

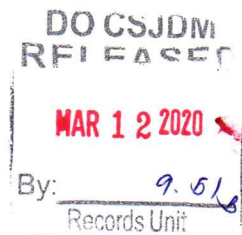


Republic of the Philippines
DEPARTMENT OF EDUCATION
Schools Division of San Jose del Monte City



March 11, 2020

SCHOOLS DIVISION MEMORANDUM
No. 094, S. 2020



To: SDO Personnel
Public and Private Elementary and Secondary Schools
Learning Centers
All Others Concerned

PRECAUTIONARY MEASURES FOR THE PREVENTION AND MANAGEMENT OF THE
CORONAVIRUS DISEASE 2019 (COVID-19) SITUATION

1. Pursuant to DepEd Memorandum 34, s. 2020 as the fifth set of policy directives of DepEd Task Force COVID-19 and Inter-Agency Task Force for the Management of Emerging Infectious Disease, this Office reiterates:
 - a. DepEd Memorandum 34, s. 2020
 - i. Item 12 - Submission of **Daily COVID-19 Status Report** of Learners and Personnel on quarantine, class suspensions, travel history from a place/s with confirmed COVID-19 positive case to Focal Nurse, contained in Enclosure No. 1
 - ii. Item 13 - Submission of **Weekly Health Situation Reports from Schools** or **Close Monitoring of Infectious Disease** Enclosure No. 9 to DepEd Memo 15, s. 2020, guided by OUA Memo 08-0220-0627 entitled Close Monitoring of Cases of Infectious Diseases, to School Health Coordinators then to Focal Nurse, contained in Enclosure No. 1
2. This memorandum provides precautionary and safety measures to be observed in schools and offices:
 - a. Enclosure No. 2 – OUA Memo 08-0220-0627
 - b. Enclosure No. 3 – Use of Disinfectants
 - c. Enclosure No. 4 – Proper Cleaning and Disinfection of Classrooms and Offices, Safety Precautions for Early Detection and Prevention of Virus Spread



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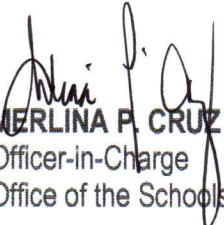
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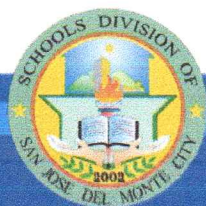
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3. SDO and Schools shall provide disinfectants, alcohols, thermal scanners and surgical masks (to those who display symptoms of respiratory tract infection and those who are in frontline services) charged against MOOE, subject to existing accounting and auditing rules and regulations.
4. All SDO and School Personnel shall only rely on official pages of Department of Health (DOH) and World Health Organization (WHO) for the updates regarding Coronavirus 19 or COVID-19.
5. Everyone is encouraged to practice good hand and body hygiene and observe safety precautionary measures.
6. Immediate and wide dissemination of this Memorandum is highly enjoined.


MERLINA P. CRUZ PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

Sgod/shn/fapc
Cn 2020-03-01



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Enclosure No. 1 to Schools Division Memorandum No. 094, s. 2020

COVID 19 ARD STATUS REPORT
 Per DepEd Memorandum No. 34, s. 2020

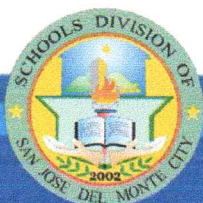
For submission Daily, before 3:00PM

SCHOOL	LEARNER			PERSONNEL			REMARKS	TOTAL
	QUARANTINED	SUSPECTED (with symptoms)	Travel History	QUARANTINED	SUSPECTED (with symptoms)	Travel History		

Close Monitoring of Cases of Infectious Diseases
 Per DepEd Memorandum No. 15, s. 2020
 OUA Memo 08-0220-0627

For Submission every Thursday, before 3:00PM

School	School ID	Number of Learners Affected with					Actions Taken
		Measles	Influenza	Chickenpox	Polio	Others (Specify)	





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DEPARTMENT OF EDUCATION
 Schools Division of San Jose del Monte City



