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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 23
21 March 2020

For: **SLMB AND EXECOM**

**Proposal: BASELINE PROTOCOLS TO BE OBSERVED IN THE
WORKPLACE, TRAVEL, AND HOME AND PRIVATE SPACE AND
TIME OF DEPLOYED PERSONNEL DURING THE ECQ**

OFFICE MEMORANDUM OO-OSEC-2020-001 titled **AUTHORIZATION OF OFFICE AND FIELD WORK FOR IDENTIFIED CRITICAL SERVICES IN AREAS COVERED BY THE ENHANCED COMMUNITY QUARANTINE**, and dated 19 March 2020 says:

“The DepEd Task Force COVID-19 is hereby instructed to prepare for the baseline protocols to be observed in the workplace, travel, and home and private space and time of the deployed personnel, and the coordination mechanism for the effective implementation of these. All Undersecretaries, Assistant Secretaries and concerned Regional Directors may adopt additional reasonable precautions enhancing the baseline protocols for their respective jurisdictions.”

As therein instructed, the DepEd Task Force COVID-19 (DTFC) hereby submits its proposal titled **BASELINE PROTOCOLS TO BE OBSERVED IN THE WORKPLACE, TRAVEL, AND HOME AND PRIVATE SPACE AND TIME OF DEPLOYED PERSONNEL DURING THE ENHANCED COMMUNITY QUARANTINE AND RELATED GUIDELINES** (please see attached).

Please advise if the proposal will be converted into DepEd Memorandum or Office Memorandum to be signed by the Secretary, or if DTFC can already issue the same through a DTFC Memorandum.

For consideration and approval.

ALAIN DEL ROSARIO PASCUAL
Undersecretary
Chairperson, DepEd Task Force COVID-19



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[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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Subject: **BASELINE PROTOCOLS TO BE OBSERVED
IN THE WORKPLACE, TRAVEL, AND HOME
AND PRIVATE SPACE AND TIME OF DEPLOYED
PERSONNEL DURING THE ENHANCED
COMMUNITY QUARANTINE AND RELATED
GUIDELINES**

This memorandum is being issued pursuant to the directive of the Secretary to the DepEd Task Force COVID-19 to “prepare for the baseline protocols to be observed in the workplace, travel, and home and private space and time of the deployed personnel, and the coordination mechanism for the effective implementation of these,” per Office Memorandum OO-OSEC-2020-001, titled **Authorization of Office and Field Work for Identified Critical Services in Areas Covered by the Enhanced Community Quarantine.**

1. Guidelines on work arrangement

a. Personnel on home quarantine

- i. **Persons Under Monitoring (PUM).** Personnel who are categorized as **Code Yellow**, per DTFC Memo No. 3 may be given work-from-home assignments while on home quarantine, except when symptoms begin to appear, then the personnel shall heed the advice of attending medical professionals.
- ii. **Patients Under Investigation (PUI) with Mild Symptoms (non-comorbid, non-elderly).** Personnel who are categorized as **Code Orange** shall be exempted from work-from-home assignments while on home quarantine.
- iii. All personnel categorized as **Code Yellow** and **Code Orange** and who are advised to undergo home quarantine shall strictly observe the guidelines (Enclosure No.1) on room isolation and contacts, use of disposable surgical mask, hand hygiene practice for all, respiratory hygiene and standard precaution, food handling, disposal of used gloves, tissue papers and masks, cleaning and disinfection, and reporting, based on the DOH Circular No. 2020-0105, s. 2020.

b. Personnel on work-from-home

- i. The following factors shall be considered when identifying the personnel that will make up the skeletal workforce:
 - (1) **The overall health of the personnel.** Personnel considered as **high-risk individuals** shall be prioritized for home-from-work arrangement. “Persons who are at high risk of being infected” are elaborated as “those **sixty (60) years old and above**, those who are **immunocompromised** or **with co-morbidities**, and **pregnant** women,” based on the Memorandum from the

Executive Secretary, IATF-MEID and DOH.

