

**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS  
Field Offices I-XII, NCR, CAR and CARAGA

**FROM :** THE UNDERSECRETARY  
Disaster Response Management Group (DRMG)

**SUBJECT :** CAMP COORDINATION AND CAMP MANAGEMENT (CCCM)  
AND PROTECTION COVID-19 OPERATIONAL GUIDANCE

**DATE :** 14 MAY 2020

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This refers to the Department's ongoing response operation for COVID-19 Pandemic, Tropical Depression Ambo and anticipation to other disaster that may occur.

Relative to this, may we provide you an operational guideline that will support the DSWD Regional Offices, LGUs and other stakeholders in providing camp management and assistance to all IDPs especially in this time of typhoon season and public health crisis.

For your guidance and compliance.

  
**FELICISIMO C. BUDIONGAN**

## **Camp Coordination and Camp Management (CCCM) and Protection COVID-19 Operational Guidance**

### **I. Rationale**

On March 8, 2020, President Rodrigo Roa Duterte issued Proclamation No. 922, declaring a State of Public Health Emergency throughout the entire Philippines, and prompting a whole-of-government approach in addressing the COVID-19 pandemic. Furthermore, the President issued Proclamation No. 929 which has placed the country under the State of Calamity for six (6) months in a bid to contain the spread of COVID-19. The virus continues to spread and has already infected more than 11,000 people in the country.

Aside from the dangers of the persisting transmission of COVID-19, the country remains exposed to hydro-meteorological, earthquakes, tsunamis, volcanic eruptions, and human-induced hazards. Internal displacement of people is an inevitable consequence of disaster-affected areas. Internally displaced persons (IDPs), especially those temporarily sheltered in camps and camp-like settings, often face challenges and vulnerabilities such as limited access to basic social and protection services. Such vulnerability is increased during displacement in the midst of the COVID-19 pandemic.

In this note, it is critical from protection, human rights, and public health perspectives, that camp management personnel, local government units, the national government, and IDPs are prepared and equipped with response strategies in resolving displacement during the COVID-19 pandemic. While the establishment of camps is an option of last resort, camps such as evacuation centers must be set-up and managed in such a way that protects the IDPs and camp management personnel from COVID-19.

This operational guideline is intended for CCCM and IDP protection implementers, including the local and national government, and those who are involved in the decision-making and implementation of inter-agency COVID-19 outbreak response activities.

### **II. Objectives**

This operational guideline aims to guide CCCM and IDP protection implementers in preparing for and responding to displacement due to disasters at the same time preventing the further transmission of COVID-19 in camps and camp-like settings.

### **III. Implementation**

#### **A. Preparatory Activities for CCCM**

1. Conduct orientation to Camp Management Teams on the protocols in managing emerging and infectious diseases prior to deployment;
2. Preposition Personal Protective Equipment (PPE) for camp management personnel and volunteers;
3. Strictly limit the number of IDPs per camp, decongest as necessary;
4. Ensure that the accommodation areas, tents, module tents/partition of IDPs are properly distanced;
5. Identify quarantine/isolation areas for suspected cases of COVID-19. This should not be placed close to the accommodation areas;
6. Coordinate with CCCM cluster and IDP Protection cluster members, most especially the Department of Health.

#### **B. Camp Management**

##### **1. Camp Set-up**

- a. Ensure the set-up of the camp management desk;
- b. Increase access to WASH facilities (water system, handwashing facility, bathing cubicles, water points, latrines, etc.);
- c. Ensure the availability of handwashing soap, hand sanitizer/alcohol, and other disinfectants;
- d. Ensure BPATs, BHERT, BHW/BNS, and other local health units' presence in the entrance of sites;
- e. Ensure proper waste disposal and segregation. Provide separate bins for used PPEs;
- f. Aim for "one family per tent"
- g. Post House Rules/Camp Do's and Don'ts highlighting the COVID-19 health protocols;
- h. Manage camp entry/exit points and options for enhanced visitor screening.
- i. Increase access to the handwashing facilities. Provide more water, cleaning materials such as soap, detergents, bleach, and alcohol; and
- j. Ensure clear markings for social distancing at the assigned FNI distribution area.

##### **2. Information Management**

- a. Maintain and constantly update the Information Board, add information related to COVID-19 as necessary (e.g. number of suspected cases, IDPs with mild symptoms, IDPs in isolation areas, etc.);

- b. Identify the most vulnerable populations such as the elderly, individuals with co-morbidities, pregnant women, children, and persons with disabilities;
- c. Post education and information materials in visible areas. The Health committee must continue the promotion of hygiene, handwashing, and other health-seeking behaviors to prevent the spread of COVID-19;
- d. Community-based surveillance (CBS) should be encouraged whenever it is feasible. CBS will be important for contact monitoring, even in the absence of quarantine and isolation. Community health volunteers and other community elements of the site and surrounding communities can be trained on a simplified case definition and alert notification procedures. Case investigation needs to be ensured following alert notification.

### **3. Camp Activities and Community Engagement**

- a. Establish mechanisms that reduce the risk of disease transmission during the distribution of Food and Non-food Items, e.g. reduce crowding, ensure social distancing, and promote hand sanitizing.
- b. Regularly monitor the health status of IDPs. Health screening should never depend on temperature measures alone. It is also critical for subsequent steps for case investigation and diagnostics. Health monitoring covers the identification of signs and symptoms of COVID-19.
- c. Encourage donors to leave donations at the donations hub instead of directly distributing to IDPs to prevent physical contact.
- d. Prohibit mass gatherings especially in common areas; and
- e. Use the community leaders and set up monitoring teams as well as those who will follow up with high-risk populations. Support with the provision of Key messages on COVID-19.

### **4. Referral Pathways for Covid-19 and protection cases**

- a. Ensure that camp managers communicate with local health units in responding to suspected and COVID-19 cases inside camps;
- b. Ensure that camp managers are aware of the referral pathways in responding to gender-based violence cases occurring inside camps.

### **5. General Protection Concerns**

- a. Establish coordination of Inter-sectoral mental health and psychosocial support in responding to COVID-19;
- b. Provision of PPEs to IDPs when needed;

- c. Every family is responsible to observe health-seeking behaviours such as physical distancing, wearing of masks, handwashing, frequent cleaning of areas, etc.;
- d. Promotion of “Do No Harm” and facilitate a protective environment to health workers and IDPs who are suspected or infected of COVID-19;
- e. Strengthening coordination and proper referral to Health Units to address possible COVID-19 cases inside camps; and
- f. Prioritize quick actions for protecting the most vulnerable from infection by helping them to live safely and with dignity.

### **C. Camp Closure**

Disinfect camps and its facilities as part of the camp demobilization process.

This shall serve as a guide for CCCM and IDP Protection actors in managing camps and camp-like settings, subject to applicable policies and guidance from the Inter-agency Task Force for Emerging and Infectious Diseases. Should you have clarifications and additional queries, please coordinate with your respective focal persons in DRMB.

For guidance and compliance.



**FELICISIMO C. BUDIONGAN**