
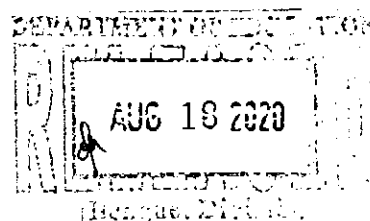
	<p>Republic of the Philippines Department of Education CORDILLERA ADMINISTRATIVE REGION SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p>		Document Code: SDO-BENG- QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-10-2019
	Division Memo No. 162, s. 2020		Name of Office: SGOD

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





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

Subject: **REQUIRED HEALTH STANDARDS IN BASIC EDUCATION PROTOCOLS IN THE OFFICE AND SCHOOLS**



Date: August 17, 2020

1. The Department of Education issued its *Guidelines on the Required Health Standards in Basic Education Offices and Schools* (DepEd Order 014, s. 2020) to ensure the safe return to schools when allowed by the Department of Health, the Inter Agency Task Force for the management of Emerging Infectious Diseases (IATF).
2. The guidelines and the specific interventions are primarily in accordance with the DOH *Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation* (DOH AO No. 2020-0015) and consistent with the *Basic Education Learning Continuity Plan* (BE-LCP).
3. The **DepEd Required Health Standards Framework** is mainly composed of four COVID-19 Mitigation objectives – a) Increase Physical and Mental Resilience; b) Reduce Transmission c) Reduce Contact d) Reduce Duration of Infection. **The specific measures for COVID-19 mitigation in schools are detailed in Enclosure No. 2, and the specific measures for COVID-19 mitigation in offices are detailed in Enclosure No. 3 of DepEd Order 014, s. 2020. (see attached)**
4. In addition to the specific measures for COVID-19 mitigation in schools, **DepEd Testing Protocols, Referral Process, Quarantine, Contact Tracing and other Support Protocols** are conferred below.
5. In the provision of learning opportunities, the health and safety of our learners and teaching and non-teaching personnel are of utmost importance and must be protected at all times.
6. For more information, contact **Schools Division Office of Benguet** through Schools Governance and Operations Division, 3rd floor, SDO-Benguet Bldg, Wangal, La Trinidad, Benguet, at telefax no. (074) 422-6570; (074) 422-7501; 422-3790; 422-2001 or email at benquet@deped.gov.ph.

	<p style="text-align: center;">Republic of the Philippines Department of Education CORDILLERA ADMINISTRATIVE REGION SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p>		Document Code: SDO-BENG- QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-10-2019
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I. DEPED TESTING PROTOCOL

- A. The DepEd Testing Protocol shall not be called “mass testing” because such term, without being attached to a defined coverage, is prone to conflicting interpretation by the public and even among those who advocate it.
- B. In the context of DepEd, testing all is not affordable and not feasible relative to the country’s testing capacity. Instead, the testing protocol of DepEd shall be risk-based, guided by issuances of the DOH.
- C. Based on current available evidence, real-time polymerase chain reaction (RT-PCR) testing is the confirmatory test. However, antibody-based test kits approved by the FDA may also be used under conditions indicated in the *Revised Interim Guidelines on Expanded Testing*.
- D. The Schools Division Office of Benguet will ensure strong coordination with the health sector and local government units.
- E. The Division shall assist in facilitating the testing of the following:
 - a. Learner, teachers and personnel who develop symptoms during the period of face-to-face classes is already being held, or when teachers and personnel are already reporting physically in school and workplace, and who have history of contact with a confirmed or probable COVID-19 case in the last 14 days prior to the onset of symptoms.
 - b. Symptomatic assigned health workers and first responders in the Division with exposure to (a).
 - c. In the event that a DepEd Personnel tested positive:
 - i. Report to immediate supervisor
 - ii. Supervisor shall coordinate with school health personnel for interview/assessment of patient for exposures/close contacts and for referral to SDO Medical officer
 - iii. School Head or DO shall issue memo for information of close contacts and for decontamination of school/workplace and/or suspension of work/classes for a period of time for thorough school/office disinfection shall be implemented. In addition to allow comprehensive contact tracing.
 - iv. School admin and health personnel shall facilitate referral of close contacts to local MIATF.
- F. The DepEd Testing Protocol adheres to the inter-related health standards and measures to ensure the health and safety of the learners, teachers and personnel. Thus, testing shall be combined with:

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- i. Physical distancing at school, workplace and during travel;
- ii. Alternative work arrangements;
- iii. Suspension of face-to-face classes as needed, cancellation of activities involving congregation of learners and teachers, and use of blended learning and distance learning modalities.
- iv. Mental health interventions; and
- v. Detection and isolation whether at home, in DepEd facility or in a health facility through referral.

G. Testing beyond those indicated above, whether using RT-PCR or rapid antibody-based test kits approved by the FDA shall be on case-by-case basis, such as when there is an LGU initiative, or resources are made available by partners, provided: that this shall be done in consultation with a DOH or local government officer. For tests using RT-PCR, results shall be reported to DOH AO No. 2020-0014.



II. REFERRAL PROCESS

- A. To assist in early detection and eventual referral of COVID-19 cases, all school heads shall ensure the continued operationalization of the **Preventive Alert System in Schools (PASS)** for COVID-19 per Enclosure C of DepEd Regional Memo 048, s. 2020. (Attached). The PASS involves a systematic reporting of one's state of health to the appropriate personnel and/or agencies in the locality.
- B. Symptomatic learners, teachers, and personnel shall be evaluated by the school health personnel or referred to the nearest barangay/municipal health center for evaluation or referral to a hospital if needed.
- C. The school shall ensure the provision of referral services and follow up of learners and personnel to the appropriate health facilities.

