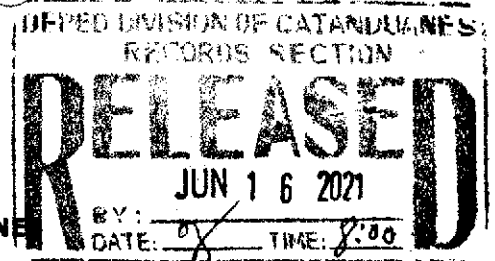




Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



June 07, 2021

DIVISION MEMORANDUM
OSDS-SGOD-DM-238 s. 2021

ENHANCED DIVISION SAFETY PROTOCOLS ON COVID 19

**To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary School DRRM Coordinators
All Others Concerned**

1. To ensure safe educational continuity amidst the challenges of COVID-19, this office hereby issue to the field our **Enhanced Division Safety Protocol on COVID-19**. Guidelines of this protocol is based on **DepEd Order No. 14 s. 2020** dated June 25, 2020 also known as *"Guidelines on the requires Health Standards in Basic Education Offices and Schools"*.
2. For more information, please contact the Division COVID-19 Task Force through the School Governance and Operations Division – School Health and Nutrition Unit (SGOD-SHNU) via 0931 894 0256 or via email: kristine.santelices@deped.gov.ph.
3. For wide dissemination and compliance.

SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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JCR



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

DIVISION ENHANCED SAFETY PROTOCOLS ON COVID 19

I. Rationale:

Anchored on DepEd Order no. 14, s. 2020 and Inter-Agency Task Force Omnibus Guidelines this office hereby contextualized the said DepEd Order in consideration of the local context of the school and the community.

II. Scope and Coverage:

This policy covers all learners, teaching, teaching related and non-teaching personnel of all public and private schools of SDO Catanduanes.

III. Definition of Terms:

For the purpose of this policy, the operational definition of the following terms are as follows:

1. Protocol- a system principles or rules prescribing strict adherence to correct etiquette and precedence.
2. Isolation- the separation of an infected persons from others to prevent the spread of infection or contamination.
3. Mental Health and Psychosocial Support (MHPSS) - used to describe a range of activities that aims to protect /promote psychosocial well-being of individuals and communities in their affected environment and/or prevent or treat mental disorder.
4. Quarantine- the restriction of movement or separation from the rest of the population of healthy persons who may have been exposed to the virus, with the objective of monitoring their symptoms and ensuring early detection of case. This covers self-quarantine or community quarantine.
5. Patient - a person with positive result of covid 19 and must be isolated for 14-21 days for monitoring by the RHU /hospital. A certificate of quarantine clearance shall be issued upon return to work /completion.
6. Primary/close contacts-persons with direct communication or getting in touch directly with covid 19 positive.
7. Home Quarantine/Quarantine leave- if tagged as primary close contact by tracing team (BHERT). A certificate of Quarantine clearance shall be issued by the BHERT upon compilation and should be attached to the Daily Time Record (Form 48) together with the Application for Leave (Form 6) upon return to work.
8. Secondary/ General Contacts- no direct communication /contacts- no direct communication /contact with covid 19 positive but within the area where the positive person is staying or working.
9. Self-isolation /Work from Home-if tagged as secondary contact by the SDO School Health and Nutrition Unit (SHN) Team. A certification to return to work will be issued by the SDO SHN in Charge.
10. Home Isolation- if a person was swabbed, it is a must to isolate while waiting for the result to prevent possible transmission of virus.
11. Preventive Alert System in Schools (PASS) - a procedure to identify possible cases. Part of it is a daily health inspection to detect symptoms of infection.

IV. Policy Statement:

This policy is in accordance with the principles of ensuring the protection of health, safety and well-being of learners, teachers and personnel and prevent the further transmission of covid virus.

V. DepEd Required Health Standards

Anchored on the IATF released Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines and consistent with the DOH Guidelines on the Risk-Based Public Health Standards for COVID-19 and the Basic Education Learning Continuity Plan, the Schools Division Office identified the following measures to mitigate the COVID 19 on the Department on the following objectives:

1. Increase Physical and Mental Resilience

SDO ensures to increase the resilience of learners and teaching and non- teaching personnel through:

- a. School-Based Feeding Program and School –Life Balance of learners.
- b. Encourage at least 30 minutes of physical activities daily for learners and every Friday to teaching and non-teaching personnel subject to the strict observance of distancing.
- c. Conduct intervention activities which include provision of Mental Health and psychosocial Support and Services to learners and non- teaching personnel.

2. Reduced- Transmission

1. Hand Hygiene Protocol

a. Observe personal hygiene such as but not limited to hand washing using soap and water before and after doing and or shifting to another activity. In the SDO regular hand washing activity shall be conducted every 9:30 a.m. and 11:30 a.m. and 2:30 p.m. and 4:30 p.m. and when necessary. To ensure that everyone be able to perform such activity, an alarm will be sounded. This practice should be observed in schools too. Likewise, constant hand washing practice at home should be practice by learners at all times.

b. There should be hand hygiene stations near/at the entrance of the office/school. All are required observe hand washing protocol before entering DepEd premises. All Restrooms are required to have hand hygiene station with germicidal soaps and or alcohol-based hand rub.

