



Republic of the Philippines  
**LEGAL EDUCATION BOARD**  
G/F Red Cross Building, Carlos P. Garcia Avenue,  
Diliman, Quezon City 1104

**Legal Education Board Memorandum Circular  
No. 102, Series of 2022**

**SUBJECT: GUIDELINES ON THE CONDUCT OF LIMITED FACE-TO-FACE CLASSES  
IN LEGAL EDUCATION INSTITUTIONS DURING THE COVID-19  
PANDEMIC**

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**Section 1.** This issuance shall serve as a guide for Legal Education Institutions (LEIs) which intend 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 health and safety protocols, retrofit their facilities and get the support of their stakeholders.

**Section 2.** All LEIs, public or private, including their campuses and branches, intending to conduct limited face-to-face classes during the pandemic, shall comply with this Legal Education Board Memorandum Circular (LEBMC) for the protection of their students, faculty and staff from COVID-19.

**Section 3.** It is within the discretion of the LEIs to decide when they intend to conduct limited face-to-face classes during the pandemic. However, for those LEIs which choose not to conduct limited face-to-face classes, they shall continue to implement flexible learning under LEBMC Nos. 56 and 67, series of 2020.

**Section 4.** The following LEIs shall be allowed to conduct Limited Face-to-Face Classes:

1. Those part of Higher Education Institutions (HEIs) which are allowed by the Commission on Higher Education (CHED) to reopen their campuses pursuant to CHED-Department of Health (DOH) Joint Memorandum Circular (JMC) No. 2021-001 and related issuances;
2. Those part of HEIs which have reopened their campuses pursuant to CHED-DOH JMC 2021-004 and other related issuances; and
3. Those not falling under the preceding categories but have conducted a self-assessment of their compliance with this circular and maintained compliance with the special guidelines listed in Annex 1, other policies of the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, minimum public health standards and COVID-19-related protocols of the DOH and those of their respective LGUs.

**Section 5.** No approval is needed for LEIs to conduct Limited Face-to-Face Classes as long as compliance has been made under this LEBMC.

**Section 6.** If public interest demands, LEB may, without notice, order the immediate suspension of an LEI's face-to-face classes.

**Section 7.** Other related issuances not consistent with the provisions of this Memorandum Circular are hereby revised, modified or rescinded accordingly. Furthermore, nothing in this Memorandum Circular shall be construed as a limitation or modification of existing and



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pertinent laws, rules and regulations. Finally, the provisions of the Guidelines for the Safe Return to Schools under LEBMC No. 62 shall be applicable in a suppletory manner when not inconsistent with this LEBMC.

**Section 8.** Should any provision of this Memorandum Circular or any part therefore be declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

**Section 9.** This LEB Memorandum Circular shall take effect upon dissemination to all LEIs.

Quezon City, February 4, 2022.

**ANNA MARIE MELANIE B. TRINIDAD**  
*Chairperson*



## **SPECIAL GUIDELINES IN THE CONDUCT OF LIMITED FACE-TO-FACE CLASSES BY LEGAL EDUCATION INSTITUTIONS**

### **Section 1. SCOPE AND OBJECTIVES**

This issuance shall serve as a guide for Legal Education Institutions (LEIs) which are in Higher Education Institutions which have not been authorized by the Commission on Higher Education to hold limited face-to-face classes during the COVID-19 Pandemic, but are willing to assume the responsibilities for the reopening of their campuses based on their capability to comply with health and safety protocols, to retrofit their facilities, and to get the support of their stakeholders.

### **Section 2. COVERAGE**

#### **2.1. LEIs in MGCQ Areas and Areas under Alert Levels 1 to 3**

For LEIs located in areas under Modified General Community Quarantine (MGCQ) or Alert Levels 1, 2 or 3, they may conduct limited face-to-face classes during the COVID-19 pandemic subject to the following:

- 2.1.1. Submission of a certificate of compliance (Annex A) and a self-assessment checklist (Annex B); and,
- 2.1.2. Continued compliance with this Memorandum Circular, other policies of the IATF, minimum public health standards and Covid-19 related protocols of the DOH, health and safety protocols of their local government units (LGUs), policies, guidelines, advisories issued by the Legal Education Board (LEB), and other policies of relevant government agencies.

