



UPDATED UP DILIMAN POST-ECQ GUIDELINES

March 2021
(Expanded Version)



The UP Diliman COVID-19 Task Force updates the University's Post-ECQ Guidelines to reflect new restrictions outlined in the IATF Resolution 104 (March 20, 2021) and Quezon City's Supplemental GCQ Guidelines (March 14, 2021). Although restrictions were eased in previous months, the current surge in COVID-19 cases and the spread of new variants require stricter implementation of and compliance with health and safety protocols.

These guidelines are designed to prevent further transmission of the virus in the workplace and community and will be in place for the period March 22 – April 17, 2021 and until further revised.

To monitor the proper implementation of these guidelines, the Post – ECQ Team, including the unit's Health Liaison Officer, shall immediately report to the Office of the Vice Chancellor for Community Affairs (OVCCA) and UPHS-Public Health Unit (PHU) 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.

For units that have not formed their Post-ECQ teams, please do so ASAP. Submit the names and contact details of your Post-ECQ Teams to OVCCA and UPHS-PHU no later than March 26, 2021.

Please address questions regarding these guidelines to the UP Diliman COVID-19 Task Force (covid19.taskforce@upd.edu.ph) (0968-3540499) or to the UPHS-Public Health Unit (0947-4279281). Staff are also encouraged to consult their respective Post-ECQ Teams or Health Liaison Officers for any clarifications.

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. In light of stricter quarantine restrictions and the need to optimize our functions, the University should 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 could stand reduction of physical presence in the office.

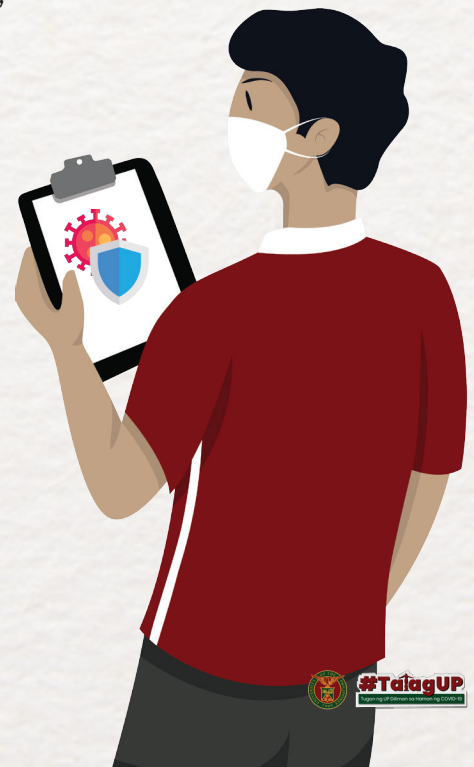


1. All UP Diliman units are advised to retain the following practices:
 - a. Temporarily suspend non-essential and non-priority tasks;
 - b. Modify the implementation of office functions so that many services can be provided online;
 - c. Implement a mixed WFH and physical reporting work arrangement;
 - 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. While we shall still be operating on a mixed WFH and skeleton workforce (SW), offices and units shall reduce physically reporting staff to 30–50 percent from March 22 to April 4, 2021. Skeleton staff shall report on a twice per week schedule.

From April 5 to 17, 2021, offices and units shall mainly operate on a WFH arrangement, as far as possible.

For offices and units performing essential functions, they shall determine the appropriate size and schedule of their skeleton workforce based on their respective workload while adjusting for additional safety restrictions in the workplace.

3. In determining appropriate skeleton workforce and WFH arrangements, units are required to review and update the following:
 - a. Office functions and workload that need to be adjusted in relation to health and safety measures, pending services and backlog;
 - b. Skeleton workforce and operations that need to be optimized or reduced in relation to pending, ongoing and anticipated work;
 - c. Health and safety protocols and engineering controls in place; and
 - d. Maximum building and space occupancy in relation to requirements of physical distancing and sufficient ventilation.
4. Units and offices are encouraged to prioritize, as part of the skeleton workforce, those employees who live inside or near the campus.
5. Units and offices are urged to explore University accommodations for its skeleton staff who live outside the campus. To arrange this, please contact the Office of the Vice Chancellor for Student Affairs.



