



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

April 30, 2020

DEPARTMENT MEMORANDUM

No. 2020- 0222

**TO: DIRECTORS OF CENTERS FOR HEALTH DEVELOPMENT;
MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS
REGION IN MUSLIM MINDANAO; CHIEFS OF MEDICAL
CENTERS, HOSPITALS, SANITARIA AND INSTITUTES;
AND ALL OTHERS CONCERNED**

**SUBJECT: Guidelines on the Continuous Provision of Family Planning
Services during Enhanced Community Quarantine following the
COVID-19 Pandemic**

Following the issuance of Department Circular 2020-0167 on the *Continuous Provision of Essential Health Services During COVID-19 Epidemic*, the Department of Health issues this guidance on the continuous provision of Family Planning (FP) services during the COVID-19 pandemic for service providers both in the communities and in hospitals.

The COVID-19 pandemic has a huge implication in the reproductive behaviors of individuals; hence it is crucial to ensure that FP services, along with other reproductive health services, are available and accessible by the public. The benefits of FP go beyond improvements in maternal and infant mortalities and it can result in higher educational attainment, better employment opportunities, higher socioeconomic status, and empowerment.¹

I. General Guidance for FP Service Providers

1. FP service providers in all health facilities and those mobilized in communities shall observe the objective of COVID-19 mitigation issued under the Administrative Order No. 2020-0015 attached herewith as Annex A, to wit: (1) Increase physical and mental resilience; (2) Reduce transmission; (3) Reduce contact; and (4) Reduce duration of infection.
2. Health service providers shall ensure that all transactions with clients adhere to the principles of informed choice and voluntarism (ICV) as stated in Administrative Order 2011-0005.
3. FP services shall continually be provided along with other essential health services such as but not limited to: maternal care, immunization services, women and child protection services, among others (e.g. birth plans of all pregnant women shall continue to include FP counselling and choices of post-partum FP methods).
4. For clients below 18 years old, FP counselling shall be provided. However, for adolescents needing specific FP services, parental consent shall be secured.
5. Client visits to the health facility shall be scheduled to avoid congregation. Strict social distancing and infection prevention measures shall be observed at all times.

¹ Canning D, Schultz TP. *The economic consequences of reproductive health and family planning*. *Lancet* 2012;380:165–71. doi: [http://dx.doi.org/10.1016/S0140-6736\(12\)60827-7](http://dx.doi.org/10.1016/S0140-6736(12)60827-7) PMID:22784535

6. Demand generation activities such as FP education and inter-personal counseling and communication shall continue subject to the mandated social distancing and infection control measures. However, group demand generation activities such as bench conferences, *Usapan*, mothers' classes, among others shall be prohibited.
7. FP service providers and Managers/Coordinators at the provincial and regional levels shall ensure availability of commodities. If commodities are inadequate, they shall report through the FP Logistics Hotline of the region (Annex B). The Hotline shall inform the FP Coordinators of the CHDs who shall facilitate the re-distribution of FP supplies in the catchment area.
8. A strong referral mechanism and coordination between public and private providers across all levels of care shall be established to ensure uninterrupted provision of FP services.
9. In cases where removal of Progestin Subdermal Implant (PSI) or Intrauterine Device (IUD) is not possible, the FP service providers shall:
 - a. Advise the client that there are no medical problems caused by delaying the removal of PSI or IUD, remind to not self-remove the contraceptive, and advise to have the PSI or IUD removed by a trained FP service provider once the community quarantine is lifted;
 - b. Advise that the client may or may not experience side effects from the PSI since the hormone has been used up for the past three years and that the client should continue to monitor any side effects and changes in the insertion site while the PSI is still inserted subdermally and report any changes and adverse events to the health service providers;
 - c. Advise the client to use backup methods to prevent unplanned pregnancy.
10. Reporting of FP services through the Field Health Service Information System (FHSIS) shall continue amid the COVID-19 pandemic. The Target Client List (TCL) shall be updated regularly. Prior deadlines for submission of reports shall remain in effect.
11. Monitoring of FP inventory status at the facility level through the Pharmaceutical Management Information System (PMIS) shall continue. Pharmacists shall be allowed to re-distribute FP commodities from one facility to another if there are overstocks and stockouts of commodities.

