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I. FACTS ABOUT COVID-19

What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease. Formerly, this disease was referred to as ‘2019 novel coronavirus’ or ‘2019-nCoV.’

The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). There is currently no evidence to support transmission of COVID-19 associated with food. The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children and other vulnerable groups. We know it is possible for
people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older

**What is the treatment for COVID-19?**

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

**How can the spread of COVID-19 be slowed down or prevented?**

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- ✔ Staying home when sick;
- ✔ Covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;
- ✔ Washing hands often with soap and water; and
- ✔ Cleaning frequently touched surfaces and objects.

As we learn more about COVID-19 public health officials may recommend additional actions.
II. INTRODUCTION

The World Health Organization (WHO) has made the assessment that COVID-19 (coronavirus) can be characterized as a pandemic and the virus has now spread to many countries and territories. While a lot is still unknown about the virus that causes COVID-19, we do know that it is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). There is currently no evidence to support transmission of COVID-19 associated with food. The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it. While COVID-19 continues to spread it is important that communities take action to prevent further transmission, reduce the impacts of the outbreak and support control measures.

The protection of children and educational facilities is particularly important. Precautions are necessary to prevent the potential spread of COVID-19 in school settings; however, care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus. It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age or gender. Education settings should continue to be welcoming, respectful, inclusive, and supportive environments to all. Measures taken by schools can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus, while minimizing disruption and protecting students and staff from discrimination.

III. GOALS

• Safety and protection of the Enderun community (students, employees, guests, clients) against COVID-19 virus

• Gain assurance and peace of mind of the community that they are cared for at these times by providing facilities and practices that minimize their exposure to COVID-19 virus

• Communicate to public our preparedness for the new normal

• Compliance with the LGU, DOLE/DTI, DOH/WHO, DEPED, CHED, IATF measures
IV. NEW STANDARD APPROACH IN ELEVATING HYGIENE PRACTICES AT ENDERUN COLLEGES

- **High-Touch, Deep Clean Areas**: Rigorous disinfection of the most frequently touched areas – light switches, door handles, AC remotes, classroom tables and chairs, lockers, handrails, computer keyboards and mouse in computer labs.

- **Paperless Transactions**: All forms online with digitized approval process. QR coded Health Declaration Checklist. (See Annex E)

- **Clean and Clean Again**: Increase the frequency of cleaning common areas, including restrooms. All surfaces to be thoroughly cleaned with hospital-grade disinfectants.

- **Accessible Disinfecting Hand Sanitizers**: Provide stations at primary entrances and key high traffic areas, for instance, a station to allow students, employees, and guests to sanitize regularly.

- **Cashless Payment System**: Encourage use of GCASH to the Enderun community and other cashless payment systems at all cashiering areas of the school.

- **Innovative Disinfection Technologies**: Enderun is exploring the addition of new technology, like ultraviolet light to sanitize classrooms, surfaces, and objects.

- **Person-to-Person Contact**: To help alleviate the risk of COVID-19 transmission through human contact, re-arranging of classrooms and office furniture with strict physical distancing measures and limiting the number of people in a room. (See Annex J)

- **Communication**: Enhanced communication efforts through proper signages installed at areas in the campus. Detailed information disseminated through emails, class lectures, and talks.

- **Food Safety**: Enhance sanitation guidelines on safe food preparation and service practices for food handlers.

- **Appropriate PPE**: Issuance of appropriate personal protective equipment as per function – Health Services, Security, Housekeeping, etc.

- **Contact Tracing**: Enderun contact tracing process with compliance to DOH contact tracing guidelines. (See Annex C)
V. GENERAL PROTOCOL TO PREVENT THE RISK OF COVID-19 TRANSMISSION

AT THE CAMPUS ENTRANCE

1. All vehicles must pass through the disinfection area prior to entering the campus / parking area.

2. All student vehicles must use the DIBZ app when securing parking slot in Enderun, for proper monitoring.

3. All employees will be provided with parking stubs and assigned parking, for proper monitoring.

4. Students, employees, and guests are subjected to the Health Screening Protocol and are required to wear face mask and face shield all the time.

