



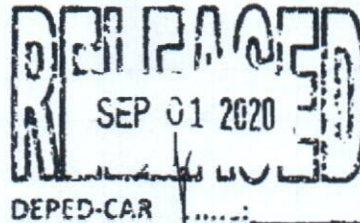
Republic of the Philippines
Department of Education
 Cordillera Administrative Region



Office of the Regional Director

August 26, 2020

REGIONAL MEMORANDUM
 No. 263-2020



**REMINDERS ON STANDARDS FOR COVID-19 MITIGATION
 IN THE WORKPLACE/OFFICES AND SCHOOL SETTINGS**

To: OIC-Assistant Regional Director
 Regional Office Division/Section/Unit heads
 Schools Division Superintendents
 Division/School Administrative Officers
 Heads, All Public and Private Schools
 All Others concerned

1. School opening has been moved to October 5, 2020 to ensure that administrative, physical/structural and personnel preparations are compliant with set standards prior to school opening. DepED Central Office issued and prescribed standards to guide schools and workplaces/offices in planning, preparing and maintaining efforts to prevent the spread of COVID-19 disease.
2. The following documents have been the basis for issuances in relation to COVID-19 mitigation:
 - a. Department of Health Administrative Order No. 2020-015 (DOH AO 2020-0015), **Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation** dated April 27, 2020;
 - b. Civil Service Commission Memorandum Circular No. 10, s. 2020 (CSC MC 10, s. 2020), **Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic** dated May 7, 2020;
 - c. Department of Education Order No. 14, s. 2020 (DO 14, s.2020), **Guidelines on the Required Health Standards in Basic Education Offices and Schools** issued June 25, 2020.
3. Attached are health reminders based on the aforementioned documents to assist and guide personnel in the SDOs and schools in their transition to the new normal.
4. For information, guidance, and compliance.

To: All School Administrators, Principals & Teachers In-Charge
 (Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

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DepEd Order No. 14, s. 2020: Guidelines on the Required Health Standards for Basic Education Offices and Schools
CHECKLIST:

	Interventions
I. Routines and Protocols for Health and Safety	
A. General Health and Safety Protocols	<input type="checkbox"/> 1. Observed proper use of face masks and other PPEs <ul style="list-style-type: none"> o No Mask, No Entry policy o All personnel are wearing face masks o Gloves (cloth or elastic) are worn while handling modules <input type="checkbox"/> 2. Practiced physical distancing. <ul style="list-style-type: none"> o Signage/nudges/floor markings/reminders are placed in heavy traffic and common areas: o Conference rooms, canteens, classrooms, waiting areas and other common spaces are set-up to comply with this standard. <input type="checkbox"/> 3. Observed proper hand hygiene. <ul style="list-style-type: none"> o Handwashing facilities are set-up in strategic areas; especially at the main entrance of school/ workplace and near toilets o May use hand sanitizers/alcohol rub as alternate o During handling of modules o Wash hands with soap and water if with visible dirt <input type="checkbox"/> 4. Practiced proper cough etiquette and proper disposal of tissue and masks after use. <ul style="list-style-type: none"> o Tissue, hand sanitizers and covered trash bins are provided for in high traffic/ common spaces <input type="checkbox"/> 6. Established routine cleaning and disinfection of school/workplace. <ul style="list-style-type: none"> o Schedule/ memo/ document indicating disinfection of frequently touched surfaces and objects at least twice a day; include workspaces for processing modules o Disinfectant solution in footbaths are relatively clean and regularly replaced <input type="checkbox"/> 7. Conducted orientation on COVID-19, Health Standards and mental health (PFA) <ul style="list-style-type: none"> o There are available platforms for posting updates on COVID-19, Health Standards and mental health (PFA) <ul style="list-style-type: none"> ▪ Bulletin boards ▪ Online workplace chat groups ▪ Text brigade ▪ School paper ▪ Others
B. Detection and Referral	<input type="checkbox"/> 8. Triage area was set-up at the office/school entrance <ul style="list-style-type: none"> o Temperature checked: Those with temperature >37°C shall not be allowed to enter. o Health declaration logbook for all office/school visitors. (Symptom, exposure and travel history check) o A holding area for those with symptoms shall be set-up near the entrance; pending assessment/referral/transport. o Space/area for transactions shall be determined to limit face-to-face interactions <input type="checkbox"/> 9. Activated the Preventive Alert System in Schools (PASS) <ul style="list-style-type: none"> o Logbook/documentation of referrals/ sick leaves o All personnel are reporting to their immediate supervisors if they are experiencing flu-like symptoms o Daily symptom check for personnel by person-in-charge o Daily rapid assessment of learners. o Referral of those with symptoms (to the BHERTs after informing parent/guardian); provide surgical masks.
C. School Activities and Events	<input type="checkbox"/> 10. Restrict conduct of physical or face-to-face large gatherings and activities <ul style="list-style-type: none"> o Provide and maximize use of online platforms for the performance of tasks