II. Specific Guidance to FP Service Providers in Primary Care Facilities

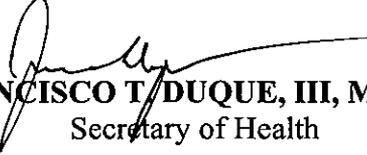
1. All FP service providers in primary care facilities e.g. birthing clinics, rural health units, urban health centers, barangay health stations, free-standing FP clinics, among others, shall review the TCL for FP to identify current users who are due for resupply of commodities.
2. The contact number of the clients shall be indicated in the TCL to enable FP service providers to monitor and ensure continued use. Likewise, FP service providers shall inform all clients of the contact number of the primary care facility to report side effects or any concerns.
3. Clients who are due for resupply shall be informed through text message, phone call, or through the Barangay Health Emergency Response Team (BHERTs) or Barangay Health Workers (BHWs) to visit the primary care facility to get their supply and bring with them the FP client card.
4. Clients who are using oral contraceptive pills such as Combined Oral Contraceptive (COC), Progestin-Only Pill (POP), or male condom shall be provided with 3 months' worth of supplies. Instructions on proper storage and handling of the commodity shall be advised (Annex C).

5. If client visit to the primary care facility is not feasible, BHERTs/BHWs shall be allowed to deliver the re-supply to the clients.
6. If permanent methods (e.g. Bilateral Tubal Ligation (BTL), Non-scalpel Vasectomy (NSV)) are currently unavailable due to COVID-19 restrictions, clients shall be advised to use backup methods until such time that the said services are available.

III. Specific Guidance for FP Service Providers in Hospitals

1. All hospitals shall continue to provide FP services including long-acting reversible (PSI and postpartum and interval IUD) and permanent methods (BTL and NSV) for postpartum clients following their own hospital protocol.
2. All hospitals and other facilities shall set-up a referral arrangement to RHUs or any lower level health facilities for the continued FP use of clients as they return to their community.
3. All hospitals are advised to set up hotlines or telemedicine services to enable clients to access medical advice without the need to physically visit the facility.

For strict compliance.


FRANCISCO T. DUQUE, III, MD, MSc
Secretary of Health

Annex A. Required public health standards across all settings (as of April 27, 2020)

Intervention	Minimum Requirements by Settings				
	A. Home	B. Public Places	C. High-Density Communities	D. Offices/ Workplaces	E. Food and Other Service Establishments
1. INCREASE PHYSICAL AND MENTAL RESILIENCE					
1.1 Respiratory Hygiene and Cough Etiquette	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals if going to a health facility.</p>	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: Employers may provide tissues within easy reach in all workstations and communal space</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p>Engineering Control: None</p> <p>Administrative Control: Owners may provide tissues in strategic places within the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
1.2 Promote Mental Health	<p>Health emergencies can put people in extreme stress. Individuals may reach out to families and friends or a mental health professional through the telemedicine hotlines</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to families and friends or a mental health professional through the telemedicine hotlines</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>

	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: None</p>	<p>Administrative Control: None</p> <p>PPE: None</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: None</p>	<p>Administrative Control: Employers must provide mental and psychosocial support such as but not limited to providing mindfulness activities/sessions, in-house counseling sessions, online counseling, and support groups to its employees</p> <p>Employers to promote work-life balance through proper scheduling of activities and rotation of workforce</p> <p>PPE: None</p>	<p>Administrative Control: Owners must provide mental and psychosocial support such as but not limited to in-house counseling sessions, online counseling, and support groups to its employees</p> <p>Owners to promote work-life balance through proper scheduling of activities and rotation of workforce</p> <p>PPE: None</p>
<p>1.3 Reduce exposure of vulnerable individuals (e.g., senior citizens, individuals with underlying health conditions) to prevent infection</p>	<p>Elderly, individuals with underlying conditions, and pregnant women must stay at home and limit their travel to essential or urgent needs. They should also minimize their exposure from individuals who frequently leave the house.</p> <p>Engineering Control: None</p> <p>Administrative Control: Daily monitoring of individuals at risk; and contingency planning by the household for accessing healthcare or purchasing of</p>	<p>Elderly, individuals with underlying conditions, and pregnant women must stay at home and limit their travel to essential or urgent needs</p> <p>Engineering Control: None</p> <p>Administrative Control: LGUs and establishment owners must designate specific lanes or areas for the elderly, individuals with underlying conditions, and pregnant women in public places</p>	<p>Elderly, individuals with underlying conditions, and pregnant women living in high-density communities must stay at home and limit their travel to essential or urgent needs</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Elderly, individuals with underlying conditions, and pregnant women may be asked not to physically report to work</p> <p>Engineering Control: None</p> <p>Administrative Control: Employers must provide alternative work arrangements to the elderly, individuals with underlying conditions, and pregnant women for the duration of COVID-19 health event</p>	<p>Elderly, individuals with underlying conditions, and pregnant women may be asked not to report to work</p> <p>Engineering Control: None</p> <p>Administrative Control: Owners must designate specific lanes or areas for the elderly, individuals with underlying conditions, and pregnant women within the establishment</p> <p>PPE: Cloth mask for general</p>

