



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

21 OCT 2021


DIVISION MEMORANDUM

No. 508 s. 2021

**SCHOOL CONTINGENCY PLAN MANUAL FOR THE IMPLEMENTATION OF  
LIMITED FACE TO FACE CLASSES**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public and Private Schools  
 Heads, Unit/Section  
 All Others Concerned

1. This Office informs all concerned public and private elementary and secondary school heads on the DepEd issued **School Contingency Plan Manual for the Implementation of Limited Face to Face Classes** to support schools in mitigating the impact of an emergency associated with COVID-19. In line with the proposed pilot implementation of limited face to face classes in minimal areas, the Manual aims to capacitate schools on the processes to manage situations in which a suspected or confirmed COVID-19 case or a close contact with the aforementioned cases are detected within and/or outside school premises.
2. The Manual shall serve as a guide for schools in crafting and activating their contingency plan. Recognizing the critical role of various levels of governance and institutions, the Manual contains scenarios that may affect school operations, and the required actions to be undertaken by each stakeholder for the safe closure and reopening of schools.
3. Attached herewith is the DepEd OM-OSEC-2021-002 for guidance and reference.
4. Immediate dissemination of this memorandum is desired.

  
**GERLIE M. ILAGAN, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

Encl.:  
 As stated



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Republic of the Philippines  
**Department of Education**

29 SEP 2021

OFFICE MEMORANDUM  
OM-OSEC-2021-002

**SCHOOL CONTINGENCY PLAN MANUAL FOR THE IMPLEMENTATION  
OF LIMITED FACE TO FACE CLASSES**

To: Concerned Regional Directors  
Concerned Schools Division Superintendents  
Concerned Public and Private Elementary and Secondary School Heads

1. The Department of Education (DepEd), in its commitment to ensure learning continuity and to protect the safety, health and well-being of learners, teachers, and DepEd personnel amid the COVID-19 Pandemic, issues the **School Contingency Plan Manual for the Implementation of Limited Face to Face Classes** to support schools in mitigating the impact of an emergency associated with COVID-19. In line with the proposed pilot implementation of limited face to face classes in minimal risk areas, the Manual aims to capacitate schools on the processes to manage situations in which a suspected or confirmed COVID-19 case or a close contact with the aforementioned cases are detected within and/or outside school premises.
2. The Manual shall serve as a guide for schools in crafting and activating their contingency plan. Recognizing the critical role of various levels of governance and institutions, the Manual contains case scenarios that may affect school operations, and the required actions to be undertaken by each stakeholder for the safe closure and reopening of schools.
3. The Manual has three main components, namely: (a) General Guidelines for Initial Response; (b) Response for Specific Scenarios; and (c) Strategies to Transition Back to Face to Face Learning Modality. It contains the minimum requirements and the critical actions to ensure a timely school-based response to any COVID-19 situation and to ensure the capability of the school to safely resume face to face operations upon verification that the area where the school is located has been classified as minimal risk per DOH risk categorization.
4. In view of the foregoing, the Manual is enclosed for guidance and reference.
5. All concerned regional offices and schools division offices are urgently enjoined to ensure immediate and widest dissemination of the Manual in participating schools.
6. For clarification and inquiries, please contact the **Planning Service-Policy Research and Development Division (PS-PRDD)** through email at [ps.prd@deped.gov.ph](mailto:ps.prd@deped.gov.ph).
7. For information and strict compliance of all concerned.



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OM-OSEC- 448192

**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:As stated

SMMA/APA/MPC, OM-School Contingency Plan Manual...Limited Face-to-Face Classes  
0271 – September 20, 2021



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OM-OSEC- 448192

## **School Contingency Plan Manual for COVID-19 Resurgences**

### **Purpose of the Manual**

This manual shall serve as a guide for schools in crafting and activating their contingency plan to minimize the impact of a COVID-19 resurgence to the school community. This shall ensure continuity of learning in the event that a member of the school community becomes a close contact, suspect, probable, or confirmed COVID-19 case or if a school lockdown is needed due to a resurgence of COVID-19 cases within or outside the school. The manual contains case scenarios that may affect school operations, and the necessary response of each stakeholder to Prevent, Detect, Isolate, and Treat COVID-19. It also contains strategies to reintegrate school operations to ensure the safe resumption to face-to-face classes. The response and strategies in this manual are the minimum requirements for each school but may be enhanced to be culturally and geographically responsive to the needs of the community.

It is recommended to review and update the contingency plan regularly, and as need arises, according to the most recent risks associated with COVID-19 and the latest guidelines from the Department of Health (DOH).

*Note: All the contents of the manual were designed to respond to the complex and rapidly changing COVID-19 situation at the school setting. However, this may be used as a basis to craft contingency plans to respond to health-related crises, if in case a similar scenario occurs in the future.*

### **General Guidelines for Initial Response**

In the event that an individual in the school shows symptoms, becomes a close contact of a confirmed case, or tests positive for COVID-19, it is critical to have a timely initial response to ensure little to no spread of the virus among other members of the school community. There are 3C's that stakeholders must remember in responding to any school situation related to COVID-19.

