

UP DILIMAN (UPD) GUIDELINES FOR THE GRADUAL REOPENING OF FACE-TO-FACE (F2F) CLASS ACTIVITIES

The UP Diliman (UPD) campus has resumed limited operations since the Enhanced Community Quarantine (ECQ) was lifted in May 2020. We modified work schedules and retrofitted offices to comply with Inter-Agency Task Force (IATF) and local government unit (LGU) health and safety protocols to keep transmission within the workplace at a minimum. The UPD Guidelines for the Gradual Reopening of Face-to-Face (F2F) Class Activities have therefore been expanded to comply with the CHED-DOH Joint Memorandum Circular No. 2021-001 for the eventual resumption of F2F class activities in UPD.

Guided by a shared responsibility to ourselves, our families, and our communities, those who physically report to UPD offices comply with protocols and adopt practices such as getting vaccinated and limiting social interactions. These small sacrifices ensure that we protect ourselves, our friends, and our families from COVID-19. UPD faculty, students, and staff are enjoined to observe these guiding principles and take part in our collective effort to prevent the spread of COVID-19 on campus.

A. GUIDELINES COMMON TO F2F ON-CAMPUS AND OFF-CAMPUS CLASS ACTIVITIES

Prioritization Scheme for F2F Exemption

UPD will adhere to the UP Office of the Vice President for Academic Affairs' (OVPA) recommendation of General Remote Learning for all courses but will request that the Commission on Higher Education (CHED) consider selected lab-based, field-based, and studio classes for F2F activities. Priority will be given to graduating students who need access to laboratories, studios, and fields to finish their thesis or dissertation research. With this initial prioritization scheme, we can ensure that participating students are able to maintain physical or social distance in our spaces. Other students who are not in the priority list should continue with Remote Learning. Meanwhile, on- or off-campus activities will have to go through request and approval processes. Each academic unit's capacity to conduct F2F class activities will be determined by the offices specified in this document.

- A1: Graduating students who are in their final semester (colleges or institutes may prioritize based on their capacity to accommodate students)
- A2: Senior standing undergraduate students, graduate, and post-graduate students in their final academic year
- A3: Junior standing undergraduate students, other graduate and post-graduate students

This prioritization scheme will be in place until such time when conditions change and UPD can accommodate more students on campus.

1. The venue for the requested F2F class activity (e.g. laboratory, classroom, field) must be located in areas under Modified General Community Quarantine (MGCQ), General Community Quarantine (GCQ), or Alert Levels 1 to 3.
2. If a COVID-19 related advisory is implemented during the F2F class activity, all UPD individuals involved must adhere to the relevant restrictions on mobility imposed by the IATF and/or the concerned LGUs, such as localized quarantines and curfew hours.

3. **Classification of F2F Class Activities based on location.** The F2F class activities conducted on- and off-campus are categorized as indoor (e.g., laboratory, restaurants, hotels, libraries, archives, museums) and outdoor (e.g., fieldwork and field school).
 - a. Indoor F2F Class Activities held at
 - i. Science and Technology laboratories;
 - ii. Performance laboratories (e.g., film laboratory, studio, theater);
 - iii. Laboratory classes;
 - iv. Business Establishments (e.g., hotels, restaurants, malls, supermarkets); and
 - v. Other Academic and Heritage Areas (e.g. libraries, museums)
 - b. Outdoor F2F Class Activities (e.g., fieldwork, field school, community immersion)
4. Units requesting permission to conduct F2F class activities should upload the following documents under their respective college folders which may be accessed via this Google Drive link: tinyurl.com/F2FRequest1stSem21-22:
 - a. request letter addressed to the UPD Chancellor;
 - b. proof of consultation with stakeholders (e.g., students, parents, LGU);
 - c. course title and course description;
 - d. maximum number of students per shifting cycle;
 - e. description of cyclical student shifting model;
 - f. comprehensive health and safety protocols;
 - g. self-assessment checklist (Appendix A) and ventilation checklist for indoor venues (Appendix B);
 - h. government-issued certificate of compliance (e.g., safety seal) for F2F activity venues, if available;
 - i. work plan (Appendix E); and
 - j. community risk assessment form (Appendix G)
5. Following the required documents under item number 4, academic units are expected to consult with students, parents or guardians, faculty, staff, and the LGU as part of their request for F2F classes. In case a student or faculty-in-charge (FIC) experiences COVID-19 symptoms, proof of consultation with the LGU should specify the unit's observance of minimum health standards and protocols. The proof of consultation form (Appendix C) must be uploaded to your college's folder in the Google Drive together with the rest of the documents listed under item number 4.
6. Academic units must craft their own guidelines, in compliance with health and safety protocols. These guidelines will be evaluated and approved by the UPD Crisis Management Committee (CMC) Technical Team. These protocols must include the following:
 - a. description of cyclical student shifting model to be implemented, as agreed upon by the faculty and students; and the occupancy capacity to be followed in all areas to be used;
 - b. maximum number of students to be accommodated in each F2F class activity and the total number of students in the course;

