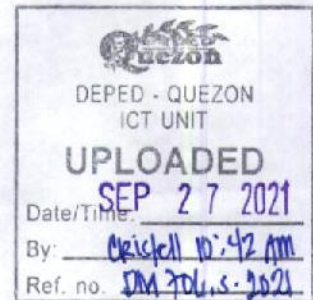




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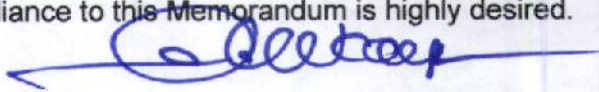
23 September, 2021

DIVISION MEMORANDUM
DM No. 706, s. 2021

**STRENGTHENING THE OBSERVANCE OF STRICT HEALTH AND SAFETY
PROTOCOLS IN DEPED QUEZON**

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
School Health Personnel
All Others Concerned

1. In reference to DepEd Task Force COVID-19 Memorandum No. 464, s. 2021 and Division Memorandum No. 563, s. 2021 titled **Reiteration of Corresponding Work-Related Guidelines per Community Quarantine Classification and Ensuring Observance of Strict Health Measures in Work Settings in View of the Threat of the Delta Variant Transmission**, this Office reiterates the strict adherence of all employees in the implementation of Safety and Health Protocols in the workplace.
2. Relative to this, the SDO Quezon through the School Health Section, issues this Memorandum to guide everyone on the improved policy on the Revised Algorithm for COVID-19 Protocols to strengthen the implementation of Division Memorandum No. 148, s. 2020 titled **Division Algorithm for COVID-19 Protocols at SDO Quezon**.
3. Please see attached Policy on the Division Algorithm and approved minimum health and safety protocols in mitigating COVID-19 for your reference.
4. Immediate dissemination of and strict compliance to this Memorandum is highly desired.


ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

shsmtma/09/23/2021

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Enclosure No. 1 to DM No. 706 s, 2021

**REVISED POLICY ON THE DIVISION ALGORITHM TO STRENGTHEN
COVID-19 HEALTH AND SAFETY PROTOCOLS**

Minimum public health standards shall be strictly implemented across all settings. This shall include engineering controls, such as proper ventilation, visual cues and barriers, administrative controls, such as symptoms screening, temperature check, physical distancing, hand hygiene, cough etiquette, and wearing of face masks, among others.

The following guidelines are strategies relevant to the prevention, detection, isolation, treatment and reintegration for COVID-19:

I. Online Health Declaration (OHD)

1. The Medical Officer shall post the **OHD Form (OHDF)** link in the Messenger groups of the Division, Section Heads, and Top Management every Sunday and Wednesday.
2. The Section/Unit Heads shall then forward the OHD Form link to their respective personnel.
3. All SDO personnel shall be responsible to submit information and health status on a regular basis thru the Online Health Declaration **a day before** going to the Division Office.
4. Each personnel shall declare the truth pertaining to their health status and present condition. The Triage On-Duty Nurses who are assigned daily shall monitor the OHD Forms and shall evaluate all responses.
5. A consolidated OHD report by the Triage On-Duty Nurses shall be submitted to the Division Medical Officer for monitoring and data recording.
6. All SDO personnel who are found with any COVID-19 signs and symptoms, like colds, cough, sore throat, fever, headache, muscle pain and joint pains, loss of taste, loss of smell, diarrhea shall **NOT be allowed** to report onsite. Instead, they shall report to their Barangay Health Emergency Response Team (BHERT) and inform the Division Medical Officer and Head of Office for proper monitoring and management. Triage Nurses shall