#### **1. Coordinate Tasks**

Other members of the school community may feel worried and become uneasy if any situation related to COVID-19 arises in the school. As a means of preparation, the school head must clearly identify the role of each teaching and non-teaching personnel, and provide necessary training for their actions to be well-coordinated. The following are the tasks for Response that must be delegated by the school head:

- Maintaining safety and health protocols, and order in the classrooms
- Engaging the parent / guardian on the home-school arrangement, including the designated time of pick-up of their child/ren, if a need arises
- Coordinating with local health authorities
- Preparing the needed resources (e.g. alcohol, face mask, face shield, etc.) to prevent the transmission of COVID-19

#### **2. Collect Information**

To assist health authorities and the local government unit in contact tracing, the immediate responding health personnel or designated clinic teacher must collect the following information of the individual who shows symptoms or is reported to be a close contact of a confirmed case:

- Who: name of individual gender, age, grade level or occupation, section included in or handling
- When: date, if in school (i) time of entry to school, (ii) time of isolation in the clinic, if at home (i) time of report
- Where: school name, school address, home address of individual (if at home during the time of report)
- What: symptoms experienced by the individual (if any)
- How: details on where or how the individual was infected, or who is the confirmed case to whom the individual became a close contact

#### **3. Contact authorities, other school personnel and families**

All concerned stakeholders must be well-informed to avoid the possible transmission of the virus, and to guide the school community in the necessary actions in case there will be a need to transition to distance learning modality.

- Contact the identified health authority (e.g. barangay health station, rural health unit) to cooperate regarding the appropriate measures such as tracing and quarantine, or referral to a hospital if needed.

- b. Contact other school personnel (from the different set of classes per week) in case there will be a need to shift to distance learning modality. A teacher must also be informed and guided if he/she shall be a substitute teacher in case a fellow teacher becomes unable to physically report to school for a long period due to being infected with COVID-19 or other acceptable reasons.
- c. Contact the family of the individual who showed symptoms or identified to be a close contact of a confirmed case of COVID-19. The family must also be informed regarding the actions that will be undertaken by the school, as well as the protocols that must be observed at home as advised by health authorities.
- d. Contact the families of individuals from the same class as the person who showed symptoms of COVID-19 and inform them of the protocols that must be observed, as well as the possible shift to distance learning modality.
- e. Contact families from other classes from the set of classes in the same week as the person who showed symptoms of COVID-19, as well as those from the set of classes in the other week to inform them of the current school situation.

### Specific Scenarios

The scenarios specify those that may affect the school setting. Recognizing the shared responsibility of each stakeholder in preventing the transmission of the virus, the actions that must be undertaken by the school to coordinate with each stakeholder are listed in each scenario.

Scenario 1	A household member of a learner or school personnel shows symptoms of COVID-19 but has not been tested. The learner or personnel is not showing symptoms of COVID-19.
Scenario 2	A household member of a learner or school personnel is a confirmed case of COVID-19. The learner or personnel is not showing symptoms of COVID-19.
Scenario 3	A learner or school personnel is identified to be a close contact of confirmed case of COVID-19 outside of their household. The learner or personnel is not showing symptoms of COVID-19.
Scenario 4	A learner or school personnel shows symptoms of COVID-19 but is not known to be a close contact with a confirmed case.
Scenario 5	A learner or school personnel shows symptoms of COVID-19 and is a close contact of a confirmed case.
Scenario 6	A learner or school personnel who has symptoms tests negative for COVID-19 and is not known to be in close contact with a confirmed case.
Scenario 7	A learner or school personnel who has symptoms tests negative for COVID-19 but is known to be in close contact with a confirmed case.
Scenario 8	A learner or school personnel tests positive for COVID-19.
Scenario 9	There are confirmed cases of COVID-19 outside the school. There are no known close contacts in the school. A granular lockdown in the barangay was announced by the LGU.
Scenario 10	There is a high resurgence of COVID-19 in an adjacent barangay. The affected barangay is known to be frequented by members of the barangay where the school is located.
Scenario 11	There is a resurgence of COVID-19 in multiple barangays in the municipality where the school is located, and there is a change in the risk classification of the municipality. The barangay where the school is located is not adjacent to the barangays with COVID-19 resurgence. There are no known cases in the specific barangay of the school.

