



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
No. 143, s. 2020

March 18, 2020

**HOME QUARANTINE GUIDELINES FOR LEARNERS AND DEPED PERSONNEL FROM  
AFFECTED AREAS WITH LOCAL TRANSMISSION**

To: Public Schools District Supervisors  
Principals/School Heads/School-In-Charge  
School Health and Nutrition Personnel  
School Disaster Risk Reduction and Management

1. Please find the attached **Regional Memorandum No. 0187, Series 2020 Home Quarantine Guidelines for Learners and DepEd Personnel from Affected Areas with Local Transmission** which is self-explanatory.
2. Also attached are **Home Quarantine Instructions; DepEd Home Quarantine Procedure Infographics, Algorithm for Triage of Patients with Possible COVID-19 Infection in Health Care Facilities, Algorithm for Triage of Patients with Possible COVID-19 Infection in Ports of Entry and the revised DepEd Region 7 COVID-19 Assessment Form (DECAF).**
3. Refer to the attachments for more details.
4. Immediate dissemination and implementation of this memorandum is hereby directed.

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



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





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

*SCAD*  
*- For memo to schools & districts*  
*for medical personnel*  
*AS3/2/20*

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0187**, s. 2020

**HOME QUARANTINE GUIDELINES FOR LEARNERS AND DEPED PERSONNEL  
FROM AFFECTED AREAS WITH LOCAL TRANSMISSION**

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

1. Last January 30, 2020, the World Health Organization (WHO) has considered the Coronavirus Disease 2019 (COVID-19) as a Public Health Emergency of International Concern. On March 8, 2020, President Rodrigo R. Duterte issued Presidential Proclamation No. 922 declaring a state of public health emergency all over the Philippines. On March 10, 2020, WHO has declared the COVID-19 health event as pandemic.
2. On March 12, 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases has a resolution approving protocols to be observed with regards to the COVID-19 outbreak that include the suspension of land, domestic air, domestic sea travel to and from Metro Manila effective March 15, 2020.
4. To mitigate the further spread of COVID-19, any DepEd personnel or learner who has been exposed to persons infected with the virus, including those with history of recent travel to areas outside and inside the Philippines with verified local transmission or areas under community quarantine (please refer to the WHO/DOH official websites for the updated countries and local areas affected), must immediately inform their immediate supervisor or school head; voluntarily seek immediate medical attention and/or go on mandatory home quarantine for 14 days, as deemed necessary upon the advice and certification of a licensed government physician.
5. The aforementioned directive is based on the two Decision Making Tools (Algorithm for Triage of Patients with Possible COVID-19 Infection in Health Care Facilities and Algorithm for Triage of Patients with Possible COVID-19 Infection in Ports of Entry, see attached files) released by the Department of Health and CSC Memorandum No. 05 series 2020. These Decision Making Tools or algorithms should only be used by a licensed health professional.
6. The concerned DepEd personnel or learner (parent/guardian for minors) shall fill up the revised DepEd Region 7 COVID-19 Assessment Form (DECAF) to be signed by the recommending government physician (Division Medical Officers, if available or referral to the LGU physicians endorsed by the Division Nurses) for home quarantine.



**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**

7. The Division Health and Nutrition Personnel will facilitate and coordinate with the local Barangay Health Emergency Response Team (BHERT), Integrated Provincial Health Office (IPHO), Local Government Unit (LGU), Regional Epidemiology Surveillance Unit (RESU) 7 Cebu at 09223972334/4023091 or Health Emergency Management Services (HEMS) at 09435683298/09451576004/4021269 for queries and to assess if home quarantine standards are met and refer accordingly to the same if not, so they can be forwarded to the appropriate facility like the Barangay Isolation Unit.
8. If at any time the quarantined learner or personnel experiences worsening of symptoms like difficulty of breathing, shortness of breath, etc., they should seek medical assistance immediately.
9. A Medical Certificate (that the 14-day home quarantine has been completed) issued by any government physician shall be submitted to their respective School Head (for learners) and forward them to the Divisions' Health and Nutrition Unit when returning to work/class.
10. Learners shall not be marked absent and shall be provided with alternative delivery modes of education as per DepEd Memorandum No. 34 s. 2020 entitled "Fifth Set of Policy Directives of DepEd Task Force COVID-19.
11. As per CSC Memorandum No. 05 series 2020, absence from work during the fourteen (14) calendar days prescribed period of observation including those who were diagnosed with COVID-19 during the said period, shall not be deducted from their earned leave credits. After the aforementioned 14-day period has elapsed, the official/employee diagnosed with the COVID-19, their absences shall be charged from their earned sick leave credits.
12. Attached are the Home Quarantine Instructions, DepEd Home Quarantine Procedure Infographics, Algorithm for Triage of Patients with Possible COVID-19 Infection in Health Care Facilities, Algorithm for Triage of Patients with Possible COVID-19 Infection in Ports of Entry and the revised DepEd Region 7 COVID-19 Assessment Form (DECAF).
13. Immediate dissemination and implementation of this memorandum is hereby directed.

