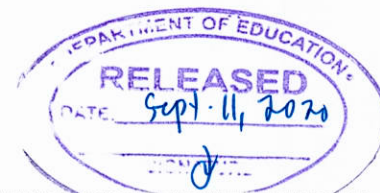




Republic of the Philippines
Department of Education
CARAGA REGION



September 11, 2020

REGIONAL MEMORANDUM
No. 381, s. 2020

To: Schools Division Superintendents
Assistant Schools Division Superintendents
School Principals
This Region

**ADOPTION OF THE UPDATED PROTOCOLS IN HANDLING, MANAGING, AND
TESTING OF REPORTED COVID-19 CASES AND CLOSE CONTACTS IN THE
SCHOOLS DIVISION OFFICES AND SCHOOLS**

1. The increasing number of confirmed COVID-19 cases in Caraga Region calls for a more strengthened protocols in managing and handling reports on COVID-19 cases as well as tracing close contacts, compliance with DepEd Task Force COVID-19 Memorandum No. 95, s. 2020 known as Protocols in Handling, Managing and Testing of Reported COVID-19 Cases and Close Contacts.
2. Anent thereto, all Schools Division Offices as well as Schools in the entire Caraga Region are hereby enjoined to adopt and contextualize the measures stipulated in the enclosed Office Memorandum No. 09-058, s. 2020 on the Implementation of DepEd Task Force COVID-19 Updated Protocols in Handling and Managing COVID-19 Cases and Close Contacts.
3. For information and immediate compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

Encl.: Office Memorandum No. 09-058, s. 2020
Reference: DepEd Task Force COVID-19 Memorandum No. 95, s. 2020

To be indicated in the Perpetual Index
under the following subjects:

COVID-19 GUIDELINES PROTOCOLS TASK FORCE

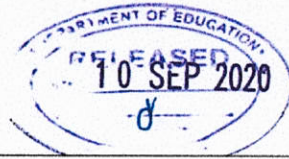
ASD/mcd
09/11/2020



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



Document Control No:
DepEdRO13-REC-013/R3/02-18-2020



August 20, 2020

OFFICE MEMORANDUM
No. 09-058, s. 2020

To: CHIEFS OF FUNCTIONAL DIVISIONS
Personnel and Staff
This Regional Office

**IMPLEMENTATION OF DEPED TASK FORCE COVID-19 MEMORANDUM 95, S.
2020 ON THE UPDATED PROTOCOLS IN HANDLING, MANAGING, AND TESTING
OF REPORTED COVID-19 CASES AND CLOSE CONTACTS AT THE REGIONAL
OFFICE**

1. This Office hereby implements the Updated Protocols in Handling, Managing and Testing of Reported COVID-19 Cases and Close Contacts among DepEd Caraga Regional Office employees including those under Contract of Service/Job Orders to continuously prevent and/or mitigate the local transmission of COVID-19 in Caraga Region consistent with the provisions of the guidelines set forth by the DepEd Task Force COVID-19 and as expressly provided in DepEd Order No. 14, s. 2020 titled Guidelines on the Required Health Standards in Basic Education Offices and schools and DTFC Memorandum No. 68, titled Protocols in Handling, Management, and Testing of Reported .

2. Anent to this, the Regional Office COVID-19 Task Force is hereby reconstitutionalized with the following members:

Chairperson:	JOEL B. ROSALES, Chief Administrative Officer - ASD
Co-Chairperson:	BERNABE LINOG, Chief, ESSD
Members :	DR. ANNALIZA A. LERIO, Dentist III
	JOESIE M. MAGSALAY, Nurse II
	NELIA L. BALACUIT, Nutritionist II
	SHERWIN P. VIAJAR, Engineer III
	VIVIAN CEREYN C. MORALES, RN
	LOMEN D. DALOGDOG, RN
	ZENYLOU I. FRIAS, Admin Officer V
	MEGNON P. BELDAD, Regional DRRM Coordinator
	ADRILENE MAE J. CASTANOS, Project Development Officer V
	ELAINE N. NAVARRO, Supervising Administrative Officer, Finance
Secretariat:	MERIAM C. DELA RITA, Supervising Administrative Officer, ASD
	SHERYL R. PUYO, Administrative Officer V
	MARY CHRISTINE A. ODTOJAN, Administrative Officer V
	FE M. BARING, Teacher Credentials Evaluator II



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2020-08-8547

Document Control No:
DepEdRO13-REC-013/R3/02-18-2020

3. The Regional Office COVID-19 Task Force shall primarily ensure the development and implementation of the guidelines on health standards and protocols in handling, management, testing of reported COVID-19 cases as well as tracing of personnel with close contact to confirmed cases in their locality; conduct virtual meetings to discuss issues and concerns regarding the implementation of the guidelines and to ensure enabling work environment.
4. Enclosed herewith please find the detailed General Guidelines on the Protocols in Handling and Managing of Reported COVID-19 Cases and Close Contacts.
5. For information, guidance and compliance.