5. The Health Declaration Form must be accomplished by all employees, students, and visitors of Enderun Colleges on the same day before starting work and before entering or visiting the campus.

Check Temperature (Guard on Duty)

- 37.4°C or lower
  - Accomplish Health Declaration Checklist
  - With "NO" response
    - ENTER
      - Disinfect shoes and sanitize hands MANDATORY USE OF FACE MASK & FACE SHIELD
  - With "YES" response
    - Disinfect shoes and sanitize hands
    - To be assessed by School Nurse/School Physician

- 37.5°C
  - Rest in the Isolation Room for 5 minutes then re-check temperature
  - Health personnel in proper - Medical advice management

- 37.5°C or greater
  - CANNOT ENTER / SEND HOME

LOWER THAN 37.5°C
- lower than 37.5°C
- With "NO" response
- ENTER

STILL 37.5°C
- Still 37.5°C
- With "YES" response
- Rest in the Isolation Room for 5 minutes then re-check temperature
- Health personnel in proper
- To be assessed by School Nurse/School Physician

HIGHER THAN 37.5°C
- Higher than 37.5°C
- With "NO" response
- Rest in the Isolation Room for 5 minutes then re-check temperature
- Health personnel in proper
- To be assessed by School Nurse/School Physician

- Higher than 37.5°C
- With "YES" response
- Rest in the Isolation Room for 5 minutes then re-check temperature
- Health personnel in proper
- To be assessed by School Nurse/School Physician
**DURING WORKING HOURS / SCHOOL**

- Physical distancing measures in offices and during meetings. Updated classroom set-up limiting number of students per classroom *(see Annex J)*. Updated office layout limiting number of employees as well.

- Utilize hand disinfectant stationed at common areas, wash hands regularly promoting good personal and respiratory hygiene.

- Regularly clean and disinfect surfaces of desks, workstations, working objects.

- Wear face mask and face shield at all times.

- Encourage students and employees to do errands before going to school or at the end of the day after working hours or after end of all classes.

- Encourage students and employees to do errands before going to school or at the end of the day after working hours or after end of all classes to avoid multiple entry into the campus on the same day.

- For sudden manifestation of COVID symptom(s) while in the premises, employee, student or guest should immediately proceed to the Clinic Isolation Room for proper care and management.

**Common Areas and Lounge Areas**

- Strictly follow rules on signages regarding use of common areas and lounge areas.

- Designate a waiting area in Enderun for visitors.

- Limit entry of visitors, if possible. When meeting with more than one person, implement strict physical distancing and wear face mask and face shield.

- Follow rules or signages regarding use of lounge areas.

- Strictly follow foot traffic signages (one-way use of staircases and paths) to reduce person-to-person contact.

  - **Enderun Bar** – removal of bar stools; order and take-out only, no overstaying, signages provided for queue

  - **Food deliveries** – designated area for food deliveries on campus

  - **Concierge** – receiving visitors, packages, and other none-food deliveries following physical distancing measures.
Inside Work Areas or Offices

• Wear masks and other appropriate PPE at all times
• Equip workers to maintain hygiene
• Cover all keyboards, AC remote controls, telephones, and light switches with plastic/cling wrap for ease of disinfection every after use and at the end of the shift
• Refrain from sharing of pens and other office supplies
• Assign staff to do telecommuting wherever possible
• Workstations adjusted for physical distancing (each workstation should be 2 meters apart (front, side and back)
• Open windows regularly to increase ventilation

Inside the Classrooms

• Follow physical distancing measures
• Students should always wear face mask. Face mask and face shield for faculty.
• Use personal pens and laptops
• Sanitize hands regularly with alcohol

Break time / Lunch Break

• Allow eating in own work areas
• Schedule shifting during breaks
• No sharing of meals
• When bringing your own food, bring own utensils and water bottle
• Keep own facemask inside a plastic bag/ziplock prior to eating. Discard disposable face masks following proper disposal protocol

