



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER**

No. 04  
Series of 2022

**SUBJECT: GUIDELINES ON THE SAFETY SEAL CERTIFICATION PROGRAM FOR HIGHER EDUCATION INSTITUTIONS (HEIs)**

**I. RATIONALE**

Pursuant to Section IV of DOLE-DOH-DILG-DOT-DTI-DOTR-DEPED-CHED-TESDA Joint Memorandum Circular (JMC) No. 22-02 series of 2022 or the *Supplemental Guidelines of the Safety Seal Certification Program*, and the Commission on Higher Education (CHED), a member of the Safety Seal TWG, through its Regional Offices, shall be the issuing authority of the Safety Seal for Higher Education Institutions (HEIs) under the Safety Seal Certification Program (SSCP).

The Safety Seal is a physical manifestation of the compliance of private and public entities with the minimum public health standards set by the government and the use of or integration of digital contact tracing applications with StaySafe.ph. In the higher education sector, this also proves the compliance of HEIs with CHED-DOH JMC No. 2021-004 or the Guidelines on the Implementation of Limited Face-to-face Classes for All Programs of HEIs in Areas Under Alert Levels System for COVID-19 Response.

This CHED Memorandum Order (CMO) shall serve as a guide for HEIs on the application of the Safety Seal and for CHED Regional Offices on the issuance of the Safety Seal.

**II. DEFINITION OF TERMS**

**Issuing Authority** – the government agency or instrumentality with the authority to issue the Safety Seal vested under the Guidelines/ Supplemental Guidelines on the Implementation of Safety Seal Certification Program.

**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 or 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 in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population.

**Safety Seal Certification Program** – a certification scheme affirming that an establishment or public transportation unit has been inspected by the government and was found compliant with minimum public health standards, is using or its contact tracing is integrated with StaySafe.ph, and the establishment of public transportation unit possesses the requisite business permits or franchise.

**StaySafe.ph** – the official digital contact tracing application of the government that is linked with COVID-19 testing laboratories in the Philippines.

### III. GENERAL GUIDELINES

#### A. Eligibility Criteria of HEI for Safety Seal

The following are the eligibility criteria to qualify for the Safety Seal certification:

1. CHED recognized Philippine Higher Education Institution;
2. Compliant with the Minimum Public Health Standards; and,
3. Compliant with the CHED-DOH JMC No. 2021-004 or 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 and/or supplemental/amended guidelines.
4. If HEIs are located in areas under Alert Level 1, registration with StaySafe.ph or other contact tracing application that is integrated with StaySafe.ph is optional.

#### B. Validity of Safety Seal

The safety seal shall be valid for one (1) year and shall be renewable subject to continued compliance with the minimum public health standards, and the eligibility requirements set forth herein.

#### C. Security Measure of Safety Seal

The Safety Seal for HEIs shall indicate the logo of CHED as Issuing Authority, Date of Issuance and Validity, Safety Seal Number, and a unique Quick Response (QR) Code per HEI. The list of HEIs Issued with a Safety Seal shall be posted on the website at [www.safetyseal.ched.gov.ph](http://www.safetyseal.ched.gov.ph). CHED Regional Offices shall keep a record of HEIs issued with the Safety Seal. The Safety Seal may be issued in printed or digital form. The digital Safety Seal shall be sent by the CHED Regional Offices through electronic mail to the concerned HEI.



#### **D. Incentives of Safety Seal**

As stated in the DOLE-DOH-DILG-DOT-DTI-DOTR-DEPED-CHED-TESDA Joint Memorandum Circular (JMC) No. 22-02, series of 2022, an establishment granted with a Safety Seal shall be allowed an increase of ten (10) percentage points in operational or venue capacity. This provision shall also be applicable to HEIs.

#### **E. Converting Issued Authority to Reopen to Safety Seal Certificate**

All HEIs and corresponding programs previously issued with the authority to reopen campus and conduct limited face-to-face classes during the COVID-19 Pandemic prior to the date of issuance of this CMO shall be converted into a Safety Seal Certificate by their respective CHED Regional Offices (CHEDROs). For this purpose, HEIs may register through [www.safetyseal.ched.gov.ph](http://www.safetyseal.ched.gov.ph) and a replacement of their issued authority with a Safety Seal Certificate will be generated by their respective CHEDRO.