FRANCIS CESAR B. BRIGAS, CESO V
Regional Director

Encl.: General Guidelines on the Protocols in Handling and Managing of Reported COVID-19 Cases and Close Contacts

Reference: DepEd Task Force COVID-19 Memorandum No. 95, s. 2020

To be indicated in the Perpetual Index under the following subjects:

COVID-19	GUIDELINES	PROTOCOLS	REGIONAL OFFICE	TASK
FORCE				

ASD/mcd
08/20/2020

GENERAL GUIDELINES ON THE PROTOCOLS IN HANDLING AND MANAGING OF REPORTED COVID-19 CASES AND CLOSE CONTACTS

Introduction

The Department of Education Caraga Regional Office puts premium on the total well-being of its employees believing that human resource is the most important asset in the organization. As the Office responds to the challenges of COVID-19 pandemic and to ensure continuity of basic education services, this updated protocols in handling and managing of reported COVID-19 cases and close contacts are hereby contextualized based on the DTFC-19 Memorandum 95, s. 2020.

Definition of Terms

To level off understanding of the technical terms utilized in this Memorandum, the following are defined:

Asymptomatic	Person manifesting no symptoms for COVID-19
Confirmed COVID-19 case	Person who tested positive for COVID-19 through laboratory confirmation at the national reference laboratory, subnational reference laboratory, or a DOH-certified
Close contact of a confirmed COVID-19 case	Person who may have come into contact with a confirmed case two days prior to the onset of illness of the confirmed COVID-19 case until the time that said case test negative on laboratory confirmation or other approved laboratory test through: 1. Face-to-face contact within one meter and for more than 15 minutes; 2. Direct physical contact with a confirmed case; 3. Direct care for a patient with confirmed COVID-19 disease without using proper personnel equipment; or 4. Other situations as indicated by local risk assessments. A person who was with a confirmed case in an enclosed space for at least two hours
Suspect COVID-19 case	A person who is presenting any of the conditions below: 1. All severe acute respiratory infections (SARI) cases where no other etiology that fully explains the clinical presentation. 2. Influenza-like illness (ILI) cases with any one of the following: a. with no other etiology that fully explains the clinical presentation and a history of travel to or residence in an area that reported local transmission of COVID-19 disease during the 14-days prior to symptom onset; or b. with contact to a confirmed case or probable case of COVID-19 disease during the 14 days prior to the onset of symptoms. 3. Individuals with fever or cough or shortness of breath or other respiratory signs or symptoms fulfilling any one of the

	following conditions: a. aged 60 years and above b. with a comorbidity c. assessed as having a high-risk pregnancy; and/or d. health worker.
Probable COVID-19 case	A suspect case who fulfills any one of the following listed below: 1. Suspect case whose testing for COVID_19 is inconclusive; or 2. Suspect who tested positive for COVID-19 but whose test was not conducted in a national or subnational reference laboratory or officially accredited laboratory for officially accredited laboratory for COVID-19 confirmatory testing; or 3. Suspect case who died without undergoing any confirmatory testing

Protocols in Handling and Managing of Reported COVID-19 Cases and Close Contacts

A. General Guidelines

1. Unless otherwise deliberately chosen or requested by the personnel concerned (e.g., for ease of contact tracing efforts, personal choice to help lessen stigma against confirmed cases, request for support, etc.) names and personal information of confirmed cases and close contacts shall be disclosed only to and kept confidential to the Regional Director/Assistant Regional Director or among the members of the Regional Office COVID-19 Task Force.
2. **All personnel shall inform within 24 hours their immediate supervisor/Head of Office/RO COVID Task Force Committee, if they are notified or they learn that they have been exposed to a close contact of a confirmed COVID-19 case or that they themselves are the close contact or the confirmed COVID-19 case. The RO COVID-19 Task Force shall immediately coordinate with the Regional DOH.**
3. The RO COVID-19 Task Force with the personnel who either exposed to a close contact, suspect case/probable case/a close contact of a confirmed case shall coordinate with the DOH for assistance.
4. The RO COVID-19 Task Force through its Secretariat shall ensure the provision of necessary assistance without discrimination to personnel concerned in terms of their PhilHealth requirements and facilitate other forms of assistance that can be provided such as possible monetization of available leave credits or availment of Provident Fund loan for qualified personnel.

