



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

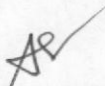

Division Memorandum
No. **052** series of 2020

To : Schools Division Office Personnel
Public Schools/Acting Public Schools District Supervisors
School Health and Nutrition Personnel
Bohol Federated/District/School PTA Officers
Division/District/School DRRM Coordinators
Elementary and Secondary School Administrators
School Clinic-in-Charge
Class Advisers and Teachers
All Others Concerned

Date : January 30, 2020

Subject : **CORONAVIRUS ORGANIZED RESPONSE AND EDUCATION (CORE)**

- I. In response to the national threat brought about by the coronavirus to the entire populace, and to control the transmission of the said virus, this office announces its support to strengthen prevention initiatives in all districts and schools of the division.
- II. To ensure the safety of our pupils/students, teaching and non-teaching personnel, all division, district, and school heads are hereby to implement the **CORONAVIRUS ORGANIZED RESPONSE AND EDUCATION (CORE) ACTION PLAN** which is attached to this memorandum.
- III. Attached reference is DepEd Region 7 Memorandum No. 0063, s. 2020 – PREVENTION OF CORONAVIRUS.
- IV. All concerned are reminded to be responsible and discerning, and to refrain from sharing and posting on social media news, articles, and stories regarding the Novel Coronavirus (nCoV), especially when such materials are unverified or do not come from reputable sources.
- V. See attachments for IEC materials.
- VI. For your information, wide dissemination, and compliance.


BIANITO A. DAGATAN, Ed.D, CESO V
Schools Division Superintendent 



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

Behold...
BOHOL



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

CORONAVIRUS ORGANIZED RESPONSE AND EDUCATION (CORE) ACTION PLAN

Rationale: The threat of the Novel Coronavirus (nCoV) has presented itself as a prominent matter of serious concern for public health and safety since its recent discovery and upsurge at the end of December 2019, in the city of Wuhan, province of Hubei, People’s Republic of China. Since then, it has been confirmed to have spread not just throughout China but in other countries such as Australia, Cambodia, France, Japan, Malaysia, Nepal, Singapore, South Korea, Taiwan, Thailand, the United States, and Vietnam (*Aljazeera, 27 January 2020*). Being cognizant to the importance of this pressing threat, the Department of Education, Division of Bohol, seeks to carry out proactive measures to prevent and respond to the impending occurrence of the Coronavirus in the Province of Bohol. A threat that might gravely affect its learners and personnel.

I. INFORMATION DRIVE

A. THE NOVEL CORONAVIRUS

Coronaviruses (CoV), are a large family of viruses ranging from the common cold to more serious infections such as MERS-CoV (Middle East Respiratory Syndrome) and SARS-CoV (Severe Acute Respiratory Syndrome). Common signs of coronavirus infection include respiratory symptoms, **fever, cough, shortness of breath and breathing difficulties**. In severe cases, it can cause **pneumonia, acute respiratory syndrome, kidney failure**, and even **death**. (*Department of Health, Press Release/21 January 2020*).

The name coronavirus comes from the Latin word “corona”, meaning crown or halo. Under an electron microscope, the image of the virus is reminiscent of a solar corona. These viruses were originally transmitted between animals and people. SARS, for instance, was believed to have been transmitted from civet cats to humans while MERS travelled from a type of camel to humans. Several known coronaviruses are circulating in animals that have not yet infected humans (*Aljazeera, 27 January 2020*).

It is called the “Novel Coronavirus” simply because “novel” means “new”. This is so because it is a new type of the coronavirus that has not yet been studied, making it so dangerous as scientists and doctors have yet to fully study, observe, and document how the virus behaves in the human body, and how it can be possibly treated successfully.

To put it in lay man’s terms, the Coronavirus is related to the viruses that cause the common cold or “sip-on”. It can initially manifest as a cold or a condition with flu-like symptoms, but can develop into a more severe disease. But like the common cold, it shares the same mode of transmission which is by direct contact and droplet transmission.



B. MODE OF TRANSMISSION

Direct Contact means physically coming in contact with an infectious person or animal.