Enclosure No. 2 to Schools Division Memorandum No. 094, s. 2020



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim

OUA MEMO 08-0220-0627
MEMORANDUM
 06 February 2020

**For: Regional Directors and BARMM Education Minister
 Schools Division Superintendents
 ESSD and SGOD Chiefs
 Regional and Division Health Officers
 Public School Heads**

**Subject: CLOSE MONITORING OF CASES OF INFECTIOUS
 DISEASES**

In view of the vulnerability of school children in acquiring communicable diseases such as measles, influenza, chicken pox and the like, early detection of illness is important for immediate treatment and prevention of outbreaks. These diseases may be transmitted from person to person, from an animal to a person, or by touching a person or object that has the bacteria or virus on it, then touching the eyes, the mouth, and/or the nose.

The general signs and symptoms of communicable diseases that need to be observed include fever, headache, cough, body malaise (body weakness), easy fatiguability, runny nose, sore throat, and rashes.

In line with this, all schools are advised to closely monitor the health status of learners, specifically for possible presence of infection. The Preventive Alert System in Schools (PASS) currently operationalized per DepEd Memorandum No. 15, s. 2020 (Enclosure No. 4) shall be used for this purpose. Daily health inspection shall be conducted routinely by the teachers and health personnel, and referral of cases shall be done to proper health authorities.

School Health Personnel at the Schools Division Office shall include a consolidated report on the diagnosed cases of the abovementioned diseases in the weekly 2019-nCoV Health Situation Report (Enclosure No. 9 to DM 015, s. 2020), to be submitted on or before 12:00 noon, every Friday, through e-mail medical_nursing@deped.gov.ph (CC: blss.shd@deped.gov.ph), using the template below:

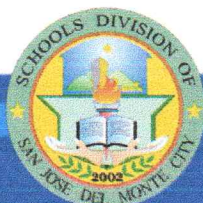
Office of the Undersecretary for Administration (OUA)

Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)

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School	School ID	Number of Learners Affected with					Actions Taken
		Measles	Influenza	Chickenpox	Polio	Others (Specify)	

For further details, contact the Bureau of Learner Support Services-School Health Division, through e-mail at blss.shd@deped.gov.ph or at telephone number (02) 8-632-9935.


ALAIN DEL B. PASCUA
Undersecretary



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Enclosure No. 3 to Schools Division Memorandum No. 094 s. 2020

Use of Disinfectants

1. Cleaning and Disinfection are important as the infectious agents can survive for hours to days in a contaminated environment. Cleaning can be done with water and detergent, and should precede any surface disinfection.
2. Chlorine compound (bleach), in liquid and solid forms are effective in inactivating vegetative bacteria, fungi, lipid and non-lipid viruses, Coxiella Burneiti and Tuberculosis.
3. Sodium Hypochlorite (Zonrox) is the widely used disinfectant in liquid form, and Calcium Hypochlorite is also available in tablet form.
4. High-Touched surfaces such as doorknobs, desk, tables, chairs, armchairs, handrails, etc.), require frequent cleaning and disinfecting than minimal contact surfaces.
5. Cleaning and disinfecting are usually done at least once daily or more frequently if the risk of environmental contamination is higher.
6. The process and products to be used for cleaning and disinfecting of surfaces must be compatible with surfaces/equipment to avoid unnecessary staining of the agent used.
7. Minimal contact with hands like walls, ceilings, mirrors and windowsills require cleaning in a regular basis but not necessarily on a daily basis.

Table 1

Disinfectant Solution

Liquid			
Dilution	Volume of Bleach	Volume of Water	Use
1:100	1ml	99ml	Routinely, light contamination
Solid			
Tablet 1	0	4 Liters	Routinely, light contamination





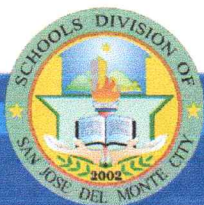
Enclosure No. 4 to Schools Division Memorandum No. 094, s. 2020