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



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

---

### HOME QUARANTINE INSTRUCTIONS

- 1. STAY AT HOME**  
You should restrict activities outside your home except when getting medical care. **DO NOT** go to work, school, or public areas. **DO NOT** ride on public transportation or taxis.
- 2. SEPARATE YOURSELF FROM OTHER PEOPLE IN YOUR HOME**  
You should stay in a different room from other people in your home, preferably with its own comfort room. If this is not possible, keep a distance of 1 meter (3 to 6 feet) from other household members. Disinfect comfort room every after use.
- 3. MONITOR YOUR BODY TEMPERATURE REGULARLY**  
Check your temperature every 8 hours and log it in a journal. If you develop fever (e.i. temperature reading of  $>38^{\circ}\text{C}$ ), or mild respiratory symptoms (e.g. cough or colds), please stay home but inform your physician immediately and follow further instructions. If you feel your symptoms are worsening and progresses to difficulty in breathing or shortness of breath, go to the nearest health care facility or hospital.
- 4. CALL AHEAD BEFORE GOING TO THE HOSPITAL**  
Call the Emergency Department or Emergency Room of your hospital of choice (e.g. Vicente Sotto Memorial Medical Center, Eversley Sanitarium or Cebu Doctors Hospital) to inform them that you will be going so that they can be prepared for your arrival. Please notify also your respective School Head/Medical Officer/Nurse-in-Charge.
- 5. WEAR A FACE MASK**  
You should wear a face mask when you need to be in the same room with other people or when you visit a physician or any healthcare provider. If you cannot wear a face mask, the people who live with you should wear one while they are in the same room with you. Observe social distancing of 1 meter.
- 6. COVER YOUR COUGH AND SNEEZES**  
Do cover your mouth and nose with a tissue when you cough or sneeze or use the crook of your elbow or sleeve. Properly throw the used tissue in the trash can with lid and wash your hands after.
- 7. WASH YOUR HANDS OFTEN**  
Thoroughly wash your hands with soap and water for at least 20 seconds (mentally sing the "Happy Birthday Song" twice). Only use an alcohol-based hand sanitizer or 70% alcohol if soap and water are not available. Avoid touching your mouth, eyes or nose with unwashed hands.
- 8. AVOID SHARING HOUSEHOLD ITEMS**  
**DO NOT** share utensils, plates, drinking glasses, cups, towels, beddings or other personal household items. After using these items, you should separate it from other household laundry and wash them separately with detergent soap and water.
- 9. COMPLETION OF QUARANTINE**  
A certificate of completion after 14 days of quarantine signed by a government physician should be submitted to their respective School Heads to be forwarded to the Division Medical Officer or Nurse-in-Charge when returning to work or classes.



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

# HOME QUARANTINE PROCEDURE

Based on the DOH Circular No. 2020-0105, s. 2020

## Room Isolation and Contacts of Persons Undergoing Quarantine

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).



Assign one person who is in good health as caretaker of the Persons Undergoing Quarantine



Visitors, family members and even caregivers are not allowed in the Persons Undergoing Quarantine's room, if possible.



Confine activities of the Persons Undergoing Quarantine in his/her room only. If this is not possible, ensure that shared spaces are well ventilated.

# HOME QUARANTINE PROCEDURE

Based on the DOH Circular No. 2020-0105, s. 2020

## Use of Disposable Surgical Mask

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.



If alone, the Persons Undergoing Quarantine is not required to wear a mask.

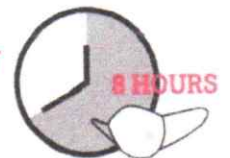


Masks should not be touched or handled during use.

If the mask gets wet and dirty with secretions, it must be changed immediately and disposed properly.



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.