#### **F. Renewal, Revocation, and Reinstatement of Safety Seal**

1. **Renewal.** The Safety Seal may be renewed not earlier than one (1) month before its expiration. To renew:
  - a. HEIs shall contact the concerned CHEDRO to schedule an inspection.
  - b. The CHED Composite Team shall inspect the establishment to verify continued compliance with the eligibility requirements.
  - c. If the HEI is found to be fully compliant, the CHEDRO shall issue a new Safety Seal.
  - d. If the HEI is found to have deficiencies, the HEI shall be advised to correct the deficiencies and apply for reassessment.
  
2. **Revocation.** The Safety Seal may be revoked, *motu proprio*, by the CHEDRO or through a valid complaint.
  - a. The complaint must state the following:
    - i. name and location of the HEI;
    - ii. particular public health standard violated or a substantial description thereof;
    - iii. name and contact number of complainant/s; and,
    - iv. supporting proof (e.g., photos)
  
  - b. Upon receipt or referral of a valid complaint, the CHEDRO shall conduct an inspection of the complained HEI. The CHEDRO may also conduct an inspection, *motu proprio*, for the purpose of revoking the Safety Seal when:
    - i. a clustering of COVID-19 cases has been reported and the HEI did not preventively suspend the conduct of limited face-to-face classes; and,
    - ii. violation of any of the minimum public health standards.



- c. Should the HEI granted with the Safety Seal be found non-compliant with any of the minimum public health standards and the use of the Stay Safe application:
  - i. A Notice to Explain (NTE) shall be issued by the CHEDRO to the HEI;
  - ii. The NTE should be answered within forty-eight (48) hours and submitted to the CHEDRO. Alternatively, the HEI may opt to comply within the same period and attach proof of compliance with the NTE; and
  - iii. Should the explanation be found lacking or should the HEI fail to comply, the Safety Seal shall be recalled by the CHEDRO.

Revocation of the Safety Seal Certification shall not automatically result in the suspension of operations. However, the respective CHEDRO concerned shall report to the Office of the Executive Director (OED) any revocation of certifications, for the appropriate action of the Commission en Banc (CEB).

Upon receipt of information, the OED may constitute the CHED Composite Team, as provided under CHED-DOH Joint Memorandum Circular (JMC) No. 2021-004 or 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*, for validation.

3. **Reinstatement.** HEIs with revoked Safety Seal may have the same reinstated in accordance with the following:
  - a. Submission to the CHEDRO of a request for reinstatement complete with proof of full compliance; and
  - b. Conduct an inspection by the CHED Composite Team to verify compliance.

The Reinstated Safety Seal shall be valid for one (1) year from the date of reinstatement.

#### **G. Composition of the CHED Composite Team**

The CHED Composite Team is an inter-agency committee organized by the CHED Regional Office which may consist of the following members:

1. CHED Regional Office (CHEDRO) Representative/s (required);
2. Local Government Unit (LGU) Representative/s (required);
3. CHED Public Health Experts Group (PHEG) Member/s;
4. CHED Central Office (CHEDCO) Representative/s;
5. Department of Health - Regional Office / Centers for Health Development Representative/s;
6. Regional Inter-Agency Task Force (RIATF) Representative/s; or,
7. Representative/s from Higher Education Institution (HEI) with Safety Seal, as invited by CHED.\*

*\*May conduct inspections in HEIs without a Safety Seal.*



#### IV. SPECIFIC GUIDELINES

##### A. CHED Safety Seal Portal

The CHED Safety Seal Portal is a website dedicated to the application, issuance and renewal of Safety Seals for HEIs. The website can be accessed through [www.safetyseal.ched.gov.ph](http://www.safetyseal.ched.gov.ph).