Cafeteria Set-Up & Operations

• Regulated number of people in all dining areas.
• Bottled drinks (juices/water)
• Bento boxed/packed meals
• Extra rice individual wrapped
• Adequate staff and schedule for cleaning and sanitizing of chairs and tables
• Available clean bags for face masks
• Hand-washing stations in the Cafeteria
• Utensil packed per set
• Markers and poster reminders on hygiene, sanitation, and physical distancing measures

**Elevators, Doorknobs, Handrails**

• Clean hands immediately after handling any of the above
• Use hand sanitizers installed at strategic locations
• Use the stairs when going up and down at every floor, instead of the elevator – exercise, good for the health
• Strictly follow foot traffic signages to prevent person-to-person contact

**Restrooms**

• Use restrooms one person at a time
• Wash hands with soap and water every after use of the restroom
• Use hand dryer or paper towel to dry hands
• Dispose used tissues in the proper waste bin
• Strictly follow restroom protocol to prevent the risk of COVID-19 transmission

**Proper Waste Disposal**

• Read signages on the proper waste disposal
• Color coded waste bins
  - **Black Bins**: normal wastes – **papers, cans, bottles**
  - **Yellow Bins**: infectious wastes – **tissue, disposable face masks**
AFTER OFFICE HOURS / SCHOOL HOURS

Before Leaving the Campus

- Students and Employee may bring extra set of clothes to change their used work clothes or uniforms before going home
- Disposal of used PPE (face masks) must be placed in a separate plastic and disposed in designated infectious bins.
- If washable face mask is used, it must be kept in a closed plastic bag (refrain from putting in your pocket or directly together with other personal belongings)

On your way Home

- Follow physical distancing in vehicles when commuting
- Always wear face mask and face shield

When at Home

- Refrain from kissing or hugging family members, take a bath first
- Discard in separate hamper used work clothing, washable face mask, and face shield away from family members or immediately soak in water with detergent
- Essentials brought home like ID tags, bags, keys etc. should be securely placed in a plastic bag/pouch bag as much as possible
- Frequently clean cellphones and gadgets
- If not feeling well, do not leave your home. Notify your immediate supervisor. For students, notify your teachers
- For any symptoms of COVID, seek consultation immediately

HOUSEKEEPING / CLEANING PRACTICES

1. Provide a cleaning schedule with proper log and will be signed by housekeeping per shift

2. Train housekeeping staff the proper disinfection, use of solutions, and waste disposals
   a. Wear proper PPE when making the solution
b. To make bleach solution, mix: 1/3 cup bleach per gallon of water

c. Leave solution on the surface for at least 1 minute

d. Alcohol solution with at least 70 % alcohol may also be used

e. Ensure good ventilation during the use of disinfecting products

**DELIVERY PROTOCOLS**

1. Parcels/Mails/Items for Employees
   - Designated area by the staircase of the main entrance
   - Items will be left and received by Enderun staff
   - Items will be properly disinfected by assigned staff
   - Items will be delivered via trolley/ pick-up by employee

2. Kitchen and None-Kitchen Items
   - **Delivery bay**: CA building receiving area
   - Delivery van to proceed to delivery bay after disinfection process
   - Table to be set up where items and invoice will be placed
   - Enderun staff to check items practicing distancing
   - Assigned staff to disinfect items
# EMERGENCY HOTLINES

