



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 116, s. 2020

August 7, 2020

**COVID-19 SAFETY PROTOCOLS AMIDST THE COMMUNITY TRANSMISSION
FOR STRICT OBSERVANCE**

To: Division Office Personnel
Chief, SGOD, CID, Supervisors
DRRM Coordinator/School DRRM Coordinators
School Heads / School Administrators
Teaching/Non-teaching personnel
All Others Concerned

- I. In view of the recent confirmation of **Community / Local transmission of COVID-19 in the province**, this office reiterates and re-emphasizes the commitment of all DepEd Tagbilaran City personnel and learners to their adherence and compliance with safety protocols and preventive measures.
- II. All concerned are reminded of DepEd Order 014, s. 2020 or the Guidelines on the Required Health Standards in Basic Education Offices and Schools
- III. Additionally, the same are reminded of Division Memorandum No. 159, s. 2020 or the Adaptation of New Standards of Health and Safety in Schools
- IV. Furthermore, all concerned are strictly advised to comply with the following:
 - a. **Proper wearing of face masks**
 - **the face mask should fully cover the nose and mouth and should not be made to hang on one ear or pulled down the chin.**
 - mask must always be worn when going outside the home premises
 - when inside and outside classrooms and offices
 - during transit to and from the workplace or school
 - masks may only be temporarily removed when eating, drinking, or performing facial hygiene at a safe distance from other persons
 - make sure that the face mask is not damaged
 - never share face masks with others
 - avoid touching the interior of the mask before, during or after use
 - disposable masks should not be re-used and must be properly disposed when soiled



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- cloth masks must be properly washed and changed daily or when soiled.

- b. Physical/Social Distancing at all times:**
 - persons must be at least 2 meters apart
 - tables and desks must be properly arranged and may use barriers
 - place floor markers to designated standing/waiting/queuing areas

- c. Appropriate and conspicuous signages must be displayed for:**
 - Hand hygiene
 - Respiratory etiquette
 - Physical/Social Distancing
 - Wearing of masks
 - Respiratory and gastrointestinal signs and symptoms that need to be evaluated by a health worker

- d. Proper handwashing must be done regularly** and should be prioritized in settings where water supply is accessible and adequate; **hand disinfection** using 70% alcohol may also be done regularly when not near a hand washing facility.

- e. Avoid touching the eyes, nose, mouth, or parts of the face** especially in public places.

- f. Periodic disinfection of commonly touched surfaces and objects** using the DOH-approved dilution of disinfectant solution; **the use of proper and properly maintained foot baths in entrances.**

- g. Vigilant observation of one's health status and the health status of co-workers, learners, and visitors:**
 - Screening of body temperature using non-contact infrared thermometer at school and office entrances. A temperature of 37.6 and above must be re-evaluated.
 - Health Symptoms Questionnaire to be filled up at the entrances of the schools and offices

- h. Personnel must refrain from reporting to school or to work** when experiencing fever and/or respiratory and gastrointestinal signs and symptoms and submit themselves for evaluation by a health personnel.

- i. Referral and reporting** of suspected cases of individuals with recent exposure to a confirmed COVID-positive individual or those exhibiting signs and symptoms, in coordination with the School Head/Administrator and the School Health Personnel and other local health authorities.

- j. Cooperation with local authorities and obedience to regulations and policies** such as, but not limited to the use of face masks, avoidance of loitering, observance of curfews, home quarantine, physical distancing, screening procedures etc.

- V. Widest dissemination and strict implementation of this memorandum is hereby directed.



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JIAL/MKP/SGOD/BCL/rbt