



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. **091** , s. 2020

February 26, 2021

**UPDATED PROTOCOLS IN HANDLING, MANAGING & TESTING OF  
 REPORTED COVID-19 CASES & CLOSE CONTACTS AT THE  
 SCHOOLS AND THE DIVISION OFFICE OF TAGBILARAN CITY**

TO: All Public Elementary and Secondary School Principals  
 All School Health and Division Personnel  
 Division DRRM Coordinator  
 Public Elementary and Secondary School DRRM Coordinators  
 All Others Concerned

The Division Task Force for COVID-19 issues the following updated protocols to guide our division and office sections in the detection, reporting, referral, handling, managing, and facilitating and testing of COVID-19 cases and close contacts.

**1. UPDATED DEFINITION OF TERMS**

<b>Asymptomatic</b>	Means there are no symptoms
<b>Confirmed COVID-19 case</b>	Refers to any individual who tested positive for COVID-19 through laboratory confirmation at the national reference laboratory, subnational reference laboratory, or a DOH-certified laboratory testing facility
<b>Close Contact of a confirmed COVID-19 case</b>  <b>(1<sup>st</sup> gen)</b>	A person who may have <b>come into contact with a confirmed case two days prior to the onset of illness of the confirmed COVID-19 case</b> until the time that said case test negative on laboratory confirmation or other approved laboratory test through:  <ol style="list-style-type: none"> <li>1. face-to-face contact with a confirmed case within one meter and for more than fifteen minutes.</li> <li>2. direct physical contact with a confirmed case.</li> <li>3. direct care for a patient with confirmed COVID-19 disease without using proper personal equipment; or</li> <li>4. other situations as indicated by local risk assessments.</li> </ol> <p>A person who was with a confirmed case in an enclosed space for at least two hours</p>
<b>2<sup>nd</sup> gen contact</b>	A person who was with a 1 <sup>st</sup> gen contact in an enclosed space for at least two hours



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<b>Suspect COVID-19 case</b>	A person who is presenting any of the conditions below:  <ol style="list-style-type: none"><li>1. All severe acute respiratory infections (SARI) cases where no other etiology that fully explains the clinical presentation.</li><li>2. Influenza-like illness (ILI) cases with any one of the following:<ol style="list-style-type: none"><li>a. with no other etiology that fully explains the clinical presentation AND a history of travel to or residence in an area that reported local transmission of Covid-19 disease during the 14 days prior to symptom onset; or</li><li>b. with contact to a confirmed case or probable case of COVID-19 disease during the 14 days prior to the onset of symptoms.</li></ol></li></ol>
	<ol style="list-style-type: none"><li>3. Individuals with fever or cough or shortness of breath or other respiratory signs or symptoms fulfilling any one of the following conditions:<ol style="list-style-type: none"><li>a. Aged 60 years and above</li><li>b. With a comorbidity</li><li>c. Assessed as having a high-risk pregnancy; and/or</li><li>d. Health worker.</li></ol></li></ol>
<b>Probable COVID-19 case</b>	A suspect case who fulfills any one of the following listed below:  <ol style="list-style-type: none"><li>1. Suspect case whose testing for COVID-19 is inconclusive; or</li><li>2. Suspect who tested positive for COVID-19 but whose test was not conducted in a national or subnational reference laboratory or officially accredited laboratory for COVID-19 confirmatory testing; or</li><li>3. Suspect case who died without undergoing any confirmatory testing.</li></ol>



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## **2. Protocols in Handling and Managing of Reported COVID-19 Cases and Close Contacts**