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Emergency Hotline</td>
<td>911</td>
</tr>
<tr>
<td>PNP Hotline</td>
<td>117</td>
</tr>
<tr>
<td>Taguig City COVID-19 Hotline</td>
<td>8789 - 3200 or 0966-419-4510</td>
</tr>
<tr>
<td>Taguig Emergency Hotline</td>
<td>165 - 7777</td>
</tr>
<tr>
<td>Taguig City Health Office Hotline</td>
<td>8642-1262 or 0917-821-0896</td>
</tr>
<tr>
<td>Taguig City Rescue Team</td>
<td>0917 - 550 - 3727</td>
</tr>
<tr>
<td>MyHealth Clinic Venice Grand Canal</td>
<td>(02) 8784 6930</td>
</tr>
<tr>
<td>St. Lukes Medical Center BGC (SLMC)</td>
<td>8789 - 7700</td>
</tr>
<tr>
<td>Taguig-Pateros District Hospital</td>
<td>8837 - 8132</td>
</tr>
<tr>
<td>Department of Health</td>
<td>8894 - 26843</td>
</tr>
<tr>
<td>Philippine Red Cross</td>
<td>8790-2300 local 931/932/935</td>
</tr>
<tr>
<td>Research Institute for Tropical Medicine (RITM)</td>
<td>8807 - 2631</td>
</tr>
<tr>
<td>Dra. Kay Jimeno (School Physician)</td>
<td>0908 - 751 - 5102</td>
</tr>
<tr>
<td>Cel Gacutan (School Nurse)</td>
<td>0908 - 125 - 6798</td>
</tr>
<tr>
<td>Cathy Santok (School Nurse)</td>
<td>0917 - 468 - 4693</td>
</tr>
</tbody>
</table>
ANNEX B

Concierge:

Main entrance for all students and employees. Area for the mandatory Health Screening.

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ANNEX C

CONTACT TRACING GUIDELINES

I. General Guideline

Contact tracing is one of the main public health interventions for COVID-19 response and shall be the responsibility of the whole government as well as private institutions such as Enderun Colleges.

The goals of contact tracing are as follows:

1. To interrupt ongoing transmission and reduce the spread of infection,
2. To alert close contacts to the possibility of infection and offer preventive counseling or care, and
3. To understand the epidemiology of the disease in the Enderun Facility.
DEFINITION OF TERMS

1. **Contact tracing** — the identification, listing, and follow-up of persons who may have come into close contact with a confirmed COVID-19 case. Contact tracing is an important component in containing outbreaks of infectious diseases. Under Code Red Sublevel 2, contact tracing is aimed at mitigating the spread of the disease.

2. **Close contact** — a person who may have come into contact with the probable or confirmed case two days prior to the onset of illness of the confirmed COVID-19 case.
   - a. Face-to-face contact with a probable or confirmed case within 1 meter and for more than 15 minutes,
   - b. Direct physical contact with a probable or confirmed case,
   - c. Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment,
   - d. Other situations as indicated by local risk assessments.

3. **Confirmed COVID-19 case** — any individual who tested positive for COVID-19 through laboratory confirmation at the national reference laboratory, subnational reference laboratory, or a DOH-certified laboratory testing facility.

4. **Probable COVID-19 case** — a suspect case who fulfills anyone of the following listed below:
   - a. Suspect case whose testing for COVID-19 is inconclusive,
   - b. The 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 COVID-19 confirmatory testing,
   - c. Suspect case who died without undergoing any confirmatory testing.

5. **Suspect COVID-19 case** — a person who is presenting with any of the conditions below:
   - a. All **Severe Acute Respiratory Infection (SARI)** cases wherein NO other etiology that fully explains the clinical presentation.
   - b. Influenza like Illness (ILI) cases with any one of the following:
     - i. 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
     - ii. Contact with a confirmed or probable case of COVID-19 disease during the 14 days prior to the onset of symptoms.
   - c. Individuals with fever or cough or shortness of breath or other respiratory signs or symptoms fulfilling any one of the following conditions:
     - i. Aged 60 years and above
ii. With a comorbidity

iii. Assessed as having a high-risk pregnancy

iv. Health worker

II. Roles and Responsibility

1. School Physician — updates guidelines periodically based on the Department of Health Policy and Recommendations on Contact Tracing. The School Physician shall confirm the close contact and shall accomplish the certification of quarantine of a patient upon confirmation of clearance through phone consultation.

