
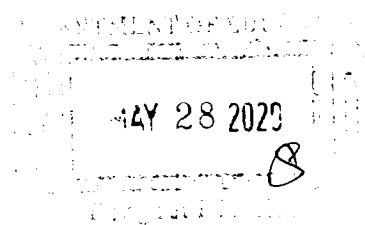
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet		Document Code: SDO-BENG-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-10-2019
	Division Memo No. 105, s. 2020		Name of Office: SGOD

To: All Division employees
 Public Schools District Supervisors
 Heads, Elementary and Secondary Schools
 School Health Personnel
 All others concerned



From: **BENILDA M. DAYTACA, EdD, CESO VI**
 OIC - Schools Division Superintendent

Subject: **SAFETY AND HEALTH PROTOCOLS IN THE OFFICE AND SCHOOLS**

Date: May 26, 2020



In line with existing minimum guidelines for promoting safety and health in the workplace relative to the COVID-19 Pandemic, the Schools Division of Benguet shall implement the following protocol until provision of subsequent issuances from higher office:

A. Increasing Physical and Mental Resilience

1. Daily actions to maintain healthy habits and all are encouraged to observe
 - i. Eating and/or serving (for school/office canteen) nutritious and well-cooked food, especially local organic fruits and vegetables in school canteens;
 - ii. Drinking plenty of fluids and no alcoholic beverages;
 - iii. Increasing body's resistance by having adequate rest periods and at least 6-8hrs of sleep;
 - iv. Strictly prohibiting smoking tobacco and spitting (*of momma*) at all times in DepEd premises and around 20-m perimeter radius of DepEd premises;
 - v. Keeping an active lifestyle by exercising regularly; and
 - vi. Managing stress by recognizing stressor and consultation with superior (for proper referral) and/or significant others.
2. School health personnel shall provide and facilitate access to medical consultation and interventions through appropriate referral as needed: Use of teleconsultations and online prescriptions when applicable, is recommended
3. Mental Health providers shall likewise facilitate and provide psychological first aid (PFA) and Psychosocial support (PSP) for personnel and/or learner needing counseling or presenting with mental health concerns through **IBENGUET COUNSELORS ON CALL** or other similar platforms promoting Mental health.

B. Reducing transmission of COVID-19

1. Prior Entry
 - i. Security personnel shall not allow vendors and unnecessary crowd entering the office/school.

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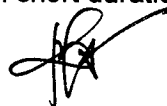
- ii. **PROPER WEARING OF MASKS** is mandatory – **NO FACEMASK, NO ENTRY.**
- iii. Temperature taking prior to entry. In case a 37.9 deg Celsius and above finding, a School Health personnel shall further assess the client and ensure to proceed to wellness protocols (health checklist, referral to MO/BHERT if applicable or restrict in not entering premise and advise to stay at home).
- i. Provision of Hand washing facilities (continuous water supply and soap), sanitizer/alcohol and disinfecting carpets for thorough disinfection prior to entry in the office/school. Proper and frequent handwashing for at least 20 seconds
- iv. Clients with 60yrs old and above, those with cardiovascular and lung diseases, or those with mild respiratory symptoms like runny nose, sore throat, and cough are advised to stay at home and/or referred to nearest health institution as needed.
- v. Limiting points of exit and entry. Implement Unidirectional movement along passageways; Keep right.



2. Inside the workplace/School

- i. Avoid wearing jewelry, watch or other non-essential accessories to allow yourself to perform good hand hygiene. If you have long hair, tie it back.
- ii. Provision of hand sanitizers on strategic locations for hand disinfection before and after transaction/s.
- iii. Cleaning and disinfecting work areas, schools, canteen, kitchen, comfort rooms and hallways. Disinfection of own desktop computers, tables and chairs shall be initiated every after on-site duty; Disinfectant to be used: Chlorine/Bleaching Solution 1:100.
- iv. Avoid touching nose, eyes and mouth.
- v. For personnel, bring and use your own ball pen (especially when signing logbooks etc.)
- vi. Ban on eating in communal areas. If eating in individual work areas is not possible, make sure that physical distancing is maintained at 1-meter radius space in canteens, pantries or dining areas. Personnel and learners must have their own eating and drinking utensils. Engaging in conversation with masks off during meal time is discouraged. Tables and chairs shall be cleaned or disinfected after every use.
- vii. Disinfecting office tools and equipment. Common use or shared office equipment shall be cleaned and disinfected every after use. (Telephone, printers, handles, extension wire etc.)

