



Holy Trinity Academy of Calamba, Inc.

A DEPED RECOGNIZED AND ESC CERTIFIED SCHOOL

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Shepherding the Heart and Training the Mind



SCHOOL CONTINGENCY PLAN FOR THE IMPLEMENTATION OF LIMITED FACE TO FACE CLASSES

INTRODUCTION

More than 2 years have passed and we witnessed how the pandemic has wreaked havoc across the world, claimed millions of lives and damaged the economic and social fabric of many nations around the world. It has affected the way we live. The Philippines is not exempted from this. Due to the pandemic, the freedom that we used to enjoy was suddenly taken from us. Though the pandemic looms over our heads, it should not be a cause of fear, but of action and prevention. As all schools move toward face-to-face classes, our responsibility is to plot an action plan to ensure the safety of our students and staff and to mitigate the spread of COVID-19 where we are situated. Our goal is to end the COVID-19(including its variants) pandemic, and build resilience and readiness for the future of our school and community.

The protection of children and educational facilities is particularly important. Precautions are necessary to prevent the potential spread of COVID-19 in school settings; however, care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus. The school should continue to be welcoming, respectful, inclusive, and supportive environments to all. Our school aims to institute measures that must be followed by all to prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus, while minimizing disruption and protecting students and staff from discrimination. (WHO-Key Messages and Actions for Covid 19 Prevention and Control in Schools)

With this in mind, this school contingency plan is created to ensure learning continuity and to protect the safety, health and well-being of learners, teachers, and all who enter our school and most significantly, it calls for the cooperation not only among the

constituents that make up our school, but also the barangay and local government units.

This contingency plan was created based on the School Contingency Plan Manual for the Implementation of Face to Face Classes from the Department of Education and the Key Messages and Actions for COVID-19 Prevention and Control in Schools published by WHO.

GENERAL GUIDELINES

I. Know the facts about Covid-19 and its variants. Know the latest facts Understand basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. Stay informed about COVID-19 through reputable sources such as UNICEF, WHO and national health ministry advisories. Be aware of fake information/myths that may circulate by word-of-mouth or online.

What is COVID-19? COVID-19 is a disease caused by a coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19? Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19.

How does COVID-19 spread? The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Who is most at risk? COVID 19 and its variants is no respecter of persons. Anyone of any age can get infected, although some are more prone to develop severe symptoms. The virus can also be fatal.

What is the treatment for COVID-19? Though mass vaccination has been done in our nation, vaccination is no guarantee that a person will not get infected. Parents are the ones who will make the decision regarding their children's vaccination. Medications are also available in the market.

How can the spread of COVID-19 be slowed down or prevented? As a school, we believe that prevention is the best cure. This requires a healthy lifestyle to build a strong immune system, a daily dose of vitamins, and that we do our part to keep our families and children protected from the virus by following the basic protocols that have been put in place. These include:

- staying home when sick;
- covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;
- washing hands often with soap and water; and
- cleaning frequently touched surfaces and objects.

Bear in mind that it is essential that our students are reminded everyday of the safety precautions each and everyone of us should take. We are not only responsible for ourselves but for others around us as well.

II. Basic principles

Following basic principles can help keep students, teachers, and staff safe at school and help stop the spread of this disease. Recommendations for healthy schools are:

- Sick students, teachers and other staff should not come to school.
- Schools should enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection and cleaning of school surfaces.
- Schools should provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures.
- Social distancing in school must be strictly implemented.
- Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.),
- Increase air flow and ventilation via open windows.
- Ensure trash is removed daily and disposed of safely.

III. Promote information sharing

Holy Trinity Academy of Calamba aims to follow the DEPED and DOH guidelines and to disseminate school information through the following:

1. Online and onsite orientation and meetings with constituents,
2. Information sharing via the internet such as the School Facebook page and group chats,

3. Text messaging and phone calls,
4. Posters posted throughout the school, and
5. Implement targeted health education by integrating disease prevention and control in daily activities and lessons.

IV. Monitor school attendance

Our school shall monitor attendance on a daily basis to track student and staff absence and compare against usual absenteeism patterns at the school. In case of large increases in student and staff absenteeism, we will alert local health authorities.

V. Address Mental Health/Psychosocial support needs

Across the world, it is during this pandemic that we experienced a rise in suicides and depression. As a school, we should not take this for granted. Here are our programs to ensure that we address the mental health and psychosocial support needs of our students and teachers.

