



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF BULACAN
DISTRICT OF PULILAN
PULILAN CENTRAL SCHOOL
SAN FRANCISCO ST., POBLACION, PULILAN, BULACAN

Office of the Principal

January 12, 2022

SCHOOL MEMORANDUM

No. 3, s. 2022

School Online Orientation on Policy Guidelines on Safe Return to Work and School, Policy on Safe and Healthy School Environment and Training on Basic First Aid for Medical Emergencies

To: All Teachers
Others concerned

1. The Department of Education issues DepEd Memorandum No. 85, s. 2021 or the Preparations for the Implementation of the Expanded Phase of Face-to-Face Classes.
2. This issuance is to disseminate guidelines to all public and private schools nationwide for the further preparations for the implementation of the expanded phase of face-to-face classes targeted to commence in early 2022 in line with this we shall conduct **School Online Orientation on Policy Guidelines on Safe Return to Work and School, Policy on Safe and Healthy School Environment and Training on Basic First Aid for Medical Emergencies** on January 14, 2022 at 3:00 P.M. via google meet. Link shall be provided and posted at FB PCS messenger.
3. The training aims:
 - 3.1 discuss Policy Guidelines on Safe Return to Work and School
 - 3.2 discuss Basic First Aid for Medical Emergencies
 - 3.3 discuss Policy on Safe and Healthy School Environment
4. Enclosures No. 1 contains the program of activities, matrix and TWG
Enclosure No. 2 contains the Policy Guidelines on Safe Return to Work and School and Policy on Safe and Healthy School Environment
5. Immediate and wide dissemination of this memorandum is desired.

REVELYN L. MANIEGO, Ed.D
Principal IV



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Enclosure No. 1 to School Memorandum No. 3, s. 2022

School Online Orientation on Policy Guidelines on Safe Return to Work and School, Policy on Safe and Healthy School Environment and Training on Basic First Aid for Medical Emergencies

January 14, 2022

3:00 PM via Google Meet

Program of Activities

National Anthem:	Ma. Rebbie R. Buendia
Opening Prayer:	Mildred A. Galvez
Vision Mission	Sherimae W. Esguerra
Checking of Attendance:	Jemalyn G. Dela Fuente
Food for Thought:	Emelita A. Fajardo
House Rules:	Ma. Kristine C. Pascual
Welcome Remarks:	Revelyn L. Maniego
Inspirational Message:	Ana-Liza M. Villanueva, EdD
Google Meet Presenter:	Al Farwane Kayte R. Flores
Discussion Proper:	All Speakers

Maraya C. Apostol
Master of Ceremony

Topics/ Activities	Speakers
Basic First Aid for Medical Emergencies	Kris G. Guinto, Jasmin P. Dimla Ma. Kristine C. Pascual, Nancy C. Carillo
Policy Guidelines on Safe Return to Work	Cristina A. Andebor, Erlyn T. Golpo Mary Grace J. Santiago
Policy on Safe and Healthy School Environment	Emelita A. Fajardo, Mariel B. Reyes Revelyn L. Maniego

Technical Working Committee

REVELYN L. MANIEGO, EdD
Over-All Chair

Chair in Organizing and Planning :	Jalyn V. Lacap
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Vice-Chair in Organizing and Planning	Marithel A.Lorenzo
Program and Invitation:	Rofelyn A. Gomez
Certificates:	Imelda A. Pastrana
Narrative and Documentation:	Ma.Theresa C. Ignacio

Enclosure No. 2 to School Memorandum No. 2 s. 2022

1. POLICY GUIDELINES ON SAFE RETURN TO WORK AND SCHOOL

(Regional Memorandum no 151 s. 2020)

I.1 As the school re-opens, rigid and intensive precautionary practices should be launched to ensure security of everyone in school.

I.2 Campaign shall focus on the promotion of precautionary and safety measures and healthy behaviors such as, but not limited to:

- Personal hygiene including frequent and proper handwashing with soap and water for 20 seconds, the application of rubbing alcohol or hand sanitizer if soap and water are not available.
- Conduct of daily group handwashing before the first class in the morning and afternoon sessions and before going home.
- Maintain healthy lifestyle, including proper hydration by drinking 8 – 10 glasses of water within the day, consumption of nutritious foods, and ensuring food safety
- Consumption of safe and nutritious foods, and environmental sanitation
- Ensure environmental sanitation through **routine surface cleaning through education and school policies**. Tidy and clean surfaces and objects that are touched often such as desks, countertops, doorknobs, computer, keyboards, hand on learning items, faucet handle and phones. Empty trash cans as needed.
- Observe and practice social distancing inside the school campus and offices

I.3 **Preventive Measures inside the school/ office premises**

- A "No Facemask No Entry" policy in all schools and offices shall be strictly enforced.
- Check body temperature of all who are entering the school/office premises. It should be taken using a thermal scanner by the School Health Coordinator or School DRRM Coordinator. If temperature is above 37.8°C bring the person to the clinic. In case of a learner the adviser should call the parents to take the child to the hospital or nearest Health Center for checkup.



