



Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
DEPARTMENT OF HEALTH



JOINT MEMORANDUM CIRCULAR
No. 2021 - 004

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF LIMITED FACE-TO-FACE CLASSES FOR ALL PROGRAMS OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN AREAS UNDER ALERT LEVELS SYSTEM FOR COVID-19 RESPONSE

I. BACKGROUND

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", CHED-DOH Joint Memorandum Circular (JMC) No. 2021-001 on the *Guidelines for the Gradual Reopening of Campuses of Higher Education Institutions for Limited Face-to-Face Classes During the COVID-19 Pandemic*, Inter-agency Task Force (IATF) for the Management of Emerging Infectious Diseases Guidelines on the *Nationwide Implementation of Alert Levels System for COVID-19 Response*, allowing the conduct of limited face-to-face classes for higher education in areas under Alert Level System 1, 2 and 3, and IATF Resolution No. 148-G, approving the phased implementation of limited face-to-face classes for all programs under the Alert Levels System for COVID-19 Response of CHED, the Commission on Higher Education (CHED) and the Department of Health (DOH) hereby adopt and promulgate the following guidelines on the *Implementation of Limited Face-to-face Classes for All Programs of Higher Education Institutions (HEIs) in Areas under Alert Levels System for COVID-19 Response*.

This issuance shall serve as a guide for Higher Education Institutions (HEIs) intending to hold limited face-to-face classes during the COVID-19 pandemic and are willing to assume the responsibilities for the reopening of their campuses based on their capability to comply with the health and safety protocols, to retrofit their facilities, and to get the support of their stakeholders.

II. SCOPE AND COVERAGE

A. Phases and Duration of Implementation

To ensure the safe reopening of campuses of HEIs for limited face-to-face classes for all programs, the following phases shall be implemented:

Phase No.	Areas	Implementation Period
Phase 1	All HEIs in areas under Alert Levels 1 and 2	December 2021 onwards
Phase 2	All HEIs in areas under Alert 3	January 2022 onwards

B. Higher Education Institutions (HEIs)

All State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), and Private HEIs, including all their campuses/branches, may conduct limited face-to-face classes, provided that there is no objection from the Local Government Unit (LGU) where their activities may take place, for all programs based on the following conditions:

1. HEIs are located in Provinces, Highly Urbanized Cities (HUCs) and Independent Component Cities (ICCs), under Alert Level 1 (full indoor and outdoor venue capacity), Alert Level 2 (maximum 50% indoor venue capacity and 70% outdoor venue capacity), or Alert Level 3 (maximum 30% indoor venue capacity and 50% outdoor venue capacity), as placed under said Alert Level by the IATF;
2. HEIs have conducted a self-assessment of their compliance with this JMC; and,
3. HEIs will comply with this JMC, other policies of the IATF, minimum public health standards and COVID-19-related protocols of the DOH, and health and safety protocols of their LGUs.

C. Teaching and Non-Teaching Personnel

Only fully vaccinated teaching and non-teaching personnel of HEIs located in areas under Alert Levels 1, 2, and 3, shall be allowed to join the conduct of limited face-to-face classes. HEIs shall advise those who are over sixty (60) years of age, with uncontrolled health risks (e.g. immunocompromised states and other comorbidities), and/or pregnant women intending to join limited face-to-face classes of the risk of contracting COVID-19 and to consider work-from-home arrangements instead. HEIs shall take additional precautionary measures as needed for vulnerable individuals who will participate in the limited face-to-face classes.

D. Students

Only fully vaccinated students of HEIs located in areas under Alert Levels 1, 2, and 3 shall be allowed to join limited face-to-face classes. HEIs shall advise fully vaccinated students with significant comorbidities themselves or living with individual/s with similar conditions to consider flexible learning and take face-to-face classes in succeeding semesters or whenever possible without prejudice to readmission and maximum residency. HEIs shall take additional precautionary measures, as needed, for the vulnerable groups who will participate in the limited face-to-face classes.



E. Programs and Courses

All higher education programs and courses across disciplines and year levels shall be considered for the implementation of limited face-to-face classes in areas under Alert Level 1, 2, and 3.

III. DEFINITION OF TERMS

Cluster / Clustering - refers to an unusual aggregation, real or perceived, of health events that are grouped as to time and space and that is reported to a public health department. As further defined in DOH Administrative Order No. 2021-0043¹, clusters are two or more confirmed cases from the same area over a period of fourteen (14) days.

COVID-19 Alert Levels System - refers to the new Community Quarantine Classifications for dealing with COVID-19 covering entire cities, municipalities, and/or regions aimed to manage and minimize the risk of the disease through System Indicators, Triggers and Thresholds determined by the IATF to specify the public health and social measures to be taken in relation to the COVID-19 response, as may be updated based on new scientific knowledge, information about the effectiveness of control measures in the country and overseas, and its application.

Granular Lockdown - refers to a micro-level quarantine for areas identified as "critical zones" by the local government unit (LGU) which may be declared regardless of Alert Level.

Disease Surveillance - refers to the ongoing systematic collection, analysis, interpretation, and dissemination of outcome-specific data for use in the planning, implementation, and evaluation of public health practice in terms of epidemics, emergencies, and disasters. A disease surveillance system includes the functional capacity for data analysis as well as the timely dissemination of these data to persons who can undertake effective prevention and control activities.

Fully Vaccinated Individual - refers to someone who is at least two (2) weeks past having received the second dose of a two-dose vaccine or the first dose of a single-dose vaccine, or someone who received the recommended booster dose at least two weeks after. The vaccines against COVID-19 administered to the individual must be approved by the Philippine Food and Drug Administration (FDA) or included in the Emergency Use Listing (EUL) of the World Health Organization (WHO).

Isolation - refers to the separation of ill or infected persons from others to prevent the spread of infection or contamination.

¹ DOH Administrative Order No. 2021-0043: Omnibus Guidelines on the Minimum Public Health Standards for the Safe Reopening of Institutions



Limited Face-to-Face Classes under Alert Levels System – pertains to restricting the number of students who will attend face-to-face classes in-campus on any given day based on the cyclical student shifting/rotating schedule, observance of physical distancing, and other health and safety protocols.

Minimum Public Health Standards (MPHS) - refers to the guidance provided for the development of sector-specific and localized guidelines on mitigation measures for its COVID-19 response across all settings by implementing non-pharmaceutical interventions (NPIs). This term shall also encompass specific NPIs of community mitigation strategies or public health measures that do not involve vaccines, medications, or other pharmaceutical interventions, that individuals and communities can carry out to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population.

Retrofitting – pertains to the addition of new technology or features to the facilities of HEIs to ensure the health and safety of students, faculty, and staff while inside the campuses during the COVID-19 pandemic. Examples of these changes are putting up safety barriers, posting signages, modifying arrangements in rooms/communal areas, etc.

Quarantine - the restriction of movement, or separation from the rest of the population, of healthy persons who may have been exposed to the virus, to monitor their symptoms and ensure early detection of cases.

Vulnerable Individual - refers to someone who is over sixty (60) years of age, with uncontrollable health risks, with an immunocompromised state, with comorbidities, or pregnant.

