the Respiratory Triage Center and to persons confined at the Health Quarantine Facility. Should PUM's or PUI's need their medical services, the physician on duty shall inform the program in charge, Dr. Angeles Arellano-Yap. All referral for further management of PUM's/PUI's shall be coursed through her.
2. **Hospital-based Laboratory and Diagnostic Procedures.** PUM's/PUI's, especially those with pre-existing medical condition may require laboratory or diagnostic procedure(s)

while on confinement at the quarantine facility. These necessities may be provided by the facilities at the Valencia City Health Office. However, if procedures and services involved are not available at the city owned facility, services from level 2 hospitals with existing agreements with the Valencia City government may be tapped to provide such services.

3. **Hospital Admission.** When PUM's/PUI's suffer medical condition that warrants hospitalization, the quarantine personnel must ensure that such patient be referred to Bukidnon Provincial Medical Center in Malaybalay or urgently to any of the level 2 private hospitals within the city of Valencia. Protocol on referral of patients must be observed. The receiving hospital must be informed that the referred patient is a PUM or PUI. Strict universal precaution against the spread of infectious diseases must be practiced when referring a patient from the quarantine center.

Effort must be made to contact and inform the next of kin of the PUM concerning the admission.

#### **E. Medical Records.**

1. **Individual Medical Records.** PUM's and PUI's must have their individual medical records which shall contain the following;
  - a. PUM's/PUI's daily monitoring records
  - b. PUM's/PUI's laboratory results
  - c. PUM's/PUI's quarantine completion certificate
  - d. Other pertinent medical records
2. **Record Keeping.** Medical records are confidential documents. Records of quarantine individuals must be secured. Only authorized personnel shall be able to access these records. Medical records must be completed (for purpose of quarantine relative to COVID 19 pandemic) before they are filed with the Medical Records Head of the centralized quarantine facility. These records shall be endorsed to the Medical Records Officer of the Valencia City Health Office one week after the person is discharged from the facility.

Nobody is allowed to access the records unless with permission from the person him/herself or by order of any legal courts in the Philippines.

G. **Food and Nutrition.** The Valencia City Nutrition Office shall be responsible in ensuring that all persons in the quarantine unit and frontliners are served with safe and nutritious food.

1. **PUMs' and Frontliners' Regular meals.** Three regular meals will be served to all confined individuals and quarantine personnel. Frontliners serving in other designated areas must be provided with food as well.
2. **Therapeutic Meals for PUMs with Pre-existing Medical Condition.** Specially prepared meals will be served to those individuals with pre-existing medical conditions. Hypo allergenic diet will be served to those with history of allergy to certain food or substances and those asthmatics.

Coffee will be served upon request.

3. **Schedule of food service.** Food shall be served on the following  
schedules:

Breakfast	- 6:00 AM
Lunch	- 11:00 AM
Dinner	- 6:00 PM

4. **Wearing of PPE's.** Food servers must wear the prescribed personal protective equipment when serving food to the isolation units.

H. **Sanitation and Maintenance.** Cleanliness of the entire facility must be guaranteed by regularly conducting the following activities:

1. **Room Sanitation and Decontamination.** The isolation rooms must be cleaned and decontaminated every after use. Disinfectants and decontamination solutions prescribed by the Department of Health shall be utilized for the purpose. Other alternative agents with proven efficacy and safety (e.g. Bestaquam) may be used by the disinfecting and decontamination team. Only personnel from the City Disaster Risk Reduction and Management Office are authorized to do decontamination procedure. Personal items of the quarantined person must be decontaminated before they are allowed to leave the isolation unit after completion of the quarantine period.
2. **Garbage Collection.** Garbage from isolation rooms shall be collected daily. They must be decontaminated before they are stored at garbage holding area and prior to pick up by garbage crew of the City Environment and Natural Resources Office.