### **A. General Guidelines**

1. Unless otherwise deliberately chosen/requested by the personnel concerned (e.g., for ease of contact tracing efforts, personal choice to help lessen stigma against confirmed cases, request for support, etc.) names and personal information of confirmed cases and close contacts shall be disclosed only to and kept confidential among the members of the Division Task Force for COVID-19 which consists of the following:
  - a. Superintendent (the Chairperson)
  - b. Medical Officer in coordinating with the relevant authorities on the case and with relevant DepEd offices for assistance (only relevant information shall be disclosed as required in coordination activities)
  - c. School Health Division and
  - d. Division Disaster Risk Reduction and Management Service (DRRMS) coordinator
2. All personnel shall inform within 24 hours their School Head/Section Head of office and the division medical officer, if they are notified or learn that they have been exposed to a close contact of a confirmed COVID-19 case or that they themselves are the close contact or the confirmed COVID-19 case. The division medical doctor shall immediately conduct the appropriate assessment and necessary intervention and shall take charge of informing the Division Task Force COVID-19 about the case.
3. All 1<sup>st</sup> gen contacts will be placed in Home Quarantine for 14 days right after the notification of their exposure to a confirmed case. All 2<sup>nd</sup> gen contacts will also be placed in Home Quarantine until the PCR test of the 1<sup>st</sup> gen contact that they are exposed to, tested negative. All 1<sup>st</sup> gen contacts are required to complete their 14 days quarantine even after a negative result. All 2<sup>nd</sup> gen contacts are required to report back to work after the 1<sup>st</sup> contact's negative test result.
4. The Medical Doctor in close coordination with the School Head/ Section Head of Office of the personnel/learner concerned (personnel exposed to a close contact/suspect case/probable case, a close contact of a confirmed case, or a confirmed case), shall take charge of coordinating with the relevant authorities on the case and with relevant DepEd offices for assistance.
5. The School Head or Section Head of Office, of the personnel/learner concerned shall take charge of preparing status reports and updates on the case while maintaining the confidentiality of the identity of the personnel concerned and submitting the same to the School Health Division. The COVID-19 Focal person of the Division shall submit consolidated daily reports to the region and COVID-19 Monitoring System (CMS) of the Department of Education.
6. The Superintendent, the Medical Doctor, School Health Personnel & DRRM Coordinator (Division Task Force for COVID-19) shall within 24 hours upon being notified of a confirmed case or other complicated cases such as those that required emergency response (e.g., personnel needing critical care, personnel whose entire family get infected, etc.) shall convene offices concerned through a teleconference to plan and discuss the details of how the case will be managed, according to the applicable protocol (e.g., Protocol OS-1, Protocol H-2, Protocol HC-3), depending on the circumstances surrounding the case.

7. The Division Office or any schools in the division, may be put on lockdown, partially or entirely, if warranted, upon the recommendation of the Division Task Force for COVID-19 based on the prevailing conditions per case, and in accordance with the agreed ways on how the case will be managed. A separate memorandum shall be issued providing guidelines on the declaration of lockdown.
8. The Division Task Force for COVID-19 shall issue an advisory within 24 hours from the confirmation of information that a personnel or learner has tested positive of COVID-19, especially if the personnel concerned physically reported to the office two days before the onset of symptoms. The advisory to be issued shall provide general information about contact tracing, disinfection efforts, and other interventions done regarding the case, without necessarily disclosing the name and other personal information of the personnel concerned and their close contacts, unless otherwise specifically requested/decided upon by the personnel concerned. Follow-up advisories shall be issued at least every three days, or as frequently as necessary, to address possible concerns or allay fears of other personnel physically reporting to work.
9. To assist the School Health Personnel particularly in providing necessary psychosocial support to the personnel/learner concerned, the school's DRRM Coordinator will help in providing a Psychological First Aid (PFA) to the individual with confirmed case.
10. The School Head/Section Head of Office shall also designate a technical staff to provide necessary support and assistance in case management, including the daily reporting of cases in their respective offices through the Division Task Force for COVID-19.
11. The personnel concerned may only be allowed to physically report for work again upon presentation of Official Result of Negative test result from the CHO and medical certificate from our Medical Officer of the division. The School Head /Head of Office shall ensure the safe return to work of all personnel, including the necessary arrangements to support the reintegration to the workplace of recovered personnel (e.g., to help avoid discrimination).
12. The **daily log sheet** of all the persons entering the Division Office and all the schools in the division **must be strictly implemented**, with contact information, as a proactive measure in aid of possible contact tracing in the future.

## **B. Personnel Responsibilities and Personal Obligations**

The School Head/ Section Head of Office shall ensure that all personnel under their supervision:

1. Are oriented on and conformed with/abide by the DepEd Required Health Standards per DO 14, s. 2020, as well as the any new health standards that may be set by the DOH (e.g., requirement to wear face shields in the workplace setting, recommendation to open windows and doors as much as possible, etc.), and the provisions of this memorandum.
2. Shall keep a daily record of all the persons they come in contact with, as a proactive measure in aid of possible contact tracing in the future.
3. Provide their School Head/Section Head of Office their personal emergency response plan, which includes the emergency contact information and people to

support them in case they contract the virus (e.g., whom to call, how to access food supplies and medicines, etc.).