2. Proper wearing of facemask at all times shall be strictly observed in the school and in the SDO.

3. Each office must have a separate trash bin and properly labeled for used facemasks, gloves and PPEs. Proper collection and disposal of these should be strictly observed.

4. Employees that exhibits flu-like or COVID19 like symptoms shall be required to stay at home and seek medical consultation from the Medical Health and Nutrition Unit.

5. School personnel are advised to avoid eating and drinking together in schools and in the office.

4. Regular Cleaning and Disinfection Protocol

- a. Disinfection of SDO's offices shall be done every Saturday. Each employee should ensure that laptops/desktops, printers and office documents/ files are properly kept to avoid damages caused by disinfection.
- b. Disinfection should also be conducted in schools at least once a month or as needed.
- c. Disinfection of frequently touched surfaces and objects such as but not limited to tables, switches, doorknobs, and workstations using 0.5% bleach solution (100 mL Bleach, 900 mL water) should be done at least once a day.
- d. Placement of foot baths in all entrances using 1:10 bleach solution or 1L bleach mixed with water should be observed.

5. One entry and one exit policy shall be strictly observed in schools, learning centers and in the SDO at all times, except when there is no other space. In which case the inflow and outflow of personnel/clients shall be managed/labelled.

1. Logbook must be properly accomplished with the following data.
 - o Date
 - o Complete Name
 - o Present Home Address
 - o Contact Number
2. All must ALWAYS bring their own pens at all times.

Note: Data Privacy Act shall be observed in the data collected.

6. Window Transaction Protocol shall be observed at all times.

1. Clientele will have to follow the SDO Transaction Schedule. Attached herewith is the Transaction Schedule for each Municipality.
2. Window transaction shall be observed until such protocol has been lifted.
3. It shall be stationed at the information building located in front of the main gate.
4. For regular month-end reports, schools may submit it directly to their respective district offices. The PSDSs or their assigned liaison officer may take charge in submitting the collected/consolidated documents.
5. To ensure smooth and systematic delivery of services and actions to all concerns, representatives from the different functional divisions shall be assigned every day to receive all submitted documents from the field. Each functional division must have document bins at the information center wherein incoming documents shall be placed. Up to the extent possible, such documents and bins must be regularly cleaned/disinfected.
6. All clientele must register at the Health Kiosk for medical assessment
7. For walk in clients (for clients who shall need to visit the SDO for urgent concerns, whose schedule does not coincide with their transaction schedule) shall need an approved appointment.
8. For clients who shall need to visit the SDO for urgent concerns, whose schedule does not coincide with their transaction schedule, shall need an approved appointment. Upon arrival at the Information Building, they will have to present the Approved Appointment before they be allowed to enter the SDO Premise and are still subject for health assessment.
 - o Appointment must be made via Call/Text thru the designated office/unit contact numbers with the following data:
 - ✓ Person to visit
 - ✓ Reason for the visit



- ✓ Date and time of visit
 - Clients must need to wait for the unit feedback (reply) before going to the SDO.
 - All face-to-face appointments/transactions shall not exceed 15 minutes.
7. All received and released documents / communications must be recorded in a logbook of the specific unit of the functional division.
 8. Physical distancing protocol shall be observed at all times.
 1. 6 feet distance between people shall be strictly observed at all times.
 2. No direct physical contact with other persons (i.e. hugging, touching, shaking hands) shall also be observed. Queue Management will be implemented to ensure that physical distancing will be followed.
 3. Alternate work arrangement shall be followed to reduce density of people in the office.
 4. Defer workplace events that involve close and prolonged contact among participants, including social gatherings.

3. Reduce Duration of Infection

- a. The School Health and Nutrition Unit shall conduct health assessment of SDO Personnel and all clientele of the division every day.
- b. School shall use the Preventive Alert System in Schools to identify possible cases. Daily health inspection to detect symptoms of infection should be in place.