#### **2.2. LEIs in GCQ, MECQ, ECQ Areas and Areas under Alert Levels 4 to 5**

For LEIs located in areas under General Community Quarantine (GCQ), Modified Enhanced Community Quarantine (MECQ), Enhanced Community Quarantine (ECQ) or Alert Levels 4 or 5, they shall not be given authority to conduct limited face-to-face during the COVID-19 pandemic.

### **Section 3. DEFINITION OF TERMS**

- 3.1. **Gradual Reopening** – pertains to progressive reopening of campus/es of LEIs for limited face-to-face classes. The reopening shall be done considering the following:
  - a) community quarantine status or health situation of localities of HEIs; and
  - b) nature of subjects/courses.
- 3.2. **Face-to-Face Classes** – pertains to a teaching-learning environment wherein both faculty/instructor and students are physically present in one room/facility at the same time.



- 3.3. **Limited Face-to-Face Classes** – Pertains to restricting the number of students to attend the face-to-face classes in-campus in any given day based on the courses or year levels they are currently enrolled in, cyclical student shifting/rotating schedule, and physical distancing and other health and safety protocols.
- 3.4. **Retrofitting** – pertains to making changes to the facilities of LEIs to ensure the health and safety of students, faculty, and staff while inside the campuses during the Covid-19 pandemic. Examples include: putting up of safety barriers, posting signages, rearranging of rooms and communal areas, etc.

## **Section 4. GENERAL GUIDELINES**

### **4.1. Limited Face-to-Face Classes Not Mandatory**

- 4.1.1. It is within the discretion of the LEIs to decide when they intend to conduct limited face-to-face classes during the pandemic. LEIs may choose not to conduct limited face-to-face classes, but shall continue to implement flexible learning under LEBMC Nos. 56 and 67, series of 2020.
- 4.1.2. If the student prefers to do flexible learning during the pandemic, the LEIs shall allow and let the student take face-to-face classes, exams and Clinical Legal Education activities whenever possible and subject to the guidelines which may be issued by the LEIs without prejudice to readmission and maximum residency.
- 4.1.3. Conversely, LEIs, upon their discretion and should the health guidelines of the locality allow, may opt for a system that allows students to choose flexible learning but with in-person major exams. In this set-up, the preference to take online finals examinations shall be given to students who have justifiable reasons not to participate in face-to-face classes or activities, i.e., medical conditions and/or living with vulnerable persons.
- 4.1.4. In the event that the student opted to enroll in limited face-to-face classes, the school may require students to submit a notarized form signed by the student or their parents or guardian that the student has been properly informed by the LEI about the risk of contracting COVID-19 in participating in the conduct of limited face-to-face classes and that knowing the risk, the student still opted to enroll in such class. The student similarly undertakes to fully obey all the rules of the LEI and the LEB on the conduct of the limited face-to-face classes, as well as all the health protocols prescribed by the IATF and the DOH.

### **4.2. Implementation of Flexible Learning**

- 4.2.1. All LEIs not eligible or not intending to conduct limited face-to-face classes shall continue to implement flexible learning under LEBMC Nos. 56 and 67, series of 2020. They are not allowed to conduct off-campus face-to-face classes and or activities.
- 4.2.2. Students in year levels taking courses not identified as a priority in this Memorandum Circular will be delivered through flexible learning. Law schools can identify the subjects they can offer for the limited face-to-face classes.



- 4.2.3. When the localities of authorized LEIs get reclassified from MGCQ to a higher classification level, or are placed under Alert Levels 4 or 5, affected LEIs shall automatically suspend the implementation of the limited face-to-face classes. They shall revert back to implementing flexible learning. They can only resume their limited face-to-face classes only when their localities are reclassified back to MGCQ or under Alert Level 3 or lower.

#### **4.3. DOH Minimum Public Health Standards**

LEIs shall develop and strictly implement institutional policies and actions that revolve around and conform to the following minimum public health standards of the DOH, as provided in detail in DOH Administrative Order No. 2020-0015:

##### *4.3.1. Increasing physical and mental resilience*

The health and well-being of students, faculty, and staff shall be protected. Measures for this include proper respiratory etiquette and hand hygiene, providing general welfare services and access to counseling reducing exposure of most-at-risk individuals, etc.

