



ALTERNATIVE LEARNING RESOURCE SCHOOL - PHILIPPINES

26B Agno St., Doña Josefa, Quezon City, Metro Manila 1113 87121189 / 09328525737 qc@alresishome.org
L3 Robinsons Sta. Rosa, Tagapo, Sta. Rosa, Laguna 4026 (049)5349990 / 09328625737 starosa@alresishome.org

INFECTION PREVENTION AND CONTROL GUIDELINES FOR OUTPATIENT CLINIC RESUMPTION:

Hospitals and clinics providing non-aesthetic services such as dermatological, dental, optometric, and EENT are permitted to operate during MECQ provided that companies put into place precautionary measures and protocols with strict implementation. The following controls must have written procedures to follow:

- A. Engineering controls are aimed at reducing the spread of pathogens by providing adequate space to allow physical distance and ensuring availability of well-ventilated rooms, hand hygiene facilities, even trash cans.
- B. Administrative controls ensure the availability of resources for infection prevention and control (IPC) measures, development of clear IPC and facility-specific policies and process flows, adequate staff-to-patient ratios, training of staff, facilitating access to laboratory testing and having appropriate triage and placement of patients.
- C. Separate instructions and procedures will be provided for the following:
 - Parents and Students
 - Teachers, Consultants and Admin and Support Staff
 - Support Staff on cleaning and disinfecting of school premises

FOR PARENTS AND STUDENTS

1. Submit Screening Form for proper screening of those who can be allowed to enter ALRES premises
 - a. Parents/Students must submit an accomplished COVID-19 Health Screening Form before entering the clinic premises.
 - b. This form must be accomplished and submitted every time there are patients scheduled to go to ALRES. No form, no entry policy. An accomplished printed form must be submitted upon entry at the gate, either printed at home or filled-out before entering the gate. One form per accompanying adult or at least 1 adult/child, whether entering the clinic or not.
 - c. Where can parents get the COVID-19 HEALTH SCREENING FORM?
 - Fillable forms can be accessed through the ALRES website and printed online within 24 hours prior to the appointment.
 - A printed copy will also be available at the gate. We will set-up a "HEALTH SCREENING" area outside the gate where clients can fill-up the forms.
 - d. Only those cleared for entry can proceed inside. If there is a possible risk as determined in the COVID-19 Health Screening Form, the Admin Officer would go outside to determine risk, whether approved for entry or not.

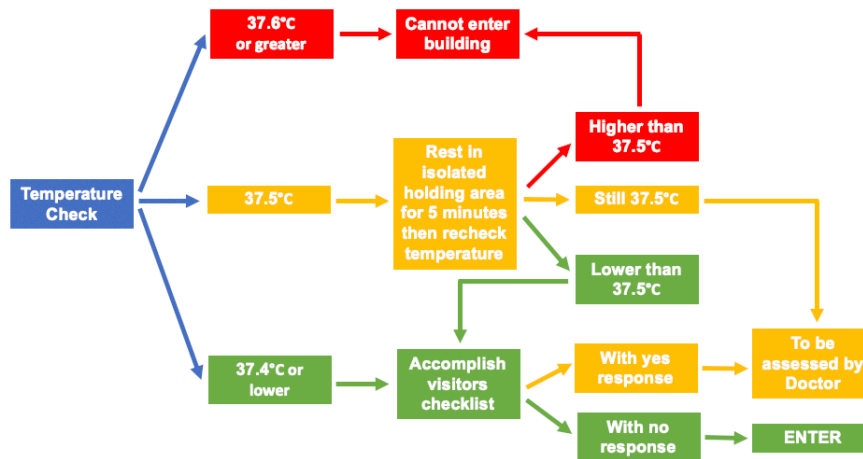


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2. Temperature Check

- The Security Guard or Admin Staff on duty will take the temperature of all those entering (see temperature chart below).
- Those with body temperature of 37.50 degrees-up even after a 5-minute rest will not be allowed to enter. Please return home and take some rest.



3. “No Mask, No Entry” Policy

- A “No Mask, No Entry” Policy will be strictly implemented inside ALRES.
- Patients and their companions are required to wear masks upon entry and must be worn at all times when inside ALRES.
- There will be masks for sale at the admin office at a minimal cost. Please request the guard for a mask before entering.