III. QUARANTINE

- A. Upon detection, and prior to testing or referral to a facility, identified learners, teachers and personnel who fall under the above categories shall be isolated at home or in a local quarantine facility or other referral facility in isolation for 14 days or until asymptomatic, whichever is longer.
- B. Asymptomatic learners and personnel with relevant history of travel and close exposure or contact with individuals known to be COVID-19 positive shall complete 14 days of quarantine from the date of last contact with the confirmed case, either at home or in a local quarantine facility or other referral facility.

IV. CONTACT TRACING

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The Schools Division Office of Benguet shall cooperate with relevant local health authorities, local government units, or applicable inter-agency groups in the conduct of contact tracing. The process for contact tracing shall include a thorough documentation and reporting to DepEd – CAR of the common exposures and type of contact with the confirmed case for any contact who became infected with COVID-19.

V. SUPPORT PROTOCOLS



- A. The Schools Division Office of Benguet shall coordinate with PhilHealth on the coverage of applicable package/s to learners, teachers and personnel and work out possible institutional arrangement with the agency.
- B. The health status of learners, teachers and personnel who tested positive for COVID-19, and those currently in isolation/ quarantine, shall be regularly monitored by the school/office health personnel, in close coordination with the SDO/School health personnel/DDRRMO. Learners, teachers, and personnel who tested positive or are under isolation/quarantine shall secure medical clearance from their attending physician/ local health officer before they may return to school or office.
- C. Learners, teachers, and personnel who are confirmed to be COVID-19 positive, under isolation/ quarantine, or categorized as suspect and probable cases shall be provided with Mental Health and Psychosocial Support (MHPSS) facilitated by the **IBENGUET COUNSELORS ON CALL** and/or by partner agencies.
- D. The Schools Division Office of Benguet shall arrange with the learners and parents/guardians, teachers and personnel, the necessary permissions for health-related use and processing of personal information, consistent with the Data Privacy Act.

VI. EFFECTIVITY

This Policy shall take effect immediately upon publication in the SDO – Benguet website.

VII. ENCLOSURES:

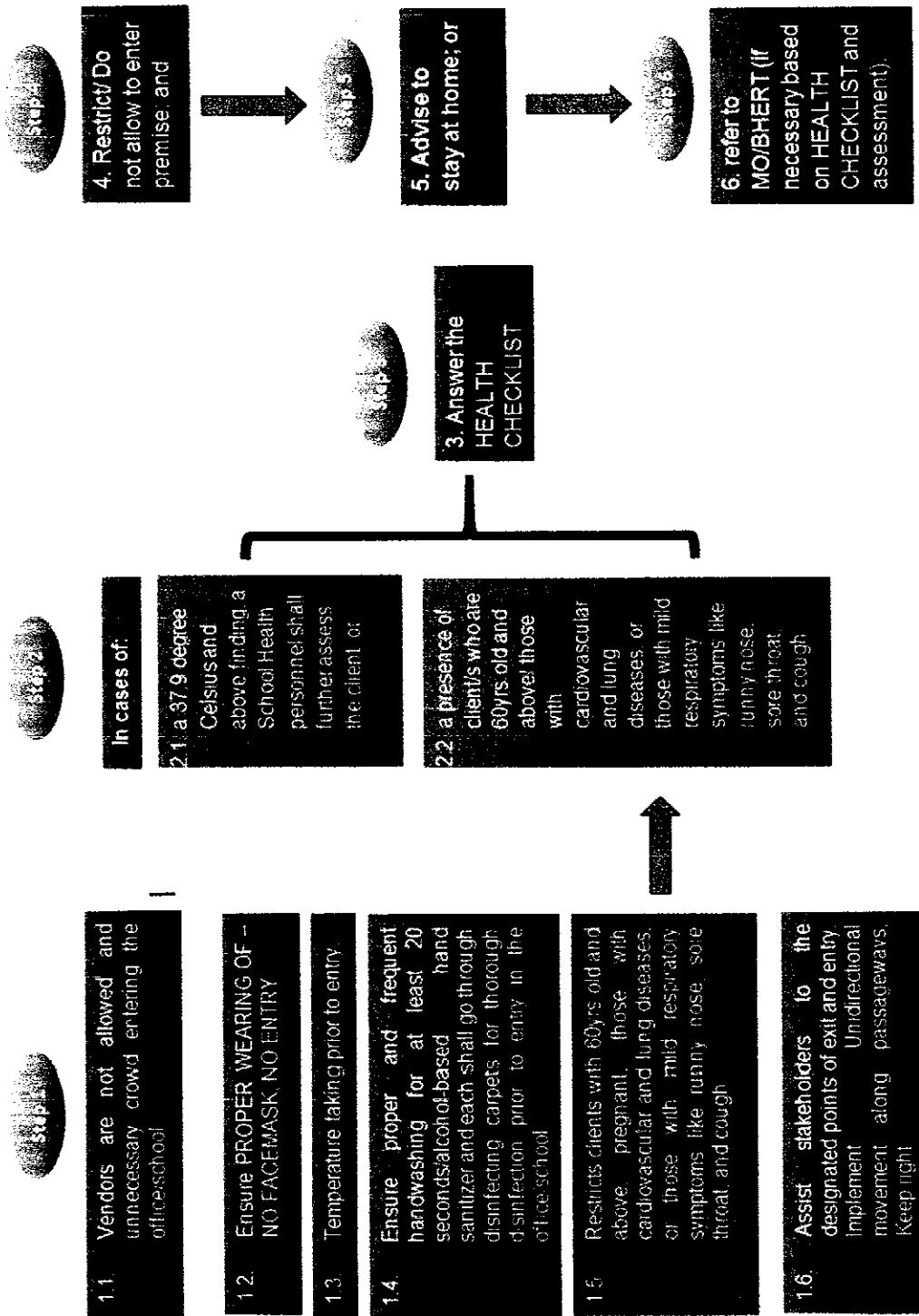
- a. **Reiterating** the Algorithm for office/school triage and health declaration/checklist (SDO Memo No. 105 s. 2020)
- b. The **specific measures for COVID-19 mitigation in schools** are detailed in Enclosure No. 2, and the **specific measures for COVID-19 mitigation in offices** are detailed in Enclosure No. 3 of DepEd Order 014, s. 2020.
- c. **Preventive Alert System in Schools (PASS)** for COVID-19 per Enclosure C of DepEd Regional Memo 048, s. 2020.



