

**UP COLLEGE  
OF MUSIC  
POST ECQ  
GUIDELINES**

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# I. SAFETY PROTOCOLS

Music employees, students, faculty and guests will follow the UP Diliman Protocols against COVID-19 as stated below:

## A. Prior and Upon Entry to the Office

1. Temperature screening must be done prior to entry to the college. Anyone with a temperature of 37.8 degrees Celsius or higher after two takes must be referred to the UPHS for further evaluation;
2. Employees, students, faculty and guests must wear face masks and face shields to be allowed entry to the college;
3. Alcohol dispensers and foot baths are to be installed at entrances of all buildings. Everyone is required to disinfect their hands and footwear before entry to the building;
4. Employees, students, faculty and guests will fill-out an online score-based health screening checklist by scanning QR code or accomplishing a hard copy at the UPCMU Entrance.

*Note: Based on the Revised-Guidelines-for-Responding -to-Covid-19, any staff/faculty who exhibits any of the Covid-19-related symptoms will be immediately isolated and brought to a designated holding area until medical help arrives.(see Revised-Guidelines for further instructions) The same guidelines will apply to the guests and students.*

## B. While Inside the Office

1. All employees must wear face masks and face shields. This shall be observed even if an employee is alone in the office, as infected individuals can contaminate office spaces and equipment;
2. All employees are encouraged to wash their hands with soap and water or sanitize them with at least 60% alcohol solution. This shall be done once every two hours, and before and after going to common areas (e.g., comfort room, pantry). Offices shall procure alcohol, disinfectant and soap;
3. Strict physical distancing (at least 2 meters apart) between workers must be observed at all times. Offices are advised to make necessary rearrangements or alternatives in their workplaces such as converting conference and meeting rooms to office spaces;
4. All employees must practice physical distancing during lunch and merienda breaks. If possible, everyone is advised to bring "baon" to lessen food deliveries to the offices or to avoid queueing for meals at canteens or food establishments. All employees are enjoined to bring their own drinking bottles and other food utensils;
5. Meetings of three or more personnel are highly discouraged and must be done only when absolutely necessary. Faculty meetings must be done online;
6. All offices are enjoined to go paperless. Whenever possible, documents are to be scanned and routed via email to other offices, always mindful of data privacy and protection;
7. Whenever possible, windows must be kept open to ensure good air circulation;
8. Frequently touched office objects (door knobs, telephones, photocopier keys, etc) should be disinfected at least four (4) times each day – twice in the morning and twice in the afternoon;
9. As before, units are requested to segregate waste at source. A separate bin must be designated for 'infectious wastes' (e.g., used disposable masks, used gloves, and soiled tissues). These wastes should be sprayed with alcohol upon disposal into the dedicated garbage bin, everything should be wrapped in plastic afterwards, and the exterior should be sprayed with bleach solution so that trash collectors are not exposed to possible hazards.

## C. While inside the Classroom

*(Suggestions based on the UP CMu Safety Committee Meeting dated September 1, 2020).  
See also No 9. Facility Support for Faculty and Students.*

- 1) Selected rooms will be designated as webcast stations where classes can be streamed from. In these rooms, tech booths will be installed which will house the equipment needed for streaming.
- 2) The tech booths must be isolated using plastic dividers for safety and protection.
- 3) The assisting staff in charge is given at least 15 minutes to set-up the equipment before the class streaming.
- 4) The assisting staff are not allowed to stay inside the webcast station for the entire period. He/she must leave the room before the class starts and monitor the classes online from a separate location, ready to respond if assistance is needed. As much as possible, the physical presence of the assisting staff in the streaming room will be avoided.
- 5) Everyone who enters the webcast station must wear face masks, faces shields and gloves at all times.
- 6) The webcast station must be disinfected 15 minutes after the class ends. Only one session a day will be allowed for each webcast station.
- 7) Utility and maintenance personnel must wear complete Personal Protective Equipment (PPE) when cleaning the webcast station.
- 8) After cleaning, the doors and windows must be opened for 1 hour to ensure good air ventilation.
- 9) Two hours will be allotted for cleaning and disinfection of classrooms before use. + + + +
- 10) The Safety Officer/Building Administrator must ensure the implementation of the safety protocols inside the classrooms at all times.

## D. Prior to Leaving the Office

1. The use of biometric scanners shall be temporarily suspended to reduce instances of a number of people touching a common surface. Supervisors or assigned personnel will take note of time of exit;
2. Employees are to sanitize their desk, keyboard and mouse before leaving. Personal paraphernalia on desktops must be kept at a minimum.
3. The exterior of filled garbage bags that are put out for collection must be sprayed by bleach solution so that trash collectors are not exposed to possible hazards.

*NOTE: The College of Music Post-ECQ Team composed of safety officers and health liaison will be formed to implement and monitor the safety protocols given by the UP Diliman Administration. Please see attached Revised-Guidelines-for-Responding -to-Covid-19. additional safety guidelines and instructions, including tasks of safety officer.*

## II. TRANSACTIONS

Unless absolutely necessary, face-to-face transactions will not be allowed. Visits to the college will be prohibited without the prior approval from the Music Administration Office. All transactions will be done through the following procedures:

### A. Submission/Receiving of Documents

Hard copies or documents with wet signature/s are required to be placed inside the box provided by the College at the entrance gate. Acknowledgement of receipt of the submitted document/s will be given after logging-in to this link: [https://bit.ly/ask\\_music2020](https://bit.ly/ask_music2020)

A staff will be assigned to sort the received hardcopy documents. It will be transferred to the concerned offices. A folder for these documents will be placed outside each offices.