	<p>medication from pharmacy in case of emergency.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>LGUs must provide transport services to health facilities for vulnerable groups needing health care.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>		<p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>public or surgical mask for symptomatic individuals</p>
<p>1.4 Provision of support for essential workforce (ex: financial, lodging, shuttle, food, etc.)</p>	<p>N/A</p>	<p>Engineering Control: None</p> <p>Administrative Control: Provision of financial, transportation, food, and other services as needed</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user (personnel managing checkpoints, monitoring of public spaces) and setting</p>	<p>N/A</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p> <p>Administrative Control: Provision of financial, transportation, food, and other services to employees as needed</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p> <p>Administrative Control: Provision of financial, transportation, food, and other services as needed</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting</p>
<p>1.5 Provision of support for vulnerable groups (ex. Social Amelioration Programs, Food Assistance)</p>	<ul style="list-style-type: none"> - Provision of benefits under the Social Amelioration Program to qualified beneficiaries as determined by DSWD Memorandum Circular No. 04, Series of 2020 - LGUs may further extend their support to other vulnerable groups (e.g. PWDs, women, IPs, IDPs, among others) as may be deemed necessary - Other NGAs shall continue or may further expand their assistance to the vulnerable groups as part of their mandates. - Private sector may also provide additional assistance and support to MARPs and vulnerable groups 				

2. REDUCE TRANSMISSION

<p>2.1 Personal Hygiene (e.g. handwashing with soap and water, sanitizing with hand disinfectants, etc.)</p>	<p>Individuals must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: None</p>	<p>Individuals must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: Placement of makeshift handwashing facilities, hand sanitizers and dispensers with an alcohol-based solution in all public places , (i.e. areas with high foot traffic, transportation systems)</p> <p>Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all public places</p> <p>PPE: None</p>	<p>Individuals living in high-density communities must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: None</p>	<p>Individuals must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: Placement of handwashing facilities, hand sanitizers, and dispensers with an alcohol-based solution in all entrances, exits, areas with high foot traffic and facilities</p> <p>Administrative Control: Employers must ensure daily monitoring and availability of hand soaps, sanitizers, and other disinfectants in restrooms and in all entrances and facilities</p> <p>PPE: None</p>	<p>Individuals must wash their hands with soap and water regularly or use hand disinfectants</p> <p>Engineering Control: Placement of handwashing facilities, hand sanitizers, and dispensers with an alcohol-based solution in all entrances and facilities</p> <p>Administrative Control: Owners must ensure daily monitoring and availability of hand soaps, sanitizers, and other disinfectants within the establishment</p> <p>PPE: None</p>
<p>2.2 Environmental Hygiene (e.g. disinfecting surfaces and objects)</p>	<p>Disinfection of frequently touched surfaces such as but not limited to tables, doorknobs, light switches, phones, toilets, among others using 0.5% bleach solution (100 mL Bleach, 900 mL water)</p> <p>Engineering Control: None</p> <p>Administrative Control:</p>	<p>Disinfection of frequently touched surfaces and objects using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least twice a day</p> <p>Disinfection of purchased items</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach</p>	<p>Disinfection of frequently touched surfaces such as but not limited to tables, doorknobs, light switches, phones, toilets, among others using 0.5% bleach solution (100 mL Bleach, 900 mL water)</p> <p>Engineering Control: None</p> <p>Administrative Control:</p>	<p>Disinfection of frequently touched surfaces and objects such as but not limited to tables, switches, doorknobs, and workstations using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least once a day</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach</p>	<p>Disinfection of frequently touched surfaces and objects such as but not limited to tables, switches, doorknobs, and workstations using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least once a day</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach</p>