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Enclosure to Division Memo No. 105 s 2020

Health Checklist		Temperature: _____	
Name: _____		Sex : _____ Age : _____	
Residence: _____			
Nature of Visit: Please check one	Official: <input type="checkbox"/>	If official, fill –in company details below	
	Personal: <input type="checkbox"/>		
Company Name: _____			
Company Address: _____			
		Yes	No
1. Are you experiencing (nakaranas k aba ng:)	a. Sore throat (pananakit ng lalamunan/masakit lumunok)	<input type="checkbox"/>	<input type="checkbox"/>
	b. Body pains (pananakit ng katawan)	<input type="checkbox"/>	<input type="checkbox"/>
	c. Headache (pananakit ng ulo)	<input type="checkbox"/>	<input type="checkbox"/>
	d. Fever for the past few days (lagnat sa nakalipas na mga araw)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (May nakasama k aba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus)		<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 week? (Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas na dalawang (2) lingo?)		<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last 14 days? (Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14na araw?)		<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to any area in the NCR aside from your home? (ikaw ba ay nagpunta sa ibang parte ng NCR o Metro Manila bukod sa iyong bahay?) Specify (Specify kung saan) : _____		<input type="checkbox"/>	<input type="checkbox"/>
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 persona; 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.			
Signature: _____		Date : _____	
Verified by: _____		Date : _____	

**Algorithm: School/Workplace TRIAGE AREA
(Security Personnel, Health Personnel and Safety officer/School Admin Representative)**



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PLEASE PRINT: included ATTACHMENTS to THIS MEMO

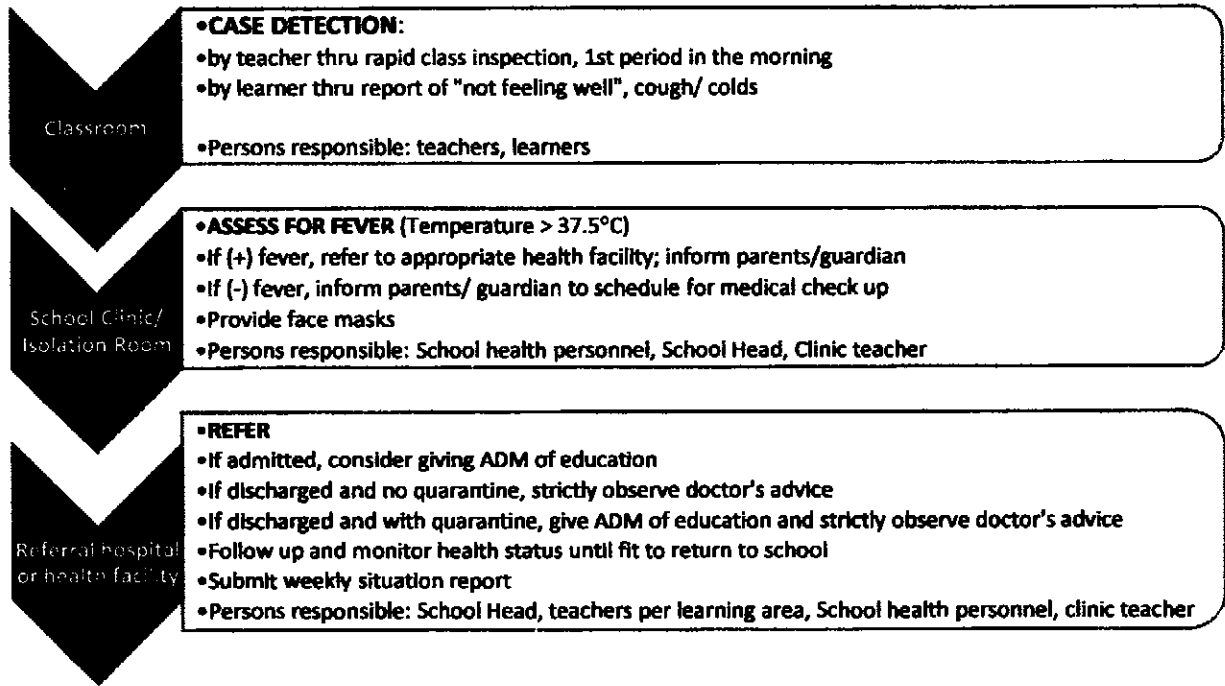
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https://www.deped.gov.ph/wp-content/uploads/2020/06/DO_s2020_014.pdf - page 15-35



(Enclosure C to RM 046, s. 2020)

Operationalizing the Preventive Alert System in Schools (PASS)



Activities to conduct	Functional School Facilities	Supplies needed
<input type="checkbox"/> Orientation of teachers on PASS <input type="checkbox"/> Orientation of learners on PASS, cough etiquette and handwashing <input type="checkbox"/> Establish referral system to nearest health facility <input type="checkbox"/> Update health bulletin board; post IEC materials on awareness and prevention <input type="checkbox"/> Submission of weekly health situation reports to the SDO using enclosure no. 9 of DM 015, s.2020	<input type="checkbox"/> Handwashing facilities <input type="checkbox"/> School clinic	1) Soap and water 2) Face masks 3) Skin disinfectants/ 70% ethyl alcohol

