



BACK-TO-SCHOOL HEALTH AND SAFETY PROTOCOLS SY 2021-2022

Acacia School Foundation, Inc. is ever mindful of the health, well-being, and safety of everyone in our school community.

Generally, all **children, families, employees and persons who feel an onset of illness and/or are recovering from an illness, or are sick, are suspected to have Covid-19, or have been recently exposed to a person with symptoms of Covid-19, are advised to stay home, consult their physician and avail of health care services as needed, until full recovery is reached.**

These back-to-school protocol and health and safety guidelines are *also* in place to help contain any spread and reduce any transmission of COVID-19 during the resumption of blended and/or face to face classes in our school campus.

I. COVERAGE

A. AWS Employees: refers to all individuals who are directly hired by the school such as:

- Office managers and personnel
- Academic and non-academic managers
- Teaching and non-teaching personnel
- Consultants, Guest Faculty, Coaches
- Non-regular and part time employees
- Contractual employees

B. Students: are individuals who are enrolled as: old, new, returning students

C. Outsourced personnel: are individuals who are deployed by their companies to provide services to our school such as:

- Employees of manpower agencies
- Janitorial Personnel
- Security Personnel

D. Contractors and similar personnel: are individuals who are deployed by companies that are contracted by AWS to work on a specific project.

E. Concessionaires' personnel: are individuals who are employees of concessionaires in AWS cafe, cafeteria and other services

F. Others: visitors, alumni, clients, parents, applicants, suppliers, family members and authorized fetchers of enrolled students

II. GENERAL PRINCIPLES



Health and safety of the AWS Community



Compliance with all government directives and guidelines



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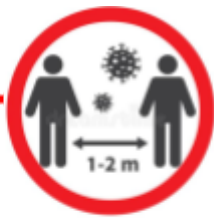


Still no herd immunity from COVID-19



Brave the new normal

III. GENERAL PREVENTIVE MEASURES



PHYSICAL DISTANCING



WEARING OF FACE MASK



HAND HYGIENE



COUGH AND SNEEZE ETIQUETTE



SANITATION



FLEXIBLE WORK ARRANGEMENT

IV. Entry and Exit Protocols

- All persons are advised to use the designated gates for entry and exit points.
- All gates will have one way traffic only, such as a 1-way entrance and a 1-way exit.
- Physical distancing of at least one (1) meter must be strictly observed at all times.
- This applies during drop offs, pick ups, and while on entry or exit queues to the school, inside and outside our Administration office, classrooms, library, lounges, meeting rooms, restrooms, health care facilities, and isolation areas.
- The following are required **before** entry to the school campus:
 - o Sanitize shoes on a shoe mat.
 - o Wear a face mask.



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- o Temperature scan reading must be 37.5 degrees or lower. This also applies after a 5-minute rest for persons with initial elevated temperature readings.
- o Sanitize both hands with alcohol solution provided.
- o Register and fill out all details in the logbook. This logbook will also be used as a contact tracing reference as necessary.
- Additional for Visitors: Health declaration form. (see VII)
- Additional for vehicles: Tire sanitation on tire mats.
- School employees whose body temperatures are above **37.5° C** even after 5 minutes of rest, shall be referred to the School Health Services (SHS) for further assessment.
- Visitors and Non-employees whose body temperatures are above **37.5° C** even after 5 minutes of rest, shall be advised to seek an external health care service and shall not be allowed to enter. They may be directed to wait for their pick up at a designated isolation waiting area.

V. GUIDELINES



Preparing the Campus

- Our Physical Plant and Facilities Office shall prepare and sanitize the school before any re-opening of the campus to faculty, employees, students and school families.
- All buildings, furniture and grounds shall be cleaned and sanitized.
- Equipment and furnishings (e.g., foot mats with disinfectant, signages, distancing markers) shall be installed in all entrances, exits, classrooms, restrooms, common areas and other designated areas.
- Buildings and areas for work and operations shall be identified.