- c. contingency plan in case a student/FIC experiences COVID-19 symptoms or if there is/are COVID-19 case/s in the location. The plan must clearly indicate the following:
 - i. name/s of the unit's Health Liaison Officer (HeLO) who will be responsible for coordinating with the UPD F2F class activity participants, UPD personnel, and the LGU;
 - ii. designated focal person/s (FIC and/or volunteer student/staff) who will be responsible for coordinating with the UPD F2F class activity participants, UPD personnel, and the LGU;
 - iii. COVID-19 response procedure on what to do if:
 - a student feels ill or has reasonable cause to believe that they have been exposed to COVID-19;
 - a team member has tested positive for COVID-19; and
 - there is a need to transport an ill team member to a testing/healthcare/isolation facility.
 - iv. details regarding the nearest health care facility, swabbing facility, and isolation facility (where the student/FIC/staff may be brought in case they show COVID-19 symptoms)

The contingency plan may also include a mechanism for possible reintegration of the FIC/student in F2F class activities after the COVID-19 treatment/quarantine.
 - d. distribution of personal hygiene kits to students and FICs; and
 - e. description of accommodation and travel arrangements of F2F class activity participants.
7. In line with these health and safety protocols, academic units must identify point person/s (per college/per department) who will ensure the unit's compliance with the requirements and guidelines set by the UPD CMC Technical Team for F2F classes.
 8. The volunteer focal person or Student Health Liaison Officer (SHeLO) is responsible for the following:
 - a. managing the list of students and FIC, their personal contact details, who to contact in case of emergency, and the schedule of F2F class activities;
 - b. conducting mandatory symptoms and temperature checks of all those physically reporting to class, and collecting Health Declaration Forms (Appendix D) to be submitted to the guard-on-duty of the venue where the F2F activity is being conducted. This will be done daily and reported to the FIC; and
 - c. reporting any incident to the Unit Post ECQ Team (PET)¹ immediately. They are also expected to submit regular monitoring reports to the Unit PET.
 9. The students must be 20 years old and above and/or as determined by CHED/IATF, subject to the approval of the President.²

¹ Please see the UP Guidelines for more details.

² CHED-DOH Joint Memorandum (p.7) "2. Aged twenty (20) years old and above and/or as determined by CHED/IATF subject to the approval of the President."

10. Participation of students in CHED-approved F2F class activities is not compulsory. Students can defer completion of class requirements necessitating physical attendance if they choose not to participate in F2F class activities during the pandemic or while the government restrictions due to COVID-19 are in place.
11. Students who will take part in F2F class activities must have PhilHealth or equivalent medical insurance that covers medical expenses related to COVID-19 and other medical and surgical emergencies. Those who require financial assistance for PhilHealth membership may view the information on [this link](#). The insurance should be valid on or before the start of the F2F class activity.
12. Prior to F2F off-campus class activities, students must secure medical clearance from the UPHS (see item letter C, “ADDITIONAL GUIDELINES FOR F2F OFF-CAMPUS CLASS ACTIVITIES” on Page 9). Students with chronic illness are advised to get medical clearance from their physician or UPHS before participating in F2F activities.
13. Everyone involved in the F2F class activity must be fully vaccinated. Please visit <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html> to be informed of the benefits of being vaccinated.
14. Those with medical reasons and thus cannot get vaccinated due to contraindications (e.g. severe anaphylaxis, undergoing immunosuppressant treatment, etc.) are only allowed to teach or enroll in virtual classes.
15. Students must produce a negative RT-PCR test which was administered no later than three (3) days prior to the start of the F2F class activity.
16. F2F participants should follow the precautionary measures and minimum health and safety protocols on and off campus. All are encouraged to avoid situations and activities that are known to increase the risk of COVID-19 transmission.
17. Academic units that will get CHED’s approval for their requested course with F2F class activity must still follow the applicable Office of Field Activities (OFA) Diliman guidelines and submit the required OFA Diliman documents to ofadiliman@up.edu.ph if the approved course has an academic field activity (AFA). Please refer to <https://ofa.upd.edu.ph/ofa-and-afas-what-you-need-to-know> for the AFA Types.

B. ADDITIONAL GUIDELINES FOR F2F ON-CAMPUS CLASS ACTIVITIES

Preparations

Guided by the CHED-DOH joint memo and the existing UPD guidelines for the gradual re-opening of F2F classes, academic units are expected to adhere to the following in preparation for F2F on-campus activities:

1. Proper ventilation of research laboratories, studios, etc. where students will be doing their work.

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2. If the laboratory space is limited, academic units can determine whether other rooms in the building can be converted into laboratories, where safety protocols can be implemented.
3. Depending on the building configurations, determine the maximum number of students that can be allowed per day and implement shifting schedules for student access.
4. The FIC should produce a work plan (Appendix E) that is in keeping with the course goals. For laboratory classes, there should be a work plan for each section. It is strongly advised that activities be compressed to a few weeks or a couple of months (with the exact time frame to be determined by the academic unit), to avoid requiring the students to physically report to class for the entire semester.
5. Academic Unit heads and their PET must consolidate all requests from students who wish to participate in F2F activities and ensure that their spaces are compliant with minimum public health measures (e.g. building or office occupancy). The Unit PET should work closely with faculty advisers and the FIC to optimize the shifting schedules for class participants and implement changes if needed.
6. Academic units are advised to have spare face masks and face shields at the building entrances.
7. After all required documents have been submitted and evaluated, the CMC Technical Team will inspect the spaces and issue the certification for CHED's approval.

