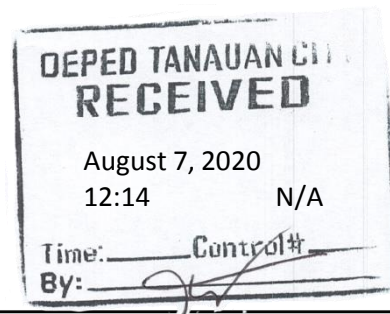




Republic of the Philippines
Department of Education
REGION IV - CALABARZON
CITY SCHOOLS DIVISION OF TANAUAN



07 August 2020

DIVISION MEMORANDUM
No. 139 S. 2020

**REITERATION ON THE GUIDELINES ON THE REQUIRED HEALTH
STANDARDS IN BASIC EDUCATION OFFICES AND SCHOOLS**

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Education Program Supervisors
Public School District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order no. 014 s. 2020 on the Guidelines on the Required Health Standards in Basic Education offices and Schools, the City Schools Division of Tanauan supports the overall effort of the Philippine government regarding this public health situation and is committed to safe educational continuity amidst the challenges of COVID-19.
2. The guidelines and specific interventions are primarily based on the DOH Administrative Order no. 2020-0015 or the Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation, cited by the IATF to aid all sectors in all settings to implement non-pharmaceutical interventions.
3. In line with this, all elementary and secondary schools are **advised to implement** the following:

a. MEASURES FOR COVID-19 PREVENTION AND MITIGATION IN SCHOOLS

i. Routine and Protocols for Health and Safety

1. General Health and Safety Protocols

a. Practice respiratory etiquette and other protective measures

- i. Practice **physical distancing** (at least 1 meter apart) at all times.
- ii. **Frequently clean hands** by using alcohol-based hand rub/ disinfectants or by proper handwashing with soap and water.
- iii. **When sneezing/ coughing, use tissue or inner portion of**

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elbow to cover nose and mouth, and be sure that proper distance is maintained. Do not cover the mouth with the hand.

- iv. **Observe proper use of face masks at all times.** Both nose and mouth must be covered.
1. Those with no symptoms may use cloth/washable face masks, earloop masks, or face shields, handkerchiefs, or such protective equipment or any combination thereof, which can effectively lessen the transmission of COVID-19.
 2. Surgical masks – to be stored in school clinic and available at the school entrances, shall be reserved for symptomatic individuals and health care providers. Individuals who will manifest symptoms shall immediately be provided with a surgical mask and brought to the school clinic for checking/ monitoring/ advice; e.g. send home, refer to a hospital/appropriate health authority, etc.
 3. a. Practice proper disposal of tissue and masks after use.
 - b. Teachers and personnel, on the first day of their reporting to school, shall be **provided with an initial orientation on the respiratory etiquette and other protective measures.** It shall be reiterated that the same measures are expected to be practiced in other public places, including when they travel to and from the school, and even at home should risk factor exist.
 - c. The school shall **ensure availability of hand soaps/hand sanitizers/alcohol based solutions/ other disinfectants in restrooms, classrooms, entrances, etc.** by doing routine monitoring and replacement/ replenishment if needed.
 - d. The school shall **ensure routine cleaning/ disinfection of frequently touched surfaces and objects (tables, doorknobs, desks, and school items) using bleach solution at least**

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twice a day, (e.g. once in the morning, once in the afternoon), as well as the routine cleaning and the replacement of disinfectant solutions in foot baths. More intensive cleaning and disinfection shall be done on weekends.

2. Detection and Referral

- a. Teachers and personnel, and when applicable, visitors, shall be subjected to **temperature checks using a thermal scanner prior to entering the school**. Those who will have a reading of 37.5°Celsius or above shall be provided with a surgical face mask and brought to a private screening area that shall be set up near the entrance of the school where the concerned teacher, personnel, or visitor can be further examined, for appropriate management, intervention, or referral.
- b. **Entrance to the school of visitors and other external stakeholders shall be discouraged**. Non face-to-face communications and coordination through available platforms (e.g. telephone, cellular network, the internet) shall be prioritized.