Communicate New Protocols

- Our school shall disseminate updates and information regarding back-to-school health and safety protocols and guidelines to all school families and employees through email. Official announcements shall also be sent through viber.
- Information on school protocols and guidelines shall be made available at the AWS website.
- A copy of the updates, guidelines and announcements shall be posted at the school bulletin board at the school entrance, Administration office, classrooms, lounges, and bulletin boards and at the healthcare and isolation facilities of our school.

Strengthen Physical and Mental Resilience

All are advised to:

- Eat nutritious and well-cooked food.
- Drink plenty of fluids and avoid alcoholic beverages.
- Rest and night sleep of at least 8 -10 hours or more.
- Exercise regularly.
- Manage one's mental and spiritual health.
- Boost the body's immune systems.
- Ensure mental health preparedness. Read up and inform one's family and household members regarding updated health and safety information and recommendations.
- Follow the recommendations of one's physician or health care provider.
- Practice proper hygiene and physical distance at all times.
- Avoid sharing eating and drinking utensils and personal hygiene products.
- Avoid crowds and unessential trips and gatherings.



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Office and School Attire

All are advised to:

- Wear short-sleeved shirts or blouses for ease of hand washing.
- No need to wear a necktie, jewelry, or other accessories.
- We encourage girls and women to wear comfortable pants instead of skirts.
- We encourage all to wear comfortable, rubber soled footwear, preferably closed shoes with socks.
- Safety shoes or boots may be worn when appropriate.



Hygiene and Sanitation

All are required to:

- Always observe a physical distance of at least one (1) meter or three (3) feet between persons.
- Always wear a face mask. Exemptions are: for medical exemption or during a meal.
- A face mask may be taken off during meal time or a strenuous outdoor P. E., movement class, so long as physical distance of one (1) or more meters is maintained and practiced.
- A face mask with a ventilation valve is not advised, as this allows unfiltered breath to escape the mask.
- Handle face masks properly by the ear loops only.
- Used face masks, tissues and other personal hygiene products may be disposed of at designated trash receptacles only.
- Hand-wash with water and soap before meals, and frequently, especially after handling money or food, sneezing, coughing, handling personal hygiene and disposing of used face masks, tissues and hygiene materials.
- Observe proper cough and sneezing etiquette.
- Avoid touching one's eyes, nose, and mouth.
- Sanitize one's work areas regularly.
- PPEs, disposable surgical face masks, and Covid-19 remedies shall be made available at the Administration office and/or school Clinic for use in an emergency.

Auxiliary Services shall:

- Regularly and frequently sanitize all offices, classrooms, restrooms, work areas, common areas, and frequently handled objects such as doorknobs, window and cabinet handles, chairs and tables, benches, counters, classroom and restroom equipment, faucets, water dispensers, handrails, sports and art equipment, and the like.
- Ensure availability of alcohol/sanitizers in common areas and soap in restrooms.

During Office Hours

- In office, classroom and work area settings, all persons shall practice and maintain a physical distance of at least one (1) meter or three (3) feet between each other at all times.
- All persons are encouraged to contact and/or make a prior appointment with Administration office personnel, guidance counselor or faculty ahead of time, and arrive promptly on time for one's appointment, to avoid a prolonged waiting time in school.
- Only a certain number of persons shall be allowed to transact inside the Administration office at a time. Visitors are advised to kindly wait outside the office and observe a physical distance of one meter, if office personnel are occupied and/or are transacting with an earlier visitor ahead of you.
- A parent or guardian may pick up their student's documents, distance-learning bundles or school materials at designated pick up areas briefly. Loitering or gathering in and around pick up areas are not encouraged.



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- Students and young children are not allowed to pick up their documents, distance learning bundles or school materials at the school.
- Sharing of personal face masks, eating and drinking utensils and supplies, and personal hygiene materials shall not be not allowed.
- Maintain proper ventilation and natural air flow exchange in offices, classrooms, and work areas.
- Less sensitive documents shall be signed using an e-signature of the signing authority.
- Everyone shall be encouraged to bring their own meals, potable (hot/cold) food and water containers, eating utensils, and personal items (e.g., face masks, drinking glasses, mugs, towels, dishwashing soap, and cleaning sponges) and refrain from sharing the same.
- Only employees or faculty with official transactions off-campus shall be given a one-time exit pass and be permitted to leave the campus during office and class hours.