# HOME QUARANTINE PROCEDURE

Based on the DOH Circular No. 2020-0105, s. 2020

## Food Handling of Persons Undergoing Quarantine on Home Quarantine

The assigned caretaker of the Persons Undergoing Quarantine shall serve their plates/meal trays only up the room door.



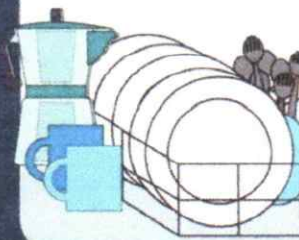
After eating, plates/meal trays should be picked up at the room door by the caretaker using disposable gloves to avoid contamination. Perform hand hygiene afterwards.



Eating utensils and dishes should be cleaned with soap or detergent and water after use and may be re-used instead of being discarded.



Do not share eating utensils, dishes and drinks with Persons Undergoing Quarantine.



# HOME QUARANTINE PROCEDURE

Based on the DOH Circular No. 2020-0105, s. 2020

## Hand Hygiene Practice for ALL

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.



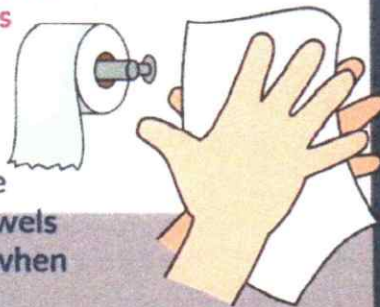
Perform hand hygiene by washing hands with soap and water.



If hands are not visibly soiled, 70% alcohol or any alcohol-based hand rub can be used.

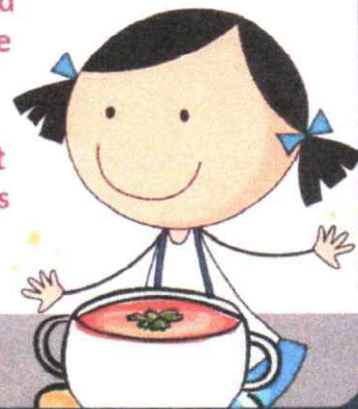


When using soap and water, disposable paper towels to dry hands is desirable.



If not available, use dedicated cloth towels and replace them when they become wet.

Hand hygiene should be performed before and after preparing food, before eating, after using the toilet and whenever hands look dirty.



Address safety concerns (e.g. accidental ingestion by children and fire hazards) on the use of alcohol-based hand rubs.

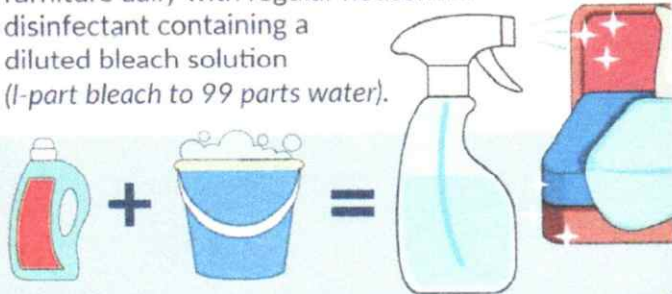


# HOME QUARANTINE PROCEDURE

Based on the DOH Circular No. 2020-0105, s. 2020

## Cleaning and Disinfection

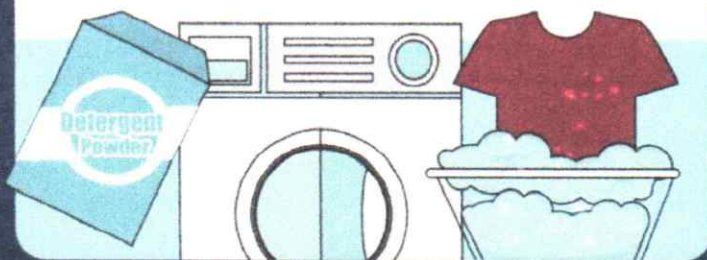
Persons undergoing quarantine are encouraged to clean and disinfect frequently touched surfaces such as bedside tables, doorknobs, bedframes, and other bedroom furniture daily with regular household disinfectant containing a diluted bleach solution (1-part bleach to 99 parts water).



Clean and disinfect bathroom and toilet at least once daily with regular household disinfectant containing diluted bleach solution.



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.



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.