5. The Secretariat shall take charge of preparing status reports (COVID-19 Situational Report) and updates on the case while maintaining the confidentiality of the identity of the personnel concerned, and submitting the same to the Central Office COVID-19 Task Force, on a weekly basis and furnishing the Public Affairs Unit of the report for dissemination through DepEd Caraga official website.
 6. The Chairperson of the RO COVID-19 Task Force shall within 24 hours upon being notified of a confirmed case or other complicated cases such as those that required emergency response (e.g. personnel needing critical care, personnel whose entire family get infected, etc.) shall convene offices concerned through a teleconference to plan and discuss the details of how the case will be managed, according to the applicable protocol (e.g. Protocol OS-1, Protocol H-2, Protocol HC-3), depending on the circumstances surrounding the case.
 7. The DepEd Caraga Regional Office, partially or entirely, may be put on lockdown, if warranted, upon the recommendation of the RO COVID-19 Task Force and the approval of the Regional Executive Committee, based on the prevailing conditions per case, and in accordance with the agreed ways on how the case will be managed. An Office Memorandum shall be issued and disseminated providing guidelines on the declaration of lockdown in the Regional Office.
 8. The RO COVID-19 Task Force shall issue an advisory within 24 hours from the confirmation of information that a RO personnel has tested positive of COVID-19, especially if the personnel concerned physically reported to the office two days before the onset of symptoms. The advisory to be issued shall provide general information about the contact tracing, disinfection efforts, and other interventions done regarding the case, without necessarily disclosing the name and other personal information of the personnel concerned and their close contacts, unless otherwise specifically requested/decided upon by the personnel concerned. Follow-up advisories shall be issued at least every three days, or as frequently as necessary, to address possible concerns or allay fears of other personnel physically reporting to work.
 9. To assist the RO COVID-19 Task Force particularly in providing necessary psychosocial support to the personnel concerned, this Office shall designate the Ms. Mary Christine A. Odtojan, Administrative Officer V and a registered psychologist and Ms. Megnon P. Beldad, PDO II and the Regional DRRM Coordinator as the Psychological First Aid (PFA) providers.
 10. The personnel concerned may only be allowed to physically report for work again upon presentation of applicable medical certificate or clearance and
-

after completing the mandatory 14-day quarantine. The Head of Office and the RO COVID-19 Task Force Committee shall ensure the safe return to work of all personnel, including the necessary arrangements to support the reintegration to the workplace of recovered personnel to avoid discrimination.

11. All functional divisions/offices in the Regional Office shall maintain a daily logsheet of all persons entering their respective premises, with contact information, as a proactive measure in aid of possible contact tracing in the future.
12. All employees must accomplish in a weekly basis, the Health Declaration Form through the google link which shall be provided by the Regional Office COVID-19 Task Force. The security guard shall also ensure that all visitors including those from Agusan del Norte personnel accomplish the said Health Declaration Form.

B. Allocation of Resources for Assistance to Personnel Concerned

1. When hospitalization is not required for a Regional Office employee who is asymptomatic with no known exposure to a confirmed case, personnel who are exposed to a symptomatic personnel, personnel who are exposed to a close contact/suspect case/probable case and who need to undergo self-observation and/or testing, and personnel who are close contacts of a confirmed case, Regional Office employee concerned have the option to stay home (occupying in an isolated room) or at an LGU-managed quarantine facility designated by their municipality/barangay with the LGU support, where food and swab testing are provided when eligible and applicable.
2. A specific quarantine facility of the LGU is also designated for the personnel who are confirmed cases of COVID-19 and are asymptomatic or with mild symptoms and do not require hospitalization.
3. When warranted under special circumstances (e.g., any member of the family who is a positive case is also exposed if the family are staying in just one room, etc.), the concerned RO employee shall report to his/her immediate head or to any member of the RO COVID-19 Task Force Committee who shall determine, recommend and coordinate with their concerned LGU to be quarantined in the LGU-managed facility.
4. DepEd Caraga, through the RO COVID-19 Task Force Committee shall continue to explore institutional partnerships with DOH Caraga and LGUs in Caraga for the COVID-19 testing and quarantine facilities to maximize the services they offer for Caraganons.