Protocols for F2F On-Campus Indoor and Outdoor Class Activities

Indoor F2F Class Activities (e.g., those held in laboratories, restaurants, hotels, libraries, archives, museums)

1. All classes that will conduct F2F class activities in UPD science and technology laboratories, performance laboratories, libraries, and museums must follow health and safety protocols.
2. All classes that will conduct F2F class activities in business establishments (e.g., hotels, restaurants, groceries) must comply with government health and safety standards and protocols (e.g., those of the IATF, DOLE, DOT, DTI). A copy of a government-issued certification of compliance (e.g. safety seal certification), if available, must be submitted by the requesting unit. In the absence of such certification, the FIC and the head of the establishment or venue must discuss the health and safety protocols for the F2F activity. The two parties must agree on the strict implementation of said guidelines and produce a duly signed document (Appendix F). The UPD CMC Technical Team will also have to inspect and approve the location.
3. Students who will be taking a comprehensive examination in the University must present a Barangay Clearance to their adviser on the date of their examination indicating that they are not being monitored as suspected COVID-19 positive individuals.

Outdoor F2F Class Activities (e.g., field survey, fieldwork, field school, community immersion)

1. F2F class participants should observe the health and safety protocols for outdoor F2F activities designed by the offering unit and as approved by the UPD CMC Technical Team.
2. For outdoor F2F activities that will be conducted in a community within Barangay UP Campus, a community risk assessment form (Appendix G) must be accomplished and submitted by the academic unit. Proof of consultation with the LGU must also be submitted.
3. F2F class participants shall adhere to other protocols and restrictions that may be imposed by the concerned LGU or other government agencies.

Contingency Plan for Outbreak or COVID-19 Cases among FIC/Staff/Students

1. FICs/staff who develop symptoms should follow the protocols and guidelines for responding to COVID-19 cases among UPD staff and faculty (Appendix H).
2. Students who develop symptoms should report to the faculty adviser/FIC and SHeLO, or may go directly to the UPHS for consultation if the faculty adviser/FIC and SHeLO are not available.
3. The faculty adviser/FIC or SHeLO must report to the UPHS-Public Health Unit (PHU) if there is a suspected COVID-19 case among students, who shall then be brought to the UPHS for assessment. If the student's COVID test result is positive, the student will be referred to Silungang Molave for isolation and monitoring, that is if symptoms are mild; or tertiary hospitals, if symptoms are moderate to severe. In the absence of transportation, the student may call the UPHS at local 111 or 112 to request ambulance assistance inside the campus. In the event that a student may have been in close contact with a confirmed positive individual, the student may consult with the UPHS for assessment.
4. The faculty adviser/FIC/SHeLO shall inform the unit head and the PET to initiate contact tracing with the UHS-PHU, proceed with decontamination procedures in the building, and contact the student's parent/guardian.

Student Mobility Restrictions While Conducting F2F On-Campus Class Activities

Everyone is advised to engage in low risk activities, and to observe practices that reduce the risks of COVID-19 transmission and infection. Participants are also encouraged to limit travel to only essential ones.

1. UPD dormitories will accommodate students who need or wish to stay on campus for the F2F activities³. Priority will be given to students who live outside NCR and those who use public transportation.
2. Dormitories must establish protocols on prevention and control measures against COVID-19. Physical exercises may be allowed, subject to the approval of the dormitory manager, in compliance with the safety protocols set by the Office of Student Housing (OSH) and by the Office of the Vice Chancellor for Community Affairs (OVCCA).
3. Students who can safely travel to and from their homes will be asked to isolate themselves from members of their household for the whole duration of the F2F activities. They must submit a duly signed Conforme for Home Accommodation or Isolation form (Appendix K) to their FIC. Colleges are highly encouraged to organize shuttle services for their students staying on campus and nearby housing facilities.
4. Students participating in on-campus activities but will be staying outside the campus (e.g. will not be staying in UPD dorms) are expected to follow the applicable F2F Off-Campus Travel Guidelines when going to and from their F2F activity venue. They must also adhere to the safety protocols and restrictions imposed by the Department of Transportation (DOTr) and the concerned LGU/s.

Dormitories/Lodging of Students

1. Each dormitory/lodging area shall have designated college resident assistants and health officers/supervisors.

³ Faculty and staff involved in F2F activities are highly encouraged to stay in the UPD dormitory designated for faculty and staff or for students if there are slots available.