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Region IV-A
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- monitor if the concerned personnel reported to their respective BHERT through follow-up calls or messages.
7. For **General Services Section (GSS)** personnel who have no internet access, they shall fill-out the hard copy of the OHD Form at the Triage area on a daily basis to have their health status monitored regularly, since they are at higher risk. Upon entering, thermal scanner is available at the guard post before going to triage area for filling out of OHD.
 8. All vendors and external customers shall be controlled by the Security Officer on duty and shall strictly follow the minimum health standards in the office. They shall present a barangay clearance certifying that they are not a probable, suspect or exposed to a confirmed case.
 9. All Division Chiefs and Section Heads are expected to furnish the SHS Section with a copy of their respective office's **Alternative Work Arrangement (AWA)** on a weekly basis for proper monitoring of personnel reporting to the SDO.
 10. The designated **Safety Officer** per section in coordination shall conduct an onsite inspection and monitoring of their respective offices as to the number of personnel who are on skeleton work arrangement, and shall observe any apparent signs and symptoms in the office. This shall be coordinated with the DRRM Officer for validation.
 11. The Over-all Safety Officer together with SO in-charge for the day shall coordinate with the Triage On-Duty Nurse and to the Medical Officer for any personnel observed with COVID-19 signs and symptoms for further management and appropriate action.
 12. Personal data of employees (suspected or confirmed COVID-19 case) shall be kept confidential in observance of the Data Privacy Act of 2012. Daily posting of updated number of COVID-19 cases shall be reported at the COVID-19 bulletin at the TM/Section Chiefs/Head's group chat.

II. Triage Area

1. The Nurse on-duty at the Triage Area shall be at post from **7:00 a.m. to 4:00 p.m.** (8 hours duty). The Security Officer on duty shall take charge before 7:00 a.m. and from 4:00 p.m. to 5:00 p.m. in consideration to the limited transportation in this time of pandemic.

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2. The **Guard on-duty** shall check and advise all customers/visitors to proceed at the Triage Area for **temperature check, and compliance to mandatory Health Declaration**.
3. All **SDO personnel** in each section shall proceed to the Triage Area for **thermal scanning and validation of OHD**.
4. All **visitors/external customers** with transactions to section/s to be visited shall get a **triage clearance form** to be presented to each unit for verification. SDO personnel shall seek the triage clearance form from each customers before any transactions to ensure their compliance with the safety and health protocols implemented in the workplace.
5. From 4:00 p.m. to 5:00 p.m. all visitors/external customers shall be monitored by the Security Officer for thermal scanning and provision of health declaration form. Any observable response on the health declaration form shall be coordinated to the School Health Section for further management.
6. Strict compliance to minimum health standards shall always be checked, like wearing of surgical, KF94 or KN95 face mask, and face shield (optional), inside and outside offices/buildings, as well as observing physical distancing and hand sanitizing. **Non-compliant personnel shall be notified thru Request for Action (RFA)**.
7. Health personnel and other personnel with high risk of exposure to COVID-19 should use properly fitted surgical masks, instead of cloth masks. No cloth masks shall be worn inside the office. The designated Safety Officer per section shall take charge in the compliance of safety and health protocols in their respective offices.
8. The Nurse on-duty shall submit an **assessment and summary report** of Health Declaration responses to the Medical Officer on a daily basis.
9. A **hard copy of Health Declaration Form** shall always be available at the Triage area for personnel and visitors who have no access to the OHDF.
10. The Nurse on-duty shall conduct a daily preventive maintenance of its medical equipment and ensure availability of medical supplies.
11. A **standby transport vehicle** shall be available at all times, in coordination with the Administrative Section and Top Management.

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Region IV-A
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III. Contact Tracing

