



Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

Reproduction No. 091 s. 2021
 ZENIA G. MOSTOLES, Ed.D., CESO V
 Schools Division Superintendent
 Schools Division of Bulacan
 094

REGIONAL MEMORANDUM
 No. 094, s. 2021

DEPARTMENT OF EDUCATION
 III-CENTRAL LUZON REGIONAL OFFICE NO. 3
RELEASED
 000478
 Date: 8-30-21

ADDENDUM TO RM NO. 92 s.2021 (PROTOCOLS IN PROVIDING COVID-19 RESPONSE AND DISINFECTION MEASURES AT THE REGIONAL OFFICE, SCHOOLS DIVISION OFFICES, AND SCHOOLS)

To: OIC-Assistant Regional Director
 Schools Division Superintendents
 School Heads

- Section 2 of Memorandum Circular No. 85 issued by the Office of the President on 19 March 2021 states that "all agencies, including every office and unit therein, shall ensure that the delivery of their respective services are not hampered or impaired. Towards this end, all heads of agencies shall adopt the most appropriate operational capacity within the range provided in Section 1 hereof, together with the optimal alternative work arrangements for their respective agencies, in accordance with the relevant rules and regulations of the CSC."
- Further, Section 3 of same Memorandum Circular provides that "in the event that an agency or instrumentality is considering a temporary closure of its premises due to the overwhelming number of COVID-19 cases therein, the head of agency shall submit to the Office of the President a request for clearance to shut down their premises, including the duration of such measure, which must be supported by verified data. No closure shall be implemented until such clearance is obtained from the Office of the President."
- In view hereof, the following guidelines are provided to the Regional Office Proper, Schools Division Offices, and all public elementary and schools in providing response and disinfection measures upon the confirmation of a COVID-19 case or a suspect or probable case in the workplace.
- Regular disinfection measures in the Regional Office Proper, Schools Division Offices, and all public elementary and schools are allowed for the maximum duration of 4 hours or half day per week. Personnel will be allowed to leave the workplace during the regular disinfection provided they continue their work at home.
- Aside from the regular disinfection measures done in the workplace, each personnel is also tasked to do regular disinfection measures in his/her respective



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workstation using sanitation materials such as disinfectant sprays, purifiers, and other cleaning items.

6. Heads of offices or schools are advised to devise mechanisms to limit the physical interaction of personnel by using ICT systems and other online modes of communication.

7. It is reiterated that personnel who are experiencing fever, cough, and other symptoms associated with COVID-19 are highly advised to not physically report to the office or school and do their assigned tasks under a work-from-home arrangement.

7. A medical certificate shall be required from such personnel upon their physical reporting in the office or school.

8. For information and compliance.


MAY B. ECLAR, PhD, CESO III
Regional Director

ORD1/pwu2



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PROTOCOLS IN PROVIDING COVID-19 RESPONSE AND DISINFECTION MEASURES AT THE REGIONAL OFFICE, SCHOOLS DIVISION OFFICES, AND SCHOOLS

PROTOCOL 1: When a PERSONNEL ON SITE manifest flu-like symptoms

- A. Personnel to follow Item Nos. 1, 6, and 9 in Protocol OS-1 as provided in RM No. 92 s.2021.

1. Ensure that he/she wears a surgical face mask. If he/she is wearing a reusable cloth mask, he/she must replace it with a surgical face mask.



6. The personnel may continue to work from home if his/her condition permits following the quarantine procedure prescribed by the BHERT of the health care provider. He/she shall coordinate with the Head of Office for updates and the RO/SDO/School Medical Officer monitoring his/her health condition until recovery.



9. Present a medical certificate prior to physically reporting back to work.

- B. RO/SDO/School COVID-19 Task Force follow Item Nos. 2, 3, 4, 5, 7, and 10 in Protocol OS-1 as provided in RM No. 92 s.2021:

2. Determine where the personnel manifested flu-like symptoms (refer to 2.a, 2.b., 2.c, 2.d)



2.d. If a personnel manifests symptoms while he/she is in the workplace, he/she will be directed to proceed to the RO/SDO/School Clinic for proper assessment of the Medical Officer.



3. After medical assessment, concerned personnel shall be instructed to proceed to the designated isolation area while waiting for referral to the appropriate health facility, if needed.