(2) **Distance between the residence of the personnel and the office** (workstation) (e.g., those who reside outside the National Capital Region and require daily travel shall be prioritized for home-from-work arrangement, if a service cannot be provided)

ii. All personnel who are on work-from-home arrangement are advised to observe applicable preventive measures contained in this memorandum (Item No. 2).

c. Personnel on skeletal workforce

i. Those part of the skeletal workforce shall be provided with a door-to-door vehicle service where applicable preventive measures (as enumerated in Item No. 2 of this memorandum), including social distancing, shall be strictly observed. The vehicle used for transportation shall be cleaned and disinfected after every trip.

ii. Proper orientation on safety and precautionary measures including social distancing of passengers shall be provided to the drivers.

iii. The skeletal workforce shall report only during their assigned schedule or as necessary.

iv. The skeletal workforce shall adhere to the preventive measures enumerated in Items No. 2 and No. 3 of this memorandum.

v. The Central Office Task Force COVID-19 and similar task forces at the Regional Offices, Division Offices and Schools are enjoined to formulate implementing rules on the above items.

2. General preventive measures for the skeletal workforce (Based on DOH Circular No. 2020-0039)

a. Respiratory etiquette

i. Cough and sneeze into tissue or into shirt sleeve if tissue is not available. Dispose used tissues properly and disinfect hands immediately after a cough or sneeze.

ii. Avoid touching the mouth, eyes, and nose to help slow the spread of the virus.

iii. The use of masks, which provides a physical barrier from COVID-19 by blocking large-particle respiratory droplets propelled by coughing or sneezing, is **only** recommended for:

(1) Persons caring for the sick

(2) Healthcare workers attending to patients with respiratory infections/symptoms (cough/cold)

(3) Persons with respiratory infection/symptoms

iv. People in good health do not need to use face masks, except in crowded places where social distancing is not feasible.

b. **Hand hygiene.** Perform regular and thorough handwashing with soap and water. Use alcohol-based hand sanitizers containing at least 60 ethanol or isopropanol when soap and water are not available.

c. **Social distancing measures**

i. Whenever possible, keep a distance of at least 3 feet or 1 meter away from other people to reduce the possibility of person-to-person transmission. This distance should be observed even as to apparently healthy persons without symptoms.

ii. Offer telecommuting and replace in-person meetings in the workplace with video or telephone conferences.

d. **Environmental measures**

i. Clean frequently-touched surfaces and objects, including tables, doorknobs, desks, and keyboards.

ii. Maintaining the environment clean, especially common-use areas and those with touchpoints such as elevators, railings, staircases, light switches and the like.

iii. Make dispensers with alcohol-based hand rub available in public areas.

3. **Practical measures for the offices at the DepEd Central, Regional, Division, Facilities and/or Schools while on skeletal workforce**

a. One major consideration when determining the skeletal workforce to report to the office is the workspace. The number of personnel to report each day shall permit strict observance of social distancing within the office.

b. All personnel who are reporting as part of the skeletal workforce shall always have the “mindset” and be conscious to behave as if they may be possibly be infected with the virus, albeit asymptomatic, and may be potentially exposing their colleagues to the virus.

c. All reporting staff must as much as possible stay only in their respective workstations, and avoid moving around the office.

d. Talking closely between personnel during reporting hours is highly discouraged. Talking is also discouraged in common areas such as near the water dispenser or the photocopier.

- e. All personnel are advised to always carry their own pens with them so that they use it when filling-out log-sheets at the entrance.
- f. All personnel are advised to wash their hands with soap upon arrival at the DepEd Complex before entering their respective offices.
- g. Doors may be slightly opened so that feet or elbows may be used when opening and closing them, instead of opening them through the doorknobs.
- h. Social distancing—keeping a distance of at least 3 feet or 1 meter away from other people—shall be strictly observed at all times in the entire DepEd complex.
- i. Personnel who manifests symptoms of respiratory infection shall be immediately provided with appropriate health care and automatically removed of the skeletal workforce. Likewise, personnel who will have exposure to a confirmed case, or whose household members will be eventually categorized as Person Under Monitoring or Person Under Investigation shall immediately disclose such information to their immediate supervisor for appropriate referral and intervention.

The DepEd Task Force COVID-19 welcomes suggestions and ideas on how social distancing and other preventive measures can be further practiced in the workplace. Such feedback and other concerns may be e-mailed at medical.nursing@deped.gov.ph.

For proper guidance.