##### *4.3.2. Reduce Transmission*

Transmission reduction controls shall be developed towards ensuring personal environmental hygiene. The LEI shall ensure there is proper and regular wearing of Personal Protective Equipment (PPE) such as face masks by the students, faculty, staff while inside the campus or law schools' premises. Meanwhile, wearing face shields shall be voluntary, except when IATF or local guidelines require them. Continuous education campaigns and provision of adequate sanitation stations among other controls shall be employed.

##### *4.3.3. Reduce Contact*

Physical distancing shall be enforced through administrative and engineering controls that guide students, faculty, and staff to prevent overcrowding. The LEI shall utilize visual cues, floor markers, and protective barriers for this purpose. Staggered scheduling and other opportunities for limiting face-to-face contact shall be explored reiterating avoidance of unnecessary mass gathering.

##### *4.3.4. Reduce Duration of Infection*

Appropriate case detection, contact tracing, quarantine, and isolation measures shall be in place prior to reopening the LEI. Contingency plans and coordination with its LGU for alignment of surveillance and referral protocols (i.e. contract tracing, laboratory surveillance, or Covid-19 testing, quarantine, isolation, or treatment), and in suspending class shall be developed.

#### **4.4. Minimum Physical Distance in LEIs: 1.5 meters**



Authorized LEIs shall strictly implement physical distancing protocols for their students, faculty, and staff while inside the school premises. The physical distance for students undergoing limited face-to-face classes shall be 1.5 meters. LEIs can increase the distance for physical distancing protocols as they see fit.

#### **4.5. No Conduct of Face-to-Face Extracurricular Activities**

LEIs authorized to reopen their law schools shall ensure that there shall be no conduct of any in-person and group-based extracurricular activities such as but not limited to: sports events, musical events, competitions, etc. In-person graduation ceremonies are still prohibited until permitted by the IATF and LGUs.

#### **4.6. Students Allowed to Take Limited Face-to-Face Classes**

Any student classified or specified under the respective LEIs' policy on limited face-to-face classes may be allowed to take limited face-to-face classes/activities; and students with religious, moral or health reasons that prevent from participating in limited face-to-face classes/activities shall be respected.

#### **4.7. Students Allowed inside the law school premises**

The following students of authorized LEIs to reopen their law schools shall be allowed to enter the premises:

- 4.7.1. Students who shall be attending limited face-to-face classes;
- 4.7.2. Students doing flexible learning and have approved appointment from their LEIs to pick-up learning materials, submit academic requirements, consult with their professors, access learning facilities for a limited time, defend their theses / dissertations, or take final examination/s. The LEIs must ensure that proper health and safety protocols are in place and observed for these students especially during thesis / dissertations and administration of final examination/s. These students are required to adhere to the minimum public health standards mentioned in this Memorandum Circular.

#### **4.8. Medical Insurance**

Students who prefer and are allowed to attend limited face-to-face classes under this LEBMC and subsequent guidelines to be issued by LEB shall be registered by the LEI/health facility with PhilHealth or equivalent medical insurance that covers medical expenses related to COVID-19. The LEIs may develop a system that equitably settles the cost of said medical insurance. The LEI shall ensure compliance with this and in the absence of which and in case of infection to student brought about by the conduct of limited face-to-face classes, the LEI shall assume the expenses as may be warranted by the situation.