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- Provide a footbath at the entrance of the classroom/ office (21 tbsp. sodium hypochlorite (Clorox) mix to 1 gallon of water)
- Arrange seats in the faculty rooms and classrooms at least 1.0 to 2 meters apart depending on the size of the room.
- Continue practicing social distancing measures of at least 3 feet or 1 meter to reduce the possibility of person-to-person transmission. This distance should be observed even as to apparently healthy persons without symptoms.
- Respiratory etiquette among teachers, non-teaching personnel and learners must be properly observed. Covering mouth and nose when coughing and sneezing with tissue or their shirt sleeves; dispose properly used tissues in closed bins and immediately wash hands thereafter.
- Teaching, non-teaching staff, office staff experiencing cough, colds, fever, sore throat, anosmia and difficulty of breathing must stay home and seek early consultation to avoid further spread of infection. A medical certificate is required upon return to work
- . Ensure access to basic hygiene facilities such as toilets, handwashing areas, water, soap, alcohol, and sanitizer.
- Provide additional functional handwashing areas near the entrance of the school and waiting areas with soap.
- Provide a well-ventilated room for the faculty, classrooms, and school clinics
- Conduct weekend school-wide general cleaning and intensified disinfection, on top of regular cleaning efforts during school days. Clean and disinfect the environment regularly every two hours for high touch areas such as toilet, doorknobs, switches and at least once every day for workstations and other surfaces.
- Strictly follow health protocols to ensure safety among learners and teachers as well.
- **Going Home**
 - ☐ Frequently clean cellphone/gadgets, put in zip lock for easy cleaning.
 - ☐ Follow physical distancing while in public place, or in any public transportation.
 - ☐ Essentials brought home like ID tags, bags, keys, etc. must be cleaned before hanging inside the house.
 - ☐ Refrain from hugging, kissing family members.
 - ☐ Used face mask must be disposed properly.
 - ☐ After the use of washable mask, it must be cleaned and dried up.
- **Teachers and Non- teaching Personnel**
 1. Require all teachers and non- teaching personnel to submit a “fit to work” medical certificate from accredited physicians before returning to work.
 2. Orient all teaching and non- teaching personnel on COVID – 19 and preventive measures in and outside the school before the start of classes.





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- The following policies should be taken into mandatory considerations: In using masks, best practices should be followed on how to wear, remove, and dispose of them and on hand hygiene action after removal. WHO provides guidelines in the use of mask
- If medical masks are worn, appropriate use and disposal are essential to ensure they are effective and to avoid any increase in risk of transmission associated with the incorrect use and disposal of masks.
- The following information on correct use of medical masks derives from the practices in health-care settings:
 - place mask carefully to cover mouth and nose, and tie securely to minimize any gaps between the face and the mask;
 - while in use, avoid touching the mask;
 - remove the mask by using appropriate technique (i.e. do not touch the front but remove the lace from behind);
 - after removal or whenever you inadvertently touch a used mask, clean hands by using an alcohol-based hand rub or soap and water if visibly soiled
 - replace masks with a new clean, dry mask as soon as they become damp/humid;
 - do not re-use single-use masks;
 - discard single-use masks after each use and dispose of them immediately upon removal
 - Cloth (e.g. cotton or gauze) masks are not recommended under any circumstance

POLICY ON SAFE AND HEALTHY SCHOOL ENVIRONMENT

Pulilan Central School adheres with DOH and WHO with new guidelines to help protect children and schools from transmission of covid-19 virus; to reduce of the risks of spreading the virus by an infected individual; to reduce the general risk of transmission of respiratory infection, specifically, proper hand and respiratory hygiene, and safe food practices. Proper hand hygiene is needed to minimize the risk of transmission through touching any contaminated object, material, or surface; the respiratory hygiene is needed to reduce the risk of spreading the virus by an infected individual; and the safe food practices is to reduce risk of exposure to or ingestion of contaminated food.





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SCHOOL FEEDING PROGRAM (SFP) is a targeted safety net **program** designed to provide educational and health benefits to vulnerable children.

- ensure that school feeding addresses micronutrient deficiencies among schoolchildren.
- explore ways of diversifying the food basket, including with fresh and locally produced foods.

FOOD SECURITY - all children, always have physical, social, and safe, and nutritious food that meets their food preferences and dietary needs for an active and healthy life.

- The consumption of raw or undercooked animal products should be avoided.
- Raw meat, milk or animal organs should be handled with care, to avoid cross-contamination with uncooked foods, as per good food safety practices
- Ensure that food served in school canteens are thoroughly washed and cooked

DISASTER MANAGEMENT – The systematic process of using administrative decisions, organization, operational skills, and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters. It comprises all forms of activities, including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) adverse effects of hazards.