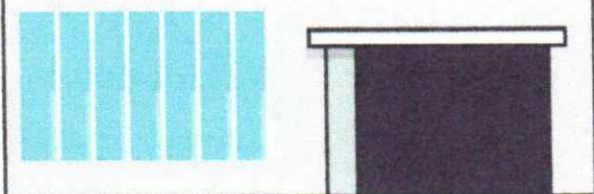
# HOME QUARANTINE PROCEDURE

Based on the DOH Circular No. 2020-0105, s. 2020

## Reporting

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.

Regional Epidemiology and Surveillance Unit



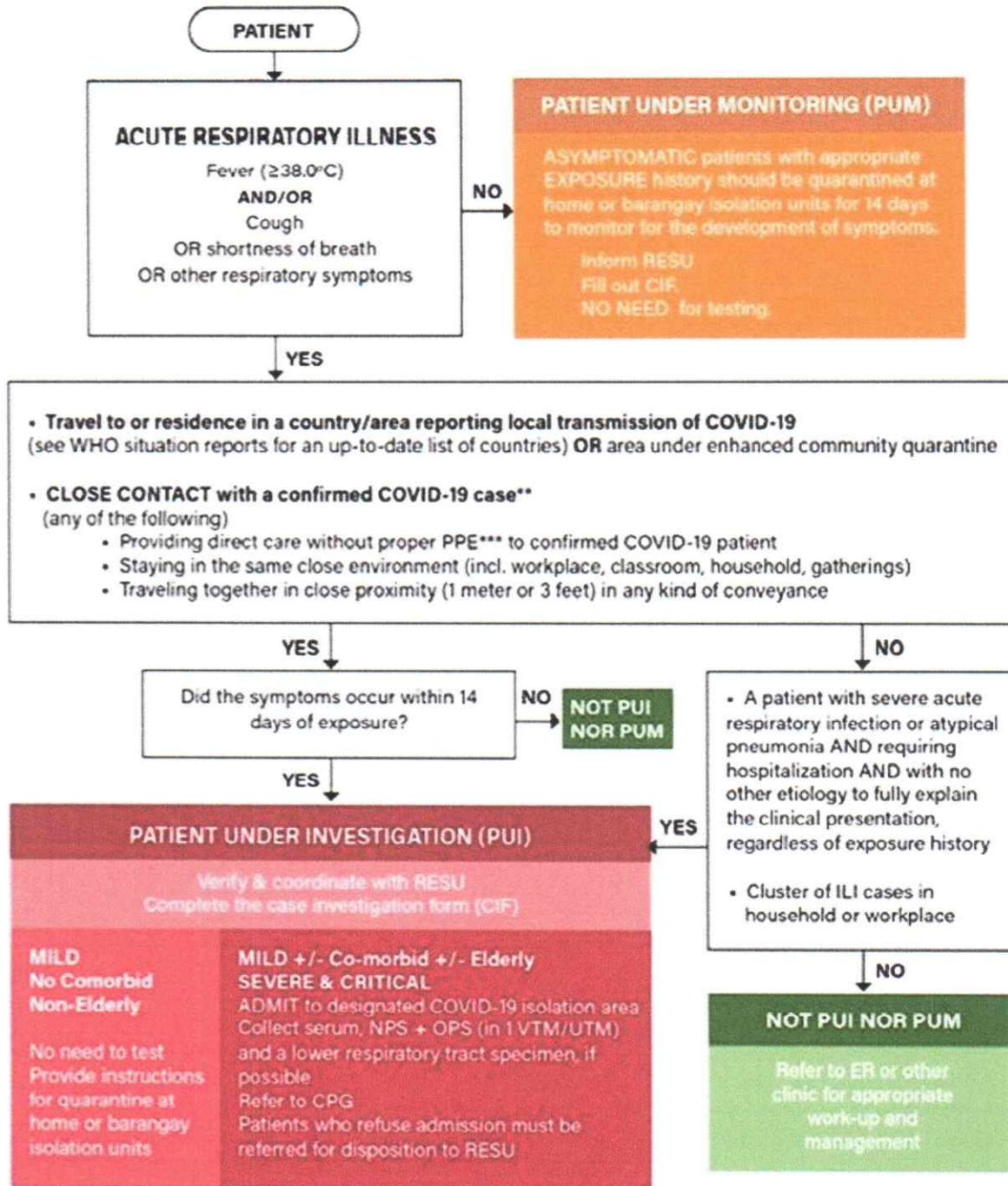
All household members of Persons Undergoing Quarantine should be advised to seek immediate medical care when signs and symptoms developed.



