



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY
PARTIDA ELEMENTARY SCHOOL

Office of the Principal

November 8, 2021

School- Based Memorandum
No. 38, s. 2021

**GUIDELINES ON THE IMPLEMENTATION OF THE NEW COVID-19 ALERT LEVEL SYSTEM AND
THE IMPLEMENTATION OF ALERT LEVEL 2 IN THE PROVINCE OF BULACAN
FROM NOV. 1-14 2021**

To: Teaching Personnel and Non-Teaching Personnel
Parents and other Stakeholders
All Other Concerned

1. Relative to the Executive Order No. 43 series 2021 of the Provincial Government of Bulacan entitled "An Order Adopting The Guidelines On The Implementation Of The New Covid-19 Alert Level System And The Implementation Of Alert Level 2 In The Province Of Bulacan From 01 until 14 November 2021 and for Other Purposes and the New Alert Level System by Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, this office set the **Minimum Health Standards And COVID-19 Preventive And Precautionary Measures and School Guidelines On The Required Health Standards in the Implementation of Alert Level 2** that must be observed in this school.
2. All concerned is directed to:
 - a. Cooperate with the office in carrying out the provisions set forth in these memorandum;
 - b. Report any COVID-19 related concerns to the School Head and Health Coordinator;
 - c. Comply with the standards on health and work safety issued by this office;
 - d. Responsibly use and manage all safety, hygiene, and sanitary resources provided by this office;
 - e. Support the school's initiative for responding to COVID-9 pandemic.
3. See enclosure 1 for the **Minimum Health Standards and COVID-19 Preventive And Precautionary Measures and School Guidelines On The Required Health Standards in the Implementation of Alert Level 2**
4. Immediate dissemination of and strict compliance with this memorandum are directed.


CAROLYN W. OLIVEROS
Principal I



Address: Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan
Official Email Add: 162507.sjdmc@deped.gov.ph
Contact Number: 0917-500-5966 (call only)



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(Enclosure 1 on School Memorandum 38, s. 2021)

Minimum Health Standards and COVID-19 Preventive and Precautionary Measures and School Guidelines On The Required Health Standards in the Implementation of Alert Level 2

I. RATIONALE

1. This office is committed to ensure safe educational continuity amidst the challenges of COVID-19. Learning must continue in spite pandemic.
2. In the continuity of the learning opportunities offered by this office. The health and safety of our learners and teaching and non-teaching personnel are of utmost importance and must be always protected.
3. Guided by the Executive Order No. 43 series 2021 of the Provincial Government of Bulacan entitled "An Order Adopting The Guidelines On The Implementation Of The New Covid-19 Alert Level System And The Implementation Of Alert Level 2 In The Province Of Bulacan From 01 until 14 November 2021 and for Other Purposes and the New Alert Level System by Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, this office set guidelines to be strictly implemented by the school.

II. SCOPE AND COVERAGE

These guidelines are applicable to Partida Elementary School for School Year 2020-2021 under Alert Level 2.

III. DEFINITION OF TERMS

1. **COVID-19 Alert Levels System** - refers to the new Community Quarantine Classifications for dealing with COVID-19 covering entire cities and/or municipalities; aimed to manage and minimize the risk of the disease through System Indicators, Triggers and Thresholds determined by the IATF Sub-Technical Working Group on Data Analytics to specify the public health and social measures to be taken in relation to the COVID-19 response, as may be updated based on new scientific knowledge, information about the effectiveness of control measures in the country and overseas, and its application.
2. **Alert Level 2** - refers to areas wherein case transmission is low and decreasing, healthcare utilization is low, or case counts are low but increasing, or case counts are low and decreasing but total bed utilization rate and intensive care unit utilization rate is increasing.



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IV. POLICY STATEMENT

This Policy establishes guidelines that will enable the school to ensure health and safety of our learners and teaching and non-teaching personnel.

V. POLICY IMPLEMENTATION

A. General Guidelines

1. Minimum public health standard shall be strictly maintained regardless of vaccination status such as:
 - a. Wearing of facemask
 - b. Temperature check using thermal scanner
 - c. Filling out the Health Declaration Form
 - d. Wearing of face shield in place of close, **crowded and close contact**.
 - e. Hand sanitation using alcohol-based hand rub available
 - f. Always keep 1-m distancing.
2. Close contacts, regardless of the vaccination status and possession of a negative COVID-19 test result, of probable and confirmed COVID-19 cases shall undergo fourteen (14)-day quarantine in accordance with the isolation and quarantine protocols set by the DOH.
3. Children below 18 years old **are not allowed to enter school premises** even accompanied by parents or guardians.
4. The school as one of the government agencies shall be fully operational and shall adhere to at least 50% on-site capacity while applying work-from-home and other flexible work arrangement.
5. There would be designated gate for the entrance and exit of all teaching and non-teaching personnel, and when applicable, visitors.
6. The school shall strictly enforce the ban on smoking or carrying of deadly weapon inside the school premises.
7. Alternative Work Arrangement (AWA) shall still be adopted pursuant to CSC MC N0. 10 s. 2020 and CSC MC No. 18 s. 2020.