	<p>None</p> <p>PPE: None</p>	<p>solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Placement of signs reminding the general public to minimize touching of surfaces in public places</p> <p>Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>None</p> <p>PPE: None</p>	<p>solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>solution; 1 litre bleach mixed with 9 litres of clean water)s</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>
<p>2.3 Use of PPE and other medical-grade protective apparel</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Individuals with flu-like symptoms must wear a medical-grade mask at all times (and the elderly or people with underlying conditions)</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Healthy or Asymptomatic Individuals shall use cloth face masks in public places.</p> <p>Individuals with suspected flu-like symptoms, or are feeling sick must wear medical-grade mask at all times if they go outside</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Individuals living in high-density communities must wear cloth face masks when leaving the household</p> <p>Individuals with suspected flu-like symptoms must wear medical-grade mask at all times</p>	<p>Engineering Control: None</p> <p>Administrative Control: Management shall allocate appropriate PPEs to employees (i.e., essential workforce) on duty, depending on the nature of work and contact with the general public.</p> <p>PPE: Healthy or Asymptomatic Individuals shall use cloth face masks.</p>	<p>Engineering Control: None</p> <p>Administrative Control: Owners shall allocate appropriate PPEs to employees (i.e., essential workforce) on duty, depending on the nature of work and contact with the general public.</p> <p>PPE: Individuals may use cloth face masks when going to restaurants and other establishments</p>

3. REDUCE CONTACT

<p>3.1 Practicing physical Distancing</p>	<p>Practice physical distancing (at least 1 meter apart) in communal areas (e.g. living room, dining room, etc.)</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: Placement of red marking tapes on the floor to guide individuals to stay at least one meter apart from each other</p> <p>Administrative Control: Limitation on the number of people inside the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>If possible, practice physical distancing (at least 1 meter apart) in communal areas (e.g. living room, dining room, etc.)</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: Installation of temporary barriers between cubicles</p> <p>Administrative Control: Employers must limit face to face meetings as much as possible and adopt WFH arrangements.</p> <p>Allow flexible dining policy in the work space/cubicle during lunch break; OR limit the number of individuals who can eat in the pantry at a given time.</p> <p>If WFH are not possible, practice physical distancing in the workplace (at least one meter apart from each co-worker)</p> <p>Employers provide cloth masks to employees.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: Installation of temporary barriers in front desks, counters, etc.</p> <p>Placement of red marking tapes on the floor to guide individuals to stay at least one meter apart from each other when ordering for food at the counter</p> <p>Administrative Control: Limitation on the number of people inside the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
<p>3.2 Modified Work Structures and Schedules, and alternative work arrangements</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Engineering Control: None</p> <p>Administrative Control: Employers should provide modified alternative</p>	<p>Engineering Control: None</p> <p>Administrative Control: Owners should provide modified alternative</p>

				structures and arrangements PPE: Cloth mask for general public or surgical mask for symptomatic individuals	structures and arrangements (e.g. online transactions and pick-up, drop-off points, delivery services. etc.) PPE: Cloth mask for general public or surgical mask for symptomatic individuals
3.3 Limitation of non-essential services	N/A	N/A	N/A	N/A	Engineering Control: None Administrative Control: Owners should provide modified alternative structures and arrangements for transactions (i.e. pick-up, delivery, drop-off points, online transactions, etc.) PPE: Cloth mask for general public or surgical mask for symptomatic individuals
3.4 Restriction on Mass Gatherings	N/A	Engineering Control: None Administrative Control: Limitation on the number of people in public places PPE: Cloth mask for general public or surgical mask for symptomatic individuals	Engineering Control: None Administrative Control: None PPE: Cloth mask for general public or surgical mask for symptomatic individuals	Engineering Control: None Administrative Control: Suspension of office meetings, conferences, and other large gatherings PPE: Cloth mask for general public or surgical mask for symptomatic individuals	Engineering Control: None Administrative Control: Limitation on the foot traffic within the establishment PPE: Cloth mask for general public or surgical mask for symptomatic individuals

