

UP Diliman Post-ECQ Guidelines

The Ad Hoc Committee puts forward the following recommendations to ensure the safety of UP Diliman personnel as essential and priority work are resumed after the Enhanced Community Quarantine (ECQ). These recommendations are suggested for the first six (6) weeks after the ECQ, henceforth to be referred to as the “post-ECQ period.”

To monitor the proper implementation of these guidelines, each unit is advised to form a Post-ECQ Team, composed of 2-3 persons and including the unit’s Health Liaison Officer. This Team shall immediately report to the OVCCA any situation that may affect the health and safety of the unit’s personnel. The Team is also expected to monitor the well-being of personnel who are working from home.

A. Essential and Priority Work

UPD must define what it considers as essential work and deliverables. This will be done at the unit level by the Director or Chair, to be collated and standardized by the respective Deans and Vice Chancellors.

“Essential work” refers to tasks that are absolutely necessary and indispensable for the basic functioning of the University, the Diliman campus and its offices. Such work includes ensuring that requirements are met concerning appointments and salaries of employees, campus and building safety and security, and communication lines among members of the University, among others.

“Priority work” refers to tasks that also require major attention so that the most important goals identified by the University’s academic and support units are accomplished or attended to. Depending on the unit’s mandate and goals, this can include work such as research and publication, academic content development, teaching (contingent on National and University directives regarding resumption of classes), extension work, and service maintenance, among others.

In consideration of the health and safety of our personnel, the Committee recommends that, even after the ECQ, the University should consider the work-from-home (WFH) setup as the default work mode. However, the Committee also acknowledges that due to the nature of their task, it is necessary for some personnel to be physically present in the campus. Examples of such personnel include laboratory personnel, utility, production, messengerial, and liaison officers. Thus, it is important for each unit to clearly identify essential and priority work, and specify which of these require physical presence in the office.

During the post-ECQ period, all UPD units are advised to:

1. Temporarily suspend non-essential and non-priority tasks during the post-ECQ period;
2. Modify the implementation of office functions so that many services can be provided online;
3. Implement a mixed WFH and physical reporting work arrangement;
4. Review and revise the receiving and releasing of documents to lessen close contacts; and
5. Schedule deliveries to minimize messengerial movement within the campus.

As COVID-19 concerns may persist until vaccines and treatment are discovered, this period must also be used by UPD units to design a combination of WFH arrangement and actual reporting to the office so that essential work and outputs are delivered in the medium term.

B. Work-from-Home Arrangement

Despite the easing of the enhanced community quarantine, UPD must proactively implement a WFH setup for all personnel to whom it is applicable. WFH tasks may include but not limited to:

- Preparation of vouchers for salaries of personnel;
- Preparation of regularly submitted reports;
- Dissemination of information to stakeholders;
- Updating of websites and official social media accounts;
- Processing of received documents (applications, requests, etc.);
- Answering queries from stakeholders;
- Processing of online transactions;
- Coordination with supervisor, other personnel or third parties;
- Encoding, data processing and updating of records.

In relation to the WFH setup, the Committee has the following recommendations:

1. Unless absolutely necessary, employees with comorbidities (diabetes, hypertension, heart disease, chronic lung disease, obesity, asthma), those who are immuno-compromised (e.g., PLHIV, those with ongoing chemotherapy) and senior citizens must not be required to physically report for work and must be provided arrangements to do WFH;
2. Employees who reside in Barangays that were under Extreme ECQ or strict monitoring (as advised by the DOH or LGU) two weeks before the post-ECQ period must not be required to do work inside the campus and must be given arrangements to do WFH;
3. Infrastructure support such as laptop computers and internet access (pocket WiFi, load subsidy, etc.) should be provided by the unit to permanent and contractual employees who will WFH;
4. Supervisors shall discuss with WFH employees so that their tasks are aligned with their targets and their deliverables are carefully noted;
5. Supervisors shall ensure that documents and other needed information are made available to those who WFH, subject to strict observance of data privacy and non-disclosure regulations;
6. As a courtesy, supervisors and WFH employees are enjoined to be mindful of work hours, as well as of mealtimes, weekends, and holidays.

