



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



June 16, 2020

DIVISION MEMORANDUM

No. 178 s. 2020

**DIVISION ORIENTATION ON REGIONAL MEMORANDUM NO. 151, s. 2020 ENTITLED
"POLICY GUIDELINES ON SAFE SCHOOL AND WORK ENVIRONMENT FOR SY 2020-2021"**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Heads of Public and Private Elementary and Secondary Schools

1. This is to announce the conduct of the Division Orientation on Regional Memorandum No. 151, s. 2020 titled "Policy Guidelines on Safe School and Work Environment" on June 18, 2020 from 4:00 P.M. to 5:00 P.M. via *Sulong, DepEd Angeles City Podcast at DepEd Tayo Angeles City FB Page*.
2. All division personnel, teaching personnel and school heads are requested to participate in the said orientation through the Podcast. Attendance will be verified through the accomplished evaluation form.
3. The objective of the said activity is to ensure the safety of the school and work environment consistent with the context of "new normal" and Department of Health Memorandum No. 2020-0055 "Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019- NCov ARD) in Schools and Higher Education Institutions".
4. Attached is the Regional Memorandum 151, s. 2020, for reference and guidance.
5. Wide dissemination of the contents of this Memorandum is earnestly desired.

MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer -in- Charge
Office of the Schools Division Superintendent



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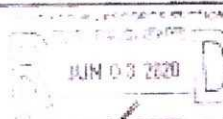


Republic of the Philippines
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Republic of the Philippines
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REGION III-CENTRAL LIZON


REGIONAL MEMORANDUM
No. 122, s. 2020



**POLICY GUIDELINES ON SAFE SCHOOL AND WORK ENVIRONMENT
FOR SCHOOL YEAR 2020-2021**

To: Assistant Regional Director
Schools Division Superintendents
Chiefs, Regional Functional Divisions
Chiefs, Curriculum Implementation Divisions
Chiefs, School Governance and Operations Divisions
Public and Private Elementary and Secondary School Heads

1. With the opening of classes on August 24, 2020, as contained in DepEd Order No. 07, s. 2020 this Office issues the following policy guidelines in making our school environment safe and secure as we shift towards "new normal" which is consistent with Department of Health Memorandum No. 2020-0055 "Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) in Schools and Higher Education Institutions":
 - 1.1 Safe Return to School of learners, teachers and non-teaching personnel
 - 1.2 Classroom set up and other school facilities
 - 1.3 Safe and Healthy Environment
2. All concerned officials from the Regional Office and Schools Division Offices are advised to monitor and validate the compliance of schools in relation to the guidelines and ready to provide technical assistance in ensuring that our schools are safe and secured this School Year 2020-2021.
3. Widest dissemination and compliance on this Memorandum is desired.


NICOLAS T. CAPULONG, PhD, CESO V
Director III
Officer-in-Charge
Office of the Regional Director

Encls: As Stated
ORD I and 3
May 19, 2020



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Region III
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Enclosure No. 1 to Regional Memorandum No. _____, s. 2020

Policy Guidelines on Safe Return to Schools of Learners, Teachers and Non-Teaching Personnel to School During the "New Normal" in Education Amid COVID-19 Situation

A. Disseminate public information and awareness campaigns

- I. Campaigns shall focus on the promotion of precautionary and safety measures and healthy behaviors such as, but not limited to:
 - i. personal hygiene, including frequent and proper handwashing with soap and water for 20 seconds, the application of rubbing alcohol or hand sanitizer if soap and water are not available. Conduct of daily group handwashing before the first class in the morning and afternoon sessions and before going home/
 - ii. maintaining healthy lifestyles, including proper hydration by drinking 8-10 glasses of water within the day, consumption of nutritious foods, and ensuring food safety;
 - iii. consumption of safe and nutritious foods, and environmental sanitation
 - iv. ensuring environmental sanitation through:
 - routine surface cleaning through education and school policies.
 - tidy and clean surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hand-on learning items, faucet handles and phones. Empty trash cans as needed
 - v. Observe and practice social distancing inside the school campus and offices
 - vi. Consulting a physician when symptoms attributable to respiratory infection (e.g. coughs, colds, fever, and other related symptoms) persist
- II. Campaigns shall also tackle the nature of COVID-19, ways of transmission, and signs and symptoms.
- III. All offices and schools are enjoined to use and share only verified and up-to date information from reliable and official sources such as the WHO and DOH.

