MEASURES FOR CLOSE CONTACTS OF CONFIRMED CASES OF COVID-19, PUMs AND PUIs FOR SCHOOLS DIVISION OFFICE AND SCHOOLS

To: Assistant Schools Division Superintendent
    All Schools Division Office Personnel
    All School Heads
    All Teaching and Non-Teaching Personnel
    All Others Concerned

1. In reference to DepEd Task Force COVID-19 Memorandum No. 21, s. 2020 signed by Undersecretary Alain Del B. Pascua, Chairperson, DepEd Task Force COVID-19 and DepEd Unnumbered Regional Memorandum dated March 26, 2020 entitled “Measures for Close Contacts of Confirmed Cases of COVID-19, PUMs and PUIs for Schools Division Offices and Schools”, this Office informs the field the attached guidelines relative to COVID-19 to provide further information and guidance to DepEd officials and personnel, and staff of Schools Division Office (SDO) and schools.

2. Listed below are the highlighted DepEd and DOH issuances and salient points of the attached guidelines:
   b. Updated Algorithm for Triage of patients with Possible COVID-19 Infection in Health Care Facilities (As of March 16, 2020);
   c. DOH Circular No. 2020-0105, s. 2020 (Personnel and learners who will undergo home quarantine);
   d. Tasks, roles, and responsibilities for Schools Division Office and public schools; and
   e. Institutionalized Monitoring and Reporting.

3. Immediate and wide dissemination of this Memorandum is enjoined.

CRISTY C. EPE
Schools Division Superintendent

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URGENT

MEMORANDUM

To : Schools Division Superintendents

Subject: MEASURES FOR CLOSE CONTACTS OF CONFIRMED CASES OF COVID-19, PUMs AND PUls FOR SCHOOLS DIVISION OFFICES AND SCHOOLS

Date : March 26, 2020

Herewith is a copy of DepEd Task Force COVID-19 Memorandum No. 21, s. 2020, entitled Measures for Close Contacts of Confirmed Cases of COVID-19, PUMs and PUls for Regional Offices, Schools Division Offices and Schools for your information and appropriate action.

Private schools are highly encouraged to adopt the measures contained in this Memorandum.

Immediate and wide dissemination of this Memorandum is required.

EVELYN R. FETALVERO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

ROE/stmt
DepEd Task Force COVID-19
MEMORANDUM No. 21
19 March 2020

For: Regional Directors and BARMM Minister of Education
     Schools Division Superintendents
     All Others Concerned

Subject: MEASURES FOR CLOSE CONTACTS OF CONFIRMED CASES OF
         COVID-19, PUMs, AND PUIs FOR REGIONAL OFFICES, SCHOOLS
         DIVISION OFFICES, AND SCHOOLS

The DepEd Task Force COVID-19 (DTFC19) hereby issues these guidelines to
provide further information and guidance to DepEd officials, personnel, and staff of
regional offices (ROs), schools division offices (SDOs), and schools nationwide,
relative to the recent announcement of the Department of Health (DOH) of the 142
confirmed cases in the Philippines with 12 total number of deaths.

These guidelines adopt the measures prescribed in DTFC19 Memorandum No. 3 for
implementation at the level of schools, division offices, and regional offices, particularly in
sections 3, 5, and 6.

1. For reference, the table below provides the definition of terms used in this
memorandum:

<table>
<thead>
<tr>
<th>Confirmed case</th>
</tr>
</thead>
<tbody>
<tr>
<td>A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appropriate exposure history</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pertains to any of the two following conditions:</td>
</tr>
<tr>
<td>b. Close contact with a confirmed COVID-19 case (any of the following):</td>
</tr>
</tbody>
</table>
| Proper PPE | a. Well-fitting N95 mask (fit-tested)  
|           | b. Eye protection (goggles or face shield)  
|           | c. Impermeable gown  
|           | d. Surgical gloves  

| PUM | Person Under Monitoring  

| PUI | Patient Under Investigation  

| Symptoms of COVID-19 | Acute Respiratory Illness  
<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
</table>
| YES | SEVERE AND CRITICAL  
| YES | SEVERE acute respiratory infection or pneumonia AND requiring hospitalization  
| YES | SEVERE acute respiratory infection or pneumonia AND with no other clinical etiology to fully explain the clinical presentation  