4. REDUCE DURATION OF INFECTION

<p>4.1 Detection and isolation of Symptomatic Individuals (at home or in designated community quarantine facilities)</p>	<p>Individuals with flu-like symptoms must be isolated in a separate room or area within the household</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Individuals with flu-like symptoms must not go to any setting except for health-related concerns, if virtual consultation is not possible.</p> <p>Engineering Control: None</p> <p>Administrative Control: Placement of standard symptom and temperature checks in strategically located areas in public places and proper referral of all individuals with symptoms of ILI</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>If possible, Individuals with flu-like symptoms must be isolated in a separate room or area within the household or a community quarantine/ isolation facility when made available by the LGU</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Employers must subject all employees to temperature checks prior to entering the building/ office spaces and proper referral to appropriate facility for symptomatic employees</p> <p>Employers must monitor all employees daily to ensure proper detection of employees with symptoms</p> <p>Employees with mild flu-like symptoms shall adopt a work from home (WFH) arrangement for the duration of COVID-19 health event</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Individuals with flu-like symptoms must not go to any setting except for health-related concerns, if virtual consultation is not possible.</p> <p>Engineering Control: None</p> <p>Administrative Control: Owners must subject all customers to temperature checks prior to entering the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
---	---	--	---	--	---

Intervention	Minimum Requirements by Settings (cont.)				
	F. Schools	G. Hotels and other accommodations	H. Transportation and Ports of Entry	I. Churches / Places of worship	J. Prisons and other places of detention
1. INCREASE PHYSICAL AND MENTAL RESILIENCE					
1.1 Respiratory Hygiene and Cough Etiquette	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: School administration may provide tissues and alcohol hand rub in entrances, corridors and other communal areas. All toilet facilities should have adequate water and soap for handwashing.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: Hotel Management may provide tissues and alcohol hand rub in communal areas and amenities. All toilet facilities should have adequate water and soap for handwashing.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: None Management may provide tissues and alcohol hand rub in entrances and exits and along waiting. All toilet facilities should have adequate water and soap for handwashing.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or inner portion of elbow to cover nose and mouth when sneezing/coughing</p> <p>Engineering Control: None</p> <p>Administrative Control: Owners must provide tissues within the establishment</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
1.2 Promote Mental Health	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Services to support mental health must be made available.</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines</p> <p>Engineering Control: None</p>	<p>Health emergencies can put people in extreme stress. Services to support mental health must be made available.</p> <p>Engineering Control: None</p>

	<p>Administrative Control: Administrators must provide mental and psychosocial support such as but not limited to in-house counseling sessions, online counseling, support groups, etc.</p> <p>PPE: None</p>	<p>Administrative Control: Management must provide mental and psychosocial support such as but not limited to in-house counseling sessions, online counseling, and support groups to its employees</p> <p>PPE: None</p>	<p>Administrative Control: None</p> <p>PPE: None</p>	<p>Administrative Control: None Management can institute activities promoting mental wellbeing and overall health to their constituents including online programs and counseling. Communal online prayer activities</p> <p>PPE: None</p>	<p>Administrative Control: Management must provide mental and psychosocial support such as but not limited to in-house counseling sessions and support groups to employees and inmates</p> <p>PPE: None</p>
<p>1.3 Reduce exposure of vulnerable individuals (e.g., senior citizens, individuals with underlying health conditions) to prevent infection</p>	<p>Engineering Control: None</p> <p>Administrative Control: School administrators may offer alternative arrangements to personnel who are elderly, with underlying conditions, and pregnant.</p> <p>If alternative arrangements are not possible, designated areas in communal areas must be available to high-risk groups</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Availability of designated areas or facilities for the elderly, individuals with underlying conditions, and pregnant women.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Operators and drivers may designate a specific area for the elderly, individuals with underlying conditions, and pregnant women within the vehicle and waiting area.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Officiators and religious leaders may designate a specific area for the elderly, individuals with underlying conditions, and pregnant women in the place of worship or offer alternative ways of participation (e.g. online, recorded mass, etc.)</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Availability of designated lanes or areas for the elderly, individuals with underlying conditions, and pregnant women.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
<p>1.4 Provision of support for essential workforce (ex: financial, lodging, shuttle, food,etc.)</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p>	<p>N/A</p>	<p>Engineering Control: Provision of temporary accommodations to employees, if necessary</p>