**Scenario 1: A household member of a learner or school personnel shows symptoms of COVID-19 but has not been tested. The learner or personnel is not showing symptoms of COVID-19.**

Involved Stakeholder	Required Action
Household member showing symptoms	<ul style="list-style-type: none"> <li>• Prior to the implementation of face-to-face classes, parents/guardians of learners, as well as school personnel, shall be oriented to immediately inform the school if any of their household members experience COVID-19 symptoms. They shall then be responsible of informing their household members regarding the protocol.</li> </ul>

	<ul style="list-style-type: none"> <li>• If a household member of a learner/personnel showing symptoms of COVID-19 informs the school regarding their condition and has not yet been tested, the school may advise him/her to seek assistance from BHERT.</li> </ul>
Learner or personnel in the same household	<ul style="list-style-type: none"> <li>• Since the learner or personnel may be considered a close contact, the school shall advise the learner or the concerned personnel to remain/return home and to self-monitor at home until the results of the available COVID-19 test has been released.</li> <li>• If the identified close contact is a learner, provide appropriate support for a temporary shift to distance learning modality while waiting for the COVID-19 test result.</li> <li>• If the identified close contact is a teacher, identify the substitute teacher who will temporarily conduct distance learning among the learners that the teacher is handling, while waiting for the COVID-19 test result.</li> </ul>
Learners or personnel in the same class and week as the exposed person	<ul style="list-style-type: none"> <li>• Provided that there is no confirmed case or close contact in the school, the school shall still allow other learners and personnel to attend face-to-face classes.</li> <li>• If the identified close contact is a teacher, only the class that the teacher is handling will be temporarily shifted back to distance learning until the teacher is allowed to return to school. The school shall inform parents/guardians of learners in the class regarding the situation and the temporary shift in learning modality.</li> </ul>
Other household members	<ul style="list-style-type: none"> <li>• If the close contact in the school is a learner, the school shall engage other household members regarding the home-school arrangement, including the time of pick-up of the learner (if in school at the time the information was communicated).</li> <li>• <b>Note:</b> They shall be informed by the LGU to self-monitor at home until the results of the available COVID-19 test has been released. The school is not required to give advice to other household members.</li> </ul>
<ul style="list-style-type: none"> <li>• If the household member tests positive and the exposed learner or personnel does not show symptoms, refer to Scenario 2.</li> <li>• If the household member tests negative and the exposed learners or personnel shows symptoms, refer to Scenario 4.</li> <li>• If the household member tests positive and the exposed learner or personnel shows symptoms, refer to Scenario 5.</li> </ul>	

**Scenario 2: A household member of a learner or school personnel is a confirmed case of COVID-19. The learner or personnel is not showing symptoms of COVID-19.**

Involved Stakeholder	Required Action
Household member showing symptoms	<ul style="list-style-type: none"> <li>• Prior to the implementation of face-to-face classes, parents/guardians of learners, as well as school personnel, shall be oriented to immediately inform the school if any of their household members experience COVID-19 symptoms. They shall then be responsible of informing their household members regarding the protocol.</li> </ul>
Exposed learner or personnel	<ul style="list-style-type: none"> <li>• Collect the necessary information regarding the close contact.</li> <li>• Record the actions the school has undertaken (for reference of the contact tracing team of the LGU).</li> <li>• Advise the learner or personnel to return/remain at home.</li> <li>• Advise the asymptomatic close contact of the suspect, probable, or confirmed cases to immediately quarantine and complete it for 14 days, regardless if testing has not been done, or resulted negative.</li> <li>• Ensure that the learner or personnel has completed the fourteen (14)-day quarantine, regardless of negative test result and vaccination status, before allowing him/her to return to school.</li> </ul>

	<ul style="list-style-type: none"> <li>• If the identified close contact is a learner, provide appropriate support for a shift to distance learning modality for fourteen (14) days. This may include psychosocial support, if needed.</li> <li>• If the identified close contact is a teacher, identify the substitute teacher who will conduct distance learning among the learners that the teacher is handling. The school may provide psychosocial support to the affected teacher, if needed.</li> </ul>
Learners or personnel in the same class and week as the exposed person	<ul style="list-style-type: none"> <li>• Since there is a close contact but no confirmed case in the school, the school shall allow them to attend face-to-face classes after a 24-hour lockdown for disinfection of the school premises.</li> <li>• If the identified close contact is a teacher, only the class that the teacher is handling will be shifted back to distance learning until the teacher completes the quarantine period. The school shall inform parents/guardians of learners in the class regarding the situation and the shift in learning modality for fourteen (14) weeks.</li> <li>• If necessary, the school shall provide psychosocial support to the learners who were shifted back to distance learning or to any other school member whose mental health was affected by the situation.</li> </ul>
Other household members	<ul style="list-style-type: none"> <li>• If the close contact in the school is a learner, the school shall engage other household members regarding the home-school arrangement, including the time of pick-up of the learner (if in school at the time the information was communicated).</li> <li>• <b>Note:</b> They shall be informed by the LGU to complete the fourteen (14)-day quarantine, regardless of negative test result and vaccination status, before allowed to return to school or workplace. The school is not required to give advice to other household members.</li> </ul>
<ul style="list-style-type: none"> <li>• If the exposed learner or personnel shows symptoms during quarantine and has not been tested, refer to Scenario 5.</li> </ul>	

**Scenario 3: A learner or school personnel is identified to be a close contact of confirmed case of COVID-19 outside of their household. The learner or personnel is not showing symptoms of COVID-19.**