2. The table below, based on the Updated Algorithm for Triage of Patients with Possible COVID-19 Infection in Health Care Facilities (as of March 16, 2020), is meant to guide concerned personnel and learners in identifying the DepEd internal color code and description that best fit them:

<table>
<thead>
<tr>
<th>Appropriate Exposure History</th>
<th>Symptoms Occurred within 14 Days of Exposure</th>
<th>Co-morbid or Elderly</th>
<th>Category</th>
<th>Home Quarantine</th>
<th>Admission to Designated COVID-19 Medical Facility</th>
<th>Testing for COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
<td>-</td>
<td>PUM</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>YES</td>
<td>MILD</td>
<td>NO</td>
<td>PUI</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>YES</td>
<td>MILD</td>
<td>YES</td>
<td>PUI</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>YES</td>
<td>SEVERE AND CRITICAL</td>
<td>-</td>
<td>PUI</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>NO</td>
<td>SEVERE acute respiratory infection or pneumonia AND requiring hospitalization</td>
<td>-</td>
<td>PUI</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
3. The table below shows the actions that must be taken by the individual depending on their respective color code:

<table>
<thead>
<tr>
<th>Code</th>
<th>Actions to be Taken by the Individual</th>
</tr>
</thead>
</table>
| Yellow | 1. Undergo 14-day quarantine to monitor the development of symptoms  
  2. Inform as soon as possible the immediate supervisor (for division or regional personnel), or school head (if learner or school personnel) through text messaging or phone call, and the designated Regional and/or Division COVID-19 hotline numbers:  
  a. Learners, and School and Division Personnel shall contact the designated Division COVID-19 hotline  
  b. Regional Personnel shall contact the designated Regional COVID-19 hotline  
  3. Inform (preferably through a phone call) the Regional Epidemiology and Surveillance Unit (RESU) at the Regional Center for Health Development (DOH Regional Office), or the nearest local epidemiology surveillance units located at the provincial, city, or municipal health office, and filling out the Case Investigation Form (CIF) |
| Orange | 1. Inform as soon as possible the immediate supervisor (for division or regional personnel), or school head (if learner or school personnel) through text messaging or phone call, and the designated Regional and/or Division COVID-19 hotline numbers:  
  a. Learners, and School and Division Personnel shall contact the designated Division COVID-19 hotline  
  b. Regional Personnel shall contact the designated Regional COVID-19 hotline  
  2. Go to the nearest health facility for proper evaluation and management, including verification and coordination with the RESU and filling out the CIF  
  3. Undergo quarantine as instructed |
| Red | 1. Inform as soon as possible the immediate supervisor (for division or regional personnel), or school head (if learner or school personnel) through text messaging or phone call, and the designated Regional and/or Division COVID-19 hotline numbers:  
  a. Learners, and School and Division Personnel shall contact the designated Division COVID-19 hotline  
  b. Regional Personnel shall contact the designated Regional COVID-19 hotline  
  2. Go to the nearest health facility for proper evaluation and management, including admission to the designated COVID-19 isolation area |
4. Personnel and learners who will undergo home quarantine shall follow the following procedure, based on the DOH Circular No. 2020-0105, s. 2020.

a. **Room Isolation and Contacts of Persons Undergoing Quarantine**
   i. Place the Persons Undergoing Quarantine alone in a well-ventilated room, preferably with toilet and bathroom. If this is not possible, maintain a distance of at least 1 meter from the Persons Undergoing Quarantine (e.g. sleep in a separate bed).
   ii. Assign one person who is in good health as caretaker of the Persons Undergoing Quarantine
   iii. Visitors, family members and even caregivers are not allowed in the Persons Undergoing Quarantine’s room, if possible.
   iv. Confine activities if the Persons Undergoing Quarantine in his/her room only. If this is not possible, ensure that shared spaces are well ventilated.

b. **Use of Disposable Surgical Mask**
   i. The Persons Undergoing Quarantine should wear a surgical mask fitted tightly to nose, mouth and chin when in the same room with another household member or when talking to other people. The use of masks is not required for the person/s the Persons Undergoing Quarantine is/are interacting with.
   ii. If alone, the Persons Undergoing Quarantine is not required to wear a mask.
   iii. Masks should not be touched or handled during use. If the mask gets wet and dirty with secretions, it must be changed immediately and disposed properly.
   iv. Discard the used mask after a maximum of 8 hours. Masks are not reusable and should not be washed. After removal of mask, wash hands using water and soap, or rub hands with 70% alcohol or any hand disinfectant.