### **Section 5. SPECIFIC GUIDELINES**

#### **5.1. Establishing a Crisis Management Committee**



- 5.1.1. LEIs (or HEIs in this case) shall establish a Crisis Management Committee (CMC) or an equivalent committee whose major function are to:
  - 5.1.1.1. Assess the readiness of LEI to reopen for limited face-to-face classes;
  - 5.1.1.2. Take charge of the application to reopen;
  - 5.1.1.3. Disseminate appropriate and relevant information to stakeholders;
  - 5.1.1.4. Oversee the implementation of health and safety protocols;
  - 5.1.1.5. Monitor and evaluate the compliance of HEI with this Memorandum Circular and LEBMC No. 62, Series of 2020; and,
  - 5.1.1.6. Take the 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.
- 5.1.2. LEIs with more than one campus/branch shall establish a CMC for each campus/branch.
- 5.1.3. The CMC will be composed of the following: School Head, Law Dean, Institutional Health Officer, Institutional Safety Officer, Institutional Planning Officer, Institutional Information Officer, representative from the faculty association or faculty members, student association / council and, if feasible, the Institutional Finance Officer. The head of the medical clinic of the LEIs shall be automatically be a CMC member. The School Head may also authorize the Law Dean as their representative.
- 5.1.4. If the LEIs are not able to form a full CMC, they shall at least have health and safety officers in their CMC who shall be “responsible for ensuring adherence to safety regulations, rules, and policies; and for assessing unsafe act and environment, and hazardous situations/circumstances in the campus,” per CSC-DOH-DOLE Joint Memorandum Circular No. 1, series of 2020.
- 5.1.5. The School Head, or when authorized, the Law Dean, shall be the chair of the CMC. The health officer shall be in charge of the implementation of the health protocols, the safety officer shall regularly monitor the implementation of safety protocols such as the physical distancing, the planning officer shall take care of the engineering controls to be installed, the information officer shall handle the communication plan. LEIs may determine other tasks to be given to the members depending on their situations.
- 5.1.6. 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 LEI to determine the patterns or trends of Covid-19 infection as the basis for implementation of appropriate interventions.
- 5.1.7. The CMC shall determine areas where students, faculty, and staff tend to congregate or congest, and recommend measures such as crowd control, putting up protective, physical barriers, etc. to be undertaken by the LEI to avoid or minimize such congregation or congestion.
- 5.1.8. The CMC shall recommend and implement closures of physical classes if there will be clustering of suspected cases in the classrooms, libraries, cafeterias,



dormitories, or other communal areas. Regardless, should two or more students who attended the on-site class test positive with COVID-19 a week after the holding of said class, all students in that class may be required to quarantine and refrain from attending face-to-face classes for fourteen (14) days. Case clustering can be defined as “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.” For the purposes of this Memorandum Circular, it shall be defined as two or more confirmed cases from the same area, regardless of same or different classrooms or office space, over a period of fourteen (14) days.

5.1.9. The CMC shall also develop an emergency response plan and a continuity of operations plan which include relevant policies, guidelines and procedures such as, but not limited to the following:

- 5.1.9.1. 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 in the campus. Whenever deemed necessary, the LEI shall conduct testing and contact tracing in compliance with DOH protocols;
- 5.1.9.2. There are policies, guidelines, and procedures mandating students, faculty, and staff to inform their LEI if they test positive for Covid-19;
- 5.1.9.3. There are policies, guidelines, and procedures for reporting of cases in accordance with 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;
- 5.1.9.4. There are policies, guidelines, and procedures for close monitoring of confirmed Covid-19 cases that are reported to the LEI;
- 5.1.9.5. There are policies, guidelines, and procedures to require students, faculty, non-teaching personnel, administrators, and other employees to complete a contact tracing form in compliance with LGU/DOH contact tracing protocols. The LEI may use a paper-based contact tracing form and or digital/electronic form (QR Codes, Google forms, etc.) The LEI may also develop and use application of their own or an application sanctioned by the LGU. LEIs may also use the free StaySafe.ph application; and
- 5.1.9.6. For suspected, probable, and confirmed Covid-19 cases, there are policies, guidelines, and procedures on how to reintegrate them back to the campus after they recover or quarantined.
- 5.1.9.7. The CMC shall regularly coordinate with the appropriate government agencies or entities for regional level guidelines on resurgence protocols.

## **5.2. Implementation of Cyclical Student Shifting Model**

5.2.1. In order to further reduce the chances of COVID-19 transitions, LEIs must limit the number of students present in the campus at a given day. LEIs may adopt



a cyclical student shifting model such as But not limited to the 4-17<sup>1</sup> or 4-10<sup>2</sup> model. LEIs may select a cyclical student shifting model they deem appropriate for their particular situations, without prejudice to further adjustments, whenever necessary.

