



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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Registration Number:
QAC/R63/0216

May 14, 2020

DIVISION MEMORANDUM

DM No. 111, s. 2020

DIVISION POLICY ON THE IMPLEMENTATION OF THE ALTERNATIVE WORK ARRANGEMENT

To: **Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Accounting Staff, Public Schools District Supervisors, Public School Heads, All Others Concerned**

1. The 2020 COVID-19 pandemic has placed all government agencies and instrumentalities under flexible work arrangements during the period of state of national emergency. In line with this, SDO Quezon strictly complies with the CSC MC 10, s. 2020 issuance about the revised interim guidelines for alternative work arrangements and support mechanisms for workers in the government during the period of state of national emergency.
2. All division chiefs and unit heads shall submit the proposed Alternative Work Arrangements (AWA) suited in their offices for the duration of the State of National Emergency or until lifted by the President for approval of the top management.
3. Employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, pregnant women, including those who reside with the aforementioned, and are residing in areas under GCQ shall be under work-from-home arrangement, except when their services are indispensable under circumstances or when office work is permitted. Similarly, this office shall give priority to the preferred schedule of employees who are mentioned above.
4. To facilitate the implementation of the Other Alternative Work Arrangements adopting the combination of three -day workweek and two-day Work-From-Home (WFH) arrangement, this office shall ensure the following:
 - a. The employees in WFH are given tasks to be performed to the full extent possible in terms of man-days per work week.
 - b. Employees under work-from-home shall make themselves available during work hours that they are at home.
 - c. The employees under WFH have access to or is provided with any of the following communication equipment or facilities, such as computer/laptop, internet or e-mail, telephone or mobile phone, and mobile loads.
 - d. Appropriate measures such as Pledge of Confidentiality of Information, Data encryptions, etc. are in place to ensure protection of data used and processed by the employees pursuant to RA 10173 or the Data Privacy Act of 2012.
 - e. The confidential and proprietary information are protected and secured at all times.

DEPEDQUEZON-TM-SDS-04-009-002

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Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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ICT UNIT

U P L O A D E D

Date/Time: MAY 14, 2020

By: Cristell 5:20 P.M.

Ref. No.: DM 111, s. 2020



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5. To ensure the health safety of all employees reporting to offices, the following activities and precautionary measures shall be implemented prior to the resumption of normal office operations:
 - a. All DepEd personnel and visitors inside the premises are required to wear face mask and other personal protection equipment (PPE).
 - b. Checking of thermal body temperature is a must before entering in the division premises.
 - c. Disinfection or decontamination activities on all its buildings, facilities, and office vehicles shall be conducted in a regular basis.
 - d. Installation of disinfection foot bath and sanitation station in every entrance of all offices.
 - e. Modification of the workplace layout to ensure observance of physical distancing requirements of those who will be reporting to the office.
 - f. Main gate will be close on designated time and there shall be a service gate entrance to control the in and out of SDO personnel, other Deped employess and visitors.
 - g. No unauthorized person(s) is allowed to enter in the SDO premises without official appointment or transaction.
 - h. There shall be a safety officer every work schedule on each section to ensure observance of health safety protocols.
6. The SDO shall use videoconferencing/teleconferencing and small group sessions limited to maximum of 20 participants in conducting meetings/trainings to ensure safety of everyone.
7. The formulated Work Arrangement Schedule of all SDO personnel shall be observed indicating the work arrangements of all personnel who are in transit (daily/weekly) in reporting to work and going home from the GCQ area.
8. All Division personnel shall accomplish and submit Individual Workweek Report (IWAR) to thier respective chiefs and unit heads for consolidation and reporting to the top management.
9. All SDO personnel and visitors shall strictly adhere to the issued interim guidelines and protocol on safety, health, and wellness of SDO personnel for the prevention of COVID-19 attached herewith.
10. Immediate dissemination of this Memorandum is desired.


CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

asdshdp05/013/2020

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Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19

RATIONALE

Coronavirus Disease 2019 (COVID-19) was first identified last December 2019 as a cluster of pneumonia cases of unknown etiology. On 30 January 2020, the World Health Organization declared the COVID-19 outbreak as a Public Health Emergency of International Concern and eventually as a Global Pandemic by 11 March 2020. Enhanced Community Quarantine (ECQ) commenced in Luzon on March 18. Lifting the ECQ is inevitable but must be done gradually as not to strain our health system.

The Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) Resolution No. 28 mandates that minimum public health standards must be specified by the Department of Health (DOH) and adhered to by all sectors.

These standards shall serve as a guide in institutionalizing key Non-pharmaceutical interventions (NPIs) to combat COVID-19.

OBJECTIVE

The policy and guidelines aims:

1. to assist DepEd Quezon personnel from all sections/offices in the implementation of non-pharmaceutical intervention as minimum public health standards to mitigate the threat of COVID-19; and
2. to ensure the health and wellness of each personnel and their safety while in the workplace.

COVERAGE

The policy and guidelines shall apply to all workplaces, employees and to all who transact in the division office.