# ALGORITHM FOR TRIAGE OF PATIENTS WITH POSSIBLE COVID-19 INFECTION IN HEALTH CARE FACILITIES

FOR USE BY:  
HEALTH CARE  
PROVIDERS

MARCH 16, 2020 EDITION



This algorithm is consistent with the WHO surveillance definition of COVID-19 as of 27 February 2020 and may change depending on evolving information on transmission patterns and pathogenicity of the virus.

\*\*CONFIRMED case - A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms

\*\*\* PROPER PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Well-fitting N95 mask (fit-tested)
2. Eye protection (goggles or face shield)
3. Impermeable gown
4. Surgical gloves

The reader is referred to the Guidelines on Infection Control for COVID-19.

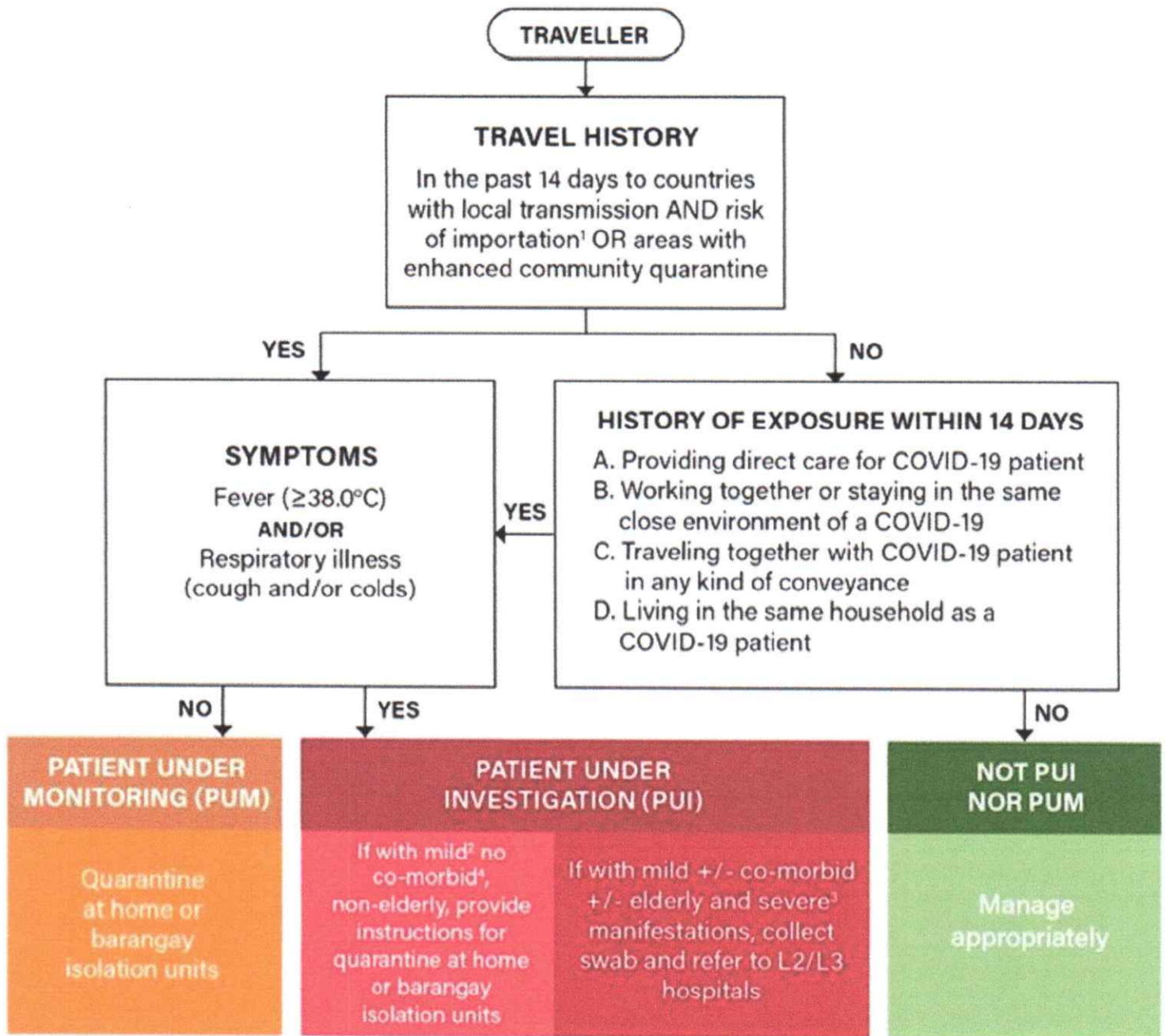
COVID-19 - CoronaVirus Disease 2019; PPE - personal protective equipment; RESU - Regional Epidemiology and Surveillance Unit; CIF - Case Investigation Form; NPS - Nasopharyngeal swab; OPS - oropharyngeal swab; VTM - viral transport medium; UTM - universal transport medium