Droplet Transmission and Fomites (contact with contaminated objects/surfaces), droplets of saliva or respiratory secretions are released into our surroundings when an infected person coughs or sneezes. These droplets can be so tiny that they cannot be seen by the naked eye. Once released by coughing or sneezing, they can be temporarily suspended in the air for a short period of time and can be inhaled by other people or animals nearby (3 to 6 feet). They can also stick to and stay on surrounding places and objects that we frequently touch such as our *hands, our wrists, our clothes, on tables, desks, door knobs, light switches, ball pens, books, computer keyboards, cellphones etc.* When we touch these objects, the virus is able to enter our bodies when we touch or rub our eyes, nose and mouths with contaminated hands. Thus, hand hygiene and correct respiratory etiquette play a very vital role in preventing the spread of the disease.

C. SIGNS AND SYMPTOMS

For confirmed 2019- infections, reported illnesses have ranged from infected people with little to no symptoms to people being severely ill and dying. Symptoms can include:

Fever

Cough

Shortness of breath

CDC believes at this time that symptoms of 2019- may appear in as few as 2 days or as long as 14 after exposure. This is based on what has been seen previously as the incubation period of MERS viruses (*Center for Disease Control and Prevention, 26 January 2020*).

D. PREVENTIVE MEASURES

a. Standard Recommendations:

WHO's standard recommendations for the general public to reduce exposure to and transmission of a range of illnesses are as follows, which include hand and respiratory hygiene, and safe food practices (*World Health Organization, 24 January 2020*):

- Frequently clean hands by using alcohol-based hand rub or soap and water;
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands;
- Avoid close contact with anyone who has fever and cough;
- If you have fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider;
- When visiting live markets in areas currently experiencing cases of novel coronavirus, avoid direct unprotected contact with live animals and surfaces in contact with animals;
- The consumption of raw or undercooked animal products should be avoided. Raw meat, milk or animal organs should be handled with care, to avoid cross-contamination with uncooked foods, as per good food safety practices.

b. Personal Protective Measures:

- Maintain good grooming and good personal hygiene – bathe daily with soap and clean water, change clothes frequently especially when exposed to outdoor and crowded environments;
- Correct hand hygiene – frequent handwashing with soap and water, or use of hand sanitizer in the absence of running water, change and



- wash hand towels regularly or use paper towels to prevent cross-contamination;
- Maintain a healthy diet – eat a balanced diet rich in fruits and vegetables high in nutrients, stay hydrated by drinking enough fluids;
 - Get adequate rest – get adequate sleep and rest from exhausting activities;
 - Stay away from persons or animals exhibiting respiratory symptoms – allow sick persons to wear a face mask and, or wear a face mask when one must go near a sick person;
 - Avoid crowded places and tourist hotspots – stay away as much as possible from places with persons who may have recently visited countries or locales that have confirmed novel coronavirus cases;
 - Avoid food and articles from countries/areas with confirmed nCoV cases – food, used clothing, and other articles that come from countries or locales that have been confirmed with nCoV cases should be avoided as these may be contaminated with droplets containing the virus.

II. FORMATION OF A CORONAVIRUS ORGANIZED RESPONSE AND EDUCATION (CORE) TASK FORCE

A. Members

The CORE Task Force shall be composed of members at the following levels:

a. Division Level:

- Chairman: Bianito A. Dagatan, Ed.D, CESO V – Schools Division Superintendent
- Vice Chairman for Governance: Desiderio V. Deligero, Ph.D - SGOD Chief
- Vice Chairman for Health: Maria Aurora D. Luma-ad, MD, MA - Medical Officer III
- Implementing Members:
 1. School Health and Nutrition Personnel
 2. Division DRRM Coordinator
 3. Bohol Federated PTA Officers

b. District Level:

- Chairman: Public Schools District Supervisor (PSDS)/ Acting Public Schools District Supervisor (APSDS)
- Vice Chairman: District School Health Personnel
- Members:
 1. Central School Principal
 2. District DRRM Coordinator
 3. Federated PTA Officers

c. School Level:

- Chairman: School Head/School-in-Charge
- Vice Chairman: Clinic Teacher
- Members:
 1. School DRRM Coordinator
 2. Advisers/Teachers
 3. PTA Officers
 4. Student/Pupil Government Organizations