3. **Regular Misting.** Misting shall be performed regular in the isolation rooms and the vicinity of the quarantine center. Dengue control team are tasked to do the activity.
4. **Light and Power.** All rooms at the isolation unit are energized by the local power utility provider. Regular maintenance check must be conducted in every room as well as the hallways of buildings to ensure visibility and safety in the entire premises of the quarantine facility. If the system has provision for power from generator set, a standby power generator may be in place.
5. **Water and Plumbing.** All rooms have provision for rest room and sink with connection from Valencia City Water District. Any malfunction of this facilities must be reported to the quarantine staff for immediate corrective action.
6. **Carpentry and Masonry Works.** Carpenters and masons from the City Engineer's Office are on standby for any call and requests for fixing carpentry and masonry jobs needed by the personnel and confined individuals at the quarantine facility.

I. **Transporting of Confined Individuals.** Persons who will be confined may be brought to the center from several sources.

1. **PUM's from the Barangays.** PUM's brought to the center by the BHERT using the vehicle of the barangay government must be decontaminated before leaving the Command Center.
2. **PUM's from The Community Quarantine Checkpoints.** Vehicles from the Command Center are on standby at the Community Checkpoints located at the major entry areas of the city. PUM's/PUI's intercepted at these sites must be brought to the Command Center directly. They must not be permitted to go to their respective barangays. All vehicles in the checkpoints are regularly decontaminated at the Command Center.
3. **PUM's from Balik Valencia Program.** These are Locally Stranded Individuals (SLI) which the provincial government of Bukidnon had facilitated their return to the province. They are usually quarantine upon arrival at the Regional Drug Rehabilitation Center ion Malaybalay City. In the event that they are brought to the city's health quarantine facility, they are treated the same manner as the other PUM's and PUI's.

**I. Security.** A twenty-four-hour security service is provided by the personnel of

Philippine National Police – Valencia City Police Station. They are tasked to respond to any security related call within the quarantine facility and its premises. All untoward incidents shall be recorded by the personnel on duty.

Closed circuit television cameras are also in placed at strategic areas of the facility. All recordings are kept with the City Information and Communication Technology Office at the City Hall.



**II. Centralized Health Quarantine Management Facility  
Under MODIFIED GENERAL COMMUNITY QUARANTINE (MGCQ)**

# EVIDENCE BASED-QUARANTINE POLICY

## I. INTRODUCTION.

The Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-EID) has issued Resolution No. 40 series of 2020 on May 17, 2020 identified the province of Bukidnon as “low risk” area which shall be placed under Modified General Community Quarantine (MGCQ) starting June 01, 2020 until June 15, 2020. Consistent to such resolution, Mayor Azucena P. Huervas issued new guidelines through Executive Order No. 45 on May 30, 2020 which defines the implementation of strategies and procedures under the MGCQ situation in the city of Valencia, Bukidnon.

## II. RATIONALE.

The issuance of EO no. 45 has modified the sentinel approaches in containing the spread of COVID-19. The EOCC finds the following potential risks for the city of Valencia to have an “imported case” of COVID-19, namely:

- a) Converting the community checkpoint at the city borders to function as security checkpoints from health quarantine control points;
- b) Opening up of hotel and other accommodation establishments; and
- c) Exodus of returning OFWs and locally stranded individuals originating from high risks provinces and cities of the country and abroad.

It is therefore paramount for the city government of Valencia to adopt strategic measures and approaches to counter these risks.

## III. GENERAL POLICIES.

1. No individual shall be denied entry in the city of Valencia provided that upon arrival he/she must voluntarily submit for health profiling and laboratory screening at the Emergency Operations and Command Center (EOCC) at Valencia City Central School.
2. Arriving individuals outside of Bukidnon are considered persons under monitoring (PUMs).
3. Ensure a safe and systematic return of Valenciano Overseas Filipino Workers (OFWs) and Locally Stranded Individuals (LSIs) whose travel is facilitated by the provincial government of Bukidnon. These returning individuals must be fetch at the Northern Mindanao Wellness and Reintegration Center in Malaybalay City by the personnel of Valencia City Disaster Risk Reduction and Management Office (CDRRMO).
4. Personnel manning the Checkpoints at the boundaries of the city shall accompany person entering the city to the EOCC.
5. Hotels and other accommodation establishments may refer their guests for screening.

