



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

JAN 14 2022

ADMINISTRATIVE ORDER

No. 2022- 0001

SUBJECT : Guidelines for COVID-19 Risk Exposure Classification of Healthcare Workers

I. BACKGROUND

Healthcare workers (HCWs) are at higher risk of contracting COVID-19 as they cater to known or suspected cases of COVID-19. While it is recognized that all HCWs are exposed to occupational hazards that put them at risk in the context of COVID-19 response, a risk exposure classification is needed to provide guidance in the allocation and prioritization of our limited resources, such as personal protective equipment (PPE), vaccines, COVID-19 testing, and HCW compensation and benefits.

A risk exposure classification of HCWs recognizes the occupational hazards faced by all HCWs in the context of COVID-19 response in various settings, while also giving an incentive for those who work in close or direct contact with COVID-19 cases.

II. OBJECTIVES

This Administrative Order is issued to provide guidance in classifying healthcare workers according to their COVID-19 risk exposure. Specifically, it aims to identify the factors that may affect the risk for COVID-19 exposure of HCWs, and to determine the level of risk for COVID-19 exposure related to work settings and nature of work. The Risk Classification, as prescribed by this Order, shall also be used for rational allocation of limited government resources such as but not limited to COVID-19 testing, personal protective equipment, and healthcare workers benefits.

III. SCOPE OF APPLICATION

This Order shall apply to all public and private healthcare workers, regardless of employment status, and volunteers that are assigned to health facilities or any duly-licensed public or private institutions providing COVID-19 services from screening, diagnosis, treatment, and prevention, in accordance with the DOH guidelines.

In the case of Bangsamoro Autonomous Region in Muslim Mindanao, the adoption of these guidelines shall be in accordance with RA 11054 (Bangsamoro Organic Act) and the subsequent laws and issuances to be issued by the Bangsamoro government.

IV. DEFINITION OF TERMS

For the purpose of this Order, the following terms are defined as follows:

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- A. Healthcare Worker** - refers to health and allied-health professionals, and other technical and administrative support personnel in public and private hospitals and health facilities, regardless of employment status, including outsourced personnel, who are involved in the national healthcare response for the prevention, detection, isolation, and treatment of COVID-19 infection.
- B. Health Facility** - refers to any DOH duly-licensed or accredited public or private hospitals, Temporary Treatment and Monitoring Facilities (TTMFs) or quarantine/isolation facilities, molecular laboratories, diagnostic facilities, ambulatory surgical clinics, dialysis clinic, sanitarium, infirmaries, treatment and rehabilitation centers, birthing facilities, OR vaccination sites, health centers, rural health units (RHU), barangay health stations (BHS), including the Department of Health Central Office, Centers for Health Development, Provincial/City/Municipal Health Offices, and Local Government Health Offices, who are engaged in COVID-19 response as reflected in the National Action Plan Against COVID-19 Phase IV (NAP-4).
- C. COVID-19 Risk** - refers to chance or likelihood of acquiring COVID-19 infection of HCWs in the performance of their duties.
- D. Risk Exposure Classification**- refers to a framework in classifying COVID-19 infection risk for HCWs as high risk, moderate risk, and low risk.

V. GUIDELINES

- A.** The Criteria for COVID-19 Risk Exposure Classification of Healthcare Workers shall be based on the following:
 - 1. Type of Health Facility where the HCW is employed/assigned;
 - 2. Work Setting in the health facility where the HCW performs their assigned functions; and,
 - 3. Nature of Work done by the HCW in the health facility.
- B.** COVID-19 exposure shall be classified into three risk categories: low risk, moderate risk, and high risk based on the following definition:

Risk Category	Definition
High	Risk of exposure to COVID-19 is very likely as in areas or activities where HCW must directly cater or interact with a known COVID-19 patient, e.g. where HCW is required to: <ul style="list-style-type: none"> a) triage and admit patients in emergency room, b) enter a COVID-19 patient's room/ ward, c) provide care for COVID-19 patient not involving or involving aerosol-generating procedures (e.g. intubation, cough, induction procedures, bronchoscopies, dialysis, surgeries, emergency procedures, oral procedures and exams, or invasive specimen collection), or d) collect and/or handle specimens, beddings, food utensils and other personal items from known or suspected COVID-19 patients, e) transport of COVID-19 patients and remains including transport to, between and within health facilities