IV. GENERAL GUIDELINES

A. Limited Face-to-Face Classes Not Mandatory

1. The conduct of limited face-to-face classes is within the discretion of the HEIs. HEIs who prefer not to conduct limited face-to-face classes shall continue to implement flexible learning under CHED Memorandum Order (CMO) No. 04, series of 2020². HEIs are, however, encouraged to prepare their facilities and stakeholders for face-to-face classes.
2. Students who could not participate in the conduct of limited face-to-face classes shall continue to be governed by CMO No. 04, series of 2020. In this case, the HEI shall institute/implement the necessary mechanism so that students who opted for flexible learning shall not be prejudiced.

² CHED Memorandum Order No. 04, series of 2020: Guidelines on the Implementation of Flexible Learning



3. All other degree programs and courses/subjects not included for the implementation of limited face-to-face classes shall be delivered through flexible learning.

B. Implementation of Flexible Learning

When the localities of HEIs get re-classified to Alert Levels 4 or 5, limited face-to-face classes shall be automatically suspended. HEIs shall revert to implementing flexible learning. HEIs shall resume offering limited face-to-face classes once the locality is re-classified back to Alert Level 2 or 3.

C. DOH Minimum Public Health Standards

HEIs shall develop and strictly implement institutional policies and actions that revolve around and conform with the following minimum public health standards of the DOH, as provided in detail in DOH AO No. 2021-0043:

1. Increasing physical and mental resilience

The health and well-being of students and teaching and non-teaching personnel shall be protected. Measures for this include proper respiratory etiquette and hand hygiene and providing general welfare services (e.g. information campaign on physical and mental well-being).

2. Reduce transmission

Transmission reduction controls shall be developed towards ensuring personal and environmental hygiene. The HEI shall ensure that it is proper and regular wearing of the appropriate Personal Protective Equipment (PPE) by the students, teaching and non-teaching personnel, and visitors while inside the campus premises. Continuous education campaigns and provision of adequate sanitation stations among other controls shall be employed.

3. Reduce contact

Physical distancing shall be enforced through administrative and engineering controls that guide students, teaching and non-teaching personnel, and visitors to prevent overcrowding. The HEI shall utilize visual cues, floor markers, and protective barriers as needed. Staggered scheduling and other opportunities for limiting face-to-face contact shall be explored reiterating avoidance of unnecessary mass gathering.

4. Reduce duration of infection

Appropriate case detection, contact tracing, quarantine, and isolation measures shall be in place before reopening the HEI. Contingency plans and coordination with its LGU for alignment of surveillance and referral protocols (i.e. contact



tracing, disease surveillance, COVID-19 testing, quarantine, isolation, or treatment), and in suspending classes shall be developed.

5. Cleaning and disinfection

HEIs shall conduct regular cleaning and disinfection of classrooms and conform to the guidelines of the DOH, as provided in detail in DOH AO No. 2020-0157³.

D. Minimum Physical Distance in HEIs: 1.5 meters

HEIs shall strictly implement physical distancing protocols for their students and teaching and non-teaching personnel while inside the school premises. The physical distance among students and teaching and non-teaching personnel attending limited face-to-face classes shall be 1.5 meters, without prejudice to HEIs increasing the prescribed physical distance.

E. Physical Education (PE) Classes

Contact and non-contact sports activities for PE classes are allowed in areas under Alert Levels 1 and 2. Only non-contact sports activities for PE classes are allowed in areas under Alert Level 3. In the event of new IATF resolutions on the conduct of contact / non-contact sports, such is deemed part of the issuance and should be observed.

F. Off-Campus Activities

Off-campus activities for the completion of course requirements (i.e. National Service Training Program [NSTP], internship/practicum/training, fieldwork, etc.) are allowed subject to the approval of the LGU. In line with this, LGUs shall proactively coordinate with the HEIs to ensure ease of doing business and effective government service delivery.

G. Co-curricular and Extracurricular Activities

In-person and group-based co-curricular and extracurricular activities such as sports events, musical events, competitions, in-person graduation rites, ceremonies, among others, may be allowed subject to the approval of the concerned LGU, compliance with the applicable health protocols, and the conditions laid down under IATF resolutions and its succeeding issuances.

1. For areas under Alert Level 3, a maximum of 30% indoor venue capacity and 50% outdoor venue capacity for fully vaccinated individuals;
2. For areas under Alert Level 2, a maximum of 50% indoor venue capacity and 70% outdoor venue capacity for fully vaccinated individuals; and,
3. For areas under Alert Level 1, full indoor and outdoor venue capacity for fully vaccinated individuals.

³ DOH Administrative Order No. 2020-0157 Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19



In the event of new IATF resolutions on the conduct of events or ceremonies, such is deemed part of this issuance and should be observed.

H. Medical Insurance

HEIs shall ensure that students who will participate in limited face-to-face classes under this JMC and subsequent guidelines to be issued by CHED are registered with PhilHealth, either as a direct or indirect contributor (dependents of the direct contributor), or with equivalent medical insurance that covers medical expenses related to COVID-19. In case of a violation of this provision and it is shown that a student gets infected by COVID-19 brought about by his/her participation in the limited face-to-face classes, the HEI shall facilitate the necessary medical treatment/procedures for the affected student/s.

V. SPECIFIC GUIDELINES

Prior to the reopening of campuses of HEIs for limited face-to-face classes for all programs under Alert Levels System for COVID-19 Response, the HEIs shall undertake the following:

A. Conduct a Self-Assessment Checklist on the Readiness of HEIs to Reopen Campuses for Limited Face-to-Face Classes

The checklist may be found in **Annex A**. In addition to the Self-Assessment Checklist, HEIs may opt to secure clearance from their LGUs.

B. Establish a Crisis Management Committee

1. HEIs shall establish a Crisis Management Committee (CMC) or an equivalent committee whose major functions are to:
 - a. Assess the readiness of HEIs to reopen for limited face-to-face classes;
 - b. Disseminate appropriate and relevant information to stakeholders;
 - c. Oversee the implementation of health and safety protocols;
 - d. Conduct of School-based COVID-19 Surveillance Program;
 - e. Monitor and evaluate the compliance of HEI with this JMC; and
 - f. Take appropriate measures when risks and impacts of COVID-19 may exist in the campus or surrounding communities, e.g. presence of suspected and confirmed cases have been reported.

