



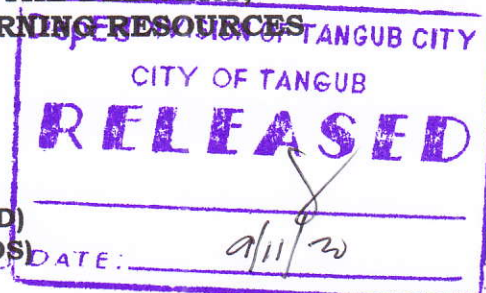
September 11, 2020

**DIVISION MEMORANDUM**

No. 193, s. 2020

**HEALTH PROTOCOLS IN THE MANAGEMENT OF THE DELIVERY,  
DISTRIBUTION AND RETRIEVAL OF MODULES, LEARNING RESOURCES  
AND OUTPUT**

To : **Schools Division Superintendent  
Asst. Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, School Governance Operating Division (SGOD)  
Office of the Schools Division Superintendent (OSDS)  
Elementary School Heads and Teachers  
This Division**



1. In response to the increasing local cases of COVID-19 in the province, the Department of Education (DepEd), Tangub City Division, emphasized the protocol to reduce the risk of transmission of COVID-19 for the teachers, DepEd personnel, parents, learners and others who and may be engaged in handling, delivery, distribution and retrieval of SLMs and learning materials and outputs.
  2. For every delivery, distribution and retrieval of the modules, it is expected that the teachers and parents must have a body temperature of less than 37°C, mandatory wear a face mask, face shield, handwashing and have individual hand sanitizer. At all times, they should observe at least 1 meter physical distancing.
  3. The complete name, contact number, address, body temperature, placed visited during delivery and retrieval and all other necessary information of every team member of the school should be recorded in the logbook during the time of the delivery, distribution and retrieval for contact tracing.
  4. **The following information are provided for the guidance of all concerned:**
    - a. It is generally recommended to have a 1-day quarantine of the following: documents, plain papers pages, book papers, paperback and hardback book covers, cases, archival folders and plastic book coverings. Based on test on the collection –specific materials types, as well as a number of other studies on virus on these surfaces 24hours.
    - b. Potential sources of exposure during distribution and retrieval of learning materials include having close contact with co-worker or delivery recipients, or when you touch surfaces touched or handled by a person who has COVID -19.
3. Basic Protocol in Handling the SLMs for delivery, distribution and retrieval:
- a. **Stay at home if sick or not feeling well.**

If you develop a fever or symptoms, such as cough or difficulty breathing, seek for medical care. You should not return to work until the criteria to discontinue home isolation are met.
  - b. **Strictly observe the required Health Standard as per DO No.14, s. 2020, “Guidelines on the Required Health Standards in Basic Education Offices and Schools” such as the following:**
    - \* Wear **face masks, face shields** and **gloves** when handling distributing and retrieving the SLMs and learning materials and outputs;



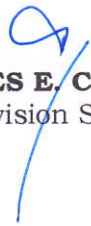


- \* Do not touch face with gloved hands. Remove the gloves first and wash hands before touching your face or before eating;
- \* Wash hand with soap and water or alcohol after handling the modules;
- \* Practice physical distancing, at least 1 meter apart, at all times.

**4. Practice contactless distribution and retrieval of SLMs and learning materials and output, if possible.**

Contactless deliveries allow you to deliver and retrieve the SLMs and learning materials and outputs at drop off point or drop boxes. This eliminates the need for close contact between you and the delivery recipient.

5. Maintain a distance of 1 meter or greater, from others you might meet or need to speak to while distributing or retrieving the SLMs/modules.
6. Limit contact with frequently touched surfaces during distributing or retrieval of SLMs/ modules.
7. Avoid sharing pens or other tools with co-worker, parents, learners or anyone you may get in contact during the delivery and retrieval of SLMs/modules.
8. Carry alcohol or disinfectant, disposable wipes, if available, and trash bag for your personal trash. Don't leave or throw your personal trash anywhere. If you're infected and asymptomatic you might be spreading the virus.
9. Limit time for delivery and retrieval of SLMs/modules, avoid loitering and unnecessary movement.
10. Wash, clean or disinfect frequently surfaces of the vehicle being used for delivery and retrieval of SLMs/modules.
11. Categorized, sort and pack or seal the SLMs/modules with a plastic when handling or put it in plastic bag, held tight by a rubber band when distributing or retrieving.
12. Advise the parents and guardian to expose the modules in the direct sunlight for a minimum of 30minutes before handling over for retrieval. Likewise, the school do the same after retrieval, before handling over to the teachers.
13. Advise the parents and guardian to keep the SLMs/modules clean and sanitize while on their possession. Advice learners not to used SLMs/modules to cover the nose or mouth when sneezing or coughing and to avoid human droplets getting into SLMs/modules. Likewise, DepEd personnel shall do the same when handling the SLMs/modules for delivery or retrieval.
14. Immediate dissemination of this Memorandum is desired.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent 

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