### B. Inquiries, Request, or Follow-up on the status of transactions

1. Inquiries, Request, follow-up may visit this link:

[https://docs.google.com/forms/d/e/1FAIpQLSdlU46akd\\_20nlgyUccGHDc\\_yu4i9HSE5vaukihRYVcqWufQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdlU46akd_20nlgyUccGHDc_yu4i9HSE5vaukihRYVcqWufQ/viewform)

2. Documents with DTS number

Documents submitted with Docutrack System (DTS) Number can be accessed on the Document Tracking System: <https://dts.up.edu.ph/>.

*Note: There will be one personnel assigned to answer inquiries, or follow-up of transactions wherein the queries will be channeled to the concerned personnel.*

### C. Releasing of Documents

Scanned documents may be released to the appropriate receiver. The Music staff will inform the receiver on when and where to pick-up the original document/s.

*Note: Messengerial work are scheduled for Mondays, Wednesdays and Fridays. It is suggested for every office to finish processing the documents for submission on Mondays or Wednesdays. As stated in UP Diliman p.1, #5: Schedule deliveries to minimize messengerial movement within the campus.*

### D. For faculty, staff, students and guests who need to schedule a visit

*please click the link:*

[https://docs.google.com/forms/d/e/1FAIpQLSdlU46akd\\_20nlgyUccGHDc\\_yu4i9HSE5vaukihRYVcqWufQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdlU46akd_20nlgyUccGHDc_yu4i9HSE5vaukihRYVcqWufQ/viewform)

A staff will coordinate the schedule of meeting/s, pick-up of documents or instruments.

### III. PROCESSING OF PAYMENT FOR LECTURERS AND NON-UP STAFF

#### A. Processing of payment for lecturers

Lecturers must submit the Daily Time Record (DTR) with wet signatures a day after the end of the month and drop them in the box provided. It is recommended to send soft copy of DTR for review before giving or sending the original copy to Ms. Riza Balucos. Only original copies with wet signatures will be processed for payments. The processing of vouchers will be done by batches, and will be processed in a maximum of 2-days after a month. Late submission of DTRs means late processing of payment. A DTR will be processed as soon as possible as long as it has a complete and correct information on it.

DTR for payment processing will be signed by the lecturer and Dean using wet signatures.

Submission of soft copy of DTR will still be sent to Ms. Rizalina Balucos via email address, and later sent to the Department Chairs' signature for filing purposes.

#### B. Processing of payment for Non-UP Staff

Non UP Staff submit DTR's with wet signatures after the 15th day and end of the month. The processing of vouchers are by batches and will be processed in a maximum of 2-days after the scheduled date of submission. Late submission of DTRs, will mean late processing of payment.

Delivery of vouchers will be based on the schedule set by the College. It is very important to note that messengerial activities are minimized based on the UP Diliman Post ECQ Guidelines. So we highly encouraged to submit the DTRs on time.

### IV. NON-TEACHING PERSONNEL WORK SCHEME

The UP College of Music Non-Teaching Personnel will adopt the Other Alternative Work Arrangements based on the Civil Service MC 10, s.2020:

As defined in the said CSC Memorandum, Other Alternative Work Arrangements refer to work arrangements consisting of a combination of the enumerated work arrangements or other work arrangements appropriate/applicable to the agency subject to the prevailing community quarantine in the area where the agency is located and the nature of work/job performed by the employee/s.

Work-From-Home - refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.

Skeletal Work Force - refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible.

Staggered Working Hours - refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time.

Ex. 7:00 am - 1:00 pm, 1:00 pm to 7:00 pm

*Note: Staggered Working Hours will be adopted in consideration to employees who will experience difficulty in travelling to and from for work because of public transportation scarcity and existing curfew. The following special working hours are highly suggested:*

8:00 am - 12:00 nn (Skeletal); 1:00 - 5:00 pm (WFH)

8:00 am - 12:00 nn (WFH); 1:00 - 5:00 pm (Skeletal)

See attached Work Schedule (Days of Work and Time)

*Note: Those who will work from home must submit a non-disclosure agreement. Alternative work arrangements shall be implemented only for the period of the State of National Emergency or until a new guidelines will be implemented by the Civil Service Commission and the University of the Philippines.*

## V. WORK MONITORING AND WORK REPORTING

The College of Music will adopt the UP System Work-From-Home and Skeletal Work Report Form. A Descriptive Report must be submitted 2 days after the 15th and 30th day of the month. Use of biometrics is suspended. However guards will take note of ins and outs of non-teaching personnel in a record folder.

## VI. SUBMISSION OF COS AND DTR

DTR and COS must be submitted with wet signatures to Ms. Rizalina Balucos, while soft copies with signature will be submitted to Eva Cadiz to [egcadiz@up.edu.ph](mailto:egcadiz@up.edu.ph).

Non UP Staff will submit DTR with wet signatures will be submitted to Extension Program Office.

