

Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

June 24, 2020

DIVISION MEMORANDUM NO. 181, s. 2020

To: Assistant Schools Division Superintendent Chief, Curriculum Implementation Division

Chief, School Governance and Operation Division

Division Personnel

Public School District Supervisors

Public Elementary and Secondary School Heads

Public Elementary and Secondary Teaching and Non Teaching Personnel

All Concerned

HEALTH PROTOCOLS AT DEPED OFFICES AND SCHOOLS IN CAVITE PROVINCE DURING **COVID-19 PANDEMIC**

- Pursuant to DM 034 s.2020 entitled "Fifth Set of Policy Directives of DepEd Task Force 1. COVID - 19 " which reiterates the previously issued measured to ensure heightened precaution during this pandemic, this office herby established an algorithm for COVID 19 protocols for the guidance of all DepEd offices and schools of SDO Cavite Province.
- 2. The standard and protocols underlying on the formulated algorithm were also based on the Department of Health interim guidelines for COVID 19 response in the workplace (DM 2020 -0220), schools and higher education institution (DM 2020 - 0055). These precautionary standards aim to prevent, contain and mitigate the possible transmission of COVID 19 on the said various settings.
- 3. Hence, on the basis of the above DepEd and DOH guidelines, this memorandum hereby mandates all teaching and non-teaching personnel to strictly comply on the following protocols:
 - a. Practice infection control measures such as physical distancing, wearing of mask, meticulous hand hygiene and cough etiquette.
 - b. Report any COVID 19 related symptoms being experienced including fever, cough, colds and other respiratory symptoms to the school health personnel.
 - c. Report relevant history of travel or exposure within the last 14 days
 - d. For those who are asymptomatic with relevant history of travel, history of COVID 19 exposure and other related cases with COVID 19 should present a Certificate of Quarantine Completion issued by the authorized local health office prior to returning of work.
- See attachments for the detailed procedural flow of COVID 19 protocols of SDO Cavite 4. Province, Contact Tracing Log sheet, Health Declaration Form and Referral Form.



🚵 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite





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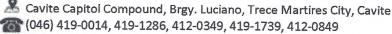
- Relevant inquiries and clarifications regarding the above-mentioned protocol may be 5. communicated to the School Health and Nutrition and/or School Nurse/s assigned to your respective districts or visit DepEd Cavite Province Virtual Medical and Nursing Services Facebook page.
- 6. Immediate and widest dissemination of this Memorandum is hereby directed.

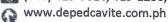
ROMMEL C. BAUTISTA, CESO Schools Division Superintendent

JBH/DM____, S.2020 ODC/DTS No.____/06/24/2020









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PAUNAWA: Mahigpit na ipinapatupad ng Kagawaran ng Edukasyon-Probinsya ng Cavite ang "NO FACE MASK, NO ENTRY" bilang polisiya. Laging isuot ang inyong face mask habang kayo ay nasa loob ng opisina o paaralan. Gamitin ang sariling panulat.

PAHAYAG TUNGKOL SA KALUSUGAN

		Petsa:						
Buong Pangalan:								
	Apelyido	Unang Pangalan	Gitnang Pangalan					
Nasyonalidad:	Kasarian:	Edad:	Telepono:					
E-mail Address:								
Kasalukuyang Tirahan:								
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	anas ka ba ng lagnat, sipon, ubo, agkawala ng amoy at panlasa, lo o hirap paghinga?		Hindi.					
Sa huling 14 na araw, na pakikipag-ugnayan o pinaghihinalaan o kumpirma			Hindi.					
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Pangalan	at Pirma							



REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE Department of Education Republic of the Philippines

CONTACT TRACING LOGSHEET

NOTE: PLEASE USE YOUR OWN BALLPEN.

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SC	CHOOL NAME/OFFICE:
	REFERRAL SLIP
TO:(Agency)	DATE:
Address:	
This is to refer to you:	
Name:	Age: Sex:
Address:	Grade/Year:
Remarks:	
Note: To be detached from upper p	portion and sent back to school.
	Name of institution
N	Medical Treatment Return Slip
Returned to:	
Name of Patient:	Date Referred:
Inter Complaint:	
Finding/s: Actions/Recommendation:	
Actions/Recommendation:	
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Date	Attested by:
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Dutc	

ALGORITHM FOR COVID-19 PROTOCOLS AT DEPED OFFICES AND SCHOOLS IN CAVITE PROVINCE CANTEEN PERSONNEL Must wear surgical/cloth mask, face shield/goggles/hairnet/gloves/apron/working shoes TEACHING AND NON-TEACHING PERSONNEL Must wear surgical mask, face 1. Medical Certificate from BHERT Must wear surgical mask, face shield/goggles shield/goggles With exposure to known Step into the Foot Bath NOTE: As per DOH guidelines, VULNERABLE GROUP such as pregnant Confirmed Covid-19 Medical certificate / self quarantine certificate from RHU etc.) are advised to stay at home Had a history of being NOTE: HEALTH DECLARATION FORM should be filled up by employees (teaching and non-teaching personnel) Confirmed Covid-19 once and parents and visitors during No exposure to known Suspected/Probable/ Confirmed Covid-19 Patient) NOTE: Proceed to holding area if temperature is 37.6 C and above. Hydrate the client and let him/her rest for 15 minutes. Then recheck temperature twice every 15 2. If temperature is still 37.6 and above advise for home quarantine until symptoms (temperature: 37.6 C and above, cough, colds) resolve. With body temp of equivalent No Influenza-like sign With Influenza-like sign Notify BHERT If: and symptoms b. With severe symptoms such as shortness of breathing, chest pain and confusion Apply alcohol/hand disinfectants GO HOME Use referral form if with SEVERE symptoms. Referral form shall be accomplished by nurse on duty / clinic teacher. 3. Return slip must be presented prior to returning to Time In by recording on the designated school / office. Logbook (Use your own Ballpen) Note: Observe physical distancing. CANTEEN PERSONNEL Proceed with the transaction and write down necessary information into the Monitoring Proceed to the School Canteen and Delegate One Staff to deliver food of TP and NTP Logbook of concerned office Office/classroo 1. Observe physical distancing. 2. Do frequent hand washing using clean water and soap. 3. Sanitize hands using alcohol. 4. Avoid touching face. After School/ Office Hours and transaction 6. Avoid sharing of office materials. Apply alcohol/hand disinfectants Thermal Scanning by Nurse-On-NOTE: Advise for self-quarantine until fever (37.6 C and Duty/Security Guard/DRRM Coordinator/Utility above) subsides. Notify BHERT if symptoms persists. Log into the Monitoring Logbook/ Record Time Out on Designated Logbook (Use your own <u>Ballpen</u>) Apply alcohol/hand Step into the GO HOME