



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



September 2, 2020

**DIVISION MEMORANDUM**

No. 200 S. 2020

**GUIDELINES / GUIDANCE FOR INSTITUTION/S IF A PROBABLE,  
SUSPECT OR CONFIRMED COVID-19 CASE IS DETECTED IN THE  
WORKPLACE**

To: **All Division Office Personnel**  
**All Public Elementary, Secondary and Senior High School Principals /**  
**School Heads**  
**All Public Elementary, Secondary, Senior High School Teaching & Non-**  
**Teaching Personnel**

1. In view of the ongoing threat of the spread of COVID-19 disease and in accordance with the DOH Circular No. 0131, s. 2020, this Division hereby issues this Memorandum to provide guidance in case a suspect, probable or confirmed COVID-19 case is detected in the workplace.

2. If a **Suspected case** (positive exposure to confirmed COVID-19 case but is asymptomatic) is detected in the **Division Office**, the following measures are to be implemented:

2.1 The management through the School Health Services (SHS) of this Division shall remind all employees / personnel to:

- a. Practice good personal hygiene
- b. Practice social distancing
- c. Monitor their health status including temperature at least twice a day
- d. Explore/allow alternative work arrangements including work from home



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- e. Enhance disinfection of workplace premises
  - f. If at any time, the suspected case becomes symptomatic (loss of smell, sore throat, fever >38C and above), he or she should inform his/her immediate Supervisor and SHS Personnel and seek immediate consultation to a healthcare professional for further assessment and management if needed.
3. If a **Suspected case** is detected in **School**:
- A. The school Principal / School Head shall inform the Division Management and SHS personnel.
  - B. Same measures to be taken as that of the Division Office shall apply in schools.
4. If a **Probable** or **Confirmed COVID-19 Case** is detected in the **Workplace**:
- A. The Division Office through the SHS shall inform the Department of Health (DOH).
  - B. The DOH shall reach out to the DepEd SDO Angeles City Management / SHS first and the joint DOH and LGU's contact tracing team shall assess who among such persons shall be placed under quarantine and advise which area to vacate and cordon off.
  - C. The SDO and School management should immediately vacate and cordon off the prescribed section of the workplace premises where the confirmed case worked.
  - D. SDO and School Management should cooperate and provide the necessary assistance and support to the joint DOH and LGU's contact tracing case.
  - E. Carry out a thorough disinfection of that section or the workplace premises.
  - F. employees placed under quarantine, the employer or Heads of Offices are urged to treat such absences in accordance with the DOLE / CSC guidelines.
  - G. The SHS personnel and School Principals / School Heads shall regularly monitor the status of the employee who might be a probable, suspect or confirmed case or was placed under quarantine.



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5. All questions and clarifications regarding the aforementioned shall be directed to the SHS of this Division.
6. Immediate dissemination of and strict compliance with the contents of this memorandum is desired.

  
**MA. IRELYN P. TAMAYO PhD, CESE**  
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Office of the Schools Division Superintendent



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