2. The CMC shall be comprised of the following members:
 - a. School Head;
 - b. Institutional Health Officer;
 - c. Institutional Safety Officer;
 - d. Institutional Planning Officer;
 - e. Institutional Information Officer;



- f. Institutional Surveillance Officer;
 - g. Health and Safety Marshall (at least one [1] per building);
 - h. Head of the clinic of the HEI; and,
 - i. Representatives from the faculty association and student association.
3. The School Head / Head of Institution shall be the Chair of the CMC. The institutional health officer shall be in charge of the implementation of health protocols; the institutional safety officer shall regularly monitor the implementation of safety protocols such as physical distancing; the institutional planning officer shall take care of the engineering controls to be installed; the institutional information officer shall handle the communication plan; the institutional surveillance officer shall lead the School-Based COVID-19 Surveillance; and the health and safety marshall/s per building shall monitor the compliance of students, teaching and non-teaching personnel, and visitors with minimum public health standards. HEIs may determine other tasks to be given to the members depending on their situations.
4. The CMC shall set a regular forum/meeting to discuss ongoing gaps, issues, and concerns and provide appropriate solutions thereof. The CMC is encouraged to set up a mechanism or system to monitor and analyze data and information in HEIs to determine patterns or trends of COVID-19 infection as the basis for the implementation of appropriate interventions.
5. The CMC shall determine the areas where students and teaching and non-teaching personnel tend to congregate or congest and recommend measures to be undertaken by the HEI to avoid such occurrences.
6. The CMC shall recommend and implement the suspension of limited face-to-face classes if there will be clustering of unconfirmed cases in the classrooms, laboratories, libraries, cafeterias, dormitories, or other communal areas.
7. The CMC shall develop an emergency response plan and a continuity of operations plan which shall include relevant policies, guidelines, and procedures such as but not limited to the following:
 - a. There are policies, guidelines, and procedures to facilitate notifications, referrals, and coordination with LGUs, DOH, and other appropriate government agencies when there are COVID-19 suspect or confirmed cases found on the campus. Whenever deemed necessary, the HEI shall conduct testing and contact tracing in compliance with DOH protocols;
 - b. There are policies, guidelines, and procedures mandating students, faculty, and staff to inform their respective HEI if they test positive for COVID-19;
 - c. There are policies, guidelines, and procedures for reporting of cases in following RA 11332 otherwise known as "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act" and coordinating with the appropriate public health authorities whenever necessary;



- d. There are policies, guidelines, and procedures for close monitoring of confirmed COVID-19 cases that are reported to the HEI;
- e. There are policies, guidelines, and procedures to require students, teaching and non-teaching personnel, and visitors to complete a contact tracing form in compliance with LGU/DOH protocols. The HEI may use a paper-based and/or digital/electronic contact tracing form. The HEI may also use an application of its own choosing or use an application sanctioned by the LGU. The HEI may also use the free StaySafe.ph application, which is the official contact tracing program of the national government; and,
- f. For suspected, probable, and confirmed COVID-19 cases, there are policies, guidelines, and procedures on how to reintegrate them back to the campus community after they recover or have undergone isolation and/or quarantine.

C. Responsibilities of a Crisis Management Committee

1. The CMC shall establish a School-Based COVID-19 Surveillance led by the Institutional Surveillance Officer with the following responsibilities:
 - a. Facilitate the collection of pertinent data about suspect, probable, and confirmed cases identified in the school during the conduct of limited face-to-face classes;
 - b. Maintain a case-based listing for students and teaching and non-teaching personnel with the following variables at a minimum in a database (database can be a password-protected Excel spreadsheet):
 - i. Name of HEI
 - ii. Name of Program
 - iii. Student/teaching personnel/non-teaching personnel identifier (e.g. ID No.)
 - iv. Sex
 - v. Age
 - vi. Vaccination status
 - vii. Presence of any comorbidity or disability
 - viii. Date symptom detected
 - ix. Date of testing
 - x. Date of release of the result
 - xi. Result of test
 - c. Secure a list of identified close contacts of a suspect, probable, or confirmed case in the HEI facility;
 - d. Determine and monitor case clustering;
 - e. Provide data analytics to inform decision-making at the HEI level;
 - f. Report relevant data to the CHEDRO as part of the Weekly COVID-19 Monitoring Report (refer to **Annex C**); and,
 - g. Coordinate with the head of the local epidemiology and surveillance unit for activities related but not limited to surveillance.



2. The Institutional Surveillance Officer should attend training/s on basic surveillance and other related topics.
3. The CMC shall regularly coordinate with the appropriate government agencies or entities for regional level guidelines on resurgence protocols.
4. HEIs applying for a safety seal to conduct limited face-to-face classes in more than one campus shall establish a CMC for each campus/branch.

D. Establish a Cyclical Student Shifting System

1. To further reduce the COVID-19 reproduction number by limiting the number of students present on the campus on a given day, HEIs shall adopt a cyclical student shifting system such as but not limited to the 4-17⁴ or 4-10⁵ model. HEIs may select a cyclical student shifting model they deem appropriate for their particular situations, without prejudice to further adjustments, whenever necessary.
2. The cyclical student shifting mechanism to be implemented shall be developed in consultation with the faculty and students.
3. In line with their chosen cyclical student shifting system, HEIs shall adopt measures to ensure their students shall only be on the campus during their designated schedules.
4. HEIs shall also adhere to the relevant restrictions on mobility imposed by the IATF and/or the concerned LGUs, such as localized quarantines, curfews, and the like.

E. Determine the Maximum Venue Capacity of Facilities

1. HEIs shall re-engineer or re-design the layouts of the facilities to ensure a physical distance of at least 1.5 meters is strictly observed.
2. HEIs shall determine the maximum number of students present inside the classrooms, laboratories, libraries, gymnasiums, covered courts, and other facilities which will be used for limited face-to-face classes following the 1.5-meter physical distance and IATF-permitted maximum venue capacity.
3. HEIs shall ensure that the daily number of physically present students is manageable inside and immediately outside the school premises.

⁴ 4-17 Cycle Model: Students on campus for four consecutive days to attend face-to-face classes and off campus for the next seventeen consecutive days for flexible learning.

⁵ 4-10 Cycle Model: Students on campus for four consecutive days to attend face-to-face classes and off campus for the next ten consecutive days for flexible learning.



F. Implement Additional Health and Safety Measures

HEIs shall ensure that health and safety measures have been planned and installed before the reopening of the campus and shall strictly be monitored by the members of the CMC. Below are additional health and safety measures to be followed on top of the minimum public health standards issued by the DOH. HEIs, in the exercise of their administrative prerogative, may impose additional or stricter health and safety protocols.

1. Personal Hygiene Kits

HEIs shall require their students and teaching and non-teaching personnel to bring their personal hygiene kits which may contain: ethyl alcohol or hand sanitizer, cleansing wipes/tissue paper/toilet paper/hand towel, extra face mask, and/or hand soap.

2. Stay Home When Not Feeling Well

Students and teaching and non-teaching personnel who have COVID-19 symptoms (refer to **Annex D**) shall stay at home and shall report their conditions to their professors/supervisors. HEIs shall monitor their health status. For continuity of learning, HEIs shall implement the appropriate flexible learning mode for the affected students, if possible. Likewise, HEIs shall allow a work-from-home arrangement for affected teaching and non-teaching personnel, if possible.

3. One Entry, One Exit Per Day Policy for Students

Students shall not be allowed to leave the campus premises between classes. Each student shall only be permitted one entry and one exit per day.

4. Screening at Entry Point

- a. HEIs shall put up a screening or triage area at different points of entry where students, teaching and non-teaching personnel, and visitors are assessed for the following:
 - i. Wearing of face mask and/or face shield as may be required by the IATF;
 - ii. Accomplishment of health declaration form or presentation of accomplished health declaration form;
 - iii. Body temperature check. Individuals will not be allowed to enter the campus premises if they have a temperature of 37.5 degrees and/or above, even after a five-minute rest. This individual may temporarily be placed in the isolation room (refer to **Annex E**) until he/she is transported to his/her home or health facility. HEIs shall develop a mechanism on how to ensure the student, faculty, and staff shall be attended to as provided under DOH guidelines on persons manifesting COVID-19 symptoms.