##### B. Application and Evaluation Procedure

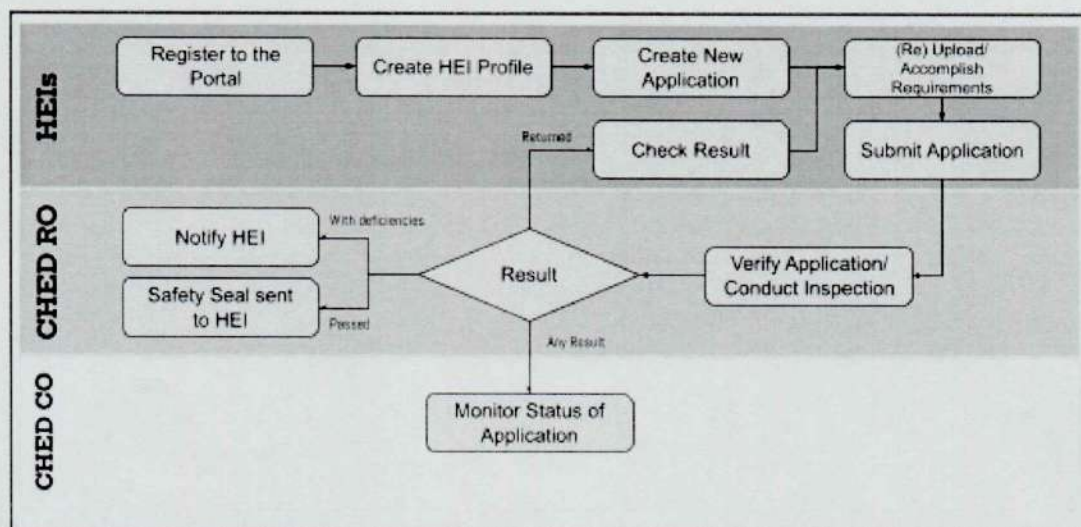


Figure 1. Process Flow on the Safety Seal Application for Higher Education Institutions (HEIs)

The procedures for the application of HEIs for Safety Seal and issuance of Safety Seal by the CHEDROs are as follows:

- 1. Registration.** The HEI may submit its application for a safety seal anytime through the CHED Safety Seal Portal. The HEI must first register and create an account in the portal.
- 2. Application.** The HEI shall accomplish the Higher Education Institution (HEI) Safety Seal Certification Checklist (refer to **Annex A**) and submit the Means of Verification (MOV) through uploading documents and/or audio-visual presentations. Please note that the application shall be per program.
  - a.** If the submitted documentary and audio-visual presentation requirements are approved, the CHEDRO shall notify the HEI of the approval and contact the HEI for the schedule of the on-site inspection. If complete, the CHEDRO shall schedule the on-site inspection which should not be later than fourteen (14) working days from the notification of the approval of application documents.
  - b.** If the submitted documentary and audio-visual presentation requirements are non-compliant with these guidelines, the CHEDRO shall deny the initial

application without prejudice to re-application or request for additional documents.

3. **Verification.** The CHEDRO shall lead the conduct of an on-site inspection of HEI by the CHED Composite Team to validate the submitted documentary and audio-visual presentation requirements, determine compliance with the minimum public health standards, and check if facilities are retrofitted. During the inspection, the HEI shall present the submitted documentary and audio-visual requirements (e.g., present institutional COVID-19 related response plan, show the triage area, demonstrate foot traffic from entry to exit points, and present the retrofitted facilities (classrooms, laboratories, library, isolation room, dining area, etc.). The evaluation instrument indicated in **Annex B** shall be used by the CHED Composite Team during the on-site inspection.
4. **Issuance.** After the on-site inspection, the CHEDRO shall inform the HEI of the results of the inspection and the next steps.
  - a. If the HEI is compliant, the CHEDRO shall issue the Safety Seal.
  - b. If the HEI has deficiencies, the CHEDRO shall advise the HEI to correct the deficiencies and schedule a re-assessment (in the form of on-site or virtual inspection) within 30-days upon the issuance of feedback.
  - c. However, if the HEI has failed to comply with the requirements despite the advice or feedback from the re-assessment of the CHEDRO, the application shall be denied. The HEI shall resubmit an application through the CHED Safety Seal Certification Program website.

## V. ROLES AND RESPONSIBILITIES

### A. Higher Education Institutions shall:

1. Submit the application documents through the CHED Safety Seal Portal;
2. Assist the CHED Composite Team during the on-site inspection;
3. Undertake the truthfulness and genuineness of the documents and proofs submitted; and,
4. Continuously adhere to the eligibility criteria once the Safety Seal has been issued.