B. Roles and Responsibilities of the CORE Task Force:

1. Convene and discuss about the status of the coronavirus threat in the country and in the locale
2. Become aware and knowledgeable about the:
 - a. Nature of the Disease
 - b. Mode of Transmission
 - c. Identification of Signs and Symptoms
 - d. Preventive Measures
 - e. Course of Action in the event of a suspected case
3. Formulate a Contingency Plan in the context of Disaster Risk Reduction and Management
4. Conduct Information Dissemination in DepEd Offices/Schools/Assemblies and other relevant venues via means of any of the following:
 - a. Lectures/Symposia
 - b. Multimedia Presentation
 - c. IEC Materials
 - d. Memoranda/Advisories/Announcements
5. Formulate Policies and Activities to ensure the implementation, monitoring and evaluation of the following:
 - a. Awareness campaigns;
 - b. Practice of Good Personal Hygiene (WaSH in Schools);
 - c. Availability of Adequate Hygienic and Handwashing Facilities (WaSH in Schools) such as antimicrobial soap, clean running water, clean and functional lavatory facilities, antimicrobial hand sanitizer in the absence of running water;
 - d. Promotion of a Healthy Diet and Adequate Rest;
 - e. Practice of Personal Protective Measures such as correct respiratory (coughing/sneezing) etiquette and proper use of face masks, provision of signages

III. LEVELS OF CONTROL

A. ADMINISTRATIVE CONTROL

1. **Preventive absence** – when a learner or staff is exhibiting respiratory signs and symptoms, he/she may be advised to take a leave of absence to seek medical help and prevent the spread of the disease in the school or office. They may report to the school or office once cleared by a physician.
2. **Hygiene and Respiratory Etiquette** – signages that are easy to see and easy to read may be put in public places and in corridors/hallways to remind learners and staff of proper hand hygiene and proper coughing/sneezing etiquette. Particular effort should be given to remind learners and staff to avoid touching or rubbing eyes, nose, and mouth without first washing or disinfecting the hands.
3. **Referral** – learners and staff will be vigilant to look out for individuals manifesting signs and symptoms, such persons shall be advised for Preventive Absence and given referral to the nearest hospital or health center for appropriate medical attention. Referred learners must be accompanied by their parent or guardian.
4. **Reporting** – referred cases shall be reported and immediately made known to the School Health and Nutrition Personnel assigned to the concerned school/district/office for proper documentation and action.



5. **Coordination with Local Government and Local Health Authorities for plan of action and response to suspected cases** - the Provincial Health Office (PHO) and the Provincial Department of Health Office (PDOHO) shall be involved at the Division Level, while the Local Government Units (LGU), Rural Health Units (RHU), and Barangay shall be involved in the planning and implementation activities of the CORE Task Force at the District and School Level.
6. **Collaboration with Non-government Organizations (NGOs), private donors, and other stakeholders** – other stakeholders may be called upon in the implementation of the CORE Task Force by means of but not limited to: monetary, material, or logistical assistance in the provision/repair/enhancement of hygiene facilities and products (a connection of clean running water, handwashing areas, hand soaps, hand sanitizers, gloves, masks etc.).

B. ENGINEERING CONTROL

Handwashing and Hygiene Facilities – Handwashing and lavatory facilities may be constructed/repared/enhanced to promote hygiene and lessen the likelihood of disease transmission. Provision of such facilities must be in line with DEPED ORDER NO. 10 S. 2016 - Policy and Guidelines for the Comprehensive Water, Sanitation, And Hygiene in School (WaSH in Schools/WinS). Handwashing and lavatory facilities must have a constant supply of clean running water, and a proper drainage system in line with standards of public sanitation.

C. ENVIRONMENTAL CONTROL

Environmental Sanitation – emphasis on proper waste segregation and disposal, trash bins **must not** be immediately inside the classroom or in close proximity to drinking water, water used for cooking/washing/bathing, eating or food preparation areas, and must not be immediately near where students/pupils will be seated. Contaminated waste such as tissues and wipes will be provided with a dedicated trash bin with cover. Infectious waste must be handled with the use of personal protective equipment and shall be disposed of carefully through incineration or burying.