5. DepEd Caraga shall ensure availability of at least two standby vehicles with assigned drivers for the purpose of providing immediate and uninterrupted response and transportation to personnel concerned.
6. The Regional Office shall ensure availability of funds to cover aforementioned expenses related to the assistance to be provided to personnel concerned (e.g., transportation costs such as fuel, PPEs for drivers and accompanying persons, if there is any).

C. Personnel Responsibilities and Personal Obligations

The Head of Office shall ensure that all personnel under their supervision:

1. Are oriented on and conform with/abide by the DepEd Required Health Standards per DepEd Order 14, s. 2020, as well as any new health standards that may be set by the DOH (e.g., requirement to wear face shields in the workplace setting, recommendation to open windows and doors as much as possible, etc.), and the provisions of this Memorandum;
2. Shall keep a daily record of all the persons they come in contact with, as a proactive measure in aid of possible contact tracing in the future;
3. Provide their Head of Office/immediate supervisor their personal emergency plan, which includes the emergency contact information and people to support them in case they contract the virus (e.g., whom to call, how to access food supplies and medicines, where to stay/preferred treatment facility/hospital/clinic, availability of vehicle to use, how to manage complications and other concerns that will emerge, etc.);
4. Have identified the nearest community quarantine facilities and testing centers in their respective localities;
5. Are knowledgeable about how to access the health services and other forms of assistance available in their localities;
6. Know the DepEd Caraga COVID-19 Task Force and their contact numbers:

Joel B. Rosales - Chief AO, ASD	09171368446
Bernabe Linog - Chief, ESSD	09105672967
Dr. Annaliza A. Lerio - Dentist III	09638252603
Joesie M. Magsalay - Nurse II	09484056393
Nelia L. Balacuit - Nutritionist II	09093834137
Sherwin P. Viajar - Engr III	09079293866
Zenylou I. Frias - Administrative Officer V	09223133414
Vivian Cereyn C. Morales, RN	09464485717
Megnon P. Beldad - Reg'l. NDRRM Coordinator	09104723654
Elaine N. Navarro. Supervising Administrative Officer, Finance	09285037625
Adrilene Mae Castaños, Project Development Officer V	09097344271
Meriam C. Dela Rita - SAO	09432703866
Sheryl R. Puyo - Admin Officer V	09381945366
Mary Christine A. Odtojan - Admin Officer V	09498000851
Fe M. Baring - TCE, ASD	09177169505

7. Regularly provide their immediate supervisor of all necessary updates related to their being exposed to a close contact/suspect case/probable case, or being a close contact of a confirmed case, or being a confirmed case, including their conditions and interventions being done.

D. Personnel Leave Privileges

1. DepEd Caraga shall continue to adopt the provisions under CSC MC No. 8, s. 2020 or the Interim Guidelines on the Use of Leave Credits for Absence Due to Quarantine and/or Treatment Relative to COVID-19 and DepEd Order No. 11, s. 2020 or the Revised Guidelines on Alternative Work Arrangements in DepEd during the State of National Emergency Due to COVID-19 Pandemic for the Regional Office personnel needing treatment and/or quarantine.
2. It is reiterated that CSC MC No. 8, s. 2020 shall apply to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual, or fixed term).

E. Overview of Protocols

Protocol E-1: When personnel on site manifests flu-like symptoms . . .

1. Personnel concerned shall replace his/her reusable cloth mask with a surgical mask. Coordinate with the immediate supervisor to request for a surgical mask from the Asset Management Unit.
2. Depending on where the personnel is when she/he manifests symptoms, the following next steps shall be observed:
 - a. If the personnel manifests symptoms while in a personal or a public utility vehicle on the way to the office, he/she may opt to return home and apply **Protocol E.2.**
 - b. If the personnel manifests symptoms while in DepEd-provided vehicle, the vehicle shall stop picking up new passengers, conduct the concerned personnel home and proceed directly to the Regional Office. All passengers and the driver of the said vehicle shall be assessed by RO affiliated medical doctor in a designated area of the Regional Office.
 - c. If the personnel manifests symptoms upon the entrance of the Regional Office, he/she shall not proceed to his/her workstation and be brought immediately to the designated area of the Regional Office for assessment by the RO affiliated medical doctor.