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2. Students may wash and hang their undergarments to dry in their respective bathrooms.
3. If they choose to avail of laundry services, students may have their laundry picked up or delivered at a designated time and location in the dormitory.
4. Dormitories/lodging areas must coordinate with the University Food Service (UFS) for the dietary needs of students.
5. Students may opt to order meals from restaurants outside campus and have these delivered to a designated area in the dormitory.
6. Eating in confined areas where there is no proper physical distancing and air circulation is prohibited. The pantry area is only for storing and reheating food; students have to eat in their respective rooms.
7. Dormitories/lodging areas must determine the maximum number of students that can be accommodated in the restroom facilities at a time.
8. Dormitories shall identify areas where students can safely socialize. They are prohibited from loitering inside the dormitory and are encouraged to stay inside their designated rooms.
9. Students are encouraged to walk to and from the venue of their F2F class activity. Face masks should be worn at all times. Carpooling should be limited to a maximum of two passengers who attend the same class activity venue. Car windows must be kept open to further reduce the risk of infection.
10. Students are expected to have enough basic necessities before arriving at their dormitories/lodging areas. For additional needs, they may have them delivered at the designated pick-up area in the dormitory.
11. Cashless transactions, when ordering food and other necessities, are highly encouraged.

Pre-Travel Protocols

1. Students shall fill out the Health Declaration Form for F2F Students On-Campus (Appendix I) and the Mental Health Screening (MHS) Tool (Appendix J). These must be emailed to uhs.updiliman@up.edu.ph with the subject line "For F2F medical clearance_[Surname]" one to two months prior to the scheduled F2F on-campus academic activity.
2. Students with pre-existing medical conditions requiring treatment and monitoring are advised to secure a medical clearance and submit it with the Health Declaration Form for F2F Students On-Campus (Appendix I) and the Mental Health Screening (MHS) Tool (Appendix J) to uhs.updiliman@up.edu.ph with the subject line "For F2F medical clearance_[Surname]" one to two months prior to the scheduled F2F on-campus academic activity.
3. To avoid delays in securing a consultation schedule with a UPHS doctor, individuals may set an appointment with the UPHS via its online appointment portal (uhs.appointlet.com) or by calling 8981-8500 loc 2702 during office hours for an initial consultation on the same day that the requirements mentioned in number 1 were emailed. The UPHS will verify the completeness of the submitted documents and will advise the FIC/student/staff in case additional requirements need to be submitted. They must be ready for the scheduled telehealth appointment on the specified date and time and chosen platform. The UPHS will provide instructions for the 14-day quarantine.
4. All F2F class participants must submit to their FIC a negative RT-PCR test result dated no later than three (3) days prior to entering the UPD facility. The FIC will then submit the list of students with negative RT-PCR results to the UPD facility where they will have to stay for 14 days in order to fulfill the quarantine requirement.

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5. If the RT-PCR result is positive, the FIC shall advise the student to coordinate with the nearest LGU or healthcare facility. The FIC must then report the positive case to the unit HeLO for monitoring.
6. All F2F class participants (regardless of negative RT-PCR test result) must undergo a monitored quarantine for 10 days in a UPD facility, provided that they do not exhibit COVID-19 symptoms. They must also accomplish the 10-day quarantine daily monitoring sheet (Appendix O) and submit this to their dormitory manager.
7. After the 10-day monitored quarantine, the dormitory manager will issue a certificate of completion to the FIC/student/staff. This will be presented by the FIC/student/staff to the UPHS to secure a medical clearance that the individual is physically and mentally fit to join the F2F on-campus activity.
8. The medical clearance of the student/staff shall be submitted to the FIC for safekeeping.
9. For F2F on-campus participants who are not housed in UPD dormitories, numbers 1 to 6 of the F2F Off-Campus Pre-Travel Protocols shall be followed. The duly signed Conforme for Home Accommodation or Isolation (Appendix K) and the UPHS-issued medical clearance shall be submitted to the FIC prior to the F2F on-campus class activity.

Post-Travel Protocols

1. F2F class participants must submit to their FIC a negative RT-PCR test result dated no later than three (3) days prior to their scheduled return date to their homes. Those who will test positive will not be allowed to leave UPD until the UPHS issues a clearance certifying that they are fit to return home.
2. F2F class participants shall answer the post-travel risk assessment tool (Appendix L) and submit the accomplished form to the unit's HeLO upon returning home. The unit's HeLO shall coordinate and closely monitor the participants and ensure that recommendations based on the corresponding assessed risk level are followed (e.g., shorter quarantine period for low-risk participants).
3. Even if the participants show no symptoms, they must still self-quarantine upon returning home after the F2F on-campus class activity. Otherwise, the safety protocols for those exhibiting COVID-19 symptoms must be followed.
4. If a COVID-19 related advisory is made during the scheduled return from the F2F on-campus class activity, the F2F class participants must adhere to the relevant travel restrictions and protocols imposed by the IATF and/or the concerned LGUs.