1. All **positive cases** from **RT-PCR** and **Antigen Swab Tests** shall be reported (as **Confirmed Case**) to the Division COVID-19 Focal Person and to the Division Medical Officer.
2. Personnel who are **exhibiting COVID-19 signs and symptoms** (e.g. fever, colds, cough, headache, muscle and joint pains, tonsillitis, loss of taste, loss of smell, and diarrhea), and those identified as **COVID-19 Confirmed Case, Suspect, and Probable Case** (including their close contacts), as well as those, shall **NOT** be allowed to report on-site. Instead, they shall be required to report to their **Barangay Health Emergency Response Team (BHERT)**, to be monitored by the district nurse or the triage nurse and inform the **DepEd Medical Officer** and the **Head of Office** for proper monitoring and management.
3. For SDO employees who have been exposed to a suspect, probable or confirmed case due to field visits or monitoring, the District Nurse in coordination with the local government unit (LGU) shall conduct a case investigation of all reported probable and confirmed COVID-19 cases. Active contact tracing shall also be initiated after identification of suspect cases. The Division COVID-19 Task Force together with the concerned district nurse shall conduct the case investigation.
4. All **close contacts shall be placed under quarantine** for monitoring. Regardless of test results, the **14-day quarantine period** shall be strictly completed and going outside of quarantine facility/house is prohibited.
5. The **number of quarantine days** shall depend on observed symptoms, and may be extended to more than 14 days upon recommendation of the LGU/Medical Officer. A monitoring sheet used by the Contact Tracer of respective BHERT shall be the basis of the recommendation to be provided to the concerned SDO personnel.
6. After a thorough investigation and contact tracing, the District Nurse shall submit a consolidated report to the Division COVID-19 Focal Person, copy furnished the Division Medical Officer III for monitoring and recording.
7. All identified **2nd and 3rd contacts** through contact tracing done with no COVID-19 signs and symptoms **may proceed to work**, but are in close self-monitoring for 14 days.

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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

If signs and symptoms are developed within the 14 day period, he/she shall report to MO via SMS for further evaluation and management.

8. SDO employees who are **confirmed COVID-19 positive** and are **close contacts**, upon completing the quarantine period may return to work, provided they have presented a **negative (-) RT-PCR or Antigen Test** result or a **Certificate of Quarantine Completion** from their respective BHERT/LGU, and **have no more signs and symptoms** for 3 days and more.
9. The swab test result, and the Certificate of Quarantine Completion signed by their respective BHERT shall be submitted to the Division Medical Officer for the issuance of clearance and certification for return to work.
10. A **COVID-19 Bulletin** for relevant updates (i.e. COVID-19 statistics) for teaching and non-teaching personnel shall be posted daily by the Division Medical Officer. *A COVID-19 Bulletin for relevant updates (i.e. COVID-19 statistics) for SDO personnel shall be posted daily by the Division Medical Officer at the TM/Chiefs/section head's GC.

IV. Swab Testing

1. **RT-PCR** remains to be the gold standard for diagnostic testing for COVID-19 or determining the presence of SARS-CoV-2 (COVID-19).
2. A positive Rapid Antigen Testing may also be considered in the diagnostic testing for COVID-19.
3. Once SDO employees are referred to their respective BHERT/LGU, the **BHERT/LGU shall already be the authorized entity** for the scheduling of swab test and provision of recommendation.
4. SDO personnel who are residence of Lucena may be tested for RT-PCR if identified as 1st contact and with COVID-19 like symptoms. This shall be coordinated with the Lucena United Doctors Hospital (LUDH) with laboratory request from the Medical Officer for scheduling.



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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

V. Trainings/ Seminars/ Onsite Activities (if under GCQ)

1. All program proponents are advised to inform their participants to secure a **certification** from their District Nurse or BHERT, and submit a **Health Declaration Form**.
2. The Nurse on-duty shall collect the BHERT Certification during registration—**no certification, no entry**.
3. It is also advised that all requesting sections/units for health support services do file a request form four (4) days prior the activity for proper scheduling of manpower in the School Health Section.
4. Participants with **COVID-like symptoms** shall **NOT be allowed to attend** any onsite activity.
5. Strict adherence to minimum health and safety protocols shall be observed while in the venue, such as temperature check, hand hygiene and sanitation, physical distancing of 1 meter distance and beyond, and wearing of surgical face mask.
6. All gatherings and related activities shall begin with a brief discussion of safety and health protocols.

VI. Ventilation

1. **Adequate ventilation** shall be strictly enforced, especially indoors. Natural air flow exchange is highly encouraged. The assigned Utility personnel in each offices shall be incharged in ensuring the natural air flow in the area.
2. Windows and doors shall be opened, and air conditioning units shall be turned off to reduce air recirculation.
3. For indoor spaces with inadequate ventilation, areas shall preferably have High-Efficiency Particulate Air (HEPA) filter as an option to improve air quality. No personnel should be situated directly in the flow of air coming from fans and air-conditioners.
4. In workplaces and activity venues, doors and windows are encouraged to be opened, and use of air filtration systems is encouraged wherever and whenever possible. This will be monitored and checked by the assigned section's safety officer and nurse assigned in case of seminar venues.