D. PERSONAL PROTECTIVE EQUIPMENT

1. **Face Masks** – ordinary face mask may be used in the unavailability of particulate filtering facepiece respirators such as “N95”. Face masks must be changed regularly especially when they become soiled or saturated with moisture.
2. **Gloves** – latex gloves may be used in conjunction to wearing a face mask when handling or going near individuals with respiratory symptoms, especially those being processed for referral. In the given scenario, gloves must be replaced in between patients.

IV. MONITORING AND EVALUATION

- a. **Monitoring tool** – a monitoring tool shall be created by the CORE Task Force at the Division Level. The tool shall focus on:
 - i. Keeping track of the implementation of the CORE Action Plan
- b. **Reporting tool** – a reporting tool shall be created by the task force at the Division Level. The tool shall report the number of referrals with their corresponding details:
 - i. Learners/personnel taking leaves of absence due to respiratory symptoms
 - ii. Learners/personnel successfully referred to health facilities for respiratory symptoms



- iii. Learners/personnel confined in hospitals due to respiratory symptoms
- iv. Learners/personnel or their significant others with confirmed nCoV cases
- c. **Hotline/Online Help Desk** – an accessible and widely-accepted channel of communication shall be instituted at the Division, District, and School levels for answering relevant and related queries and concerns.

V. SPECIFIC ROLES AND FUNCTIONS

- a. **Schools Division Office (SDO)** – shall spearhead and oversee the implementation of the CORE Action Plan, and provide appropriate technical assistance to the Districts and Schools, and shall promote and ensure the availability of proper hygienic facilities and commodities in the district level.
- b. **School Health and Nutrition Section/Personnel** – shall set the implementing guidelines and standards of the CORE Action Plan and the CORE Task Force, and assist in its implementation, monitoring and evaluation.
- c. **Division/District/School DRRM** – shall provide assistance and involvement in the planning, implementation, monitoring and evaluation activities by the Schools Division Office/District Office, and School task force.
- d. **Bohol Federated/District Federated/School Parent-Teacher Association (PTA)** – shall support the planning, implementation, monitoring and evaluation at the Division, District, and School levels.
- e. **District Office/District Supervisors** – shall spearhead and oversee the implementation of the CORE Action Plan and provide appropriate technical assistance to the Schools, and shall promote and ensure the availability of proper hygienic facilities and commodities in the school level. Shall coordinate and collaborate with other stakeholders.
- f. **School Heads** – shall implement the CORE Action Plan as prescribed by the Schools Division Office and ensure sustainability of the implementation, shall promote and ensure the availability of proper hygienic facilities and commodities in the school level. Shall coordinate and collaborate with the District Office and other stakeholders.
- g. **Clinic Teacher/Clinic-in-Charge** – shall assist the school head in the implementation of the CORE Action Plan and other related activities, and assist in the referral of sick learners and staff.
- h. **Class Advisers/Teachers** – shall see to it that good grooming, hand hygiene, and personal protective practices such proper respiratory etiquette are met by the learners in the classrooms, canteens, libraries, and other school premises. They shall notify parents/guardians of sick learners and report findings to the clinic teacher and the school head.
- i. **Student/Pupil Government Organizations** – shall support and participate in the activities of the CORE Task Force and school personnel. Shall exercise vigilance in reminding fellow students/pupils of hygienic and preventive practices, and shall look out for violations and for sick classmates and school mates, and report them to the class advisers.

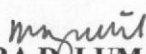
VI. MATERIALS NEEDED

- a. **Leaflets** – IEC materials and informative literature that discuss briefly about the coronavirus with focus on how it is transmitted, how it can be prevented, signs to watch out for, and what to do if one suspects a case.
- b. **Posters/Signages** – shall be put up in corridors, canteens, libraries, classrooms, and offices, and other strategic areas reminding people of personal hygiene and respiratory etiquette.

