



Republic of the Philippines  
**Department of Education**  
 Region X - Northern Mindanao  
 DIVISION OF MALAYBALAY CITY

DM-2021-05-239  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: MAY 05 2021  
 TIME: 9:19 AM

**DIVISION MEMORANDUM**

No. 239, s. 2021

TO: Chief Education Supervisors, SGOD and CID  
 Section/Unit Heads and Staff, OSDS  
 Public Schools District Supervisors  
 School Heads  
 All Others Concerned  
 This Division

FROM: **VICTORIA V. GAZO, PhD., CESO V**  
 Schools Division Superintendent

RE: **PREPAREDNESS, PREVENTION, AND MITIGATING MEASURES  
 FOR COVID-19**

This Division policy is made in order to mitigate the spread of coronavirus in schools and offices pursuant to the *Department of Health Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation* (DOH AO No. 2020-0015) and DepEd Order No. 14 s. 2020 re: *Guidelines on the Required Health Standards in Basic Education Offices and Schools* which are consistent with the *Basic Education Learning Continuity Plan (BE-LCP)*.

All teaching, and non-teaching personnel in the fields including the Division personnel, are enjoined to follow these rules diligently, to sustain a healthy and safe workplace in this unique environment.

**SCOPE:**

This policy applies to all personnel and staff who physically work in schools and office(s). It is important that everyone responds responsibly and with transparency to these health precautions, thus ensure collective efforts and resilience amidst the pandemic.

**POLICY ELEMENTS:**

To uphold COVID - 19 responsive workplaces and schools, everyone shall observe the following:





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- Individuals with manifestation of *FLU-LIKE* symptoms, such as cough/sneezing/fever, or feel poorly, are directed to request work from home arrangement from their respective immediate superior.
- Schools shall operationalize the Preventive Alert System in Schools (PASS) for COVID-19 per DM No. 15s. 2020 which provides a systematic relay of information on the learner/teacher's state of health to appropriate personnel and/or agency.
- Personnel diagnosed to have **positive COVID-19 and other health related issues**, his or her private health and personal data shall be treated with high confidentiality and sensitivity.
- Return to work clearance shall be secured from the Division Medical Officer or from any licensed Physician or Barangay Health Emergency Response Team (BHERT) confirming recovery from Covid 19.
- Individuals in close contact with persons infected with COVID-19 and at high risk of being infected themselves, shall work from home.

**Safety precautions and protocols per DM no. 15 s. 2020 (Enclosure No 4, 5. 2020):**

- Always wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (**follow the 20-second hand washing rule**) or use sanitizers/alcohol provided at the office.
- Always wear face mask and face shield when entering the office premises.
- Maintain physical or social distancing with at least 1 meter apart.
- Cough/ sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Limit close contact interaction with anyone, not exceeding 30 minutes.
- Open the windows regularly to ensure proper ventilation. When temperature is above 25 degrees Celsius, air condition unit may be turned on provided that some windows are left opened.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting for a sick leave).





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- Disinfect offices and school premises at least once a week (every Friday afternoon) and as deemed necessary anytime.
- Always observe physical distancing especially during lunchbreak.
- Live healthy. Practice DEPED-MC-SHS Lifestyle:

Diet.

Exercise.

Prioritize your health.

Enjoy life.

Drink water.

Mind your stress.

Connectivity

Sleep regularly

Hygiene

Stand up more often

This Division policy shall be subject to change in line with the COVID-19 Inter Agency Task Force guidelines.

For strict compliance.