- b. HEIs shall ensure there are no choke points at all entrance gates of their campuses. There shall be an adequate number of screening stations to avoid long queues outside the school premises. HEIs shall have separate entrances and exits.
- c. HEIs shall ensure physical distancing is strictly observed by everyone standing in line. Visual cues may be used for this.
- d. HEIs shall coordinate with their LGUs on crowd management outside the school premises.
- e. HEIs shall provide an adequate number of handwashing or hand sanitizing stations by the entrance gates. Students, faculty, and staff shall be required to wash or sanitize their hands before or immediately after entry.

5. Classrooms/Laboratories/Communal Areas/Other Facilities

- a. HEIs shall maximize and improve natural ventilation in all rooms and common areas, and consider upgrading ventilation systems in line with the guidelines of the DOLE DO No. 224, series of 2021⁶.
- b. HEIs shall assess ingress and egress with physical distancing to determine the impact on the time needed for student movement between classrooms and buildings.
- c. HEIs shall require students to go straight to their assigned rooms upon entering the campus. If students arrive early and their rooms are not yet available, they shall be directed to go to the study hall/cafeteria/communal areas where physical distancing shall still be strictly observed. They shall not be allowed to loiter.
- d. HEIs shall require faculty and instructors to have seating plans indicating the assigned seats of students. Students shall not be allowed to sit anywhere and shall use the assigned seat throughout the semester.
- e. HEIs shall implement a one-way foot traffic system to limit human intersection, contact, or interaction. There shall be markings on the floors indicating the directions and proper distancing to follow from the entrance gate to the room and within the room. HEIs may employ other traffic systems as long as these shall limit human intersection, contact, or interaction.
- f. HEIs shall adopt other measures to limit the movement of students including measures prohibiting students from moving from one room/area to another without proper authority or reason.
- g. Classrooms/laboratories/communal areas/other school facilities, as well as equipment used by the students, shall be cleaned and disinfected at the end of each school day.

6. School Canteen and Dining Area

- a. In case that the school canteen or cafeteria will not open, the HEI shall inform students to bring their food and drinks. Students shall not be

⁶ Department of Labor and Employment (DOLE) Department Order (DO) No. 224 series of 2021 Guidelines on the Ventilation for Workplaces and Public Transport to Prevent and Control the Spread of COVID-19



allowed to leave the campus premises between classes to buy food and drinks.

- b. In case that the school intends to open their canteen / cafeteria, the personnel of the school canteen must be fully-vaccinated against COVID-19 and shall wear PPE to ensure food safety. The school canteen shall follow DTI-DOTr JMC No. 21-02⁷ for the health and safety guidelines on the operation of food establishments. Only packed food and drinks shall be allowed for selling.
- c. Food deliveries shall not be allowed.
- d. Students are highly encouraged to eat at their assigned seats inside their respective classrooms. However, HEIs may also set up a dining area. This extra precautionary measure may be taken because face masks will be removed to enable the students to eat and drink.

7. Break Time Period

- a. The HEI shall determine the break time period. There shall be staggered break time to lessen the number of possible occupants in the school canteen and dining area.
- b. HEIs shall determine the maximum time an individual can stay in the school canteen/dining area as well as the maximum number of occupants in a period of time.
- c. Students are not allowed to eat in laboratory rooms where activities that involve the use of chemical and biological agents are being done. They shall eat in a designated dining area.
- d. Smoking and vaping shall be prohibited inside the school premises.
- e. Students shall be reminded to observe proper Water, Sanitation, and Hygiene (WASH) protocols.
- f. HEIs shall train their students and teaching and non-teaching personnel on the proper disposal of waste according to type.

8. Library Services

- a. Students and teaching and non-teaching personnel shall wash or sanitize their hands before entering the library facilities.
- b. For purposes of facilitating contact tracing, the names, time-ins, and time-outs of students and teaching and non-teaching personnel shall be recorded.
- c. Tables and chairs shall be marked to inform the students and teaching and non-teaching personnel where they can or cannot sit.
- d. A physical distance of at least 1.5 m shall strictly be observed inside the library.
- e. The HEI shall determine the maximum time limit a student and teaching and non-teaching personnel can stay inside the library and the number of times he or she can enter the library per day.

⁷ Department of Trade and Industry (DTI) and Department of Tourism (DOTr) Joint Memorandum Circular (JMC) No. 21-02 on the Health and Safety Guidelines Governing the Operations of Indoor and Outdoor Dine-in Services Under the Alert Levels System for COVID-19 Response



- f. If books/journals/library materials are borrowed and brought home or taken outside the library facilities, there shall be a dedicated dropbox for their return. These books shall be properly cleaned/sanitized/ disinfected before they are again included for circulation.
- g. Commonly shared computer units shall be cleaned and disinfected before and after use.
- h. The HEI shall encourage their students and teaching and non-teaching personnel to use online library services instead of physically going to the library. The HEI shall also promote the PHL CHED CONNECT for free access to instructional and learning resources or materials.

9. Leaving the Campus

- a. Students and teaching and non-teaching personnel shall leave the campus immediately after their classes or work.
- b. HEIs shall have designated exit gates or points. Students and teaching and non-teaching personnel can only pass through this gate to leave the campus.
- c. HEIs shall regularly remind students and teaching and non-teaching personnel on how to be safe on their way home.
- d. HEIs shall coordinate with their LGUs on crowd management outside the school premises.

G. Conduct Simulations and Drills

- 1. Prior to reopening of campuses for limited face-to-face classes, HEIs shall conduct simulations and drills of their human traffic system, crowd management, and classroom management, and implementation of their health and safety protocols.
- 2. HEIs shall also plan how to conduct drills on fire, bomb threat, earthquake, and other emergencies adherent to health and safety protocols most especially physical distancing and use of PPE.
- 3. HEIs shall have health and safety marshalls, at least one (1) per occupied building/area, roaming around the campus to monitor strict implementation and observance of the health and safety protocols at all times.

H. Create Contingency Plan for COVID-19 Cases

- 1. HEIs shall have a contingency plan ready to be implemented when students, faculty, or staff are identified as suspect/probable/confirmed COVID-19 cases (refer to **Annex D**) while inside the campus.
- 2. The contingency plan shall be tested and continuously refined, with representatives from the LGU, such as but not limited to the local health officer, local epidemiology and surveillance unit, and/or local disaster risk reduction and



management officer, involved in the development, scenario-based planning, and simulation of the plan.