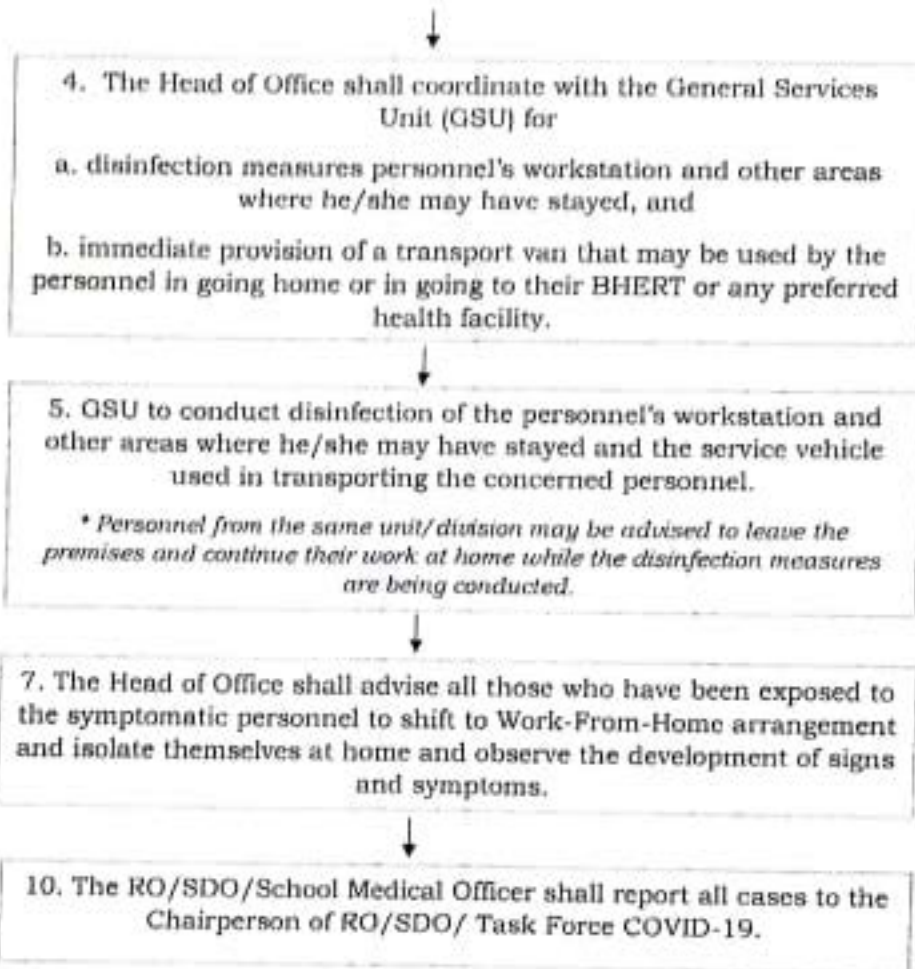


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C. In any instance that a massive disinfection must be conducted, the Regional Office Proper, SDO, or school must ensure that essential and frontline services will not be hampered by allowing a skeleton workforce to report in an area already disinfected and sanitized by the GSU.



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PROTOCOL 2: When a personnel is a CONFIRMED CASE OF COVID-19

A. Personnel to follow the specified protocols based on his/her situation:

Have mild symptoms and not hospitalized	<p>Follow Item Nos. 1, 2, 6, and 8 of Protocol HC-1 as provided in RM No. 92 s.2021</p> <ol style="list-style-type: none">1. Comply with all the instructions of the local health authorities such as BHERTs and their respective provincial/municipal/city health office.2. Report to his/her Head of Office that he/she is a confirmed positive of COVID-19.6. Constantly coordinate with the RO/SDO/School Medical Officer for updates and the monitoring of his/her health condition.8. Present a medical certificate and certificate of quarantine completion prior to physically reporting to the office.
Hospitalized but not critical	<p>Follow Item Nos. 1, 2, and 7 of Protocol HC-2 as provided in RM No. 92 s.2021</p> <ol style="list-style-type: none">1. Comply with all the instructions provided by the hospital.2. Report to his/her Head of Office that he/she is a confirmed positive of COVID-19 and that he/she needs to be or has been hospitalized.7. Present a medical certificate issued by the attending physician prior to physically reporting to the office.

B. RO/SDO/School COVID-19 Task Force shall do the following:



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The Head of Office shall coordinate with the General Services Unit (GSU) for

- a. disinfection measures personnel's workstation and other areas where he/she may have stayed, and
- b. immediate provision of a transport van that may be used by the personnel in going home or in going to their BHERT or any preferred health facility.

5. GSU to conduct disinfection of the personnel's workstation and other areas where he/she may have stayed and the service vehicle used in transporting the concerned personnel.

** Personnel from the same unit/division may be advised to leave the premises and continue their work at home while the disinfection measures are being conducted.*

7. The Head of Office shall advise all those who have been exposed to the confirmed case to shift to Work-From-Home arrangement and isolate themselves at home and observe the development of signs and symptoms.

In any instance that a massive disinfection must be conducted, the Regional Office Proper, SDO, or school must ensure that essential and frontline services will not be hampered by allowing a skeleton workforce to report in an area already disinfected and sanitized by the GSU.

Follow guidelines based on the personnel's situation (Protocol HC-1/Protocol HC-2/Protocol HC-3) as provided in RM No. 92 s.2021

The Head of Office shall provide or facilitate the provision of necessary psychosocial support to the personnel.

The Head of Office and the personnel shall call the RO/SDO/School Medical Officer 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 in a DOH or LGU facility.



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The Head of Office shall initiate the necessary coordination with concerned offices for the facilitation of required support services of the personnel (e.g. PhilHealth benefits based on PhilHealth Circular No. 2020-09, No. 2020-12 and No. 2020-17), transportation to quarantine facility, emergency food if not provided or available at the quarantine facility, and other financial and non-medical assistance.

