



February 6, 2020

To: DLSZ Community

Fr: Br. Bernard S. Oca FSC
President

Re: **Updated Guidelines on nCoV**

After consultation with a health professional and further evaluation of the situation in school regarding 2019-Novel Coronavirus (2019-nCoV), the DLSZ administration is releasing the following updated guidelines to help us better manage class time and day-to-day operations without compromising the health and safety of our students and employees:

1. Wearing a surgical mask is highly encouraged but its proper wearing and disposal should be strictly observed.
2. Sneeze or cough **into the crook of your elbow** and never into your hands. When using tissue paper, throw it immediately into a covered trash bin. Use alcohol or alcohol-based hand rub after sneezing/coughing. Although alcohol or antibacterial gels may be supplied in visible areas, students and employees are expected to bring their own.
3. Temperature scanning will still be done at the building entrances.
4. In the interest of public health and safety, students and employees who **visited or arrived from China, Macau, or Hong Kong** or whose household members also travelled to these countries, from January 21, 2020 onwards should send an email to Mrs. Llewelyn Santos-Embudo, Head of the Campus Services Office, at santoslh@dlszobel.edu.ph with the following details: (1) Name/s of household members; (2) Date of Departure from Manila; (3) Cities/Countries visited; (4) Date of arrival in the Philippines. Please put **Travel Disclosure** as the subject of the email.

They are also expected to stay home and **quarantine themselves for 14 days, with or without fever or respiratory symptoms such as cough, colds, or sore throat**. If flu-like symptoms develop, they should go to a nearby hospital immediately and submit to a medical examination. After the 14-day quarantine period and once cleared of these symptoms, they may report to class/work after submitting a medical certificate to the school physician.

5. Those who arrived from other countries and upon arrival experience difficulty in breathing or developed fever, cough, colds, or sore throat, they are **advised to stay home for 14 days**. They should see a doctor immediately for treatment and submit a medical certificate upon return to school. If asymptomatic upon arrival in Manila and will remain asymptomatic for at least 48 hours, they may report to class/work after submitting a medical certificate to the school physician.

6. For those who travelled by air within the Philippines and have developed respiratory symptoms or fever, they should be advised to rest for at least **48 hours or until they have fully recovered**. If asymptomatic, they should secure a medical certificate from their family physician and submit it to the school physician upon return.
7. For those without travel history but have cough, colds, or sore throat, with or without fever are also advised to **stay home and return once fully recovered**.
8. As our usual protocol for absences due to sickness, students/employees will have to **secure medical clearance** from their doctors and present this to our school physician before they report back to class/work.
9. All classes will revert to normal schedule beginning February 10, 2020. Flipped classes will only be conducted as needed.
10. All field trips, outreach and in-reach activities that have been cancelled will be reviewed and rescheduled by the Academic heads. Subsequent information regarding this will be sent out by the respective heads. Everyone is advised to exercise extra caution and care during activities outside the campus.
11. Avoid unnecessary exposure in high-risk areas such as hospitals, zoos, airports, etc.
12. Thorough cleaning and disinfection of classrooms will go on as usual.