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 essential and priority work shall physically report to their offices and units based on an agreed upon schedule;
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. Staff with controlled or managed comorbidities must submit a medical clearance from the UP Health Service before reporting for work.
6. 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.
7. Health and safety protocols shall be **strictly enforced** in the workplace. Heads of units must ensure that these protocols and conditions for compliance are in place and monitored. All staff must observe the following:
 - a. Submit health checklist and take temperature before entering office premises.
 - b. Wear face mask (preferably surgical mask) and face shield properly at all times.
 - c. Practice physical distancing of at least two meters.
 - d. Practice frequent hand hygiene.
 - e. Ensure the office has proper ventilation. Open windows and doors and use electric fans to generate air circulation.
 - f. Do not report for work if you feel any symptom (cough, fever, headache, diarrhea, body malaise, etc.).
 - g. Do not eat meals together.
 - h. Inform the office if you are living with or caring for a COVID-19-positive, acutely ill or chronically ill individual at home. Secure a medical clearance from UP Health Service before reporting for work.
 - i. While waiting for your Covid-19 test result, you must immediately self-isolate. Once the result is received, follow the doctor's instructions regarding quarantine.
 - j. Secure a medical clearance from the UP Health Service after taking a leave of absence (especially after a sick leave).

C. Zero Operations

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

D. Traveling

The Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, through Resolution No. 104, has prohibited non-essential travel outside of Metro Manila from March 22 to April 4, 2021.

For essential travel, faculty and staff shall comply 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 record keeping.

2. Upon return from travel, the individual/s or party shall undergo a mandatory 14-day quarantine and seek medical clearance from

the UP Health Service (UPHS) before reporting for work. Quarantine in this case shall constitute a WFH arrangement.

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 Diliman (OFA). 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 travel, the individual/s or party shall undergo a mandatory 14-day quarantine and seek medical clearance from the UP Health Service before reporting for work. Quarantine in this case shall constitute a WFH arrangement.

For Personal travel:

1. Faculty and staff shall inform the unit and submit the required form detailing activities and other pertinent travel plans.
2. Those traveling outside of the NCR should be mindful of LGU/government restrictions on non-essential travel.
3. Upon return from travel, the individual/s or party shall undergo a mandatory 14-day quarantine and seek medical clearance from the UP Health Service before reporting for work. Quarantine in this case shall constitute a WFH arrangement.

Travel Type Based on Destination

A. International Travel

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 with 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.
2. Submit the Return-to-Work Form, detailing travel activities and social interactions, to respective unit or office. (Please see attached **RTW form**.)

B. Domestic Travel

Any faculty, REPS, or staff who is travelling to another province outside of NCR must secure a Travel Order first from their unit. Employees who reside in nearby provinces Bulacan, Rizal, Cavite, and Laguna do not need to apply for a Travel Order.

A Travel Order is issued by the Head of Unit. For research-related travel, this is issued by the Project Leader.

Upon return from travel, the individual/s or party shall submit to their unit or office a Return-To-Work Form detailing their travel activities and social interactions. (Please see attached RTW form.) They must also undergo a mandatory 14-day quarantine and seek medical clearance from the UPHS before reporting for work. Quarantine in this case shall constitute a WFH arrangement.

E. Gatherings

The University maintains that it is not yet fully open to everyone. Although more establishments have reopened and resumed activities, these will now have to be reviewed and strictly monitored. Gatherings are not allowed at this time.

1. Religious gatherings

Religious gatherings are not allowed until further notice.

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.

2. Mobilizations and Protest Actions

All mobilizations and protest actions are not allowed until further notice.

For any questions or inquiries, interested groups and organizations should contact the Office of the Vice Chancellor for Community Affairs (OVCCA).

3. Sports Facilities and Activities

All sports facilities (gyms, tennis courts, athletic studios, and others) are prohibited from conducting tournaments, doubles or team games, or any form of contact sports.

4. Venues for Rent

a. Indoor/Closed Venues

All units/offices with spaces/venues for rent shall seek approval from the Office of the Vice Chancellor for Community Affairs before

proceeding with activities. Interested offices shall submit the following to OVCCA for evaluation and inspection:

- a.1 Letter of intent addressed to the Vice Chancellor for Community Affairs
- 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, OVCCA shall endorse the unit's request to the Chancellor for final approval.

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 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, OVCCA shall endorse the unit's request to the Chancellor for final approval.

- c. The reopening of rental venues and spaces shall be done on staggered basis. The assessment of applications will be the basis for the schedule. Applications shall be sent to OVCCA.



F. Use of Common Open Spaces

1. Campus peripheral roads (excluding residential areas) are open for non-contact and non-group activities (e.g. walking, jogging, bicycling).
2. The Academic Oval is open to walkers, joggers, and runners from Monday to Friday during the following hours: Monday – Thursday: 5-9AM; 4-8PM; Friday: 5-9AM
3. Bikers are not allowed inside the Academic Oval and in the residential areas.
4. Persons under 18 years old and above 65 years old are not allowed in public spaces under Quezon City Ordinance No. SP-2985, S-2020.
5. Gathering of individuals and group activities are strictly prohibited.
6. Physical distancing of two (2) meters shall be observed at all times and will be enforced by the University's security personnel.
7. Users of open spaces on campus are required to wear face masks and face shields at all times. Failure to comply will be subject to penalties under Quezon City guidelines.
8. Street food vending is not allowed until further notice.
9. Once food vending is allowed again, 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. However, ambulant vending is suspended until further notice.
9. Dine-in restaurants, cafés and establishments shall be limited to delivery and take-out only. Outdoor al fresco dining may be allowed, provided that the dine-in area can strictly comply with social distance requirements. Application for al fresco dining should be submitted for approval to the UP Diliman Food Service Regulatory Board (FSRB).
10. Community markets, talipapas and vending sites.