B. Teachers and Non-Teaching Personnel

1. Require all teachers and non-teaching personnel to submit a "fit to work" medical certificate from accredited physicians before returning to work
2. Orient all teaching and non-teaching personnel on COVID-19 and preventive measures in and outside the school before the start of classes. The School Health Coordinators and SDO School Health Unit Coordinators shall facilitate this activity



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5. All Teaching and non-teaching staff are advised to wash their hands with soap and water upon arrival at the school and before entering their respective classes. Discourage touching of the eyes, nose and mouth.
 6. Observe social distancing at all times.
- C. Preventive Measures inside the school/office premises
1. A "No Facemask No Entry" policy in all schools and offices shall be strictly enforced.
 2. Check body temperature of all who are entering the school/office premises. It should be taken using a thermal scanner by the School Health Coordinator or School DRRM Coordinator. If temperature is above 37.8°C bring the person to the clinic. In case of a learner the adviser should call the parents to take the child to the hospital or nearest Health Center for checkup.
 3. Provide a footbath at the entrance of the classroom/office (21 tbsp sodium hypochlorite (Clorox) mix to 1 gallon of water)
 4. Arrange seats in the faculty rooms and classrooms at least 1.0 to 2 meters apart depending on the size of the room.
 5. Continue practicing social distancing measures of at least 3 feet or 1 meter to reduce the possibility of person-to-person transmission. This distance should be observed even as to apparently healthy persons without symptoms.
 6. Respiratory etiquette among teachers, non-teaching personnel and learners must be properly observed. Covering mouth and nose when coughing and sneezing with tissue or their shirt sleeves; dispose properly used tissues in closed bins and immediately wash hands thereafter.
 7. Teaching, non-teaching staff, office staff experiencing cough, colds, fever, sore throat, anosmia and difficulty of breathing must stay home and seek early consultation to avoid further spread of infection. A medical certificate is required upon return to work.
 8. Ensure access to basic hygiene facilities such as toilets, handwashing areas, water, soap, alcohol, sanitizer
 9. Provide additional functional handwashing areas near the entrance of the school and waiting areas with soap.
 10. Provide a well-ventilated room for the faculty, classrooms and school clinics
 11. Conduct weekend school-wide general cleaning and intensified disinfection, on top of regular cleaning efforts during school days. Clean and disinfect the environment regularly every two hours for high touch areas such as toilet, doorknobs, switches and at least once everyday for workstations and other surfaces



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- D. Close monitoring of the health status of personnel and learners, and appropriate management and referral of persons exhibiting respiratory infection (e.g. coughs, colds, fever, and other related symptoms)
1. All offices and schools shall continuously utilize existing referral systems as indicated in the School Health and Nutrition Service Manual for personnel and learners who are exhibiting symptoms of respiratory infection and others.
 2. The Medical Referral Form (see attached Template)
- E. Monitoring and reporting of the general situation and cases. School Health Coordinators/School DRKM Coordinator, Schools Division Offices shall prepare weekly health situation reports using the attached template (Situation Report Template) for submission to the Regional Office, ESSD School Health and Nutrition Unit (essd.schoolhealth@deped.gov.ph) on or before 12 noon every Friday.

Republic of the Philippines
DEPARTMENT OF EDUCATION REGION III
DIVISION OF _____

SCHOOL NAME/ID: _____

MEDICAL REFERRAL FORM

TO: _____ (Agency / Hospital) DATE: _____

ADDRESS: _____

THIS IS TO REFER TO YOU:

NAME: _____ AGE: _____ SEX: _____

ADDRESS/SCHOOL: _____ GRADE: _____

CHIEF COMPLAINT: _____

IMPRESSION: _____

REMARKS: _____



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COVID-19 HEALTH SITUATION REPORT TEMPLATE

SCHOOL DIVISION OFFICE: _____
REPORT FOR THE WEEK OF: _____

- I. SUMMARY OF REFERRALS OF PERSONS WITH SYMPTOMS OF RESPIRATORY INFECTION
- II.

