
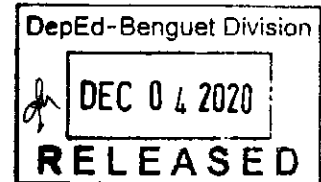
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet		Document Code: SDO-GOF-QF-CD-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018
	DIVISION MEMORANDUM No. <u>262</u> s. 2020		Name of Office: SGOD-SHS

To: Public Schools District Supervisor
 Heads, Public Elementary and Secondary Schools
 All Office Personnel
 All others concerned

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





Subject: **COVID-19 WORKPLACE HEALTH, SAFETY and CONTROL PROTOCOLS for OFFICES and SCHOOLS**

Date: **December 2, 2020**

In the event of COVID-19 pandemic, Benguet Schools Division personnel, supervisors, and operations specialists (School Head, Health, DRRM, Clinic Teachers) shall take the following steps to create a safe and healthy workplace for workers and clients.

Isolation of workers from hazard

1. Modify seats, furniture and work stations to maintain physical distancing of 6 feet between employees, where possible.
 - Transparent shields or physical barriers are essential to reduce transmission and separate employees and visitors where physical distancing is not an option.
 - Chairs shall be arranged in reception or other communal seating areas by turning, draping (covering chair with tape or fabric so seats cannot be used), spacing, or removing chairs to maintain social distancing.
 - Clients shall be limited to minimum room capacity observing 6 feet physical distancing.
2. Methods to physically separate employees shall be mandatorily observed in all areas of the building, including entrance and exit areas, meeting rooms, break rooms, parking lots and locker rooms.
 - All personnel shall undergo initial triage at the entrance checkpoint by the security or Health personnel; **entrance and exit ways shall be strictly complied with at all times.**
 - Follow printed signs, tape marks, or other visual cues to show where to pass and stand when physical barriers are not possible.
 - High-touched communal items, such as coffee pots and bulk snacks shall be replaced with alternatives such as pre-packaged, single-serving items. Staffs are encouraged to bring their own water to minimize use and touching of water containers.

	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet		Document Code: SDO-GOF-OF-CO-OSDS-SOS-003 Revision: 00 Effectivity date: 09-03-2018
	DIVISION MEMORANDUM No. 262 s. 2020		Name of Office: SGOD-SHS

- Division Office and School personnel vehicles shall be parked properly, observing 1-meter car distance.
 - ***Security and front desk personnel shall provide directions for visitors to enter the building or schools at staggered times.***
3. Consider using natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.
- Changing the way of work
4. Employees who have symptoms of COVID-19 or who have a sick family member at home with COVID-19 are highly encouraged to notify their supervisor and stay home.
 - Daily in-person or virtual health checks (e.g., symptoms and/or temperature screening) of employees before they enter the work site shall be employed.
 - Alternatively, all personnel shall consider performing self-checks at home before heading to the office.
 5. Additional biometric machines shall be accorded to higher floor levels to prevent employees from gathering in groups while waiting.
 - Stagger shifts, start times, and break times as feasible to reduce the number of employees in common areas such as screening areas, break rooms, and locker rooms are highly desirable.
 - Use of outdoor seating areas and social distancing for any small-group activities such as lunches, breaks, and meetings are highly encouraged.
 6. At least daily, clean and disinfect all surfaces that are frequently touched by multiple people, such as door handles, desks, light switches, faucets, workstations, keyboards, telephones, handrails, printer/copiers, and drinking containers. More frequent cleaning and disinfection may be required based on level of use.
 7. All employees who commute to work using public transportation or ride sharing, shall consider offering the following support:
 - Wash their hands as soon as possible after their trip; often with soap and water for at least 20 seconds. If soap and water are not available, they should use hand sanitizer with at least 70% alcohol.
 - Handshaking, hugs, and fist bumps are discouraged.
 8. Pre and post instructions and reminders at entrances and in strategic places on hand hygiene, COVID-19 symptoms, wearing cloth face coverings, and cough and sneeze etiquette shall be admonished to minimize potential routes of transmission.
 9. Immediate and wide dissemination to all concerned is desired.