



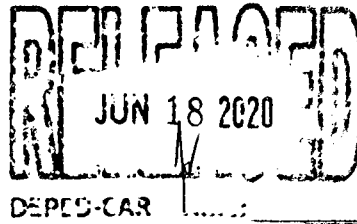
Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

Office of the Regional Director

June 15, 2020

**REGIONAL MEMORANDUM**

No. 162-2020




**DISSEMINATION OF THE RISK-BASED PUBLIC HEALTH STANDARDS FOR COVID-19  
MITIGATION IN THE WORKPLACE AND SCHOOL SETTINGS**

To: Schools Division Superintendents  
Regional Office/Division/School Administrative Officers  
Heads, All Public and Private Schools  
All Others concerned

1. The Department of Health issued Administrative Order No. 2020-015, entitled **Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation** on April 27, 2020 wherein minimum health standards were recommended per setting. The attached Public Health Standards in the Workplace and School Settings is disseminated for reference and implementation in DepEd offices and in public and private schools.
2. It is reiterated that officials in schools and DepEd offices comply with the prescribed guidelines in planning, preparing and maintaining the schools and offices to strengthen prevention of COVID-19 disease.
3. For information, guidance, and compliance.

ESSD/ABG/afc

  
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**RISK-BASED PUBLIC HEALTH STANDARDS FOR COVID-19 MITIGATION**  
**(DOH AO NO. 2020 – 0015)**  
**For Office/Workplace and School Settings**

INTERVENTION	MINIMUM REQUIREMENTS BY SETTING	
	Offices/ Workplace	Schools
<b>1. INCREASE PHYSICAL AND MENTAL RESILIENCE</b>		
1.1 Respiratory Hygiene and Cough Etiquette	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p><b>Engineering Control:</b> None</p> <p><b>Administrative Control:</b> Employers may provide tissues within easy reach in all workstations and communal space.</p> <p><b>PPE:</b> Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>Practice respiratory etiquette at all times. Use tissue or the inner portion of the elbow to cover the nose and mouth when sneezing/coughing. Practice proper disposal of tissue after use.</p> <p><b>Engineering Control:</b> None</p> <p><b>Administrative Control:</b> School administration may provide tissues and alcohol hand rub in entrances, corridors and other communal areas. All toilet facilities should have within easy reach in adequate water and soap for handwashing.</p> <p><b>PPE:</b> Cloth mask for general public or surgical mask for symptomatic individuals</p>
1.2. Promote Mental Health	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines.</p> <p><b>Engineering Control:</b> None</p> <p><b>Administrative Control:</b> Employers must provide mental and psychosocial support such as but not limited to providing mindfulness activities/ sessions, in-house counselling sessions, online counselling and support groups to its employees.</p>	<p>Health emergencies can put people in extreme stress. Individuals may reach out to a professional through the telemedicine hotlines.</p> <p><b>Engineering Control:</b> None</p> <p><b>Administrative Control:</b> Employers must provide mental and psychosocial support such as but not limited to providing mindfulness activities/ sessions, in-house counselling sessions, online counselling and support groups to its employees.</p>