### B. CHED Central Office shall:

1. Disseminate this CMO to the CHEDROs;
2. Develop a portal for the application of Safety Seal;
3. Conduct orientation for CHEDROs on this CMO and the CHED Safety Seal Portal;
3. Monitor status of the application for Safety Seal;
4. Post list of HEIs issued with Safety Seal in the CHED Safety Seal Portal; and,
5. Join on-site inspection of retrofitted facilities whenever possible/needed.

**C. CHED Regional Office (RO) shall:**

1. Conduct orientation for HEIs on this CMO;
2. Evaluate application for Safety Seal of HEIs;
3. Convene and lead the CHED Composite Team that shall conduct an on-site inspection of HEIs;
4. Issue a Safety Seal to HEIs who are compliant with the minimum public health standards, use of or integration of a contact tracing application with StaySafe.ph, and provisions of CHED-DOH JMC No. 2021-004;
5. Post on the official CHEDRO website or social media platforms the list of HEIs issued with Safety Seal;
6. Establish complaint hotlines for this purpose;
7. Revoke Safety Seal of HEIs proven to violate the minimum public health standards, use of or integration of a contact tracing application with StaySafe.ph, and provisions of CHED DOH JMC No. 2021-004; and,
8. Report violation or complaint, and results of the investigation to the CHED Central Office through the Office of the Executive Director.

**D. CHED Composite Team shall:**

1. Validate the submitted documentary and audio-visual requirements of HEIs that applied for the Safety Seal Certificate through the conduct of on-site inspection;
2. Investigate reported violations and complaints; and,
3. Recommend withdrawal of the Safety Seal for HEIs that were proven to violate the minimum public health standards, use of or integration of a contact tracing application with StaySafe.ph, and provisions of CHED DOH JMC No. 2021-004.


**VI. SEPARABILITY CLAUSE**

Should any provision of these Guidelines 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.

**VII. EFFECTIVITY**

These Guidelines shall take effect immediately.

Quezon City, Philippines, May 5, 2022.

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





Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**

**HIGHER EDUCATION INSTITUTION (HEI) SAFETY SEAL CERTIFICATION CHECKLIST**

(Based on CHED DOH JMC No. 2021-004 Annex A - Self-Assessment Checklist on the Readiness of HEI to Reopen Campuses for Limited Face-to-face Classes)

<b>Name of HEI:</b>	
<b>Address:</b>	
<b>Program/s Applied for Safety Seal:</b>	
<b>List of Building/s to be Used (for on-site inspection):</b> (Please do not abbreviate)	
<b>List of Classrooms/Laboratories/Facilities to be Used (for on-site inspection):</b> (Please do not abbreviate)	

**Part 1. Per Higher Education Institution**

#	Areas of Assessment (Based on CHED DOH JMC No. 2021-004 Annex A - Self-Assessment Checklist on the Readiness of HEI to Reopen Campuses for Limited Face-to-face Classes)	MOV (Means of Verification) to be submitted/ to be uploaded in the CHED Safety Seal Portal	Accepted File Type/s
1	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.	Signed document indicating the appointment of the CMC Team with names and position (Board resolution or equivalent)	.pdf file only
2	The students, parents or guardians, faculty, and staff have been consulted on how to safely reopen the campus for limited face-to-face classes.	Activity report which must include but not limited to the following: attendance sheet, minutes of the meeting, and photo documentation	.pdf file only
3	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.	Compilation of sample IEC materials or sample orientation kit	.pdf file only
4	The HEI has informed parties involved in the conduct of limited face-to-face classes.	Copy of announcements, memoranda, circulars, orientation proceedings, and/or minutes of the meeting	.pdf file only
5	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.	Copy of database or infographics	.pdf file only
6	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.	Copy of list of buildings, classrooms, laboratories, and other facilities to be used per applied program in the conduct of limited face-to-face classes.	.pdf file only
7	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.	Copy of database on the following variables: (a) student, faculty, and non-teaching personnel identifier (names should not be provided), (b) insurance provider, and (c) insurance policy number (if available)	.pdf file only
8	There is a verification system on the vaccination status of individuals who will participate in the limited face-to-face classes.	Copy of accomplished survey form/validation tool/verification system	.pdf file only (link to the system may be included in the pdf file)
9	There are contact tracing protocols (including the use of <a href="#">StaySafe.ph</a> or digital contact tracing application), optional for operations in areas under Alert Level 1.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI)	.pdf file only
10	There are screening and detection, containment, and lockdown protocols.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI)	.pdf file only
11	There are emergency transfer protocols to be followed in case anyone exhibits COVID-19 symptoms while inside the campus.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI)	.pdf file only
12	There are referral system protocols for COVID-19 suspects or confirmed cases and psychosocial services.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI)	.pdf file only
13	There are quarantine and isolation protocols.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI)	.pdf file only
14	There are physical distancing protocols.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI)	.pdf file only