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The Head of Office shall continue to monitor the personnel's condition until recovery.

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The RO/SDO/School Medical Officer shall report all cases to the Chairperson of RO/SDO/ Task Force COVID-19.



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PROTOCOL 2: When a personnel is a close contact of a confirmed COVID-19 case, or a suspect case, or a probable case

- A. Personnel to follow Item Nos. 1, 5, and 6 of Protocol OS-2 as provided in RM No. 92 s.2021.

1. Inform his/her Head of office about his/her exposure for the needed support.

5. The personnel shall constantly coordinate with the RO/SDO/School Medical Officer for any development on the status of the close contact/suspect case/probable case.

6. The asymptomatic personnel may already physically report back to work upon clearance by the RO/SDO/School Medical Officer. If the close contact/suspect/probable case turns out to be a confirmed COVID-19 case, the personnel shall then follow Protocol H-3.

- B. RO/SDO/School COVID-19 Task Force shall do the following:

The Head of Office shall coordinate with the General Services Unit (GSU) for

- a. disinfection measures personnel's workstation and other areas where he/she may have stayed, and
- b. immediate provision of a transport van that may be used by the personnel in going home

5. GSU to conduct disinfection of the personnel's workstation and other areas where he/she may have stayed and the service vehicle used in transporting the concerned personnel.

** Personnel from the same unit/division may be advised to leave the premises and continue their work at home while the disinfection measures are being conducted.*



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7. The Head of Office shall advise all those who have been exposed to the confirmed case to shift to Work-From-Home arrangement and isolate themselves at home and observe the development of signs and symptoms.

In any instance that a massive disinfection must be conducted, the Regional Office Proper, SDO, or school must ensure that essential and frontline services will not be hampered by allowing a skeleton workforce to report in an area already disinfected and sanitized by the GSU.

Conduct Item Nos. 2, 3, 4, 7, and 8 of Protocol OS-2 as provided in RM No. 92 s.2021.

2. The Head of Office shall provide or facilitate the provision of necessary psychosocial support to the personnel.

3. The Head of Office and the personnel shall call the RO/SDO/School Medical Officer who will provide the personnel concerned the necessary medical advice.

4. The Head of Office 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 DOH guidelines, only close contacts of confirmed cases are required to go on quarantine and report to their BHERT who will coordinate with the Provincial/Municipal/City Epidemiologic Surveillance Unit for the necessary contact tracing and referral activities, and provision of health services.

7. The RO/SDO/School Medical Officer shall report all cases to the Chairperson of RO/SDO/ Task Force COVID-19.



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**Office of the President
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Malacañang**

MEMORANDUM CIRCULAR NO. 85

**ESTABLISHING THE OPERATIONAL CAPACITY TO BE OBSERVED
BY GOVERNMENT AGENCIES AND INSTRUMENTALITIES IN
AREAS UNDER GENERAL COMMUNITY QUARANTINE UNTIL 04
APRIL 2021, AND FOR OTHER PURPOSES**

WHEREAS, there has been an alarming increase in the daily number of COVID-19 cases in the country for the past few weeks, with a rate similar to those experienced in July and August of 2020, which almost paralyzed the country's health care system;

WHEREAS, as of 18 March 2021, there are a total of Sixty-Six Thousand Five Hundred Sixty-Seven (66,567) active COVID-19 cases in the Philippines;

WHEREAS, the Civil Service Commission (CSC) issued Memorandum Circular No. 10 (s. 2020), providing for the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic;

WHEREAS, in order to address the current surge in COVID-19 cases, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommended, among others, the reduction of on-site capacity in government offices located in General Community Quarantine (GCQ) areas; and

WHEREAS, there is a need to lay down the work arrangements that should be observed in government offices during these critical times to address the current surge in COVID-19 cases, while ensuring the continuous delivery of public services;

NOW, THEREFORE, the following are hereby ordered:

Section 1. Operational capacity. Beginning 22 March 2021 until 04 April 2021, all government agencies and instrumentalities of the executive branch, including government-owned or -controlled corporations (GOCCs) located in areas under GCQ, shall observe a minimum of 30% up to a maximum of 50% operational capacity at any given time, unless a higher capacity is required in agencies providing health and emergency frontline services, border control, and other critical services.

As used herein, operational capacity refers to the number of employees or workers who are permitted or required to physically report to work in the premises of a particular agency of the government, expressed as a percentage of the total workforce in such agency.

Section 2. Alternative work arrangements. All agencies, including every office and unit therein, shall ensure that the delivery of their respective services are not hampered or impaired. Towards this end, all heads of agencies shall adopt the most appropriate operational capacity within the range provided in Section 1 hereof, together with the optimal alternative work arrangements for their respective agencies, in accordance with the relevant rules and regulations of the CSC.

Section 3. Temporary Closure of Premises. In the event that an agency or instrumentality is considering a temporary closure of its premises due to the overwhelming number of COVID-19 cases therein, the head of agency shall submit to the Office of the President a request for clearance to shut down their premises, including the duration of such measure, which must be supported by verified data. No closure shall be implemented until such clearance is obtained from the Office of the President.