6. Barangay Health Emergency Teams from 31 barangays must notify the EOCC concerning persons who arrived in their area of responsibility but has by-passed the screening procedures at the EOCC. These individuals must be referred to the EOCC for proper profiling and health screening.
7. Bus companies must submit passenger manifests upon arrival of buses in Valencia City. These documents shall be filed with the Disease Surveillance Unit of City Health Office stationed at the EOCC.
8. The mini gymnasium of the Valencia City Central School shall be the triage facility for incoming individuals.
9. Evidence-based protocol and management of returning or arriving individuals must be in place and fully implemented.
10. Laboratory personnel must ensure an uninterrupted 14-hour service with high degree of accuracy of test results.
11. Frontliners must at all times wear their personal protective equipment and must practice universal precautions against infectious diseases when the dealing with returning residents and arriving guests.

#### **IV. PROCEDURES.**

1. **Arrival.** All arriving individuals shall be brought to the waiting area at the mini gym of VCCS for health profiling using the Individual Health Profile Form of the Valencia City Task Force Against COVID-19 Disease Surveillance and Contact Tracing Unit.

Information must include personal data, including contact details and occupation, travel history for the past two weeks prior to arrival in Valencia City, Bukidnon and history of pre-existing medical condition. Vital signs must be taken and documented on the form by authorized health personnel assigned by the CHO only.

Authorized personnel shall affix his/her signature over legibly written name.



## INDIVIDUAL HEALTH PROFILE

Covid 19 Intake Data

### I. PERSONAL DATA

a) Name : \_\_\_\_\_ (Family Name) (First Name) (Middle Initial) b) Age: \_\_\_\_\_  
 c) Gender : \_\_\_ Male \_\_\_ Female d) Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Month) (Day) (Year)  
 e) Address: \_\_\_\_\_  
 f) Occupation : \_\_\_\_\_  
 g) Place of Work : \_\_\_\_\_  
 h) Contact Details: 1.) Phone Number : \_\_\_\_\_  
 2.) Email Address : \_\_\_\_\_

### II. TRAVEL HISTORY

a) Places Visited in the Past Two (2) Weeks  
 (Place) (Date of Visit) (Length of Stay)  
 \_\_\_\_\_ (days)  
 \_\_\_\_\_ (days)  
 \_\_\_\_\_ (days)  
 \_\_\_\_\_ (days)  
 b) Point of Entry/Origin : \_\_\_\_\_  
 c) Date of Arrival : \_\_\_\_\_ Time of Arrival: \_\_\_\_\_ AM \_\_\_\_\_ PM  
 d) Date of Arrival in Valencia City : \_\_\_\_\_ Time of Arrival: \_\_\_\_\_ AM \_\_\_\_\_ PM  
 e) Purpose(s) of Trip to Valencia City : \_\_\_\_\_

### III. MEDICAL INFORMATION

a) Vital Signs: Temp: \_\_\_\_\_ °C BP: \_\_\_\_\_ mmHg HR: \_\_\_\_\_ /min RR: \_\_\_\_\_ /min  
 b) Flu-like Symptoms in the past 7 – 14 days:  
 (Pls mark check if you manifested the symptom and X if you have not experienced the symptom)  
☐ Fever ☐ Chills ☐ Cough  
☐ Difficulty of Breathing ☐ Colds ☐ Sore Throat  
☐ Loss of Taste or Smell ☐ LBM ☐ Muscle pain  
☐ General Body Weakness ☐ Headache  
 Others: (Pls. Specify) \_\_\_\_\_

Page 1

c) Pre-Existing Medical Condition(s) and Medication(s)

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

d) History of Allergy To Food or Medicines (if any, pls specify)

1. \_\_\_\_\_  
 2. \_\_\_\_\_

Assessed by: \_\_\_\_\_  
 Name and Signature

### IV. POST RAPID DIAGNOSTIC TEST RESULT and DIRECTIVES

a) Test Results: \_\_\_ Ig M (+) \_\_\_ Ig G (+)  
 \_\_\_ Ig M (+) \_\_\_ Ig G (-)  
 \_\_\_ Ig M (-) \_\_\_ Ig G (+)  
 \_\_\_ Ig M (-) \_\_\_ Ig G (-)

b) Quarantine Directives

\_\_\_ Admit to Centralized Health Quarantine Facility Room No. \_\_\_\_\_  
 \_\_\_ Undergo 14-day Strict Home Quarantine and  
 Follow-up check up on \_\_\_\_\_  
 Repeat Rapid Diagnostic Test on \_\_\_\_\_, \_\_\_\_\_ AM  
 \_\_\_ Other Medical instructions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluated by: \_\_\_\_\_  
 Name and Signature

