



UPDATED UP DILIMAN POST-ECQ GUIDELINES

March 24, 2021
(Concise Version)



UP Diliman Information Office

In response to the current surge in COVID-19 cases and the spread of new variants, the UP Diliman COVID-19 Task Force requires stricter implementation of and compliance with health and safety protocols in the workplace and community. These updated Post-ECQ Guidelines reflect new restrictions outlined in the IATF Resolution 104 (March 20, 2021) and Quezon City's Supplemental GCQ Guidelines (March 14, 2021).

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

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.

For the complete guidelines and related forms, please see the [Expanded Version](#) of this document.

Work from Home and Skeleton Workforce Arrangements

1. From March 22 to April 4, 2021, offices and units will still operate on a mixed Work From Home (WFH) and skeleton workforce (SW) but shall reduce physically reporting staff to 30–50 percent. Skeleton staff shall report on a twice per week schedule during this period.
2. From April 5 to 17, 2021, offices and units shall shift to a mainly WFH arrangement, as far as operationally possible.

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

3. Offices and spaces that are assigned or dedicated to non-essential and non-priority work shall be closed during this period.



Health and Safety Protocols in the Workplace

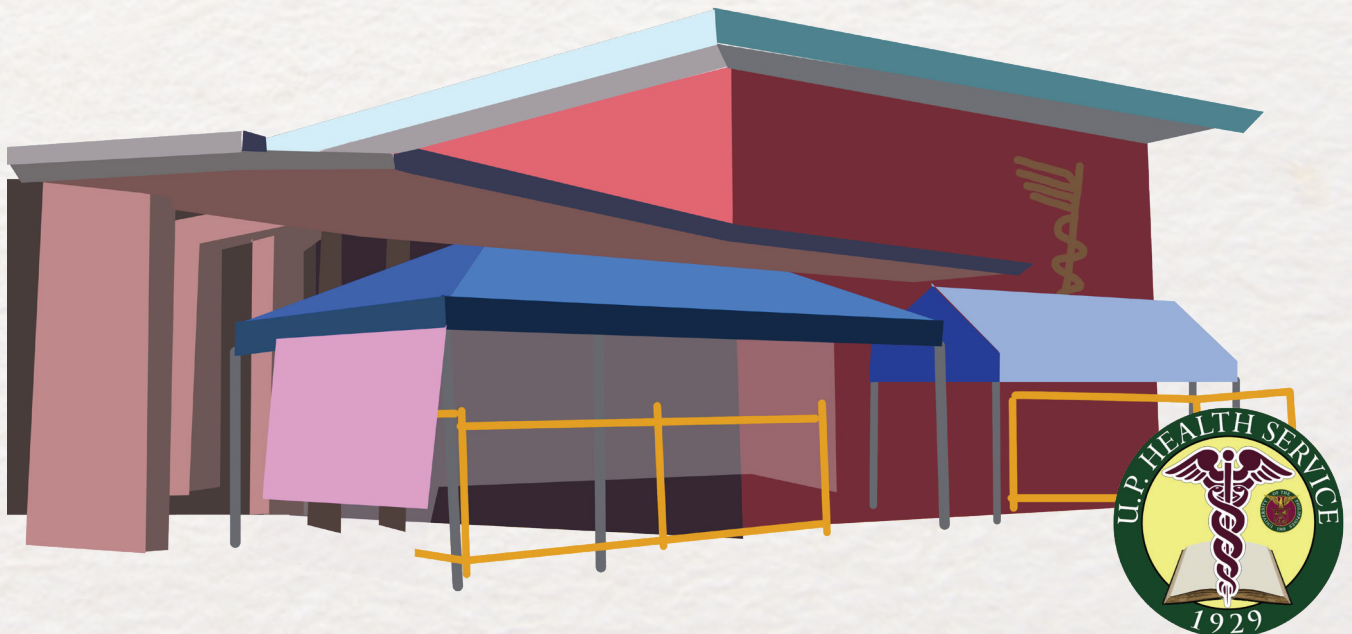
1. Health and safety protocols shall be strictly enforced in the workplace. Heads of units must ensure that these protocols and conditions for compliance are in place and monitored. All staff must observe the following:
 - a) Submit health checklist and take temperature before entering office premises.
 - 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 office has proper ventilation. Open windows 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)



2. **All units must submit the names and contact details of their Post-ECQ Teams to OVCCA and UPHS-PHU no later than March 26, 2021.**

Travel Outside NCR

1. 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.
2. For essential travel, faculty or staff shall comply with the requirements and guidelines of the LGUs and the University. UPD guidelines require securing a travel order from the head of unit and submitting a form detailing travel activities and other pertinent information.
3. 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. (See attached form in the [Expanded Version](#).) They must also 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.





Mass Gatherings, Establishments, and Use of Public Spaces

1. Mass gatherings are strictly prohibited at this time. These include, but are not limited to, religious gatherings, mobilizations and protest actions, and sports activities.
2. Street food vending on campus is not allowed until further notice.
3. 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.
4. **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.
5. The Academic Oval is open to walkers, joggers and runners only from Monday to Friday during the following hours: Monday – Thursday: 5-9AM; 4-8PM; Friday: 5-9AM.

Bikers are not allowed inside the Academic Oval and in the residential areas. Campus peripheral roads (excluding residential areas) are open for non-contact and non-group activities (e.g. walking, jogging, bicycling).

6. 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.
7. Users of open spaces on campus are required to wear face masks and face shields at all times.
8. Those found in violation of minimum health and safety protocols shall be subject to penalties under Quezon City guidelines.