Any violation of this directive, including misrepresentation as to the data in support of the request for clearance, shall subject the head of agency to administrative sanctions.

This section shall apply regardless of the community quarantine classification and shall remain in effect beyond 04 April 2021.

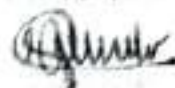
Section 4. Application to other agencies. The offices of the legislative and judicial branches of government, independent constitutional commissions and bodies, and local government units in areas under GCQ, are strongly urged to adopt the provisions of this Circular.

Section 5. Effectivity. This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 19th day of March, in the Year of our Lord Two Thousand and Twenty-one.

By Authority of the President:


SALVADOR C. MEDIALDEA
Executive Secretary

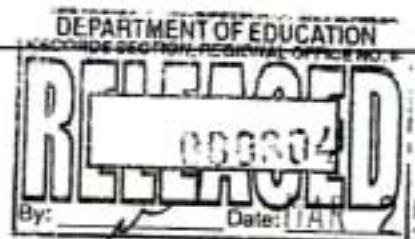


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REGIONAL MEMORANDUM
 No. 092, s. 2021



To : **All Schools Division Superintendent**
Medical Officer III

**PROTOCOLS IN HANDLING, MANAGEMENT, AND TESTING OF
 REPORTED COVID-19 CASES AND CLOSE CONTACTS AT THE
 REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES**

I. In support of DepEd Order No. 14, s. 2020 titled Guidelines on the Required Health Standards in Basic Education Offices and Schools, the DepEd Task Force COVID-19 (DTFC) issues the following protocols to guide the Regional Office and School Division Offices, particularly in the detection, reporting, referral, handling, managing, and facilitating the testing of COVID-19 cases and close contacts among the officials and all personnel at the RO/SDO, regardless of status (e.g., including those under Contract of Service or Job Order).

Asymptomatic	Means there are no symptoms
Confirmed COVID-19 case	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
Close contact of a confirmed COVID-19 case	A person who may have come into contact with a confirmed case two days prior to the onset of illness of the confirmed COVID-19 case until the time that said case test negative on laboratory confirmation or other approved laboratory test through: <ol style="list-style-type: none"> 1. face-to-face contact with a confirmed case within one meter and for more than fifteen minutes; 2. direct physical contact with a confirmed case; 3. direct care for a patient with confirmed COVID-19 disease without using proper personal equipment; or 4. other situations as indicated by local risk assessments.
Suspect COVID-19 case	A person who is presenting any of the conditions below: <ol style="list-style-type: none"> 1. All severe acute respiratory infections (SARI) cases where no other etiology that fully explains the clinical presentation. 2. Influenza-like illness (ILI) cases with any one of the following:



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	<ol style="list-style-type: none"> 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 b. with contact to a confirmed case or probable case of COVID-19 disease during the 14 days prior to the onset of symptoms. <p>3. Individuals with fever or cough or shortness of breath or other respiratory signs or symptoms fulfilling any one of the following conditions:</p> <ol style="list-style-type: none"> a. Aged 60 years and above b. With a comorbidity c. Assessed as having a high-risk pregnancy; and/or d. Health worker.
Probable COVID-19 case	<p>A suspect case who fulfills any one of the following listed below:</p> <ol style="list-style-type: none"> 1. Suspect case whose testing for COVID-19 is inconclusive; or 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 3. Suspect case who died without undergoing any confirmatory testing.

II. Protocols in Handling, Management, and Testing of Reported COVID-19 CASES and Close Contacts at the Regional Office and the Schools Division Offices

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 following:

- a. Chairperson of the DepEd Task Force COVID-19
- b. Head of Office of personnel concerned
- d. RO/SDO 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)





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- e. Personnel/HRDD and designated staff in charge assisting in PhilHealth requirements, and facilitating other assistance and other benefits (only relevant information shall be disclosed in coordination activities)
 - f. RO/SDO Disaster Risk Reduction and Management (DRRM) Coordinator
in charge of providing necessary assistance as coordinated by the Medical Officer and preparing and releasing status reports (only relevant information shall be disclosed as required in reporting activities and other forms of assistance)
2. All personnel shall inform within 24 hours their immediate supervisor/Head of Office and the RO/SDO medical doctor, if they are notified or they 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 support to the personnel concerned, each office shall designate a Psychological

First Aid (PFA) provider. The DTFC, through the DRRMS, shall provide PFA Training to all designated PFA providers in the RO/SDO.

10. The personnel concerned may only be allowed to physically report for work again upon presentation of applicable medical certificate or clearance.
11. All offices shall maintain a daily logsheet of all the persons entering their respective premises, with contact information, as a proactive measure in aid of possible contact tracing in the future.