- 5.2.2. The cyclical student shifting model to be implemented shall be consulted with the faculty and students and the agreed upon model shall be part of the application documents to be submitted to LEB.
- 5.2.3. In line with their chosen cyclical student shifting system, LEIs shall adopt measures to ensure their students shall only be in campus during their designated schedules.
- 5.2.4. LEIs shall also adhere to the relevant restrictions on mobility imposed by the IATF and/or concerned LGUs, such as localized quarantines, curfews, and the like.

### **5.3. Occupancy Capacity**

- 5.3.1. LEIs shall determine the maximum number of students present inside the law school premises at any given day or time in coordination with their LGUs. LEIs shall ensure that the daily number of physically present students is manageable inside, within, and outside the school premises.
- 5.3.2. Since there are varying configurations of classrooms and communal areas, LEIs shall determine the occupancy capacity based on the number of students who can fit in an area with at least 1.5m physical distancing between individuals and relevant recommendations / policies on mass gatherings.
- 5.3.3. LEIs shall re-engineer or re-design the layouts of their classrooms and communal areas to ensure that the physical distancing of at least 1.5m is strictly observed.

### **5.4. Additional Health and Safety Measures**

LEIs shall ensure that the health and safety measures have been planned and installed prior to reopening of the campus and shall strictly be observed once authority has been given the LEB Chairperson. Below are additional health and safety measures to be followed on top of the minimum public health standards issued by the DOH. LEIs, in the exercise of their administrative prerogative, may impose additional or stricter health and safety protocols.

#### **5.4.1. HEI Coordination Support for Students from other Localities**

LEI coordination support for students from other localities – For students who will be coming from other provinces or localities, LEIs shall make the proper coordination with the “sending” and “receiving” LGUs and provide assistance to

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<sup>1</sup> 4-17 Cycle Model: Students in campus for four consecutive days to attend face-to-face classes and off campus for the next seventeen consecutive days for flexible learning.

<sup>2</sup> 4-10 Cycle Model: Students in campus for four consecutive days to attend face-to-face classes and off campus for the next ten consecutive days for flexible learning.



their students whenever necessary. This is subject to LGU policies on interzonal and intrazonal travel and other IATF issuances.

#### **5.4.2. Leaving the Campus**

- 5.4.2.1. Students, faculty, and staff shall leave the campus immediately after their classes or work.
- 5.4.2.2. LEIs shall have designated exit gate or point. Students, faculty, and staff can only pass through this gate to leave the campus.
- 5.4.2.3. LEIs shall regularly remind students, faculty, and staff on how to be safe on their way home.
- 5.4.2.4. LEIs shall coordinate with their LGUs on crowd management outside the school premises.

### **5.5. Conduct of Simulation and Drills**

- 5.5.1. Prior to applying for authority to reopen the law school to conduct limited face-to-face classes, LEIs shall conduct simulations and drills of their human traffic system, crowd management, and classroom management, and implementation of their health and safety protocols.
- 5.5.2. LEIs shall also plan how to conduct fire, bomb threat, and earthquake and other pertinent drills adherent to health and safety protocols most especially physical distancing and use of PPE.
- 5.5.3. LEIs shall have safety officers roaming around the premises to monitor strict implementation and observance of the health and safety protocol at all times. Each occupied building/area shall have at least two (2) safety officers.

### **5.6. Contingency Plan for COVID-19 Cases**

- 5.6.1. LEIs shall have a contingency plan ready to be implemented when students, faculty, and staff develop Covid-19 symptoms or are suspect/probable/confirmed Covid-19 cases while inside the campus.
- 5.6.2. The contingency plan must 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.
- 5.6.3. The contingency plan must include the following minimum measures:
  - 5.6.3.1. The individual shall be transferred immediately to a designated isolation room (see Annex D) inside the premises while waiting to be transported to a health facility or to his/her home.
  - 5.6.3.2. LEIs shall notify at once the individual's family member who shall be requested to transport him/her to a health facility or back to his/her home. LEIs shall provide necessary assistance to ensure safe transport of the individual.



