



# 菲律賓馬尼拉天主教崇德學校 SAINT JUDE CATHOLIC SCHOOL

327 YCAZA STREET, SAN MIGUEL, MANILA, PHILIPPINES

Tel. Nos.: +632 8735-6386 / + 632 8735-6393

www.sjcs.edu.ph

## **SCHOOL HEALTH GUIDELINES AND PROTOCOL School Year 2022-2023**

In consonance with the provisions of the Department of Education (DepEd) – Department of Health (DoH) Joint Memorandum Circular No. 001, s.2022, Saint Jude Catholic School (SJCS) ensures its students’ and staff’s health and safety as it implements the Blended Learning Program (BLP) this School Year 2022-2023.

SJCS is adapting a ***symptom-based approach*** where no screening test will be required as basis for attending the face-to-face onsite schooling, as mentioned in the Director’s Advisory of 28 June 2022. This approach relies solely on an **“honesty-policy system”** where a student or staff manifesting symptoms is expected to be responsible enough to stay home, subject himself/herself to recommended screening and testing procedures, to report his/her health condition and updates to the proper school authority and to the school clinic.

The school will, in its best capacity, ensure adherence of the community to the universally recommended minimum health protocols while inside the school campus.

### **Guidelines and Protocol**

The SJCS COVID guidelines and protocol adheres to Philippine COVID-19 Living Recommendations. Revisions and modifications will be made accordingly as up-to-date, evidence-based recommendations are released. Each member of the SJCS community is asked to observe the following protocol:

- a. **Boost one’s immune system.** Eat healthy, drink adequate amount of fluids (water), get enough sleep and have regular physical activity. A sound immune system is one’s best defense against diseases.
- b. **Before leaving home.** Take a bath, eat breakfast, and check one’s temperature. If with fever or any other symptoms, **STAY HOME**. Inform the proper school authority of one’s condition.

- c. **While in transit.** If one does not feel well, do not proceed, go back home and observe for progression of symptoms and inform the proper school authority. Consult one's family physician if symptoms persist.
- d. **At the school TRIAGE AREA,** the following protocols shall be in place:
1. *Step 1 - Thermal Scanning.*  
Anyone who registers a temperature reading of 37.5 °C and above will be advised to stay in the holding area for re-assessment and sent home if temperature remains the same upon rechecking.
  2. *Step 2 – STAY SAFE QR code scanning* – this will serve as the daily health declaration of a student or school personnel.
  3. *Step 3 – School I.D. tapping* for attendance.
  4. *Step 4 - Proceed to one's classroom or office.*
- e. **While inside the school campus.**  
Everyone is required to observe the universal health protocols.
1. Always wear one's face mask properly.  
The school implements a **NO MASK NO ENTRY** policy.
  2. Maintain physical distancing.  
Keep a distance of at least 1 meter from each other and avoid crowding or staying in groups.
  3. Frequent and proper hand washing.  
Wash hands in designated hand washing facilities, particularly after using the restroom, before and after eating. Hand soap and tissue paper will be provided.
  4. Disinfect hands with alcohol or alcohol gel regularly.
  5. Avoid loitering.
  6. Observe proper coughing and sneezing etiquette.
  7. Follow designated entrance and exit points in classrooms and offices.
  8. If one is not feeling well, seek consultation at the school clinic
- f. **Other reminders.**
1. Designated *drop off and pick up points* must strictly be followed.

Please refer to the photographs below for the drop off and pick up points:





2. Students must bring their own **HYGIENE KITS** containing the following items: spare face masks, toothbrush, toothpaste, personal thermometer, and hand towel.
3. *Random self-temperature checking* will be done in the classrooms under the supervision of the classroom teachers. Any student who registers a temperature of 37.5°C and above will be sent to the clinic for assessment and disposition. Parents/Guardians will be notified in case his or her child needs to be fetched.
4. *Elevator use* is limited to four (4) persons at any one time.
5. There will be *floor stickers and signages* placed in strategic areas/locations to remind everyone to observe the universal health protocols.
6. *Air purifiers with HEPA filter* are provided in each classroom. Doors and windows are to be opened during break periods to allow ventilation and free flow of air.
7. *Alcohol stations* are provided in strategic areas.
8. *Designated dining areas* are the ground floor common and air-conditioned dining halls and the fifth (5<sup>th</sup>) floor dining hall. Break time schedules should be followed to avoid crowding of students while taking their snacks and meals. Students must bring their own food as concessionaires will not be open just yet. Proper distancing shall be enforced at the dining areas. Clean As You Go (CLAYGO) policy will be implemented.
9. *Proper waste disposal*. Properly labelled trash bins (with yellow plastic bags) will be provided for proper disposal of infectious wastes, like used face masks.
10. *Disinfection and sanitation* of frequently touched surfaces will be carried out regularly by the school General Services personnel.