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	<p>Employers to promote work-life balance through proper scheduling of activities and rotation of workforce</p> <p><b><i>PPE:</i></b> None</p>	<p>Employers to promote work-life balance through proper scheduling of activities and rotation of workforce</p> <p><b><i>PPE:</i></b> None</p>
<p>1.3 Reduce exposure of vulnerable individuals* to prevent infection * e.g. senior citizens, individuals with underlying health condition</p>	<p>Elderly, individuals with underlying conditions, and pregnant women may be asked not to physically report to work.</p> <p><b><i>Engineering Control:</i></b> None</p> <p><b><i>Administrative Control:</i></b> Employers must provide alternative work arrangements to the elderly, individuals with underlying conditions, and pregnant women for the duration of COVID-19 health event</p> <p><b><i>PPE:</i></b> Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p><b><i>Engineering Control:</i></b> None</p> <p><b><i>Administrative Control:</i></b> School Administrators may offer alternative work arrangements to personnel who are elderly, with underlying conditions, and pregnant. If alternative arrangements are not possible, designated areas in communal areas must be available to high risk groups.</p> <p><b><i>PPE:</i></b> Cloth mask for general public or surgical mask for symptomatic individuals</p>
<p>1.4. Provision of support for essential workers (e.g. financial, lodging, shuttle, food, etc.)</p>	<p><b><i>Engineering Control:</i></b> Provision of temporary accommodations to employees, if necessary</p> <p><b><i>Administrative Control:</i></b> Provision of financial, transportation, food, and other services to employees as needed</p> <p><b><i>PPE:</i></b> Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p><b><i>Engineering Control:</i></b> Provision of temporary accommodations to employees, if necessary</p> <p><b><i>Administrative Control:</i></b> Provision of financial, transportation, and food.</p> <p><b><i>PPE:</i></b> Cloth mask for general public or surgical mask for symptomatic individuals</p>
<p>1.5 Provision of support for vulnerable groups (e.g. Social Amelioration Program, Food Assistance</p>	<ul style="list-style-type: none"> <li>- LGUs may further extend their support to the vulnerable groups</li> <li>- Other NGAs shall continue or may further expand their assistance to the vulnerable groups as part of their mandates.</li> <li>- Private sector may also provide additional assistance and support to MARPs and vulnerable groups</li> </ul>	





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<b>2. REDUCE TRANSMISSION</b>		
<b>2.1. Personal hygiene</b>	<p>Individuals must wash their hands with soap and water regularly or use hand disinfectant</p> <p><b><u>Engineering Control:</u></b> Placement of handwashing facilities, hand sanitizers and dispensers with alcohol-based solutions in all entrances, exits, areas with high foot traffic and facilities.</p> <p><b><u>Administrative Control:</u></b> Employers must ensure daily monitoring and availability of hand soaps, sanitizers, and other disinfectants in restrooms, in all entrances and facilities.</p> <p><b><u>PPE:</u></b> None</p>	<p><b><u>Engineering Control:</u></b> Placement of handwashing facilities, hand sanitizers and dispensers with alcohol-based solutions in all rooms, communal areas, and amenities especially eating areas.</p> <p><b><u>Administrative Control:</u></b> Students and teachers must perform regular and thorough handwashing with soap and water. Allot a specific period of time for handwashing.</p> <p>Hand sanitizers or alcohol-based solutions must be available in all classrooms or school facilities.</p> <p>Ensure routine monitoring and replacement of hand soaps, sanitizers, and other disinfectants in all classrooms, restrooms, etc.</p> <p><b><u>PPE:</u></b> None</p>
<b>2.2 Environmental hygiene</b>	<p>Disinfection of frequently touched surfaces and objects such as but not limited to tables, switches, doorknobs, and work stations using 0.5% bleach solution at least once a day. (0.5% bleach sol'n: 100 ml bl each, 900 ml water)</p> <p><b><u>Engineering Control:</u></b> Placement of foot baths in all entrances (1li of bleach in 9li of water)</p> <p><b><u>Administrative Control:</u></b> Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot bath.</p> <p><b><u>PPE:</u></b> None</p>	<p>Disinfection of frequently touched surfaces and objects such as but not limited to tables, switches, doorknobs, desks and school items using 0.5% bleach solution at least once a day. (0.5% bleach sol'n: 100 ml bl each, 900 ml water)</p> <p><b><u>Engineering Control:</u></b> Placement of foot baths in all entrances (1li of bleach in 9li of water)</p> <p><b><u>Administrative Control:</u></b> Ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in foot bath.</p> <p><b><u>PPE:</u></b> None</p>
<b>2.3 Use of PPE and other medical-grade protective apparel</b>	<p><b><u>Engineering Control:</u></b> None</p>	<p><b><u>Engineering Control:</u></b> None</p> <p><b><u>Administrative Control:</u></b> School administrators shall allocate appropriate PPEs to teachers, canteen vendors, maintenance and security guards.</p>





