



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
CAGAYAN DE ORO CITY

RELEASED

DATE: JAN 03 2022

Office of the Schools Division Superintendent

January 3, 2022

DIVISION MEMORANDUM

No. 02 s. 2022

**WASH IN SCHOOLS (WINS) CHECKLIST TO ASSESS THE
READINESS FOR SAFE RETURN TO SCHOOL FOR THE FOURTH QUARTER**

To: ALL ELEMENTARY AND SECONDARY SCHOOL HEADS
This Division

1. Relative to the Regional Memorandum no. 96 s. 2021 re the Monitoring WINS Program in the Pandemic and Assess the Readiness for Safe Return to Schools, the field is hereby directed to submit the CHECKLIST TO ASSESS THE READINESS FOR SAFE RETURN TO SCHOOL FORM. (See attached copy).
2. Soft copy or scanned copy of the requested checklist for the fourth quarter should be submitted thru this email address: (depdcdo.wins@deped.gov.ph) on or before January 6, 2022.
3. For widest dissemination and compliance.

ALICIA E. ANGHAY

Assistant Schools Division Superintendent
Officer – in – Charge
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

LEARNERS

SCHOOLS

PROJECTS AND PROGRAMS

Ccc/DM-Wash in schools...

____/January 3, 2022

ecc/rhf/lcc





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CHECKLIST TO ASSESS THE READINESS FOR SAFE RETURN TO SCHOOL

SCHOOL: _____ DATE: _____

☐ 1st quarter (Mar.) ☐ 2nd quarter (June 2021) ☐ 3rd quarter (Sept. 2021) ☒ 4th quarter (Jan. 2022)

CORE Questions			
		Yes	No
	'Stay home, when not feeling well' policy in place?		
1	Is strict 'stay home when not feeling well' policy in place?		
2	Is protocol on self-check-up for all prior to entering the school premises in place?		
3	Does the school have temperature scanner (or thermogun) to check all school entrants?		
4	Does the school have an establish linkage with the health sector at community level for updates and contact tracing?		
	Protective Equipment	Yes	No
5	Does the school ensure learners have personal hygiene kit (hand sanitizer and face mask)?		
6	Is a strict policy on wearing face mask in place according to Required Health Standards of DepEd?		
	Access to Handwashing Facilities	Yes	No
7	Does the school have enough handwashing facilities to enable handwashing for all learners, teachers, and other staff at:		
	a. School entrance (or exit)?		
	b. Toilets?		
	c. School canteen?		
8	Is water for cleaning and regular handwashing available?		
	a. From source on school premises		
	b. With support of parents and community		
9	Is the supply of soap enough to allow each students and staff to wash their hands at least 5 times a day?		
	Regular Cleaning / Disinfection and Waste Management	Yes	No
10	Is there enough supply of the following materials to ensure daily cleaning and disinfecting of toilets and frequently touched surfaces in accordance with standards:		
	a. Detergent?		
	b. Bleach (sodium hypochlorite)?		
	c. Sponges?		
	d. Toilet brush?		
	e. Dipper and Bucket (for flushing)		
	f. Gloves and face mask (for cleaners)?		
11	Does the school have a management system in place using checklist for cleaning and disinfection?		
	a. Frequently touched surface (e.g., door handles, railing, etc.)		
	b. Classrooms and offices		
	c. Toilets		
12	Does the school have enough manpower to ensure daily cleaning and disinfecting of toilets and high touch surface are done according to standards?		



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13	Are waste bins with covers available in classrooms, toilets, and playground?		
14	Is waste management system in place to ensure trash bins are emptied on a daily basis?		
	Maintaining Physical Distancing	Yes	No
15	Do the handwashing facilities allow children to maintain physical distancing?		
16	Are classroom desks arranged at least 1 meter apart or in accordance with government recommendations?		
17	Are one-way route systems established through the presence of markers, signages or arrows?		
	Access to IEC materials	Yes	No
18	Have students, teachers and staff received an orientation on COVID-19 infection disease transmission and the ways of prevention?		
19	Are IEC materials (i.e., posters, brochures, nudges) available at visible locations:		
	a. Proper Handwashing?		
	b. Sneezing / Coughing or Respiratory etiquette?		
	c. Maintaining physical distancing?		
	d. Proper wearing of face mask?		
	Other measures	Yes	No
20	Does the school ensure that the following communal space are properly ventilated:		
	a. Classrooms?		
	b. Toilets?		
	c. School canteen?		
21	Does the school set-up foot baths with disinfectants at entrance of schools?		
22	Does the school have a monitoring team or focal person to ensure that the protocols are regularly followed?		

Prepared by:

Printed name and signature: _____ Date: _____

School WinS Coordinator

Position: _____

Certified True & Correct by:

Printed Name & Signature: _____ Date: _____

School Head

Position: _____