REDUCE CONTACT

Transactions

- All face-to-face transactions shall be limited to 10 - 15 minutes.
- Blended and/or face-to-face classes may resume one week after an official announcement of the local government for resumption of classes.
- Administration office, Payments, IT, Faculty, Guidance counseling and library services and support shall be available online.
- Inquiries and other transactions, such as student or employee applications, Registrar requests for certificates, school records, student or employee credentials, etc. shall be done either by email, phone or online.
- A drop-off area for food and non-equipment deliveries shall be designated near the entrance gate.

Mass Gatherings

- Plenaries, large classes and school gatherings may resume based on government guidelines.
- Class size during blended and face-to-face classes may be reduced to an appropriate lower number of persons to ensure sufficient spaces for physical distancing are available and observed.
- Students' classes shall occupy a designated room or space for a full school day.
- Faculty shall be the persons who shall move around or transfer from one classroom to another classroom.
- Graduations, year-end, moving up and any other ceremonies, faculty and employees' day, workshops, conferences and seminars, teambuilding, official school travels, campus visits, and the like shall be postponed until further notice of local government.
- Essential meetings that require the physical presence of attendees must observe one (1) meter or three (3) feet of physical distance and shall be kept small (i.e., 3 to 9 persons or fewer).
- Online meetings, through Google Meet, Zoom, or Viber are highly encouraged.
- Congregating and loitering in our school office, cafe, cafeteria, drop off and pick up points, common areas such as restrooms, lounges or waiting areas are discouraged.
- A pantry may be used as a dining area, shall be strictly limited to 1 - 2 persons per table, and persons are expected to observe physical distancing.



REDUCE INFECTION

Hotline/ Emergency Contact



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An employee or student who is ill, not feeling well, or is experiencing any COVID-19 symptoms shall not be allowed, nor be required, to come to school, and shall contact the school's health services and their personal physician directly, or proceed to the nearest medical or health care facility.

Parents and employees are required to report any suspected Covid-19 case or close contact with a suspected Covid-19 case promptly.

- **A child's Main or Sponsor teacher is required to report to their Coordinator and the school's health services.**
- **Employees are required to report to the Human Resources Department.**

Our school's Health Care facility, in coordination with the Human Resources Department, shall provide immediate remote medical assistance for positive Covid-19 and any other health cases. All health histories and information shall be kept on our school's confidential files for reference for possible contact tracing.

All are encouraged to use the AWS Health Declaration QR code for proper and effective monitoring. **All health and personal information shall be kept private and confidential in accordance with the Data Privacy Act.**

Handling of COVID-19 Cases

- All accomplished daily Health Declaration forms shall be filed and recorded for internal contact tracing purposes.
- Employees on WFH status shall accomplish an online Health Declaration form regularly.
- In the event of a suspected COVID-19 case:
 - A person shall be brought to a designated isolation room (i.e. Health Care Facility) for initial assessment and/or shall be transferred to the nearest emergency room of a hospital for further diagnosis.
 - The workplace, classroom or office of a suspected COVID-19 case shall be sanitized immediately by the school auxiliary staff, wearing the appropriate PPE.
 - Use of the room may resume 24 hours after sanitation is complete.
 - Classmates, co-teachers, and/or co-workers, and all persons who had contact with a person who is Covid-19 positive, or had contact with a suspected or confirmed case of Covid-19, shall undergo a mandatory 14-day home quarantine and shall be monitored.
 - Close contacts of a confirmed positive COVID-19 case are identified from 3-14 days prior to onset of a confirmed Covid-19 case. These persons shall be contacted and must undergo strict 14-day home quarantine and monitor for development of signs or symptoms of Covid-19 until the end of their quarantine.
 - A person under home quarantine may undertake a Covid-19 screening on Day 7 of home quarantine.
 - A classmate, co-teacher and/or co-worker may report back to school without completing a home quarantine, with a negative Covid-19 screen test result from an accredited medical or health care facility.
 - Guidance Counseling support by our school Guidance Counselor is available for our students, faculty or staff.
 - The government mandates our Administration office to report to the Dept. of Labor and Employment (DOLE) all suspected or confirmed Covid-19 cases.

