Updated UP Diliman Post-ECQ Guidelines

Memorandum No. FRN-20-068

Office of the Chancellor

The UP Diliman (UPD) COVID-19 Task Force updates the University's Post-ECQ Guidelines to reflect the easing of restrictions outlined in lATF Resolution 79 and Quezon City's current guidelines. These guidelines are designed to ensure the safety of personnel and community as the university prepares for the gradual reopening of the campus in the coming months. These will be in place in the post-ECQ period until further revised.

To monitor the proper implementation of these guidelines, each unit is advised to form a Post-ECQ Team, composed of 2-3 persons 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.

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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.

The health and safety of the workplace and community remains our primary responsibility. However, in light of the easing of quarantine restrictions and the need to optimize our functions, the University should now consider the most productive combination of work-from-home (WFH) and physical reporting modes after the ECQ. Thus, it is important for each unit to review essential and priority work, and specify which of these require additional physical presence in the office.

1. All UPD units are advised to retain the following practices:

   a. Temporarily suspend non-essential and non-priority tasks ;
   b. Modify the implementation of office functions so that many services can be provided online;
   c. Implement a mixed WFH and physical reporting work arrangement ;
   d. Review and revise the receiving and releasing of documents to lessen close contacts; and
   e. Schedule deliveries to minimize messengerial movement within the campus.

2. Offices and units shall plan for the expansion of their respective skeleton workforce (SW). While we shall still be operating on a mixed WFH and SW, offices and units should increase the number of personnel who will physically report to work starting 16 November 2020.

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3. In planning the expansion of our skeleton workforce, units are required to review and update the following:

   a. Office functions and workload that need to be increased in relation to pending services and backlog;
   b. Skeleton workforce and operations that need to be optimized in relation to pending, ongoing and anticipated work;
   c. Health and safety protocols and engineering controls in place;
   d. Maximum building and space occupancy in relation to requirements of physical distancing and sufficient ventilation

4. Units and offices are encouraged to prioritize the return of employees who live inside or near the campus. With public utility jeepneys (PUJs) plying campus routes back in operation since Oct. 31, 2020, this enables employees to physically report to work.

B. Work Arrangements for Work-From-Home and Skeleton Workforce

In relation to WFH and SW set-ups, please be guided by the following:

1. As courtesy, supervisors and WFH employees are enjoined to be mindful of work hours, as well as mealtimes, weekends, and holidays;

2. Employees performing necessary, essential and priority work shall physically report to their offices and units at least three (3) times a week;

3. Given the size of the office and ventilation available, each unit shall maximize its workforce by scheduling shifts; and

4. Personnel with at least one of the following conditions must not be required to physically report for work:

   a. Uncontrolled hypertension;
   b. Diabetes with poor blood sugar control;
   c. Moderate and severe asthma;
   d. Chronic obstructive pulmonary disease;
   e. Malignancies on active treatment;
   f. HIV not on antiretroviral treatment and with low CD4 count;
   g. Coronary heart disease and other cardiovascular conditions;
   h. Chronic renal disease; and
   i. Other immunodeficient states such as those with organ transplants.

5. Personnel who are over 60 years of age may physically report for work except if they have at least one of the conditions mentioned above.

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C. Zero Operations

Libraries, archives, museums, cultural centers and indoor cinemas are still closed to the public.

D. Travelling

The Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, on Oct. 15, 2020, through Resolution No. 79, has allowed the interzonal and intrazonal movement of non-authorized persons outside of residences between areas under GCQ and MGCQ, subject to rules and regulations set by the concerned local government units. **NCR is now considered as one area, meaning "interzonal movement" is no longer applied to movement across cities within NCR, unless to or from areas under granular lockdowns.**

While the University prefers that the following activities be conducted online, the following may be allowed, subject to compliance with the requirements and guidelines of the LGUs and the University.

For meetings/conferences :

1. Submit letter of request, with detailed schedule of activities and other pertinent information to Head of Unit for their approval. See Sections A and B under Travel Type Based on Destination for specific additional requirements depending on the location of the meeting/conference.

    Units/Offices are required to submit a report to their respective mother units/head offices, e.g. Office of the Vice Chancellor for Research and Development, for documentation and recordkeeping.

2. Upon return from an area under a higher community quarantine classification, the individual/s or party shall seek medical clearance from the UP Health Service (UPHS).

For research/fieldwork :

1. Research and fieldwork may be conducted by University staff subject to unit guidelines and supervision. Research and fieldwork by students (e.g. thesis), however, are suspended pending approval by the Commission on Higher Education (CHED), the IATF, and the UP Board of Regents.

2. Once CHED and IATF have granted approval, departments, colleges, and units shall submit applications for research, field activities and/or internships, subject to existing processes as implemented by the Office of Field Activities (OFA) Diliman. See Sections A and B under Travel Type Based on Destination for specific additional requirements depending on the location of the research.

3. Upon return from an area under a higher community quarant ine classification, the individual/s or party shall seek medical clearance from the UPHS before reporting for work.

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Travel Type Based on Destination:

A. International Travel

Starting Oct. 21, 2020, the ban on non-essential travel outside the country has been lifted. Due to the evolving nature of COVID-19, there is no assurance that the risk of traveling has decreased. As such, the University continues to discourage international travel for purposes of study, research, participation in conferences, and others.