3. School Activities and Events

- a. The schools shall **restrict conduct of physical or face-to-face large gatherings and activities that will require close contact or where physical distancing may not be possible** (teachers' meeting, parents-teachers meeting, etc.)
- b. The Schools shall **provide and maximize the use of online platforms** which do not require physical interactions or congregations for the performance of tasks, including learning delivery, training and conferences.
- c. **The schools shall strictly follow General Health and Safety Protocols (observance of physical distancing, wearing of face masks and face shields, etc.) during the distribution and retrieval of modules/activity sheets and home visitation to learners.**

4. School Clinic and Health Services

- a. The school, with the support of the concerned DepEd Offices, shall **ensure the establishment/setting-up/refurbishment of a school**

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clinic to provide basic health services to learners, teachers and personnel, and when applicable, for visitors, such as:

- i. Health assessment and physical examination, as needed,
- ii. Appropriate intervention, first aid, or treatment
- iii. Proper management of symptoms, including rest at home
- iv. Referral and follow up of learners, teachers, and personnel to appropriate health facilities.

b. Aside from the school clinic, **the school also designate:**

- i. A **private screening area near the entrance** of the school where teachers, personnel, and visitors who show symptoms upon screening at the entrance can be further examined, for appropriate management and intervention, or referral, and
- ii. A **separate space where sick teacher and personnel who have been managed in the clinic can temporarily stay**, awaiting referral to the appropriate health facility, without creating stigma.

c. **In the absence of school health personnel**, the school shall designate (a) Clinic Teacher(s) who shall manage the clinic every school day, to provide basic health services and facilitate referral as needed, in close coordination with the school health personnel at the SDO. **Clinic teachers shall be provided prior orientation by the school health personnel at the SDO for proper guidance on how to effectively run the school clinic.**

d. The school shall ensure that teachers, and personnel who manifest COVID-19 symptoms **shall not physically report to school and shall seek medical advice- virtual, if possible – as needed.**

e. The school shall cooperate with the local health authorities in the tracing and quarantine of close contacts or confirmed cases of COVID-19, consistent with DOH guidelines.

f. The school shall ensure that teachers and personnel who have **tested positive for COVID-19 shall not return to school**, even if they are already asymptomatic, unless cleared by medical authorities.

g. The school clinic shall **ensure the availability of Emergency Health Kits that include PPEs and other needed supplies and materials.** The PPEs should be available for COVID-19 DRRM team members, health personnel, maintenance and security guards. The use of PPEs should be guided by the Interim guidelines on the

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Rational Use of Personal Protective Equipment for COVID-19-04-02
 as summarized in the table below:

PPE requirement depending on the nature of the activity:

ACTIVITY	REQUIRED PPE
Triage and screening of individuals in points of entry (for personnel in school entrances)	Medical mask
Caring for suspected case of COVID-19 with no aerosol-generating procedure (for personnel in school clinics)	Medical mask, goggles or face shield, gloves, gown
Caring for suspected/confirmed cases of COVID-19 with aerosol-generating procedure (for personnel in school clinics)	Goggles or face shield, respirator (N95 or FFP2), gloves, gown
Assisting in transporting passengers to a health facility	FULL PPE

Technical Specification of PPE

ITEM	TECHNICAL SPECIFICATIONS
Medical mask	Medical or surgical mask, disposable, earloop, 3-ply, conforms to EN 14683 rating type standards or equivalent
Goggles	Goggles or laboratory safety goggles, polycarbonate lens, soft, flexible, adjustable head strap, anti-fog, conforms to EN 166 standard or equivalent
Face Shield	Full face shield, anti-fog, latex-free, one size fits all, soft head foam, conform stretch band, disposable, conforms to EN 166 standard or equivalent
Gown	Examination gown, disposable, non-sterile, SMS/PE coated polyethylene material, fluid-resistant, solid-front and rear opening, long sleeved with elastic cuffs, conforms to ASTM F1671 standards or equivalent

5. DepEd Health and Safety Policies

- a. The school shall **ensure the operationalization of the Preventive Alert System in Schools (PASS)** for COVID-19 per **DepEd Memorandum no. 15, s. 2020**.
- b. School Heads shall closely coordinate with the barangay/municipal/

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city health offices and the SDOs relative to any resident in the community who has traveled to and returned from a country/ area affected by the COVID-19.