C. Personnel Responsibilities and Personal Obligations

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

1. Are oriented on and conform/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 Head of Office/immediate supervisor 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, where to stay/preferred treatment facility/hospital/clinic, availability of vehicle to use, how to manage complications and other concerns that will emerge, etc.);



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4. Have identified their respective BHERTs and their contact information and are informed about their BHERT's referral system;
5. Have identified the nearest community quarantine units/isolation facilities and testing centers in their respective localities;
6. Are knowledgeable about how to access the health services and other forms of assistance (e.g., food packs, ambulance services, isolation centers, quarantine facilities) available in their respective localities; and
7. Know the RO Task Force COVID-19

RO Task Force COVID-19	
Chairperson	Dr. Rhoda T. Razon, EdD., CESO V Schools Division Superintendent Officer-In-Charge Office of the Assistant Regional Director
Co-Chairperson	Gladys Lourdes B. Bengco, M.D. Medical Officer IV
Vice Chairperson	Leoncio D. Del Corro, DDM Dentist III
Members	Engr. Albert Manlutac Mr. Melito Manaloto Ms. Felisa Ebreo Ms. Liza Bautista

8. Regularly provide their immediate supervisor 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.

D. Personnel Leave Privileges

1. The Department shall continue to adopt the provisions under CSC MC No. 08, s. 2020 or the Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to COVID-19 and DepEd Order No. 11, s. 2020 or the Revised Guidelines on Alternative Work Arrangements in DepEd during the Period of State of National Emergency





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Due to COVID-19 Pandemic for CO personnel needing treatment and/or quarantine.

2. It is reiterated that CSC MC No. 08, s. 2020 shall apply to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual, or fixed term).

E. Overview of the Protocols

	If onsite	If at home/ health care facility
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)



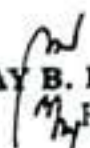


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When confirmed that they are positive of COVID-19 and they are critical ...	---	Protocol HC-3 (Enclosure No. 9)
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III. Testing for COVID-19

In view of the various requests and inquiries received by the DTFC for the testing of personnel for COVID-19, attention is invited to the relevant provisions on testing in DO 14, s. 2020, as well as the DOH Department Memorandum 2020-0258 or the Updated Interim Guidelines on Expanded Testing for COVID-19 emphasized in Enclosure No. 10 of this memorandum.


MAY B. ECLAR, PhD, CESO III
Regional Director

Encl: As stated
ESSD/GLAD
March 23, 2021





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Enclosure No. 1

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 DepEd vehicles that serve as transport services, at the RO entrance, and in each 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 return home and apply Protocol H-1.
 - b. If the personnel manifests symptoms while in a DepEd-provided vehicle, the vehicle shall stop picking up new passengers and proceed directly to the RO/SDO. All passengers and the driver of the said vehicle shall be assessed by the RO/SDO medical officer in the private area at the entrance of the RO/SDO designated for assessment of symptomatic persons.
 - c. If the personnel manifests symptoms upon entrance to the RO/SDO, 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.
 - d. If the personnel manifests symptoms while in his/her workstation and he/she is able to go by himself/herself, the personnel shall go to the RO/SDO clinic for proper assessment and management by the medical officer.
3. After the assessment by the RO/SDO medical officer, the personnel shall either stay at the private space near the RO/SDO entrance (if assessed there) or stay in his/her office, awaiting referral to the appropriate health facility if needed, without creating stigma.
4. The Head of Office shall initiate the following activities in the office after the personnel concerned leaves the office premises:
 - a. Coordinate with the General Services Unit (GSU) for the disinfection of the personnel's workstation and other areas where he/she may have worked/stayed.





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- b. Coordinate with the GSU for the immediate provision of a transport van that may be used by the personnel in going home or in going to their BHERT or any preferred health facility
5. The GSU shall ensure that:
 - a. A standby vehicle as well as an assigned driver and an accompanying person are always readily available for this purpose. The GSU shall provide the funds for the fuel, toll fees, and other expenses related to the transport of the personnel concerned.
 - b. PPEs are readily available and properly utilized by the driver and the accompanying person.
 - c. Disinfection of the standby vehicle after being used by the personnel in going home or in going to their BHERT or any preferred health facility transfer .
6. 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 Head of Office for updates and the RO/SDO Medical Officer monitoring of his/her health condition until recovery. 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 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.
9. All personnel who manifest symptoms shall be required to present a medical certificate prior to physically reporting back to work.
10. The RO/SDO Medical Officer shall report all cases to the Chairperson of the RO/SDO Task Force COVID-19.





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Enclosure No. 2

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, 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 Head of Office for health updates and for possible needed support.
4. The 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 respiratory hygiene practices.
 - c. The 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 Head of Office and the personnel shall inform the RO/SDO Medical Officer for proper documentation and necessary monitoring and follow-up.
6. The 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., 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 Head of Office for updates and RO/SDO Medical Officer for the monitoring of his/her health condition until recovery. 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.





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8. The personnel shall be required to present a medical certificate prior to physically reporting to the office.
9. The RO/SDO Medical Officer shall report all cases to the Chairperson of the RO/SDO Task Force COVID-19.