Involved Stakeholder	Required Action
Exposed learner or personnel	<ul style="list-style-type: none"> <li>• Collect the necessary information regarding the close contact.</li> <li>• Record the actions the school has undertaken (for reference of the contact tracing team of the LGU).</li> <li>• Advise the learner or personnel to return/remain at home.</li> <li>• Advise the asymptomatic close contact of the suspect, probable, or confirmed cases to immediately quarantine and complete it for fourteen (14) days, regardless if testing has not been done, or resulted negative.</li> <li>• Ensure that the learner or personnel has completed the fourteen (14)-day quarantine, regardless of negative test result and vaccination status, before allowing him/her to return to school.</li> <li>• If the identified close contact is a learner, provide appropriate support for a shift to distance learning modality for fourteen (14) day. This may include psychosocial support, if needed.</li> <li>• If the identified close contact is a teacher, identify the substitute teacher who will conduct distance learning among the learners that the teacher is handling. The school may provide psychosocial support to the affected teacher, if needed.</li> </ul>
Learners or personnel in the same class and	<ul style="list-style-type: none"> <li>• Since there is a close contact but no confirmed case in the school, the school shall allow them to attend face-to-face classes after a 24-hour lockdown for disinfection of the school premises.</li> </ul>

week as the exposed person	<ul style="list-style-type: none"> <li>• If the identified close contact is a teacher, only the class that the teacher is handling will be shifted back to distance learning until the teacher completes the quarantine period. The school shall inform parents/guardians of learners in the class regarding the situation and the shift in learning modality for two (2) weeks.</li> <li>• If necessary, the school shall provide psychosocial support to the learners who were shifted back to distance learning or to any other school member whose mental health was affected by the situation.</li> </ul>
Household members	<ul style="list-style-type: none"> <li>• If the close contact in the school is a learner, the school shall engage other household members regarding the home-school arrangement, including the time of pick-up of the learner (if in school at the time the information was communicated).</li> <li>• <b>Note:</b> The LGU shall inform them if they are also identified as close contacts. If not a close contact, they may continue attending school or going to their workplace without a need for quarantine. If they are also identified as close contact, they shall be informed by the LGU to complete the fourteen (14)-day quarantine, regardless of negative test result and vaccination status, before allowed to return to school or workplace. The school is not required to give advice to other household members.</li> </ul>
<ul style="list-style-type: none"> <li>• If the exposed learner or personnel shows symptoms during quarantine and has not been tested, refer to scenario 5.</li> </ul>	

**Scenario 4. A learner or school personnel shows symptoms of COVID-19 but is not known to be a close contact with a confirmed case.**

Involved Stakeholder	Required Action
Person showing symptoms	<p>If the person showing symptoms is in school:</p> <ul style="list-style-type: none"> <li>• Assist the learner or personnel to the designated isolation room in the school.</li> <li>• Following precautionary measures, provide the necessary emergency care.</li> <li>• Collect the necessary information regarding the person showing symptoms, as well as his/her close contacts in school.</li> </ul> <p>If the person showing symptoms is at home:</p> <ul style="list-style-type: none"> <li>• Advise the learner or person to remain at home.</li> <li>• Collect the necessary information regarding the person showing symptoms, as well as his/her close contacts in school.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• If a learner is showing symptoms, provide appropriate support for a transition to distance learning modality to ensure continuity of learning, until he/she cleared to return to school. This may include psychosocial support, if needed.</li> <li>• If a teacher is showing symptoms, identify the substitute teacher who will conduct distance learning among the learners that the teacher is handling, until the affected teacher is cleared to return to school. The school may provide psychosocial support to the affected teacher, if needed.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Ensure that the learner or personnel strictly follows the advice of local health authorities, especially on the required number of days of isolation. <ul style="list-style-type: none"> <li>○ For asymptomatic: Ten (10)-day isolation have passed from the first viral diagnostic test and remained asymptomatic throughout their infection.</li> <li>○ For mild to moderate COVID-19 confirmed cases: Ten (10)-day isolation have passed from onset of the first symptom, respiratory symptoms have</li> </ul> </li> </ul>