2. School Nurse/s

   a. Shall conduct the case investigation of the COVID-19 patient, collect data, and once a close contact list is generated, shall be forwarded to Employee Services and to the School Physician.

   b. Shall inform the close contacts of the standard recommendations for asymptomatic/symptomatic and monitor closely. Shall refer any questions to the School Physician in cases where clarifications are needed.

3. Employee Services — shall be responsible for informing the department heads / immediate supervisors of the close contacts that are required to be quarantined.

III. Specific Guidelines

1. Initiation of Contact tracing

Confirmed COVID-19 Patients (through RT-PCR swab test), should have close contacts identified by asking the following set of questions:

<table>
<thead>
<tr>
<th>CLOSE CONTACT INVESTIGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. When was the last time the patient visited the Enderun Facility?</td>
</tr>
<tr>
<td>2. When did the onset of symptoms start?</td>
</tr>
<tr>
<td>3. What were the symptoms?</td>
</tr>
<tr>
<td>4. Did the patient wear a mask inside the Enderun Facility? What type of mask?</td>
</tr>
<tr>
<td>5. Did the patient have close contact with anybody at all that is less than 2 meters apart?</td>
</tr>
</tbody>
</table>
6. Did the patient practice good hand hygiene (handwashing, sanitizing, and disinfecting at all times?) while inside the Enderun Facility?

7. List of all the close contact patients had while inside the Enderun Facility.

2. Close Contact List

- Contact listing or Recording Efforts should be made to identify every listed contact and to inform them of their monitoring status, what it means, the actions that will follow, and the importance of receiving early care if they develop symptoms.

- Contacts should also be provided with information about the prevention of the disease. In some cases, quarantine or isolation is required for high-risk contacts, either at home or in the hospital.

3. Management

- For close contact monitoring of Category C individuals, a daily log sheet should be provided, which includes signs and symptoms checklist (See Annex C). Temperature should be checked twice a day and will be logged also for 14 days, starting day 0 as the exposure date to the infected individual. Should signs and symptoms be present, close contact should report immediately to the nurse then to RESU, LESU Hospitals.

- Daily follow-up should be conducted with all close contacts to monitor for signs and symptoms of infection.

4. Recording and Reporting

- All close contact should be listed in the Close Contact List Form. Each close contact shall have an individual Signs and Symptoms log form for monitoring and shall be updated daily for consolidation as mentioned. This should be kept in a logbook for future reference.
ANNEX D

CASE INVESTIGATION PROCESS FLOWCHART

COVID-19 Health Checklist Form

CLEARED?

YES

NO

Sudden onset of COVID 19 symptoms (fever, cough, body malaise, colds, sore throat) during school hours/working hours

SUSPECT COVID 19 CASE? (Clinic Assessment)

YES

NO

NON COVID

ISOLATION AREA FOR HEALTHCARE WORKER (Nurse/MD)

INTERVIEW THEN SEND HOME*

- Advise to have RT-PCR Swab Test on 5th day of symptoms through accredited laboratories** (Annex D)

- Initiate Contact Tracing Annex C (Close Contacts should observe self for symptoms until swab results of Probable COVID19 Patient is released, may work in the facility if ONLY needed but with strict wearing of face mask, face shield, apply social distancing, and hand hygiene, otherwise may do this at HOME).

- Once cleared, may proceed with clearance process (Annex E)

SEND HOME*

Advise to seek consult with attending physician or with school physician by appointment upon nurse’s confirmation
# Annex E

## Health Declaration Checklist

### B.1. Health Checklist FORM

![Health Checklist Form Image]

- **Temperature:** ________
- **Name:** ________
- **Gender:** ________
- **Age:** ________
- **Complete Residence Address:** ________

**Employee/Student Information:**

- **Department:** ________
- **Year Level/Degree:** ________
- **Mobile No.:** ________
- **Student Number:** ________