4. Have identified their respective BHERTs and their contact information and are informed about their BHERT's referral system.
5. Know the important contact numbers of the Division Task Force for COVID-19:

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6. Regularly provide their School Head/Section Head of Office of all necessary updates related to their being exposed to a close contact/suspect case/probable case, or being a close contact of a confirmed case, or being a confirmed case, including their conditions and the interventions being done.

**C. Overview of Protocols**

	<b>If onsite</b>	<b>If at home/ health care facility</b>
When personnel manifest flu-like symptoms ...	Protocol OS-1 (Enclosure No. 1)	Protocol H-1 (Enclosure No. 2)
When asymptomatic and informed that they have been exposed to: (1) a close contact of a confirmed COVID-19 case; (2) a suspect case; or (3) a probable case ...	Protocol OS-2 (Enclosure No. 3)	Protocol H-2 (Enclosure No. 4)
When asymptomatic and informed that they are a close contact of a confirmed COVID-19 case ...	Protocol OS-3 (Enclosure No. 5)	Protocol H-3 (Enclosure No. 6)
When confirmed that they are positive of COVID-19 and they have mild symptoms and not hospitalized ...	---	Protocol HC-1 (Enclosure No. 7)
When confirmed that they are positive of COVID-19 and they are hospitalized but not critical ...	---	Protocol HC-2 (Enclosure No. 8)
When confirmed that they are positive of COVID-19 and they are critical ...	---	Protocol HC-3 (Enclosure No. 9)

**PROTOCOL OS-1: When personnel on site manifest flu-like symptoms ...**

1. Personnel concerned shall replace his/her reusable cloth mask with a surgical mask. All concerned shall ensure that surgical masks are available in the Division Office.
2. Depending on where the personnel is when he/she manifests symptoms, the following next steps shall be observed:
  - a. If the personnel manifests symptoms while in a personal or a public utility vehicle on the way to the office, he/she may opt to either proceed to the Division but stay in the private area at the entrance dedicated for the assessment of symptomatic persons, or to return home and apply Protocol H-1.
  - b. If the personnel manifests symptoms upon entrance to the Division Office, he/she shall not proceed to his/her workstation and be brought immediately to the private area at the entrance dedicated for the assessment of symptomatic persons.
  - c. If the personnel manifests symptoms while in his/her workstation, the personnel shall ask one of her officemates to ask one of the health personnel for proper assessment and management by the medical doctor.
3. The Section Head of Office shall coordinate with the City Paid Utility workers after the personnel concerned leaves the office premises for the disinfection of the personnel's workstation.
4. The personnel may continue to work from home if his/her condition permits, following the quarantine procedure prescribed by the BHERT or the health care provider (e.g., isolate self from other household members). He/she shall constantly coordinate with the medical doctor & school health personnel for updates and the monitoring of his/her health condition. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
5. The School Head/Section Head of Office/School Health Personnel shall continue to monitor the personnel's condition until recovery.
6. The School Head or Section Head of Office shall advise all those who have been exposed to the symptomatic personnel to shift to Work-from-Home arrangement, isolate themselves at home if possible, for observation of the development of signs and symptoms.
7. All personnel who manifest symptoms shall be required to present a medical certificate prior to physically reporting back to work. The certificate may be issued by the attending physician or by the division's medical doctor.
8. The division's Medical Doctor shall report all cases to the Superintendent who is the Chairperson of the Division Task Force for COVID-19.

**PROTOCOL H-1: When **personnel at home** manifest flu-like symptoms ...**

1. Personnel shall wear a surgical mask and isolate self from the rest of the household members.
2. The personnel shall seek consultation from his/her attending physician, our medical doctor in the division, a private clinic, their HMOs, or their BHERT who will coordinate with the Provincial/City/Municipal Health Office for proper evaluation and management of their condition.
3. The personnel shall call his/her School Head/ Section Head of Office for the needed support.
4. The School Head /Section Head of Office shall provide or facilitate the provision of necessary psychosocial support to allay possible fears, especially emphasizing the following:
  - a. The said matter will be treated with utmost confidentiality.
  - b. It is important to stay calm and to continue to strictly observe protective measures: physical distancing, wearing of a surgical face mask, and hand and respiratory hygiene practices.
  - c. The School Head/ Section Head of Office shall check with the personnel if he/she has already sought medical consultation from a local health care provider or health facility of choice and continue to monitor the patient's condition until recovery.
5. The School Head/ Section Head of Office and the personnel shall inform the division medical doctor for proper documentation and necessary monitoring and follow-up.
6. The School Head/ Head of Office shall initiate the necessary coordination with concerned offices for the facilitation and provision of required support services of the personnel (e.g., transportation to an isolation facility if there is no room available for the personnel at home, emergency food for those who are staying at home, etc.) as determined in the Emergency Response Profile of the personnel.
7. The personnel may continue to work from home if his/her condition permits, following the quarantine procedure prescribed by the BHERT or the health care provider (e.g., isolate self from other household members). He/she shall constantly coordinate with the division medical doctor for updates and the monitoring of his/her health condition. This shall ensure the observance of data privacy, the accuracy of health information that the personnel.
8. If there is no available space in the personnel's home for self-isolation, the personnel may opt to stay in a designated Isolation Facility provided by the city government for proper monitoring and management.
9. The School Head/ Section Head of Office shall continue to monitor the personnel's condition until recovery.
10. The personnel shall be required to present a clearance or official negative result from the CHO and medical certificate may be issued by the attending physician or by the division medical doctor.
11. The Medical doctor shall report all cases to the Chairperson of the Division Force COVID-19.