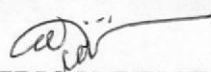


- c. **Advocacy Materials and Activities** – can be in the form of advocacy t-shirts that may convey messages about hygiene and respiratory etiquette, school/classroom activities and projects that promote awareness about the coronavirus, other respiratory illnesses, good grooming, personal hygiene, healthy diet, and adequate rest.
- d. **Hygiene Facilities and Commodities** – in addition to the provision and improvement of handwashing, lavatory facilities, and hygiene commodities such as antimicrobial soap, paper towels, tissue paper, wipes, antimicrobial hand sanitizers are crucial to the minimization of the spread of infection.
- e. **Personal Protective Equipment** – ordinary face mask or surgical mask may be used in the absence or unavailability of particulate filtering facepiece respirators such as N95. Latex gloves are essential barriers to protecting personnel who handle sick individuals.
- f. **Screening Paraphernalia** – digital thermometers, preferably non-contact infrared thermometers, are quite helpful in the screening of individuals for fever.
- g. **Appropriate Funding and Supplies** – provision and allocation of funds for the procurement of supplies and materials for but not limited to IEC purposes, or for the establishment, maintenance and sustainability of hygiene facilities and provision of hygiene commodities.


Prepared by:


MARIA AURORA D. LUMA-AD, MD, MA
Medical Officer III
Head - School Health and Nutrition Section

Recommending approval:


DESIDERIO V. DELIGERO, Ph.D.
Chief Education Supervisor
Chief - Schools Governance and Operations Division

Approved by:


BIANITO A. DAGATAN, Ed.D, CESO V
Schools Division Superintendent
Division of Bohol





Republic of the Philippines
Department of Education
 Region VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL



CORONAVIRUS ORGANIZED RESPONSE AND EDUCATION (CORE) ACTION PLAN

PROBLEMS/ CONCERNS	OBJECTIVES	STRATEGIES/ ACTIVITIES	PERSON/S IN CHARGE	TIME FRAME	MATERIALS NEEDED	INDICATORS
I. Infection and transmission of the Coronavirus II. Knowledge Gap regarding the Coronavirus	<p><u>General Objective:</u> Promote awareness to prevent the incidence of infection and transmission of the Coronavirus</p> <p><u>Specific Objectives:</u> a) Enforce implementation of awareness campaigns that bridge the knowledge gap regarding the coronavirus b) Promote good personal hygiene, healthy diet, adequate rest, and proper sanitation c) Promote coughing/sneezing etiquette and personal protective measures in preventing the coronavirus and other respiratory infections from being acquired or transmitted c) Increase school and office response to suspected coronavirus cases to ensure early detection, early referral, and early treatment</p>	<p>1. INFORMATION DRIVE</p> <p>1.1 Information Dissemination about the Coronavirus and on how it is acquired/transmitted</p> <p>1.2 Emphasis on the awareness and identification of the signs and symptoms of a possible coronavirus case</p> <p>1.3 Promotion of personal protective practices/behaviors/equipment</p> <p>1.4 Awareness on the course of action toward a suspected case</p> <p>2. FORMATION OF A <u>CORE</u> TASK FORCE (CORONAVIRUS ORGANIZED RESPONSE AND EDUCATION)</p> <p>3. LEVELS OF CONTROL</p> <p>4. MONITORING AND EVALUATION</p>	<p>Schools Division Superintendent and Division Heads</p> <p>School Health and Nutrition Personnel</p> <p>Division/District/School DRRM Coordinators</p> <p>Bohol/District/School Federated PTA Officers and Members</p> <p>Public Schools/Acting Public Schools District Supervisors</p> <p>School Administrators/School-in-Charge</p> <p>Clinic-in-Charge</p> <p>Advisers/Subject Teachers</p> <p>Student/Pupil Government Organizations</p> <p>Partner Government Agencies and other stakeholders</p>	<p>School Year 2019-2020 or until the threat of the coronavirus is lifted</p>	<ol style="list-style-type: none"> 1. Leaflets 2. Posters/Signages 3. Visual Aids 4. Advocacy materials and activities E.g. Advocacy shirts, subject-related school projects and activities 5. Hygiene Facilities and Commodities 6. Personal Protective Equipment 7. Screening Paraphernalia 8. Appropriate funding & supplies 	<ol style="list-style-type: none"> I. Zero or minimal confirmed coronavirus cases in the Schools Division of Bohol II. Increased Level of Awareness indicated by the: <ol style="list-style-type: none"> 1. successful implementation of this action plan; 2. the provision and sustainability of hygienic facilities and commodities, preventive and protective measures and practices



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

JAN 24 2020

REGIONAL MEMORANDUM

No. **0063**, s. 2020

PREVENTION OF CORONAVIRUS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. In response to the national threat brought about by the coronavirus to the entire populace and to control its transmission, this regional office requires all Division Offices to strengthen their prevention initiatives in all schools of the region.