**Parent/Client Information:**

- **Guardian of Student:** ________
- **Name of Student:** ________
- **Mobile No.:** ________
- **Company Name:** ________
- **Address:** ________
- **Email Address:** ________

### B.2. Health Checklist LINK:

[https://forms.gle/Qjek8wxd1xEf2TLR9](https://forms.gle/Qjek8wxd1xEf2TLR9)

### B.3. Health Checklist QR CODE:

![QR Code Image]
ANNEX F

CONTACT TRACING PROCESS FOR CONFIRMED COVID-19 CASE

1. Initiate Case Investigation by Nurse to the Confirmed COVID-19 Patient
   • When was the last time the patient visited the Enderun Facility?
   • When did the onset of symptoms start?
   • What were the symptoms?
   • Did the patient wear the required PPE like face mask and face shield inside the Enderun Facility? What type of face mask?
   • Did the patient have close contact with anybody at all that is less than 2 meters apart?
   • Did the patient practice good hand hygiene (handwashing, sanitizing and disinfecting at all times?) while inside the Enderun Facility?
   • List of all the close contact patient had while inside Enderun Facility.

Close contacts are to be:
1. informed of their status, explain as to why they are considered close contact,
2. advised to self-quarantine and isolate at home for 14 days if asymptomatic,
3. instructed take Vit. C with Zinc 500mg twice a day for 14 days,
4. provided with the Symptom Log Sheet,
5. monitored daily for 14 days for occurrence of symptoms, should SYMPTOMS DEVELOP, report to the School Physician and ACTIVATE PROBABLE COVID-19 PROTOCOL (Annex A)

2. The School Nurse should inform the School Physician and the Head of Employee Services of the patient’s status and regularly update patient record.

3. INITIATE Sanitation and Disinfection protocol (by Facilities and Maintenance Department) insert protocol as additional Annex

4. After 14 days quarantine/isolation, the patient is required to secure MEDICAL CERTIFICATE from the School Physician or from an Attending Physician (if preferred), with lab results as supporting documents.
### DOH Close Contact Line List Form

<table>
<thead>
<tr>
<th>Close Contact ID</th>
<th>Name (First, Last Name)</th>
<th>Address</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Sex (M/F)</th>
<th>Nationality</th>
<th>Contact No.</th>
<th>Date of Last Exposure</th>
<th>Nature of Contact (QH, WP, L, T, A, HCN, CO)</th>
<th>Being Monitored (Y/N)</th>
<th>Date of Symptoms Developed (mm/dd/yyyy)</th>
<th>Date Quarantine Period Ends (mm/dd/yyyy)</th>
<th>Date Case Closed (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

*QH = Household; WP = Work Place; L = School; T = Travel; A = Airplane; HCN = Healthcare Worker; CO = Others*

### DOH Signs and Symptoms Log Form

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Date of Exposure</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
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<td>No Symptom</td>
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<tr>
<td>Runny/Nasal</td>
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<td>Discharge</td>
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<tr>
<td>Sought Counsel</td>
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</tbody>
</table>

**Confirmed Case ID:**

**Date:**

**Region:**

**Close Contact Name:**

**Date of Last Exposure:**

**Date of Voluntary Quarantine Period Ends:**
ANNEX G: ACCREDITED LABORATORIES

List of RT PCR Laboratories:

<table>
<thead>
<tr>
<th>Laboratory</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Hospital</td>
<td>(02) 87719000</td>
</tr>
<tr>
<td>Cardinal Santos</td>
<td>(02) 87270001</td>
</tr>
<tr>
<td>Chinese Gen. Hospital</td>
<td>(02) 88888999</td>
</tr>
<tr>
<td>Makati Medical Center</td>
<td>(02) 88888999</td>
</tr>
<tr>
<td>Phil. Red Cross</td>
<td>1158</td>
</tr>
<tr>
<td>St. Luke's Global</td>
<td>(02) 87897700</td>
</tr>
<tr>
<td>St. Luke's QC</td>
<td>(02) 87230301</td>
</tr>
<tr>
<td>MyHealth Clinic</td>
<td>(02) 8784 6930</td>
</tr>
</tbody>
</table>