Should faculty, REPS, students, and staff wish to travel abroad, this shall be subject to compliance with the following IATF and University requirements:

Prior to departure:

1. Approved Travel Authority

2. Submission of round-trip tickets and adequate travel and health insurance to cover travel disruptions and hospitalization in case of COVID-19 inspections during allowable period of stay abroad.

3. Execution of Bureau of Immigration Declaration acknowledging the risks involved in travelling, i.e. delay in their return trip, to be provided at the check-in counters by the airlines.

4. A negative COVID-19 test in compliance to the health and safety protocols of the destination country or airline, if required by the country of destination or airline.

Upon Return

1. Compliance to the Guidelines for Returning Overseas Filipinos as released by the National Task Force Against COVID-19.

B. Domestic Travel

Since interzonal and intrazonal movements are already allowed, everyone is reminded to observe proper health and safety protocols. In addition, any faculty, REPS, or staff who is travelling to another city or province outside of NCR that is under the same or different community classification must secure first a Travel Order first from the University.

Upon return from an area under a higher community quarantine classification, the individual/s or party shall seek medical clearance from the UPHS before reporting for work.

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C. Quarantine Leaves

Faculty, REPS, and staff shall undergo the required number of quarantine days upon their return. Units shall maximize WFHt arrangements to offset quarantine days that staff will need. In cases where work days will still be missed, these shall be taken from personnel leave credits.

E. Gatherings

The University maintains that it is not yet fully open to everyone. However, given the gradual easing of restrictions, the opening of more establishments and resumption of more activities on campus is expected in the coming months. For all gatherings that are approved, the Task Force requires any non-contact data gathering mechanism, preferably digital, for contact tracing purposes.

1. Religious gatherings

Religious gatherings are allowed up to 30% of the venue's maximum capacity provided that strict health and safety protocols are observed: use of face masks and face shields, frequent hand disinfection and physical distancing.

For units/buildings that are used as venues for religious gatherings (e.g. Film Center, Asian Center), prior approval and inspection by the UP Health Service-Public Health Unit (UPHS-PHU) and Post-ECQ Inspection Team are required before they are allowed to operate again.

2. Venues for Rent

a. Indoor/Closed Venues

All units/offices with spaces/venues for rent that intend to resume operations shall ensure that they have the capacity to implement and enforce strict health and safety protocols. Interested offices shall submit the following to the Office of the Vice Chancellor for Community Affairs (OVCCA) for evaluation and inspection:

a.1. Letter of intent addressed to the VCCA
a.2. Lay-out and maximum capacity of the venue based on safety protocols
a.3. Protocols/guidelines to ensure the health and safety of the users

After receipt of the requirements. the venue shall be inspected by the University's Post-ECQ Inspection Team. If the venue passes inspection guidelines, the OVCCA shall endorse the unit's request to the Chancellor for final approval.

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b. Open Areas

Units and offices that supervise or manage non-common open areas (e.g. parking lots) and plan to resume renting out these spaces and facilities shall submit the following to the OVCCA for evaluation and inspection:

b.1. Letter of intent addressed to the Vice Chancellor for Community Affairs
b.2. Protocols/guidelines to ensure the health and safety of the users

An inspection shall be scheduled and conducted by the UPHS-PHU and Post-ECQ Inspection Team once all the requirements have been submitted and evaluated. After passing the inspection, the OVCCA shall endorse the unit's request to the Chancellor for final approval.

F. Use of Common Open Spaces

1. Campus peripheral roads are open for non-contact and non-group activities (e.g. walking, jogging, bicycling).

2. The Academic Oval is open daily to walkers, joggers and runners during the following hours: 5-9 am and 4-8 pm. Bikers are not allowed inside the Oval.

3. Gathering of more than 10 individuals is strictly prohibited.

4. Physical distancing of two (2) meters shall be observed at all times and will be enforced by the University's security personnel.

5. Users of open spaces on campus are required to wear face masks and face shields.

6. Food vendors are required to get all the necessary University permits and clearances before they can resume operation. They shall only operate in areas designated by the University.

7. For group activities that involve 10 people or less approval shall be on a case-by-case basis. Only up to three group activities may be allowed per day, each group with a maximum of 10 participants. Requesting parties may send a letter of request to the Office of the Vice Chancellor for Community Affairs for approval.

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G. Health Requirements

All UPD offices and units are enjoined to process services and requests online to ensure the safety of our clients and personnel. Clients are required to set appointments prior to visiting the offices/units. Walk-ins shall not be entertained unless it is an emergency.

The following protocols shall be observed by visiting clients and implemented by the UPD office/unit:

1. Face mask, face shield, and hand sanitation are required prior to entering the office/building. No face mask and face shield, no entry.

2. All individuals entering the building or office premises are required to undergo a temperature check.

3. Anybody who is entering the premises must complete the Health Checklist - may it be online or manually.

4. Physical distancing must always be maintained, even inside the office premises.

5. Everyone is encouraged to bring their own pens for signing of documents, completion of Health Checklists, etc. Units may allocate pens for use of their clients in fulfilling the Health Checklists as long as these pens are sanitized regularly. Units are encouraged to use the QR codes for the health checklist provided in a previous memo.

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For questions, please contact OVCCA
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