SPECIFIC MEASURES FOR COVID-19 PREVENTION AND MITIGATION IN SCHOOLS

I. Routines and Protocols for Health and Safety

A. General Health and Safety Protocols

1. Practice respiratory etiquette and other protective measures.
 - a. Practice physical distancing (at least 1 meter apart) at all times.
 - b. Frequently clean hands by using alcohol-based hand rub/disinfectants or by proper handwashing with soap and water. Teachers shall allot a specific period among learners for regular and thorough handwashing with soap and water, subject to the strict observance of physical distancing.
 - c. When sneezing/coughing, use tissue or inner portion of elbow to cover nose and mouth, and be sure that proper distance is maintained. Do not cover the mouth with the hand.
 - d. Observe proper use of face masks at all times. Both nose and mouth must be covered.
 - i. Those with no symptoms may use cloth/washable face masks, earloop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchiefs, or such other protective equipment or any combination thereof, which can effectively lessen the transmission of COVID-19.
 - ii. Surgical masks—to be stored in the 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.
 - e. Practice proper disposal of tissue and masks after use.
2. All learners, 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 factors exist.

3. The school shall ensure that each learner, teacher, and personnel has access to the following upon return to school:
 - a. Cloth/washable face masks, earloop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchiefs, or such other protective equipment or any combination thereof, which can effectively lessen the transmission of COVID-19
 - b. 1 toothbrush and 1 toothpaste (K-6 learners)
 - c. 1 bar of soap (K-6 learners)
4. 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.
5. The school shall ensure routine cleaning/disinfection of frequently touched surfaces and objects (tables, doorknobs, desks, and school items) using bleach solution at least twice a day, preferably before the start of scheduled physical classes (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.

B. Detection and Referral

1. All learners, teachers, 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, learner, or visitor can be further examined, for appropriate management, intervention, or referral.
2. 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. Teachers shall conduct daily rapid health check in the classroom. Those who will show symptoms of COVID-19 shall be given a surgical face mask and further assessed in the school clinic.



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C. School Activities and Events

1. The school shall implement adjustments of schedule of classes and activities to allow for physical distancing in the classroom.
2. The school 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 (e.g., school activities, field trips, sports festivals, and flag ceremony, etc.)
3. The school 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.
4. Travel of learners, teachers and personnel shall be limited only to the most critical or essential as determined by the Secretary or her designated officers.
5. Teachers shall devise and implement alternative means of recording and monitoring attendance.

D. School Clinic and Health Services

1. The school, with the support of concerned DepEd offices, shall ensure the establishment/setting-up/refurbishment of a school clinic to provide basic health services to learners, teachers and personnel, and when applicable, for visitors, such as:
 - a. Health assessment and physical examination, as needed,
 - b. Appropriate intervention, first aid, or treatment,
 - c. Proper management of symptoms, including rest at home
 - d. Referral and follow-up of learners, teachers and personnel to appropriate health facilities
2. Aside from the school clinic, the school shall also designate:
 - a. a private screening area near the entrance of the school where teachers, personnel, learners, and visitors who show symptoms upon screening at the entrance can be further examined, for appropriate management, intervention, or referral, and
 - b. a separate space where sick learners, teachers and personnel who have been managed in the clinic can temporarily stay, awaiting referral to the appropriate health facility, without creating stigma.
3. 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.

4. The school shall ensure that learners, teachers, and personnel who manifest COVID-19 symptoms shall not physically report to school and shall seek medical advice—virtual, if possible—as needed.
5. The school shall cooperate with the local health authorities in the tracing and quarantine of close contacts of confirmed cases of COVID-19, consistent with DOH guidelines.
6. The school shall ensure that learners 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.
7. 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 DOH Interim Guidelines on the Rational Use of Personal Protective Equipment for COVID-19-04-02 as summarized in the tables below:

a. 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 a 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 healthcare facility	Full PPE

b. Technical specifications 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, comfort 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

E. DepEd Health and Safety Policies

1. The school shall ensure the operationalization of the Preventive Alert System in Schools (PASS) for COVID-19 per DepEd Memorandum No. 15, s. 2020.
2. The school shall strengthen the implementation of DepEd Task Force COVID-19 Memorandum No. 25, s. 2020, or the Minimum Standards on Social Distancing.
3. The school shall develop its School Contingency and Response Plan for COVID-19.
4. 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.
5. To ensure the availability of nutritious foods in schools and support the promotion of ensuring a strong immune system among learners and personnel to fight COVID-19, the school shall strictly enforce DepEd Order No. 13, s. 2017 or Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices, as well as provide nutrition education and post nutrition education and information materials; e.g., *Pinggang Pinoy*, Food Pyramid and Cycle Menu.
6. In line with studies 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. Brief Tobacco Intervention Providers at the SDO may be tapped to help learners and personnel who smoke to quit. The DOH Quitline can also be reached through <https://www.facebook.com/DOHQuitlineofficial/>. The schools are enjoined to communicate with 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 reiterated in DepEd Task Force COVID-19 Memorandum No. 39, entitled Strict Enforcement of Tobacco Control Policies, Including Smoke-Free and Vape-Free Policies; During the Enhanced and General Community Quarantine. Schools are also warned against partnerships with tobacco companies and NGOs and foundations funded by tobacco companies.

II. Physical Arrangement in Schools

- A. All classrooms must meet the following standards:
1. Proper ventilation (open windows are preferred over air-conditioning systems)
 2. Adherence to the attached classroom layout (Enclosure No. 4), specifying the physical designs of chairs and classroom arrangements that ensure proper physical distancing
- B. The school shall establish and maintain proper sanitation and hygiene facilities:
1. Foot baths in all entrances
 2. Toilets (with adequate water and soap)
 3. Handwashing stations
- C. 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.
- D. The school shall ensure that the following are sufficiently provided in its premises:
1. Tissue paper/towel
 2. Designated trash bins for tissue disposal
 3. Adequate water and soap for handwashing (especially for all toilet facilities)
 4. Hand-sanitizers/alcohol-based solutions/other ~~disinfectants~~ in all rooms, entrances, corridors, communal areas, and other amenities especially eating areas
- E. 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.