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Region IV-A
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VII. Work Stations

1. Face masks shall be **worn at all times**. A KF94 or KN95 face mask is encouraged to be used in an airconditioned area to ensure protection from transmission and infection (considering its leakage percentage), while surgical face mask outdoor.
2. All personnel shall stay in their workstations, whenever possible. Movements between rooms, floors, buildings, and other offices shall be limited to necessary tasks.
3. Sharing of items such as ballpens and passing around of documents whether at work, in gatherings, or in vehicles shall be avoided.
4. Regular hand hygiene, sanitizing and disinfection of frequently touched areas/objects shall be practiced at all times.
5. Communal eating is discouraged at work.
6. Conversations between personnel who share the same room in respective work stations are likewise discouraged.
7. A log sheet per section shall be available for contact tracing purposes. It will be accomplished and reported by the safety officer assigned in each office/service unit in the Division.

VIII. Service Vehicle/ Standby Transport Service

1. Adequate ventilation should be strictly enforced in vehicles.
2. **Face mask and alcohol** shall always be available in the vehicle.
3. When inside vehicles, personnel shall be required to avoid talking with each other, talking phone calls, eating, and removing their masks.
4. Signages of "No Talking", "No Eating", and "No Taking Phone Calls" should likewise be displayed or posted in conspicuous areas in the vehicle.
5. **Regular disinfection of vehicle** shall be practiced **before and after each trip** by the assigned driver which will be monitored by the Head of the General Services Section Head or his/her designated staff.



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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

IX. Medical Assistance

1. The Division Medical Officer shall be **available for consultation**, either online thru SMS or onsite at the Division Office - School Health Section.
2. The Office shall ensure the sustainability and availability of COVID-19 health and safety supplies for minimum health standards to reduce transmission and infection in the workplace through the provision of quarterly medical supplies (face mask, alcohol, disinfectants) for every SDO employee and each section/unit in the Division.
3. School Health Personnel shall be readily available in the provision of health and nutrition education relative to COVID-19 pandemic following their work-onsite schedule and thru SMS.
 - o Triage Nurses – Monday –Friday
 - o Medical Officer – Monday to Thursday
 - o Nurse-in-Charge- Tuesday to Friday
 - o Nurse-on-call duty - Friday
4. **Mental Health and Psychosocial First Aid** to confirmed positive cases shall be rendered during the monitoring of personnel. The health personnel in-charge shall communicate with the concerned positive case thru SMS, Video call or call to monitor and provide positive thoughts and encouragement.

X. Disinfection

1. **Regular disinfection** shall be conducted in the Schools Division Office. It shall be headed by the **Administrative and General Services Section** in coordination with the Division DRRM Officer every 2nd and 4th Friday of the month.
2. In areas or offices where **known confirmed positive case** have been reported, immediate disinfection within 24 hours shall be conducted. All concerned personnel shall be on work from home (WFH) arrangement during the period of disinfection.

XI. Onsite Monitoring and Field Visit

1. Onsite monitoring and field visit shall only be done **if extremely necessary**. Virtual activities are still highly encouraged with respect to prevailing health situation.

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2. All concerned personnel from the OSDS, CID and SGOD who will conduct onsite monitoring and field visit are required to accomplish the OHDF before going to the itinerary. Upon ensuring they are not a probable, suspect or confirmed case, the Division Medical Officer shall issue a Certification. Only then shall said personnel be allowed to proceed with the onsite activity.
3. Personnel who are not yet fully vaccinated are discouraged to conduct onsite monitoring and field visit.
4. The SDO personnel shall be responsible to observe strictly the maximum health safety and health protocol while in the monitoring.
5. Regardless of the number of days in the field, the SDO personnel may return to work in the office with daily updated Online Health Declaration, without any signs and symptoms developed.
6. Anyone who developed COVID-like symptoms shall be subjected to mandatory quarantine and shall report immediately to the Division Medical Officer for further management.