- d. If the personnel manifests symptoms while in his/her workstation and he/she is able to go by himself/herself, the personnel shall go to the Regional Office designated area for proper assessment by the RO affiliated medical doctor
 3. After the assessment by the Medical Officer, the personnel shall either be conducted by the Regional Office driver who shall wear PPE to drive to his/her home or to a health facility within the city.
 4. The Head of Office through the Regional COVID-19 Task Force shall initiate the following activities in the office after the personnel concerned leaves the office premises, coordinate with the ASD-GSU for the disinfection of the Regional Office after office hours especially on the personnel's workstation and other areas where he/she may have worked/stayed.
 5. The ASD-GSU shall always ensure that :
 - a. A standby vehicle as well as an assigned driver and an accompanying person are readily available for this purpose. The Cash Unit shall provide the funds for the fuel and other expenses related to the transport of the personnel concerned.
 - b. The Asset Management Unit shall ensure that PPEs are readily available and properly utilized by the driver and the accompanying person.
 - c. The driver shall ensure the disinfection of the standby vehicle after use.
 6. The personnel may continue to work from home if his/her condition permits, following the quarantine procedure prescribed by the IATF and Department of Health (e.g., isolate self from other household members). He/she shall constantly coordinate with the health officer in their barangay for updates and the monitoring of his/her health condition. This shall ensure that observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
 7. The Head of Office through the Regional Office COVID-19 Task Force shall continue to monitor the personnel's condition until recovery.
 8. The Head of Office through the Regional Office COVID-19 Task Force shall advise all those who have been exposed to the symptomatic personnel to shift to Work-from-Home arrangement, isolate themselves at home if possible, for observation of the development of signs and symptoms.
 9. All personnel who manifest symptoms shall be required to present a medical certificate prior to physically reporting back to work. The certificate may be issued by the attending physician or by a government medical officer.
-

10. The RO affiliated medical doctor shall report all cases to the Chairperson of the Regional Office COVID-19 Task Force for updating of COVID-19 situational report of the Region.

Protocol E-2: When personnel at home manifests flu-like symptoms . . .

1. Personnel shall wear a surgical face mask and isolate self from the rest of the household members.
2. The personnel shall seek consultation from his/her attending physician, a private clinic, their HMOs, or their Barangay Health Emergency Response Team (BHERT) who will coordinate with the provincial/city/municipal Health Office for proper evaluation and management of their condition.
3. The personnel shall call his/her Head of Office for the needed support.
4. The Head of Office shall provide or facilitate the provision of necessary psychological support to allay possible fears, especially emphasizing the following:
 - a. The said matter will be treated with utmost confidentiality.
 - b. It is important to stay calm and to continue to strictly observe protective measures: physical distancing, wearing of surgical face mask, and hand and respiratory hygiene practices.
 - c. The Head of Office through the Regional Office COVID-19 Task Force shall check with the personnel if he/she has already sought medical consultation from a local health care provider or health facility of choice and continue to monitor the patient's condition until recovery.
5. The Head of Office through the Regional Office COVID-10 Task Force shall inform the RO affiliated medical doctor for proper documentation and necessary monitoring and follow-up.
6. The Head of Office through the RO COVID-19 TF shall initiate the necessary coordination with concerned offices for the facilitation and provision of required support services of the personnel (e.g., transportation to an isolation facility if there is no room available for the personnel at home, emergency food for those who are staying at home , etc.) as determined in the Emergency Response Profile of the personnel.
7. The Personnel may continue to work from home if his/her condition permits, following the quarantine procedure prescribed by the BHERT or the health care provider (e.g., isolate self from other household members). He/she shall constantly coordinate with the RO affiliated medical doctor for updates and the monitoring of his/her health conditions. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.

8. If there is no available space in the personnel's home for self-isolation, the personnel coordinate with their BHERT to stay at their LGU quarantine facility for proper monitoring and management.
9. The Head of Office through the RO COVID-19 TF shall continue to monitor the personnel's condition until recovery.
10. The personnel shall be required to present a medical certificate prior to physically reporting to the office. The certificate may be issued by the attending physical or by the RO affiliated medical doctor.
11. The RO affiliated medical doctor shall report all cases to the Chairperson of the RO COVID-19 TF.

Protocol E-3: When asymptomatic personnel on site learn or are informed that they have been exposed to (1) a close contact of a confirmed COVID-19 case; (2) a suspect case; or (3) a probable case . . .