Moderate	Risk of exposure to COVID-19 is increased due to constant exposure to a large number of people, providing care to the general public who are not known or suspected COVID-19 patients, or working as a staff in areas within a health facility such as triaging patients in outpatient department, social services section, Malasakit Centers, RHUs/BHS, birthing clinic, and ambulatory clinic
Low	Risk of exposure to COVID-19 is not likely, such as in performing administrative/support duties in non-crowded or "clean areas" of health facilities or away from COVID-19 patients, e.g. records, billing and accounting, pharmacy, human resource department) as well as health offices (DOH Central and Centers for Health Development, PHO and CHO except for personnel which has higher exposure as detailed above)

C. Based on the type of health facility where the HCW is employed, risk shall be classified as follows:

Type of Health Facility	Risk Classification	Points
Hospitals, regardless of level of service	High Risk	3
TTMF, isolation/quarantine facilities	High Risk	3
Testing Center and/or Laboratory	High Risk	3
Swabbing Site, Vaccination Site	High Risk	3
Rural Health Unit, Barangay Health Station, Primary Care Facilities, Treatment and Rehabilitation Centers, Birthing Clinic, and Ambulatory Clinic	Moderate Risk	2
DOH Central Office, Center for Health Development, Provincial/City Health Office, and Local Government Health Offices	Low Risk	1

D. Based on the work setting where the HCW performs their assigned functions, risk shall be classified as follows:

Work Setting	Risk Classification	Points
Clinical Area		
A. COVID-19 Area	High Risk	3
B. Other Clinical Area (must be specified by facilities)	Moderate Risk	2
Non-Clinical Area	Low Risk	1

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E. Based on the nature of work done by the HCW, risk shall be classified as follows:

Nature of Work	Risk Classification	Points
<i>Directly Involved in COVID-19 Response</i> (Patient Care, Treatment, Transport, Swabbing, Vaccination, Testing, Social Services, Dietary, Cleaning)	High Risk (see <u>Annex A</u> for risk classification of specific nature of work)	3
<i>Support Staff</i> (Security, Administrative/Clerical, Warehousing, Liaison Officer)	Low Risk (see <u>Annex B</u> for risk classification of specific nature of work)	1

F. The overall COVID-19 Risk Exposure Classification of the HCW shall be derived from the total scores of the above mentioned parameters guided by the following:

Total Score	Over-all Risk Classification
1-3 points	Low
4-6 points	Moderate
7-9 points	High

G. The COVID-19 Risk Exposure Classification Scorecard results shall be the bases of health resource allocation and provision of HCW COVID-19 benefits.

H. The Risk Classification of a HCW is subject to change depending on the changes in areas of assignment and job description at any given time.

VI. ROLES AND RESPONSIBILITIES

A. DOH Central Office -Administration and Financial Management Team (AFMT) shall:

1. Maintain an inventory of HCWs risk classification and utilize the same in rational allocation of limited government resources for COVID-19.
2. Review the policy and the HCWs risk classification tool and propose amendments if necessary.

B. Centers for Health Development (CHD) shall:

1. Validate the submission of health facilities of COVID-19 Risk Exposure Classification of eligible HCWs in their respective areas of jurisdiction.
2. Submit to AFMT a consolidated and validated risk classification of all eligible HCWs and then submit monthly an updated list to reflect changes, if any.
3. Ensure wide and comprehensive dissemination of this AO to all public and private health facilities.

4. Monitor compliance of health facilities regarding these guidelines.
5. Maintain a database of health facilities in the region with corresponding HCWs risk classification.

C. Health Facilities shall:

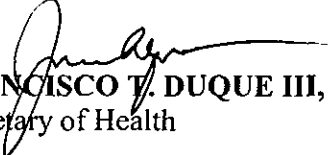
1. Certify and submit COVID-19 Risk Exposure Classification of eligible HCWs in the health facility to the CHDs, and then submit monthly an updated list to reflect changes, if any.
2. Regularly update the COVID-19 Risk Exposure Classification of each HCWs employed in their respective health facility.
3. Comprehensively discuss to all regular and job order personnel the system of HCWs risk classification.

VII. SEPARABILITY CLAUSE

In the event that any provision or part of this Order is declared unauthorized or declared invalid by any court of law or competent authority, those provisions not affected by such declarations shall remain valid and effective.