ANNEX H

1. BACK TO WORK MEDICAL CLEARANCE PROCESS FOR EMPLOYEES

<table>
<thead>
<tr>
<th>ACCOUNTABILITY</th>
<th>PROCESS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>START</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>COVID-19 Positive</td>
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<tr>
<td></td>
<td></td>
<td>Suspected COVID-19 (Close Contact)</td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attending Physician</td>
<td>Medical Clearance from attending Physician if applicable</td>
<td></td>
</tr>
<tr>
<td>School Doctor</td>
<td>Medical Clearance from School Doctor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit both clearance to Clinic and HR</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>Clinic will issue return to work Permit</td>
<td></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Submit Return to work Permit to Supervisor</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>End Process</td>
<td></td>
</tr>
</tbody>
</table>

1. This policy applies to all employees reporting to the campus or are on Remote Work Arrangement
2. If you tested positive for COVID by RT-PCR, you are to be cleared by the Physicin from quarantine or isolation as long as:
   a. For symptomatic: Completed 14 days quarantine from symptom onset, with no fever and improving symptoms.
   b. For asymptomatic: Completed 14 days quarantine from the original RT-PCR positive test.
3. School Physician will confirm information provided by the attending physician and do assessment before providing final Clearance.
4. All copy of the Medical Clearances and laboratory results and other documents will be properly documented and to be kept in the patient’s file.
5. Medical clearances will be validated by the Clinic for the issuance of Return to work Permit.
6. Return to work permit will be submitted to the supervisor of the employee for admittance.
2. SCHOOL PHYSICIAN ONLINE CONSULTATION PROCESS

Patient to fill-out **Online Consultation Form** (Annex F) and submit to the School Nurse

School Nurse notifies the School Physician regarding online patient consultation

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ANNEX I

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**ONLINE MEDICAL CONSULTATION FORM**

To Whom It May Concern:

This is to certify that Ms/Mr.________________________, residing at ____________________________, has sought online consultation at the clinic on ____________________________, for ____________________________.

Assessment:

Recommendation:

Josefa R. Jimeno PRC Lic. No. 124716
School Physician/School Nurse / Date

I hereby authorize __________________ to collect and process the data indicated here in for the purpose of effecting control of the Covid-19 infection. I understand that my personal information is protected by R.A.10173, Data Privacy Act of 2012, and that I am required by R.A. 11469, Bayanihan to Heal as One Act, to provide truthful information.

Signature: ___________________________ Date: ___________________________
RETURN TO WORK MEDICAL CLEARANCE FORM

To Whom it May Concern:

This is to certify that Mr. / Ms. ______________________ with address at ________________________________ has been examined in the clinic and find him / her to be in good health condition and fit to work.

He / she has been absent for _____ day/s from ___________ to ___________ due to ________________________________

Separate documentary evidence submitted? ☐ Yes ☐ No
☐ Other Medical Documents ☐ Medical Certificate

Remarks: ________________________________

_________________________ / Date

School Nurse / Date

Do not destroy. Please retain a copy for your records.
It is your responsibility to ensure that this form is forwarded to your professor.
ANNEX J

NEW CLASSROOM SET-UP

1. TH 101, 103, & 104 (9 pax)

2. TH 102 (14 pax)
3. Library

4. BA 101 (14 pax)
5. BA 102 (13 pax)

6. BA 103 (10 pax)
7. BA 104 (9 pax)

![BA 104 Layout](image)

8. BA 105 (10 pax)

![BA 105 Layout](image)
9. Proposed New Clinic at HA 101

10. HA 102 (7 pax)
11. HA 103 (10 pax)

12. HA 201 (13 pax)
13. HA 202 (15pax)

14. HA 203 (9 pax)
### RESOURCES

- [https://www.deped.gov.ph/covid-19/](https://www.deped.gov.ph/covid-19/)