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	<p><b><u>Administrative Control:</u></b> Management shall allocate appropriate PPEs to employees on duty depending on the nature of work and contact with the general public.</p> <p><b><u>PPE:</u></b> Healthy or asymptomatic individuals shall use cloth face masks</p>	<p><b><u>PPE:</u></b> School personnel who are in contact with students and school staff must wear cloth face mask at all times.</p>
<b>3. REDUCE CONTACT</b>		
<p>3.1 Practicing physical distancing</p>	<p><b><u>Engineering Control:</u></b> Installation of temporary barriers between cubicles.</p> <p><b><u>Administrative Control:</u></b> Limit face to face meetings; Adopt WFH arrangements;          Allow flexible dining policy in the work space/ cubicle during OR limit number of individuals who can eat in the pantry at a given time.          If WFH are not possible, practice physical distancing in the workplace (1m apart)          Employers provide cloth masks to employees.</p> <p><b><u>PPE:</u></b> Cloth mask for general public or surgical mask for symptomatic individuals.</p>	<p>Practice physical distancing in all communal areas (1m apart)</p> <p><b><u>Engineering Control:</u></b> None</p> <p><b><u>Administrative Control:</u></b> Restriction of mass gatherings that will require close contact (e.g. school activities, flag ceremony if physical distancing is not possible, etc.)          Provide platforms for online learning, adjustment of teaching methods and schedules to allow for physical distancing.</p> <p><b><u>PPE:</u></b> Cloth mask for general public or surgical mask for symptomatic individuals.</p>
<p>3.2 Modified Work Structures and Schedules, and alternative work arrangements</p>	<p><b><u>Engineering Control:</u></b> None</p> <p><b><u>Administrative Control:</u></b> Employers should provide modified alternative structures and arrangements.</p> <p><b><u>PPE:</u></b> Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p><b><u>Engineering Control:</u></b> None</p> <p><b><u>Administrative Control:</u></b> Administrators should provide modified alternative structures and arrangements.</p> <p><b><u>PPE:</u></b> Cloth mask for general public or surgical mask for symptomatic individuals</p>
<p>3.4 Restriction on Mass Gatherings</p>	<p><b><u>Engineering Control:</u></b> None</p> <p><b><u>Administrative Control:</u></b> Suspension of office meetings, conferences, and other large gatherings</p>	<p><b><u>Engineering Control:</u></b> None</p> <p><b><u>Administrative Control:</u></b> Restriction on large gatherings (e.g. school activities, field trips, sports, festivals and flag ceremony, if physical distancing is not possible.</p>





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<b>4. REDUCE DURATION OF INFECTION</b>		
4.1 Detection and isolation of Symptomatic Individuals	<p><b>Engineering Control:</b> None</p> <p><b>Administrative Control:</b> Temperature checks prior to entering the office spaces; proper referral to appropriate facility for symptomatic employees.</p> <p>Employers must monitor all employees daily to ensure proper detection of employees with symptoms.</p> <p>Employees with mild flu-like symptoms shall adopt a WFH arrangement for the duration of COVID-19 health event.</p> <p><b>PPE:</b> Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>School administrators must provide alternative arrangements for students, teachers, and personnel (e.g. online meetings/classes, recorded classes, etc.) with flu-like symptoms.</p> <p><b>Engineering Control:</b> None</p> <p><b>Administrative Control:</b> School administrators and teachers must subject all students and personnel to temperature checks prior to entering the classrooms and facilities; proper referral to appropriate facility for symptomatic individuals.</p> <p><b>PPE:</b> Cloth mask for general public or surgical mask for symptomatic individuals</p>

