



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 14, 2020

DIVISION MEMORANDUM

No. 127, s. 2020

EMERGENCY AND RESPONSE MEASURES TO COVID-19 FOR SCHOOLS

**To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary/Integrated/Secondary Schools
All others concerned**

1. To ensure the safety and well-being of students under the threat of COVID-19 for the school year 2020-2021, schools are advised to prepare Emergency and Response Measures under the “New Normal Scheme”.
2. The following are the **PRIORITY** Emergency and Response Measures to COVID-19 which must be present in all schools:
 - a. Alcohol (preferably spray or with dispenser)
 - b. Disinfectant spray
 - c. Disinfectant solution (to be formulated by an assigned personnel)
 - d. Liquid hand soap
 - e. At least 1 thermal scanner
 - f. Sneeze guard in the offices
 - g. Queueing system
 - h. Foot bath (required at the school gate)
3. The following are the **OPTIONAL** Emergency and Response Measures to COVID-19 which may be present in school:
 - a. Hand gloves
 - b. Shoe cover
 - c. Face shield
 - d. Foot bath (optional at the door of every classroom)
4. Alcohol. Alcohol must be sprayed to the hands of learners, teachers and clients as they enter the office or the classroom.
5. Disinfectant Spray. Floors, tables, chairs, door knobs must be disinfected everyday using 7 tbsp. of 5% bleach solution to 1 liter water or 1 tbsp of 60%

chlorine solution to 9 liter water and a clean cloth. The cloth to be used for disinfecting must also be cleaned daily. This should not be done by learners.

6. Thermal Scanner. Temperature of learners, school personnel and clients must be checked using a thermal scanner before they enter the school campus. This must be done by a security guard or an assigned personnel. If the temperature of the learner, teacher and client is above normal, he or she must not be allowed to enter the campus.
7. Sneeze Guard. Sneeze guard can be made using wood and plastic celluloid or glass. It must also be disinfected whenever the office receives an outsider client using the disinfecting solution of either bleach or chlorine.
8. Queueing System. The queueing system must be practiced to minimize the influx of students during dismissal time to maintain physical distancing. An assigned personnel must facilitate the queueing of students going out of the classroom and the campus. This should also be done for incoming learners as the need arises.
9. Foot bath. Foot bath should be placed at the entrance of the school where students, teachers and clients need to disinfect their foot wear. The foot bath is composed of disinfectant and a rug placed in a container enough for the learners and clientele to step on with their foot wear. The rug and disinfectant must be replaced everyday by an assigned personnel. This should not be done by a learner. A Foot bath at the entrance of each classroom is optional.
10. Hand gloves. Hand gloves are optional for learners or teachers but must be required for personnel who oversee food and sanitation.
11. Face shield. Face shield is also optional for teachers' and learners' use.
12. All school personnel and learners are advised to wear face mask and observe stringent physical distancing at all times.
13. Expenses relative to the above-mentioned emergency supplies may be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
14. For immediate dissemination and compliance.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure no. 1

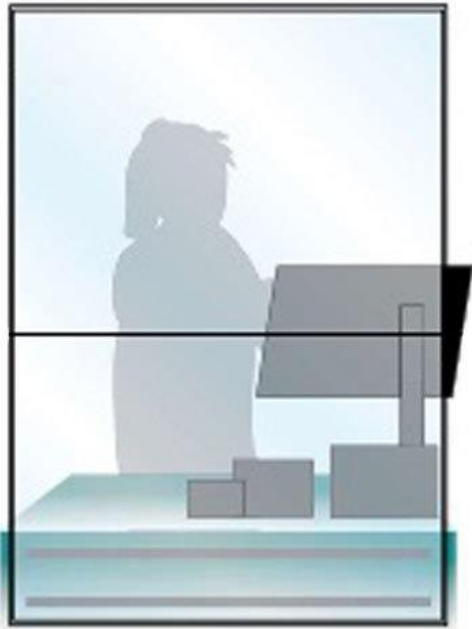
Timeline for the Provision of Emergency and Response Measures to COVID-19

Date	Emergency and Response Measures to COVID-19
May 22, 2020 (Friday)	Alcohol (preferably spray), Disinfectant spray, Disinfectant solution (to be formulated by an assigned personnel), Liquid hand soap Queueing system
May 29, 2020 (Friday)	At least 1 thermal scanner
June 1, 2020 (Monday)	Foot bath (required at the school gate) Foot bath (optional at the door of every classroom) Sneeze guard in the offices Hand gloves (optional)
June 1, 2020 (Monday)	Shoe cover (optional) Face shield (optional)



Foot Bath

Credits: google.com



Credits: Google.com

Sneeze Guard