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

III. Support Mechanisms

A. Physical and Mental Resilience

1. The first five school days that the learners are physically present in school shall be devoted to discussion/facilitation of modules related to mental health, facilitated by their respective classroom advisers or designated teachers. Before the opening of the school year, classroom advisers or designated teachers are expected to take the training on how to facilitate the modules, which cover the following mental health topics, in addition to modules on the nature of COVID-19 and preventive measures (WASH, physical distancing, etc.):
 - a. Validating and Normalizing Feelings
 - b. Calming Down and Controlling One's Emotions
 - c. Identifying and Addressing Needs
 - d. Sources of Strength
 - e. Other relevant topics as needed
2. The school shall maintain/set-up a guidance office that will remain operational for the entire school year.
 - a. The school shall ensure that the guidance office is staffed by a registered guidance counselor (RGC) or a designated guidance associate (not an RGC but is trained on MHPSS and is capable of effective referral) every school day, to provide basic mental health services to learners, teachers and personnel who may need such services.
 - b. 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.
3. The school, through its guidance office, shall ensure the provision of specialized psychosocial support to learners, 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).

4. The school shall engage parents, guardians, or any care providers of learners on taking care of mental health and creating a positive environment.
5. The school shall ensure strict adherence to Republic Act No. 10173 or the Data Privacy Act of 2012 in the provision of mental health services and referral.
6. The school shall promote “school-life balance” through proper scheduling of schoolwork that will allow learners to enjoy quality time at home.
7. The DepEd Task Force COVID-19, in collaboration with the Bureau of Human Resource and Organizational Development (BHROD), the Bureau of Curriculum Development (BCD), the Bureau of Learning Delivery (BLD), National Educators' Academy of the Philippines (NEAP), and Youth Formation Division (YFD), shall issue guidelines on the mental health program and psychological support system for learners and personnel across all governance levels in DepEd.
8. The school shall continue to engage learners in at least 60 minutes of daily physical activities consisting of any one or a combination of activities based on the 2010 Physical Activity Prescription, Philippine National Guidelines in Physical Activity—namely, (a) active daily tasks; (b) exercise, dance, and sports; (c) high impact play (unstructured spontaneous play); and (d) muscle strengthening and flexibility activities—subject to the strict observance of physical distancing, proper hygiene and safety, and other precautionary measures.

B. Administrative Support

1. The school, with the 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.
2. 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:
 - a. protection referrals
 - b. specialized services for children with disabilities



- c. school health and nutrition services such as medical and dental services, school feeding, immunization program, counseling, and brief tobacco interventions
3. Guidelines for the delivery of such services shall be issued by the Bureau of Learner Support Services – School Health Division (BLSS-SHD).
4. The school shall prioritize to provide alternative arrangements to learners, 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 not possible, designated areas must be available to high-risk groups.
5. The school shall explore partnerships to assist learners, teachers and personnel especially those belonging in vulnerable groups through initiatives including but not limited to transportation, provision of PPEs and social amelioration. The school shall reiterate policies that will help reduce expenses of families (e.g., non-mandatory use of school uniforms; no collection policy).
6. 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.
7. The school, with the support of concerned DepEd offices, shall ensure the provision of the following:
 - a. Temporary accommodations to learners, teachers and personnel, if necessary (e.g., for personnel requiring daily/long travel/commute; visiting health personnel who will need to provide services for an entire week, etc.)
 - b. Financial, transportation, internet/communication allowance, food, and other commodities (e.g. medical and dental supplies and supplements) for essential workforce, if necessary and practicable, may be considered as allowable expenses. The provision of transportation shall be subject to standards of physical distancing, disinfection, and observance of other health protocols measures.
 - c. Assistance to learners, teachers and personnel who contract the virus in coordination with PhilHealth to avail of the case-based payment of the benefits of patient with probable or confirmed COVID-19 under the PhilHealth Circular No. 2020-0009 and other relevant government health institutions.



IV. Screening of Returning Personnel and Learners and Testing Protocol

A. Screening of Returning Personnel and Learners

1. All returning personnel and learners 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 from onset of symptoms of a confirmed or probable case:
 - a. Face-to-face contact with a confirmed or probable case within 1 meter and for more than 15 minutes
 - b. Direct physical contact with a confirmed case
 - c. Direct care for a patient with a probable or confirmed COVID-19 disease without using proper personal protective equipment
 2. Returning personnel and learners 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.
 3. Returning personnel and learners 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.
 4. If **asymptomatic** within the last fourteen (14) days prior to the date of physically reporting to school, personnel and learners **without relevant history of travel or exposure** can be **allowed** to physically return to the school.
 5. If **asymptomatic** within the last fourteen (14) days prior to the date of physically reporting to school, personnel and learners **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.
 6. If **symptomatic** within the last fourteen (14) days prior to the physically reporting to school, personnel and learners **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 the school.
- B. The testing protocol shall be as provided in Enclosure No. 1.



SPECIFIC MEASURES FOR COVID-19 PREVENTION AND MITIGATION IN OFFICES

I. Routines and Protocols for Health and Safety

A. General Health and Safety Protocols

1. Practice respiratory etiquette and other protective measures.
 - a. Practice physical distancing (at least 1 meter apart) at all times.
 - b. Frequently clean hands by using alcohol-based hand rub/disinfectants or by proper handwashing with soap and water.
 - c. When sneezing/coughing, use tissue or inner portion of elbow to cover nose and mouth, and be sure that proper distance is maintained. Do not cover the mouth with the hand.
 - d. Observe proper use of face masks at all times. Both nose and mouth must be covered.
 - i. Those with no symptoms may use cloth/washable face masks, earloop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchiefs, or such other protective equipment or any combination thereof, which can effectively lessen the transmission of COVID-19.
 - ii. Surgical masks—to be stored in the office clinic and available at the office 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 clinic for checking/monitoring/advice; e.g., send home, refer to a hospital/appropriate health authority, etc.
 - e. Practice proper disposal of tissue and masks after use.
2. Prior to returning to work, all personnel shall be provided, through available platforms (e.g., e-mail, text messaging, teleconferencing platform), relevant and adequate information on respiratory etiquette and other protective measures that shall be observed in the workplace. It shall be reiterated that the same measures are expected to be practiced in other public places, including when they travel to and from work, and if applicable, even at home.