Back to School/Work Protocol

- For close contacts
 - For fully vaccinated individuals: Seven (7)-day quarantine has been completed regardless of negative test result
 - For unvaccinated or with incomplete vaccination: Fourteen (14)-day quarantine has been completed regardless of negative test result
- For suspect, probable or confirmed cases, whether fully vaccinated, unvaccinated, or with incomplete vaccination:
 - For asymptomatic: Ten (10)-day isolation have passed from the first viral diagnostic test and remained asymptomatic throughout their infection.
 - 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.



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- 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.
- 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.
- Medical certification or repeat testing is not necessary for the safe return to work of immunocompetent individuals, provided that a licensed medical doctor certifies or clears the patient.

Contact Tracing

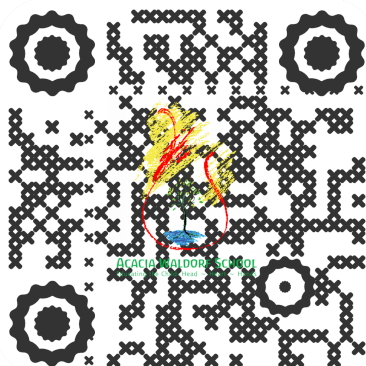
- Close contacts shall be defined as persons who had direct physical contact or exposure with a suspected Covid-19 case three (3) days before or within 14 days from the onset of Covid-19 symptoms of a **suspected, confirmed or probable** Covid-19 case.
- Exposure shall include any of the following:
 - Face-to-face contact with a confirmed case within one (1) meter or three (3) feet, for more than 15 minutes, with or without a mask;
 - Direct physical contact with a confirmed case; or
 - Direct care for a patient with probable or confirmed COVID-19 without using PPEs.
- Our school shall conduct contact tracing to identify close contacts. Workplace CCTVs may be used to determine identities of persons who may have had close contact with a suspected Covid-19 case.
- Our school shall inform and ensure that all confirmed close contacts of a person whose RT-PCR test was confirmed positive for Covid-19 shall undergo a 14-day home quarantine period.
- Symptomatic employees **shall inform and update the Human Resources Department promptly** regarding any results of COVID-19 tests taken from an accredited laboratory, clinic, medical or health care facility.
- Close contacts who remain asymptomatic or Covid-19 symptom-free for 14 days may return to school or work without need for Covid-19 screening.
- Our school shall make available study or work-from-home (WFH) arrangements for close contacts when feasible.

VI. FUTURE GUIDELINES AND EFFECTIVITY

- These health and safety protocols may be amended or superseded by future guidelines.
- These guidelines shall take effect immediately.

VII. Health Declaration Form, QR Code

- Visitors may fill out an AWS Health Declaration Form through scanning the AWS QR code.
- The AWS QR code shall be posted on the school bulletin boards and at the school entrance.



VIII. REFERENCES

DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19. 30 April 2020.

Report to Work: Interim Guide on Health and Safety in the Workplace. Philippine College of Occupational Medicine, Inc. 7 May 2020



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Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines. Inter-Agency Task Force. 15 May 2020

Department of Health (DOH) Advisories. <https://www.doh.gov.ph/node/19132>

Memorandum: Work Arrangements during the NCR Community Quarantine Period. 15 March 2020.

Memorandum: Update on Work Arrangements during the Enhanced Community Quarantine. 17 March 2020.

Proposed Protocol in the Resumption of University Operations, Dr. JE Mاماat. 4 May 2020.

Proposed Facilities and Technical Services Guidelines for the Re-opening of the University – Engr. Edward Kilakiga. 7 May 2020