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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 025
25 March 2020

For: Execom and Mancom Members
SDS and All Others Concerned

**Subject: MINIMUM STANDARDS FOR SOCIAL DISTANCING/
BASELINE PROTOCOLS TO BE OBSERVED IN THE
WORKPLACE, TRAVEL, AND HOME AND PRIVATE
SPACE AND TIME OF DEPLOYED PERSONNEL
DURING THE ENHANCED COMMUNITY
QUARANTINE**

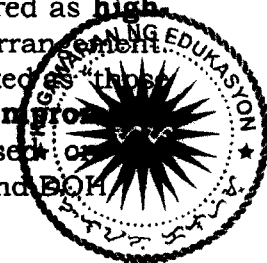
This memorandum is being issued pursuant to the directive of the Secretary to the DepEd Task Force COVID-19 to “prepare for the baseline protocols to be observed in the workplace, travel, and home and private space and time of the deployed personnel, and the coordination mechanism for the effective implementation 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**, or “to issue the uniform and minimum standards for social distancing within the workplace, during travel, and in private premises and activities,” per DM 43, s. 2020, titled **Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the Covid-19 Stringent Social Distancing Measures**.

1. Guidelines on work arrangement

a. 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 Memorandum from the Executive Secretary, IATF-MEID and BQH.



Office of the Undersecretary for Administration (OUA)

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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(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).

b. 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.

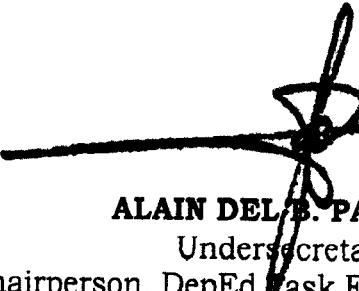



DepEd Complex before entering their respective offices.

- 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.



ALAIN DEL B. PASCUA
Undersecretary
Chairperson, DepEd Task Force COVID-19



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Date

NAME
Designation
Office
Address

Re: Approval by the Regional Office of _____

Dear _____,

This has reference to your request for the use of the school, (Name of School), for (Purpose of Use), in relation to the COVID-19 public health emergency.

The Department of Education Regional Office of _____ has approved the request, subject to the attached minimum "Terms and Conditions for the Use of DepEd School by the Local Government Unit as (Intended use/purpose)" with annexed School Inventory indicating the facilities of the school relative to the request.

Kindly sign the Terms and Conditions and the School Inventory to signify your conformity.

Sincerely,

(School Head)

TERMS AND CONDITIONS
FOR THE USE OF DEPED SCHOOL AS (Indicate intended use)
BY THE LOCAL GOVERNMENT UNIT

The Local Government Unit of the City/Municipality of _____ with office address at _____, and represented by _____, Mayor, hereinafter referred to as the "LGU", has requested from the DepEd-Regional Office of _____, as represented by _____, Regional Director, hereinafter referred to as the "RO", the use of (Name of School) , with address at _____ and School Head, (Name of School Head) , as a _____ relative to the COVID-19 public health emergency.

The request is made under the following premises:

The President issued Proclamation No. 922 dated March 8, 2020, "Declaring a State of Public Health Emergency Throughout the Philippines", in view of the COVID-19 outbreak;

Section 2 of Proclamation No. 922, s. 2020, states that "(a)ll government agencies and LGUs are hereby enjoined to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner to curtail and eliminate the Covid-19 threat";

The LGU needs a facility for _____ relative to its response to the COVID-19 public health emergency and it has no other available place or structure for use, thus it submitted a request to the RO for the use of the (Name of School) , hereinafter referred to as the "School", as _____ of the LGU, subject to OFFICE MEMORANDUM OM-OSEC-2020-00____;

The RO, acting on the recommendation of the Schools Division Office, approved the request, in adherence to applicable laws, rules and guidelines, upon a clear showing by the LGU of the need to use the School as _____ due to absence of other available facility, and pursuant to an assessment by the Regional Director of the Department of Interior and Local Government/Head of the Regional Task Force COVID-19 that the use of the school is compliant with the national directives on COVID-19 and a certification by the proper local official that the use of the school is suitable for the specific intended purpose, in accordance with applicable rules and guidelines.

The approval of the RO was conditioned upon the presentation of the planned management of the facility and undertaking of the LGU for the safekeeping of all property and valuables in the school premises during the operation of the facility, payment of all expenses including utilities in relation to the use of the School as a

_____, conduct of the general cleaning and fumigation, repair and/or replacement of damaged or lost school facilities as a result of, and incidental to, the use of the School by the LGU, and compliance of the LGU with the safety regulations and precautionary measures enforced during the public health emergency.

Foregoing premises considered, the LGU commits and binds itself to the following terms and conditions set by the DepEd in its use of the School as _____:

I. SCOPE

This Terms and Conditions (TAC) pertains to the use of (NAME OF THE SCHOOL) as _____ of the LGU in relation to the COVID-19 outbreak during the period of Public Health Emergency under Proclamation No. 922, s. 2020. The School may only be used by the LGU for this purpose if classes are not being conducted therein.

II. ROLES AND RESPONSIBILITIES

A. The LGU shall:

1. Prepare the areas of the School approved by the RO to be used as _____, and not require students/pupils and DepEd personnel to be engaged in the preparation of the School for this purpose. The LGU shall vacate the designated areas and remove education equipment and resources therefrom, as may be necessary, under the supervision and guidance of the School.
2. Use only the specified School area and facilities approved by the RO to be used as _____ under the supervision of the LGU.
3. Take charge of the management and maintenance of the School used as _____.
4. Cordon off the _____ facility to be used by the LGU from the rest of the School premises or facilities.
5. Provide measures to ensure the safety and security of the School.
6. Provide all resources and equipment required for the use of the School as _____.
7. Ensure that water supply will be sufficient and there will be no cooking in the School during its use as _____.