	<input type="checkbox"/> Limit travel only to the most critical or essential official functions as determined by the Secretary or her designated officers <input type="checkbox"/> Devise and implement alternative mean of recording and monitoring attendance <input type="checkbox"/> Set a flexible dining policy
D. School Clinic and Health Services	<input type="checkbox"/> 11. Established/Maintained school or office clinic for basic services <input type="checkbox"/> 12. Ensured availability of appropriate PPE: face mask, face shield/goggles, gloves
E. DepEd Health and Safety Policies	<input type="checkbox"/> 13. Ensured the operationalization of <ul style="list-style-type: none"> <input type="checkbox"/> Preventive Alert System in Schools (PASS) for COVID-19 (DM 15, s. 2020) <input type="checkbox"/> DTFC Memo No. 25 (Minimum Standards on Social Distancing) <input type="checkbox"/> DO 10, s. 2016 (Policy and Guidelines on Comprehensive WinS Program) <input type="checkbox"/> DO 13, s. 2017 (Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices) <input type="checkbox"/> Ban on smoking and vaping (DO 48, s. 2016, DM 111, s. 2019) <input type="checkbox"/> Access to Brief Tobacco Intervention <input type="checkbox"/> 14. Developed contingency and response plan for COVID-19
II. Physical Arrangement in School	
	<input type="checkbox"/> 15. Designated functional areas for: <ul style="list-style-type: none"> o Triage at the entrance o Holding area for high-risk groups (w/ appropriate prevention measures) o Common area for accommodating visitors and clients, o Pick-up/ drop off area for modules o Processing/packing of modules <input type="checkbox"/> 16. Proper ventilation is observed. <ul style="list-style-type: none"> o For all enclosed spaces: open windows, preferred; electric fans to facilitate air exchange; air con not encouraged o For classrooms: Adhered to prescribed layout <input type="checkbox"/> 17. Established and maintained proper sanitation and hygiene Facilities <ul style="list-style-type: none"> o Foot baths in all entrances o Handwashing stations o Toilets with adequate water and soap o Trash bins <input type="checkbox"/> 18. Bulletin boards: Display and/or distribute IEC materials on health, safety <input type="checkbox"/> 19. Ensured set up of Materials Recovery Facilities <input type="checkbox"/> 20. Ensured availability of ICT infrastructure and facilities
III. Support Mechanisms	
A. Physical and Mental Resilience	<input type="checkbox"/> 21. Established daily physical activity <ul style="list-style-type: none"> o At least 60 minutes of daily physical activities for learners o At least 30 minutes of daily physical activities for adults <input type="checkbox"/> 22. Mental Health and PsychoSocial Services (MHPSS) Activities conducted in coordination with YFC, GC, School Health personnel and/or local partners in the community.
B. Administrative Support	<input type="checkbox"/> 23. Complied with CSC MC 10, s. 2020 and related DepEd issuances <ul style="list-style-type: none"> o Provided alternative arrangements to members of the most at risk population o Provided appropriate compensation and benefits to those involved in COVID 19 response (if applicable) o Provided necessary assistance to personnel required to physically report to work (accommodations, travel passes, communication allowance, transportation, vitamins), if necessary and practicable o Provided logistical support for personnel on work from home
IV. Screening of Returning Personnel and Learners and Testing Protocol	
	<input type="checkbox"/> 24. Observe the proper protocol on screening returning personnel and learners <ul style="list-style-type: none"> o All returning personnel and learners physically reporting to the school shall be screened for symptoms of COVID-19:



- ✓ fever,
- ✓ cough,
- ✓ colds, and other respiratory symptoms,
- ✓ and/or relevant history of travel or
- ✓ exposure within the last 14 days. **

**The following should have happened two (2) days before or within 14 days from onset of symptoms of a confirmed or probable case:

- Face-to-face contact with a confirmed or probable case within 1 meter and for more than 15 minutes
- Direct physical contact with a confirmed case
- Direct care for a patient with a probable or confirmed COVID-19 disease without using proper PPE

25. Refer to the protocol on Alternative Work Arrangements, Leaves and Return to Work



HEALTH PROTOCOLS FOR DEPED SCHOOLS/WORKPLACES

I. HANDLING MODULES	
A. Preparation/ packing	<p>A.1. Designate an area for packing of modules</p> <ul style="list-style-type: none"><input type="checkbox"/> Wooden table tops covered with glass or plastic for easier disinfection<input type="checkbox"/> Science laboratory tables if available<input type="checkbox"/> If multiple personnel will be working in an enclosed space:<ul style="list-style-type: none">o Traffic flow: separate ENTRANCE from EXITo Signages or floor markings for Physical distancing and routing traffic <p>A.2. Personnel handling materials should wear appropriate Personal Protective Equipment (PPE) while handling the materials</p> <ul style="list-style-type: none"><input type="checkbox"/> Explanation: Human skin contain normal flora (bacteria) and exhaled air during coughing/sneezing/talking have droplets with bacteria. The objective is to make sure the person handling the material does not transfer any microorganism (bacteria, virus, fungi) to the materials being packed<input type="checkbox"/> Face mask, elastic (rubber) gloves<ul style="list-style-type: none">o For enclosed workspaces with multiple personnel, include face shield <p>A.3. Disinfection</p> <ul style="list-style-type: none"><input type="checkbox"/> Practice hand hygiene prior to putting on PPE<input type="checkbox"/> Disinfect workspace prior and after using the area<ul style="list-style-type: none">o Refer/review sanitation procedures: reference and link below<input type="checkbox"/> Disinfect received package of modules prior to opening <p>A.4. Reminders:</p> <ul style="list-style-type: none"><input type="checkbox"/> Do not touch your skin with your gloved hand.<input type="checkbox"/> Make sure that the hands are dry (after hand hygiene) before touching anything<input type="checkbox"/> It is best that the packet for the modules are plastic for easier disinfection
B. Distribution	<p>B.1. Designate an area for picking up modules</p> <ul style="list-style-type: none"><input type="checkbox"/> If in school:<ul style="list-style-type: none">o Area should preferably near the school entranceo Traffic flow: separate ENTRANCE from EXITo Signages to guide parents/guardian: Grade/sectiono Facilitated distribution: school personnel to hand off the modules to the parents/guardiano Visitor/Receiving logbook for monitoring and contact tracing<input type="checkbox"/> If at a drop-off point:<ul style="list-style-type: none">o Enclosed water-proof container for modules at drop-off pointso Sheltered from the raino Packets are visibly marked for easy distribution <p>B.2. Personnel handling materials should wear appropriate Personal Protective Equipment (PPE) while handling the materials</p> <ul style="list-style-type: none"><input type="checkbox"/> Explanation: Human skin contain normal flora (bacteria) and exhaled air during coughing/sneezing/talking have droplets with bacteria. The objective