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Enclosure No. 3

PROTOCOL OS-2: 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 Head of Office about his/her exposure for the needed support.
2. The Head of Office, with the assistance of the PFA-provider 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, and hand and respiratory hygiene practices.
3. The Head of Office and the personnel shall immediately call the RO/SDO Medical Officer who will provide the personnel concerned necessary medical advice.
4. The Head of Office 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 and report to their BHERT who will coordinate with the Provincial/City/Municipal Epidemiologic Surveillance Unit (PESU/CESU/MESU) for the necessary contact tracing and referral activities, and provision of health services.
5. The personnel shall constantly coordinate with the RO/SDO Medical Officer 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 clearance by the RO/SDO Medical Officer. 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 RO/SDO Medical Officer shall report all cases to the Chairperson of the RO/SDO Task Force COVID-19.





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8. The RO/SDO Task Force COVID-19 shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19), through the BLSS-SHD and the DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.





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Enclosure No. 4

PROTOCOL H-2: 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 Head of Office for the needed support.
2. The 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 Head of Office shall emphasize to the personnel that per existing DOH guidelines, only close contacts of confirmed cases are required to go on quarantine and report to their BHERT who will coordinate with the Provincial/City/Municipal Epidemiologic Surveillance Unit (PESU/CESU/MESU) for the necessary contact tracing and referral activities, and provision of health services.
5. The Head of Office and the personnel shall immediately call the RO/SDO Medical Officer will provide the personnel concerned necessary medical advice.
6. The personnel shall constantly coordinate with the RO/SDO Medical Officer 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.
7. The asymptomatic personnel may end his/her self-isolation at home upon the clearance of the RO/SDO Medical Officer. If the close contact/suspect/probable case of the personnel turns out to be a confirmed COVID-19 case, the personnel shall then follow Protocol H-3.
8. The RO/SDO Medical Officer shall report all cases to the Chairperson of the RO/SDO Task Force COVID-19.
9. The RO/SDO Task Force COVID-19 shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19), through the BLSS-SHD and the DRRMS for inclusion in daily





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Enclosure No. 5

PROTOCOL OS-3: 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 Head of Office for the needed support.
3. The 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.
4. The Head of Office shall ensure that as a close contact of a confirmed case, the personnel shall:
 - a. Report to their BHERT who will coordinate with the Provincial/City/Municipal Epidemiologic Surveillance Unit (PESU/CESU/MESU) 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. Complete 14 days of quarantine from the date of last contact with the confirmed or probable COVID-19 case at their home (only if with a solo room with toilet) or in a temporary treatment and monitoring facility in their locality.
5. The Head of Office and the personnel shall immediately call the RO/SDO Medical Officer who will provide the personnel concerned necessary medical advice.
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 General Services Unit (GSU) for the disinfection of the personnel's workstation and other areas where he/she may have worked/stayed.





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- d. Coordinate with the GSU or the immediate provision of a transport van that may be used by the personnel in going home or in going to their BHERT or any health facility of preference.
7. The GSU shall ensure that:
 - a. A standby vehicle as well as an assigned driver and an accompanying person are always readily available for this purpose. The GSU/SDS shall provide the funds for the fuel, toll fees, and other expenses related to the transport of the personnel concerned.
 - b. PPEs are readily available and properly utilized by the driver and the accompanying person.
 - c. The disinfection of the standby vehicle after being used by the personnel in going home or in going to their BHERT or any preferred health facility use.
8. The Head of Office and the personnel who is a close contact of the confirmed case, in coordination with RO/SDO Medical Officer, shall identify and list down any other personnel at the RO/SDO who may have been exposed to the personnel concerned. 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 RO/SDO Medical Officer 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, as per advice of the BHERT or authorized physician, after 14 days as long as the personnel remains asymptomatic for the entire duration of the quarantine, even without testing or test results. There is no need to repeat RT-PCR testing prior to discharge and tagging as recovered.
11. The RO/SDO Medical Officer shall report all cases to the Chairperson of the RO/SDO Task Force COVID-19.
12. The RO/SDO Task Force COVID-19 shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19), through the BLSS-SHD and the DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.





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Enclosure No. 6

PROTOCOL H-3: When asymptomatic personnel at home 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 isolate self from the rest of the household members.
2. The personnel shall immediately report to their BHERT who will coordinate with the PESU/CESU/MESU 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.
3. The personnel shall call his/her Head of Office for the needed support.
4. The 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 Head of Office shall check with the personnel if he/she has already complied with existing guidelines that require close contacts of confirmed cases to report to their BHERT for monitoring and complete 14 days of quarantine from the date of last contact with the confirmed or probable COVID-19 case either at a temporary treatment and monitoring facility or home quarantine only if with a solo room with toilet.
5. The Head of Office and the personnel shall inform the RO/SDO Medical Officer for proper documentation and necessary monitoring and follow-up of the personnel
6. The 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. 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 or the quarantine facility if his/her condition permits, following the quarantine procedure prescribed by the BHERT (e.g., isolate self from other household members). He/she shall





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constantly coordinate with the RO/SDO Medical Officer 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.

8. The personnel can be released from quarantine, as per advice of the BHERT or authorized physician, after 14 days as long as the personnel remains asymptomatic for the entire duration of the quarantine, even without testing or test results. There is no need to repeat RT-PCR testing prior to discharge and tagging as recovered.
9. The RO/SDO Medical Officer shall report all cases to the Chairperson of the RO/SDO Task Force COVID-19.
10. The RO/SDO Task Force COVID-19 shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19), through the BLSS-SHD and the DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.