With conformity of: \_\_\_\_\_  
 Person's Name and Signature

Page 2

**Arriving PUMs are required to fill – up COVID-19 Intake Data form for profiling**



**Health profiling and mandatory COVID-19 mandatory testing for arriving/returning Valencianos and guests**

2. **Testing for COVID-19.** After intake information is taken, the returning/arriving person shall proceed to the phlebotomy section for blood extraction. Blood specimen shall be brought to the mobile clinic for testing for COVID-19 antibodies using Rapid Diagnostic Test (RDT). The mobile clinic is stationed right in front of the office of the Incident Commander.



*A medical technologist performs rapid antibody testing with dexterity inside the mobile clinic. X-ray procedures and minor surgeries can also be performed in this mobile vehicle*

3. **Reporting of Test Results.** The Medical Technologist. Test result shall be reported using the official result form of the City Health Office, this must be signed by the Med. Tech. performing the test.

<div style="display: inline-block; text-align: center;">             Republic of the Philippines              Province of Bukidnon  <b>CITY HEALTH OFFICE</b>              CITY OF VALENCIA              Contact Numbers:           </div>	
<b>LABORATORY MISCELLANEOUS</b>	
Name:	Age :
Address:	Date :
<b>2019-ncOV Ab Test (Colloidal Gold)</b>	
IgG	
IgM	
Remarks: This is only a serologic test. Suggest confirmatory testing if clinically warranted.	
<div style="display: flex; justify-content: space-between;"> <div>             Michelle May B. Belonio, RMT              Medical Technologist II              PRC no 043351           </div> <div style="text-align: right;">              Rachel P. Alekato, MD, FPSP              PRC NO. 97075           </div> </div>	

4. **Releasing of Result and Instructing Quarantine Directives.** Using the page two of the health profile form, the physician on duty shall inform the individual of the test result. Quarantine directives shall be instructed basing on the test result.



*A client is given quarantine directives*

5. **Evidence-based management.** The protocol below shall be implement for quarantine directives:
  - a. IgM (+) IgG (+) or IgM (+) IgG (-) - confine at the Isolation facility and conduct confirmatory test using Reverse Transcriptase-Polymerase Chain Reaction Test at NMMC

If confirmatory test (RT-PCR) result is negative, the individual will be sent home and advised to undergo strict 14-day home quarantine. However, if the result of confirmatory test is positive, the person must be isolated at the isolation unit of the Valencia City Centralized Health Quarantine Facility provided he/she is asymptomatic otherwise he/she must be confined at Bukidnon Provincial Hospital or his/her hospital of choice.

- b. IgM(-) IgG (+) or IgM (-) IgG (-) - for strict home quarantine for 14 days and conduct a repeat RDT anytime between day 10-14 from the first negative RDT result.

If the repeat RDT test result is either IgM (+) IgG (+) or IgM (+) IgG (-), person is subjected for confirmatory test using RT-PCR. Then following the protocol cited above for proper management.

If the repeat RDT test result is either IgM(-) IgG (+) or IgM (-) IgG (-), person is sent home with no further tests required.

## V. OTHER SUPPORT UNITS.


All units in the EOCC shall continue discharging their defined functions, roles and responsibilities, however, the unit head may downgrade some of its functions if necessary and may reduce the

number of their personnel as a result of the declaration of being “low risk” area for COVID-19 and the issuance of executive order number 45.

Unit heads shall seek approval from the Incident commander in prior to the implementation of any adjustment made.



Prepared by:

  
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Emergency Operations and Command Center  
Valencia City Central School

Approved by:

  
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City Mayor  
Chair, Valencia City Task Force Against COVID-19

*Stay at Home • Save Lives*



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 Disease Surveillance & Contact Tracing Unit | 0936 746 3831  
 Balik Valencia Hotline | 0965 961 2572

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