## VII. TRAFFIC FLOW

The UP College of Music will implement a one-way traffic scheme of individuals working inside the office to maintain physical distancing and easily tracing of individuals. There will be designated doors for entrance and exit.

Suggestion:

College Secretary's Office - Annex 100 and 102  
Musicology Office - AHA 210 and 211  
Graduate Office - Maceda 104 and 105  
Maceda Room (Admin Office) - Maceda 102 and 103

The college main gate will be used for entrance and the AHA Gate will be used for exit. The gate near the Mini Hall will be closed. A traffic flow chart will be provided.

## VIII. STAFF/STUDENT/FACULTY TRANSACTIONS WITHIN THE BUILDING

Staff and faculty may only go to the office with prior arrangements. If there is/are documents to be received, the staff or the office concern must be notified and leave the documents at the designated places:

For CSO - CSO Window

For Riza & Yvette - Administration Office Window Counter B

For Administration Office - Maceda Hall Graduate Door Rm 102

For Library - Library Office

For Mary-ann - Musicology Department Office

For Extension Program - Extension Program Office

Documents for photocopying and delivery may be placed in the designated table in front of the Maceda Hall Graduate Rm 102. Please notify the administrative staff through FB messenger or phone call at local 2639 for appropriate action.

*NOTE: To avoid the spread of the virus by face-to-face communication, it is advised to secure an appointment date and time via email, landline, social media, cellular phones(if possible) before visiting the college for an important matter. We encourage unless absolutely necessary, please refrain from going the offices of the College of Music.*

## **IX. FACILITY SUPPORT FOR FACULTY AND STUDENTS**

*See also 1.C. Inside the Classroom*

Face to face classes will be disallowed, Instead, a number of rooms will be designated as webcast stations for streaming/receiving online classes for teachers and students. However, use of this stations are for exceptional cases only, including faculty who require technical assistance and students who need to access certain instruments in the college. Such arrangements may be allowed provided that:

- 1) strict safety protocols will be strictly observed;
- 2) no violation of Inter-Agency task Force-Covid Guidelines; and,
- 3) prior exemption approval is issued by the University as per OVPAA memorandum 2020-68 dated June 19, 2020 and
- 4) the user signs a waiver releasing the college and the university from liability for accidental injury or illness in which may incur as a result of using the webcast stations.

Use of practice rooms will be suspended. Only the student whose request was approved from exemption will be allowed to use a designated room for practice.

## **X. DOCUMENTS FOR SIGNATURE BY THE DEAN**

Documents for Dean's signature must be placed in the designated pigeon box per office/department. Please notify the Dean via email, direct message, or text.

For Dean's esignature, a word file document received by the Dean will be converted to PDF file with his signature when sending it back to the other UP Offices.

## **XI. MUSIC PERSONNEL HEALTH AND WELLNESS**

The UP CMu will implement the following programs to help reduce stress and anxiety, and help the well-being of the UP CMu staff to be productive:

- A. There will be a 5-minute stretching exercise every 10:00 in the morning from Monday to Friday for those who are in the their residence or music office.
- B. A small vegetable garden will be set up within the college. Each music personnel will be assigned to water and take care of the plants every 8:00 AM and 4:00 PM everyday.
- C. There will be 30 minutes of Kumustahan via zoom with the Dean every Friday.

## **XII. SUPPORT MECHANISM**

Support mechanism will be implemented based on the CSC MC 10,s 2020 and UP Diliman Guidelines:

- A. Protective Personnel Equipment such as face masks, face shield/eyeglass shield will be provided to the non-teaching personnel;
- B. Reduced working hours;
- C. Rooms shall be provided to the employees assigned as skeletal workforce by request and whenever practicable;
- D. Internet loads, gadgets or equipment related to work will be subsidized;
- E. Risk incentive allowance will be given to those who worked and assisted the faculty and students during online classes in the College. The amount of Php 500 per day was based on the Memo NGY 20-63, April 30, 2020.