	<p>improved (cough, shortness of breath), AND have been afebrile for at least 24 hours without use of antipyretic medications.</p> <ul style="list-style-type: none"> <li>○ For severe and critical COVID-19 confirmed cases: Twenty-one (21)-day isolation has passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath) AND have been afebrile for at least 24 hours without the use of antipyretic medications.</li> <li>○ For immunocompromised, do RT-PCR testing on the 10th day. If RT-PCR test results turn out positive, refer to Infectious Disease Specialist. If RT-PCR test results turn out negative, discharge from isolation.</li> <li>○ Medical certification or repeat testing is not necessary for the safe return to school of immunocompetent individuals, provided that a licensed medical doctor certifies or clears the patient. He/she shall be advised to isolate at home or in an isolation facility until the COVID-19 test results has been released.</li> </ul>
Local health authority	<ul style="list-style-type: none"> <li>● Coordinate with local health authorities for evaluation of the person showing symptoms, contact tracing activities and referral to a health facility, if the need arises.</li> </ul>
Exposed learners or personnel (from the same class as the person showing symptoms)	<ul style="list-style-type: none"> <li>● Advise the asymptomatic close contact of the suspect, probable, or confirmed cases to immediately quarantine and complete it for 14 days, regardless if testing has not been done, or resulted negative.</li> <li>● Since the teacher will be considered a close contact if a learner in his/her class shows symptoms, identify the substitute teacher who will conduct distance learning among the learners that the teacher is handling for fourteen (14) days. The school may provide psychosocial support to the affected teacher, if needed.</li> <li>● Inform parents/guardians of learners in the class regarding the situation and the shift in learning modality for two (2) weeks.</li> <li>● For learners, provide appropriate support for a shift to distance learning modality for fourteen (14) day. This may include psychosocial support, if needed.</li> <li>● Ensure that the learner or personnel has completed the fourteen (14)-day quarantine, regardless of negative test result and vaccination status, before allowing him/her to return to school.</li> </ul>
Other learners and personnel	<ul style="list-style-type: none"> <li>● If the person showing symptoms tests negative for COVID-19, the school shall allow other learners or personnel from the week to attend face-to-face classes without completing the required quarantine period provided that school premises have been disinfected.</li> </ul>
Household member of the person showing symptoms	<ul style="list-style-type: none"> <li>● If the person showing symptoms in the school is a learner, the school shall inform the household members regarding the condition of the learner and the actions undertaken by the school (e.g. providing emergency care, referring to the local health authority). The local health authority shall be responsible for coordinating with the household member if the learner should be isolated at home or in an isolation facility.</li> <li>● <b>Note:</b> They shall be informed by the LGU to complete the fourteen (14)-day quarantine, regardless of negative test result and vaccination status, before allowed to return to school or workplace. The school is not required to give advice to other household members.</li> </ul>
<ul style="list-style-type: none"> <li>● If the learner or personnel showing symptoms tests negative for COVID-19, refer to Scenario 6.</li> <li>● If the learner or personnel showing symptoms tests positive for COVID-19, refer to Scenario 8.</li> </ul>	

**Scenario 5. A learner or school personnel shows symptoms of COVID-19 and is a close contact of a confirmed case.**

Involved Stakeholder	Required Action
All Stakeholders	<ul style="list-style-type: none"> <li>• Even if there is no confirmed case, the school shall still declare a lockdown as a precautionary measure since the person showing symptoms is a close contact of a confirmed case. The school shall inform all stakeholders regarding the situation and the decision to undergo a lockdown.</li> </ul>
Person showing symptoms	<p>If the person showing symptoms is in school:</p> <ul style="list-style-type: none"> <li>• Assist the learner or personnel to the designated isolation room in the school.</li> <li>• Following precautionary measures, provide the necessary emergency care.</li> <li>• Collect the necessary information regarding the person showing symptoms, as well as his/her close contacts in school.</li> </ul> <p>If the person showing symptoms is at home:</p> <ul style="list-style-type: none"> <li>• Advise the learner or personnel to remain at home.</li> <li>• Collect the necessary information regarding the person showing symptoms, as well as his/her close contacts in school.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• If a learner is showing symptoms, provide appropriate support for a transition to distance learning modality to ensure continuity of learning, until he/she cleared to return to school. This may include psychosocial support, if needed.</li> <li>• If a teacher is showing symptoms, identify the substitute teacher who will conduct distance learning among the learners that the teacher is handling, until the affected teacher is cleared to return to school. The school may provide psychosocial support to the affected teacher, if needed.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Ensure that the learner or personnel strictly follows the advice of local health authorities, especially on the required number of days of isolation.               <ul style="list-style-type: none"> <li>○ For asymptomatic: Ten (10)-day isolation have passed from the first viral diagnostic test and remained asymptomatic throughout their infection.</li> <li>○ For mild to moderate COVID-19 confirmed cases: Ten (10)-day isolation have passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath), AND have been afebrile for at least 24 hours without use of antipyretic medications.</li> <li>○ For severe and critical COVID-19 confirmed cases: Twenty-one (21)-day isolation has passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath) AND have been afebrile for at least 24 hours without the use of antipyretic medications.</li> <li>○ For immunocompromised, do RT-PCR testing on the 10th day. If RT-PCR test results turn out positive, refer to Infectious Disease Specialist. If RT-PCR test results turn out negative, discharge from isolation.</li> <li>○ Medical certification or repeat testing is not necessary for the safe return to school of immunocompetent individuals, provided that a licensed medical doctor certifies or clears the patient. He/she shall be advised to isolate at home or in an isolation facility until the COVID-19 test results has been released.</li> </ul> </li> </ul>
Local health authority	<ul style="list-style-type: none"> <li>• Coordinate with local health authorities for evaluation of the person showing symptoms, contact tracing activities and referral to a health facility, if the need arises.</li> </ul>
All other learners and personnel (including	<ul style="list-style-type: none"> <li>• Closely monitor the condition of all learners and school personnel.</li> </ul>