SCHOOL NAME	SCHOOL ID	NUMBER OF REFERRALS	
TOTAL			

- III. ACTION TAKEN:

DATE	NAME OF REFERRAL	ACTIONS TAKEN



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Enclosure No. 2 to Regional Memorandum No. _____, s. 2020

Policy Guidelines on Setting - Up Classrooms

1. If allowed by the National Government, the Traditional Face-To-Face learning modality shall be adopted.
2. However, the recommended social/physical distancing shall be properly observed in all public schools and in all levels.
3. Illustrations for classroom set up are provided for reference.

Illustrations	Classroom Size	
IA	6 x 8	with Desk
IB	7 x 9	with Arm Chair
IC	6 x 8	with Arm Chair
ID	7 x 9	with Arm Chair
IE	7 x 8	with Desk
IF	7 x 4	with Desk
IG	7 x 9	with arm chair (1.0 meter distance)
IIE	6 x 8	with desk (1.0 meter distance)
IJ	7 x 8	with arm chair (1.0 meter distance)

4. The suggested number of desks and arm chairs in each classroom depends on the size of the classroom. The following are suggested:

7 x 9 Classroom		
Distance (Meter)	Desk (3 Seater) One pupil per desk	Single Seater Chair (arm chair)
1) 1.0	15	30
2) 1.5	12	12
3) 2.0	9	9

6 x 8 Classroom		
Distance (Meter)	Desk (2 Seater) One pupil per desk	Single Seater Chair (arm chair)
1) 1.0	15	15
2) 1.5	9	9
3) 2.0	6	6

7 x 8 Classroom		
Distance (Meter)	Desk (2 Seater) One pupil per desk	Single Seater Chair (arm chair)
1) 1.0	15	15
2) 1.5	12	9
3) 2.0	7	9