C. *Physically Reporting for Work*

Tasks that require an employee's presence at the office shall be performed only by those who are not restricted to physically report for work.

The Committee recommends that:

1. Right after the lifting of the ECQ, all units must have their offices cleaned and disinfected following UPHS-issued protocols (attached);
2. During the first week after lifting the ECQ, only employees residing within UPD Campus or those with personal vehicles shall be allowed to physically report for work;
3. As deemed necessary by the Head of Unit, **key personnel** who have to physically report for work but have problems in observing physical distancing during their commute shall be provided with pre-arranged transportation and/or temporary dormitory housing on campus;
4. Unless certified by the Head of Unit to be very essential, employees may report for work for a maximum of two (2) times each week;
5. When scheduling work and access, Heads of Units must consider the size of their offices and other workspaces (e.g., laboratories) to ensure at least two (2) meters of physical distancing;
6. All who experience sudden onset of fever, cough, colds, diarrhea, sore throat, or difficulty of breathing, as well as those who, regardless of their current health status, had close contact or exposure to a probable or confirmed COVID-19-positive person must not report to work and must immediately notify their unit head and the UP Health Service.

D. *Protocols Inside Offices*

All employees must be aware of how the virus spreads and also of the fact that infected individuals may remain asymptomatic for a period of time.

Here are the Committee's recommendations:

1. *Prior and Upon Entry to the Office*

1. Following UPHS-issued protocols (attached), janitorial staff will clean and disinfect commonly-touched surfaces (e.g., door knobs, counter tops, light switches, handles, faucets, etc.) and the floor before other employees report for work;
2. Temperature screening must be done prior to entry to the workplace. Anyone with temperature of 37.8 degrees Celsius or higher after two takes must be referred to the UPHS for further evaluation;
3. 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 entry;

4. Alcohol dispensers and foot baths are to be installed at entrances of all buildings. Employees are required to disinfect their footwear and hands before entry to the building.

II. While Inside the Office

1. All employees must wear a mask. 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 breaks and merienda breaks. If possible, it 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.

III. 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 with bleach solution so that trash collectors are not exposed to possible hazards.

E. Other Recommendations

To ensure that UPD remains safe during the post-ECQ period and beyond, the Committee further puts forward the following recommendations:

1. Non-essential visits to UPD offices are discouraged and only visitors with appointments will be entertained. Visitors with prior appointments must wear masks, must subject themselves to body temperature check, and will be attended to only at areas designated by the host unit.
2. Canteens inside offices will not be allowed to operate during the post-ECQ period. Non-food businesses inside the campus are allowed to operate provided they deploy only personnel who are not from EECQ areas. Businesses are enjoined to use digital wallets for contactless transactions.
3. Temporary storage/holding areas of wastes (applicable to some buildings) should be disinfected regularly. Storage areas should be clean, secure, and protected from the elements, pests, and disease vectors. Individual bags of wastes should be properly-labeled prior to storage while waiting for collection.
4. All UP employees, working from home or physically reporting to work are advised to observe the following self-care measures to prevent COVID-19:
 - a. Wash hands frequently with soap and water or with alcohol-based sanitizers;
 - b. Maintain proper physical distancing;
 - c. Avoid touching eyes, nose and mouth;
 - d. Cover mouth and nose with bent elbow or tissue paper when coughing or sneezing. After which, dispose of the tissue immediately and wash your hands;
 - e. When feeling unwell or if there is cough, fever, sore throat or difficulty in breathing, stay at home and seek medical attention.
5. Units may formulate additional guidelines to address specific concerns provided they do not go counter to the ones listed above.

*Prepared by the Ad Hoc Committee on
Post-ECQ Guidelines for the UPD Community*

Dr. Jose Ernie C. Lope (Chair)
Atty. John S. Baroña (Co-Chair)
Ms. Eva G. Cadiz (Union Representative)
Dr. Laura T. David
Dr. Filomin C. Gutierrez
Dr. Honesto Marquez
Dr. Augustus C. Resurreccion
Dr. Rene N. Rollon
Engr. Kristian July R. Yap