C. ADDITIONAL GUIDELINES FOR F2F OFF-CAMPUS CLASS ACTIVITIES

Definition of Academic Field Activities (AFAs)

AFAs are university-recognized learning activities that fulfill an academic requirement and are done outside the regularly assigned classrooms. Take note that the AFAs being referred to in this part of the document are those field activities that are **conducted off-campus or outside the University**.

1. The academic unit must accomplish and submit the proof of consultation form found in Appendix C. Units are expected to consult with students, parents or guardians, faculty, staff, and the LGU. In case a student or FIC experiences COVID-19 symptoms, proof of consultation with the LGU should specify the unit's observance of minimum health standards and protocols.
2. For those conducting F2F field activities that entail engagement with other stakeholders outside of the UPD F2F parties (e.g. community immersion, interviews), a community risk

assessment form (Appendix G) must be accomplished and submitted by the academic unit along with other required documents.

Protocols for F2F Off-Campus Indoor and Outdoor Class Activities

Indoor F2F Class Activities (e.g., those held in third-party laboratories, restaurants, hotels, libraries, archives, museums)

1. The FIC and the head of the third-party facility must agree on the health and safety protocols for using the venue. The two parties must agree on the strict implementation of said guidelines and produce a duly signed document (Appendix F).
2. **Business Establishments** (e.g., hotels, restaurants, malls, supermarkets) and **Academic and Heritage Areas** (e.g. libraries, museums)

The partner business establishment and academic and heritage areas must comply with government health and safety standards and protocols (e.g., those of IATF, DOLE, DOT, DTI). A copy of a government-issued certification of compliance (e.g. safety seal certification), if available, must be submitted by the requesting unit. In the absence of such certification, the FIC and the head of the establishment or area must discuss and agree on the health and safety protocols for using the venue. The two parties must agree on the strict implementation of said guidelines and produce a duly signed document (Appendix F). The UPD CMC Technical Team will also have to inspect and approve the location.

Outdoor F2F Class Activities (e.g., fieldwork, field school, community immersion)

1. The academic unit should submit proof of consultation with the concerned LGU that has jurisdiction over the community or venue where the AFA will take place.
2. All F2F class participants must follow the health and safety protocols of the outdoor AFA as approved by the UPD CMC Technical Team.
3. All F2F class participants shall adhere to other protocols and restrictions that may be imposed by the concerned LGU or other government agencies.

Accommodation

Depending on the nature of the AFA, the length of engagement/field activity, and the FIC/student's proximity to the third-party facility or field, F2F class participants may opt for any of the following accommodation arrangements. They must take into account the applicable guidelines for each item.

1. In-house Accommodation of FIC/students in third-party laboratories/facilities

In-house accommodation for FIC/students in third-party laboratories/facilities must comply with minimum health and safety protocols. This must be specified in the agreement between the academic unit and the third-party laboratory/facility, then duly signed by their heads/authorized representatives (Appendix F).

2. Arranged Accommodation outside third-party laboratories/facilities

Arranged accommodation outside third-party laboratories/facilities or near the location of field activity must comply with minimum health and safety protocols. A copy of the government-issued certification of compliance (e.g. safety seal certification), if available, must be submitted. In the absence of such certification, the CMC Technical Team will inspect and approve the compliance of the accommodation.

3. Home

If the F2F class participants opt to travel to and from their homes, they must isolate themselves from members of their household for the whole duration of the F2F activities. The duly signed Conformance for Home Accommodation or Isolation (Appendix K) must be submitted to the FIC.

Travel

Depending on the nature of the field activity, the length of engagement/field activity, and the FIC/student's proximity to the third-party facility or field, F2F class participants may opt for any of the following travel arrangements. They must take into account the applicable guidelines for each item.

Land Travel

1. Traveling via public transportation is not allowed.
2. If traveling in a private vehicle with several rows, only one passenger should sit in each row, making sure that they are not directly in front or behind each other. There should be no passenger seated beside the driver or on the driver's row. The use of aircon is discouraged and instead, passengers must keep the windows open. Otherwise, if the air conditioning system is turned on, it must be set to fresh/outdoor air mode.
3. Passengers should bring their own packed food or order food through drive-thru bays to limit possible exposure.
4. Passengers must return to the vehicle immediately after restroom breaks. Furthermore, only restrooms with entrances in open areas (e.g. gasoline stations, establishment complexes) are allowed. Minimum health and safety protocols must be observed when the passengers are outside the vehicle.

Transportation arrangement with the third-party facility

Should there be a transportation arrangement with the third-party facility, it must be ensured that the vehicle complies with minimum health and safety protocols. The F2F class participants shall also adhere to other protocols and restrictions that may be imposed by the DOTr and the LGU of the destination.

Personal vehicle (traveling alone or by carpool)

Using a personal vehicle going to and from the field shall be subject to the protocols and restrictions that may be imposed by the DOTr and the LGU of the destination.