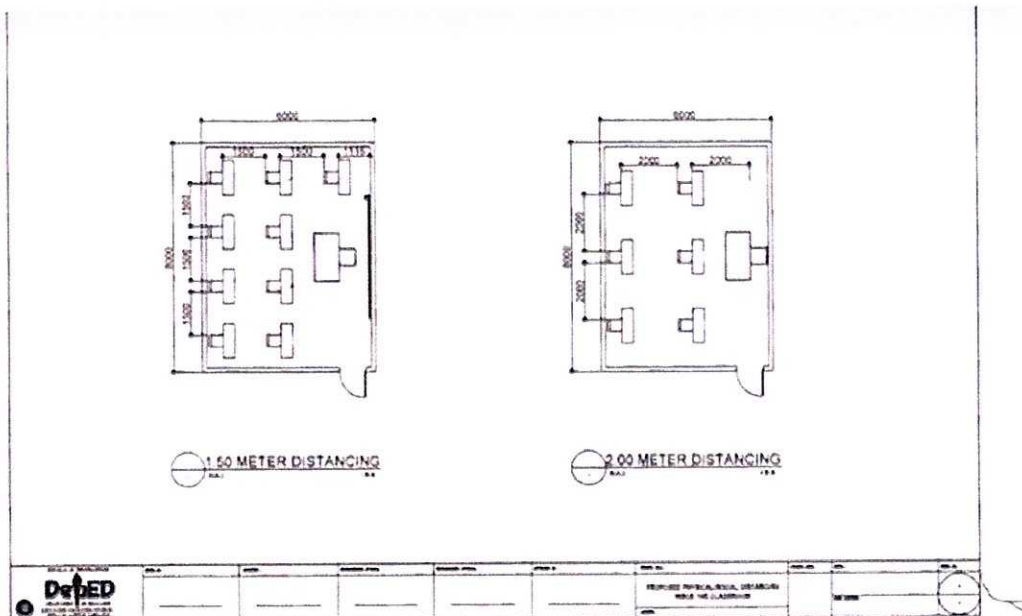


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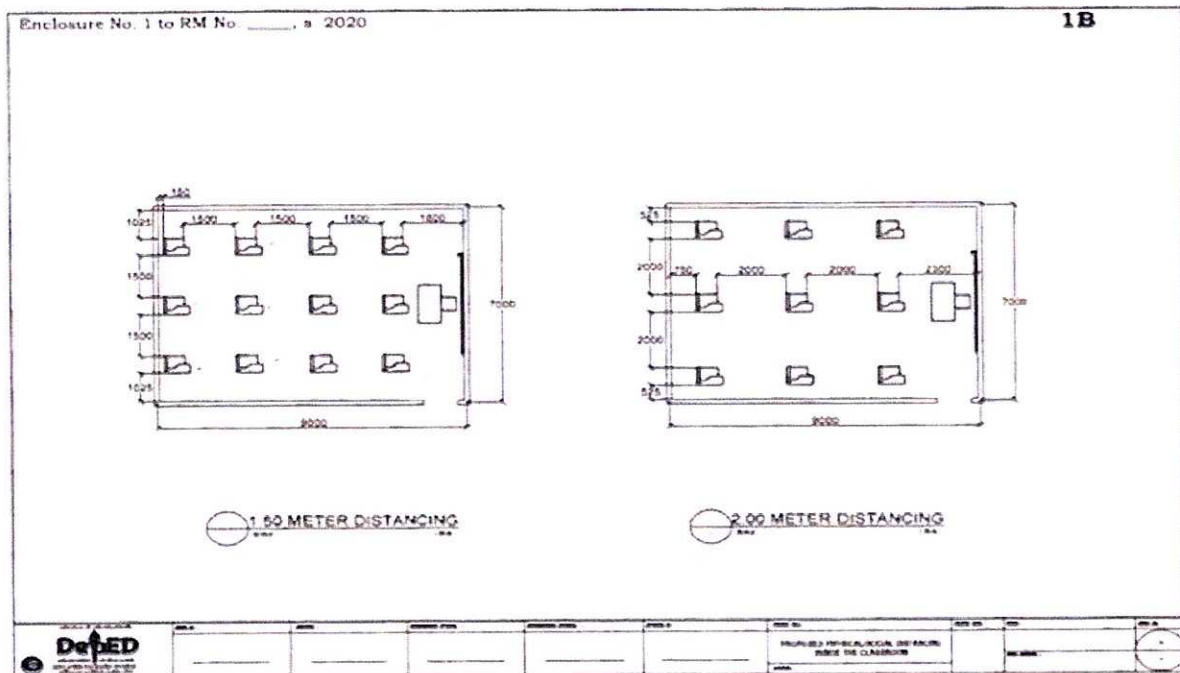