XII. Vaccination

1. This Office continues to underscore the **importance of vaccination** in addition to the required health standards as extra layer of protection against COVID-19.
2. Several **DepEd issuances** were provided as guidance on vaccination, such as:
 - a. DTFC Memorandum No. 372, titled Guidance on COVID-19 Vaccination for DepEd Teaching and Non-Teaching Personnel;
 - b. DepEd Memorandum No. 28, s. 2021, titled Comprehensive Guidance on the Participation of the Department of Education in the Implementation of the Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines; and
 - c. DTFC Memorandum No. 441, titled Instructions to the Field Regarding the Operationalization of DM 28, s. 2021, Particularly on Vaccination of DepEd Teaching and Non-Teaching Personnel.

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3. All personnel shall report their vaccination status to the School Health Section and through the **Self-Reporting for COVID-19 Vaccination Tracker** accessible through the DepEd Mobile App, available at the App Store or Goggle Play.

XIII. Inquiries/ Concerns

1. For clarification and more information about this Policy, communicate with the **DepEd Division COVID-19 Task Force** through the School Health Section.
2. Please contact **Dr. Marie Antoinette Aguinaldo-Tesalona**, Division Medical Officer, at 09171222188.

References:

DTFC-19 Memorandum No. 464, s. 2021- Reiteration of Corresponding Work-Related Guidelines Per Community Quarantine Classification and Ensuring Observance of Strict Health Measures in Work Settings in View of the Threat of the Delta Variant Transmission

DOH Department Circular No. 2021-0122- Reiteration of Prevention, Detection, Isolation, Treatment and Reintegration (PDITR) Strategies for COVID-19 in Light of the Implementation of Enhance Community Quarantine in NCR Plus Bubble

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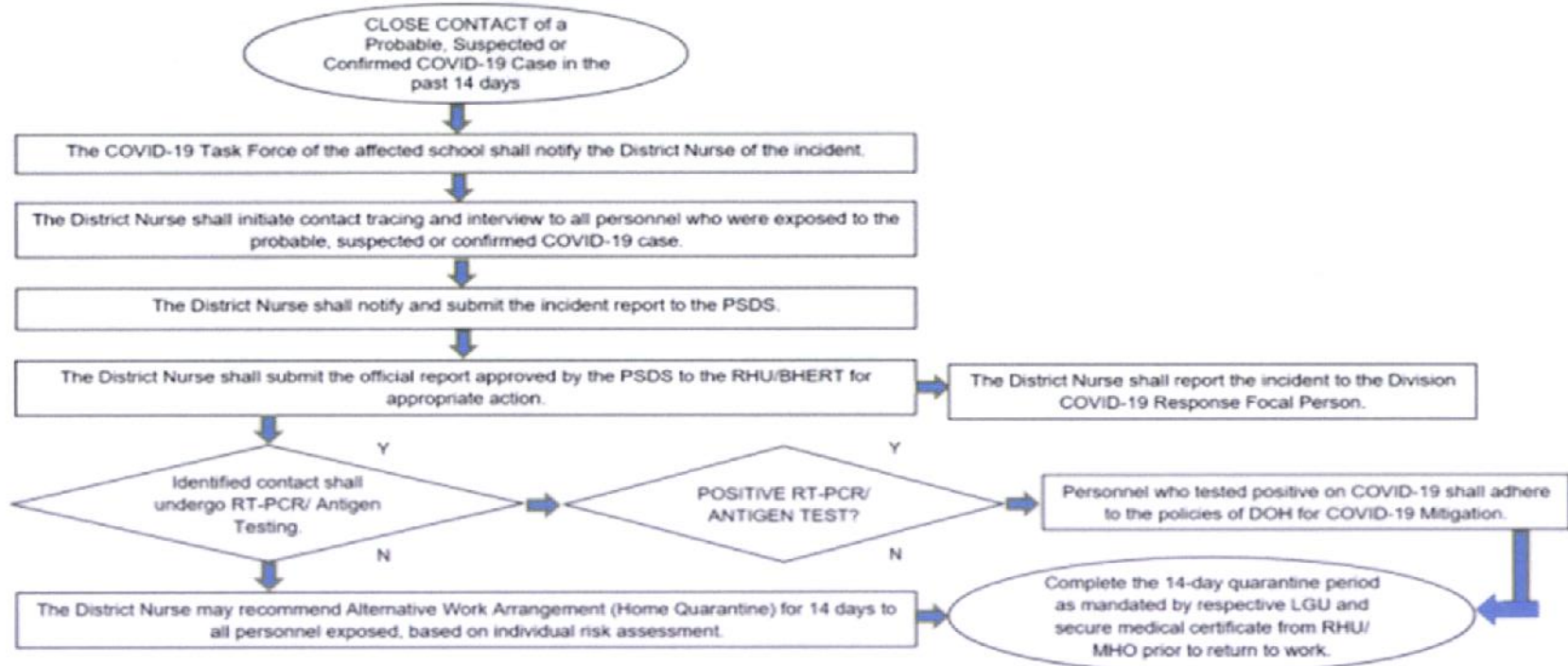
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Enclosure No. 2 to DM No. 706, s. 2021

