



# De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 771-DLSZ Website: www.dlszobel.edu.ph



January 31, 2020

To: DLSZ Academic Community

Fr: Br. Bernard S. Oca FSC  
President

Re: Precautionary Measures to Prevent NCoV Spread

In order to address the present concern regarding the confirmed case of the Novel Corona Virus (NCoV) in the country and as precautionary measures to prevent its spread, the school administration would like to enjoin all students and their parents, employees, agency workers, and other members of the school community to strictly observe the following guidelines:

1. Wear surgical masks (must be double layer) or N95 masks while on board school vans and upon entering the campus. Replace disposable surgical masks every day. Please label your child's masks.
2. Temperature scanning will be done at the building entrances. Students and employees are expected to bring their own alcohol or antibacterial gels.
3. Students and employees who arrive from abroad will have to secure medical clearance from their doctors and present this to the school physician.
4. Students and employees who have fever, colds, or cough should stay home. They may report back to class or work after 48 hours of having no symptoms but they should present to the school physician a medical clearance from their doctors.
5. The movements of students outside their classrooms will be fairly limited thus parents are strictly advised to pick up their children on time. Pre-K to Kinder students should be fetched from the classrooms.
6. Students who bring their own food are advised to eat inside the classroom. All who eat in the canteen should bring their own water canisters and eating implements. Sharing of food is strictly prohibited.
7. To better monitor the movements of students inside the Alabang campus, the school will conduct classes using the schedule below beginning Monday, Feb. 3, 2020. Teachers will be reporting to school regularly to make themselves available for their online classes and to prepare additional lesson modules. More instructions from the teachers will be given to students on Monday. All classes in Vermosa, BRafeNHS, and the office operations in both campuses will go on as usual.

Grade Level	With Regular Classes	Flipped Classes
Pre-Kinder to Grade 4	Mondays, Tuesdays, Thursdays, Fridays	Wednesdays
Grade 5 to Grade 10 in Alabang	Mondays, Wednesdays, Fridays	Tuesdays, Thursdays

8. All field trips, outreach and in-reach activities will be cancelled until further notice. Extra-curricular activities after school and on weekends will continue but everyone is advised to observe the precautionary measures stated herein.
9. Thorough disinfection of classrooms will be conducted on days when students are not around. Transport Service Providers will be required to disinfect their school vans every day.
10. All are discouraged to go to public places such as malls, theaters, restaurant, etc.