



SEP 01 2021

MEMORANDUM

FOR/TO : All Officials, Employees, Security and Janitorial Services
DENR Central Office

FROM : The Undersecretary
Legal, Administration, Human Resources, and Legislative Affairs

SUBJECT : **REITERATION OF THE GUIDELINES FOR DENR
CONFIRMED COVID-19 CASES, SUSPECTS AND CLOSE
CONTACTS**

In line with the surge of the confirmed COVID-19 cases, suspects and close contacts recorded by the DENR Contact Tracing Team (CTT) in the Central Office, the following guidelines are reiterated:

ALL COVID-19 confirmed cases, suspects and close contacts are expected to comply with the following:

1. Inform immediate supervisor, DENR Contact Tracing Team (CTT) and Barangay Health and Emergency Response Team (BHERT) of the following:
 - a. Positive Antigen Swab/ Reverse Transcription Polymerase Chain Reaction (RT-PCR) Result; and
 - b. Exposure to a COVID-19 patient or if a close contact;
2. Confirmed COVID-19 patients and Close Contacts/Suspects shall undergo self-isolation and self-quarantine, respectively, for fourteen (14) days, subject to change as advised by BHERT and/or attending physician:
 - a. For symptomatic confirmed COVID-19 patients and suspects- to start on the onset of symptoms;
 - b. For asymptomatic confirmed COVID-19 patients and suspects- to start on the date of Antigen Swab/RT-PCR; and
 - c. For close contacts- to start on the last day of exposure to COVID-19 patient
3. Update/Contact BHERT and CTT for daily monitoring or/and check-up/instructions if symptoms develop (for asymptomatic) or worsen (for symptomatic); and
4. Secure a medical health certificate/clearance from respective BHERT and/or from their attending physician:
 - a. For confirmed COVID-19 case, stating that they have completed prescribed days of isolation and have recovered; and

- b. For suspects and close contacts, stating that they have completed the mandatory fourteen (14) days quarantine and remained asymptomatic; and
5. ALL DENR Close Contacts and/or symptomatic officials/employees shall contact Drs. Dean Hernando A. Zenarosa or Palma Gundran for consultation/assessment and/or RT-PCR endorsement. This shall facilitate the reimbursement of RT-PCR expenses, if any.

Any violation on the abovementioned shall be subject to administrative offense under existing civil service law, rules and regulations.

For further inquiries/clarification, you may call our CTT Medical Doctors through IP Trunkline No. 8928-2965 local 1178 or send a message to email address: denrcctt@gmail.com/DENR Contact Tracing Team Facebook group.

For your information and strict compliance.

ATTY. ERNESTO D. ADOBO, JR., *CESO I*



DENR CONTACT TRACING FORM

(To be filled out by COVID-19 Confirmed Cases, Suspects and Close Contacts)

Name:	
Date of Birth:	
Age:	
Permanent Address:	
Temporary Address:	
Mobile Number:	
Office/Designation:	
Name of Supervisor:	
Date of Antigen Test:	
Result:	
Date of RT-PCR:	
Result:	
Symptoms, if any:	
Close Contacts:	
Reported to BHERT:	