MINIMUM HEALTH STANDARDS

Reduce Vulnerability- increase physical and mental resilience

Reduce Transmission- personal hygiene, environmental hygiene, use of PPE

Reduce Contact- practice physical distancing

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Reduce duration of infection- detection and isolation of symptomatic individuals

A. WORKPLACE SAFETY

The following standards shall be implemented in all workplaces aligned with the objectives of the minimum health standards of the Department of Health and the Inter-Agency Task Force on COVID-19:

A. General Preventive Measures

- A. All DepEd personnel inside the premises are required to wear face mask all the time except when eating and drinking water.
 - i. Using of washable face mask is highly encouraged.
 - ii. Wearing of face mask properly (covering both the mouth and the nose)
 - iii. Changing of disposable face mask every three (3) to five (5) hours is recommended.
- B. Sharing of personal belonging is highly discouraged while there is still existence of COVID-19.
- C. Regular washing of hands with soap and water or using hand disinfectants on designated sanitation station in every offices.
- D. Practicing the shoe-off policy inside the respective offices. (Based on the Japanese Culture on maintaining good hygiene practice)
- E. Making social/physical distancing a habit.

B. Infection Prevention and Control

- A. Wearing of face mask and mandatory thermal body temperature check is a must to all who will enter the premises.
- B. Identification of area for quarantine for those who have high body temperature.
- C. Installation of disinfection foot bath and sanitation station in the entrances of all offices.
- D. Ensure routine cleaning of frequently touched surfaces and objects, and replacement of disinfectant solutions in foot baths everyday.
- E. Disinfection of all vehicles entering the office must be properly carried out.
- F. Lock down procedure is highly advised.





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i. Main gate will be closed on designated time. A service entrance will be used to control the in and out of SDO Personnel, other DepEd employees and visitors.

ii. Only authorized personnel with official business may go out during office hours.

G. No unauthorized person(s) is allowed to enter in SDO premises without official appointment/transaction.

H. Creating markings that would follow to the practice of physical/social distancing.

I. Establishing of Drop off point and Pick-up point areas in all offices.

C. Empowerment

Section heads assign their respective daily safety officer every who will oversee the implementation of this interim guidelines. This will be done in a routinary basis to increase the health awareness and social responsibility of all SDO Personnel

D. Restriction on Mass Gatherings

A. Large gatherings such as conference, training, and the like are highly discouraged at the moment until further notice but if cannot be avoided, strict social/physical distancing should be observed.

B. Teleconferencing is highly encouraged.

C. If there is a need for face to face meeting, proper distancing with corresponding PPE's on both parties shall be observed.

E. Modified Work-Structures and Schedules, and Alternative Work Arrangements

B. HEALTH AND WELLNESS

A. Respiratory Hygiene and Cough Etiquette

i. Practice respiratory etiquette at all times. Do not spit on the ground.

ii. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing.

iii. Practice proper disposal of tissue after use.

B. Mandatory wearing of cloth mask.

C. Ensure access to basic needs of individuals, including food, water, shelter and sanitation

i. Eat nutritious and well- cooked food;

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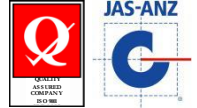




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- ii. Drink plenty of fluids and avoid alcoholic beverages, likewise, smoking must be avoided
- iii. Increase the body's resistance by having adequate rest and sleep; and
- iv. Exercise regularly- at least 15 minutes (Zumba is recommended)

D. Promote Mental Health

- A. Protect the mental health and general welfare of individuals by providing a mindful activity/sessions, in-house counselling, and support groups to its employees. (Breathing Exercises, Relaxation, Self-Care, Zumba)
- B. Promote work-life balance through proper scheduling of activities and rotation of workforce

E. Food Consumption

- A. Bringing of personal food is highly encouraged.
- B. Eating at the communal area (designated area for eating) should follow the one meter distancing and no opposite person in front.
- C. Limiting the member of individuals who will eat in the pantry at a given time.
- D. Encourage all personnel to observe CLAYGO (CLean As You GO) technique in all banquet areas.

F. Reduce exposure of vulnerable individuals

A. Detection and Isolation of Symptomatic Individuals

- a. All employees must be subjected to temperature checks prior to entering the building/office spaces and proper referral to appropriate facility for asymptomatic employees.
 - i. Any personnel/visitor with temperature $>37.5^{\circ}\text{C}$, shall be isolated in an area identified and are not allowed to enter the premises. The isolation area should be well ventilated and must be disinfected frequently.
 - b. Clinic staff assigned to assess the workers held in the isolation area shall be provided the appropriate medical grade PPEs by the office which shall include but not limited to face masks, goggles/face shields, and/or gloves; and spray alcohol/sanitizers to both hands; and provide disinfectant foot baths at the entrance.
 - i. Monitor all employees to ensure proper detection of employees with symptoms.
 - ii. Accomplish daily the health symptoms questionnaire and submit to the guard or designated safety/health officer prior to entry.
 - iii. Accomplish health status survey form.





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iv. Employees with flu-like symptoms shall adopt a work from home (WFH) arrangement for the duration of COVID-19 health event and call BHERT for severe symptoms

v. Cloth mask for general public.

G. PROTOCOLS FOR SCREENING EMPLOYEES AND VISITORS