3. The contingency plan shall include the following minimum measures:
 - a. The individual shall be transferred immediately to an isolation room (refer to **Annex E**) inside the campus while waiting to be transported to a health facility or his/her home.
 - b. HEIs shall notify at once the individual's family member or guardian who shall be requested to transport him/her to a health facility or back to his/her home. HEIs shall provide the necessary assistance to ensure the safe transport of the individual.
 - c. If the students and teaching and non-teaching personnel live in a dormitory/boarding house and do not have a family member/guardian living nearby, he/she shall not be allowed to return to the dormitory/boarding house. The HEI shall transport him or her to a health facility, monitor his/her health condition, and regularly update his/her family if possible.
 - d. The individual shall be evaluated by the appointed medical or health and safety officer who is knowledgeable on:
 - i. How disease spreads;
 - ii. How to identify disease symptoms;
 - iii. How to protect themselves;
 - iv. Environmental cleaning and disinfection procedures; and
 - v. When to contact health officials or occupational health services.
 - e. The Crisis Management Committee or equivalent committee of HEIs shall conduct a risk assessment of the situation and implement the appropriate health and safety protocols such as, but not limited to, contact tracing, cleaning, and disinfection of facilities, or suspension of classes and operations.

Upon the determination of the HEI of its compliance with the foregoing, HEIs shall notify the CHEDRO concerned of its intention to re-open its campus, for one, some, or all of its programs for limited face-to-face classes prior to the start of the semester or proposed reopening date. Such notification shall be accompanied by the (1) Accomplished Self-Assessment Checklist on the Readiness of HEIs to Reopen Campuses for Limited Face-to-Face Classes (refer to **Annex A**) and (2) a Notarized Affidavit of Undertaking (refer to **Annex B**) to the concerned CHED Regional Office (RO). In addition to the Self-Assessment Checklist and Affidavit of Undertaking, HEIs may secure clearance from the LGU concerned.

VI. PREVENTIVE SUSPENSION AND REOPENING PROTOCOLS

The implementation of limited face-to-face classes shall be preventively suspended then reopened based on the following scenarios:



Scenario	Preventive Suspension Protocol	Reopening Protocol
The locality of the HEI is reclassified to Alert Level 4 or 5.	Automatic preventive suspension for the entire HEI.**	Reclassified to Alert Level 3 or better.
The locality of the HEI is under granular lockdown.	Automatic preventive suspension for the entire HEI.	Granular lockdown is lifted.
School / building / classroom lockdown for case clustering.*	The preventive suspension will be based on the assessment and decision of the Crisis Management Committee (CMC) of the HEI and upon consultation with the Local Task Force against COVID-19.	Continue limited face-to-face classes after completing contact tracing and disinfection activities and quarantine period for the confirmed and suspected cases.

**As stated in DOH AO No. 2021-0043, cluster refers to an unusual aggregation, real or perceived, of health events that are grouped together as to time and space and that is reported to a public health department. There are two or more confirmed cases from the same area over a period of fourteen (14) days. Building lockdowns should be done when clustering is reported in two (2) or more rooms of the building.*

***For medical education programs, CHED DOH JMC No. 2021-002⁸ will apply.*

VII. MONITORING AND EVALUATION

For the implementation of limited face-to-face classes for all programs, HEIs are required to submit their monitoring and evaluation (M&E) reports to their respective CHEDROs to ensure that compliance with health and safety protocols and with this JMC is sustained. The HEIs shall submit the Weekly COVID-19 Monitoring Report (refer to **Annex C**) and other M&E reports as may be requested by the concerned CHEDRO.

CHED composite team may conduct random inspections in order to determine compliance of HEIs with this JMC.

VIII. ROLES AND RESPONSIBILITIES

A. Higher Education Institutions shall:

1. Ensure that only fully vaccinated individuals (e.g. teaching and non-teaching personnel and students) participate in the limited face-to-face classes;

⁸ CHED-DOH Joint Memorandum Circular No. 2021 – 002: Amendment of Article IV-B of CHED DOH JMC. No. 2021-001 entitled "Guidelines on the Gradual Reopening of Campuses of Higher Education Institutions for Limited Face-to-Face Classes during the COVID 19 Pandemic"



2. Conduct consultation/s with students, teaching and non-teaching personnel, LGUs, and other relevant stakeholders regarding their action plans for reopening their campuses while mitigating the risk of COVID-19 transmission;
3. Inform all participating students, teaching personnel, and non-teaching personnel of these guidelines;
4. Retrofit their facilities in order to comply with the minimum public health standards;
5. Monitor and evaluate the implementation of health and safety protocols and compliance with this CHED-DOH JMC;
6. Comply with the health and safety protocols of concerned LGUs, by virtue of ordinances/orders;
7. Create a database for the list of programs, courses, year levels as well as the number of students and HEI personnel who will participate in the limited face-to-face classes;
8. Conduct School-based COVID-19 Surveillance Program;
9. Conduct weekly monitoring of COVID-19 cases;
10. Submit COVID-19 monitoring reports to the CHEDRO concerned; and,
11. Continuously make improvements in their institutional policies and guidelines.

B. Students and teaching and non-teaching personnel attending limited face-to-face classes shall:

1. Strictly adhere to the health and safety protocols of their respective HEIs; and
2. Be transparent in declaring health conditions, including those of family members, and vaccination against COVID-19 status.

C. CHED Central Office shall:

1. Disseminate this CHED-DOH JMC to the CHEDROs and HEIs;
2. Conduct orientation for CHEDROs and HEIs on the CHED-DOH JMC;
3. Investigate non-compliance of HEIs with this JMC and recommend immediate suspension on the conduct of limited face-to-face classes; and,
3. Provide data analytics at the national level from the submitted reports of the CHEDROs.

D. CHED Regional Office (RO) shall:

1. Closely monitor the conduct of limited face-to-face classes by HEIs;
2. Immediately report any violation or complaint and results of the investigation to the CHED Central Office;
3. Order preventive and immediate suspension of HEI for the conduct its limited face-to-face classes for violations of this JMC;
4. Submit a status report on the implementation of limited face-to-face classes and a consolidated Weekly COVID-19 Monitoring Report of HEIs to the CHED Office of the Executive Director;
5. Review application documents of HEIs for safety seal; and,



6. Issue a safety seal, in line with the supplemental guidelines to be issued by CHED on safety seal, to HEIs that have been inspected and found compliant with the CHED-DOH JMC.

E. CHED Composite Team shall:

1. Conduct inspection of HEIs who will apply for safety seal in order to check for compliance on the minimum public health standards set by the government and to verify the application documents and integration of digital contact tracing application;
2. Investigate reported violations and complaints; and,
3. Recommend withdrawal of the safety seal for HEIs that were proven non-compliant with the requirements for safety seal.

F. Local Government Units shall:

1. Issue clearance to HEIs on the conduct of limited face-to-face classes;
2. Provide advice/recommendation to HEIs for the safe reopening of their campuses, pertaining to but not limited to referral and coordination protocols for surveillance, detection, contact tracing, isolation, quarantine and treatment, and monitoring and evaluation of contingency plans and corresponding simulation exercises;
3. Participate in the inspection of retrofitted facilities of HEIs and check for compliance with the minimum public health standards;
4. Designate its health and safety officer to join the Ad-hoc Team/Body that shall be created by the CHEDRO to investigate violations of this JMC or complaints on the implementation of health and safety protocols; and,
5. Provide assistance to HEIs in crowd and traffic control, whenever needed.