- c. School heads shall conduct daily monitoring of health status of personnel, and maintain a record on health status.
6. Schools/ CLCs and DepEd offices shall **ensure the establishment/setting-up/refurbishment of their own clinics for health assessment, provision of appropriate interventions** such as first aid or treatment, and proper management of symptoms of teachers and personnel, and when applicable, visitors. Clinics shall **ensure provision of referral services and follow up** of status of teachers and personnel in appropriate health facilities.
 - a. The school shall strengthen the implementation of **Deped Task Force COVID-19 memorandum no. 25 s. 2020**, or the minimum Standards on Social Distancing
 - b. The school shall develop its School Contingency and Response Plans for COVID-19.
 - c. To ensure the effective adoption of the proper hand and respiratory hygiene and other safety precautions, the school shall strengthen the implementation of **DepEd Order no. 10 s, 2016**, or the Policy and Guidelines for the comprehensive Water, Sanitation and Hygiene (WASH) in schools (WinS) program.
 - d. In line with students that link COVID-19 and smoking, the school shall strictly enforce the ban on smoking/ vaping per **DepEd order no. 48, s. 2016**, or the Policy and guidelines on comprehensive Tobacco Control and **DepEd memorandum no. 111, s. 2019** entitled Prohibiting the Use of E-cigarettes and other electronic Nicotine and Non-nicotine Delivery System and Reiterating the absolute Tobacco Smoking Ban in Schools and DepEd offices.
DOH quitline: [https:// www.facebook.com/DOHQuitlineofficial/](https://www.facebook.com/DOHQuitlineofficial/)
 - e. The schools are **enjoined to communicate with the local government units (LGUs) to pass an ordinance/implement the existing law that prohibits the sale of tobacco products to minors or within 100 meters from any point of the perimeter of the school**, or implement stricter measures, if possible, as in **DepEd Task Force COVID-19 memorandum no.39**, entitled Strict Enforcement of Tobacco control policies, Including Smoke-Free and

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Vape-free Policies, During Enhanced and General Community Quarantine. **Schools are also warned against partnership with tobacco companies and NGOs and foundation funded by tobacco companies.**

7. The school shall **establish and maintain proper sanitation and hygiene facilities:**

- f. Foot bath in all entrances
- g. Toilet (with adequate water and soap)
- h. Handwashing stations

8. The school shall **create and operate a common area where physical distancing and appropriate prevention measures can be strictly enforced** for accommodating visitors and/or clients.

9. The school shall **ensure that the following are sufficiently provided in its premises:**

- a. Tissue paper/towel
- b. Designated trash bins for tissue disposal
- c. Adequate water and soap for handwashing (especially for all toilet facilities)
- d. Hand-sanitizers/alcohol-based solutions/ other disinfectants in all rooms, entrances, corridors, communal areas, and other amenities especially eating areas

10. **Information, education and communication (IEC) materials** containing the key messages on health and safety shall be displayed in key strategic areas of the school, such as the school entrances, corridors, toilets, and other communal areas, or if practicable, distributed to the learners or personnel for their ready reference. The same IEC materials shall be shown or provided to visitors who need to enter the school premises.

11. The school shall ensure that a **Materials Recovery Facilities (MRF)** is set up for proper waste segregation.

12. The **Schools Division Office (SDO)** shall **set up a hotline/online platform to provide counseling services** to learners, teachers and personnel who require counseling services. In the absence of an RGC, learners, teachers and school-based personnel shall be referred to this platform for counseling services.

- a. The school, through its guidance office, shall **ensure the provision of specialized psychosocial support** to learners,

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teachers and personnel who are confirmed to be positive, under isolation/ quarantine, and categorized as suspect and probable. The most appropriate method, which duly considers the safety of the MHPSS provider, shall be employed. (e.g. provision through the internet or hotlines).