1. The personnel shall inform his/her Head of Office through the RO COVID-19 TF about his/her exposure for the needed support.
2. The Head of Office through the RO COVID-19 TF with the assistance of the Psychological First Aid provider of the Office, shall provide or facilitate the provision of necessary psychological support to allay possible fears, especially emphasizing the following:
 - a. The matter will be treated with utmost confidentiality.
 - b. It is important to stay calm and to continue to strictly observe protective measures; physical distancing, wearing of surgical face mask, and hand and respiratory hygiene practices.
3. The Head of Office through the RO COVID-19 TF shall immediately call the affiliated medical doctor of the Regional Office who will provide the personnel concerned necessary medical advice.
4. The Head of Office through the RO COVID-19 TF shall advise the personnel to continue his/her work at home but observe physical distancing and isolate self from the rest of the household members, or stay at the LGU quarantine facility if there is no space available at home. Per existing DOH guidelines, only close contacts are required to go on quarantine and report to their Barangay Health Emergency Response Team who will coordinate with the provincial/city/municipal Epidemiologic Surveillance Unit for the necessary contact tracing and referral activities, and provision of health services. The Regional Office shall provide the personnel with transportation services as needed and upon request.
5. The personnel shall constantly coordinate with the Regional Office affiliated medical doctor for any development on the status of the close contact/

suspect case/probable case. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.

6. The asymptomatic personnel may already report back physically to the office upon clearance by the Regional Office affiliated medical doctor. If the close contact /suspect case/probable case turns out to be a confirmed COVID_19 case, the personnel shall then follow Protocol E-4.
7. The RO affiliated medical doctor shall report all cases to the Chairperson of the RO COVID-19 TF.
8. The RO COVID-19 TF through its Secretariat shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19) through the BLSS-SHD and the DRRMS for inclusion in daily DepEd VOCID-19 Situation Reports submitted to the Executive Committee.

Protocol E-4: When asymptomatic personnel at home learn or are informed that they have been exposed to (1) a close contact of a confirmed COVID-19 case; (2) a suspect case; or (3) a probable case . . .

1. The personnel concerned shall call his/her Head of Office for the needed support.
 2. The Head of Office through the RO COVID-19 TF shall provide or facilitate the provision of necessary psychosocial support to allay possible fears, especially emphasizing the following:
 - a. The matter will be treated with utmost confidentiality.
 - b. It is important to stay calm and to continue to strictly observe protective measures even at home: physical distancing, wearing of surgical face mask, and hand and respiratory hygiene practices.
 3. The Head of Office through the RO COVID-19 TF shall emphasize to the personnel that per existing DOH guidelines, only close contacts of confirmed cases are required to go on quarantine and report to their BHERT who will coordinate with the provincial/city/municipal epidemiologic Surveillance Unit for the necessary contact tracing and referral activities, and provision of health services.
 4. However, internal to DepEd, the personnel shall isolate from the rest of the household members as an extra precautionary measure. The personnel may stay in the local quarantine facility if there is no available space for self-isolation at home. The RO shall provide the personnel with transportation services as needed and upon request.
-

5. The Head of Office through the RO COVID-19 TF and the personnel shall immediately call the RO affiliated medical doctor provider who will provide the personnel concerned necessary medical advice.
6. The personnel shall constantly coordinate with the RO affiliated medical doctor for any development on the status of the close contact/suspect case/probable case. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
7. The asymptomatic personnel may end his/her self-isolation at home or may already go back home if he/she stayed in the local quarantine facility upon the clearance of the RO affiliated medical doctor. If the close contact/suspect/probable case of the personnel turns out to be confirmed COVID-19 case, the personnel shall then follow Protocol E-6.
8. The RO affiliated medical doctor shall report all cases to the Chairperson of the RO COVID-19 TF.
9. The RO COVID-19 TF through its Secretariat, shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19), through the BLSS-SHD and DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.

Protocol E-5: When asymptomatic personnel on site learn or are informed that they are a close contact of a confirmed COVID-19 case . . .

1. The personnel shall immediately wear a surgical face mask and proceed immediately at the designated private space, awaiting his/her transport service back home.
 2. The personnel shall call his/her Head of Office for the needed support.
 3. The Head of Office shall provide or facilitate the provision of necessary psychosocial support to allay fears, especially emphasizing the following:
 - a. The said matter will be treated with utmost confidentiality.
 - b. It is important to stay calm and to continue to strictly observe protective measures: physical distancing, wearing of a surgical face mask, and hand and respiratory hygiene practices.
 4. The Head of Office shall ensure that as a close contact of a confirmed case, the personnel shall:
 - a. Report to the BHERT who will coordinate with the provincial/city/municipal Epidemiologic Surveillance Unit for the
-

necessary contact tracing and referral activities, and the provision of health services, including testing for COVID-19 subject to the discretion of the contact tracing team and subject to the availability of testing if recommended; and