- 5.6.3.3. If the student, faculty, staff lives in a dormitory / boarding house and does not have a family member / guardian living nearby, he / she shall not be allowed to return to the dormitory / boarding house. The LEI shall provide assistance in transporting the individual to the health facility, and continue to monitor their health condition, and regularly update their family if possible.
- 5.6.3.4. The individual shall be evaluated by the appointed medical or health and safety officer who is knowledgeable on the following:
  - 5.6.3.4.1. How disease spreads;
  - 5.6.3.4.2. How to identify disease symptoms;
  - 5.6.3.4.3. How to protect themselves
  - 5.6.3.4.4. Environmental cleaning and disinfection procedures; and
  - 5.6.3.4.5. When to contact health officials or occupational health services.
- 5.6.3.5. The CMC or equivalent committee of the LEI shall conduct risk assessment of the situation and implement the appropriate health and safety protocols such as, but not limited to: contract tracing, cleaning and disinfection of facilities, or suspension of classes and operations.

## **5.7. Monitoring and Evaluation**

- 5.7.1. Authorized LEIs are required to submit their monitoring and evaluation reports to LEB to ensure the compliance with health and safety protocols and with this Memorandum Circular is sustained. The LEIs shall submit the following on a monthly basis:
  - 5.7.1.1. Monthly Covid-19 Monitoring Report (see Annex E).
  - 5.7.1.2. Monthly Monitoring of Retrofitted Facilities (see Annex F).

## **Section 6. ROLES AND RESPONSIBILITIES**

### **6.1. Legal Education Institutions shall:**

- 6.1.1. Reopen their campuses for limited face-to-face classes subject to the guidelines set by the LEB;
- 6.1.2. Conduct consultation/s with students, faculty, LGUs and other relevant stakeholders regarding their action plans for reopening their campuses while mitigating risk of COVID-19 transmission, prior to submitting their applications to the LEB;
- 6.1.3. Retrofit their facilities prior to submission of applications to the LEB;
- 6.1.4. Facilitate the on-site inspection to be conducted by the evaluation team;
- 6.1.5. Monitor and evaluate the implementation of health and safety protocols and compliance with this LEBMC;
- 6.1.6. Continuously make improvements in their institutional policies, guidelines and procedures and their implementation; and,



6.1.7. Submit to the LEB a monthly COVID-19 monitoring report.

**6.2. Students, faculty and staff shall:**

- 6.2.1. Strictly adhere to the health and safety protocols of their respective LEIs; and,
- 6.2.2. Be transparent in declaring health conditions, including those of family members.

**6.3. LEB shall:**

- 6.3.1. Disseminate this Memorandum Circular to LEIs;
- 6.3.2. To hold online consultations regarding the gradual opening of law schools for limited face-to-face classes;
- 6.3.3. Conduct orientation for the LEIs on the nature and applications of this Memorandum Circular;
- 6.3.4. Closely monitor the conduct of limited face-to-face classes by authorized LEIs;
- 6.3.5. Evaluate the applications of LEIs to reopen for limited face-to-face classes;
- 6.3.6. Issue a certificate of authority to resume operations to LEIs that are compliant with this Memorandum Circular;
- 6.3.7. Closely monitor the conduct of limited face-to-face classes by authorized LEIs;
- 6.3.8. Immediately act upon reports of violations of this LEBMC.



(LEI Letter Head)

**CERTIFICATE OF COMPLIANCE**

This is to certify that all safety and health protocols imposed by the IATF, DOH and LGUs, and provided in the LEB Memorandum Circular on "Updated Guidelines on the Conduct of Limited Face-To-Face Classes in Legal Education Institutions during the COVID-19 Pandemic" have been duly complied with.

Respectfully submitted this \_ day of (month and year).