4. “Drop-off and pick-up only” Policy

- To limit the number of persons inside the ALRES waiting area and keep with the social distancing practice, we highly encourage that parents drop off their kids at the ALRES main gate (will be assisted by admin to enter) and be ready to pick them up not later than 5 minutes before their session ends. Practice proper handwashing / disinfecting upon pick-up.
- If a different person will pick-up the student, he/she must also submit the health screening form, unless he/she will just wait for the student outside ALRES.
- Face-to-face feedback & home instructions after sessions will no longer be done. Therapists will give feedback & home instructions using the ALRES notebook. If there are follow-up concerns, parents can set an appointment with the therapist online.

5. “No Entry” Policy for the following

- The following will not be allowed to enter ALRES and must remain by the gate only, unless cleared by the Admin Officer & subjected to health screening protocols.
 - All delivery personnel
 - Walk in inquiries and visitors



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6. Clean shoes and sanitize hands before entering
 - a. All entering ALRES must disinfect footwear before going in. A foot bath will be placed by the gate to help clean footwear of those entering and eliminate possible contamination from outside.
 - b. Alcohol sprayer will be provided by the guard. Make sure that you spray your hands with alcohol before entry.

7. Physical distancing
 - a. Physical distancing is strictly implemented inside ALRES. We request everyone to maintain a 2-meter (6 feet) distance from each other.
 - b. Lag a few meters behind if there are others being attended to at the gate or at the main door entrance.
 - c. Kindly follow signages, visual markers and instructions posted around the area to ensure sanitation processes and proper distancing while people are on queue or in common waiting areas.

8. Main Door - Final drop-off point
 - a. We will limit the number of persons allowed to enter the main door to limit possible contamination of the therapy area.
 - b. The following are allowed to enter following IPC protocols at the gate:
 - Teachers/Therapists
 - Administrative Staff
 - Patient/Student
 - Parent / Caregiver of infant & child who needs assistance due to mobility requirements (non-ambulatory).
 - Parent/Caregiver upon special request/approval of therapist-in-charge. - - [Elderly/Senior Citizen companions are discouraged since they belong to the vulnerable group.]

9. Online Payments
 - a. We highly encourage online payments to limit face-to-face transactions. Online payment details are available on our website.
 - b. For those who do not have access to online payments, an area near the entrance will be designated for payments.

10. Inquiries and other concerns
 - a. As much as we would like to accommodate all questions and answer them personally, to keep with the physical distancing measures, we want to limit person-to-person interaction for the meantime. We can entertain inquiries and other concerns through the following:
 - Email: qc@alresishome.org;
 - Contact No.: 87121189 / 09328525737



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When inside ALRES area and therapy rooms:

1. Always disinfect hands every time you enter any room. Alcohol dispensers will be located outside all doors. WHO recommended time for hand hygiene using alcohol disinfectant is 20-30 seconds.
2. Practice regular and thorough handwashing and hygiene using soap and water before and after your sessions and every time you use the restrooms. WHO recommended time for hand hygiene using soap is 40-60 seconds.
3. Two-Way hallways and stairways. Hallways and stairs will have two-way traffic flow to keep with the physical distancing policy, a divider will be placed to ensure two-way foot traffic. Kindly follow arrows strategically placed as guide.
4. No waiting at the waiting area
 - a. As much as possible, we would like to keep our waiting areas clear and empty to avoid people in close contact with each other and to give space to lines/queue of those coming in.
 - b. All items that can be contaminated by transfer of hands will be removed (magazines, newspapers, toys, etc.).
 - c. Always maintain physical distancing of 2 meters apart.
5. Observe proper respiratory etiquette at all times. Cover mouth and nose properly if coughing or sneezing, or cough and sneeze into tissue. Dispose of used tissues properly and disinfect hands immediately after a cough or sneeze through proper washing with soap and water or alcohol-based sanitizer.
6. Room 104 will be strictly designated as a Sanitation Area where staff can leave their bags and change into PPEs. Parents/yaya/children are requested to keep off this area and avoid entering the area.
7. Roving Admin Officers will regularly check if physical distancing and observance of minimum health protocols are being followed. We request that we all cooperate and follow these protocols and safety measures for the benefit of all.