15	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	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI)	.pdf file only
16	There are protocols on the appropriate use of PPEs.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI)	.pdf file only
17	There is a cyclical student and employee shifting implementation plan.	Copy of the cyclical shifting schedule approved by the President /Head / CMC	.pdf file only
18	There is a predetermined seat plan, maximum venue capacity, and staggered break time, as may be applicable.	Copy of the approved guidelines/policy/plan and photos (as may be applicable) on seat plan, maximum venue capacity, and staggered break time	.pdf file only
19	There is a School-based COVID-19 Surveillance Program.	Copy of the approved guidelines/policy on the School-based COVID-19 Surveillance Program with attachment on the database template for the School COVID-19 case-based listing	.pdf file only
20	There is a facility for the proper storage, collection, treatment, and disposal of used facemasks and other infectious waste.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI)	.pdf file only
21	There is a communication plan to provide timely and updated information to all students, faculty, staff, and other stakeholders.	Copy of the approved communication plan	.pdf file only
22	There is a catch-up plan for learning when limited face-to-face classes are suspended.	Copy of the approved catch up plan	.pdf file only
23	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	Copy of the health and safety manual and photos (as may be applicable) for school canteen, cafeteria and other food establishments of the HEI	.pdf file only
24	There are engineering controls to ensure physical distancing, adequate ventilation, physical hygiene, and environmental hygiene are observed.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI) or photo/video documentation	Image files (.jpg or .png), video files (.mkv or .mp4), or .pdf file (link to video may be included in the pdf file)
25	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.	Photo/video documentation	Image files (.jpg or .png), video files (.mkv or .mp4), or .pdf file (link to video may be included in the pdf file)
26	There are handwashing facilities and an adequate supply of sanitation products installed or placed in strategic areas.	Photo/video documentation	Image files (.jpg or .png), video files (.mkv or .mp4), or .pdf file (link to video may be included in the pdf file)
27	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.	Photo/video documentation	Image files (.jpg or .png), video files (.mkv or .mp4), or .pdf file (link to video may be included in the pdf file)
28	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.	Photo/video documentation or proof of installation of equipment or devices	Image files (.jpg or .png), video files (.mkv or .mp4), or .pdf file (link to video may be included in the pdf file)
29	There is a foot traffic system.	Copy of the approved guidelines/policy/plan (can be an excerpt of the Institutional Health and Safety Policy Manual for COVID-19 Response of the HEI) or video presentation	Image files (.jpg or .png), video files (.mkv or .mp4), or .pdf file (link to video may be included in the pdf file)
30	There is a screening or triage area at different points of entry.	Photo/video documentation	Image files (.jpg or .png), video files (.mkv or .mp4), or .pdf file (link to video may be included in the pdf file)

**Part 2. Per Academic Program Applied for Safety Seal**

#	Areas of Assessment	MOV (Means of Verification) to be submitted/ to be uploaded in the CHED Safety Seal Portal	File Type
1	There is a recalibration of institutional guidelines for the implementation of limited face-to-face classes per academic program.	Copy of guidelines	.pdf file only
2	The facilities for specific use per academic program are also retrofitted (e.g. laboratories, specialized rooms, etc.).	Photo/video documentation	Image files (.jpg or .png), video files (.mkv or .mp4), or .pdf file (link to video may be included in the pdf file)
3	There is a recalibration of OJT/Practicum/Internship guidelines per academic program.	Copy of guidelines	.pdf file only





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**EVALUATION TOOL ON THE ON-SITE INSPECTION OF HIGHER EDUCATION INSTITUTION (HEIs)  
FOR THE CONDUCT OF LIMITED FACE-TO-FACE CLASSES**

*For Use of CHED Composite Team During the Random On-site Inspection and Evaluation of Application for Safety Seal*