**PROTOCOL OS-2: (2<sup>nd</sup> gen contacts on site)**

When **asymptomatic personnel on site** learn or are informed that they have been exposed to **(1) a close contact of a confirmed COVID-19 case; (2) a suspect case; or (3) a probable case ...**

1. The personnel shall inform his/her School Head/Section Head of Office & the medical doctor about his/her exposure for the needed support.
2. The School Head/Head of Office and Medical Doctor, with the assistance of the PFA-providers of the Office, shall provide or facilitate the provision of necessary psychosocial support to allay possible fears, especially emphasizing the following:
  - a. The matter will be treated with utmost confidentiality.
  - b. It is important to stay calm and to continue to strictly observe protective measures: physical distancing, wearing of a surgical face mask & face shield, handwashing and respiratory hygiene practices.
3. The School Head Section Head of Office and the personnel shall immediately call the division's medical doctor who will provide the personnel concerned the necessary medical advice & to ask the personnel to go home and isolate self from the rest of the household members.
4. The Medical Doctor shall advise the personnel to continue his/her work at home but observe physical distancing and isolate self from the rest of the household members. Per existing DOH guidelines, only close contacts of confirmed cases are required to go on quarantine. The division's Medical Doctor and the School Head/ Section Head of Office shall report to our City Health Officer for the necessary contact tracing and referral activities, and provision of health services.
5. The personnel shall constantly coordinate with his/her School Head/Section Head of office, Medical Doctor & School Health Personnel for any development on the status of the close contact/suspect case/probable case. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
6. The asymptomatic personnel may already report back physically to the office upon the official negative result of the 1<sup>st</sup> gen close contact from the CHO, and an advice from the division's medical doctor to return back to work. If the close contact/suspect case/probable case turns out to be a confirmed COVID-19 case, the personnel shall then follow Protocol H-3.
7. The Division's Medical Doctor shall report all cases to the Chairperson of the Division Task Force for COVID-19.

Enclosure No. 4

**PROTOCOL H-2(for 2<sup>nd</sup> gen contacts at home):**

When **asymptomatic personnel at home** learn or are informed that they have been **exposed to: (1) a close contact of a confirmed COVID-19 case; (2) a suspect case; or (3) a probable case ...**

1. The personnel shall call his/her School Head/ Section Head of Office for the needed support.
2. The School Head/ Section Head of Office shall provide or facilitate the provision of necessary psychosocial support to allay possible fears, especially emphasizing the following:
  - a. The matter will be treated with utmost confidentiality.
  - b. It is important to stay calm and to continue to strictly observe protective measures even at home: physical distancing, wearing of a face mask, and hand and respiratory hygiene practices.
3. The School Head/ Section Head of Office and the personnel shall immediately call the division's medical doctor who will provide the personnel concerned the necessary medical advice & to ask the personnel to isolate self from the rest of the household members as an extra precautionary measure.
4. The School Head/ Section Head of Office and the personnel shall immediately call the division's medical doctor who will provide the personnel concerned necessary medical advice. The division's Medical Doctor and the School Head/ Section Head of Office shall report to our City Health Officer for the necessary contact tracing and referral activities, and provision of health services.
5. The personnel shall constantly coordinate with the medical doctor for any development on the status of the close contact/suspect case/probable case. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
6. The asymptomatic personnel may report back physically to the office upon the official negative PCR test result of the close contact from the CHO, and an advice from the Division's Medical Doctor to return back to work.
8. The Division's Medical Doctor shall report all cases to the Chairperson of the Division's Task Force for COVID-19.

