



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent

May 18, 2020

Division Memorandum 212, s.2020

**MINIMUM HEALTH PROTOCOLS IN THE OFFICE AND SCHOOLS
UPON RETURN TO WORK**

1. Upon resumption of operations of this division effective May 18, 2020, schools/offices/units/sections shall devise and adopt workplace specific protocols to include among others the following:

Objective I. Increase Physical and Mental Resilience

Activity	Procedure	Personnel/Office Responsible
1. Conduct of regular exercise to boost personnel's immune system	15 to 20 minutes light exercise to be done at the parking area Time set at 4 o'clock pm. MWF/TTh May still wear mask but must be wary of lightheadedness or tingling sensation	Division H & N Section, SHNP/MAPEH
2. Provision of regular supply of free drinking water per office/school	Delivery of mineral water per office/school every week depending on the number of personnel per office/school Personnel will bring their own water container	All offices and schools
3. Serve nutritious food in the canteen (once allowed to open) . If possible, organic fruits and vegetables and fresh products will be served, minimized or no preservatives.	Regular monitoring of canteen to ensure compliance with nutrition standards Personnel to bring their own eating utensils.	SHNP, Division Office and schools



4. Provision of mental and psychosocial support	Remote PFA to be given to individuals	Guidance Counselors SHNP SGOD
5. Encourage the use of long sleeves , pants and closed shoes when reporting physically for work.		All offices and schools

Objective II. Reduce Transmission

Activity	Procedure	Personnel/Office Responsible
1. Daily cleaning and disinfection in the offices and schools, comfort rooms and canteen, hallways	High contact areas and frequently handled objects such as door knobs and hand grips shall be cleaned and disinfected regularly (at least twice a day) Comfort rooms to be cleaned as often as needed Observe proper dilution of disinfectants. e.g. 100 ml of bleach solution to 900 ml of clean water, 20 grams of chlorine powder to 2 liters of clean water; source DOH	All offices and schools
2. Washrooms and toilets shall have sufficient clean water and soap	Replenishment of supply once consumed	Supply Administrative Aide
3. Provision of alcohol/sanitizer (and tissue) at the entrance and in each office	Regular procurement of supplies to ensure that alcohol, masks, disinfectants etc are always available SDO/Schools to set-up Hands-Free Hand Sanitizer Stands at the entrance	Supply Office Schools and DO
4. Implement mandatory use of face masks (and face shield as needed) in all offices and schools	Wearing of face mask for personnel and clients is required at all times	All offices Schools



5. Limit the number of vehicles at the parking area	Limit entry of vehicles	Security and Admin Unit
6. Provision of foot bath at the front entrance	Procurement of necessary materials for foot bath	Supply office Schools
7. Limit point of entry and exit to the building	Separate entry and exit areas for personnel and clients Put up labels to indicate Entrance and Exit	DRRM
8. Use of stairs is subject to physical distancing requirement	With two or more stairways accessible, one stairway is to be used exclusively for going up and the other, for going down. For buildings with a single stairway, designate a one-way flow Install signages to indicate directions	DRRM
9. Proper disposal of infectious wastes such as used tissue paper, gloves and masks	Provision of labeled garbage disposal units for infectious wastes Wastes/trash should be securely stored before weekly collection	SHNP Administrative Aide
10. Decontamination in cases of COVID-19 infection or suspected case	Identification of contaminated work area Decontamination to be done up to 7 days from the initial contamination Use of EPA approved disinfectants	Decontamination service provider
11. Intensify information education campaign	Use of division communication platforms	Division Information officers Division ITO SHNP

Objective III. **Reduce Contact**

Activity	Procedure	Personnel/Office Responsible
1. Use of official email for transactions not requiring physical presence	Posting of email address of contact persons per office at the DepEd Tayo Baguio City page and in front of the Division	All offices and schools



	Office	
2. Use of email and text messaging in securing appointments needing physical presence in any of the offices *Modified Health Declaration form to be filled out	Assigning contact person/s per office for appointments Posting of contact numbers and email address per office	All Offices and schools
3. Rearrangement of office set-up to comply with physical distancing requirements (1 meter apart)	Red marking tapes on office floors, tables and/or chairs as distancing guides for clients	All offices and schools
4. Limit entry of clients to a number of persons per office at a time	The number of people inside an office shall be limited to maintain physical distancing (1 person per square meter at a time)	All offices and schools
5. Setting up of waiting areas in the hallway/ outside the building or office	Marking of floors or setting up chairs to maintain the 1 meter distancing	All offices and schools

Objective IV. Monitor Probable Infection

Activity	Procedure	Personnel/Office Responsible
1. Scanning of temperature of personnel and clients upon entry	Personnel/Clients with temperatures 37.8 C or above will not be allowed entry and will be referred to proper authorities Returning employees to fill out health checklist	SHNP Division Office and schools
2. Proper referral for any possible symptoms such as colds, difficulty of breathing, cough, diarrhea and fever.	Establish appropriate referral system	SHNP Division office and schools
3. Provision of a temporary holding area/isolation room	Setting up of a holding area for possible patients prior to their	SHNP Division office and schools



	transport to qualified facilities	
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2. Immediate effectivity of this memorandum is desired.



MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: DepEd CAR Advisory dated March 25, 2020 Re: Delivery of Essential Services
To be indicated in the Perpetual Index:
under the following subjects:



WORK FROM HOME
GCQ

HEALTH PROTOCOL
NEW NORMAL

COVID-19



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