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## **ADVISORY**

### **CONDUCT OF COVID-19 VACCINATION FOR DENR (Batch 1)**

**FOR/TO** : All Officials and Employees  
DENR Central Office


Pursuant to Special Order No. 2021-71 “Authorizing the Conduct of Health and Wellness Activities for CY 2021 – COVID-19 Vaccination,” the Human Resource Development Service, through Health and Wellness Unit in coordination with the Crisis Management Committee and Administrative Service, shall conduct the first batch of COVID-19 Vaccination on May 27, 2021, 8:00 am to 5:00 pm at the DENR Social Hall.

Relative to this, all officials and employees scheduled for vaccination are advised of the following details:

- Only notified employees shall be vaccinated on May 27, 2021.
- Strict implementation of time schedule to facilitate proper social distancing and safety protocols. No walk-ins.
- Vaccines are strictly for DENR employees. No substitution.
- Employees with COVID-like symptom/s shall be deferred for vaccination.
- Health and safety measures shall be observed.
- Things to bring by the vaccinee:
  - A1 – PRC ID/Certificate of Employment/Company ID
  - A2 – Senior Citizen ID or Company ID
  - A3 - Medical Certificate or Prescription for medicines

Attached are the Masterlist and Guidelines on the Conduct of COVID-19 Vaccination.

For your information and guidance.

  
**RIC G. ENRIQUEZ, Ph.D., CESO III**



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## **GUIDELINES ON THE CONDUCT OF COVID-19 VACCINATION IN THE DENR**

### **I. COVID-19 Vaccination Program's Prioritization Framework**

The vaccination shall be conducted in accordance with the Prioritization Framework for COVID-19 Vaccination. The employees under the following category shall be prioritized:

<b>Priority Group</b>	<b>Description</b>
<b>A1</b>	Frontline workers in health facilities both national and local, private and public, health professionals and non-professionals like students in health and allied professions courses with clinical responsibilities, nursing aides, janitors, barangay health workers, etc.
<b>A2</b>	Senior citizens aged 60 years old and above
<b>A3</b>	Adults with comorbidities not otherwise included in the preceding categories

### **II. Master List**

The HRDS-Health and Wellness Unit shall notify the employees to be vaccinated including their schedule. The list shall be based on the profiles submitted by personnel from the DENR Central Office, Forest Management Bureau (FMB), Environmental Management Bureau (EMB), Mines and Geosciences Bureau (MGB), Biodiversity Management Bureau (BMB), Land Management Bureau (LMB), National Water Resources Board (NWRB), and DENR National Capital Region (DENR-NCR).

### **III. COVID-19 Vaccination Workforce**

The HRDS-Health and Wellness Unit shall lead the vaccination in coordination with the COVID-19 Crisis Management Committee (CMC). The Medical Unit shall provide assistance / support to the Health and Wellness Unit during the vaccination.

The Reliance United Healthcare, service provider of the HRDS-Health and Wellness Unit, shall administer the vaccination.

### **IV. Vaccination Date and Site**

The vaccination shall be held on 27 May 2021 at the DENR Social Hall. Only those employees who received a notification from the HRDS-Health and Wellness will be vaccinated. The vaccination shall start at 8:00 AM and will end at 5:00 PM.

## V. Required Documents

All notified vaccine recipients shall present any of the following documents in the vaccination site:

Priority Group	Documents
A1	<ul style="list-style-type: none"> <li>• PRC ID</li> <li>• Company ID</li> <li>• Certificate of Employment</li> <li>• Contract of Employment</li> </ul>
A2	<ul style="list-style-type: none"> <li>• Senior Citizen ID</li> <li>• Any Valid ID with birthdate</li> <li>• NSO Birth Certificate</li> </ul>
A3	<ul style="list-style-type: none"> <li>• Medical certificate from an attending physician</li> <li>• Prescription for medicines</li> <li>• Hospital records such as the discharge summary and medical abstract</li> <li>• Surgical records and pathology reports</li> <li>• Any other proof that may indicate eligibility to Priority Group A3</li> </ul>

Examples of conditions under Priority Group A3 are summarized below. Other diseases/conditions not included below but belong to the general category of conditions are also eligible under Priority Group A3.

Included conditions	Examples
Chronic respiratory disease and infection	Asthma and respiratory allergies, Chronic Obstructive Pulmonary Disease, Interstitial Lung Diseases, Cystic Fibrosis, or Pulmonary Hypertension, Pulmonary Tuberculosis, Chronic bronchitis, Histoplasmosis, Bronchiectasis
Cardiovascular disease	Hypertension coronary heart diseases, cardiomyopathies, peripheral artery disease, aortic diseases, rheumatic heart disease, congenital heart disease
Chronic kidney disease	
Cerebrovascular disease	Stroke and transient ischemic attack
Cancer	Malignancy
Diabetes Mellitus	Type 1 and Type 2
Obesity	
Neurologic disease	Dementia, Alzheimer's Disease, Parkinson's Disease, Epilepsy and Seizures, Bell's palsy, Guillan-Barre Syndrome, or acute spinal cord injury
Chronic liver disease	Hepatitis cirrhosis, non-alcoholic fatty liver disease
Immunodeficiency state	Genetic immunodeficiencies, secondary or acquired immunodeficiencies (i.e. prolonged use of corticosteroids), HIV infection, Solid organ or blood transplant patients
Other diseases	Sickle cell disease, Thalassemia or Down Syndrome

## **VI. Additional Items Needed**

All vaccinees should bring ball pens, drinking water and wear face mask and face shield.

## **VII. Reminders**

All vaccinees notified by the HRDS-Health and Wellness Unit should be at the vaccination site fifteen (15) minutes before their schedule.