### **School Policy for Visitors**

To manage human traffic, the school is limiting entry of visitors. Anyone who will be visiting the school needs to observe the following procedures:

- a. Secure an appointment with the involved department.

- b. Wait for approval from the Administrative Office.
- c. On the day of the visit:
  - i. present vaccination card at the triage area
  - ii. subject himself/herself for thermal scanning
  - iii. tap the STAY SAFE app. QR code. For those who may be unable to access the Stay Safe app, accomplish the Health Declaration Form and submit to the triage officer.
  - iv. Keep one's face mask on at all times while inside the school campus.
  - v. Observe all school-mandated health protocols.
  - vi. Loitering is strictly prohibited.
  - vii. Leave the school premises immediately after the visit.

**Covid-19 and Other Communicable Disease Reporting and Management**

One of the basic responsibilities of Saint Jude Catholic School, as we prepare to resume onsite classes, is to prevent transmission of communicable diseases like Covid-19, Dengue infection, Hand-foot-mouth Disease and Monkeypox, to name a few. Mindful that this is a shared responsibility among the school and all its stakeholders, we encourage parents, students and school personnel to voluntarily advise the clinic and the proper school authority if one is manifesting any signs or symptoms of Covid-19 or any communicable disease. Be assured that all data, particularly identities of suspected cases, shall be dealt with utmost confidentiality.

**Definition of Terms:**

<b>TERM</b>	<b>DEFINITION</b>
<b>Case Investigation</b>	Assessment, preliminary diagnosis and proper handling of a probable case (index case) of COVID-19 infection or other communicable disease. ** This process aims to prevent transmission of disease by separating people who have (or may have) an infectious disease from people who do not.
<b>Contact Tracing</b>	Identifying people (close contacts) who may have been exposed or infected by a probable or diagnosed case of Covid-19 infection or other communicable disease.
<b>Close Contact</b>	Someone who was less than 1-2 meters away or who is not properly protected (improper wearing of face mask) from a probable or diagnosed case of Covid-19 infection (laboratory-confirmed or clinical diagnosis) for a total of 15 minutes or more over a 24-hour period.

	**In the case of Covid-19, an infected person can spread the virus starting 2 days before they present any symptoms and 2 days before a positive specimen collection date for asymptomatic people.
<b>Incubation period</b>	Period of time from exposure to an infected person and onset of symptoms
<b>Probable COVID-19 Case</b>	A person with clinical signs and symptoms OR an identified close contact of a confirmed COVID-19 case BUT without confirmatory laboratory evidence.
<b>Confirmed COVID-19 Case</b>	Laboratory-confirmed case of COVID-19 infection. The gold standard test is the RT-PCR test (nasopharyngeal swab or saliva test).
<b>Isolation</b>	Separation of a person or group of people with high probability or confirmed to be infected with a communicable disease from those who are not infected to prevent spread of the communicable disease.
<b>Quarantine</b>	Separation of a person or group of people believed to have been exposed to an infected person and not presenting any symptom from others who have not been so exposed to prevent the possible spread of the communicable disease.
<b>Fully vaccinated</b>	One who has received the primary series of Covid-19 vaccine and 1 or 2 booster shots
<b>Partially vaccinated</b>	One who has received either – <ul style="list-style-type: none"> <li>- an incomplete primary series</li> <li>- complete primary series with no booster shot</li> </ul>
<b>Unvaccinated</b>	One who has not received any dose of Covid-19 vaccine

**What if a student or school personnel show symptoms of Covid-19 infection?**

**STEP 1**

Refer the student or school personnel with Covid-like symptom to the school clinic for assessment and disposition.

**STEP 2**

Probable or suspected Covid-19 cases shall be advised to go home and isolate. Please refer to Table 2 on the [Recommended Isolation Period](#). He or she will be recommended to undergo screening tests for confirmation.

