



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendents, SGOD and CID Chiefs, Section Heads, Division DRRM Team, SDO Personnel and All Others Concerned

FROM: CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

SUBJECT: DEPED QUEZON PROTOCOL ON COVID-19

DATE : March 11, 2020

Due to the emerging threat of spread of Corona Virus Disease 2019 (COVID-19)), this Office has set the following precautionary measures to prevent the community transmission and to ensure safety of all SDO Personnel and its offices in order to facilitate transactions in all offices.

For Guard on Duty

- a. Advise all visitors and guests upon log-in to use the provided alcohol at the designated sanitation area/s.
- b. Ensure that the log sheet is duly accomplished by the guests/visitors.

For Medical Nurse/Staff

- a. Check the thermal body temperature of guests/visitors.
- b. Assess the physical health conditions of guests/visitors.
- c. Make a sound judgement to allow or hold the guest if he/she shows symptoms relevant to respiratory illnesses.
- d. Assist all SDO Personnel and guest who seek immediate medical attention.

For SDO Personnel

- a. Prevent to report at respective office when not feeling well.
- b. Inform the immediate Section Chief if has traveled to a know area where Covid-19 is present and report the incident to the Health and Services section for appropriate action.
- c. Practice coughing etiquette.
- d. Avoid Spitting
- e. Make it a habit on proper hand washing.

DEPED - QUEZON ICT UNIT
UPLOADED
Date/TM: MAR 13 2020
By: CRISTINA 2:34 PM
Ref. no. 101924-2020

DEPEDQUEZON-TM-SDS-04-010-002

Email address: quezon@deped.gov.ph
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





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- f. Avoid close contact.
- g. Regular disinfection of offices using disinfectant solution
- h. Encourage to dispose used mask properly.

For your guidance and strict compliance.

drmapr03/11/2020

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