<b>Name of HEI:</b>	
<b>Address:</b>	
<b>Program/s Applied for Safety Seal or Program/s for Random Inspection of Limited Face-to-face Classes:</b>	
<b>List of Building/s to be Used (for on-site inspection): (Please do not abbreviate)</b>	
<b>List of Classrooms/Laboratories/Facilities to be Used (for on-site inspection): (Please do not abbreviate)</b>	

**Part 1 of 2. Verification of Compliance with CHED-DOH JMC No. 2021-004 Annex A - Self-Assessment Checklist on the Readiness of HEI to Reopen Campuses for Limited Face-to-face Classes**

**A. Per Higher Education Institution**

<b>No.</b>	<b>Areas of Assessment</b> <i>(Based on CHED-DOH JMC No. 2021-004 Annex A - Self-Assessment Checklist on the Readiness of HEI to Reopen Campuses for Limited Face-to-Face Classes)</i>	<b>Check for Availability / Sample / Proof (if applicable)</b>
1	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"/>
2	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"/>
3	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"/>
4	The HEI has informed parties involved in the conduct of limited face-to-face classes.	<input type="checkbox"/>
5	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"/>
6	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"/>
7	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"/>
8	There is a verification system on the vaccination status of individuals who will participate in the limited face-to-face classes.	<input type="checkbox"/>



9	There are contact tracing protocols, including the use of <u>StaySafe.ph</u> or digital contact tracing application. (optional per DOLE-DOH-DILG-DOT-DTI-DOTR-DEPED-CHED-TESDA JMC No. 22-02, Series of 2022)	<input type="checkbox"/>
10	There are screening, detection, containment, and lockdown protocols.	<input type="checkbox"/>
11	There are emergency transfer protocols to be followed in case anyone exhibits COVID-19 symptoms while inside the campus.	<input type="checkbox"/>
12	There are referral system protocols for COVID-19 suspects or confirmed cases and psychosocial services.	<input type="checkbox"/>
13	There are quarantine and isolation protocols.	<input type="checkbox"/>
14	There are physical distancing protocols.	<input type="checkbox"/>
15	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"/>
16	There are protocols on the appropriate use of PPEs.	<input type="checkbox"/>
17	There is a cyclical student and employee shifting implementation plan.	<input type="checkbox"/>
18	There is a predetermined seat plan, maximum venue capacity, and staggered break time, as may be applicable.	<input type="checkbox"/>
19	There is a School-based COVID-19 Surveillance Program.	<input type="checkbox"/>
20	There is a facility for the proper storage, collection, treatment, and disposal of used facemasks and other infectious waste.	<input type="checkbox"/>
21	There is a communication plan to provide timely and updated information to all students, faculty, staff, and other stakeholders.	<input type="checkbox"/>
22	There is a catch-up plan for learning when limited face-to-face classes are suspended.	<input type="checkbox"/>
23	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	<input type="checkbox"/>
24	There are engineering controls to ensure physical distancing, adequate ventilation, physical hygiene, and environmental hygiene are observed.	<input type="checkbox"/>
25	There are visible, readable, and adequate numbers of signages, signals, reminders on health and safety protocols placed or posted in strategic and conspicuous places inside the campus.	<input type="checkbox"/>
26	There are handwashing facilities and an adequate supply of sanitation products installed or placed in strategic areas.	<input type="checkbox"/>
27	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"/>
28	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"/>
29	There is a foot traffic system.	<input type="checkbox"/>
30	There is a screening or triage area at different points of entry.	<input type="checkbox"/>



**Part 2 of 2. Evaluation of Retrofitted Facilities of Higher Education Institution (HEIs)**

No.	Areas of Evaluation	Check Status		Remarks
		Compliant	Non Compliant	
<b>A</b>	<b>Classrooms</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	
2	The table-chair layout adheres to the physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
4	There are markings on the floor to direct one-way foot traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
5	There is a station by the door for hand sanitizer or alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B</b>	<b>Laboratories</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	
2	The lab station layout adheres to the physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
4	There are markings on the floor to direct one-way foot traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
5	There is a station by the door for hand sanitizer or alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C</b>	<b>Dining Area</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	
2	The table-chair layout adheres to the physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
4	There are markings on the floor to direct one-way foot traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
5	The foot markings on the floor adhere to the physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
6	There is a hand washing or sanitizing station by the entry and exit points.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D</b>	<b>School Canteen</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	
2	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There are markings on the floor to direct one-way foot traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
4	The foot markings on the floor adhere to the physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
5	There is a hand washing or sanitizing station by the entry and exit points.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>E</b>	<b>Library</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	
2	The table-chair layout adheres to the physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There is a dedicated drop-off box or station for returned books.	<input type="checkbox"/>	<input type="checkbox"/>	
4	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
5	There are markings on the floor to direct one-way foot traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
6	The foot markings on the floor adhere to the physical distance of 1.5 meters	<input type="checkbox"/>	<input type="checkbox"/>	
7	There is a station for hand sanitizer or alcohol by the entry and exit points.	<input type="checkbox"/>	<input type="checkbox"/>	