	<p>Administrative Control: Provision of financial, transportation, food,</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting</p>	<p>Administrative Control: Provision of financial, transportation, food,</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting</p>	<p>Administrative Control: Provision of financial, transportation, food,</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting</p>		<p>Administrative Control: Provision of financial, transportation, food,</p> <p>PPE: Cloth mask for general public, or medical-grade protective apparel, depending on the intended user/setting</p>
<p>1.5 Provision of support for vulnerable groups (ex. Social Amelioration Programs, Food Assistance)</p>	<ul style="list-style-type: none"> - Provision of benefits under the Social Amelioration Program to qualified beneficiaries as determined by DSWD Memorandum Circular No. 04, Series of 2020 - LGUs may further extend their support to other vulnerable groups (e.g. PWDs, women, IPs, IDPs, among others) as may be deemed necessary - Other NGAs shall continue or may further expand their assistance to the vulnerable groups as part of their mandates. - Private sector may also provide additional assistance and support to MARPs and vulnerable groups 				
<p>2. REDUCE TRANSMISSION</p>					
<p>2.1 Personal Hygiene (e.g. handwashing with soap and water, sanitizing with hand disinfectants, etc.)</p>	<p>Engineering Control: Placement of handwashing stations, hand sanitizers, and dispensers with an alcohol-based solution in all rooms, communal areas, and amenities especially eating areas.</p> <p>Administrative Control: Students and teachers must perform regular and thorough handwashing with soap and water. Allot a specific period of time for handwashing.</p> <p>Hand sanitizers or alcohol-based solutions must be available in all classroom</p>	<p>Engineering Control: Placement of handwashing stations, hand sanitizers, and dispensers with an alcohol-based solution in all rooms, communal areas, and amenities</p> <p>Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all rooms and public areas</p> <p>PPE: None</p>	<p>Engineering Control: Placement of hand sanitizers and dispensers with an alcohol-based solution in all vehicles, LRT/MRT, bus and train stations, and in all exits and entrances.</p> <p>Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all exits and entrances.</p> <p>PPE: None</p>	<p>Engineering Control: Placement of hand sanitizers and dispensers with an alcohol-based solution at strategic entry points</p> <p>Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all strategic entry points</p> <p>PPE: None</p>	<p>Engineering Control: Placement of handwashing stations, hand sanitizers, and dispensers with an alcohol-based solution in all rooms, communal areas, and amenities</p> <p>Administrative Control: Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all strategic entry points</p> <p>PPE: None</p>

	<p>or school facilities</p> <p>Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all classrooms, restrooms, etc.</p> <p>PPE: None</p>				
<p>2.2 Environmental Hygiene (e.g. disinfecting surfaces and objects, waste management, proper disposal of infectious wastes)</p>	<p>Disinfection of tables, doorknobs, desks, and school items using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least twice a day</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>Regular disinfection of rooms, front desks, counters, and other frequently touched surfaces and objects such as key cards, door handles/knobs, elevator buttons, among others using 0.5% bleach solution (100 mL Bleach, 900 mL water)</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>Ensure implementation of proper food preparation and handling.</p>	<p>Disinfection of surfaces that are often touched by passengers using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least every two hours</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>Regular disinfection of chairs, tables, cloths, relics, and other equipment using 0.5% bleach solution (100 mL Bleach, 900 mL water)</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>	<p>Disinfection of surfaces and frequently touched surfaces using 0.5% bleach solution (100 mL Bleach, 900 mL water) at least twice a day</p> <p>Engineering Control: Placement of foot baths in all entrances (1:10 bleach solution; 1 litre bleach mixed with 9 litres of clean water)</p> <p>Administrative Control: Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot baths</p> <p>PPE: None</p>

