MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Unit Heads
All Concerned
Public Schools Only

STRICT OBSERVANCE OF HEALTH PROTOCOLS ON DISTANCE LEARNING PARTICULARLY DURING DISTRIBUTION AND RETRIEVAL OF LEARNING MODULES

To ensure the safety of all DepEd personnel and volunteers during the start of Distance Learning particularly on the distribution and retrieval of Learning Modules, please see attached DepEd Regional Memorandum No. 231, s. 2020 dated August 26,2020 entitled Guidelines on Health Protocols for Schools Division Offices and Schools, content of which is self-explanatory for information and guidance of all concerned.

The stated safety protocols and initiatives must be strictly observed.

Immediate and wide dissemination of this Memorandum is desired.

SHERRY C. GAYOLA, CESE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
MEMORANDUM
No. ROP-2020 231

TO : Schools Division Superintendents
FROM : Office of the Regional Director
SUBJECT : GUIDELINES ON HEALTH PROTOCOLS FOR SCHOOLS DIVISION OFFICES AND SCHOOLS
DATE : August 26, 2020

In lieu of the policies created by the Inter-Agency Task Force (IATF) to protect the health, safety and well-being of the teachers and non-teaching personnel while continuing to deliver quality and accessible services in this time of pandemic, this Office shall adopt the following health and safety protocols for implementation and strict observance in all the SDOs and schools:

1. Heads of offices shall provide appropriate and standards-compliant workplace conditions that optimize productivity and safety of all personnel.
2. Those who will be required to physically report to offices/schools are considered authorized personnel. However, the following categories are exempted from such:
   a. Those who are below 21 years old;
   b. Those who are 60 years old and above;
   c. Those who are at risk of infection, including but not limited to, in pregnancy, with immunodeficiency, comorbidities, or other health risks, with acute, or with lingering illnesses and/or with pre-existing medical conditions.
   d. Health personnel should conduct health screening or profiling of their personnel to identify individuals with comorbidities. The Regional Office must be furnished with a copy of the report on the number of teachers and non-teaching personnel with comorbidities.
   e. The following underlying medical problems must be considered in reporting comorbidities:
      e.1 Cardiovascular diseases
      e.2 Diabetes
      e.3 Cancer
      e.4 Chronic Lung Diseases
      e.5 Immunosuppression
1. Employees who are COVID-19 Suspect, Probable cases, including those who reside with Suspected cases, or Probable cases are not required to report for work. However, they shall duly inform their superiors of such health condition, and that subject themselves for quarantine or for the needed treatment.

3. Safety of all personnel and clients shall be given utmost consideration. Offices shall use a **health declaration form**, submitted to every installed triage area after the scanning of body temperature by the assigned guard on duty, upon entry. (Attached is a copy of the Health Declaration Checklist).

4. Heads of offices are to ensure that established coordination mechanisms are considered with the LGU in reporting COVID-19 cases in schools and offices.

5. DepEd employees who got sick for any illnesses during the period when alternative work arrangements are observed, are enjoined to submit a medical certificate upon return to work, with clear notation that COVID-19 testing or returning personnel **shall not be a requirement for their return to office/school**.

6. Personnel reporting for work shall be provided with appropriate PPE and preventive equipment, disinfectant, hygiene and sanitary resources while on duty.

7. Conduct of daily health status check should be strictly implemented to ensure that personnel do not exhibit any of the following signs and symptoms of COVID-19:
   a. Dry cough
   b. Fever
   c. Sore throat
   d. Body Aches/Pains
   e. Headache
   f. Loss of Smell and taste
   g. Diarrhea
   h. Difficulty of breathing
   i. Fatigue
   j. Nasal congestion

8. Heads of offices shall oversee and keep track of personnel welfare and well-being. Immediate and appropriate medical management should be provided by the Medical Officer/School Nurse for employees complaining of acute illnesses, health discomforts and emergencies.
   a. Heads of offices shall ensure promotion of mental health and general wellness of teachers and non-teaching personnel through provision of basic mental health and establishment of counseling services via hotline/platform.
   b. Heads of offices and schools shall implement wellness programs to personnel, such as but not limited to, physical fitness sessions provided that strict physical distancing is observed. Smoking and drinking alcoholic beverages shall be discouraged if not completely banned.
   c. The promotion of “work-life balance” through proper scheduling of activities must be ensured in all offices and schools. Appropriate support for
the essential workforce, vulnerable groups and most-at-risk population must be prioritized.

d. A report on the above-cited provisions including debriefing sessions to personnel must be submitted to the Regional Office, as updated, and regularly, as possible.

9. Any COVID-19 related concerns should be reported to the DepEd Task Force COVID-19 or to respective COVID-19 DRRM Teams.

10. Offices and schools shall sustain appropriate information and education campaigns on proper hand washing and respiratory etiquette. These materials are included in the health advocacy activities including regular and routine scheduling of cleaning and disinfection of work stations, learning areas, corridors/pathways and toilets.

11. Strict implementation of physical distancing of at least 1-2 meters apart, is to be observed. The conduct of physical gatherings will be restricted to reduce contact. The use of online activities for meetings, trainings and conferences is a preferred platform.

12. Offices and schools shall ensure the establishment or set up for refurbishment of their own clinics for health assessment, provision of appropriate interventions such as first aid or treatment, and proper management of symptoms exhibited by personnel or visitors. Clinics shall have clear and identified referral services and follow-up status of clients to health facilities/care services.

13. There shall be no "mass testing" for COVID-19. Testing protocols shall be based on the prioritization and recommendation of the Medical Officer which will depend on the signs and symptoms exhibited individuals. A PCR test is the one recommended to detect COVID-19 infection. Coordination with DOH or other health sector is encouraged to avail such test for free.

14. All teaching and non-teaching personnel are expected to observe honesty, integrity and professionalism in the declaration of their health condition.

Immediate dissemination of this Memorandum is desired.

MALCOLM S. GARMA
Director IV
**DepEd-National Capital Region**

**HEALTH DECLARATION CHECKLIST**

Body Temperature: ______

Name: ___________________________  Sex: _____  Age: _____  Civil Status: _____

Contact Number: ____________________

Residence: ________________________

Nature of Visit:  Official ( )  Personal ( )

If official, fill in company details below:

Company Name: ___________________________

Company Address: ________________________

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<th>Please provide answer to the following:</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>1. Are you experiencing:</td>
<td></td>
<td></td>
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<tr>
<td>a. Sore throat</td>
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<tr>
<td>b. Body pains</td>
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<td></td>
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<tr>
<td>c. Headache</td>
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<tr>
<td>d. Fever</td>
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<td>2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case?</td>
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<td>3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past days or weeks?</td>
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<td>4. Have you travelled outside of the Philippines or in any place aside from your home?</td>
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I hereby authorized [DepEd-NCR/SPO/SCHOOL] to collect and process the data indicated herein for the purpose of effecting control of the COVID-19 infection. I understand that any personal information is protected by RA 10173, Data Privacy Act of 2012.

______________________________  ________________________
Signature                          Date