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Subject: **Procedures to Start TVET Program under the New Normal**		No. 082 Series 2020 Page 1 of **3 pages**
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In line with the resumption of TVET classes under the "New Normal" arrangements and in support of the efforts to prevent the spread and transmission of the COVID-19, strict adherence to the government's health measures/protocols is necessary. Relative to this, a procedure in preparing for and implementing TVET activities is hereby issued which should be observed by all TVET providers to ensure the protection of those involved from being infected by the virus.

I. Background/Legal Basis

The Inter-Agency Taskforce for the Management of Emerging Infectious Diseases (IATF-EID) issued Resolution No. 47 series 2020 dated June 19, 2020 which further amends the Omnibus Guidelines in the Implementation of Community Quarantine in the Philippines to include policies on the resumption of Technical-Vocational Education and Training (TVET) for areas placed under community quarantine.

On June 27, 2020, TESDA released Circular No. 66-A s. 2020 on the Amended/Supplemental Guidelines in the TVET Arrangements Towards the New Normal during the COVID-19 Crisis to establish the necessary measures and protocols in the delivery of TVET during the pandemic situation.

To provide further details on Section III - Implementation of Protocols of said Circular, a step-by-step procedure is formulated for the health and security against the spread of the virus.

II. Procedures in the Implementation of Protocols

Per TESDA Circular No. 66-A s. 2020, the Regional and Provincial Offices in coordination with the concerned TESDA Executive Offices shall jointly monitor the compliance and the strict observance to the COVID-19 health protocols by all TVET providers. Hereunder is the detailed procedure to serve as guide in the monitoring of the implementation of training and health protocols:

A. Preparing for Resumption of Training

1. Understand all issuances related to TVET delivery under the new normal.
2. Capacitate trainers on the use of e-learning systems.
3. Update IT infrastructures, systems, and internet connection for better communication and ease of operation through ICT.
4. Adjust the layout of workshop areas to comply with the physical

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distancing requirements.

5. Review and update Competency-Based Curriculum (CBC) and Trainings Plans.
6. Submit documents for flexible learning based on the provisions of TESDA Circular No. 62 s. 2020.
7. Prepare for site inspection, including the sanitation and disinfection of facilities.
8. Accept Certificate of Recognition.

B. Resumption of On-site Training

1. TESDA to get clearance from LGU – municipality or city.
2. Prepare for on-the-spot inspection visit. Only those with 100% compliance to TESDA's training and health protocols will be allowed to resume classes.
3. Complete the TESDA Online Program module on "Practicing COVID 19 Preventive Measures in the Workplace Orientation".
4. Enrolment via online (TESDA Website or TESDA Mobile App) or F2F.
5. Administer the filling-out of the Travel Exposure History Form (DOH Form) by all employees/staff and learners.

C. Disinfection of Training Premises

1. Floors will be cleaned/mopped with disinfectants at the start of each shift. Doors, handles and railings must be cleaned with disinfectant twice a day. Maintain a record of this activities.
2. Doors and windows should remain open for better ventilation.
3. Washroom, cafeteria, resources area, and library student area should also be disinfected and sanitized.
4. Provide alcohol, hand sanitizer or wash area in every training room, workshop and other strategic areas.

D. On-site Training

1. Daily conduct of site inspection and sanitization of facilities/workshops.
2. Protection of personnel and learners from COVID-19 at the entrance and exit points of the training premises through thermal scans, disinfection footbath, and wearing of facemask, shields, and gloves.
3. Conduct daily health surveys for all learners, trainers, and staff using the prescribed TESDA COVID-19 Health Status Daily Monitoring, or any available monitoring form by the institution.
4. Comply with the physical distancing requirements, at least 1 meter

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apart at all times.

5. Observe no hugs nor shaking of hands and avoid over-crowding in classrooms, workshops, cafeteria and other areas at all times.
6. Discourage learners from sharing learning materials and other small tools while on training.
7. Maintain a record of seat plans.

E. Suspension of Training based on TESDA Circular No. 66-A s. 2020 and Inter-Agency Taskforce for the Management of Emerging Infectious Diseases (IATF-EID) Guidelines upon the occurrence but not limited to, the following:

1. Training venue is located in a high-risk area identified by the government and/or the LGU issued a directive to suspend the training.
2. Trainee or trainer or any other staff member is found positive for COVID-19 in the centre or class or institute.
3. Non-adherence to standard operating procedures (SOPs) by the training service provider.

This Circular shall take effect immediately.

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