The vaccination slot is exclusively for the DENR employees only. No substitution shall be allowed.

Vaccine recipient experiencing COVID-like symptoms (i.e. fever or chills., cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache) shall be deferred for vaccination.

Those with complete documents and passed the temperature check shall be directed to the waiting area. No walk-in personnel shall be accommodated as the vaccines allocated are just enough for the vaccines scheduled for the day.

At the Waiting Area, eligible vaccine recipient shall be provided with Health Declaration and Informed Consent Forms and Immunization/Vaccination Cards. His/her vital signs will be taken and recorded. Once the forms are accomplished, he/she shall be directed to the Screening Area and present any valid ID.

An informative video about the COVID-19 vaccines shall be shown to guide the recipients on what to do before, during and after receiving the vaccines.

## **VIII. Vaccination Process**

Vaccination shall employ the following steps:

### ***Step 1: Screening***

At the screening area, the vaccine recipients shall be clinically assessed for COVID-19 symptoms, comorbidities, and other important clinical information utilizing the health screening form.

Those with sBP > 180 and/or dBP > 120 with signs and symptoms of organ damage (Hypertensive Emergency) should be deferred for vaccination. These patients shall be referred to the physician on duty at the vaccination site, and shall be brought to the emergency room immediately.

Pregnant and lactating women may be offered vaccination if they belong to the priority groups. However, pregnant women in the first trimester shall not be vaccinated.

### ***Step 2: Vaccine Administration***

Eligible vaccine recipients shall present all the documents including the health declaration, informed consent form and immunization/vaccination card to the vaccinator. The Vaccinator shall check if the name of the eligible vaccine recipient is listed in the master list. Once confirmed, he/she shall be vaccinated.

The vaccination details (e.g. date of vaccination, vaccine manufacturer, batch number, lot number, name of vaccinator and signature) shall be recorded in the immunization/vaccination card.

The vaccinator shall inform the vaccine recipient of the scheduled date for his/her second dose indicated in the vaccination card.

***Step 3: Post-Vaccination***

After vaccination, the vaccine recipient shall proceed to the Post – vaccination Area. Vital signs shall be assessed. He/She shall be observed for possible adverse events for 15 or 30 minutes.

Information, Education, and Communication (IEC) materials, such as pamphlets, leaflets, and brochures shall be distributed. Videos shall also be played in the area to guide those vaccinated on what they need to know after receiving a COVID-19 vaccine.

Vaccine recipients who will experience adverse events following immunization (AEFI) shall be provided by the Reliance United Health Care with emergency treatment and/or transferred immediately to the nearest hospital facility for proper management.

All Vaccine Recipients should strictly continue practice minimum public health standards after vaccination including wearing of face masks and face shields, maintaining physical distancing, hand hygiene, seeking consult and immediate quarantine or isolation if exposed or with symptoms, among others.

**IX. Patient Follow-up**

All vaccine recipients shall monitor themselves for any possible adverse events within the prescribed time frame, and regularly report to their respective primary care provider on their experience.

For follow up and for reporting of any Adverse Events Following Immunization (AEFI), vaccine recipients may call any of the following hotlines, and contact numbers:

• **Department of Health hotline numbers:**

One Covid Referral Center - 1555 or 0919-977-3333 or 0915-777-7777  
or 886-505-00

• **Metro Manila hotline numbers:**

Caloocan - 0947-833-4430 or 0977-239-3931  
Las Piñas - 0949-624-6824 or 0977-672-6211  
Makati - 8870-1442 or 8870-1443 or 8870-1144 or 8870-1147 or 167  
Malabon - 8518-8602  
Mandaluyong - 8374-0135  
Manila - 8926-2385 or 8527-5174  
Marikina - 0961-767-3850 or 0945-517-6926 or 161  
Muntinlupa - 8925-4351 or 0977-240-5218  
Navotas - 8374-0135

Paranaque - HEMS: 8826-74 or CHIS: 8829-2808 or 0919-233-1139 or 0960-819-3339 or 0945-710-0995 or 0927-733-0532  
Pasay - 0956-778-6524 or 0908-993-7024  
Pasig - 8643-0000  
Pateros - 0917-503-9207 or 0949-811-5332  
Quezon City - 8928-4396 or 0916-630-6686 or 0947-884-7498 or 122  
San Juan - 137-135  
Taguig - 8789-3200 or 0966-419-4520

#### **X. Data and Record Management**

Any paper record for individual vaccination including the informed consent form shall be classified as a permanent vaccination record. These forms shall be kept by the QCHD to ensure safekeeping and data protection.

#### **XI. Health and Safety Measures**

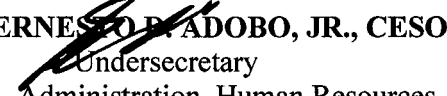
The Security personnel shall be responsible for manning the area to make sure that all personnel shall observe the following necessary precautionary measures:

- a. Proper wearing of facemasks/face shields at all times;
- b. Practice physical distancing by maintaining a minimum of 1-meter distance apart from each other;
- c. Avoid unnecessary talking;
- d. Practice hand and respiratory hygiene/ cough etiquette. Use the hand sanitizers placed in strategic areas inside the testing area;
- e. No eating/drinking while inside the vaccination site.

#### **XII. Waste Disposal and Cleaning and Disinfection**

The Janitorial Services shall ensure that all tables and chairs are cleaned and disinfected in between vaccine recipients. They shall ensure that all waste materials are properly stored during the vaccination activities and handing them over to QCHD for final disposal.

For dissemination and strict compliance.

  
**ATTY. ERNESTO P. ADOBO, JR., CESO I**  
Undersecretary  
Legal, Administration, Human Resources,  
and Legislative Affairs and  
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