Enclosure No. 5

**PROTOCOL OS-3: (1<sup>st</sup> gen on site)**

When **asymptomatic personnel on site** learn or are informed that **they are a close contact of a confirmed COVID-19 case ...**

1. The personnel shall immediately wear a **surgical mask** and proceed immediately at the designated private space, awaiting his/her transport service back home.
2. The personnel shall call his/her School Head/Section Head of Office and the division's Medical Doctor for the needed support.
3. The School Head/Head of Office & School Health Personnel & School's DRRM shall provide or facilitate the provision of necessary psychosocial support to allay possible fears, especially emphasizing the following:
  - a. The said matter will be treated with utmost confidentiality.
  - b. It is important to stay calm and to continue to strictly observe protective measures: physical distancing, wearing of a surgical face mask, and hand and respiratory hygiene practices.
4. The School Head/Section Head of Office and Medical Doctor shall ensure that as a close contact of a confirmed case, the personnel will be:
  - a. Reported to the CHO for the necessary contact tracing and referral activities, and provision of health services, including testing for COVID-19 subject to the discretion of the contact tracing team and subject to the availability of testing capacity availability of testing if recommended; and
  - b. Start and complete 14 days of quarantine at their home (only if with a solo room with toilet)
5. The School Head/ Section Head of Office and the personnel shall immediately call the division's medical doctor who will provide the necessary medical advice for the concerned personnel.
6. The Head of Office shall initiate the following activities in the office after the personnel concerned leaves the office premises:
  - a. Coordinate with the City Paid Utility workers after the personnel concerned leaves the office premises for the disinfection of the personnel's workstation and other areas where he/she may have worked/stayed.
  - b. A standby vehicle as well as an assigned driver and an accompanying person are always readily available for this purpose. The AS-GSD shall provide the funds for the fuel, toll fees, and other expenses related to the transport of the personnel concerned.
  - c. The School Health Unit must ensure that PPEs are readily available and properly utilized by the driver and the accompanying person.
  - c. The City Paid Utility Workers shall ensure the disinfection of the standby vehicle after use.
8. The School Head/ Section Head of Office and the personnel who is a close contact of the confirmed case, in coordination with the medical doctor, shall identify and list down any other personnel at the office or school who may have been exposed to the personnel concerned for contact tracing purposes. Protocol OS-2 shall be applied.
9. The personnel may continue to work from home if his/her condition permits, following the quarantine procedure prescribed by the BHERT (e.g., isolate self from other household members). He/she shall constantly coordinate with the medical doctor for updates, including his/her coordination with BHERT, and the monitoring of his/her health status and/or possible development of symptoms. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
10. The personnel can be released from quarantine, after an official negative PCR test result from the CHO, completion of a 14-day-quarantine and as long as the personnel remains asymptomatic for the entire duration of the quarantine.
11. The Medical Doctor shall report all cases to the Chairperson of the Division Task Force for COVID-19.

**PROTOCOL H-3: (1<sup>st</sup> gen at home)**

When **asymptomatic personnel at home** learned or are informed that they are a **close contact of a confirmed COVID-19 case ...**

1. The personnel shall immediately wear a surgical mask and isolate self from the rest of the household members.
2. The personnel shall immediately report to their School Head/ Section Head of Office & the division's Medical Doctor for the necessary contact tracing and referral activities of the CHO, and provision of health services, including testing for COVID-19 subject to the discretion of the contact tracing team and subject to the availability of testing capacity availability of testing if recommended.
3. The School Head/Section Head of Office, School Health Personnel shall provide or facilitate the provision of necessary psychosocial support to allay possible fears, especially emphasizing the following:
  - a. The said matter will be treated with utmost confidentiality.
  - b. It is important to stay calm and to continue to strictly observe protective measures: physical distancing, wearing of a surgical face mask, and handwashing and respiratory hygiene practices.
  - c. The School Head/ Section Head of Office and the Medical Doctor shall report to the CHO for contact tracing, PCR testing, monitoring and completion 14 days of quarantine from the date of confirmation of the positive/confirmed COVID-19 case.
  - d. School Health Personnel & the school's DRRM coordinator shall inform the medical doctor the necessary monitoring and follow-up of the personnel.
4. The personnel shall constantly coordinate with the Medical Doctor or School Health Division Personnel for updates, including his/her coordination with BHERT, and the monitoring of his/her health status and/or possible development of symptoms. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
5. The personnel can be released from quarantine after an official negative PCR test result from the CHO, completion of a 14-day-quarantine and as long as the personnel remains asymptomatic for the entire duration of the quarantine as per advice of the BHERT or authorized physician.
6. The Medical Doctor shall report all cases to the Chairperson of the Division Task Force for COVID-19.