3. The office shall ensure that all personnel have access to cloth/washable face masks, earloop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchiefs, or such other protective equipment or any combination thereof, which can effectively lessen the transmission of COVID-19.
4. The office shall ensure availability of hand soaps/hand-sanitizers/alcohol-based solutions/other disinfectants in restrooms, entrances, etc. by doing routine monitoring and replacement/replenishment if needed.
5. The office shall ensure routine cleaning/disinfection of frequently touched surfaces and objects (tables, doorknobs, desks, workstations) using bleach solution at least twice a day, 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.

C. Detection and Referral

1. All personnel and, when applicable, visitors shall be subjected to temperature checks using a thermal scanner prior to entering the office. 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 office where the concerned personnel or visitor can be further examined, for appropriate management, intervention, or referral.
2. The office, through its clinic, shall:
 - a. Monitor all personnel for possible manifestation of COVID-19-symptoms. Those who will show symptoms of COVID-19 shall be given a surgical mask and assessed and managed in the clinic.
 - b. Ensure the provision of referral services to appropriate health facilities and monitoring of referred personnel
 - c. Ensure that personnel who manifest COVID-19 symptoms shall not physically report to work and shall seek medical advice—virtual, if possible—as needed.
 - d. Facilitate/cooperate in the tracing and quarantine of close contacts of confirmed cases of COVID-19 consistent with DOH guidelines.
 - e. Ensure that personnel who have tested positive for COVID-19 shall not return to work, even if they are already asymptomatic, unless cleared by medical authorities.
3. All personnel shall report to their immediate supervisors if they are experiencing flu-like symptoms.



D. Office Activities and Events

1. The office shall ensure that the scheduling of office-based work of personnel and their assignment to their respective workstations shall allow for physical distancing in the office premises.
2. The office shall limit face-to-face meetings and 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.
3. The office shall provide and maximize the use of online platforms which do not require physical interaction or congregations for the performance of tasks and conduct of meetings, trainings, and conferences.
4. Travel of personnel shall be limited only to necessary and critical situations or essential official functions determined by the Secretary or her designated officers.
5. The office shall devise and implement alternative means of recording and monitoring attendance.
6. The office shall set a flexible dining policy in the workspace/cubicle during lunch breaks, to include limiting the number of individuals who eat in the pantry at a given time.

E. DepEd Health and Safety Policies

1. The office shall strengthen the implementation of DepEd Task Force COVID-19 Memorandum No. 25, s. 2020, or the Minimum Standards on Social Distancing.
2. The office shall develop its Contingency and Response Plan for COVID-19.
3. To ensure the availability of nutritious foods in the office and support the promotion of ensuring a strong immune system among personnel to fight COVID-19, the office shall strictly enforce DepEd Order No. 13, s. 2017 or Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices, as well as provide nutrition education and post nutrition education and information materials; e.g., *Pinggang Pinoy*, Food Pyramid and Cycle Menu.
4. In line with studies that link COVID-19 and smoking, the office 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. Brief Tobacco Intervention Providers at the SDO may be tapped to help personnel who smoke to quit. The DOH Quitline can also be reached through



<https://www.facebook.com/DOHQuitlineofficial/>. Offices are also enjoined to communicate with 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 schools, or implement stricter measures, if possible, as reiterated in DepEd Task Force COVID-19 Memorandum No. 39, entitled Strict Enforcement of Tobacco Control Policies, Including Smoke-Free and Vape-Free Policies, During the Enhanced and General Community Quarantine. Offices are also warned against partnerships with tobacco companies and NGOs and foundations funded by tobacco companies.

II. Physical Arrangement in Offices

- A. The office shall ensure proper ventilation and install temporary barriers between cubicles/tables for proper physical distancing.
- B. The office shall establish and maintain proper sanitation and hygiene facilities:
 1. Foot baths in all entrances
 2. Toilets (with adequate water and soap)
 3. Handwashing stations
- C. The office shall create and operate a common area where physical distancing and appropriate prevention measures can be strictly enforced for accommodating visitors and/or clients.
- D. The office shall ensure that the following are sufficiently provided, monitored, and replenished when needed:
 1. Tissue paper/towel
 2. Designated trash bins for tissue disposal
 3. Adequate water and soap for handwashing (especially for all toilet facilities)
 4. Hand-sanitizers/alcohol-based solutions/other disinfectants in all rooms, entrances, corridors, communal areas, and other amenities especially eating areas
- E. The office shall ensure the establishment/setting-up/refurbishment of its own clinic for the health assessment and physical examination, as needed, and the provision of appropriate intervention, first aid, or treatment, or the proper management of symptoms, including the necessary rest at home, for personnel, and when applicable, for visitors. In certain days when an office may not have a reporting health personnel (such as the case of Regional Offices that have a limited number of health personnel), the office shall ensure that it has access to existing telemedicine platforms or local emergency hotlines.