- b. The school shall **engage parents, guardians, or any care providers of learners on taking care of mental health and creating a positive environment.**
- c. The school shall ensure strict adherence to **Republic Act no. 10173** or the Data Privacy Act of 2012 in the provision of mental services and referral.
- d. The school shall promote “school-life balance” through **proper scheduling of schoolwork** that will allow learners to enjoy quality time at home.

13. Administrative Support

- a. The school, with support of concerned DepEd offices, shall ensure that teaching and non-teaching personnel undergo **annual physical examination**, in accordance with the provisions of **RA 11223** or the Universal Health Care act and its Implementing Rules and Regulations. The conduct of the physical examination shall be in accordance with precautionary and protective measures in light of the COVID-19 health emergency.
- b. The school, with the support of concerned DepEd offices, **shall re-establish the regular and safe delivery of essential services**, including, but not limited to:
 - i. Protection referrals
 - ii. Specialized services for children with disabilities
 - iii. School health and nutrition services such as medical and dental services, school feeding, immunization program, counseling, and brief tobacco interventions.
- c. Guidelines for the delivery of such services shall be issued by the Bureau of Learner Support Services – School Health Division (BLSS-SHD).
- d. The school shall **prioritize to provide alternative arrangements** to teachers, and personnel who are elderly, who have underlying health conditions, or who are pregnant in the duration of the COVID-19 event. If alternative arrangements are

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not possible, designated areas must be available to high-risk groups.

- e. The school shall **ensure that personnel on work from home arrangement are provided with logistical support**, and that reasonable expenses incurred are covered in accordance with CSC Memorandum Circular 10, s.2020 and with the DepEd revised guidelines on implementing alternative work arrangements to minimize contact in offices and schools.

14. Screening of Returning Personnel and Testing Protocol

a. Screening of Returning Personnel

- i. All returning personnel **physically reporting to the school shall be screened for symptoms of COVID-19**, including fever, cough, colds, and other respiratory symptoms, and/or relevant history of travel or exposure within the last 14 days. The following should have happened two (2) days before or within 14 days before or within 14 days from onset of symptoms of a confirmed or probable case:
1. Face-to-face contact with a confirmed or probable case within 1 meter and for more than 15 minutes
 2. Direct physical contact with a confirmed case
 3. Direct care for a patient with a probable or confirmed COVID-19 disease without using proper personal protective equipment
- ii. Returning personnel who **are symptomatic with relevant history of travel/ exposure on the date of reporting to the school** shall not be allowed to physically report to the school and must consult with their primary care provider. The use of telemedicine is encouraged for proper care and coordination.
- iii. Returning personnel who **were symptomatic with relevant history of travel/ exposure within the last fourteen (14) days prior to the date of reporting to the school** shall present the Certificate of Quarantine Completion duly issued by the step-down care facility or local health office, whichever is applicable based on the latest DOH guidelines.
- iv. IF **asymptomatic** within the last fourteen (14) days prior

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to the date of physically reporting to school, personnel **without relevant history of travel or exposure** can be **allowed** to physically return to the school.

- v. If **asymptomatic** within the last fourteen (14) days prior to the date of physically reporting to school, personnel **with relevant history of travel or exposure** can be **cleared to physically return to the school only upon presentation of a medical certificate** issued by local health authorities such as DepEd school health personnel or the provincial, city, or municipal health office.
- vi. If **symptomatic** within the last fourteen (14) days prior to the physically reporting to school, personnel **without relevant history of travel or exposure** shall **seek medical advice** for proper treatment/intervention and the issuance of the necessary **medical certificate** prior to reporting back to school

15. For inquiries and other concern, please contact Dr. Marianne H. Alcober, Medical Officer III at 09396355797/ 09665726236. Or email us at healthunit.tanauan@deped.gov.ph

16. Immediate dissemination of this Memorandum is earnestly desired.

HELEN A. RAMOS

Schools Division Superintendent

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