### XIII. ATTACHMENTS

#### WORK SCHEDULE FOR NON-TEACHING STAFF

Based on UPD Guidelines in accordance with CSC

<http://www.csc.gov.ph/phocadownload/MC2020/MC%20No.%2010,%20s.%202020.pdf>

#### WORKING HOURS (DAYS AND TIMES)

NAME	WORK SCHEME	MON	TUES	WED	THURS	FRIDAY
Alveniz, Andrew Louie B.	WFH	8:00-5:00		8:00-5:00		8:00-5:00
	SWF		8:00-5:00		8:00-5:00	
Baldicañas, Pamela A.	WFH			8:00-5:00	8:00-5:00	8:00-5:00
	SWF	8:00-5:00	8:00-5:00			
Balucos, Rizalina T.	WFH	4:00-5:00	8:00-5:00	4:00-5:00	8:00-5:00	8:00-5:00
	SWF	8:00-4:00		8:00-4:00		
Baradas, Josephine Cecilia L.	WFH	8:00-5:00		8:00-5:00		8:00-5:00
	SWF		8:00-5:00		8:00-5:00	
Bautista, Jerico C.	WFH	8:00-5:00		8:00-5:00		8:00-5:00
	SWF		8:00-5:00		8:00-5:00	
Briones, Elvira	WFH		8:00-5:00		8:00-5:00	8:00-5:00
	SWF	8:30-5:30		8:30-5:30		
Cabansag, Mary Ann O.	WFH	8:00-5:00		8:00-5:00		8:00-5:00
	SWF		8:00-5:00			8:00-5:00
Cabansag, Ryan J.	WFH	8:00-5:00		8:00-5:00		8:00-5:00
	SWF		8:00-5:00			8:00-5:00
Cadiz, Eva G.	WFH	8:00-5:00	8:00-5:00	5:00-7:00	5:00-7:00	8:00-5:00
	SWF			9:00-4:00	9:00-4:00	
Calabon, Felicisimo O.	WFH	8:00-5:00		8:00-5:00		
	SWF		8:00-5:00		8:00-5:00	8:00-5:00
Domingo, Arianne Karissa L.	WFH		8:00-5:00		8:00-5:00	8:00-5:00
	SWF	8:00-5:00		8:00-5:00		
Fucio, Hubert B.	WFH		8:00-5:00	8:00-5:00	8:00-5:00	
	SWF	8:00-5:00				8:00-5:00
Gojo, Rommel E.	WFH	8:00-5:00		8:00-5:00		8:00-5:00
	SWF		8:00-5:00		8:00-5:00	
Laguatan, Sheree Ann V.	WFH	8:00-5:00		8:00-5:00		8:00-5:00
	SWF		8:00-5:00		8:00-5:00	
Liboon, Virgilio	WFH		8:00-5:00		8:00-5:00	
	SWF	8:00-5:00		8:00-5:00		8:00-5:00
Manuzon, Ma. Fatima C.	WFH	8:00-10:00	8:00-5:00	8:00-10:00	8:00-5:00	8:00-5:00
	SWF	10:30-5:00		10:30-5:00		
Nerval, Edmund B.	WFH		8:00-5:00		8:00-5:00	8:00-5:00
	SWF	8:00-5:00		8:00-5:00		
Parcon, Janet L.	WFH		8:00-5:00		8:00-5:00	8:00-5:00
	SWF	8:00-5:00		8:00-5:00		
Rongavilla, Maria Concepcion A.	WFH	8:00-5:00	1:00-5:00	8:00-5:00	1:00-5:00	8:00-5:00
	SWF		8:00-12:00		8:00-12:00	
Rullog, Emmanuel	WFH	8:00-5:00				8:00-5:00
	SWF		8:00-5:00	8:00-5:00	8:00-5:00	
Saban, Elyrose M.	WFH	8:00-5:00	8:00-12:00	8:00-12:00	8:00-5:00	8:00-5:00
	SWF		1:00-5:00	1:00-5:00		
Salonga, Celeste B.	WFH	8:00-5:00	8:00-5:00	8:00-5:00	8:00-12:00	8:00-12:00
	SWF				1:00-5:00	1:00-5:00
Santos, Florinda S.	WFH	8:00-5:00			8:00-5:00	8:00-5:00
	SWF		8:00-5:00	8:00-5:00		
Sison, Shirley D.	WFH	8:00-5:00	8:00-5:00			8:00-5:00
	SWF			8:00-5:00	8:00-5:00	

NOTE: As per UPD Post ECQ Guidelines page 2 #6 of WFH Arrangements: As a courtesy, supervisors and WFH employees are enjoined to be mindful of work hours, as well as mealtimes, weekends and holidays

## HEALTH CHECKLIST FOR FACULTY/STAFF RE-ENTRY

To be able to monitor and control the spread of COVID-19 infection within the campus, the faculty and staff are requested to accomplish this health checklist every time they re-enter their workplace. The university ensures that any sensitive personal information contained herein shall be kept confidential and protected under the Data Privacy Act of 2012. If needed, information from this health checklist may be used to facilitate contact tracing efforts by the University Health Service Public Health Unit (UHS-PHU) and/or the Local Government Unit (LGU).

Name:

Email address:

Contact number:

College/Unit:

Department/Institute:

Body Temperature:

Please check the appropriate answers.

1. In the past 14 days, I have experienced

- body pains
- headache
- sore throat
- fever
- diarrhea
- cough
- colds
- shortness of breath
- loss of taste
- loss of smell
- none of the above

2. I have stayed in the same close environment with a confirmed COVID-19 case in the past 14 days.

- Yes
- No
- I am not aware.

3. I have had contact with somebody with body pains, headache, sore throat, fever, diarrhea, cough, colds, shortness of breath, loss of taste, or loss of smell for the past 14 days.

- Yes
- No

4. When did you last report for work?

5. Since then until today, I have been to the following places (besides my home):

6. I have had Rapid-Antibody Test.

- Yes (Result:            Date done:)
- No

7. I have had RT-PCR Swab Test.

- Yes (Result:            Date done:)
- No

Signature:

Date:

UP College of Music Health Screening for  
STUDENTS/GUESTS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Temperature: \_\_\_\_\_

Yes No 1. Do you have any history of exposure to COVID-19 patient in the last 14 days?

(Ikaw ba ay may nakasamang may COVID-19 sa nakaraang 14 na araw?)

Yes No 2. Do you have history of travel to an area with high COVID-19 transmission?

(Kayo po ba ay nanggaling sa lugar na may mataas na bilang ng COVID-19?)