Carpooling should be limited to a maximum of two passengers who attend the same class activity venue. They are also expected to observe the safety protocols and restrictions imposed by the DOTr and the LGU of the destination.

Air and Sea Travel

The latest air and sea travel protocols issued by the IATF and DOTr must be strictly followed by the FIC and students should the AFAs require such modes of transport.

Ocular Inspection

Compliance with minimum health and safety standards and protocols of the establishments, lodging facilities, structures, or areas that will be used and frequented by the FIC and students during the AFAs will be evaluated and ascertained by the UPD CMC Technical Team through any of the following:

1. Site visit and interview
2. Video meeting and interview
3. Evaluation of the submitted photos and interview

Inspection and approval of the establishments, facilities, or areas for the AFAs will no longer be necessary if a copy of a government-issued certificate of compliance (e.g., safety seal) is made available to the UPD CMC Technical Team. Such certification must be appended to the academic unit's letter of request.

Pre-Travel Protocols

1. A medical certificate (with the printed name, signature, license number, and contact number of the examining physician) must be secured at least three (3) months prior to the scheduled F2F AFA, with complete physical examination done by a medical practitioner in an actual face to face setting including laboratory examination consisting of Chest PA, Urinalysis, and complete CBC count. The medical certificate must indicate that the FIC/student/staff is physically fit to participate in the field activity. In addition, the Mental Health Screening (MHS) tool (Appendix J) must also be accomplished. As soon as possible, all laboratory results, the accomplished MHS tool, and the medical certificate must be emailed to uhs.updiliman@up.edu.ph with the subject line "For F2F medical clearance_[Surname]".
2. To avoid delays in securing a consultation schedule with a UPHS doctor, all F2F class participants must set an appointment with the UPHS via its online appointment portal (uhs.appointlet.com) or by calling 8981-8500 loc 2702 during office hours for an initial consultation on the same day that the requirements mentioned in number 1 are emailed to the UPHS. The UPHS will verify the completeness of the documents and will advise the FIC/student/staff in case additional requirements must be submitted. The FIC/student/staff must be ready for the scheduled telehealth appointment on the specified date and time and platform chosen. UPHS will issue a medical clearance if the FIC/student/staff is medically and mentally fit to do fieldwork. UPHS will also provide instructions for the 14-day quarantine.
3. All F2F class participants must undergo a monitored quarantine of fourteen (14) days prior to taking an RT-PCR test. Participants must also accomplish the 14-day quarantine daily monitoring sheet (Appendix O) and attach it to a medical certificate stating that they are fit to participate in F2F activities, which must then be submitted to the FIC.
4. All F2F class participants must provide a negative RT-PCR test administered no later than three (3) days prior to the F2F activity. The results must be submitted to the FIC.

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5. If the RT-PCR result is positive, the FIC shall advise the student to coordinate with the nearest LGU or healthcare facility. The FIC will report the positive case to the unit's HeLO for monitoring.
6. The UPHS-issued medical clearance shall be submitted to the FIC. This clearance should be attached to the [OVCAA OFA Form No. 3 Field Activity Request](#) which should then be forwarded by the requesting unit to OFA Diliman prior to the F2F AFA.
7. F2F class participants must adhere to the relevant travel restrictions and protocols imposed by the IATF and/or the LGU of destination.

Post-Travel Protocols

1. F2F class participants must submit to their FIC a negative RT-PCR test result dated no later than three (3) days prior to their scheduled return date to their homes. Those who will test positive will not be allowed to return home until the concerned LGU issues a clearance stating that they are fit to travel.
2. All F2F class participants shall answer the post-travel risk assessment tool (Appendix L) and submit the accomplished form to the unit's HeLO upon returning home. The unit's HeLO should closely monitor the participants and ensure that recommendations based on the corresponding assessed risk level are followed (e.g. shorter quarantine period for low-risk participants).
3. Even if they show no symptoms, F2F class participants must still self-quarantine upon returning home after the F2F field activity. Otherwise, safety protocols for those exhibiting COVID-19 symptoms must be followed.
4. Should there be a need to use UPD facilities after the F2F field activity, the F2F class participants must follow the safety protocols set for F2F on-campus activity.
5. If a COVID-19 related advisory is made during the scheduled return from any field activity, the F2F class participants must adhere to the relevant travel restrictions and protocols imposed by the IATF and/or the concerned LGUs.