		<p>PPE: Surgical masks for front desk/concierge staff/staff stationed at entry points and at the lobby.</p> <p>Mouth cover and gloves for food preparers and handlers in the kitchen, buffet/hotel restaurants</p>			
<p>2.3 Use of PPE and other medical-grade protective apparel</p>	<p>Engineering Control: None</p> <p>Administrative Control: School administrators shall allocate appropriate PPEs to teachers, canteen vendors, maintenance, and security guards.</p> <p>PPE: School personnel who are in contact with students and school staff (security guards, maintenance crew, canteen handlers, etc.) must wear cloth masks at all times</p>	<p>Engineering Control: None</p> <p>Administrative Control: Hotel Management shall allocate appropriate PPEs to its hotel staff (e.g. concierge, maintenance, guards, etc)</p> <p>PPE: Hotel staff who are in contact with guests (security guards, concierge, maintenance, etc) must wear cloth masks at all times</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Drivers, Barkers, and conductors who are in contact with passengers must wear cloth masks at all times</p> <p>Personnel manning exits and entrances and those with high exposure to people entering must wear surgical mask</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Attendees may wear cloth face masks during mass and other religious gatherings</p>	<p>Engineering Control: None</p> <p>Administrative Control: Governing body with jurisdiction over prisons shall appropriate funds to provide PPEs to its essential employees and inmates</p> <p>PPE:Provision of cloth face masks for inmates and detained individuals</p>
<p>3. REDUCE CONTACT</p>					
<p>3.1 Practicing Physical Distancing</p>	<p>Practice physical distancing (at least 1 meter apart) in all communal areas</p> <p>Engineering Control: None</p> <p>Administrative Control: Restriction on mass</p>	<p>Practice physical distancing (at least 1 meter apart) in all areas</p> <p>Engineering Control: Placement of red marking tapes on the floor of front desks, buffet, and other</p>	<p>Practice physical distancing (at least 1 meter apart) in all areas</p> <p>Engineering Control: Placement of marks or temporary barriers in buses, trains</p>	<p>Practice physical distancing (at least 1 meter apart) in all areas</p> <p>Engineering Control: Placement of marks to guide attendees during communion or offertary services and</p>	<p>Engineering Control: Placement of temporary barriers between inmates and non-residents</p> <p>Administrative Control: Practice physical distancing</p>

	<p>gatherings that will require close contact (e.g. school activities, flag ceremony if physical distancing is not possible, etc.)</p> <p>Provide platforms for online learning, adjustment of teaching methods and schedules to allow for physical distancing.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>amenities to guide guests to stay at least one meter apart from each other</p> <p>Installation of temporary barriers in concierge, front desks, etc.</p> <p>Administrative Control: Limitation on the number of guests inside the hotel, amenities (pool, buffet, etc.), and other public places</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Administrative Control: Passengers must keep a safe distance from other passengers</p> <p>Limitation on the number of passengers in public transportation including buses, jeepney, taxi, tricycles, and trains.</p> <p>Restrict motorcycle-sharing public transportation system</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>temporary barriers to separate attendees</p> <p>Administrative Control: If possible, religious authorities should release guidelines modifying religious practices to limit close contact, maintain physical distancing, and prevent cross-contamination of frequently touched surfaces and religious objects.</p> <p>Limitation on the number of attendees in churches and places of worship. But if possible, implement online religious services until further notice.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>in all communal areas</p> <p>Temporarily suspend visitation privileges or provide alternative mechanisms (e.g. online visitations)</p> <p>Limit conduct of group activities within the facility</p> <p>Isolate symptomatic individuals</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
<p>3.2 Modified Work Structures and Schedules, and alternative work arrangements</p>	<p>Engineering Control: None</p> <p>Administrative Control: Administrators should provide modified alternative structures and arrangements</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Administrators should provide modified alternative structures and arrangements</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

3.3 Limitation of non-essential services	N/A	N/A	N/A	N/A	N/A
3.4 Restriction on Mass Gatherings	<p>Engineering Control: None</p> <p>Administrative Control: Restriction on large gatherings (e.g. school activities, field trips, sports festivals, and flag ceremony, if physical distancing is not possible, etc.)</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Limitation on the number of reservations to control the number of guests in the hotel</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Limitation on the number of passengers in vehicles, buses, trains, and other public transportation</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Provide multiple schedule of services or alternative practices to limit the number of attendees in religious services</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: None</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>
4. REDUCE DURATION OF INFECTION					
<p>Detection and isolation of Symptomatic Individuals (e.g. temperature scanning at entry points, symptom monitoring, etc.)</p>	<p>School administrators must provide alternative arrangements for students, teachers, and personnel (e.g. online meetings/classes, recorded classes, etc) with flu-like symptoms</p> <p>Engineering Control: None</p> <p>Administrative Control: School administrators and teachers must subject all students and personnel to temperature checks prior to entering the classrooms and facilities.</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Hotel Management must subject all guests and employees to temperature checks prior to entering the hotel</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Individuals with flu-like symptoms must not go to any setting except for health-related concerns, if virtual consultation is not possible.</p> <p>Engineering Control: None</p> <p>Administrative Control: Operators and drivers must subject passengers to temperature checks prior to entering public transportation (e.g. buses and trains)</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Officiators and Religious Leaders must subject all attendees to temperature checks prior to entering the place of worship</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Engineering Control: None</p> <p>Administrative Control: Immediate isolation of suspected, probable, and confirmed cases in designated areas within the facility</p> <p>PPE: Cloth mask for general public or surgical mask for symptomatic individuals</p>