SCHOOL'S ENHANCED ALGORITHM FOR CONTACT TRACING AND COVID-19 CASE MANAGEMENT



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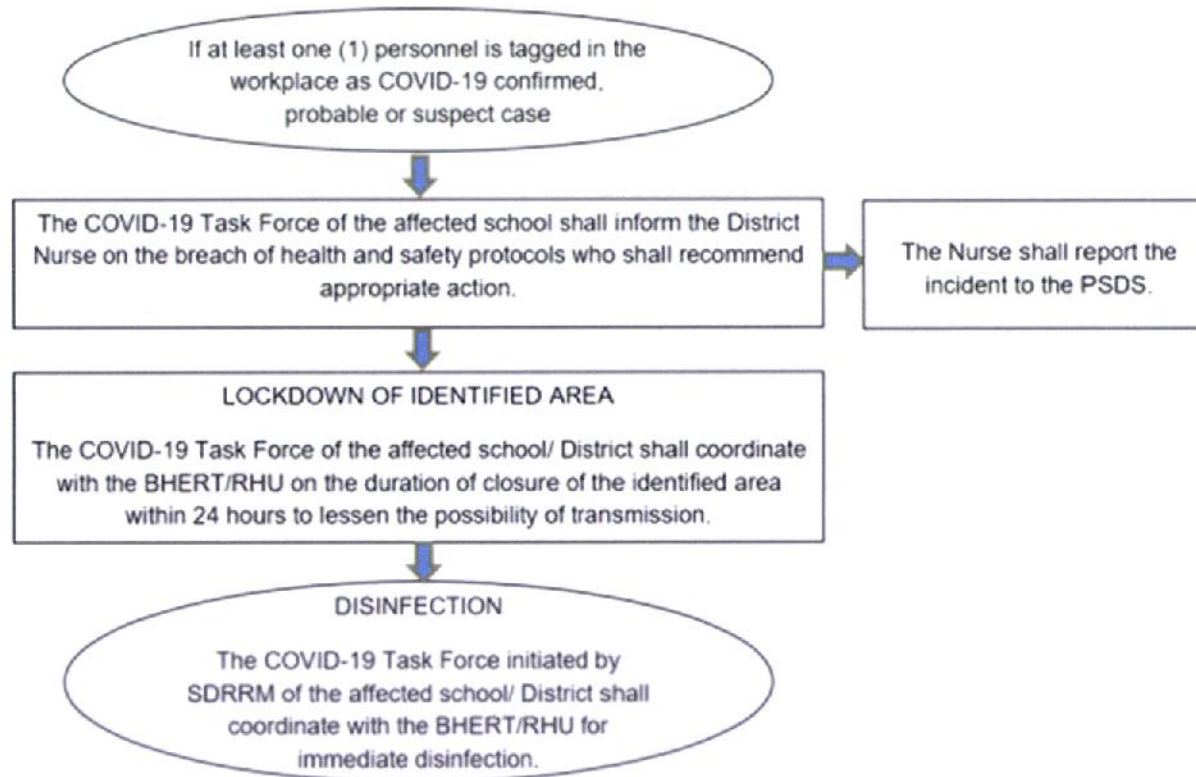