2. To ensure safety of our pupils/students, teachers and non-teaching personnel all division superintendents are hereby instructed to implement immediately the following:

A. Mobilization for Coronavirus Prevention Campaign

- Create a Task Force at the Division and District levels to oversee all school activities related to the prevention of said virus and take the lead in coordinating with the DOH Task Forces at their respective levels, including mapping out of contingency plans in case a probable or suspect case of coronavirus is identified in the area;
- Mobilize all school health and nutrition personnel to disseminate information on coronavirus to the pupils/students, teachers and non-teaching personnel;
- Mobilize all Student/Pupil Government Organizations, and school organizations to create awareness on coronavirus and assist in the monitoring and other related activities; and
- Establish DepEd Anti-coronavirus Hotlines in the divisions and district offices.

B. Health Information Dissemination and Education

- Orient all school heads on the Coronavirus Prevention Campaign in schools;
- Conduct meetings with the Parents-Teachers Association (PTA);
- Publish updates on coronavirus prevention in all school papers/newsletters, bulletin; and
- Intensify health education in the classroom giving emphasis on personal hygiene, eating balance diet and environmental sanitation.

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Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
Email Address: region7@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

C. Collaboration with Stakeholders

- Establish strong collaboration with the Parents-Teachers Associations (PTAs), Local Government Units (LGUs), and Municipal Health Offices (MHOs) on the following:
 - identification of residents who have come home from coronavirus affected country/area;
 - referral of pupils/students/teachers and school personnel with fever or who suffer from respiratory infection;
 - maintenance of environmental sanitation in the school;
 - monitoring and assessment of the local Coronavirus Prevention Action Plan; and
 - information and education campaigns.

5. All division superintendents are required to submit their Coronavirus Prevention Action Plan not later than January 31, 2020 and their monthly implementation reports respectively to the Office of the Regional Director. For inquiries please contact Dr. Rogelio John Villamor, Jr., Medical Officer at (032) 254-7062.

6. For immediate dissemination and appropriate action.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director III
OIC-Regional Director

STJ/CAE

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Address: Dofia M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
Email Address: region7@deped.gov.ph

Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, wash them with soap and water or use an alcohol-based hand cleanser



World Health
Organization

Reduce your risk of **coronavirus** infection:



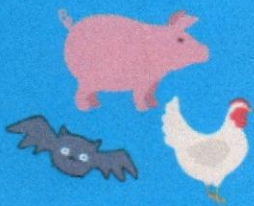
Clean hands with soap and water
or alcohol-based hand rub

Cover nose and mouth when coughing and
sneezing with tissue or flexed elbow



Avoid close contact with anyone with
cold or flu-like symptoms

Thoroughly cook meat and eggs



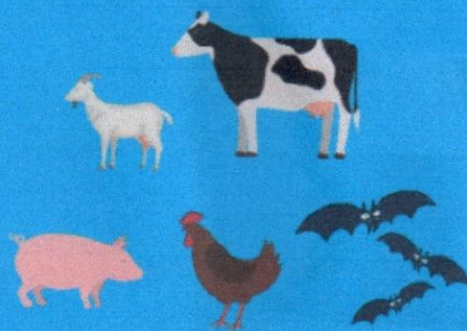
Avoid unprotected contact with live
wild or farm animals



World Health
Organization

Protect yourself from getting sick

Avoid unprotected contact with sick people (including touching one's eyes, nose or mouth) and with live farm or wild animals



World Health
Organization

Protect others from getting sick

Cover mouth and nose with tissue, sleeve or elbow when coughing or sneezing



Throw tissue into closed bin after use

Clean hands after coughing or sneezing and when caring for the sick



World Health
Organization