**STEP 3**

Contact tracing process will be initiated by the class adviser (for students), clinic personnel and department head (for offices). Information gathered shall be coordinated with the school clinic. To identify close contacts, please refer to [How to Determine If You Are a Close Contact](#).

**STEP 4**

Identified asymptomatic close contacts shall be advised to undergo quarantine. Please refer to Table 1 on the [Recommended Quarantine Period for Asymptomatic Close Contact](#).

**STEP 5**

The School Director, in consultation with the School Principal, School Safety Officer and the Medical Team, shall decide if onsite classes of affected sections need to be suspended and shifted to online learning.

**STEP 6**

Students or school personnel who will need to undergo isolation or quarantine shall be advised accordingly – home care, indications for hospitalization and when they can return to school.

**Table 1. Recommended Quarantine period for asymptomatic close contacts**

Vaccination status	How long and from when?	When can they reintegrate?	Is testing needed for reintegration?
Fully vaccinated	Five (5) days from last exposure	remained without symptoms for five (5) days	NO
Partially vaccinated or unvaccinated	14 days from last exposure	remained without symptoms for 14 days	NO



**Table 2. Recommended Isolation period for probable Covid-19 cases**

	<b>Vaccination status</b>	<b>Isolation period</b>
Probable case (with symptoms) or POSITIVE mild case	Fully vaccinated	Seven (7) days from onset of symptoms
	Partially vaccinated or Unvaccinated	Ten (10) days from onset of symptoms
POSITIVE Asymptomatic	Fully vaccinated	Seven (7) days from onset of symptoms
	Partially vaccinated or Unvaccinated	Ten (10) days from onset of symptoms
POSITIVE Moderate case	Regardless of vaccination status	Ten (10) days from onset of symptoms
POSITIVE Severe and critical care	Regardless of vaccination status	Twenty-one (21) days from onset of symptoms
POSITIVE Immunocompromised	Regardless of vaccination status	Twenty-one (21) days from onset of symptoms with negative repeat RT-PCR

**How to Determine If You are a Close Contact**

**STEP A**

Is there a suspected case of Covid-19 in your class or any other room in school where you went to?

**YES:** Go to [Step B](#).

**No:** You are **not** a close contact.

**STEP B**

Were you in the presence of the confirmed or suspected COVID-19 for a cumulative total of 15 minutes or more over 1 school day?

**YES:** Go to [Step C](#).

**NO:** You are **not** a close contact.

### **STEP C**

Were you at any time during the school day within 1-2 meters of the suspected case of Covid-19?

**YES:** Go to [Step D](#).

**NO:** You are **not** a close contact.

### **STEP D**

Did you both wear your mask properly and not take it off during the entire contact time?

**YES:** You are **not** a close contact.

**NO:** You **ARE** a close contact.

### **Quarantine Guidelines and Precautions a Close Contact Should Take**

All close contacts should monitor for symptoms and wear a well-fitting mask at all times. If a close contact develops any COVID-19 symptoms, he/she should isolate, get tested immediately, continue isolation if he/she tests positive and consult a physician. Inform his/her class adviser and the school clinic .

AN ASYMPTOMATIC CLOSE CONTACT is recommended to:

- Get tested 3 - 5 days after the last exposure or if symptoms develop
- If symptom-free during the recommended quarantine period, one may return to school without undergoing testing BUT need to present a medical certificate of “fitness to return to onsite schooling” from their attending physician.

**Confirmed Covid (+) cases** shall, after completing the recommended isolation period, and remaining clinically well and asymptomatic for 2 consecutive days (48 hours), submit a medical certificate of “fitness” on the day of return to school.

As a final note, the SJCS Community should understand that guidelines in the management of Covid-19 infection and communicable diseases are constantly changing. And that a number of factors can influence a person’s risk of exposure including the type, proximity, and duration of exposure, environmental factors ( crowding and ventilation), vaccination status, and mask use. Though we do not discriminate any individual based on their vaccination status, the school highly encourages each and everyone eligible to receive the Covid-19 and other recommended vaccines for one’s protection.





Prepared by: Ellen Tan-Cu, M.D.  
School Physician



Approved by: Rev. Fr. Roland Aquino, SVD  
School Director

*Trust in the Lord with all your heart  
and lean not on your own understanding;  
in all your ways acknowledge Him,  
and He will make your paths straight.*

Proverbs 3:5-6