VIII. EFFECTIVITY

This Order shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in a newspaper of general circulation and filing three (3) certified copies before the Office of the National Administrative Register, University of the Philippines Law Center, pursuant to Section 3, Book VII of Executive Order No. 292 or the Administrative Code of 1987.


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Secretary of Health

ANNEX A. HCW COVID-19 High Risk Exposure Classification Based on Nature of Work

HEALTH FACILITY AND HEALTH RELATED ESTABLISHMENTS	CLASSIFICATION
	HIGH RISK EXPOSURE HCWs entering a COVID-19 patient's room / health facility to directly provide care to COVID-19 patient whether aerosol-generating procedures, such as intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, invasive specimen collection, as well as those collecting or handling specimens from known or suspected COVID-19 patients
HOSPITAL	<ul style="list-style-type: none"> ● Medical and allied health personnel deployed in COVID areas, triage, emergency rooms, hemodialysis units, delivery room <ul style="list-style-type: none"> ○ Doctors ○ Nurses ○ Nursing attendants / aides ○ Respiratory Therapists ○ Other allied health professionals (midwives, etc) ● Swabbers or those assigned in collection of specimen for testing (i.e, surveillance officers) ● HCWs in molecular laboratories handling specimens for testing ● HCWs assigned and deployed in triaging and other wards / areas of the hospital / HF such as: <ul style="list-style-type: none"> ○ Emergency Room ○ Surgery, OB-Gyne, Pediatrics, Medical, etc. ○ Pharmacy ○ Dietary ○ Radiology ○ Laboratory ○ Pathology ○ Dental ○ Laundry/soiling ● HCWs deployed in disinfection and cleaning <ul style="list-style-type: none"> ○ Orderlies and Utility workers ○ Laundry staff
RURAL HEALTH UNITS	<ul style="list-style-type: none"> ● Swabbers or those assigned in collection and transport of specimen for testing (i.e, surveillance officers) ● HCWs assigned in Vaccination Sites ● HCWs handling the dispense of logistics ● Drivers regularly conducting HCWs ● Disease surveillance Officers coordinating with TTMF and Hospitals regarding COVID-19 cases ● HCW assigned within the facility that are exposed to patients / general public who are not known or suspected COVID-19 patients and working at busy staff work areas: <ul style="list-style-type: none"> ○ OPD ○ Dental Services ○ Lying-in clinics

	<ul style="list-style-type: none"> ● HCWs deployed in disinfection and cleaning <ul style="list-style-type: none"> ○ Utility workers ○ Laundry staff ○ Janitorial staff ○ RSI
BARANGAY HEALTH STATIONS	<ul style="list-style-type: none"> ● HCWs assigned in conduction / transport of COVID-19 patients to Isolation / TTMF and other COVID Facilities <ul style="list-style-type: none"> ○ Health emergency staff conducting COVID patients ○ Ambulance drivers ● HCWs and BHWs assigned in monitoring of COVID-19 patients in the community and their close contacts
TEMPORARY TREATMENT AND MONITORING FACILITY, ISOLATION/ QUARANTINE FACILITY	<ul style="list-style-type: none"> ● Medical and allied health personnel deployed in COVID wards such as but not limited to quarantine & isolation facilities <ul style="list-style-type: none"> ○ Doctors ○ Nurses ○ Nursing attendants / aides ○ Respiratory Therapists ○ Other allied health professionals (midwives, etc) ● Admission Staff ● Security officer ● Contact Tracers ● HCWs deployed in disinfection and cleaning <ul style="list-style-type: none"> ○ Utility workers, Orderlies ○ Laundry staff ○ Janitorial staff
VACCINATION SITES	Vaccination Team, Security Officer, Registration Officer
SWABBING/ TESTING SITES	<ul style="list-style-type: none"> ● Swabbers or those assigned in collection and transport of specimen for testing (i.e, surveillance officers)
TREATMENT AND REHABILITATION CENTERS	<ul style="list-style-type: none"> ● HCWs directly providing care; exposed in and performing aerosol generating procedures (dental procedures and examination); assigned in community isolation unit; collecting, handling and transporting specimens for testing <ul style="list-style-type: none"> ○ Doctors ○ Dentists ○ Nurses ○ Nursing Attendants ○ Dental Aide ○ Dorm Manager / House Parents / Internal Security ○ Medical Technologists ○ Medical Laboratory Technicians ● HCW assigned within the facility that are exposed to patients / general public who are not known or suspected COVID-19 patients and working at busy staff work areas:

	<ul style="list-style-type: none"> ○ Safety Officers assigned in Triage, checking and monitoring Outpatient and aftercare Clients coming in for psych testing, intake interview, etc. ○ Outpatient and Aftercare Staff and Personnel providing services to Outpatient and aftercare clients <ul style="list-style-type: none"> ○ Psychologists ○ Medical Social Workers ○ Nutritionists and Dietitians ○ Radiology Technicians ○ Occupational Therapists / Occupational Therapist Tech ○ Ambulance Drivers ○ Direct hired and Outsourced personnel assigned in the safety and security of the facility, disinfection and cleaning <ul style="list-style-type: none"> ○ Security personnel ○ Janitorial staff
DOH CENTRAL OFFICE	<ul style="list-style-type: none"> ● HCWs assigned in the conduction / transport of suspect or known COVID-19 patients to Isolation / TTMF and other COVID Hospitals/Facilities ● HCWs assigned in molecular laboratories handling specimens for testing ● HCWs physically monitoring, inspecting and providing technical assistance to TTMFs, Isolation /Quarantine and other COVID-related facilities (including hotels, etc) ● Central Office Staff/HCW deployed to augment CHDs/LGUs in contact tracing, surveillance activities and conduct M&E in COVID-19 facilities. ● HCWs assigned in Vaccination Sites
CENTERS FOR HEALTH DEVELOPMENT	<ul style="list-style-type: none"> ● HCWs assigned in conduction / transport of suspect or known COVID-19 patients to Isolation / TTMF and other COVID Facilities such as but not limited to: <ul style="list-style-type: none"> ○ Health emergency staff conducting COVID Patients ○ Ambulance drivers ● Swabbers or those assigned in collection and transport of specimen for testing (i.e, surveillance officers) ● HCWs in molecular laboratories handling specimens for testing ● HCWs physically monitoring, inspecting and providing technical assistance to TTMFs, Isolation /Quarantine and other COVID-related facilities (including hotels, etc) ● CHD Staff/HCW deployed to augment CHDs/LGUs in contact tracing, surveillance activities and conduct M&E in COVID-19 facilities. ● HCWs assigned in Vaccination Sites
PROVINCIAL/ CITY/MUNICIPAL HEALTH OFFICE	<ul style="list-style-type: none"> ● Swabbers or those assigned in collection of specimen for testing (i.e, surveillance officers) ● HCW performing swab sample preparation and processing prior to submission to laboratory ● HCWs physically monitoring, inspecting and providing technical assistance to TTMFs, Isolation /Quarantine and other COVID-related facilities (including hotels, etc) ● HCWs physically monitoring, inspecting and providing technical assistance to Vaccination Sites/Team ● HCWs deployed in disinfection and cleaning ● HCWs conducting contact tracing activity

	<ul style="list-style-type: none"> ● HCWs accepting volunteer donors and collecting blood from the community during Mobile/In house Blood Donation that are exposed to the general public who are not known or suspected COVID-19 patients.
MOLECULAR LABORATORIES/ DIAGNOSTIC FACILITIES	<ul style="list-style-type: none"> ● Swabbers or those assigned in collection of specimen for testing ● HCW performing swab sample preparation and processing prior to submission to laboratory ● HCWs deployed in disinfection and cleaning <ul style="list-style-type: none"> ○ Orderlies and Utility workers ○ Laundry staff
AMBULATORY SURGICAL CLINICS, DIALYSIS CLINICS	<ul style="list-style-type: none"> ● HCWs directly providing care; exposed in and performing aerosol generating procedures ● HCWs deployed in disinfection and cleaning <ul style="list-style-type: none"> ○ Orderlies and Utility workers ○ Laundry staff
INFIRMARIES AND BIRTHING FACILITIES	<ul style="list-style-type: none"> ● HCWs directly providing care; exposed in and performing aerosol generating procedures ● HCWs deployed in disinfection and cleaning <ul style="list-style-type: none"> ○ Orderlies and Utility workers ○ Laundry staff