Retail operations of community markets, talipapas and vending sites must close by 8PM, except for those that are providing essential services (24-hour convenience stores, pharmacy, and others). Operators of these establishments shall institute measures to limit crowding and enforce health and safety protocols.
11. Those found in violation of minimum health and safety protocols shall be subject to penalties under Quezon City guidelines.

G. Health Requirements

As much as possible, all UPD offices and units shall 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 strictly observed by visiting clients and implemented by the UPD office/unit:

1. Face mask (preferably surgical 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.





UNIVERSITY OF THE PHILIPPINES DILIMAN

Return to Work Form

Due to the current surge in the number of COVID-19 positive cases and spread of new variants within our community and in our country, the UP Diliman COVID-19 Task Force updates the University's Post-ECQ Guidelines to reflect the new restrictions outlined in the IATF Resolution 104 (released last 20 March 2021) and Quezon City's Supplemental GCQ Guidelines (released last 14 March 2020). As specified in the Updated UP Diliman Post-ECQ Guidelines (published March 2021), all University personnel shall accomplish the Return-to-Work Form detailing their travel activities and social interactions.

Please be reminded that you are also required to undergo a mandatory 14-day quarantine and seek medical clearance from the UP Health Service before reporting for work. (In this case, quarantine shall constitute a work from home arrangement.) Kindly submit your medical clearance and accomplished Report-to-Work Form to your respective office/unit.

Part 1: Self-Certification

PERSONAL DETAILS	
Name:	Job Title:
College/Department/Office/Unit:	Category:
Email address:	Faculty: <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent REPS: <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent Staff: <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent
Contact number:	*Non-Permanent includes Lecturers, UP Contractual, Non-UP Contractual, J.Os, CoS, Project-based
TRAVEL DETAILS	
Date/s of applied leave/travel:	Date Returned to Work:
Mode/s of transportation used: (Please check all that apply)	
<input type="checkbox"/> Personal vehicle (Car, motorcycle, etc.) <input type="checkbox"/> Airplane <input type="checkbox"/> Boat/Ship <input type="checkbox"/> Jeepney <input type="checkbox"/> Rented/Carpool <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Others, please specify: _____	
Place/s visited/frequented: (Please list down all places that you have visited/frequented during your leave/travel. You may use the back of this form or another sheet of paper if needed.)	
Lodging:	
<input type="checkbox"/> Own house/residence <input type="checkbox"/> Hotel <input type="checkbox"/> Bed and Breakfast <input type="checkbox"/> Motel/Hostel <input type="checkbox"/> Transient Houses/Dorms <input type="checkbox"/> Others, please specify: _____	
Food: (How and where did you take your meals?)	
<input type="checkbox"/> Shared meals at home <input type="checkbox"/> Restaurant/Fastfood: Dine-In <input type="checkbox"/> Drive-Through <input type="checkbox"/> Delivery <input type="checkbox"/> Restaurant/Fastfood: Take-out <input type="checkbox"/> Others, please specify: _____	

ACTIVITIES AND SOCIAL INTERACTIONS

Please list down all the activities you held and/or participated in during your leave/travel. Do not forget to indicate the number of participants for the said activity, including immediate household/family members. You may use the back of this form or another sheet of paper if needed.

<i>Activity</i>	<i>Number of participants</i>

I hereby certify that information presented in this form is true and accurate to the best of my knowledge.

Full name and signature: _____ Date: _____

Part 2: Return To Work Assessment (To be completed by Post-ECQ Team or Health Liaison Officer)

Name of Post-ECQ Team Lead/Health Liaison Officer:	Date of RTW Assessment:
QUARANTINE AND CLEARANCE	
1. Did the personnel undergo a 14-day quarantine? <input type="checkbox"/> YES <input type="checkbox"/> NO	
2. Did he/she submit a Medical Clearance from the UP Health Service?	
Name of Attending Physician: _____	
Date of consult: _____	
RETURN-TO-WORK ORDER	
Did the personnel fully accomplish his/her Return-to-Work Form? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Is the personnel fit to work (based on the submitted Medical Clearance and RTW Form)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Recommended date for personnel to return to work: _____	

Post-ECQ Team Lead/Health Liaison Officer

Date

APPROVED BY:

Head of Unit