



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

---

2 July 2020

DIVISION MEMORANDUM  
No. 147, s. 2020

**Checklist on Specific Measures For COVID-19 Prevention  
and Mitigation in Schools**

To: **Elementary and Secondary School Heads**  
**School Clinic Teachers**  
**All Others Concerned**  
This Division

1. Pursuant to DepEd Order No. 14, s. 2020, otherwise known as “Guidelines on the Required Health Standards in Basic Education Schools and Offices”, this office through the School Health Section has issued a checklist in preparation for the incoming opening of classes on August 24, 2020.
2. Monitoring relative to the compliance of the aforesaid checklist shall start on July 28, 2020 onwards. School heads shall be informed for the schedule of the school visit.
3. Attached is the template of the checklist for your reference.
4. For information, guidance and compliance.

**OLGA C. ALONSABE, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

School Health Section  
SGOD



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

**CHECKLIST ON SPECIFIC MEASURES FOR COVID-19 PREVENTION  
AND MITIGATION IN SCHOOLS**

<b>I. General Health and Safety Protocols</b>	<b>Remarks</b>
<input type="checkbox"/> Presence of functional handwashing facility with hand soap and tissue paper/paper towel	
<input type="checkbox"/> Availability of functional thermal scanner/gun ( _____ quantity)	
<input type="checkbox"/> Presence of Isopropyl alcohol/Ethanol (70%) at the entrance of the campus and classrooms	
<input type="checkbox"/> Availability of face mask at all times > Face mask/surgical mask shall be stored in the school clinic and available at the school entrance as needed	
<input type="checkbox"/> Designate one way for entrance and one way for exit at the school gate and within the school premises	
<input type="checkbox"/> Provision of logbook to visitors for contact tracing	
<input type="checkbox"/> Designate a separate space where sick learners, teachers and personnel can temporarily stay while awaiting referral to the appropriate health facility	
<input type="checkbox"/> Availability of cleaning materials and bleach solution like chlorine for disinfection of classrooms/offices	
<b>II. Physical Arrangement</b>	
<input type="checkbox"/> Proper ventilation (open windows)	
<input type="checkbox"/> Establish and maintain foot baths at the entrance of the school and classrooms	
<input type="checkbox"/> Designate trash bins for tissue/face mask disposal	
<input type="checkbox"/> Observe physical distancing > arrangement of chairs/tables, 1-2 meters apart	