**PROTOCOL HC-1: (confirmed case with mild symptoms)**

When **confirmed that the personnel are positive of COVID-19** and they have **mild symptoms and not hospitalized ...**

1. The personnel is expected to comply with all the instructions provided by the local health authorities such as their BHERT and their respective Provincial/City/Municipal Health Office for proper evaluation and management of their condition.
2. It is the duty of the personnel to report to his/her School Head/Section Head of Office and the medical doctor that he/she is confirmed positive of COVID-19. The School Head/Head of Office or the Medical doctor shall assure the personnel that the matter will be treated with utmost confidentiality.
3. The School Head/Section Head of Office and the medical doctor shall provide or facilitate the provision of necessary psychosocial support to the personnel.
4. The School Head/Section Head of Office and the personnel shall call the medical doctor for proper documentation and necessary monitoring if the personnel is staying in a local quarantine facility, or for the necessary coordination if the personnel opts to stay at home.
5. The School Head/Section Head of Office shall initiate the necessary coordination with concerned offices for the facilitation and provision of required support services of the personnel (e.g., PhilHealth benefits [PhilHealth Circular No. 2020-09, No. 2020-12.
6. The personnel shall constantly coordinate with the medical doctor & school health personnel for updates and the monitoring of his/her health condition. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
7. The School Head/Section Head of Office & school health personnel shall continue to monitor the personnel's condition until recovery.
8. The personnel shall be required to present a medical certificate and certificate of quarantine completion, the official negative PCR test result from the CHO, prior to physically reporting to the office. The certificate may be issued by the attending physician or the division's medical doctor.
9. The Medical Doctor shall report all cases to the Chairperson of the Division Task Force for COVID-19.

**PROTOCOL HC-2: (confirmed cases)**

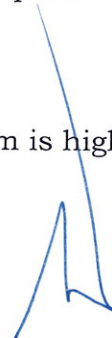
When confirmed that the **personnel are positive of COVID-19 and they are hospitalized** but are not critical...

1. The personnel is expected to comply with all the instructions provided by the hospital.
2. It is the duty of the personnel to report to his/her School Head/Section Head of Office & to the Medical Doctor that he/she is confirmed positive of COVID-19 and that he/she needs to be or has been hospitalized. The Head of Office shall assure the personnel that the matter will be treated with utmost confidentiality.
3. The School Head/Section Head of Office shall provide or facilitate the provision of necessary psychosocial support to the personnel and for proper documentation and necessary monitoring.
4. The School Head/Section Head of Office shall initiate the necessary coordination with concerned offices for the facilitation and provision of required support services of the personnel (e.g., transportation/ambulance services to the hospital, access to PhilHealth benefits [PhilHealth Circular No. 2020-09, No. 2020-12 and No. 2020-17], other financial and non-medical assistance, etc.)
5. The School Head/Section Head of Office, the Medical Doctor & School Health Personnel shall continue to monitor the personnel's condition until recovery.
6. The personnel shall be required to present a medical certificate, issued by the attending physician, prior to physically reporting to the office.
7. The Medical Doctor shall report all cases to the Chairperson of the Division Task Force for COVID-19.

**PROTOCOL HC-3:**

When **confirmed that the personnel are positive of COVID-19 and they are hospitalized and are critical ...**

1. At this point, it is expected that the School Head/Section Head of Office and the Medical Doctor that he/she is fully informed that the personnel is confirmed positive of COVID-19 and that he/she has been hospitalized.
  2. The School Head/Section Head of Office and School Health Personnel shall continue to monitor the personnel's condition and keep in touch with the family for any assistance possible (e.g., access to PhilHealth benefits [PhilHealth Circular No. 2020-09, No. 2020-12, and No. 2020-17], other financial and non-medical assistance, etc.)
  3. The School Head/Section Head shall inform the Medical Doctor for proper documentation and necessary monitoring.
  4. The Medical Doctor shall report all cases to the Chairperson of the Division Task Force for COVID-19.
3. Immediate and wide dissemination of this Memorandum is highly expected.

  
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Schools Division Superintendent  
Office of the Schools Division Superintendent  
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