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Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Division Memorandum No. 287, s 2021

To: All SDO Personnel
All Others Concerned

Date: August 30, 2021

Subject: Reiteration of Health and Safety Protocols against Covid 19 Infection

I. In view of the presence of Confirmed COVID-19 Case/s in the Schools Division, the following are hereby issued and / or reiterated for information and proper guidance of all concerned:

A. Personnel

1. SDO personnel shall Undergo Alternative Working Arrangements (Work from Home) on August 31 to September 3, 2021 to allow for the systemic disinfection of office and work premises. Identified skeleton force shall report to the Division Office on September 1 to September 3. They shall perform most essential work onsite.
2. Division or School Personnel with Symptoms of SARS-COV2 Infection (Cough, Colds, Fever, Sore Throat, etc.) will not be allowed to physically report under Skeleton Workforce. They are to report their symptoms to the Medical Officer of the SDO or to the Nurse In charge of the school / district. The Medical Officer and his team shall regularly monitor the said personnel's condition via Telehealth services. Said personnel may be allowed to resume physical reporting to office only when there is no manifestation of any COVID related or COVID-like symptoms.
3. As provided for in CSC MC 8 s. 2020, Absence from work during the fourteen (14) calendar days required quarantine period and treatment for COVID-19, shall be considered as excused absence (required quarantine leave and/or COVID 19 treatment leave)

a. Categories

- Those who had exposure with co-employees who contracted the COVID-19
- Government officials and employees infected through local transmissions due to personal or non-work related activities, who:
 - Underwent quarantine in public health facility for observations; or
 - Went straight to the hospital for treatment and/or advised to go on quarantine at home because of mild to moderate symptoms



b. Procedure upon return to work

Submit to the personnel section / administrative Unit the following:

- b.1. Application for Leave of absence
- b.2. Certificate issued by government /private physician that he/she has submitted himself/ herself for monitoring/investigation, as applicable. (for PUM and PUI)
- b.3. Completion of Quarantine Certificate issued by the local quarantine/ health official; and
- b.4. Medical Certificate that he/she is cleared to report back to work; and Medical Records showing that he/she was treated of the COVID-19 signed by the attending physician (for those under treatment of COVID-19)

- 4. All reporting schools division personnel shall strictly follow the Basic Health Protocols as stated in DepEd Order no. 14, s. 2020;

B. Disinfection

- 1. A systemic Disinfection at the division office / school premises and work stations may be coordinated with respective LGUs.
- 2. Daily sanitation and disinfection of Workstations are highly advised.

C. Transactions

- 1. All Face to Face transactions will be temporarily suspended on August 31 – September 3 and until further notice. Division office transactions shall be conducted online by using official email, messenger, FB group accounts, SDO Abra website and other platforms as identified in earlier issuances.
- 2. Schools are advised to suspend Face-to Face activities requiring the gathering of group of people or a crowd. The use of online platforms is highly encouraged in the conduct of enrollment, Brigada Eskwela and Oplan Balik Eskwela.
- 3. Submission of Papers, Reports and other essential documents will be on a Drop-and-Go Process starting August 31 until further notice. All Documents will be received by the Security Personnel on Duty.
- 4. Mass Gathering in the conduct of division activities requiring more than 30 participants, including facilitators, or has more than 30% of the venue capacity will be temporarily suspended or to be postponed at a later date. Activities that can be conducted virtually shall proceed.

D. Contact Tracing

- 1. All Close Contact Personnel of Confirmed Cases are required to report themselves to their respective LGU's COVID-19 Case Reporting Personnel or to the Division COVID-19 Case Reporting Personnel at janssenbasil.damian@deped.gov.ph or schoolhealthabra@gmail.com using the attached format.





Republic of the Philippines

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2. All Close Contact Personnel of Confirmed Cases are strongly advised to undergo self-isolation while waiting for the result of the Suspected Case's RT-PCR.

II. Immediate and widest dissemination of this memorandum is hereby directed.

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