ANNEX B. HCW COVID-19 Low Risk Exposure Classification Based on Nature of Work

HEALTH FACILITY AND HEALTH RELATED ESTABLISHMENTS	CLASSIFICATION
	<p align="center">LOW RISK EXPOSURE</p> <p>HCWs performing administrative duties in non-public areas of health facilities (or clean areas), away from other staff members (high-risk medical); or away from patients.</p>
HOSPITALS	<ul style="list-style-type: none"> ● Administrative staff Assigned in admission / clerks, Social Services, records, HRD/HRM, financial, billing, cashiering, supply / logistics, etc. ● Liaison officer/staff ● Maintenance staff (electrician, plumber, aircon tech, carpenter, Elevator operator, groundsman (grasscutter) grounds cleaners, Oxygen monitor ● Other support personnel
RURAL HEALTH UNITS	<ul style="list-style-type: none"> ● Administrative staff / clerks performing administrative duties / assigned in records, HRD/HRM, financial, billing, cashiering, supply / logistics, etc
BARANGAY HEALTH STATIONS	<ul style="list-style-type: none"> ● Administrative staff / clerks performing administrative duties
TEMPORARY TREATMENT AND MONITORING FACILITIES (TTMFs)	<ul style="list-style-type: none"> ● Administrative staff / clerks performing administrative duties / assigned in records, HRD/HRM, financial, billing, cashiering, supply / logistics, etc.
VACCINATION SITES	<ul style="list-style-type: none"> ● Administrative staff / clerks performing administrative duties
SWABBING SITES	<ul style="list-style-type: none"> ● Administrative staff / clerks performing administrative duties
TREATMENT AND REHABILITATION CENTERS	<ul style="list-style-type: none"> ● Administrative staff / clerks performing administrative duties / assigned in records, HRD/HRM, financial, billing, cashiering, supply / logistics, etc.
DOH CENTRAL OFFICE	<ul style="list-style-type: none"> ● Administrative staff / clerks performing administrative duties / assigned in records, HRD/HRM, financial, billing, cashiering, supply / logistics, etc. ● Technical staff performing duties in the premises of their offices ● HCWs from essential Offices as per DM issued by DOH <ul style="list-style-type: none"> ○ SCMS/Logistics personnel assigned in DOH and DOH warehouses/OCD ○ Procurement Personnel caters diff. stakeholders ● HCWs/Case Managers processing the COVID-19 Sickness and Death Compensation applications

	<ul style="list-style-type: none"> ● HCWs conducting inspection of health facilities
CENTERS FOR HEALTH DEVELOPMENT	<ul style="list-style-type: none"> ● Administrative staff / clerks performing administrative duties / assigned in records, HRD/HRM, financial, billing, cashiering, supply / logistics, etc. ● Technical staff performing duties in the premises of their offices
PROVINCIAL/ CITY/MUNICIPAL HEALTH OFFICES	<ul style="list-style-type: none"> ● Administrative Officer ● Engineering/Program Coordinator ● Disease Surveillance Officers ● Public Health Assistant ● DOH-deployed HRH assigned at the RHU ● Administrative and Program Support providing technical assistance to the RHU
MOLECULAR LABORATORIES/ DIAGNOSTIC FACILITIES	<ul style="list-style-type: none"> ● Administrative staff assigned in admission / clerks, Social Services, records, HRD/HRM, financial, billing, cashiering, supply / logistics, etc. ● Maintenance staff (electrician, plumber, aircon tech, carpenter, Elevator operator, groundsmen (grasscutter) grounds cleaners, Oxygen monitor ● Other support personnel
AMBULATORY SURGICAL CLINICS, DIALYSIS CLINICS	<ul style="list-style-type: none"> ● Administrative staff assigned in admission / clerks, Social Services, records, HRD/HRM, financial, billing, cashiering, supply / logistics, etc. ● Maintenance staff (electrician, plumber, aircon tech, carpenter, Elevator operator, groundsmen (grasscutter) grounds cleaners, Oxygen monitor ● Other support personnel
INFIRMARIES AND BIRTHING FACILITIES	<ul style="list-style-type: none"> ● Administrative staff assigned in admission / clerks, Social Services, records, HRD/HRM, financial, billing, cashiering, supply / logistics, etc. ● Maintenance staff (electrician, plumber, aircon tech, carpenter, Elevator operator, groundsmen (grasscutter) grounds cleaners, Oxygen monitor ● Other support personnel