Proper Cleaning and Disinfection of Classrooms and Offices

1. Wear gloves and appropriate clothing
2. Clean walls using 1:100 ratio of Sodium Hypochlorite, starting from highest parts to lowest
3. Also clean furniture such as tables, chairs, armchairs, etc.
4. Clean and wipe from infrequently touched to frequently touched items/surfaces
5. Cleaning of Floors:
 - a. Sweep floor and remove any dust/particles
 - b. Wash with water and detergent
 - c. Disinfect with 1:10 ratio of Sodium Hypochlorite (Zonrox/Clorox)
 - d. Allow at least 15 minutes contact time to floor
 - e. Rinse and mop with clean mop head
6. After cleaning the room:
 - a. Remove and wash mop head and bucket with soap and water, allow it to dry
 - b. Remove gloves and appropriately discard into covered waste bins
 - c. Wash hands with soap and water, use a clean paper towel or tissue to dry it thoroughly
 - d. Open all windows and keep the door closed to allow airflow

Safety Precautions for Early Detection and Prevention of Virus Spread

1. Following the First Set of Policy Directive on the COVID-19 ARD, Personnel and learners coming from travel abroad shall comply with the prescribed quarantine procedures of proper government authorities before returning to work or school. Home quarantine time usually takes 14 days.
2. The following proper hand and respiratory hygiene, and safe food practices, and related precautions are enjoined:
 - a. Frequently clean hands by using alcohol-based hand rub or soap and water;
 - b. When coughing and sneezing, maintain distance and cover mouth and nose with flexed elbow or tissue – throw tissue away into a closed bin immediately and wash hands;
 - c. Avoid close contact with anyone who has fever and cough;
 - d. If you have fever, cough and difficulty breathing, seek medical care early and share previous travel history with your health care provider;
 - e. When visiting live markets in areas currently experiencing cases of novel coronavirus, avoid direct unprotected contact with live animals and surfaces in contact with animals;
 - f. The consumption of raw or undercooked animal products should be avoided. Raw meat, milk or animal organs should be handled with care, to avoid cross-contamination with uncooked foods, per good food safety practices; and





- g. Within healthcare facilities, enhance standard infection prevention and control practices in hospitals, especially in emergency departments.
3. The Schools and Offices are expected to observe the following measures:
- a. Checking of Body temperature at the entrance of the school/office or all entry gates by the School Staff/School guard. Shall a learner or personnel obtain a temperature of greater than or equal to **37.5 °C**, given that he/she does not show symptoms of respiratory infection or body malaise, the person shall be allowed to rest for 15-30 minutes, have his/her temperature rechecked prior allowing to go inside the school premises.
 - b. If a school doesn't have a thermal scanner/forehead or tympanic (ear) thermometer, the school guard/staff shall provide and sanitize the hands of every person going inside the school using alcohol-based rub or 70% alcohol sanitizer.
 - c. When a learner/personnel exhibits any of the following symptoms of respiratory infections such as cough, colds, difficulty of breathing; gastrointestinal problems like vomiting, diarrhea; and fever, the person shall be deferred to go to school/office and will be referred to the nearest health center or medical institution.
 - d. Learners shall have their personal hygiene kit containing alcohol sanitizer, soap, towel, tooth brush and toothpaste.
 - e. The School must ensure every learners' safety even after class shall the learner still be inside the school premises. Pupils should be picked up or fetched by parents/guardian/relative when going home.
 - f. The school shall have a 'Hydration Time' at 9:00am and 3:00pm, thus, all learners are highly encouraged to bring their own bottled water to help them practice healthy measures and ensure proper hydration.
 - g. Inform parents of the above activity as it should also be practiced at home.
 - h. Cleaning necessities like water and soap should always be readily available in the washroom/comfort room of schools and offices.
4. Wearing of Surgical Mask
- a. Wearing of medical mask is indicated for an individual exhibiting or feeling symptoms of respiratory infections, in order to contain respiratory secretions and for those who will be highly exposed and are going to public and crowded places.
 - b. There is no need to wear a surgical mask inside schools and offices when there is no symptom of any respiratory tract infection.
5. During weekends and class suspensions, parents are encouraged to guide their children not to be outside of their home to reduce the spread of present virus and reduce any risk of outbreak.
6. When handling a document, paper bills and coins, always clean hands with soap and water or sanitize with alcohol-based rub or hand sanitizer.