Certified Correct:

\_\_\_\_\_  
(Name and Signature of Health and Safety Officer)

Recommending Approval:

\_\_\_\_\_  
(Name and Signature of Vice President for Academic Affairs)

\_\_\_\_\_  
(Name and Signature of Vice President for Planning/Administration)

Approved by:

\_\_\_\_\_  
(Name and Signature of President/Head)

NOTARIZATION



**Self-Assessment Checklist on the Readiness of LEI to Reopen for Limited Face-to-Face Classes**

Check Box	Areas of Assessment
	<b>1. Management and Oversight</b>
<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 LEBMC 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 LGU, faculty, students, and other relevant stakeholders 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. Occupancy capacity have been consulted with the LGU.
	<b>2. Institutional Policies and Protocols</b>
<input type="checkbox"/>	a. There are contract tracing protocols.
<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.
<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 bridges, facilities, classrooms, offices, vehicles and commonly used spaces, among others or when anyone develops COVID-19 symptoms while in school premises.
<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 communication plan to provide timely and updated information to all students, faculty, staff and other stakeholders.
	<b>3. Controls</b>
<input type="checkbox"/>	a. Engineering controls have been put up to ensure physical distancing, adequate ventilation, physical hygiene, and environmental hygiene are observed.
<input type="checkbox"/>	b. Visible, readable, and adequate number of signages, signals, etc. have been placed or posted in strategic and conspicuous places inside the campus.
<input type="checkbox"/>	c. There are handwashing facilities and adequate supply of sanitation products installed or placed in strategic areas.
	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.



	<b>4. Continuity Plans</b>
	a. A Learning Continuity Plan ensuring academic quality and equity has been submitted to LEB through the Regulatory Division.
<input type="checkbox"/>	b. A Student Affairs and Services (SAS) Continuity Plan ensuring continuous provision of student support has been submitted to LEB through the Regulatory Division.



## **ANNEX “C”**

### **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 healthy 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 their exposure to others and to avoid contaminating additional school areas.
5. There is also a foot-operated “handwash” basin or hands-free sanitizer or alcohol dispenser.
6. There are dedicated trash bin and cleaning and disinfection materials for the isolation room.



**ANNEX "D"**

(LEI Letter Head)

**MONTHLY COVID-19 MONITORING REPORT**

1. Dates/Period

From:

To:

2. Number of COVID-19 Cases

	<b>Suspect</b>	<b>Probable</b>	<b>Confirmed</b>
<b>Students</b>			
<b>Faculty</b>			
<b>Staff</b>			
<b>Others</b>			

Actions taken by the LEI when there suspect, probable or confirmed COVID-19 cases:

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3. Number of Persons who used the COVID-19 Isolation Room:

	<b>Number</b>	<b>Dates Used</b>
<b>Students</b>		
<b>Faculty</b>		
<b>Staff</b>		
<b>Others</b>		

Actions taken by the LEI to assist the isolated persons:

Prepared by:

Name and Signature of Health and  
Safety Officer

Certified Correct by:

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





<b>D. Library</b>							
1. There is adequate ventilation.							
	<b>Dates</b>						<b>Remarks</b>
2. The table-chair layout adheres to the physical distancing of 1.5m.							
3. There is a dedicated drop-off box/ station for returned books.							
4. There are visible and readable signages of health and safety reminders.							
5. There are markings on the floor to direct one-way foot traffic.							
6. The foot markings on the floor adheres to the physical distancing of 1.5m.							
7. There is a station for hand sanitizer or alcohol by the entry and exit points.							
<b>E. Isolation Room for Symptomatic Individuals</b>							
1. The room accommodates a maximum of one person per use.							
2. There is adequate ventilation.							
3. There is a self-closing door if possible.							
4. There is a single bed.							
5. There is a dedicated comfort room.							
6. It is near the exit gate.							
7. There is a foot operated "handwash" basin or hands-free sanitizer or alcohol dispenser.							
8. There are dedicated trash bins for various types of waste.							
9. There are dedicated cleaning and disinfection materials.							
<b>F. Comfort Rooms</b>							
1. There is adequate ventilation.							
2. There is adequate supply of water.							
3. There are visible and readable signages of health and safety reminders.							
4. There are visible and readable signage posted by the door indicating maximum number of persons allowed to use the comfort room at any given time.							
5. There is a station for hand sanitizer or alcohol by the door.							
6. Each toilet cubicle has a dedicated trash bin.							
7. Each comfort room has dedicated cleaning and disinfection materials.							
<b>G. Stairways and Corridors</b>							
1. There are markings on the floor to direct one-way foot traffic.							
2. The foot markings on the floor follow the physical							