- F. Aside from the clinic, the office shall also designate:
- a. a private screening area near the entrance of the office where personnel and visitors who show symptoms upon screening at the entrance can be further examined, for appropriate management, intervention, or referral, and
 - b. a separate space where sick personnel who have been managed in the clinic can temporarily stay, awaiting referral to the appropriate health facility, without creating stigma.
- G. Information, education, and communication (IEC) materials containing key messages on health and safety shall be displayed in key strategic areas of the office, such as the entrances, corridors, toilets, and other communal areas, or if practicable, distributed to the personnel for their ready reference. The same IEC materials shall be shown or provided to visitors who need to enter the office premises.
- H. The office shall ensure that a Materials Recovery Facilities (MRF) is set up for proper waste segregation.
- I. The office shall ensure the availability of ICT infrastructure and facilities to support online learning, conferences, and meetings.

III. Support Mechanisms

A. Physical and Mental Resilience

1. Offices shall ensure the provision of mental health and psychosocial support (MHPSS) to all personnel, which includes the following:
 - a. Validating and Normalizing Feelings
 - b. Calming Down and Controlling One's Emotions
 - c. Linking: Identifying and Addressing Needs and Sources of Strength
 - d. Managing Physical Reactions, Thoughts, and Emotions
 - e. Seeking Solutions and Social Support
 - f. Focusing on Positive Activities
 - g. Other relevant topics as needed
2. Practical tips based on the listed MHPSS topics shall be communicated through available platforms (e.g., phone call, text messaging, email, orientation via online conferencing platform, etc.) to personnel who have worked from home or stayed on quarantine prior to their return to work to help them transition effectively to physically reporting in the office.



3. Psychological first aid to all personnel shall be provided to gauge their readiness to fulfill their work and provide support needed to ease their transition.
4. The Regional Office (RO) shall set up a hotline/online platform for COVID-19 related inquiries (e.g. basic information on COVID-19, details on DepEd response, grievance of personnel or learners, and other information that shall help DepEd learners and personnel cope with the pandemic) from RO personnel. The hotline/online platform shall be manned by a pool of trained PFA-providers under the supervision of the Regional DRRM Coordinator.
5. The RO shall provide technical assistance to their respective School Division Offices (SDOs), who shall in turn set-up similar hotlines/online platforms. These shall be manned by a pool of trained PFA-providers under the supervision of the Division DRRM Coordinator, and shall cater to SDO and school personnel.
6. A similar hotline shall be set up at the Central Office (CO) for CO personnel, and shall be manned by PFA-trained personnel supervised by the Disaster Risk Reduction and Management Service (DRRMS).
7. A referral system established by the concerned office (i.e. CO for CO personnel; RO for RO personnel; and SDO for SDO and school personnel) shall be followed in referring personnel needing specialized psychosocial support.
8. The office shall ensure the provision of specialized psychosocial support to 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).
9. The office shall ensure strict adherence to Republic Act No. 10173 or the Data Privacy Act of 2012 in the provision of mental health services and referral.
10. The office shall promote “work-life balance” through proper scheduling of activities and rotation of workforce.
11. The DepEd Task Force COVID-19, in collaboration with the Bureau of Human Resource and Organizational Development (BHROD), the Bureau of Curriculum Development (BCD), the Bureau of Learning Delivery (BLD), National Educators' Academy of the Philippines (NEAP), and Youth Formation Division (YFD), shall issue guidelines on the mental health program and psychological support system for learners and personnel across all governance levels in DepEd.
12. The office shall encourage adults to engage in at least 30 minutes of daily physical activities consisting of any one or a combination of activities based on the 2010 Physical Activity Prescription, Philippine National Guidelines in Physical Activity—namely, (a)



activities for daily living; (b) exercise, dance, and recreational activities; (c) muscle strengthening and flexibility activities; (d) activities in the workplace such as, but not limited to walking, stair climbing, arranging office furniture—subject to the strict observance of physical distancing, proper hygiene and safety, and other precautionary measures.

13. The following are the strategies for the implementation of daily physical activities:
 - a. Provision of opportunities for physical activities (e.g., zumba, fitness workout, exercise, yoga, dance, etc.)
 - b. Provision of basic sports supplies and equipment for fitness activities such as medicine ball, free weights, balls, hoops, etc.
 - c. Encourage 2-minute physical activities for every two-hour sitting periods

B. Administrative Support

1. The office shall ensure that all personnel undergo an 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.
2. The office, especially if in a locality under a community quarantine, shall ensure the provision of necessary assistance to personnel required to physically report to work or staff performing critical/essential official functions (e.g., COVID-19 DRRM Team members, engineers conducting regular monitoring and validation activities, etc.), such as travel passes for use in checkpoints and access to hotlines for inquiries, among others.
3. The office shall ensure the provision of financial, transportation, internet/communication allowance, food, and other commodities (e.g. medical and dental supplies and supplements) for essential workforce, if necessary and practicable, subject to usual accounting and auditing rules. In the provision of transportation, the office shall ensure compliance to standards of physical distancing, disinfection, and observance of other health protocols measures.
4. For offices in localities that are under a community quarantine, the set limited working hours shall be properly observed (e.g., not beyond 4pm) as part of community quarantine, except for those involved in COVID-19 monitoring and emergency/quick response that may require 24/7 duty.
5. The office shall prioritize to provide alternative arrangements to 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 not possible, designated areas must be available to high-risk groups.



6. The office shall explore partnerships to assist personnel especially those belonging in vulnerable groups through initiatives including but not limited to transportation, provision of PPEs and social amelioration.
7. The office 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 the DepEd revised guidelines on alternative work arrangements.
8. The office shall ensure that personnel involved in COVID-19 monitoring and response, if any, are provided with appropriate compensation and benefits (e.g. hazard pay, overtime pay, if applicable).
9. The office shall ensure the following:
 - a. Provision of temporary accommodations to personnel, if necessary (e.g., for personnel requiring daily/long travel/commute).
 - b. Assistance in the provision temporary shelter for probable, suspected, and confirmed cases among personnel, as practicable.
 - c. 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 during emergency. The use of PPEs should be guided by the DOH Interim Guidelines on the Rational Use of Personal Protective Equipment for COVID-19 as summarized in the tables below:
 - i. 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 a 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 passenger to a healthcare facility	Full PPE



ii. Technical specifications 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, comfort 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

- d. Provision of assistance to personnel who contract the virus in coordination with PhilHealth to avail of the case-based payment of the benefits of patients with probable or confirmed COVID-19 under the PhilHealth Circular No. 2020-0009 and other relevant government health institutions.