Annex B: FP Logistics Hotline

Regional FP Logistics Hotline (Operated by the POPCOM)		
Region	Contact No.	E-mail Address
NCR	09284591445/ 09454818658 / (02) 8 531-7320/6650	popcomncr.fplogistics@gmail.com / ncrpopcom@yahoo.com
CAR	09175055823 / (074) 444-5212/5516	tresq81@gmail.com / popcomcar@gmail.com/yahoo.com
1	09125253464/ 09957395142/ (072) 607-0904/3334	ericson_rm@yahoo.com / logisticsrpo1@gmail.com
2	09367231145/ (078) 304-0911	drgraceymfermin@yahoo.com/ rpo2@yahoo.com
3	09054395902 / 09435729488	fplogisticsregioniii@gmail.com / popcomr3@yahoo.com
4A	09279775987 / 09398058767/ (02) 8 531-6555	merinkathleen11@gmail.com / popcomiv@gmail.com
4B	0920-2417-643	fplogisticsmimaropa@gmail.com
5	09092752577 / (052) 480-5478 / 214-4158	Ericmarchan21@gmail.com / fplogistics hotlinebicol@gmail.com/ popcomregion5@yahoo.com
6	09386646158 / (033) 329-2747/4158	jerprax@gmail.com/yahoo.com / popcom_r6@yahoo.com
7	09224215624/ (032) 236-4963	miaojudith21@gmail.com / fplogistics hotline7@yahoo.com / popcomregion7@gmail.com
8	0927-1512-759 / (053) 888-2105	fplogisticsr8@gmail.com / popcom.region8@gmail.com
9	09177845251/ (062) 955-2292	fplogistics.popcomr9@gmail.com / region9@popcom.gov.ph
10	09334842767 / 09751085668/ (088) 858-5409/ 7152	kellyigtos07@gmail.com / popcomx@yahoo.com
11	09778114805 / (082) 227-1027/225-3093/305-5612	popcom11.fplog@gmail.com / popcom11@yahoo.com
12	09485660502/ 09778114805/ (064) 421-1262/5595	azmaelacopia61@gmail.com / commissiononpopulationxii@gmail.com
13	0999-574-3186	fplogistics hotlinepro13@gmail.com / popcom_caraga@yahoo.com
BARMM	09268620538 / (064) 552-5595/2484	andoysherihan@gmail.com / popcomarmm14@yahoo.com

Annex C: Proper Storage and Handling of FP Commodities

Type of FP Commodity	Storage and Handling Instructions
Oral contraceptive pills (ex. COC and POP)	Pills should be stored at a controlled room temperature (between 15 to 30 °C or 59 to 86 °F) with proper ventilation. Too much heat may harden the pills and reduce the bioavailability of the hormone content of the pills. Keep away from light, moisture, and children.
Male Condoms	Usually can last four years if kept in their original, sealed packaging in a cool, dry, and dark place (away from humidity, heat, air, and sunlight). Unless you're planning to use a condom that day, don't carry it in a wallet or pocket as the friction caused by opening/closing a wallet or from walking may cause tiny holes in the condom.
Contraceptive Injectables (ex. DMPA)	Vials must be stored upright at controlled room temperature. Do not freeze.
Progestin Subdermal Implants (PSI) (ex. Implanon)	PSIs should be stored at controlled room temperature. Protect from light, avoid storing in direct sunlight or at temperatures above 30°C (86°F).
Intrauterine Device (IUD) (ex. Copper T, Mirena)	IUDs should be stored at controlled room temperature.