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Enclosure No. 7

PROTOCOL HC-1: 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 Head of Office that he/she is confirmed positive of COVID-19. The Head of Office shall assure the personnel that the matter will be treated with utmost confidentiality.
3. The Head of Office shall provide or facilitate the provision of necessary psychosocial support to the personnel.
4. The Head of Office and the personnel shall call the RO/SDO medical officer 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 in a DOH or LGU facility, designated by DepEd for its personnel.
5. The 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 and No. 2020-17], transportation to the quarantine facility, emergency food if not provided or available at the quarantine facility, etc.)
6. The personnel shall constantly coordinate with the RO/SDO medical officer 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 Head of Office 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 prior to physically reporting to the office.
9. The RO/SDO Medical Officer shall report all cases to the Chairperson of the RO/SDO Task Force COVID-19.
10. The RO/SDO Office Task Force COVID-19 shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19), through the



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





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BLSS-SHD for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.



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Enclosure No. 8

PROTOCOL HC-2: 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 Head of Office 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 Head of Office shall provide or facilitate the provision of necessary psychosocial support to the personnel.
4. The Head of Office and the personnel shall inform the RO/SDO Medical Officer for proper documentation and necessary monitoring.
5. The 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., access to PhilHealth benefits [PhilHealth Circular No. 2020-09, No. 2020-12 and No. 2020-17], other financial and non-medical assistance, etc.)
6. The Head of Office shall continue to monitor the personnel's condition until recovery.
7. The personnel shall be required to present a medical certificate, issued by the attending physician, prior to physically reporting to the office.
8. The RO/SDO Medical Officer shall report all cases to the Chairperson of the RO/SDO Task Force COVID-19.
9. The RO/SDO Task Force COVID-19 shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19), through the BLSS-SHD and the DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.





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Enclosure No. 9

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 Head of Office that he/she is fully informed that the personnel is confirmed positive of COVID-19 and that he/she has been hospitalized.
2. The Head of Office 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 Head of Office shall inform the RO/SDO Medical Officer for proper documentation and necessary monitoring.
4. The RO/SDO Medical Officer shall report all cases to the Chairperson of the RO/SDO Task Force COVID-19.
5. The RO/SDO Task Force COVID-19 shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19), through the BLSS-SHD and the DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.





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Enclosure No. 10

Testing for COVID-19

Attention is invited to the following provisions on testing as quoted/lifted from DO 14, s. 2020 (for a better appreciation of these measures, all are advised to refer to the section on the DepEd Testing Protocol):

1. Applying DOH DM No. 2020-0180, other relevant DOH guidelines, and relevant WHO guidance to the context of the DepEd family, the Department shall assist in facilitating the testing of the following:
 - a. learners, teachers and personnel who develop symptoms during the period when face-to-face classes is already being held, or when teachers and personnel are already reporting physically in school or workplace, and: (1) who have history of travel to a place (local or foreign) assessed as having community transmission of COVID-19 in the last 14 days prior to onset of symptoms; or (2) have history of contact with a confirmed or probable COVID-19 case in the last 14 days prior to onset of symptoms;
 - b. symptomatic assigned healthcare workers and first responders in DepEd with exposure to (a)
2. Learners, teachers, and personnel covered by the preceding paragraph, while no face-to-face classes are being held, or while on pure work-from-home arrangement, shall be referred to a health facility for evaluation and medical intervention, including testing. Similarly, learners, teachers, and personnel with Influenza Like illness (ILI) or Severe Acute Respiratory Illness (SARI) as defined by DOH shall be referred to a health facility for evaluation and medical intervention, including testing.
3. Upon detection, and prior to testing or referral to a facility, identified learners, teachers and personnel who fall under the above categories shall be isolated at home or in a DepEd facility. If no referral happens, the patients should still remain in isolation for 14 days or until asymptomatic, whichever is longer.
4. Asymptomatic learners and personnel with relevant history of travel and close exposure or contact with individuals known to be COVID-19 positive shall complete 14 days of quarantine from the date of last contact with the confirmed case, either at home, in a DepEd facility, or in a referral facility.
5. Testing beyond those indicated above, whether using RT-PCR or rapid antigen-based test kits approved by the FDA shall be on case-by-case basis, and shall be done in consultation with a DOH or local government officer, or upon determination of a properly trained DepEd physician following appropriate administrative supervision of relevant DepEd officials.