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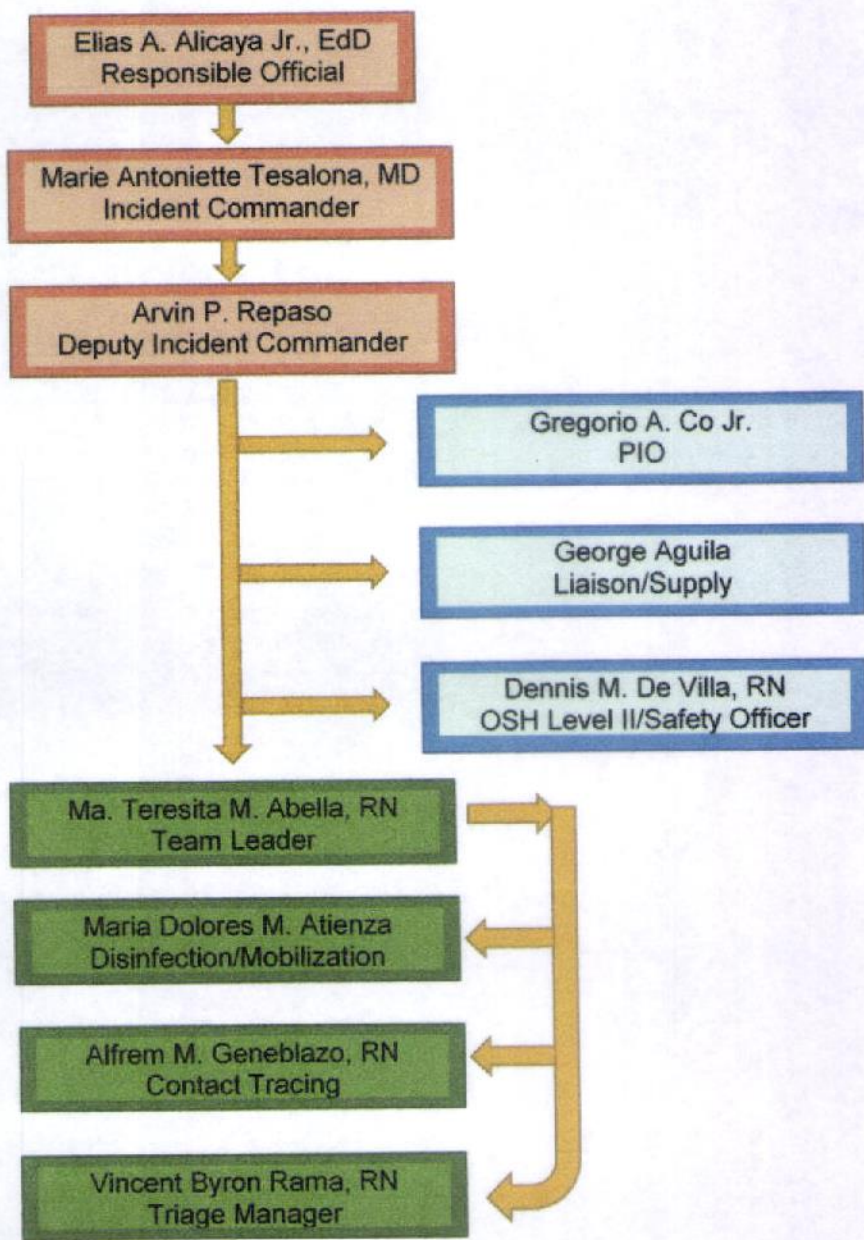
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COVID-19 TASK FORCE

As of August 27, 2021



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