8. Ensure compliance with the sanitation and health standards applicable to the School before, during and after its use by the LGU as _____, including disinfecting the premises used and ensuring the use of required protective equipment.
9. Facilitate and provide for the general cleaning, maintenance and upkeep of School premises, structures, facilities, equipment, and resources, and repair and replace them if damaged, destroyed or lost as a result of their use by the LGU as _____. Such repair and replacement shall be completed prior to the return of the use of the School to the School Head.
10. Clean up and fumigate the School within a maximum period of one week after its use by the LGU as a _____ during the public health emergency. The proper health authorities shall certify whether the School is fit for education use subsequent to the fumigation, in accordance with pertinent guidelines of the Department of Health (DOH) and other applicable rules and issuances.
11. Pay for utilities during its use of the School as _____ and until it has returned the use of the School to its School Head for education use and the School Head has accepted the same.
12. Ensure that the School and facilities be restored to their original or better state, compared to their condition upon commencement of their use as _____ by the LGU.
13. Prior to return by the LGU of the use of the School to the School Head, secure clearance from the School with respect to the LGU's compliance with the TAC.

B. The School shall:

1. Identify the School spaces/structures/comfort rooms and other facilities approved by the RO to be used as _____. School areas beyond those approved by the RO shall be off limits to the LGU and users of the _____ facility.
2. In preparation for the use of the School as _____, ensure proper storage and safekeeping of all learning and education equipment, resources, materials and school records. The School shall provide supervision and guidance to the LGU in the vacating, as may be necessary, of designated School spaces/structures and removal of education equipment and resources therefrom by the LGU, provided that all DepEd personnel involved in the preparation of the school premises shall strictly observe all existing health precautions and social

distancing protocols of the DOH and the World Health Organization (WHO).

3. Prepare and implement work protocols that would not require DepEd personnel to report to the School for the performance of regular functions during the period the School is used as _____.
4. Inform the LGU of any damage, destruction, or loss of School facilities and resources due to, or incidental to, the use of the School, if any, to serve as basis for repair, maintenance, and/or replacement by the LGU after use of the School as _____.
5. Have the authority to monitor and access the School, subject to strict observance of safety and health requirements applicable during the public health emergency.

C. The LGU and the School

1. The School shall make a School Inventory and record the condition of school premises, structures, facilities, equipment and resources immediately prior to use, and after the use and fumigation of the School by the LGU. The Inventory prior to use shall be signed by both the School Head and Mayor and shall form an integral part of this TAC (*See Annex A*).
2. Any and all expenses relative to the preparation and operation of the School as _____ as well as the clearing, fumigation and restoration of the School to its educational use shall be shouldered by the LGU.
3. The School and LGU shall each designate focal person/s who shall be responsible for coordination between the Parties to ensure compliance with this TAC.

III. GENERAL PROVISIONS

1. The LGU shall use the School as _____ only upon its showing to the RO that there is no other available space or structure which can be used for that purpose. The use of the School as _____ is a continuing requirement. Should a place or structure which can be used for this purpose become available, the LGU shall terminate its use of the School as _____.

2. This TAC shall take effect upon its execution, and shall be in full force and effect for a period of (Indicate number of days approved by the RO) days during the period of Public Health Emergency under Proclamation No. 922, s. 2020, unless mutually extended by the LGU and the RO in writing, or sooner terminated by either the LGU or the RO upon fifteen-day written notice for valid reasons.

Notwithstanding the lifting of the said Public Health Emergency, the responsibilities and obligations of the LGU under this TAC shall subsist until fully complied with.

3. When warranted by compelling circumstances, the RO may amend, modify or supplement this TAC for valid reasons, upon prior written notice to the LGU.
4. The LGU represents and warrants that it has the requisite power and authority to make, deliver, and comply with the provisions of this TAC, and has taken all the necessary actions to duly and validly authorize the execution, delivery and performance of this TAC.
5. Should there be any conflict between the provisions of this TAC and other Agreements between the LGU and the DepEd through the Regional Office, Schools Division Office or the School, this TAC shall prevail.

**LOCAL GOVERNMENT UNIT OF THE
CITY/MUNICIPALITY OF:**

By:

Signature over Printed Name
City/Municipal Mayor

Date:

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) s.s.

Before me, a notary public for and in the City of _____, this _____,
personally appeared the following:

Name	Competent Evidence of Identity	Date/Place Issued
School Head		
Mayor		

known to me to be the same persons who executed the foregoing documents on Terms and Conditions for the Use of DepEd School by the Local Government Unit as _____ with School Inventory consisting of _____ (___) pages, including the Annex A-School Inventory and the page on which this Acknowledgment is written, and they acknowledged to me that the same are their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and in the place first above written.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2020.

**INVENTORY OF FACILITIES OF
(NAME OF SCHOOL)
FOR USE AS _____**

Designated Facilities for Use as _____:

1. E.g. Gymnasium
2. Room _____
3. Room _____
4. _____

Facility (Gymnasium, Room, etc.)	Item (Furniture and Fixture, Equipment, etc.)	Quantity	Condition

Other Remarks on Premises/Structures/Facilities

Prepared by:

Signature over Printed Name
School Head

Date _____

Conforme:

Signature over Printed Name
Mayor

Date _____