those from the other week)	<ul style="list-style-type: none"> <li>• Advise the asymptomatic close contact of the suspect, probable, or confirmed cases to immediately quarantine and complete it for 14 days, regardless if testing has not been done, or resulted negative.</li> <li>• Since the teacher will be considered a close contact if a learner in his/her class shows symptoms, identify the substitute teacher who will conduct distance learning among the learners that the teacher is handling for fourteen (14) days. The school may provide psychosocial support to the affected teacher, if needed.</li> <li>• Inform parents/guardians of learners in the class regarding the situation and the shift in learning modality for two (2) weeks.</li> <li>• For learners, provide appropriate support for a shift to distance learning modality for fourteen (14) day. This may include psychosocial support, if needed.</li> <li>• Ensure that the learner or personnel has completed the fourteen (14)-day quarantine, regardless of negative test result and vaccination status, before allowing him/her to return to school.</li> </ul>
Household member of the person showing symptoms	<ul style="list-style-type: none"> <li>• If the person showing symptoms in the school is a learner, the school shall inform the household members regarding the condition of the learner and the actions undertaken by the school (e.g. providing emergency care, referring to the local health authority). The local health authority shall be responsible for coordinating with the household member if the learner should be isolated at home or in an isolation facility.</li> <li>• <b>Note:</b> They shall be informed by the LGU to complete the fourteen (14)-day quarantine, regardless of negative test result and vaccination status, before allowed to return to school or workplace. The school is not required to give advice to other household members.</li> </ul>
<ul style="list-style-type: none"> <li>• If the learner or personnel showing symptoms tests negative for COVID-19, refer to Scenario 7.</li> <li>• If the learner or personnel showing symptoms tests positive for COVID-19, refer to Scenario 8.</li> </ul>	

**Scenario 6. A learner or school personnel who has symptoms tests negative for COVID-19 and is not known to be a close contact with a confirmed case.**

Involved Stakeholder	Required Action
All Stakeholders	<ul style="list-style-type: none"> <li>• Since there is no confirmed COVID-19 case, the school may announce the resumption of face-to-face classes (if a school lockdown was previously announced). However, only those who are not in the same class as the person showing symptoms may return to attending face-to-face classes.</li> </ul>
Person showing symptoms	<ul style="list-style-type: none"> <li>• Continue providing the appropriate support and monitoring the condition of the learner or personnel while he/she is completing the required isolation period.</li> <li>• Advise the learner or personnel to complete the number of days in isolation, as required by the local health authorities, as the result might be false negative. <ul style="list-style-type: none"> <li>○ For asymptomatic: Ten (10)-day isolation have passed from the first viral diagnostic test and remained asymptomatic throughout their infection.</li> <li>○ For mild to moderate COVID-19 confirmed cases: Ten (10)-day isolation have passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath), AND have been afebrile for at least 24 hours without use of antipyretic medications.</li> <li>○ For severe and critical COVID-19 confirmed cases: Twenty-one (21)-day isolation has passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath) AND have been afebrile for at least 24 hours without the use of antipyretic medications.</li> <li>○ For immunocompromised, do RT-PCR testing on the 10th day. If RT-PCR test results turn out positive, refer to Infectious Disease Specialist. If RT-PCR test results turn out negative, discharge from isolation.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Medical certification or repeat testing is not necessary for the safe return to school of immunocompetent individuals, provided that a licensed medical doctor certifies or clears the patient.</li> </ul>
Local Health Authority	<ul style="list-style-type: none"> <li>• Coordinate with local health authorities on the provision of medical support and necessary protocol to be undertaken by affected learners and personnel.</li> </ul>
Exposed learners or personnel (from the same class as the person showing symptoms)	<ul style="list-style-type: none"> <li>• Continue providing the appropriate support and monitoring their condition while they are completing the required fourteen (14)-day quarantine. Ensure that they complete the quarantine period, regardless of negative test result and vaccination status, before allowing them to return to school.</li> </ul>
Other learners and personnel	<ul style="list-style-type: none"> <li>• If the person showing symptoms tests negative for COVID-19, other learners or personnel shall be allowed to attend face-to-face classes without completing the required quarantine period provided that school premises have been disinfected.</li> <li>• Continue providing the appropriate support and monitoring the condition of learners and personnel prior to the resumption of face-to-face classes.</li> <li>• Coordinate with parents/guardians and other school personnel regarding the schedule of resumption of face-to-face classes</li> </ul>
<ul style="list-style-type: none"> <li>• If the person showing symptoms tests positive for COVID-19 during the 14-day quarantine, refer to Scenario 8.</li> </ul>	

**Scenario 7. A learner or school personnel who has symptoms tests negative for COVID-19 but is known to be a close contact with a confirmed case.**