VI. SUPPORT MECHANISMS FOR THE ENHANCED DIVISION SAFETY PROTOCOL FOR COVID19

To support the implementation of the identified strategies under each Covid-19 mitigation objective, the Division Enhanced Safety Protocol for COVID19 shall also be supported by the following mechanisms:

A. Continuation of Division Task Force Covid-19

Composition:

Chairperson: Susan S. Collano, Assistant Schools Division Superintendent, OIC
 Co-Chairperson: Maria Luisa Dela Rosa, Assistant Schools Division Superintendent
 Members: Mary Jean S. Romero, Chief Education Supervisor
 Dr. Kristine G. Santelices, Medical Officer III
 Maria Audrea Vivo, PDO-II, DRRM

- a. All schools are advised to activate/strengthen their respective School NCOV Task Force composed of the following personnel: Chairperson: School Head, Co-Chair: School DRRM Coordinator and School Nurse/School Health and Nutrition Coordinator.
- b. The Division Task Force Covid-19 shall continue to lead the overall efforts of the Schools Division Office in addressing the challenge of Covid-19 through policy recommendation and strategy development, monitoring of schools and community learning centers to the Enhanced Division Safety Protocol for COVID19, DepEd Required Health Standards, DOH Guidelines and other relevant policy directives in relation to Covid-19.
- c. The Division Task Force Covid-19 maybe contacted through the School Governance and Operations Division - School Health and Nutrition Unit (SGOD-SHNU), DepEd Schools Division Office of Catanduanes, San Roque, Virac, Catanduanes at cellular phone no. 0931-894-0256 or email at kristine.santelices@deped.gov.ph.

B. Internal Situation Reports

- a. The Division Task Force Covid-19 prepares regular internal situation reports containing updated statistics of SDO teaching and non-teaching personnel, the latest action/s taken by the Office in support to Covid-19 mitigation, and the latest relevant issuance/s to keep the concerned SDO officials adequately informed during the pandemic.

C. Communications Plan

- a. School personnel should notify the School Head if he/she is tagged by the RHU as primary contact of a covid 19 case. Likewise, those who are not officially tagged, but known to be close contact of the positive case should inform the immediate head.
- b. School Head should inform immediately the Division Medical Officer and Office of the Schools Division Superintendent of any learners or personnel with covid 19 symptoms/ case of covid 19 in the school for immediate intervention.
- c. School Head should inform the office of the Division Task Force for Covid 19 if a school personnel is on Self-isolation/ work from home scheme due to covid 19.
- d. School Heads and Public Schools District Supervisors are advised to strictly follow the DO. No. 14, s. 2020 and IATF Omnibus Guidelines in conducting face to face seminars, meetings, trainings and other related activities. In the event that there is a spike of covid cases in the locale, a virtual platform in conducting said activities is highly encouraged.
- e. Close coordination with national government, info channels such as the Provincial Health Office (PHO), Provincial Inter-Agency Task Force, Municipal Rural Health Units (RHU's) will be done to ensure the dissemination of truthful and accurate information to all stakeholders, subject to communication protocols.
- f. The Division Information Officer shall work closely with the Division Task Force Covid-19, Division DRRM Officer, School Health and Nutrition Unit, and other units/sections in the dissemination of relevant, preventive and safety information, support and response in the midst of Covid-19 pandemic.
- g. The Schools Division Office places great emphasis on the importance of maintaining clear communications, consultation, and coordination with learners, teachers, personnel, parents, and other education stakeholders in this time of uncertainty.

VII. Budget and Finance

Expenses relative to COVID 19 shall be charged to available funds in the Schools Division Office and schools/CLCs under the GAA, downloaded Program Support Funds (PSF) and/or other non-government organizations, ranked according to the priority needs of the offices and schools subject to usual accounting and auditing rules and regulations.

- a. Testing (swab and antigen, etc.) shall be included in traveling and other incidental expenses attached with authority to travel on official business and official receipt.
- b. Hygiene supplies such as soaps, alcohol, facemask, gloves, footbaths, bleach and other covid 19 related expenses.
- c. Communications allowance such as postpaid and utilities incurred in responding to all COVID 19 related issues/concerns.
- d. Other supplies and equipment not stated above but COVI 19 related use.



VIII. References

D.O. No. 14. S. 2020

Inter-Agency Task Force Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines

Enclosure A

**SCHEDULE OF WINDOW TRANSACTION IN THE SCHOOLS DIVISION OFFICE
(BY DISTRICT)**

Municipality	Transaction Schedule
Bagamanoc	Monday - Morning
Gigmoto	
Baras	Monday - Afternoon
Panganiban	Tuesday - Morning
Bato	
Caramoran	Tuesday - Afternoon
Pandan	Wednesday - Morning
San Andres	Wednesday - Afternoon
San Miguel	Thursday - Morning
Viña	Thursday - Afternoon
Virac	Friday - Morning

**CONTACT NUMBERS OF UNIT/SECTION/FUNCTIONAL DIVISION
FOR APPOINTMENT/ SCHEDULING**

Unit	Contact Number
Office of the SDS	0929 138 3279
Office of the ASDS	0929 138 3280
SGOD	0931 890 0256
CID	0929 138 3229
School Health and Nutrition	0929 138 3234
Legal Services	0929 138 3252
ICT	0929 138 3262
Accounting	0929 138 3303
Budget	0931 889 9864
Admin. - Gen Services	0929 138 3314
Personnel	0929 138 3325
	0995 935 2075
Cashier	0929 138 3328
Records	0929 138 3340
Supply	0929 528 4773
LRMDC	0929 138 3349
Security	0929 138 3352