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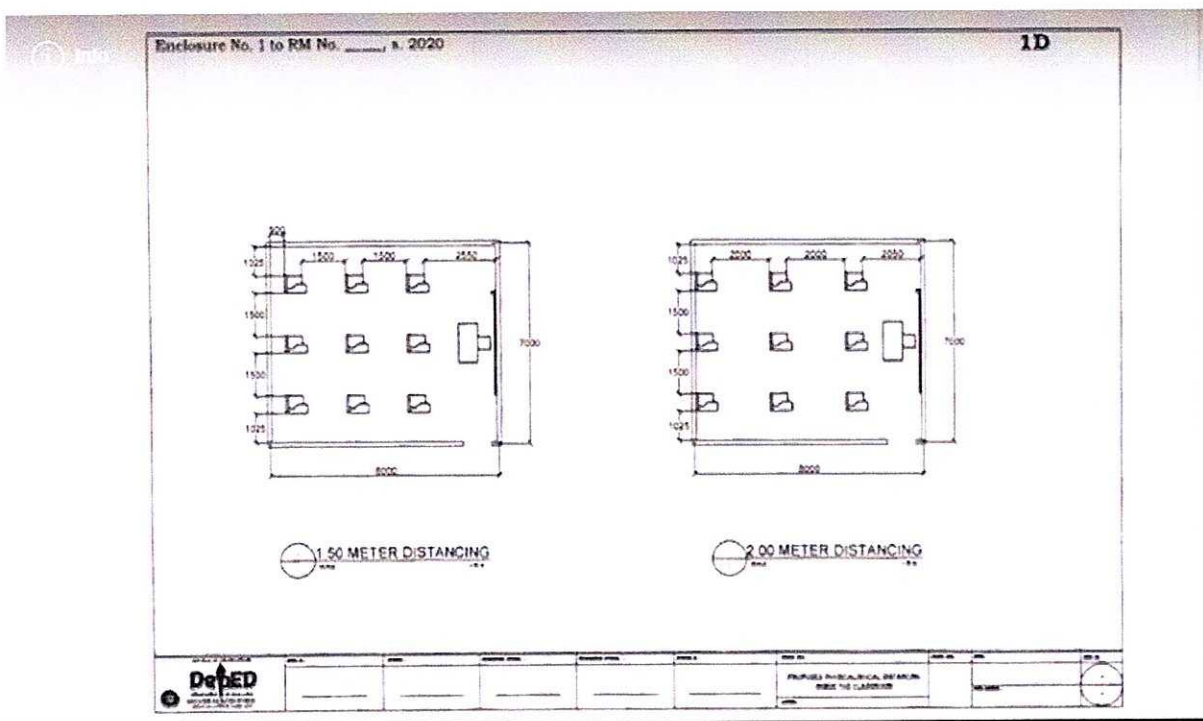
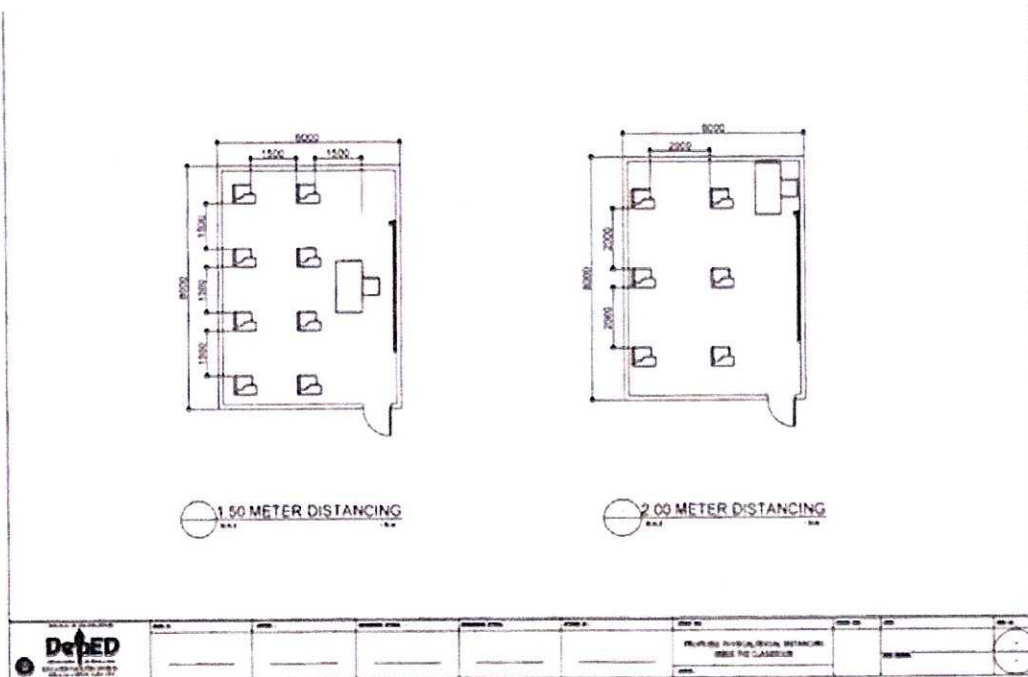


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Enclosure No. 3 to Regional Memorandum No. _____, s. 2020

POLICY GUIDELINES ON SAFE AND HEALTHY ENVIRONMENT

To ensure that learners, teachers, non-teaching and office staff are returning safe from the harm of COVID-19, the following should be observed in all public elementary, junior and senior high schools and offices.