Yes No 3. Do you have any symptoms such as sorethroat, body pains, headache, fever and flu like symptoms (cough, colds, fatigue) in the last 14 days?

(Mayroon po ba kayong masakit na lalamunan pananakit ng katawan, sakit ng ulo, lagnat at trangkaso (ubo, sipon, pagkahapo) sa nakaraang 14 na araw?)

Name and Signature (Pangalan at lagda)

# REVISED GUIDELINES FOR RESPONDING TO COVID-19 CASES AMONG STAFF & FACULTY FOR UP DILIMAN OFFICES AND UNITS *(Published September 2020)*

UNIVERSITY OF THE PHILIPPINES Diliman COVID-19 Task Force

## **Role of Post-ECQ Teams (PETs) and Health Liaison Officers (HeLOs)**

Formation of PETs and HeLOs

Each office/unit shall form a Post-ECQ Team (PET) and/or designate a Health Liaison Officer (HeLO) as the main mechanism that guides the office or unit's COVID-19 response.

The PET and/or HeLO shall:

- a. Ensure the compliance of their office/unit to the University's guidelines;
- b. Undertake a risk assessment of their respective offices/units;
- c. Send a daily report to the UPHSPublic Health Unit (UPHSPHU) regarding the number of suspected and positive COVID-19 cases in their office/unit, even zero number of cases.
- d. Assess their office's or unit's situation if a staff/faculty gets infected;
- e. Communicate directly with the UPHS-PHU regarding the situation of the patient and the office;
- f. Help plan and implement their offices or unit's response to the situation based on the UPHS-PHU's assessment and suggestions; and
- g. Update their respective office or unit on their co-worker's situation and UPHS-PHU assessment.

## **Risk Assessment**

All offices and units undertake a risk assessment process spearheaded by the PETs and/or HeLOs. This process reviews all office work functions/ activities and the risk associated with each function or activity. The level of risk exposure is based on: a) probability (or likelihood) that staff/faculty will be exposed to risk, and b) impact (or severity) of that particular risk should exposure occur.

The risk assessment will allow offices/ units to better understand the potential risks in their workplace and informs the unit's decision and action when positive cases are reported. The risk assessment will also be the basis for the targeted testing among staff/faculty.

PETs or HeLOs will accomplish the risk assessment matrix (see Appendix A) and submit the assessment results to the UPHS-PHU by Sept. 14, 2020.

## **Basic Health and Safety Protocols in the Workplace**

**Strictly follow the post-ECQ guidelines of the university.**

If you are not feeling well and/or experiencing one of the symptoms, do not report for work. This is a critical part of safety compliance and our first line of defense against the spread of the virus in the workplace.

While at work, wear face masks and face shields, and practice physical distancing and hand hygiene.

**Staff/faculty fills out a health checklist every time they report for work which is part of our new work context.**

The checklist will ask for health information and names of places and close contacts covering a certain period. This will facilitate future contact tracing.

All offices/units are encouraged to implement an online score-based health screening checklist by scanning the attached QR code (see Appendix B) which will be posted at the office's or unit's entrance.

If an employee registers a score higher than 1, the employee will not be allowed to enter the premises and immediately escorted to the quarantine/ holding room, where he/she will wait for the UPHS-PHU. Depending on the UPHS-PHU assessment, the employee may still be allowed to report for work. Visitors will also fill out a score-based health screening checklist by scanning a different QR code (see Appendix C) which will also be posted at the office entrance. In case the visitor will not be allowed entry because of his/her score, the PET or HeLO will ask the visitor if he/she wishes to go to the UPHS-PHU for medical attention.

For the online checklist, each office/ unit may provide a mobile phone or tablet at the office entrance which shall be used by their staff/faculty. These gadgets may also be covered in plastic or any material that will allow the assigned office staff to disinfect them easily. We urge all units to start using the QR Code by the first week of September 2020. In case there is no available facility to scan the QR code, the checklist may be accomplished manually by the staff/visitor.

**Any staff/faculty who exhibits any of the COVID-19-related symptoms at work will be immediately isolated and brought to a designated holding area until medical help arrives.**

The PET member or HeLO shall assist the staff/faculty in seeking immediate care by calling any of the following:

- a. UPHS Emergency Room: 8981-8500 loc. 111
- b. UP Barangay Health Emergency Response Team (BHERT): 8426-7997

The staff/faculty should inform their PETs or HeLOs of any update on their medical condition.

## Steps in Responding to a Confirmed or Suspected Case

If a staff/faculty discloses that he/she tested positive for COVID-19 or has been exposed to a confirmed case, the PET or HeLO shall do the following:

1. Ask the staff/faculty to self-isolate or quarantine at home, and wait for further instructions from the UPHSPHU within 24 hours. Staff/faculty should stop reporting for work and self-isolate for 10-14 days.
2. Inform the UPHS-PHU and facilitate contact tracing by providing the name and contact details of the staff/faculty.
3. The UPHS-PHU may be contacted via mobile number: 0947-4279281. They will assess the situation, recommend, and identify who among the office's/unit's staff/ faculty shall undergo a swab test, if necessary.
4. If self-isolation at home is not feasible due to any of the following reasons: over-crowding and/ or presence of young children, elderly and persons with comorbidities, the patient may be referred to Silungang Molave or an appropriate isolation facility. (For a guide to home quarantine, see Appendix F).