- Coordinate with LGUs and Barangay Health Centers on matters relating to 2019-nCoV ARD;

Disseminate accurate information to school personnel, learners, and parents on the nature of the 2019-nCoV ARD, ways of transmission, signs and symptoms, and precautionary and safety measures, through orientations/meetings, information campaigns, posting of IEC materials in strategic places in school and social media, and other school activities, using the collaterals developed by the DepEd Public Affairs Service accessible at <https://www.deped.gov.ph/stopncov>,

- where videos and collaterals released by the WHO and the DOH are also available for reference;



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- Ensure the conduct of daily group handwashing before the first class in the morning and afternoon sessions and before going home;
- Intensify health education in the classroom, giving emphasis on personal hygiene, including cough etiquette and proper use of masks, consumption of safe and nutritious foods, and environmental sanitation.
- Ensure adequate supply of water and soap in schools, and hand sanitizers and/or rubbing alcohol in the entrance of school gates and offices.
- Maintain the cleanliness of schools, including the regular disinfection of doorknobs and handles.
- Ensure that classrooms and offices are well-ventilated.
- Implement ADM of education in cases of class suspensions or the quarantine of learners.

WASTE MANAGEMENT - Separating, reducing, reusing, recycling and composting are good options for managing school waste.

- Separate waste. Separating waste is the first step in managing your school's rubbish
- Reduce waste
- Reuse waste
- Recycle waste
- Compost organic waste
- Labelling the segregation units
- Continue Solid Waste Management Program
- Ensure trash is removed daily and disposed of safely

PHYSICAL CHECK-UP FOR TEACHERS, SCHOOL OFFICIALS AND OTHER PERSONNEL

- Strict adherence to annual mandatory physical examination; data privacy act on the results

PSYCHO-SOCIO INTERVENTION OF TEACHING AND NON- TEACHING PERSONNEL AND LEARNERS

- Coordination with Division Officer Health and Nutrition Unit
- Provide information in an honest, age-appropriate manner.



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- Guide learners on how to support their peers and prevent exclusion and bullying.
- Ensure teachers are aware of local resources for their own well-being.
- Work with school health workers/social workers to identify and support learners and staff who exhibit signs of distress

DISINFECT SCHOOL AND WORKPLACES

- Coordinate to LGU
- Regular schedule of the activity
- Trained personnel to handle this activity
- Provision of the needed supplies

PROCUREMENT OF HYGIENE, SANITATION SUPPLIES, AND VITAMIN C

- Inventory of the needs of the school.
- Adherence to PhilGEPS guidelines; and
- Prompt submission of procurement report (proper liquidation)

INCREASE PHYSICAL AND MENTAL RESILIENCE

- Psycho-socio interventions shall be given to all learners, teaching and nonteaching and office staff whenever needed.
- Learners, teaching, non-teaching personnel and office staff who oftentimes lose focus on their activities should be referred immediately to the office/ school guidance counselor/ coordinator
- Ensure that working meals in between working hours are complied with to minimize/prevent employee's exposure to illness due to prolonged sitting without prejudiced to the "No Noon Break" policy
- Ensure availability of drinking water. 1.5 Daily monitoring of body temperature and blood pressure must be done. Results must be properly recorded.

REDUCE TRANSMISSION

- All students, teaching, non-teaching personnel and office staff who will be entering school/office premises shall use masks, whether disposable or washable.
- Mask must be always worn properly. Used mask must be disposed promptly and correctly in a garbage receptacle.
- Regular disinfection of the school and offices (every Wednesday afternoon and Saturday) must be enforced





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- Regular cleaning of the classrooms, offices, hallways, railings, staircases, light switches and the like every after-work break and after work/class.
- Clean frequently touched surfaces and objects including tables, doorknobs, and computer keyboards
- Availability of alcohol-based hand rubs in classrooms and workplace must be ensured.
- Respiratory etiquette must be always practiced.
- Hand washing with soap and water must be performed thoroughly.
- Allot specific period of time for hand washing.
- Reduce contacts
- Follow strictly social/physical distancing.
- Place red masking tapes on the floor of front desks, canteen, records section, etc.
- There should no mass gathering of learners, teachers, parents, and nonteaching personnel.
- Faculty/ staff meetings could be held through online
- Reduce movement within and across areas and buildings.
- Administrative Control
 - a. As much as possible all business transaction must be done on-line
 - b. There should be one (1) entry-one (1) exit set up in all offices and classroom to avoid meeting of traffic.
 - c. A receiving area for walk-in clients must be designated. Going to the work area of the personnel is prohibited.
 - d. Body temperature of clients, visitors and school/office personnel must be taken before allowing them to the school/ office premises.
 - e. Those whose body temperature registers 37 .5 degrees Celsius and above must be advised to take a rest; after 5 minutes a second taking of body temperature must be done. f. Those whose body temperature ranges 37 .5 and above must not be allowed to go inside the school/ office premises; they will be referred to office physician for proper advice



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