c. **Hand Hygiene Practice for ALL**
   i. All Persons Undergoing Quarantines and household members should perform hand hygiene following contact with Persons Undergoing Quarantine or if in contact with their immediate environment.
   ii. Perform hand hygiene by washing hands with soap and water. If hands are not visibly soiled, 70% alcohol or any alcohol-based hand rub can be used.
   iii. When using soap and water, disposable paper towels to dry hands is desirable. If not available, use dedicated cloth towels and replace them when they become wet.
   iv. Hand hygiene should be performed before and after preparing food, before eating, after using the toilet and whenever hands look dirty.
   v. Address safety concerns (e.g. accidental ingestion by children and fire hazards) on the use of alcohol-based hand rubs.

d. **Respiratory Hygiene and Standard Precaution for ALL**
   i. Respiratory hygiene/cough etiquette should be practiced by all times. Respiratory hygiene refers to covering the mouth and nose during coughing or sneezing using surgical masks, tissues, flexed elbow, sleeves of clothes or inside the neckline of shirts, followed by hand hygiene.
ii. Avoid direct contact with body fluids, particularly oral or respiratory secretions, and feces. Use disposable gloves to provide oral or respiratory care and when handling feces, urine and waste. Wash hands before putting on and after removing gloves.

iii. Avoid other types of possible exposure to Persons Undergoing Quarantine or contaminated items in their immediate environment (e.g. avoid sharing toothbrushes, cigarettes, towels, washcloths, bed linen).

e. Food Handling of Persons Undergoing Quarantine on Home Quarantine
   i. The assigned caretaker of the Persons Undergoing Quarantine shall serve their plates/meal trays only up the room door.
   ii. After eating, plates/meal trays should be picked up at the room door by the caretaker using disposable gloves to avoid contamination. Perform hand hygiene afterwards.
   iii. Eating utensils and dished should be cleaned with soap or detergent and water after use and may be re-used instead of being discarded.
   iv. Do not share eating utensils, dishes and drinks with Persons Undergoing Quarantine.

f. Disposal of Used Gloves, Tissue Papers and Masks
   i. Immediately discard materials used to cover the mouth or nose into the trash or clean reusable items appropriately after use.
   ii. Gloves, tissues, masks and other waste generated by Persons Undergoing Quarantine should be placed in the container in Persons Undergoing Quarantine’s room before disposal with other household waste.

g. Cleaning and Disinfection
   i. Persons Undergoing Quarantines are encouraged to clean and disinfect frequently touched surfaces such as bedside tables, doorknobs, bedframes, and other bedroom furniture daily with regular household disinfectant containing a diluted bleach solution (1-part bleach to 99 parts water).
   ii. Clean and disinfect bathroom and toilet at least once daily with regular household disinfectant containing diluted bleach solution.
   iii. Clean clothes, bedclothes, bath and hand towels, etc. of Persons Undergoing Quarantine using regular laundry soap and water or machine wash at 60-90 degree Celsius with common household detergent and sun-dry.
   iv. Use disposable gloves and protective clothing when cleaning or handling surfaces, clothing or linen soiled with body fluids. Perform hand hygiene before and after removing gloves.

h. Reporting
   i. Persons Undergoing Quarantine who developed symptoms should be reported immediately to Regional Epidemiology and Surveillance Unit (RESU) or Local Surveillance Officer for transport to nearest health facility.
   ii. All household members of Persons Undergoing Quarantine should be advised to seek immediate medical care when signs and symptoms developed.
5. **Regional Offices, Schools Division Offices, and public schools perform the tasks, roles, and responsibilities enumerated below.**

   a. **Schools**
      
      i. Disseminate the monitoring and reporting guidelines, and the Division COVID-19 hotline numbers to school personnel and learners
      
      ii. Relay to the Schools Division Office, through the Division COVID-19 hotline numbers, all reports received from personnel and learners
      
      iii. If the school is used as a quarantine area, monitor its use and ensure proper coordination with Local Government Units. Schools shall adhere to guidelines which shall be issued by the DepEd Central Office on this matter.