LIST OF APPENDICES

Appendix A: Self-Assessment Checklist on Readiness of the Academic Unit to Offer Limited Face-to-Face (F2F) Classes

Appendix B: Ventilation Guidelines and Checklist

Appendix C: Proof of Consultation Form

Appendix D: Daily Health Declaration Form for Faculty/Staff/Students with Approved Face-to-Face (F2F) Activity

Appendix E: Work Plan

Appendix F: Agreement on the Use of Third-Party Facility

Appendix G: Community Risk Assessment

Appendix H: Protocols and Guidelines for Responding to COVID-19 Cases Among Staff and Faculty

Appendix I: Health Declaration Form for Face-to-Face (F2F) Students on Campus

Appendix J: Mental Health Screening (MHS) Tool

Appendix K: Conformance for Home Accommodation or Isolation

Appendix L: Post-Travel Risk Assessment

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Appendix M: Checklist of Submissions for Request to Conduct Limited Face-to-Face (F2F) Classes or Academic Field Activities (AFAs)

Appendix N: Description of the Process

Appendix O: Daily Monitoring Sheet

Appendix P: Process Flowchart

APPENDIX A: SELF-ASSESSMENT CHECKLIST ON READINESS OF THE ACADEMIC UNIT TO OFFER LIMITED FACE-TO-FACE (F2F) CLASSES

College/Academic Unit: _____

Areas of Assessment	
1. Management and Oversight	
<input type="checkbox"/>	a. There is a designated Health Liaison Officer (HeLO) or Student Health Liaison Officer (SHeLO) or an equivalent individual/officer to oversee the implementation as well as monitoring and evaluation of compliance with the CHED-DOH Joint Memorandum Circular and UPD Guidelines on limited F2F classes.
<input type="checkbox"/>	b. The LGU, faculty, students, and other relevant stakeholders have been consulted on how to safely reopen the campus for limited F2F classes and health and safety protocols.
<input type="checkbox"/>	c. Stakeholders have been given information, education, and communication (IEC) materials detailing institutional policies, guidelines, and procedures on the limited F2F classes, including health and safety protocols.
<input type="checkbox"/>	d. The LGU has been consulted on the occupancy capacity of the venues for F2F classes.
2. Unit Policies and Protocols	
<input type="checkbox"/>	a. There is a clear process flow for COVID-19 response.
<input type="checkbox"/>	b. There are contact tracing protocols.
<input type="checkbox"/>	c. There are screening and detection, containment, and lockdown protocols.
<input type="checkbox"/>	d. There are emergency transfer protocols in case anyone exhibits COVID-19 symptoms while inside the campus.
<input type="checkbox"/>	e. There are referral system protocols for suspected COVID-19 patients or confirmed cases.
<input type="checkbox"/>	f. There are quarantine and isolation protocols.
<input type="checkbox"/>	g. There are physical distancing protocols.
<input type="checkbox"/>	h. There are maintenance, cleaning, sanitation, and disinfection protocols for built environments such as buildings, facilities, classrooms, offices, vehicles, and commonly used spaces, among others, or when anyone develops COVID-19 symptoms while in the school premises.
<input type="checkbox"/>	i. There are protocols for the appropriate use of PPEs.

<input type="checkbox"/>	j. There is a cyclical student and employee shifting implementation plan.
<input type="checkbox"/>	k. There is a communication plan to provide timely and updated information to all students, faculty, staff, and other stakeholders.
	3. Controls
<input type="checkbox"/>	a. Engineering controls are in place to ensure physical distancing, adequate ventilation, personal hygiene, and environmental hygiene.
<input type="checkbox"/>	b. Visible, readable, and adequate number of signages and signals are found in strategic and conspicuous places inside the campus.
<input type="checkbox"/>	c. There are handwashing facilities and an adequate supply of sanitation products installed or placed in strategic areas.
<input type="checkbox"/>	d. There is a single-person isolation room inside the campus. This school-based isolation room shall be used to temporarily hold an individual who will develop COVID-19 symptoms while inside the school premises.

Certified correct by:

Name and Signature of the Head of Unit

APPENDIX B: VENTILATION GUIDELINES AND CHECKLIST

Ventilation Strategies	
	Select the current ventilation type (I,II,III)
<input type="checkbox"/>	I. Room/Establishment with Dedicated Ventilation System^[A]
<input type="checkbox"/>	Damper setting is maxed/intensified to increase the amount of fresh or clean air going inside the room. Consult with your building engineer to ensure that the damper setting provides a minimum of six (6) air changes per hour.
<input type="checkbox"/>	Blowers and fans are not directed at the occupants. ^[C]
<input type="checkbox"/>	Restroom and kitchen exhaust fans are always turned on for additional ventilation.
<input type="checkbox"/>	II. Room/Establishment without Dedicated Ventilation System^[A] but has Air-Conditioning System
<input type="checkbox"/>	Stand fan/s is/are placed near partially opened windows and/or doors to improve ventilation. ^[B]
<input type="checkbox"/>	Stand fans and/or fixed intake and/or exhaust fans are not directed at the occupants. ^[C]
<input type="checkbox"/>	Restroom and kitchen exhaust fans are always turned on for additional ventilation.
<input type="checkbox"/>	III. Room/Establishment without Dedicated Ventilation System^[A] and Air-Conditioning System
<input type="checkbox"/>	Windows and doors are fully opened for ventilation. ^[B]
<input type="checkbox"/>	Stand fan/s is/are placed near the windows and/or doors to improve ventilation. ^[B]
<input type="checkbox"/>	Fans are not directed at the occupants. ^[C]
<input type="checkbox"/>	Restroom and kitchen exhaust fans are always turned on for additional ventilation.