Involved Stakeholder	Required Action
All Stakeholders	<ul style="list-style-type: none"> <li>• Even if there is no confirmed case, the school shall still complete the fourteen (14)-day lockdown as a precautionary measure since the person showing symptoms is a close contact of a confirmed case.</li> </ul>
Person showing symptoms	<ul style="list-style-type: none"> <li>• Continue providing the appropriate support and monitoring the condition of the learner or personnel while he/she is completing the required isolation period.</li> <li>• Advise the learner or personnel to complete the number of days in isolation, as required by the local health authorities, as the result might be false negative. <ul style="list-style-type: none"> <li>o For asymptomatic: Ten (10)-day isolation have passed from the first viral diagnostic test and remained asymptomatic throughout their infection.</li> <li>o For mild to moderate COVID-19 confirmed cases: Ten (10)-day isolation have passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath), AND have been afebrile for at least 24 hours without use of antipyretic medications.</li> <li>o For severe and critical COVID-19 confirmed cases: Twenty-one (21)-day isolation has passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath) AND have been afebrile for at least 24 hours without the use of antipyretic medications.</li> <li>o For immunocompromised, do RT-PCR testing on the 10th day. If RT-PCR test results turn out positive, refer to Infectious Disease Specialist. If RT-PCR test results turn out negative, discharge from isolation.</li> <li>o Medical certification or repeat testing is not necessary for the safe return to school of immunocompetent individuals, provided that a licensed medical doctor certifies or clears the patient.</li> </ul> </li> </ul>
Local Health Authority	<ul style="list-style-type: none"> <li>• Coordinate with local health authorities on the provision of medical support and necessary protocol to be undertaken by affected learners and personnel.</li> </ul>

All other learners and personnel (including those from the other week)	<ul style="list-style-type: none"> <li>Continue providing the appropriate support and monitoring their condition while they are completing the required fourteen (14)-day quarantine. Ensure that they complete the quarantine period, regardless of negative test result and vaccination status, before allowing them to return to school.</li> <li>If other learners and personnel do not show symptoms of COVID-19 within the 14-day lockdown, coordinate with school personnel, as well as the parent/guardian of learners on the schedule of resumption of face-to-face classes.</li> </ul>
<ul style="list-style-type: none"> <li>If the person showing symptoms tests positive for COVID-19 during the 14-day quarantine, refer to Scenario 8.</li> </ul>	

**Scenario 8. A learner or school personnel tests positive for COVID-19.**

Involved Stakeholder	Required Action
All stakeholders	<ul style="list-style-type: none"> <li>The school shall remain under lockdown until the required quarantine period of all close contacts has been completed. The lockdown may be extended if other learners show symptoms of COVID-19.</li> </ul>
Person confirmed to have COVID-19	<ul style="list-style-type: none"> <li>Continue providing the appropriate support and monitoring the condition of the learner or personnel while they are completing the required isolation period.</li> <li>Advise the person who is confirmed to have COVID-19 to complete the number of days in isolation, as required by the local health authorities, as the result might be false negative. <ul style="list-style-type: none"> <li>For <b>asymptomatic</b>: Ten (10)-day isolation have passed from the first viral diagnostic test and remained asymptomatic throughout their infection.</li> <li>For <b>mild to moderate COVID-19 confirmed cases</b>: Ten (10)-day isolation have passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath), AND have been afebrile for at least 24 hours without use of antipyretic medications.</li> <li>For <b>severe and critical COVID-19 confirmed cases</b>: Twenty-one (21)-day isolation has passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath) AND have been afebrile for at least 24 hours without the use of antipyretic medications.</li> <li>For <b>immunocompromised</b>, do RT-PCR testing on the 10th day. If RT-PCR test results turn out positive, refer to Infectious Disease Specialist. If RT-PCR test results turn out negative, discharge from isolation.</li> <li>Medical certification or repeat testing is not necessary for the safe return to school of immunocompetent individuals, provided that a licensed medical doctor certifies or clears the patient.</li> </ul> </li> </ul>
Local Health Authority	<ul style="list-style-type: none"> <li>Coordinate with local health authorities on the provision of medical support and necessary protocol to be undertaken by affected learners and personnel.</li> <li>Ensure that local health authorities have the correct contact details of learners and personnel for contact tracing purposes.</li> </ul>
Local Government Unit	<ul style="list-style-type: none"> <li>Closely coordinate with the local government unit to provide a report which will serve as a guide if there is a need to declare a granular lockdown in the barangay.</li> </ul>
All other learners and personnel (including those from the other week)	<ul style="list-style-type: none"> <li>Continue providing the appropriate support and monitoring their condition while they are completing the required fourteen (14)-day quarantine. Ensure that they complete the quarantine period, regardless of negative test result and vaccination status, before allowing them to return to school.</li> </ul>
<ul style="list-style-type: none"> <li>If close contacts are not showing symptoms of COVID-19, refer to Scenario 2.</li> <li>If close contacts are showing symptoms of COVID-19, refer to Scenario 5.</li> </ul>	

**Scenario 9. There are confirmed cases of COVID-19 outside the school. There is no known close contact in the school. A granular lockdown in the barangay was announced by the LGU.**