- b. Complete 14 days of quarantine from the date of last contact with the confirmed or probable COVID-19 case at their home (only if with a solo room with toilet) or in a temporary treatment and monitoring facility. Personnel may also opt to stay in the local quarantine facility.
5. The Head of Office and the personnel shall immediately call the RO affiliated medical doctor who will provide the personnel concerned necessary medical advice.
6. The Head of Office and the personnel shall initiate the following activities in the office after the personnel concerned leaves the office premises:
 - a. Coordinate with the ASD-GSU for the disinfection of the personnel's workstation and other areas where he/she may have worked/stayed.
 - b. Coordinate with the ASD-GSU for the immediate provision of a transport van that may be used by the personnel in going home or in going to their BHERT or any health facility of preference.
7. The ASD-GSU shall ensure that:
 - a. A standby vehicle as well as an assigned driver and an accompanying person who are always readily available for this purpose. The ASD_GSU shall provide the funds for the fuel, toll fees, and other expenses related to the transport of the personnel concerned.
 - b. The ASD - Asset Management Unit shall ensure that PPEs are readily available and properly utilized by the driver and the accompanying person.
 - c. The ASD-GSU shall ensure the disinfection of the standby vehicle after use.
8. The Head of Office and the personnel who is a close contact of the confirmed case, in coordination with the RO affiliated medical doctor, shall identify and list down any other personnel at the RO who may have been exposed to the personnel concerned. Protocol E-3 shall be applied.
9. The personnel may continue to work from home if his/her condition permits following the quarantine procedure prescribed by the BHERT (e.g., isolate self from other household members). He/she shall constantly coordinate with the RO affiliated medical doctor for updates, including his/her coordination with BHERT, and the monitoring of his/her health status and/or possible development of symptoms. This shall ensure the observance of data privacy,

the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.

10. The personnel can be released from quarantine, as per advise of the BHERT or authorized physician, after 14 days as long as the personnel remains asymptomatic for the entire duration of the quarantine, even without testing or test results. There is no need to repeat RT-PCR testing prior to discharge and tagging as recovered.
11. The RO affiliated medical doctor shall report all cases to the Chairperson of the RO COVID-19 TF
12. The RO COVID-19 TF through its Secretariat shall in turn submit consolidated daily reports to the DepEd Task Force COVID-19 (DTFC-19), through the BLSS-SHD and the DRRMs for inclusion in the daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.

Protocol E-6: When asymptomatic personnel at home learn or are informed that they are a close contact of a confirmed COVID-19 case . . .

1. The personnel shall immediately wear a surgical face mask and isolate self from the rest of the household members.
2. The personnel shall immediately report to their BHERT who will coordinate with the provincial/city/municipal Emergency Surveillance unit for the necessary contact tracing and referral activities, and provision of health services, including testing for COVID-19 subject to the discretion of the contact tracing team and subject to the availability of testing capacity availability of testing if recommended.
3. The personnel shall call his/her Head of Office for the needed support.
4. The Head of Office shall provide or facilitate the provision of necessary psychosocial support to ally possible fears, especially emphasizing the following:
 - a. The said matter will be treated with utmost confidentiality.
 - b. It is important to stay calm and to continue to strictly observe protective measures: physical distancing, wearing of a surgical face mask, and hand and respiratory hygiene practices.
 - c. The Head of Office shall check with the personnel if he/she has already complied with the existing guidelines that require close contacts of confirmed cases to report to the BHERT for monitoring and complete 14 days quarantine from the date of last contact with the confirmed or probable COVID-19 case either at a temporary treatment and monitoring facility or home quarantine only if with a solo room with toilet. Personnel may also opt to stay at the local quarantine. Transport services shall be provided as needed.

5. The Head of Office through the RO COVID-19 TF and the personnel shall inform the RO affiliated medical doctor for proper documentation and necessary monitoring and follow -up if the personnel chooses to be quarantined at home or at local facility.
6. The Head of Office through the RO COVID-19 TF shall initiate the necessary coordination with concerned offices for the facilitation and provision of required support services of the personnel (e.g., transportation to an isolation facility if there is no room available for the personnel at home, emergency food for those who are staying at home, etc.) as determined in the Emergency Response Profile of the personnel.
7. The personnel may continue to work from home or the quarantine facility if his/her condition permits, following the procedure prescribed by the BHERT (e.g., isolate self from other household members). He/she shall constantly coordinate with the RO affiliated medical doctor for updates, including his/her coordination with BHERT, and the monitoring of his/her health status and/or possible development of symptoms. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
8. The personnel can be released from quarantine, as per advice of the BHERT or authorized physician, after 14 days as long as the personnel remains asymptomatic for the entire duration of the quarantine, even without testing or test results. There is no need to repeat RT-PCR testing prior to discharge and tagging as recovered.
9. The RO affiliated medical doctor shall report all cases to the Chairperson of the RO COVID-19 TF.
10. The RO COVID-19 TF through its Secretariat shall in turn submit consolidated daily report to the DepEd Task Force COVID-19 (DTFC-19) through the BLSS-SHD and the DRRMS for inclusion in the daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.