   b. **Regional and Schools Division Offices**
      
      i. Immediately set-up, disseminate, and ensure the operability of Regional/Division COVID-19 hotline numbers for reporting and monitoring of DepEd COVID-19 cases which can be contacted by learners and personnel
      
      ii. Schools Division Offices shall address concerns and inquiries of learners, and school and division personnel, and consolidate reports from schools and division personnel
      
      iii. Schools Division Offices shall provide the necessary support to School Heads in monitoring the use of schools as quarantine areas, and in ensuring adherence to guidelines set by the DepEd Central Office
      
      iv. Regional Offices shall address concerns and inquiries of regional personnel, consolidate reports from Division Offices and regional personnel, and provide technical support to Schools Division Offices in ensuring adherence to guidelines on the use of schools as quarantine areas

   c. **Regional/Division/School Health and Nutrition Personnel**
      
      i. Division Health and Nutrition Personnel shall:
         
         o Receive calls from learners, and school and division personnel through the designated hotline numbers
         
         o Monitor the status of learners, and school and division personnel considered PUM and/or PUI for consolidation and reporting to the Regional Office on a daily basis
      
      ii. Regional Health and Nutrition Personnel shall:
         
         o Receive calls from regional personnel through the designated hotline numbers
         
         o Monitor the status of regional personnel considered PUM and/or PUI
         
         o Receive consolidated reports from Division Offices on learners, and school and division personnel considered PUM and/or PUI
         
         o Prepare a consolidated regional report containing updates on learners, and school, division, and regional personnel for submission to the BLSS-SHD through medical.nursing@deped.gov.ph, and the Workplace Group “QRRT-COVID-19 Reports” on a daily basis
d. Regional/Division/School DRRM Coordinators
   i. School DRRM Coordinators shall report the status of their schools
      used as quarantine areas on a daily basis to the Division DRRM
      Coordinator. Close coordination, while strictly observing
      social distancing measures, shall be undertaken with the
      LGU to obtain the following data for reporting:

      o Name of School
      o School ID
      o No. of rooms/facilities used
      o No. of quarantine individuals
      o No. of quarantined learners
      o Starting date of usage
      o Last date of usage
      o Key issues and/or needs

   ii. Division DRRM Coordinators shall provide support to School DRRM
        Coordinators in monitoring the use of schools as quarantine
        areas, and consolidate reports of schools used as quarantine
        areas for submission to the Regional DRRM Coordinator on a
        daily basis

   iii. Regional DRRM Coordinators shall provide technical support to
        Division DRRM Coordinators in monitoring the use of schools
        as quarantine areas, and consolidate Division reports. Regions
        shall transmit the consolidated regional report on a daily basis
        to the Disaster Risk Reduction and Management Service
        through drrms@deped.gov.ph and the Workplace Group
        “QRRT-COVID-19 Reports on a daily basis

6. Institutionalized Monitoring and Reporting

a. Daily Reporting of Field DRRM Teams Directly to the Central Office
   QRRT

   i. Regional and Division health personnel, DRRM coordinators, and
      information officers who are members of their respective
      Regional and Division DRRM Teams activated by DM 15, s.
      2020 for COVID-19, must be part of the Workplace Group
      “QRRT-COVID-19 Reports” where they will send reports
      directly to the DepEd Central Office Quick Response and
      Recovery Team on COVID-19 (QRRT-COVID-19) on a daily
      basis and/or as frequently as needed.

   ii. These specific DRRM Team members (school health personnel, DRRM
       coordinators, information officers) shall provide daily updates
       on the number of personnel and learners on quarantine, class
       suspensions, and other relevant and urgent incidents that
       need to be immediately reported to the Central Office QRRT for
       appropriate and quick response, guidance, or direction. Requests
       to join the group must be sent to
       medicalnursings@deped.gov.ph.

   iii. These specific DRRM Team members (school health personnel, DRRM
        coordinators, information officers) shall also serve as the
official regional or schools division channel for dissemination of information coming from the Central Office QRRT.

b. **Submission of Weekly Health Situation Reports**

Schools Division Offices shall continue submitting weekly health situation reports to the BLSS-SHD (medical.nursing@deped.gov.ph), copy furnished DRRMS (drrmo@deped.gov.ph), their respective DepEd Regional Offices, and Local Chief Executives and the City/Municipal/Rural Health Units, on or before 12 noon every Friday.

7. **All others who have visited places frequented by confirmed cases of COVID-19 are advised to self-monitor** and if with symptoms, consult appropriate health units for appropriate management and monitoring.

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**ALAIN DEL B. PASCUA**
Undersecretary
Chairperson, DepEd Task Force COVID-19
Member, IATF-MEID