Involved Stakeholder	Required Action
Local Government Unit (barangay)	<ul style="list-style-type: none"> <li>• Closely coordinate with the local government unit to know if there will be a need for a granular lockdown if there is an observed resurgence of COVID-19 cases in the barangay.</li> <li>• Coordinate with the local government unit to ensure that learners and personnel are at home during the scheduled lockdown.</li> </ul>
Learners and personnel	<ul style="list-style-type: none"> <li>• Inform parents/guardians and personnel regarding the expected shift to distance learning modality.</li> <li>• Provide the necessary support to learners and personnel for the transition to distance learning modality.</li> </ul>

**Scenario 10. There is a high resurgence of COVID-19 in an adjacent barangay. There is no known close contact in the school. The affected barangay is known to be frequented by members of the barangay where the school is located.**

Involved Stakeholder	Required Action
Local Government Unit (barangay)	<ul style="list-style-type: none"> <li>• Closely coordinate with the local government unit to know if there will be a need for a granular lockdown if there is an observed resurgence of COVID-19 cases in adjacent barangays.</li> <li>• Coordinate with the local government unit to ensure that learners and personnel are at home during the scheduled lockdown.</li> </ul>
School	<ul style="list-style-type: none"> <li>• Inform parents/guardians and personnel regarding the expected shift to distance learning modality.</li> <li>• Provide the necessary support to learners and personnel for the transition to distance learning modality.</li> </ul>

**Scenario 11. There is a resurgence of COVID-19 in multiple barangays in the municipality where the school is located, and there is a change in the risk classification of the municipality. The barangay where the school is located is not adjacent to the barangays with COVID-19 resurgence. There are no known cases in the specific barangay of the school.**

Involved Stakeholder	Required Action
Local Government Unit (municipal or provincial)	<ul style="list-style-type: none"> <li>• Although there are no known cases in the barangay where the school is located, the school must strictly follow the recommendation of authorities to temporarily shift to distance learning modality. This is to avoid the possible exposure of the community due to the high mobility of people.</li> </ul>
Learners and personnel	<p>If the lockdown was declared during school hours:</p> <ul style="list-style-type: none"> <li>• Ensure that health and safety protocols will still be observed in school.</li> <li>• Inform parents/guardians and personnel (through the appropriate communication device) regarding the expected shift to distance learning modality.</li> <li>• Engage the parents/guardians regarding the home-school arrangement, including the time of pick-up of the learners.</li> <li>• Provide the necessary support to learners and personnel for the transition to distance learning modality.</li> </ul> <p>If the lockdown was declared after school hours or during the weekend:</p>

	<ul style="list-style-type: none"> <li>• Inform parents/guardians and personnel (through the appropriate communication device) regarding the expected shift to distance learning modality.</li> <li>• Provide the necessary support to learners and personnel for the transition to distance learning modality.</li> </ul>
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### **Strategies to Transition back to Face-to-Face Learning Modality**

During a school lockdown, it is important to continue engaging learners in meaningful activities to ensure the continuity of learning. However, some learners or school personnel may need additional support in transitioning back to distance learning and managing their emotions after learning about the situation in the school or in the community. During this period, the support from the family and other school personnel shall play a critical role in adapting to the change in environment and coping with the resurgence of COVID-19 cases.

1. The school local hotline/help desk shall remain open for parents/guardians in need of assistance in the distance learning of their child/ren. Teachers may utilize this platform to encourage parents/ guardians in their role as learning facilitators at home and to provide additional support to learners in their independent study.
2. The school shall establish a cleaning and maintenance routine to ensure that all school facilities are organized and functional until the resumption of face-to-face classes.
3. The school may perform critical administrative tasks on-site provided that they are given permission by the LGU.
4. The school shall provide the required personal protective equipment to non-teaching personnel who shall weekly conduct the cleaning and maintenance routine of the school, and those who will need to perform administrative duties whenever necessary. The school shall ensure that they will be properly compensated for physically reporting to school during the school lockdown.
5. The guidance office shall remain operational to ensure that psychosocial support and services shall be made available for all the members of the school community. In the absence of a guidance office, affected learners and school personnel shall be provided with Psychological First Aid (PFA) by trained teaching and non-teaching personnel in schools. They shall also be assisted for referral to the counselling services provided by the Schools Division Office, if further interventions are needed.
6. The school shall provide the appropriate support needed by the non-teaching personnel while they are unable to physically report to school on a daily basis.
7. After the school lockdown, the school shall seek the consent of parents/guardians through a written form for the participation of their child/ren in the resumption of face-to-face classes.
8. For the first five school days, the first hour shall be devoted to discussion/facilitation of modules related to mental health, facilitated by their respective classroom advisers or designated teachers.

### **References: \***

Department of Education & Department of Health. Draft *Operational Guidelines on the Pilot Implementation of Face-To-Face Learning Modality*, as of 21 September 2021.

Department of Health. (2020, November). *Revised Omnibus Interim Guidelines on Prevention, Detection, Isolation, Treatment, and Reintegration Strategies for COVID-19* (DOH Memorandum no. 0512, s. 2020). <https://doh.gov.ph/sites/default/files/health-update/dm2020-0512.pdf>