## Contact Tracing

1. Close contacts (CC) may also voluntarily self-disclose to the PET or HeLO who will refer them to UPHS-PHU. All close contacts will do self-quarantine for 14 days and to report any appearance/ progression of symptoms to UPHS-PHU for further instructions.
2. Observing confidentiality, the PET and/or HeLO may facilitate contact tracing by introducing the UPHSPHU staff to the concerned members of the unit or provide names and contact details of the concerned staff/faculty to the UPHS-PHU.
3. The PETs or HeLOs shall help in explaining to the staff/faculty who is considered a CC.
4. Close contacts are defined as those who:
  - a. Interacted with a confirmed positive and symptomatic (with symptoms) patient two (2) days prior to the onset of symptoms; or interacted with a confirmed positive and asymptomatic (no symptoms) patient two (2) days prior to confirmation of the positive test result;

- b. The interaction lasted for more than 15 minutes; and,
- c. The persons involved did not wear face masks or were in an enclosed space or shared activities that breached physical distancing.

Examples of instances will also be provided to the office's/unit's staff/ faculty for better identification and assessment (see Appendix G).

## Communicating, Monitoring and Reporting Cases

1. PETs or HeLOs communicate to their unit heads the status of cases and the appropriate action to be taken by their unit (e.g. office closure), as assessed by and in consultation with the UPHS-PHU.
2. PETS and/or HeLOs act as the main communication line between the UPHS-PHU and their office/unit. They provide regular updates on the COVID-19 situation in their units. For transparency, offices/units may disclose the number of people affected and the nature of activity that may have facilitated the transmission.

Units are urged to set up a communication mechanism for this. This shall help lessen the agitation and fear among the staff/faculty and the UP community as well.

3. The University is required by the Civil Service Commission to regularly report on the number of positive cases among our faculty and staff. Thus, the PET and/or HeLO shall submit daily reports to the UPHSPHU, which in turn shall consolidate all office/unit reports. Please see 1.c.

For a standardized reporting system, units shall be provided an online form. This form shall be submitted automatically to the UPHS-PHU and the designated university server.

4. For a standardized reporting system, the online form may be accessed by scanning the attached QR code (see Appendix H). This form shall be submitted automatically to the UPHS-PHU and the designated University server.

## Data Privacy and Confidentiality

1. Although disclosure of one's COVID-19 medical status is not mandatory due to privacy considerations, the unit shall encourage staff/faculty to report if they tested positive or have been exposed to a confirmed case. This is critical for monitoring cases in the workplace and community.

A common reason for non-disclosure by staff/faculty is the fear of being stigmatized, thus, all steps must be taken to assure that the affected person's identity is protected.

2. Identities of staff who were confirmed positive for COVID-19 and their close contacts must be kept confidential and may be divulged only to those identified by the UPHS-PHU or COVID-19 Task Force to do the contact tracing and case investigation.

## Office Closure and Disinfection

1. When a workplace has a confirmed case, it must close until disinfection has been undertaken. Twenty-four hours is enough time for the virus to die naturally without a potential host, after which surface disinfection of offices can be done.
2. Any extended office closure must be done in consultation with the UPHS-PHU, and depends on the findings from contact tracing, especially if a significant number of people in the unit have been exposed.
3. Depending on the office condition and situation and UPHS-PHU recommendation, units may consider giving staff/ faculty a few days to recover from the possible mental stress before reopening offices.
4. Units shall exercise prudence in deciding to shut down an entire building.

## Returning to Work

Any faculty or staff who underwent quarantine must submit any of the following to the PET or HeLO before they may return to work:

1. Medical clearance from the UPHSPHU, or
2. Quarantine completion certificate from the barangay or isolation facility.

## Addressing fear, anxiety, and stigma

1. Fear and anxiety are expected to affect staff/faculty mental health and well-being. All are encouraged to consult the following offices for help:
  - a. UPHS Counselling Services: Telemedicine 8981-8500 loc. 2702
  - b. PsycServ: 8981-8500 loc. 2496 or 0916-757-3157
  - c. UP Pahinungod: [psp.updpahinungod@gmail.com](mailto:psp.updpahinungod@gmail.com)

Also, staff/faculty and offices may not be conscious of stigmatizing attitude and statements. Labeling a place as a source of contagion or avoiding persons working in these places do not prevent transmission. Droplets from the mouth and nose, as well as movement and interaction of people without safety protection, are the main causes the virus spreads.

2. Fear, in times of uncertainty and risk, is understandable. Units may organize online “Kumustahan” to check in, to reach out, know how each one is doing, and support each other. One way to support others is to follow safety protocols to protect everyone in the workplace.

## Additional Health and Safety Protocols

1. Implementation of the following are advised:
  - a. Put in place mechanisms that will prevent staff/faculty from congregating in large numbers, including meal time. Meals may be scheduled to prevent more than 2-3 staff/faculty eating together.
  - b. If possible, use electric fans to allow for sufficient air flow.
  - c. For air conditioned rooms, open windows twice a day for at least 30 minutes to generate enough airflow.
2. In our own communities, avoid engaging in group activities such as parties, boodle fights, social drinking, excursions, and the like. Be aware that recent COVID-19 cases on campus have been traced to community activities such as these.
3. Any UPD community member (students, faculty and staff) exhibiting any of the COVID-19 symptoms should proceed to the UPHS for assessment and consultation. The UPHS is open 24/7 to help in the assessment and swab-testing, if needed, of patients.