<b>F</b>	<b>Isolation Room for Symptomatic Individuals</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	The room accommodates a maximum of one person per use.	<input type="checkbox"/>	<input type="checkbox"/>	
2	There is adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There is a self-closing door, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	
4	There is a single bed.	<input type="checkbox"/>	<input type="checkbox"/>	
5	There is a dedicated comfort room.	<input type="checkbox"/>	<input type="checkbox"/>	
6	It is near the exit gate.	<input type="checkbox"/>	<input type="checkbox"/>	
7	There is a foot-operated "hand wash" basin or hands-free sanitizer or alcohol dispenser.	<input type="checkbox"/>	<input type="checkbox"/>	
8	There are dedicated trash bins for various types of waste.	<input type="checkbox"/>	<input type="checkbox"/>	
9	There are dedicated cleaning and disinfection materials.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>G</b>	<b>Comfort Rooms</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	
2	There is an adequate supply of water.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
4	There are visible and readable signages posted by the door indicating the maximum number of persons allowed to use the comfort room at any given time.	<input type="checkbox"/>	<input type="checkbox"/>	
5	There is a hand washing or sanitizing station.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Each toilet cubicle has a dedicated trash bin.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Each comfort room has dedicated cleaning and disinfection materials.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>H</b>	<b>Stairways / Corridors</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There are markings on the floor to direct one-way foot traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
2	The foot markings on the floor follow the physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>I</b>	<b>Entry / Exit Gates</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is a screening or triage area at different points of entry.	<input type="checkbox"/>	<input type="checkbox"/>	
2	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There is a station for hand sanitizer or alcohol by the door.	<input type="checkbox"/>	<input type="checkbox"/>	
4	There are screening station/s at the entry point.	<input type="checkbox"/>	<input type="checkbox"/>	
5	There is a queueing system for people to enter or exit the campus.	<input type="checkbox"/>	<input type="checkbox"/>	
6	There are markings on the floor to direct one-way foot traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
7	The foot markings on the floor follow the physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>J</b>	<b>Foot Traffic</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is one-way foot traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
2	There are visible markings on the floor or walls to properly direct people.	<input type="checkbox"/>	<input type="checkbox"/>	
3	The foot markings adhere to physical distance of 1.5 meters	<input type="checkbox"/>	<input type="checkbox"/>	
<b>K</b>	<b>Elevators (if applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is a queueing system for the use of the elevator.	<input type="checkbox"/>	<input type="checkbox"/>	
2	There are visible markings on the elevator floor to direct where user/s will stand.	<input type="checkbox"/>	<input type="checkbox"/>	

3	There are foot markings on the floor for people standing in line. These foot markings adhere to a physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
4	There is no elevator attendant.	<input type="checkbox"/>	<input type="checkbox"/>	
5	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
L	<b>Other Facilities (if applicable, dependent on the program applied for):</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	
1	There is adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	
2	There are visible and readable signages of health and safety reminders.	<input type="checkbox"/>	<input type="checkbox"/>	
3	There are markings on the floor to direct one-way foot traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
4	The foot markings on the floor adhere to the physical distance of 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>	
5	There is a hand washing or sanitizing station by the entry and exit points.	<input type="checkbox"/>	<input type="checkbox"/>	

**Comments:**

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**Inspected by:**

(required) Name and Signature of CHEDRO Representative	(required) Name and Signature of LGU Representative	(optional) Name and Signature of IATF/DOH/HEI Representative/CHED PHEG Member

**Conforme:**

\_\_\_\_\_

\_\_\_\_\_

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



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