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Upon consultation with the DOH, the DTFC has been referred to the DOH DM 2020-0258 or the Updated Interim Guidelines on Expanded Testing for COVID-19, which provides for the following:

1. COVID-19 Expanded Testing is defined as testing all individuals who are at-risk of contracting COVID-19 infection. This includes the following groups: (1) suspect cases or (2) individuals with relevant history of travel and exposure (or contact), whether symptomatic or asymptomatic, and (3) health care workers with possible exposure, whether symptomatic or asymptomatic.
 - a. The following exposures should have happened two (2) days before or within 14 days from onset of symptoms of a confirmed or probable case:
 - i. Face-to-face contact with a confirmed case within 1 meter and for more than 15 minutes
 - ii. Direct physical contact with a confirmed case
 - iii. Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment
 - b. Indiscriminate RT-PCR testing beyond close contacts of a confirmed COVID-19 case is not recommended.
2. The following reflects the sub-groups of at-risk individuals arranged in order of greatest to lowest need for testing:
 - a. Subgroup A: Patients or healthcare workers with severe/critical symptoms, relevant history of travel/contact
 - b. Subgroup B: Patients or healthcare workers with mild symptoms, relevant history of travel/contact, and considered vulnerable. Vulnerable populations include those elderly and with preexisting medical conditions that predispose them to severe presentation and complications of COVID-19.
 - c. Subgroup C: Patients or healthcare workers with mild symptoms, relevant history of travel/contact
 - d. Subgroup D: Patients or healthcare workers with no symptoms but relevant history of travel/contact
 - e. Subgroup E. Frontliners indirectly involved in health care provision in the response against COVID-19 which includes, but not limited to the following:
 - i. Personnel manning the Temporary Treatment and Quarantine Facilities (LGU- and nationally-managed);





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- ii. Personnel manning Quarantine Control Points, including those from Armed Forces of the Philippines, Bureau of Fire Protection, and others;
 - iii. National/Regional/Local Risk Reduction and Management Teams;
 - iv. Barangay Health Emergency Response Teams and barangay officials providing barangay border control and performing COVID-19-related tasks;
 - v. Personnel of Bureau of Corrections and Bureau of Jail Penology and Management;
 - vi. Personnel manning the One-Stop-Shop in the Management of the Returning Overseas Filipinos;
 - vii. Personnel serving at the COVID-19 swabbing center; and
 - viii. Social workers providing amelioration and relief assistance to communities and performing COVID-19-related tasks.
- f. Subgroup F. Other vulnerable patients such as those with comorbidities, those who will undergo high-risk, elective surgical procedures, those living in confined spaces such as persons deprived of liberty or institutionalized persons, and others. These also include:
- i. Pregnant patients who shall be tested during the peripartum period;
 - ii. Dialysis patients and patients who are immunocompromised, such as those who have HIV/AIDS, inherited diseases that affect the immune system, those in chemotherapy or radiotherapy, who shall be tested at the discretion of the attending physician, following the existing guidelines of Philippine Society for Microbiology and Infectious Diseases.
3. Due to global shortage of testing kits and other supplies, and limitation in local capacity for testing, there is a need to rationalize available tests and prioritize subgroups A and B. However, in view of the expansion of testing capacity and to ensure healthcare workforce safety, subgroup C will be tested and health workers prioritized.
4. All subnational laboratories are directed to allocate between 20-30% of their daily testing capacity for health workers and the remaining 70%-80% for patients.
5. Based on current available evidence, real-time polymerase chain reaction (RT-PCR) testing is the confirmatory test for diagnosis. In the Philippines, this pertains to using RT-PCR test kits that are approved by the Food and Drug Administration (FDA), and validated by the Research Institute for Tropical Medicine (RITM).





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6. Rapid antibody-based test kits shall not be used as standalone tests to definitively diagnose or rule out COVID-19. Because these must be used in conjunction with RT-PCR, care must be exercised to not unduly consume RT-PCR test kits for the sake of confirmation.
7. Reporting of confirmed cases shall continue to be based on RT-PCR testing, in accordance with Administrative Order 2020-0013, entitled "Revised AO2020-0012.
8. Guidelines for the Inclusion of COVID-19 in the List of Notifiable Diseases for Mandatory Reporting to the Department of Health dated 17 March 2020". Reporting of the full line list of positive and negative specimens from the start of the operations shall adhere to Administrative Order 2020-0014-A entitled, "Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines."
9. Discharge and recovery criteria for suspect, probable, and confirmed COVID-19 cases shall no longer entail repeat testing. Symptomatic patients who have clinically recovered and are no longer symptomatic for at least 3 days and have completed at least 14 days of isolation either at home, temporary treatment and monitoring facility, or hospital, can be tagged as a recovered confirmed case and reintegrated to the community without the need for further testing, provided that a licensed medical doctor clears the patient. Patients who test RT-PCR positive and remain asymptomatic for at least 14 days can discontinue quarantine and tagged as a recovered confirmed case without need for further testing, provided a licensed medical doctor clears the patient.
10. Only antibody-based test kits approved by the FDA and locally-validated by the RITM or the Department of Science and Technology or those with acceptable performance of >90% sensitivity and >95% specificity validated by World Health Organization-Foundation for Innovative New Diagnostics (WHO- FIND) may be used. All personnel eligible for coverage of COVID-19 testing based on DOH issuance (DOH DM No. 2020-0258) and their future revision/amendments, shall not be charged co-payment by accredited testing centers for testing services included in the benefit package of PhilHealth (PhilHealth Circular No. 2020-017, Benefit packages for SARS-COV-2 Testing using RT-PCR).