Send Questions to UP Diliman COVID-19 Task Force or UPHS-PHU

Any COVID-19 related information or question may be addressed to the UP Diliman COVID-19 Task Force ([covid19.taskforce@upd.edu.ph](mailto:covid19.taskforce@upd.edu.ph)) or to the UPHS (0947-4279281).

# UNIVERSITY OF THE PHILIPPINES DILIMAN COVID-19 TASK FORCE

## MGA GABAY SA HOME QUARANTINE (KUWARANTENA SA TAHANAN)

Ang gabay na ito ay para sa mga sumusunod:

- a) nag-positibo sa COVID-19
- b) naging close contact ng isang taong nag-positibo sa COVID-19
- k) naghihintay ng resulta ng test, may sintomas man o wala
- d) nagbyahe mula sa ibang lugar at kailangang tiyaking wala itong madedebelop na sintomas

### 1. Manatili sa tahanan.

Iwasan ninyo ang mga aktibidad sa labas ng tahanan, maliban sa pagpapagamot ng karamdaman. Huwag munang pumasok/pumunta sa trabaho, paaralan o pampublikong lugar, at huwag sumakay sa pampublikong transportasyon o mga taxi.

### 2. Ihiwalay ang sarili sa ibang tao sa inyong tahanan.

Hangga't maaari, manatili sa kuwarta na hiwalay sa mga tao sa inyong tahanan. Bukod dito, gumamit kayo ng hiwalay na banyo, kung mayroon.

### 3. I-monitor ang temperatura tatlong beses sa isang araw.

### 4. Tumawag muna bago bumisita sa inyong doktor.

Kung kayo ay magkalagnat (may temperaturang  $38^{\circ}\text{C}$  o higit pa), o magkaroon ng mga respiratoryong sintomas, tumawag sa UP Health Service (UPHS) emergency room upang ipaalam sa kanila na ikaw ay pupunta sa UPHS upang magpasuri.

### 5. Isuot ang face mask.

Isuot ang inyong face mask kung kayo ay nasa loob ng kuwarta kasama ang ibang tao at kung kayo ay bibisita sa tagapagbigay ng pangangalagang pangkalusugan. Kung hindi makakapagsuot ng face mask, ang mga taong kasama ninyo sa tirahan ay kinakailangang magsuot ng face mask habang kasama ninyo sila sa iisang kuwarta.

### 6. Takpan ang ubo at bahing.

Takpan ang inyong bibig at ilong ng tisyu kung kayo ay uubo o babahing, o maaari kayong umubo o bumahing gamit ang manggas ng inyong damit. Itapon ang tisyu sa basurahang may supot sa loob (line trash can), at agad na hugasan ang inyong mga kamay ng sabon at tubig nang hindi bababa sa 20 segundo.

### 7. Maghugas ng mga kamay.

Hugasan ang inyong mga kamay nang madalas at lubusan gamit ang sabon at tubig nang hindi bababa sa 20 segundo. Maaari kayong gumamit ng alcohol-based sanitizer kung walang sabon at tubig na magagamit at kung hindi ganoon kadumi ang inyong mga kamay. Iwasang hawakan ang inyong mga mata, ilong at bibig ng maruruming mga kamay.

### 8. Iwasang maghiraman ng gamit sa bahay.

Huwag ipahiram ang mga pinagkakainan, iniinumang baso, tasa, kagamitan sa pagkain, tuwalya, sapin sa higaan o iba pang mga kagamitan sa ibang tao sa inyong tahanan. Matapos gamitin ang mga ito, hugasang mabuti ng sabon at tubig.

### 9. I-monitor ang mga sintomas.

Humingi ng agarang atensiyong medikal kung lumalala ang inyong sakit (hal. nahihirapang huminga). Bago magpunta sa UPHS, tumawag muna upang ipaalam sa kanila na ikaw ay naka-quarantine sa inyong tahanan para sa pagmo-monitor ng mga sintomas ng COVID-19. Makatutulong ito sa doktor ng UPHS upang mapaghandaan ang inyong pagdating.

Mga Numero ng Telepono:

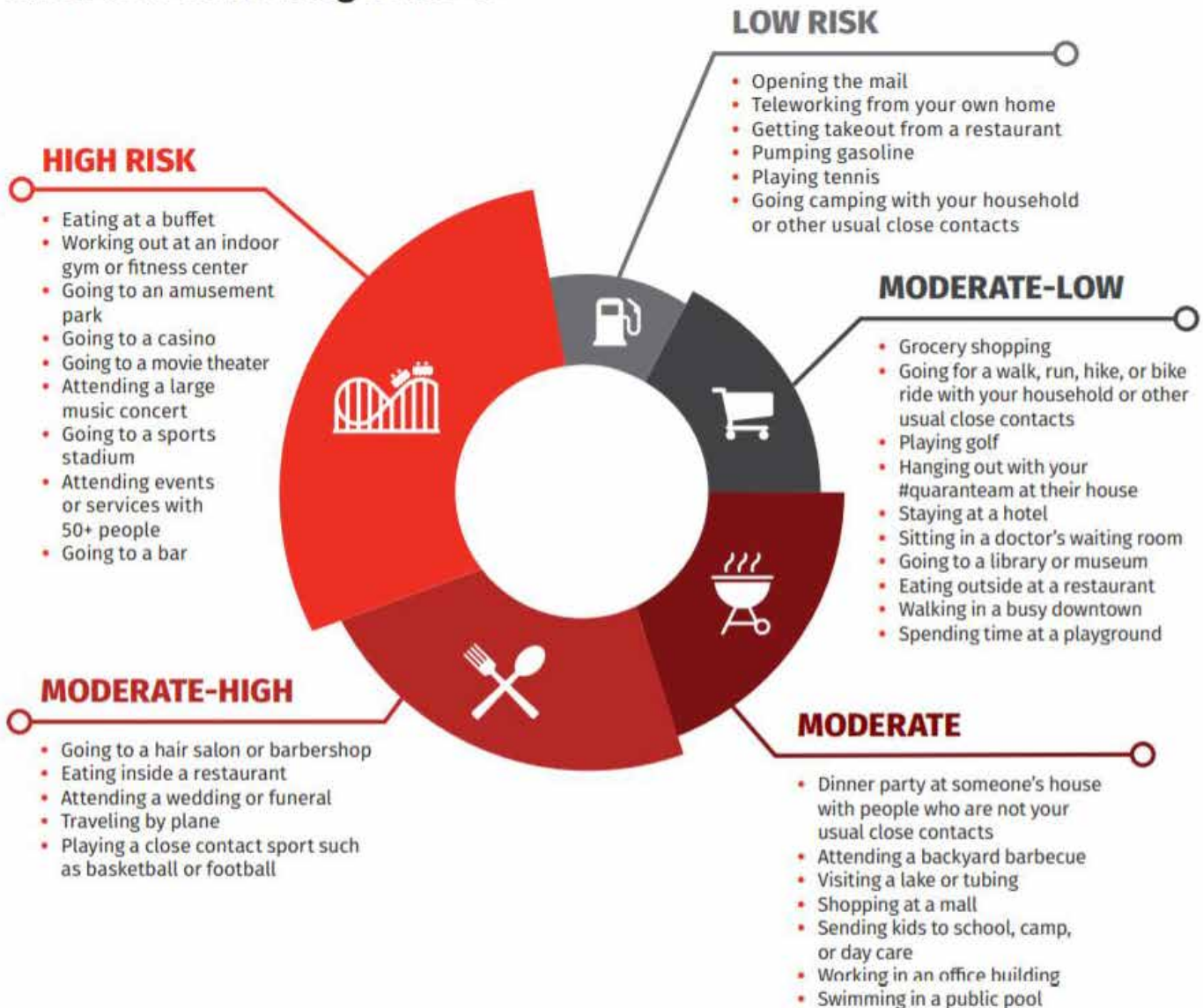
**UP Health Service: 8981-8500 loc 111  
8928-3608**

**UP Campus Barangay Health Emergency Response Team (BHERT): 8426-9779**



# COVID-19 RISK INDEX

## Know Your Risk During COVID-19



# WORKER EXPOSURE RISK TO COVID-19 (OSHA)

## Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

OSHA has divided job tasks into four risk exposure levels, as shown below. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

## Occupational Risk Pyramid for COVID-19

### VERY HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

### HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

### MEDIUM EXPOSURE RISK

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.



*The four exposure risk levels represent probable distribution of risk.*

## CASE

- Someone who has COVID 19 and has a positive RTPCR test for SARSCOV2
- A **SUSPECT OR A PROBABLE CASE** is someone exposed to a case who develops symptoms even if they have not had a test yet.

## CONTACT

- Someone who had contact with a case while they were infectious during their illness and 2 days before their illness began.

## CLOSE CONTACTS

- Someone who may not have had any physical contact at all but was close to the person who's infectious.
- They were within 6 feet of the person for at least 15mins or more (without proper protection). 6ft is the distance that respiratory droplets can travel.

## PHYSICAL CONTACT

- Anyone who had direct physical contact with someone who is infectious is at risk of infection.

## PROXIMATE CONTACTS

- People who have been in the same room for extended period, maybe an hour or more with an infectious person, but they were more than 6 feet away.
- They have had contact with the same surface

## ISOLATION

- Keeps sick people separate from healthy people.
- Restricted to home or hotel
- Separate space in hospital to limit contact for the duration of infectiousness.
- 2 days before onset
- At least 10 days after onset of symptoms must be improving and no fever within 24 hrs

## QUARANTINE

- Restricts movement and contact of healthy people who have been exposed
- For 14 days since the last contact with the person who is infected.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

## How to Quarantine for close contacts

- Try to not to have contact with other people, except if you need to see a doctor. If you live with other people, try to find another place to stay; or use your own bedroom and bathroom. If you can't avoid being around other people, you should always wear a face mask. The mask should be completely cover your nose and mouth. You must complete the 14-day quarantine period.
- Quarantine restricts movement of healthy people who have been exposed.
- Quarantine duration is for 14 days since the last contact with the person who is infected.



Daily COVID-19 Status Report