G. Department of Health shall:

1. Provide technical assistance such as updates regarding public health standards to be followed in education settings, the institutionalization of healthy settings in the school, and assistance in the inspection of retrofitted facilities of HEIs, as necessary; and,
2. Provide learning and development interventions, informational and advocacy materials on strategies or measures, through the provincial, city, and/or municipal health offices and its local health boards (LHBs), in partnership with the Sangguniang Kabataan Federations and its local youth development councils (LYDCs), to ensure that minimum public health standards are met for dissemination to HEIs.

IX. VIOLATIONS

Any violation of these guidelines shall be a ground for suspension of the conduct of the limited face-to-face classes without prejudice to such other sanctions as may be imposed. If public interest demands such as, but not limited to, national security, public



safety, and public health, CHED may, without notice, order an HEI for a preventive and immediate suspension of the conduct of its limited face-to-face classes.

X. REPEALING CLAUSE

Other related issuances not consistent with the provisions of this Joint Memorandum Circular (JMC) are hereby revised, modified, or rescinded accordingly. Nothing in this Joint Memorandum Circular shall be construed as a limitation or modification of existing laws, rules, and regulations.

XI. SEPARABILITY CLAUSE

Should any provision of this Joint Memorandum Circular (JMC) or any part thereof be declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

XII. EFFECTIVITY

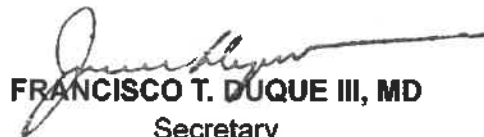
This CHED-DOH Joint Memorandum Circular shall take effect immediately upon its publication in the Official Gazette or in any newspaper of general circulation and filing with the University of the Philippines Law Center - Office of the National Administrative Register (UP-ONAR).

For strict compliance.

Issued on 15 December 2021.



J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education



FRANCISCO T. DUQUE III, MD
Secretary
Department of Health



ANNEX A

(HEI Letterhead)

SELF-ASSESSMENT CHECKLIST ON THE READINESS OF HEI TO REOPEN CAMPUSES FOR LIMITED FACE-TO-FACE CLASSES

Check Box	Areas of Assessment
1. Management and Oversight	
<input type="checkbox"/>	a. There is a Crisis Management Committee or equivalent to oversee the implementation of and monitoring and evaluation of compliance with the CHED-DOH Joint Memorandum Circular on the conduct of limited face-to-face classes and the Crisis Management Committee favorably recommended the conduct of limited face-to-face classes.
<input type="checkbox"/>	b. The students, parents or guardians, faculty, and staff have been consulted on how to safely reopen the campus for limited face-to-face classes.
<input type="checkbox"/>	c. Stakeholders have already been oriented and given Information, Education and Communication (IEC) materials detailing institutional policies, guidelines, and procedures on the safe conduct of limited face-to-face classes and health and safety protocols.
<input type="checkbox"/>	d. The HEI has informed parties involved in the conduct of limited face-to-face classes.
<input type="checkbox"/>	e. The HEI has a database for the list of programs, courses, and year levels as well as the number of students and HEI personnel who will participate in the limited face-to-face classes.
<input type="checkbox"/>	f. The HEI has identified the buildings, classrooms, laboratories, and other facilities to be used per program in the conduct of limited face-to-face classes.
<input type="checkbox"/>	g. The HEI has a system to ensure that students and teaching and non-teaching personnel who will participate in limited face-to-face classes under this JMC are registered with PhilHealth, either as a direct or indirect contributor (dependents of the direct contributor), or with equivalent medical insurance that covers medical expenses related to COVID-19.
<input type="checkbox"/>	h. There is a verification system on the vaccination status of individuals who will participate in the limited face-to-face classes.
2. Institutional Policies and Protocols	
<input type="checkbox"/>	a. There are contact tracing protocols (including the use of StaySafe.PH or digital contact tracing application).
<input type="checkbox"/>	b. There are screening and detection, containment, and lockdown protocols.
<input type="checkbox"/>	c. There are emergency transfer protocols to be followed in case anyone exhibits COVID-19 symptoms while inside the campus.
<input type="checkbox"/>	d. There are referral system protocols for COVID-19 suspects or confirmed cases and psychosocial services.
<input type="checkbox"/>	e. There are quarantine and isolation protocols.
<input type="checkbox"/>	f. There are physical distancing protocols.
<input type="checkbox"/>	g. There are maintenance, cleaning, sanitation, and disinfection protocols for built environments such as buildings, facilities, classrooms, offices, vehicles, and commonly used spaces, among others, in line with DOH AO No. 2020-0157 or the Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19
<input type="checkbox"/>	h. There are protocols on the appropriate use of PPEs.



<input type="checkbox"/>	i. There is a cyclical student and employee shifting implementation plan.
<input type="checkbox"/>	j. There is a predetermined seat plan, maximum venue capacity, and staggered break time, as may be applicable.
<input type="checkbox"/>	k. There is a School-based COVID-19 Surveillance Program.
<input type="checkbox"/>	l. There is a facility for the proper storage, collection, treatment, and disposal of used facemasks and other infectious waste.
<input type="checkbox"/>	m. There is a communication plan to provide timely and updated information to all students, faculty, staff, and other stakeholders.
<input type="checkbox"/>	n. There is a catch-up plan for learning when limited face-to-face classes are suspended.
<input type="checkbox"/>	o. The school canteen, cafeteria, and other food establishments have health and safety protocols, in line with DTI-DOTr JMC No. 21-02 or the Health and Safety Guidelines Governing the Operations of Indoor and Outdoor Dine-in Services Under the Alert Levels System for COVID-19 Response
3. Controls	
<input type="checkbox"/>	a. There are engineering controls to ensure physical distancing, adequate ventilation, physical hygiene, and environmental hygiene are observed.
<input type="checkbox"/>	b. There are visible, readable, and adequate numbers of signages, signals, reminders on health and safety protocols placed/posted in strategic and conspicuous places inside the campus.
<input type="checkbox"/>	c. There are handwashing facilities and an adequate supply of sanitation products installed or placed in strategic areas.
<input type="checkbox"/>	d. There is a standby set-up of a single-person isolation room inside the campus. This school-based isolation room shall be used to temporarily hold an individual who will develop COVID-19 symptoms while inside the school premises.
<input type="checkbox"/>	e. There is adequate air exchange in enclosed (indoor) areas as cited in DOLE DO No. 224-21 or the Guidelines on Ventilation for Workplaces and Public Transport to Prevent and Control the Spread of COVID-19.
<input type="checkbox"/>	f. There is a foot traffic system.
<input type="checkbox"/>	g. There is a screening or triage area at different points of entry.

