



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

September 28, 2020

Division MEMORANDUM
No. 338, s. 2020

**REITERATION AND STRENGTHENING OF HEALTH PROTOCOLS
IMPLEMENTED IN THE OFFICES AND SCHOOLS SETTING**

To : Functional Division Chiefs & Section Head
Public-Schools District Supervisors & Districts In-Charge
Elementary and Secondary School Heads
This Division

1. Considering the increase of Confirmed COVID-19 cases in our province due to local transmission and the upcoming opening of classes for the school year 2020-2021, this office hereby reiterates the strengthening of the implementation of health protocols in the offices and schools setting to ensure the health and safety of learners, teaching and non-teaching personnel.
2. Offices and schools are required to implement the following without fail:
 - a. **Observe physical distancing** with at least 1 meter apart from other people. Waving, nodding, and bowing are recommended instead of hugging and shaking of hands.
 - b. **Proper wearing of face mask covering both nose and mouth and wearing of face shield** especially when dealing with clients.
 - c. **Observe proper hand hygiene**, like **washing of hands with soap and water** upon arrival at the Office/school or use alcohol-based hand sanitizer.
 - d. Provide disinfectant foot bath on all entrances.
 - e. Conduct body temperature checking to all personnel, parents, guardians and visitors.
 - f. Install temporary transparent plastic physical barriers specially on transaction tables.
 - g. Regular cleaning and disinfection at least once daily.
 - h. Filling up and submission of weekly health declaration.
3. Those who are not feeling well and with shown signs and symptoms not limited to fever, cough, body malaise, colds, headache, sore throat, and diarrhea should not enter the office/school.
4. Public Schools District Supervisor/District In-Charge/School heads/District and School Nurses shall closely coordinate with Local Government Units and Rural Health Units with regards to any appropriate community measures against COVID-19.



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5. District/School Nurses in their respective areas of assignment are reminded to conduct daily monitoring in the implementation of health protocols and provide daily update on COVID-19 reporting using the google sheet link sent to them.
6. Every schools and district offices should have their own list of hotlines and post it in a visible area to address the concerns coming from their respective stakeholders. The list of hotlines may include contact numbers of PSDS/DIC/Schoolheads/Nurses/Clinic teachers/Guidance advocate/DRR coordinator/LGU/RHU/other partners.
7. For any concerns, you may contact Andrew Anthony A. Lumang, MD, Division Medical Officer III @ **09288396630** and Madelyn V. Lozada, RN, MAN, Division Nurse In-Charge @ **09478900388**.
8. For compliance and immediate dissemination.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index
under the following subjects:

Health declaration form

AAAL//DM- REITERATION AND STRENGTHENING OF HEALTH PROTOCOLS IMPLEMENTED IN THE OFFICES AND SCHOOLS SETTING

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