IV. Screening of Returning Personnel and Testing Protocol

A. Screening of Returning Personnel

1. All returning personnel physically reporting to work 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 from onset of symptoms of a confirmed or probable case:
 - a. Face-to-face contact with a confirmed or probable case within 1 meter and for more than 15 minutes
 - b. Direct physical contact with a confirmed case
 - c. Direct care for a patient with a probable or confirmed COVID-19 disease without using proper personal protective equipment
2. Returning personnel who **are symptomatic with relevant history of travel/exposure on the date of work resumption** shall not be



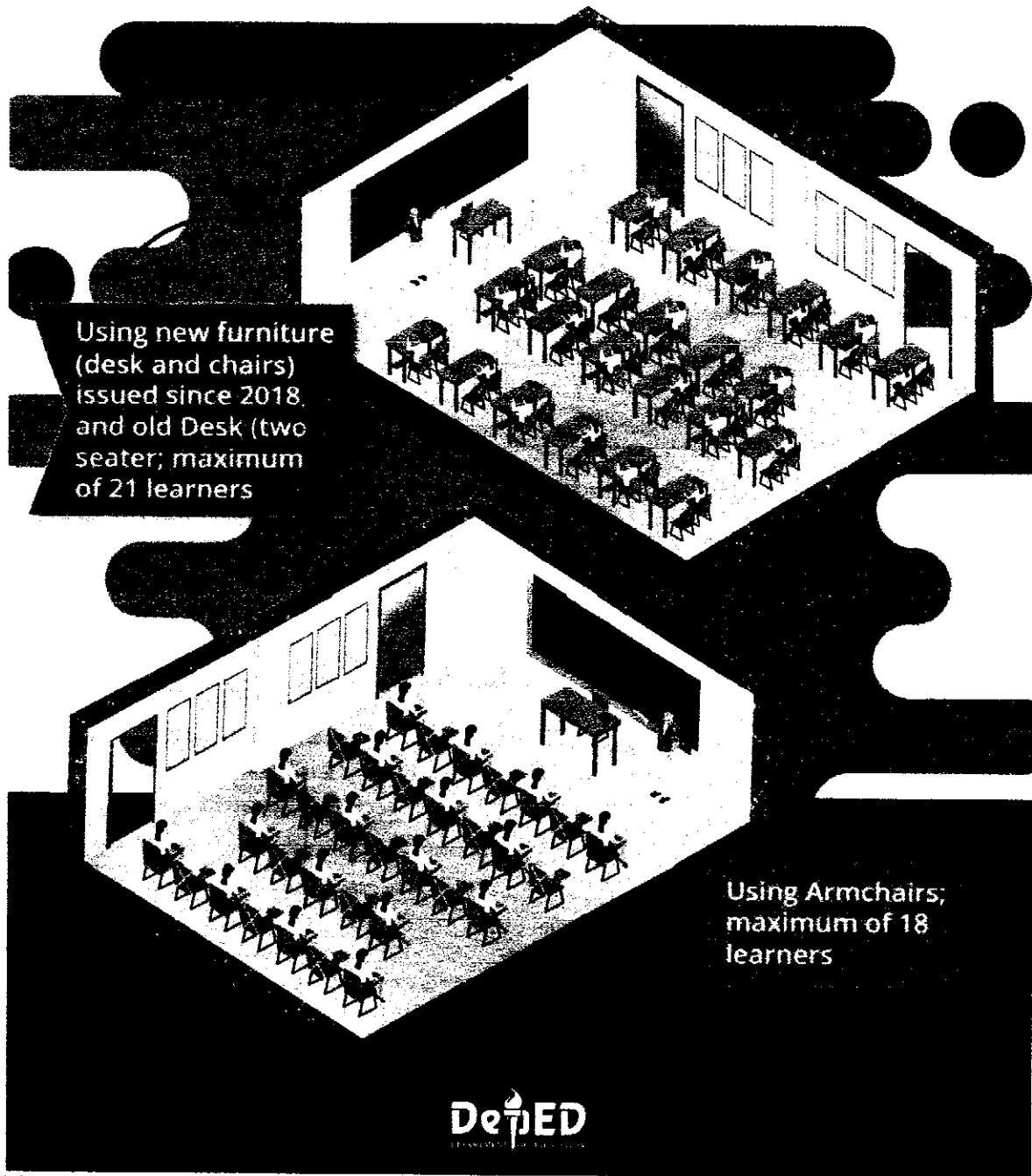
allowed to physically report to work and must consult with their primary care provider. The use of telemedicine is encouraged for proper care and coordination.

3. Returning personnel who **were symptomatic with relevant history of travel/exposure within the last fourteen (14) days prior to the date work resumption** 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.
4. If **asymptomatic** within the last fourteen (14) days prior to the date of work resumption, personnel **without relevant history of travel or exposure** can be **allowed** to physically return to work.
5. If **asymptomatic** within the last fourteen (14) days prior to the date of work resumption, personnel **with relevant history of travel or exposure** can be **cleared to physically return to work 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.
6. If **symptomatic** within the last fourteen (14) days prior to the date of work resumption, 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 work.

B. The testing protocol shall be as provided in Enclosure No. 1.



CLASSROOM SEAT ARRANGEMENT



This new arrangement uses existing school furniture as physical barriers between learners to better implement social distancing measures, and does not require moving the furniture.



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