



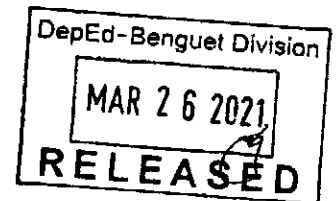
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

March 22, 2021

DIVISION MEMORANDUM

No. 103 s. 2021

TO: All SDO and School Personnel
All others concerned



REITERATION OF SAFETY AND HEALTH PROTOCOLS IN THE OFFICE AND SCHOOLS

In line with the existing guidelines for promoting safety and health in the workplace relative to increasing cases of COVID-19, reiteration for the strict implementation of the four (4) COVID-19 mitigation objectives shall be observed.

1. Reducing the risk of infection from COVID-19
 - a. In the event that a personnel has fever, runny nose, sore throat, and/or cough, the triage officer/supervisor must advise the personnel to take prudent actions to limit spread of communicable diseases as follows:
 - i. Stay at home, isolate self from crowds and healthy and/or susceptible individuals until symptoms disappear.
 - ii. Take adequate rest, balanced diet, and increased fluid intake.
 - iii. Practice personal hygiene and cough etiquette.
 - iv. Inform immediate supervisor through text or call and immediately request to work-from-home (WFH) or file appropriate leave upon entry.
 - v. Seek appropriate medical care if symptoms persist and/or worsens. Contact our Medical Officer through SMS 09283222319.
 - b. If a personnel/client is suspected of having COVID-19 upon assessment by the triage officer/school health personnel/clinic teacher:
 - i. The personnel/client shall never remove his/her mask and be referred to the Barangay/Municipal Health Emergency Response Team (B/MHERT).
 - c. Decontamination of the school/workplace



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- v. Clients 60 yrs old and above, those with cardiovascular and lung disease, pregnant are advised to stay at home and reschedule appointment for telecommute.
 - vi. Limiting points of exit and entry. Implement unidirectional movement along passageways, keep right.
- b. Inside the workplace/school
- i. Performing regular hand hygiene.
 - ii. Cleaning and disinfection of personal desktop computers, tables, and chairs shall be initiated every after use.
 - iii. Disinfecting office tools and equipment. Common use or shared office equipment shall be cleaned and disinfected regularly. (Telephone, doorknobs, hand rails, printers, extension wires etc.)
 - iv. Avoid touching nose, eyes, mouth.
 - v. Bring and use own ball pen.
3. Minimizing Contact Rate
- a. Maintain Physical distancing at all times.
 - b. Meetings needing physical presence shall be kept to a minimum number of participants and with short duration. Telecommute is encouraged.
 - c. Prolonged face-to-face interaction between workers and with clients are discouraged.
 - d. Re-arrangement of office, work areas and classroom set up to comply with physical distancing, physical barriers and improved ventilation.
 - e. Limiting entry of clients to a number of persons per office at a time.
 - f. Setting up waiting areas in hallways or outside the building. Have a floor or set distancing markers.
4. Increasing Physical and Mental Resilience
- a. The following daily actions to maintain healthy habits and all are encouraged to observe:
 - i. Serving and eating nutritious and well-cooked food especially local organic fruits and vegetables in office/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;



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- 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 supervisor (for proper referral) and/or significant others.
- b. School health personnel shall provide and facilitate access to medical consultation and referrals as needed utilizing the established teleconsultation and referral system.
5. For strict implementation and compliance.


GLORIA B. BUYA-AO
Schools Division Superintendent

Encl.: none
SGOD/Health&Nutrition/MGM



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