1. Increase physical and mental resilience
 - 1.1 Psycho-socio interventions shall be given to all learners, teaching and non-teaching and office staff whenever needed.
 - 1.2 Learners, teaching, non-teaching personnel and office staff who oftentimes lose focus on their activities should be referred immediately to the office/school guidance counselor/coordinator.
 - 1.3 Ensure that working meals in between working hours are complied with in order to minimize/prevent employee's exposure to illness due to prolonged eating without prejudicial to the "No Nour Break" policy.
 - 1.4 Ensure availability of drinking water.
 - 1.5 Daily monitoring of body temperature and blood pressure must be done. Results must be properly recorded.
2. Reduce Transmission
 - 2.1 All students, teaching, non-teaching personnel and office staff who will be entering school/office premises shall use masks, whether disposable or washable.
 - 2.2 Mask must be worn properly at all times. Used mask must be disposed promptly and correctly in a garbage receptacle.
 - 2.3 Regular disinfection of the school and offices (every Wednesday afternoon and Saturday) must be enforced.
 - 2.4 Regular cleaning of the classrooms, offices, hallways, railings, staircases, light switches and the like every after work break and after work/class.
 - 2.5 Clean frequently-touched surfaces and objects including tables, doorhandles and computer keyboards.
 - 2.6 Availability of alcohol-based hand rubs in classrooms and workplace must be ensured.
 - 2.7 Respiratory etiquette must be practiced at all times.
 - 2.8 Hand washing with soap and water must be performed thoroughly. Allot specific period of time for hand washing.
3. Reduce contacts
 - 3.1 Follow strictly social/physical distancing. Place red marking tapes on the floor of front desks, canteen, records section, etc.
 - 3.2 There should be no mass gathering of learners, teachers, parents, and non-teaching personnel.
 - 3.3 Faculty/staff meetings could be held through online.
 - 3.4 Reduce movement within and across areas and buildings.



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4. Administrative Control

- a. As much as possible all business transaction must be done on-line.
- b. There should be one (1) entry - one (1) exit set up in all offices and classroom to avoid meeting of traffic.
- c. A receiving area for walk-in clients must be designated. Going to the work area of the personnel is prohibited.
- d. Body temperature of clients, visitors and school/office personnel must be taken before allowing them to the school/office premises.
- e. Those whose body temperature registers 37.5 degrees celcius and above must be advised to take a rest; after 5 minutes a second taking of body temperature must be done.
- f. Those whose body temperature ranges 37.5 and above must not be allowed to go inside the school/office premises; they will be referred to office physician for proper advice.

References:

World Health Organization. Consideration of Individuals in the context of containment for coronavirus disease (COVID-19)

Department of Health (DOH) Philippines. Department Memorandum No. 2020-0072

DOH Philippines. Department Memorandum No. 2020-0062

DOH Philippines. Department Circular No. 2020-0004

DOH Philippines. Department Memorandum No. 2020-0090

DOH Philippines. Department Circular No. 2020-0131

DOH Philippines. Department Memorandum No. 2020-0122

DOH Philippines. Department Memorandum No. 2020-0123

Department of Interior and Local Government (DILG) Philippines. Memorandum Circular No. 050

Inter-Agency Task Force for the Management of Emerging Infectious Disease. Guidelines/Guidelines on the Implementation of Community Quarantine in the Philippines. May 15, 2020

Good Service Commission. Department of Health, Department of Labor. Philippines. Joint Memorandum Circular No. 1, s. 2020

Department of Education (DepEd) Philippines. DepEd Task Force COVID-19 Memorandum No. 2020-052

DepEd Memorandum No. 043, s. 2020

DOH Administrative Order No. 2020-0013



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