- Homeroom activities should include time to discuss and do activities on how students are coping with the pandemic. It is a time to encourage them to express themselves through journals, classroom meetings, and art expressions either through dance, music/poetry, and art.
- Establish time for Health breaks every quarter to rest from school work and provide outdoor/out-of-the-classroom activities for students to enjoy.
- The Guidance Office will invite experts to teach our students and teachers how to deal with and respond to difficult situations and periods in their lives.
- The school will plan a schoolwide activity that will focus on mental health and psychosocial support needs.
- Most importantly, it is important to impart to our students that we have a God who is concerned about our welfare, who gives victory and breakthrough, and who is ready to meet with us at all times 24/7.

VI. Plan for continuity of learning

In the case of absenteeism/sick leave or temporary school closures, support continued access to quality education. This can include:

- Use of online/e-learning strategies
- Assigning reading and exercises for home study
- Remote daily or weekly follow up with students
- Review/develop accelerated education strategies

VII. Establish procedures if students or staff become unwell.

General Guidelines for Initial Response

In the event that an individual in the school shows symptoms, becomes a close contact of a confirmed case, or tests positive for COVID 19, it is critical to have a timely initial response to ensure little to no spread of the virus among other members of the school community. There are 3C's that stakeholders must remember in responding to any school situation related to COVID 19.

1. Coordinate tasks. The school head must identify the role of each teaching and non-teaching staff and provide necessary training for their actions to be well coordinated.
 - a. Maintain the safety, health protocols and order in the classrooms.
 - b. Engage the parent/guardian on the home-school arrangement, including the designated time of pick-up of the their children, if a need arises.
 - c. Coordinate with the local health center, and
 - d. Prepare the needed resources to prevent the transmission of COVID-19.

2. Collect information.

To assist health authorities and the local government in contact tracing, the immediate responding health personnel or designated health teacher must collect the following information of the individual who shows symptoms or is reported to be a close contact of a confirmed case:

- a. Who: name of individual, gender, age, grade level or occupation,
 - b. When: date, if in school: i. time of entry to school, ii. time of isolation in the clinic, if at home iii. time of report.
 - c. Where: school name, school address, home address of individual(if at home during the time of report)
 - d. What: symptoms experienced by the individual, and
 - e. How: details on where or how the individual was infected or who is the confirmed case to whom the individual became a close contact.
3. Contact authorities, other school personnel and families
All concerned stakeholders must be well-informed to avoid the possible transmission of the virus, and to guide the school community in the necessary actions in case there will be a need to transition to distance learning modality.
 - a. Local health worker,
 - b. Other school personnel,
 - c. Family of the individual,
 - d. Families of the individual from the same class,

e. Families from other classes

VIII. Specific Scenarios

Scenario	Before	During	After
Learner is diagnosed positive with COVID 19	There shall be regular monitoring through grade level GCs.	The school will declare suspension of face to face classes, but classes will continue using online and modular instruction.	The school will conduct general disinfection of the affected classroom before classes resume upon the recommendation of the DOH.
Teacher is diagnosed positive with COVID 19	There shall be regular monitoring through grade level GCs.	The school will find a substitute to continue the conduct of face-to-face classes.	The school will conduct general disinfection of the affected classroom before classes resume upon the recommendation of the DOH.
School personnel is diagnosed positive with COVID 19	There shall be regular monitoring through grade level GCs.	The school will declare suspension of face to face classes, but classes will continue using online and modular instruction.	The school will conduct general disinfection of the affected classroom before classes resume upon the recommendation of the DOH.
The local barangay declares lock down due to various positive cases of COVID 19 in the community	The school will coordinate in the barangay of the status of covid cases.	The school will verify the risk with the barangay: If high risk, the school will declare suspension of face to face classes, but will continue using online	The school head will monitor the status of Covid in the barangay and report to the district DRRM officer for updates.

		and modular instruction. If low risk, the school declare continuation of classes with strict monitoring with the barangay.	
Municipal LGU withdraws its support to the conduct of face to face classes	The school head will request from the municipality to release their certificate of support to the implementation of f2f classes	The school will declare suspension of face to face classes, but classes will continue using online and modular instruction.	The school head will require from the LGU on their withdrawal of support to the implementation
Government withdraws its support to the conduct of face to face classes	The school head will request the province to release their certificate of support to the implementation of f2f classes	The school will declare suspension of face to face classes, but classes will continue using online and modular instruction.	The school head will require from the LGU on their withdrawal of support to the implementation
The DOH withdraws its support to the conduct of face to face classes	The school head will regularly coordinate with the DOH on the health safety of the school	The school will declare suspension of face to face classes, but classes will continue using online and modular instruction.	The school head will inquire from the DOH about the suspension of classes and comply with the necessary compliance requirements that are needed to return to face to face classes.

Prepared by:

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