	<p>is to make sure the person handling the material does not transfer any microorganism (bacteria, virus, fungi) to the materials being handled</p> <ul style="list-style-type: none"> <input type="checkbox"/> Face mask, elastic gloves <input type="checkbox"/> Direct Physical Contact should be limited as much as possible <p>B.3. Disinfection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Practice hand hygiene prior to handling modules <input type="checkbox"/> Hand hygiene should be practiced by both giver and receiver of modules <input type="checkbox"/> Disinfect workspace prior and after using the area <input type="checkbox"/> Disinfect received package of modules prior to opening <p>B.4. Reminders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orient/Instruct personnel in-charge of drop-off/pick up areas outside the school on proper handling of modules <input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the distribution areas <ul style="list-style-type: none"> o Provide PPE and sanitizers for off-school areas <input type="checkbox"/> Do not touch your skin with your gloved hand. <input type="checkbox"/> Make sure that after hand hygiene, the hands are dry before touching anything <input type="checkbox"/> It is best that the packet for the modules are plastic for easier disinfection
<p>C. Retrieval</p>	<p>C.1. Designate an area for dropping off modules</p> <ul style="list-style-type: none"> <input type="checkbox"/> If in school: <ul style="list-style-type: none"> o Area should preferably near the school entrance; separate from the module pick-up area o Traffic flow: separate ENTRANCE from EXIT o Signages to guide parents/guardian: Drop-off modules here o It can be a common area for all grades; to be sorted by school personnel after disinfection <input type="checkbox"/> If at a drop-off point: <ul style="list-style-type: none"> o Enclosed water-proof container for modules at drop-off points o Sheltered from the rain <p>C.2. Personnel handling materials should wear appropriate Personal Protective Equipment (PPE) while handling the materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explanation: Human skin contain normal flora (bacteria) and exhaled air during coughing/sneezing/talking have droplets with bacteria. The objective is to make sure the person handling the material does not transfer any microorganism (bacteria, virus, fungi) to the materials being handled <input type="checkbox"/> Face mask, elastic gloves <input type="checkbox"/> Direct Physical Contact should be limited as much as possible <p>C.3. Disinfection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Practice hand hygiene prior to and after handling modules <input type="checkbox"/> Hand hygiene should be practiced by both giver and receiver of modules <input type="checkbox"/> Disinfect workspace prior and after using the area <input type="checkbox"/> Disinfect received package of modules prior to opening <p>C.4. Reminders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orient/Instruct personnel in-charge of drop-off/pick up areas outside the school on proper handling of modules <input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the distribution areas



	<ul style="list-style-type: none"> ○ Provide PPE and sanitizers for off-school areas <input type="checkbox"/> Do not touch your skin with your gloved hand. <input type="checkbox"/> Make sure that after hand hygiene, the hands are dry before touching anything <input type="checkbox"/> It is best that the packet for the modules is plastic; for easier disinfection
II. CONDUCT OF LIMITED FACE TO FACE ACTIVITIES	
<p>A. In school</p>	<p>A.1. Designate an area for limited face-to-face; should be compliant with the health standards</p> <ul style="list-style-type: none"> <input type="checkbox"/> Open space is preferred <input type="checkbox"/> If enclosed space, <ul style="list-style-type: none"> ○ Proper ventilation should be ensured: open windows, exhaust fans, electric fans ○ Physical distancing, 1-2 meters apart <ul style="list-style-type: none"> ✓ Even during meals <input type="checkbox"/> If multiple personnel will be working in an enclosed space: <ul style="list-style-type: none"> ○ Traffic flow: separate ENTRANCE from EXIT ○ Signages or floor markings for Physical distancing and routing traffic <p>A.2. Wear appropriate Personal Protective Equipment (PPE) throughout the activity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explanation: Human skin contain normal flora (bacteria) and exhaled air during coughing/sneezing/talking have droplets with bacteria. The objective is to make sure that there is no transfer any microorganism (bacteria, virus, fungi) from speaker to listener. <input type="checkbox"/> Face mask, face shield, gloves <input type="checkbox"/> Direct Physical Contact should be limited as much as possible <p>A.3. Disinfection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Practice hand hygiene as often as necessary before and after handling/ touching commonly touched surfaces/ articles (door knobs, light switch, ball pens, microphones, etc.) <input type="checkbox"/> Disinfect workspace and commonly touched surfaces/ articles prior and after using the area <p>A.4. Reminders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orient/Remind participants of the health practices prior to start of the activity. <input type="checkbox"/> Visitor logbooks properly filled up for monitoring and contact tracing <input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the activity area <input type="checkbox"/> During meals: <ul style="list-style-type: none"> ○ Packed meals are preferred ○ If buffet, it should be facilitated; this means that the serving utensils are handled by a server ○ Physical distancing should still be observed. ○ Avoid speaking while eating to prevent generation of saliva droplets which contains microorganisms. Remember that masks are removed while eating. The risk of inhaling droplets sprayed through talking/sneezing/coughing is higher. <p style="text-align: right;"><input type="checkbox"/> Masks should be maintained while speaking to prevent droplet sprays</p>