Protocol E-7: When confirmed that the personnel are positive of COVID-19 and they have mild symptoms and not hospitalized . . .

1. The personnel is expected to comply with all the instructions provided by the local health authorities such as their BHERT and their respective provincial/city/municipal Health office for proper evaluation and management of their condition.
-

2. It is the duty of the personnel to report to his/her Head of Office that he/she is confirmed positive of COVID-19 . The Head of Office shall assure the personnel that the matter will be treated with utmost confidentiality.
3. The Head of Office shall provide or facilitate the provision of necessary psychosocial support to the personnel.
4. The Head of Office and the personnel shall call the RO affiliated medical doctor for proper documentation and necessary monitoring if the personnel is staying in a local quarantine facility, or for the necessary coordination if the personnel opts to stay in a DOH or LGU facility, designated by DepEd for its personnel.
5. The Head of Office shall initiate the necessary coordination with concerned offices for the facilitation and provision of required support services of the personnel (e.g., PhilHealth benefits [PhilHealth Circular No. 2020-09, No. 2020-12 and No. 2020-17], transportation to the quarantine facility, emergency food if not provided or available at the quarantine facility, etc.)
6. The personnel shall constantly coordinate with the RP affiliated medical doctor for updates and the monitoring of his/her health conditions. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
7. The Head of Office shall continue to monitor the personnel's condition until recovery.
8. The personnel shall be required to present a medical certificate and certificate of quarantine completion prior to physically reporting to the office. The certificate may be issued by the attending physician or by the RO affiliated medical doctor.
9. The RO affiliated medical doctor shall report all cases to the Chairperson of the RO COVID-19 TF.
10. The RO COVID-19 TF through its Secretariat shall in turn submit consolidated daily reports to the DTFC-19, through the BLSS-SHD and the DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.

Protocol E-8: When confirmed that the personnel are positive of COVID-19 and they are positive of COVID-19 and they are hospitalized but are not critical . . .

1. The personnel is expected to comply with all the instructions provided by the hospital.
2. It is the duty of the personnel to report to his/her Head of Office that he/she is confirmed positive of COVID-19 and that he/she needs to be or has been hospitalized. The Head of Office shall assure the personnel that the matter will be treated with utmost confidentiality.
3. The Head of Office shall provide or facilitate the provision of necessary psychosocial support to the personnel.

4. The Head of Office and the personnel shall inform the RO affiliated medical doctor for proper documentation and necessary monitoring.
5. The Head of Office shall initiate the necessary coordination with concerned offices for the facilitation and provision of required support services of the personnel (e.g., transportation/ambulance services to the hospital, access to PhilHealth benefits [PhilHealth Circular No. 2020-09, No. 2020-12 and No. 2020-17], other financial and non-medical assistance, etc.)
6. The Head of Office shall continue to monitor the personnel's condition until recovery.
7. The personnel shall be required to present a medical certificate , issued by the attending physician, prior to physically reporting to the office.
8. The RO affiliated medical doctor shall report all cases to the Chairperson of the RO COVID-19 TF.
9. The RO COVID-19 TF through its Secretariat shall in turn submit consolidated daily reports to the DTFC-19, through the BLSS-SHD and the DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.

Protocol E-9: When confirmed that the personnel are positive of COVID-19 and they are positive of COVID-19 and they are hospitalized and are critical . . .

1. At this point, it is expected that the Head of Office is fully informed that the personnel is confirmed positive of COVID-19 and that he/she has been hospitalized.
 2. The Head of Office shall continue to monitor the personnel's condition and keep in touch with the family for any assistance possible (e.g., access to PhilHealth benefits [PhilHealth Circular No. 2020-09, No. 2020-12 and No. 2020-17], other financial and non-medical assistance, etc.)
 3. The Head of Office shall inform the RO affiliated medical doctor for proper documentation and necessary monitoring.
 4. The RO affiliated medical doctor shall report all cases to the Chairperson of the RO COVID-19 TF.
 5. The RO COVID-19 TF through its Secretariat shall in turn submit consolidated daily reports to the DTFC-19, through the BLSS-SHD and the DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.
-