# ALGORITHM FOR TRIAGE OF PATIENTS WITH POSSIBLE COVID-19 INFECTION IN PORTS OF ENTRY

FOR USE BY:  
QUARANTINE  
OFFICERS

MARCH 16, 2020 EDITION



<sup>1</sup> To be evaluated weekly by the ASEAN Biodiaspora Virtual Center. Separate advisory will be issued every Wednesday to determine countries to be included.

<sup>2</sup> Mild manifestations include fever, dry cough, fatigue, sputum production, sore throat, headache, myalgia or arthralgia, chills, nausea or vomiting, nasal congestion, diarrhea

<sup>3</sup> Severe manifestations include difficulty of breathing and/or respiratory rate  $\geq 30$ /minute

<sup>4</sup> Persons with underlying medical problems, including cardiovascular disease, diabetes, cancer, chronic lung disease, and immunosuppression



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

**DepEd Region 7 COVID-19 Assessment Form (DECAF)**

Name: \_\_\_\_\_ Age/Sex: \_\_\_\_\_ Date: \_\_\_\_\_  
Division: \_\_\_\_\_ School: \_\_\_\_\_ Grade Level/Position: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Complete Home Address: \_\_\_\_\_  
Travel History: Departure Date: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Destination: \_\_\_\_\_  
Flight No.: \_\_\_\_\_  
Port of Entry/Pier Name: \_\_\_\_\_  
Symptoms (Please check appropriately):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> fever/hilangat                 | <input type="checkbox"/> headache/sakit sa ulo | <input type="checkbox"/> stomachache        |
| <input type="checkbox"/> cough/ubo                      | <input type="checkbox"/> dizziness/lipong      | <input type="checkbox"/> nausea/kasukaon    |
| <input type="checkbox"/> colds/sip-on                   | <input type="checkbox"/> tiredness/kapoy       | <input type="checkbox"/> vomiting/nagsuka   |
| <input type="checkbox"/> difficulty of breathing/hangak | <input type="checkbox"/> muscle pain           | <input type="checkbox"/> diarrhea/kalibanga |
| <input type="checkbox"/> others: _____                  |  |   |

To be filled up by the Health Facility:

Physical Examination:

BP: \_\_\_\_\_ mmHg Temp: \_\_\_\_\_ °C HR: \_\_\_\_\_ bpm RR: \_\_\_\_\_ cpm  
Skin: \_\_\_\_\_ Abdomen: \_\_\_\_\_  
HEENT: \_\_\_\_\_ GUT: \_\_\_\_\_  
C/L: \_\_\_\_\_ Ext: \_\_\_\_\_  
CVS: \_\_\_\_\_ Others: \_\_\_\_\_

Pertinent History: (Write +/- accordingly):

FEVER $\geq 38^{\circ}\text{C}$	COUGH/COLDS	Travel History	Exposure History

History of Travel/Exposure:

- travel to or residence in a country/area reporting local transmission or area under enhanced community quarantine
- close contact with a confirmed COVID-19 case
- staying in the same close environment (workplace classroom, household, gatherings)
- providing direct care without proper PPE to confirmed COVID-19 patient

Recommendation:

- |  |   |
|--|---|
| <input type="checkbox"/> Unfit to study/work           | <input type="checkbox"/> Person Under Investigation (Admission) |
|  | <input type="checkbox"/> Person Under Investigation (Home Q.)   |
|  | <input type="checkbox"/> Person Under Monitoring (Home Q.)      |
| <input type="checkbox"/> For laboratory work-up: _____ |   |
| <input type="checkbox"/> Fit to study/work             | <input type="checkbox"/> Without Restrictions                   |
|  | <input type="checkbox"/> With Restrictions:                     |

\*The information I have given is true, correct and complete. I understand that failure to answer any question may have serious consequences (Article 171 and 172 of the Revised Penal Code of the Philippines).