C. Minimizing contact rate

- i. Maintain physical distancing at all times.
- ii. Meetings needing physical presence shall be kept to a minimum number of participants and with short duration. Telecommute is encouraged.



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- iii. Prolonged face-to-face interaction between workers and with clients are discouraged.
- iv. Re-arrangement of office, work areas and classroom set up to comply with physical distancing (1-meter radius space)
- v. Limiting entry of clients to a number of persons per office at a time.
- vi. Setting up of waiting areas in hallways or outside the building; Have a floor or seat distancing marker on waiting area of offices or schools.



D. Reducing the risk of infection from COVID-19

1. In the event that a worker is suspected of having COVID-19 upon assessment by the health personnel/clinic teacher:
 - i. The worker shall stay at the triage/clinic and shall never remove his/her mask. The health personnel/clinic teacher shall report to school head and shall be referred to the Barangay/Municipal Health Emergency Response Team (B/MHERT).
2. Decontamination of school/workplace
 - i. Once with confirmed case, suspension of work/classes for a period of time for thorough school/office disinfection shall be implemented. In addition to allow comprehensive contact tracing.
3. In the event that a worker has fever, runny nose, those with mild respiratory symptoms like runny nose, sore throat, and cough, the school health personnel must advise the worker to take prudent actions to limit spread of communicable diseases as follows:
 - i. Stay at home and isolate self from crowds and healthy and/or susceptible individuals.
 - ii. Take adequate rest and increase fluid intake.
 - iii. Practice personal hygiene and cough etiquette
 - iv. Inform immediate supervisor through text or call and immediately file appropriate leave upon entry.
 - v. Seek appropriate medical care if symptoms persist and/or worsens.
4. Alternative work arrangement. Align work arrangement based on IATF recommendation and type of community quarantine implemented. Work-From-Home arrangement is highly recommended for the most at risk workers and vulnerable group (60 years old and above, of any age with co-morbidities or pre-existing illness, e.g. hypertension, diabetes, cancer, or with immunocompromised health status (pregnant women).

E. Support Mechanism

1. The office and school shall ensure that all workers are afforded with the following adequate support mechanisms:
 - i. Presence of triage area where workers/clients are screened.
 - ii. Designation of a safety officer at triage area.
 - iii. Personal Protective Equipment (PPEs) such as mask for all employees and front liners, gloves, face shields, hygiene materials such as soap and water



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supply, hand sanitizers, alcohol, disinfecting solution and thermometer/ thermal scanners shall be purchased and be charged to MOOE subject to modification of Project Procurement Plan (PPMP) or Annual Procurement Plan (APP).

- iv. All washrooms, toilet shall have sufficient water supply, soap and disinfection materials;

Enclosed to this memorandum are, a.) Health Checklist b.) Algorithm for office/school triage.



For dissemination and compliance.

References:

CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020

DTI and DOLE Interim Guidelines on Workplace Prevention and Control of Covid-19



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ENCLOSURE TO Division memo No. _____, s. 2020

Health Checklist		Temperature: _____	
Name: _____		Sex: _____	Age: _____
Residence: _____			
Nature of Visit	Official <input type="checkbox"/>	If official, fill-in company details below	
<i>Please check one</i>	Personal <input type="checkbox"/>		
Company Name: _____			
Company Address: _____			
1. Are you experiencing (<i>nakakaranas ka ba ng</i>)	a. Sore throat (<i>pananakit ng lalamunan / masakit humunok</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	b. Body pains (<i>pananakit ng katawan</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	c. Headache (<i>pananakit ng ulo</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	d. Fever for the past few days (<i>Lagnat sa nakalipas na mga araw</i>)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you had any confirmed COVID-19 case? (<i>May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?</i>)		<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past 2 weeks? (<i>Mayroon ka bang nakasama na may lagnat, uho, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) lingo?</i>)		<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last 14 days? (<i>Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?</i>)		<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to any area in NCR aside from your home? (<i>Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?</i>) Specify (<i>Sabihin kung saan</i>): _____		<input type="checkbox"/>	<input type="checkbox"/>
<p>I hereby authorize [name of establishment], to collect and process the data indicated herein for the purpose of effecting control of the COVID-19 infection. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required by RA 11469, Bayanihan to Heal as One Act, to provide truthful information.</p>			
Signature: _____		Date: _____	

3. Answer the HEALTH CHECKLIST

Step 3

AGE AREA
S/School Admin Representative)