	<ul style="list-style-type: none"> ○ If there is hearing impairment among participants and lip reading is necessary to understand speaker, the mask may be removed but ensure the following: <ul style="list-style-type: none"> ✓ Proper air ventilation is warranted ✓ Speaker maintains at least 2 meters distance from participants ✓ Proper cough etiquette is observed ✓ Face shield should at least be used by the speaker ✓ All listeners should be wearing their masks properly
<p>B. Home visits</p>	<p>B.1. Designate an area for limited face-to-face; should be compliant with the health standards</p> <ul style="list-style-type: none"> <input type="checkbox"/> Open space is preferred <ul style="list-style-type: none"> ○ Front/back yard of house being visited <p>B.2. Wear appropriate Personal Protective Equipment (PPE) throughout the activity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explanation: Human skin contain normal flora (bacteria) and exhaled air during coughing/sneezing/talking have droplets with bacteria. The objective is to make sure that there is no transfer any microorganism (bacteria, virus, fungi) from speaker to listener. <input type="checkbox"/> For visitor: Face mask, face shield, gloves <input type="checkbox"/> For learner/parent: at least clean face mask <input type="checkbox"/> Direct Physical Contact should be limited as much as possible <p>B.3. Disinfection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Practice hand hygiene as often as necessary before and after handling/ touching commonly touched surfaces/ articles (door knobs, light switch, ball pens, microphones, etc.) <input type="checkbox"/> Disinfect workspace and commonly touched surfaces/ articles prior and after using the area <input type="checkbox"/> Visitor should carry with him/her disinfecting solution, clean towel, hand sanitizer and plastic bag for used towel <p>B.4. Reminders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orient/Remind participants of the health practices prior to start of the activity. <ul style="list-style-type: none"> ○ Do not start until health standards are met <ul style="list-style-type: none"> ✓ Face mask ✓ Hand sanitation/ disinfection ✓ Physical distancing <input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the activity area <input type="checkbox"/> Duration of visit should be less than 45 minutes; less than 15 minutes if the area has poor ventilation <input type="checkbox"/> Sharing meals during visits is discouraged. <input type="checkbox"/> Masks should be maintained while speaking to prevent droplet sprays <ul style="list-style-type: none"> ○ If there is hearing impairment among participants and lip reading is necessary to understand speaker, the mask may be removed but ensure the following: <ul style="list-style-type: none"> ✓ Proper air ventilation is warranted ✓ Speaker maintains at least 2 meters distance from participants ✓ Proper cough etiquette is observed ✓ Face shield should at least be used by the speaker ○ All listeners should be wearing their masks properly



III. ALTERNATIVE WORK ARRANGEMENTS, LEAVES AND RETURN TO WORK

A. Alternative Work Arrangement

A.1. Workplace personnel profile is conducted to determine at risk population

- High risk to COVID-19 disease
 - o Senior citizens
 - o Persons with co-morbid or immunodeficiency diseases such as but not limited to diabetes, hypertension, kidney failure, cancer, HIV/AIDS, etc.
 - o Pregnant and lactating mothers
 - o Caregivers to identified high risk groups
- If enclosed space,
 - o Proper ventilation should be ensured: open windows, exhaust fans, electric fans
 - o Physical distancing, 1-2 meters apart
 - ✓ Even during meals
- If multiple personnel will be working in an enclosed space:
 - o Traffic flow: separate ENTRANCE from EXIT
 - o Signage or floor markings for Physical distancing and routing traffic

A.2. Determine appropriate strategy for workplace/school while considering the following:

- Maximum capacity of the workplace where the physical distancing of at least 1 meter is observed.
- Capacity of the administration/management to provide support to workers:
 - ✓ Equipment/supply for Work from Home(WFH) arrangement
 - Laptops, printers, communication allowances
 - Online platforms for constant communication, etc
 - ✓ Transportation from home to workplace for on-site workers
 - ✓ Temporary housing/ accommodations for on-site workers, especially those crossing quarantine borders regularly
- Health profile of workers
- Consultation with the personnel on preferred work arrangement

A.3. Issue an office policy adopting/contextualizing CSC MC 10, s. 2020



B. Leaves and Return to Work

- ✓ All personnel returning to the workplace from quarantine or from travel to places with different quarantine status should undergo quick triage before entering the facility.
- ✓ Refer to the following decision tables:

Triage Indicators	No travel history/ No exposure	With Travel History (past 14 days)	With Exposure History (past 14 days)
	<i>Suspect/Possible</i>	<i>Suspect/Probable</i>	<i>Suspect/Probable</i>
Actions to be taken	Inform workplace supervisor/ HR/ BHERTs; For medical consultation/triage; optional: RT-PCR test Self-quarantine for 14 days; with at least 3 days asymptomatic/ resolution of symptoms	Inform workplace supervisor/ HR/ BHERTs; For medical consultation/triage; Self-quarantine for 14 days with at least 3 days of no symptoms; or until RT-PCR tested negative and asymptomatic for at least 3 days, whichever comes first	Inform workplace supervisor/ HR/ BHERTs; For medical consultation/triage; Self-quarantine for 14 days with at least 3 days of no symptoms; or until RT-PCR tested negative and asymptomatic for at least 3 days, whichever comes first
	**May shift AWA to WFH if medical consultation led to home quarantine <input type="checkbox"/> Attach request letter to shift AWA to WFH **File for sick leave if medical consultation led to admission in an isolation/quarantine facility or hospital <input type="checkbox"/> File Form 6 <input type="checkbox"/> Attach Form 41	**May shift AWA to WFH if medical consultation led to home quarantine <input type="checkbox"/> Attach request letter to shift AWA to WFH **File for sick leave if medical consultation led to admission in an isolation/quarantine facility or hospital <input type="checkbox"/> File Form 6 <input type="checkbox"/> Attach Form 41	**File for sick leave; most likely, medical consultation led to admission in an isolation/quarantine facility or hospital <input type="checkbox"/> File Form 6 <input type="checkbox"/> Attach Form 41
Clearance needed	Medical certificate/ clearance	Medical certificate/ clearance from LGU; Certificate of quarantine completion	Medical certificate/ clearance from LGU; Certificate of quarantine completion
** Internal workplace policy suggestion; to be included in your respective office memorandum if deemed appropriate by Management			



Triage Indicators	No travel history/ No exposure	With Travel History (past 14 days)	With Exposure History (past 14 days)
		<i>Other PUM</i>	<i>Close Contact</i>
Actions to be taken	May enter the workplace	Inform workplace supervisor/ HR/ BHERTs; For triage; Self-quarantine for 14 days or until RT-PCR tested negative, whichever comes first **Shift AWA to WFH while on home quarantine <input type="checkbox"/> Attach request letter to shift AWA to WFH	Inform workplace supervisor/ HR/ BHERTs; For triage; Self-quarantine for 14 days or until RT-PCR tested negative, whichever comes first **Shift AWA to WFH while on home quarantine <input type="checkbox"/> Attach request letter to shift AWA to WFH
Clearance needed	None	Medical certificate/ clearance from LGU; Certificate of quarantine completion	Medical certificate/ clearance from LGU; Certificate of quarantine completion
** Internal workplace policy suggestion; to be included in your respective office memorandum if deemed appropriate by Management			
IV. SANITATION			
Reference	RM NO. 147, S. 2020 - DISSEMINATION OF GUIDELINES ON ENVIRONMENTAL CLEANING IN WORKPLACE AND SCHOOLS Link: https://www.depedcar.ph/regional-memoranda/rm-no-147-s-2019-0		

ESSD/afc/8.26.2020



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