B. Guidelines in Printing and Reproduction Distribution and Retrieval of Self Learning Modules (SLMs)

1. In case there is still a need to reproduced modules because of the increase of enrollment of completing the 1:1 ratio of the modules, minimum public health standard shall be strictly maintained as stated in the General provisions.
2. During the distribution and retrieval of modules minimum public health standard shall be strictly maintained as stated in the General provisions.
3. Always observe cleaning of hands by using alcohol-based hand rub/disinfectants or by proper hand washing with soap and water.



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4. When sneezing/coughing, use tissue or inner portion of elbow to cover nose and mouth, and be sure that proper distance is maintained. Do not cover the mouth with the hand.
5. Always observe proper use of face masks. Both nose and mouth must be covered.
6. Individuals who will manifest symptoms shall immediately be send home, refer to a hospital/appropriate health authority, etc.
7. Practice proper disposal of tissue and masks after use should be observed at all times.
8. The school utility shall ensure routine cleaning/disinfection of frequently touched surfaces and objects (tables, doorknobs, desks, and alcohol items) using bleach solution at least twice a day, preferably before the start of reproduction as well as the routine cleaning and replacement of disinfectant solutions in foot baths. More intensive cleaning and disinfection shall be done on Saturday.
9. Children below 18 years old **are not allowed to enter school premises** even accompanied by parents or guardians.
10. There would be designated gate for the entrance and exit of all teaching and non-teaching personnel, and when applicable, visitors.
11. The school strictly enforces the ban on smoking or carrying of deadly weapon inside the school premises.
12. Pursuant to RA 10754 “AN ACT EXPANDING THE BENEFITS AND PRIVILEGES OF PERSONS WITH DISABILITY (PWD)” Sec. 10, the school ensures that priority shall be given to PWD including pregnant women who is the only person in the family who can or able to get the modules for their child.
13. Pursuant to RA 9994 Section 9 Letter k the school shall prioritize senior citizens who is the only person in the family who can or able to get the modules for their child.

c. Screening of Teaching and Non-Teaching Personnel, Parents and Visitors and Testing Protocols

1. All teaching and non-teaching personnel, parents and visitors physically reporting to school shall be screened for symptoms of COVID-19, including fever, cough, colds and other respiratory symptoms, and/or relevant history of travel or exposure within the last 14 days.
2. The following should have happened two (2) days before or within 14 days from onset of symptoms of a confirmed or probable case shall not be allowed to enter school premises and be reported to District 7 School Nurse Randhell C. Ruzgal for proper health assistance:
 - a. Face to face contact with a confirmed or probable case within 1 meter and for more than 15 minutes;
 - b. Direct physical contact with a confirmed case;
 - c. Direct care for a patient with a probable or confirmed COVID -19 disease without using proper personal equipment



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3. Symptomatic and Asymptomatic and has been quarantined for fourteen (14) days when entering school premises shall present “Certificate of Quarantine Completion” or medical certificate issued by the local health authorities.

VI. FUNDING

The fund shall be source through the school's MOOE and Local Fund subject to the usual accounting and auditing rules and regulations.

VII. MONITORING AND EVALUATION

The school administration together with the School Disaster Risk Management Task Force Covid shall continuously gather feedback, assessment and evaluation on the implementation of this policy guideline.

VIII. AFFECTIVITY

These guidelines shall take effect immediately upon approval and publication on Partida ES website.

IX. REFERENCES

Department of Health (DOH) Administrative Order No. 2020-0015 or the Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation, cited by the Inter-Agency Task Force Management of Emerging Infectious Diseases (IATF)

DepEd Order No. 14, s. 2020 or the Guidelines on the Required Health Standards in Basic Education Offices and Schools.

Executive order Number 43 s. 2021 of the Provincial Government of Bulacan

IATF Resolution No. 146-A s. 2021

Division Memorandum Number 399 s. 2021



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