Certified Correct by:

Name and Signature of the Chair of the Crisis Management Committee



ANNEX B

Republic of the Philippines)

_____) S.S.

AFFIDAVIT OF UNDERTAKING

I, <<Name of Head of Higher Education Institution (HEI)>>, of legal age, Filipino, and a resident of <<Address of Head of HEI>>, after being duly sworn to, under oath and in accordance with the law, do hereby depose and state that:

1. I am the <<Position / Designation as Head of HEI>> of the <<Name of HEI>>, a CHED recognized Philippine Higher Education Institution.
2. I am cognizant, willing, and accepting of the roles and responsibilities of the <<Name of HEI>> as stated in Section VIII.A. of the CHED-DOH Joint Memorandum Circular (JMC) No. 2021-004: *Guidelines on the Implementation of Limited Face-to-face Classes for All Programs of Higher Education Institutions (HEIs) in Areas Under Alert Levels System for COVID-19 Response*, including those to be issued in the future.
3. The <<Name of HEI>> duly complied with the safety and health protocols imposed by the IATF, DOH, LGU, and as provided in the CHED-DOH Joint Memorandum Circular (JMC) No. 2021-004 on the Guidelines on the Implementation of Limited Face-to-face Classes for All Programs of Higher Education Institutions (HEIs) in Areas Under Alert Levels System for COVID-19 Response.
4. The <<Name of HEI>> will allow only fully vaccinated students and teaching and non-teaching personnel to participate in the limited face-to-face classes.
5. The <<Name of HEI>> was able to inform all the participating students of the risks involved and the pertinent provisions of these guidelines.
6. The <<Name of HEI>> shall adopt measures to ensure that their students shall only be in the campus during their designated schedules.
7. I am aware that any violation of the CHED-DOH Joint Memorandum Circular (JMC) No. 2021-004: *Guidelines on the Implementation of Limited Face-to-face Classes for All Programs of Higher Education Institutions (HEIs) in Areas Under Alert Levels System for COVID-19 Response* shall be a ground for suspension of the conduct of the limited face-to-face classes without prejudice to such other sanctions as may be imposed. If public interest demands such as, but not limited to, national security, public safety, and public health, CHED may, without notice, order an HEI for a preventive and immediate suspension of the conduct of its limited face-to-face classes.
8. I fully understand the consequences of not giving correct and truthful data and I am aware that non-disclosure of material information as required will put me under the pain of perjury by executing this document.



9. This affidavit is being executed to attest to the truth of the foregoing facts and for whatever legal purpose and intent it may serve.

IN WITNESS WHEREOF, I have hereunto placed my signature this _____ day of _____, _____ at _____.

<<NAME OF HEAD OF INSTITUTION>>
<<DESIGNATION / POSITION OF HEAD OF INSTITUTION>>
(Signature over printed name)

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____ at _____, affiant having exhibited to me his/her _____ with nos. _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



ANNEX C

(HEI Letterhead)

WEEKLY COVID-19 MONITORING REPORT
Dates/Period Covered: _____

Table 1. Data and Information on COVID-19 Cases and Vaccination Against COVID-19 for Students Attending Limited Face-to-face Classes Per Program

Complete Name of HEI	Program	Total No. of Students Attending Limited Face-to-face Classes	Cumulative No. of Suspected COVID-19 Cases (Students)	Cumulative No. of Probable COVID-19 Cases (Students)	Cumulative No. of Confirmed COVID-19 Positive Case (Students)	No. of Confirmed COVID-19 Positive Cases for the Reporting Week (Students)	General COVID-19 Classification (Asymptomatic, Mild, Moderate, Severe, or Critical)	Cumulative No. of Recovered COVID-19 Positive Case (Students)	No. of Recovered COVID-19 Positive Case for the Reporting Week (Students)	Cumulative No. of Fully Vaccinated Students Attending Limited Face-to-face Classes

Table 2. Data and Information on COVID-19 Cases and Vaccination Against COVID-19 for Teaching Personnel Attending Limited Face-to-face Classes Per Program

Complete Name of HEI	Program	Total No. of Teaching Personnel Attending Limited Face-to-face Classes	Cumulative No. of Suspected COVID-19 Cases (Teaching Personnel)	Cumulative No. of Probable COVID-19 Cases (Teaching Personnel)	Cumulative No. of Confirmed COVID-19 Positive Case (Teaching Personnel)	No. of Confirmed COVID-19 Positive Cases for the Reporting Week (Teaching Personnel)	General COVID-19 Classification (Asymptomatic, Mild, Moderate, Severe, or Critical)	Cumulative No. of Recovered COVID-19 Positive Case (Teaching Personnel)	No. of Recovered COVID-19 Positive Case for the Reporting Week (Teaching Personnel)	Cumulative No. of Fully Vaccinated Teaching Personnel Attending Limited Face-to-face Classes



Table 3. Data and Information on COVID-19 Cases and Vaccination Against COVID-19 for Non-Teaching Personnel Attending Limited Face-to-face Classes Per Program

Complete Name of HEI	Program	Total No. of Non-Teaching Personnel Attending Limited Face-to-face Classes	Cumulative No. of Suspected COVID-19 Cases (Non-Teaching Personnel)	Cumulative No. of Probable COVID-19 Cases (Non-Teaching Personnel)	Cumulative No. of Confirmed COVID-19 Positive Case (Non-Teaching Personnel)	No. of Confirmed COVID-19 Positive Cases for the Reporting Week (Non-Teaching Personnel)	General COVID-19 Classification (Asymptomatic, Mild, Moderate, or Severe, or Critical)	Cumulative No. of Recovered COVID-19 Positive Case (Non-Teaching Personnel)	No. of Recovered COVID-19 Positive Case for the Reporting Week (Non-Teaching Personnel)	Cumulative No. of Fully Vaccinated Non-Teaching Personnel Attending Limited Face-to-face Classes

Table 4. Actions taken by the HEI for confirmed COVID-19 cases

Information on Confirmed COVID-19 Case/s	Actions Taken

Table 5. Actions taken by the HEI for Case Clustering

Information on COVID-19 Case Clustering	Actions Taken

Table 6. Actions taken by the HEI for Granular Lockdown

Information on Granular Lockdown	Actions Taken

Prepared by:

Name and Signature of the Institutional Surveillance Officer

Certified Correct by:

Name and Signature of Chair of the Crisis Management Committee of the HEI



ANNEX D

CLINICAL AND EPIDEMIOLOGIC CRITERIA FOR SUSPECT, PROBABLE, AND CONFIRMED COVID-19 CASES

(Source: Department of Health (DOH) Administrative Order 2021-0043: Omnibus Guidelines on the Minimum Public Health Standards for the Safe Reopening of Institutions)

Cases	Criteria
Suspect COVID-19 Case	<ol style="list-style-type: none"> 1. Suspect Criteria A - refers to a person who meets the clinical AND epidemiological criteria: <ol style="list-style-type: none"> a. Clinical criteria: <ol style="list-style-type: none"> i. Acute onset of fever AND cough; or, ii. Acute onset of ANY THREE OR MORE of the following signs or symptoms: fever, cough, general weakness/fatigue, headache, myalgia, sore throat, coryza, dyspnoea, anorexia/nausea/vomiting, diarrhea, altered mental status AND b. Epidemiologic criteria: <ol style="list-style-type: none"> i. Residing or working in an area with a high risk of transmission of virus: closed residential settings, humanitarian settings such as camp and camp-like settings for displaced persons; anytime within the fourteen (14) days prior to symptom onset; or ii. Residing or travel to an area with community transmission anytime within the fourteen (14) days prior to symptom onset; or iii. Working in any healthcare setting, including within health facilities or within the community; any time within the fourteen (14) days prior to symptom onset. 2. Suspect Criteria B - refers to a patient with Severe Acute Respiratory Illness (SARI): acute respiratory infection with history of fever or measured fever of > 38C°; and cough; with onset within the last ten (10) days; and requires hospitalization). A person who meets the clinical AND epidemiological criteria. 3. Suspect Criteria C - refers to an asymptomatic person not meeting epidemiologic criteria with a POSITIVE SARS-CoV-2 Antigen-RDT.
Probable COVID-19 Case	<ol style="list-style-type: none"> 1. A patient who meets clinical criteria AND is a contact of a probable or confirmed case or linked to a COVID-19 cluster; or 2. A suspect case with chest imaging showing findings suggestive of COVID-19 disease; 3. A person with recent onset of anosmia (loss of smell) or ageusia (loss of taste) in the absence of any other identified cause; 4. Death, not otherwise explained, in an adult with respiratory distress preceding death; AND was a contact of a probable or confirmed case or linked to a COVID-19 cluster.
Confirmed COVID-19 Case	<p>Refers to any individual, irrespective of presence or absence of clinical signs and symptoms, who was laboratory-confirmed for COVID-19 in a test conducted at the national reference laboratory, a subnational reference laboratory, and/or DOH-licensed COVID-19 testing laboratory; OR any suspect or probable COVID-19 cases, who tested positive using antigen test in areas with outbreaks and/or in remote settings where RT-PCR is not immediately available; provided that the antigen tests satisfy the recommended minimum regulatory, technical and operational specifications set by the Health Technology Assessment Council.</p>



ANNEX E

CREATING A SCHOOL-BASED ISOLATION ROOM FOR PERSONS WITH COVID-19 SYMPTOMS

When students, faculty, and staff develop COVID-19 symptoms while in school premises, they shall immediately be transferred to an isolation room while waiting to be transported to a health facility or home. This isolation room shall have the following features:

1. The isolation room is a single-person room with adequate ventilation and a self-closing door, if possible.
2. There is a single bed for the individual to rest while waiting to be transported. The HEI shall select a bed that is easy to clean and disinfect. The type of bed shall be selected in consultation with the LGU/DOH.
3. The isolation room is near a comfort room that is solely dedicated for the use of the symptomatic student, faculty, or staff.
4. The isolation room has easy access to the exit gate to efficiently facilitate the immediate transport of the symptomatic student, faculty, or staff to limit his or her exposure to others and to avoid contaminating additional school areas.
5. There is also a foot-operated "hand wash" basin or hands-free sanitizer or alcohol dispenser.
6. There are dedicated trash bins and cleaning and disinfection materials for the isolation room.



ANNEX F

LIST OF REFERENCES

Commission on Higher Education. (2021, February 10). **CHED-DOH Joint Memorandum Circular No. 2021 – 001: Guidelines on the Gradual Reopening of Campuses of Higher Education Institutions for Limited Face-to-Face Classes during the COVID 19 Pandemic.** Retrieved from <https://ched.gov.ph/wp-content/uploads/CHED-DOH-Joint-Memorandum-Circular-No.-2021-001-Guidelines-on-the-Gradual-Reopening-of-Campuses-of-Higher-Education-Institutions-for-Limited-Face-to-Face-Classes-during-the-COVID-19-Pandemic.pdf>

Commission on Higher Education. (2021, September 16). **CHED-DOH Joint Memorandum Circular No. 2021 – 002: Amendment of Article IV-B of CHED DOH JMC. No. 2021-001 entitled “Guidelines on the Gradual Reopening of Campuses of Higher Education Institutions for Limited Face-to-Face Classes during the COVID 19 Pandemic”.** Retrieved from <https://ched.gov.ph/wp-content/uploads/CHED-DOH-JMC-No.-2021-002.pdf>

Commission on Higher Education. (2020, September 2). **CHED Memorandum Order No. 04 series of 2020: Guidelines on the Implementation of Flexible Learning.** Retrieved from <https://ched.gov.ph/wp-content/uploads/CMO-No.-4-s.-2020-Guidelines-on-the-Implementation-of-Flexible-Learning.pdf>

Department of Health. (2020, April 10). **DOH Administrative Order No. 2020-0157 Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19.** Retrieved from <https://doh.gov.ph/sites/default/files/health-update/dm2020-0157.pdf>

Department of Health. (2020, April 15). **DOH-DILG Joint Administrative Order No. 2020-0001: Guidelines on Local Isolation and General Treatment Areas for COVID-19 cases (LIGTAS COVID) and the Community-based Management of Mild COVID-19 Cases.** Retrieved from https://doh.gov.ph/sites/default/files/health-update/jao2020-0001_0.pdf

Department of Health. (2020, August 28). **The 2020 Revised Implementing Rules and Regulations of Republic Act No. 11332, or the Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act.** Retrieved from <https://doh.gov.ph/sites/default/files/health-update/revised-IRR-RA11332.pdf>

Department of Health. (2021, August 31). **DOH Administrative Order No. 2021-0043: Omnibus Guidelines on the Minimum Public Health Standards for the Safe Reopening Institutions.** Retrieved from <https://dmas.doh.gov.ph:8083/Rest/GetFile?id=692037>

Civil Service Commission. (2020, March 4). **CSC-DOH-DOLE JMC No. 1, series of 2020: Occupational Safety and Health (OSH) Standards for the Public Sector.** Retrieved from http://www.csc.gov.ph/phocadownload/userupload/paio_guevarra/JMC%20on%20OSH%20for%20PS%202020.pdf

Department of Labor and Employment. (2021, March 3). **DOLE Department Order No. 224 series of 2021 Guidelines on the Ventilation for Workplaces and Public Transport to Prevent and Control the Spread of COVID-19.** Retrieved from <https://oshc.dole.gov.ph/wp-content/uploads/2021/05/DO-224-21-Guidelines-on-Ventilation-for-Workplaces-and-Public-Transport-to-Prevent-and-Control-the-Spread-of-COVID-19-1.pdf>

Department of Trade and Industry. (2021, September 28). **DTI-DOTr Joint Memorandum Circular No. 21-02 on the Health and Safety Guidelines Governing the Operations of**



Indoor and Outdoor Dine-in Services Under the Alert Levels System for COVID-19 Response. Retrieved from

[https://dtiwebfiles.s3.ap-southeast-1.amazonaws.com/COVID19Resources/Issuances+from+other+agencies/Joint+Memorandum+Circular+No.+21-02+\(with+CTC\).pdf](https://dtiwebfiles.s3.ap-southeast-1.amazonaws.com/COVID19Resources/Issuances+from+other+agencies/Joint+Memorandum+Circular+No.+21-02+(with+CTC).pdf)

Official Gazette. (2021, November 16). Inter-agency Task Force (IATF) for the Management of Emerging Infectious Diseases Resolution No. 148-G, series of 2021. Retrieved from

<https://mirror.officialgazette.gov.ph/downloads/2021/11nov/20211116-RESO-148G-RRD.pdf>

Official Gazette. (2021, November 18). Inter-agency Task Force (IATF) for the Management of Emerging Infectious Diseases Guidelines on the Nationwide Implementation of Alert Levels System for COVID-19 Response as of November 18, 2021. Retrieved from

<https://mirror.officialgazette.gov.ph/downloads/2021/11nov/20211118-IATF-GUIDELINES-RRD.pdf>

f