[A] A ventilation system has intake fan/s to introduce clean air from the outside into the room and exhaust fan/s to exhaust indoor air which may be contaminated.

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[B] For every floor area of 20m², it is recommended to have one (1) stand fan at the lowest setting. A fan can be placed near the window/door (pointing towards the room) as an **intake fan** where it can introduce clean air from outside. On the other hand, a fan can be placed near a door/window (pointing outside the room) as an **exhaust fan** to remove contaminated air from the room. For an exhaust fan, make sure that it discharges air to unoccupied places or to a place where no person is passing by.

The fan should function to primarily intake air and then act as an exhaust. See the table below for the sample number of intake and exhaust fans per floor area.

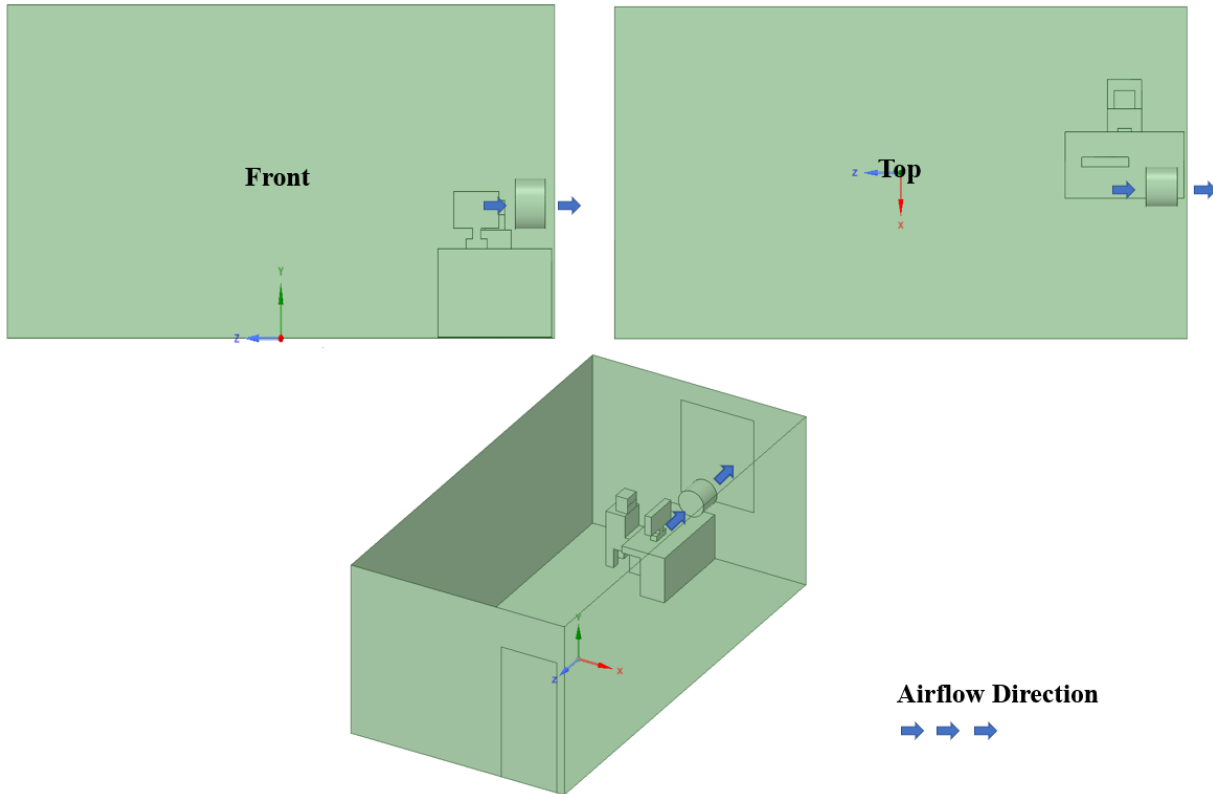
Floor Area (m²)	Number of Intake Stand Fans	Number of Exhaust Stand Fans
0 - 20	1	0
21 - 40	1	1
41 - 60	2	1
61 - 80	2	2

[C] Fans should not be directed towards the occupants and should not allow airflow to pass from one person to another. This is to avoid possibly contaminated exhaled air from a single occupant to be transported to other occupants.

Other ideal practices:

Occupants may modify the layout of the room/s if possible. The working table of the occupants can be positioned near the windows, and a desk fan/stand fan can be placed facing out so that the occupants' exhaled air will eventually flow out of the room.

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REFERENCES:

- [1] "Ventilation in Buildings | CDC." <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html> (accessed Aug. 20, 2021).
- [2] K. B. Fernandez, J. D. Dalisay, and M. Berana, "Air Change and Aerosol Evacuation Rates in a Two- Occupancy Room with Stand Fan for Forced Ventilation," *Philipp. Eng. J.*, vol. 42, no. 1, pp. 83–105, 2021.

APPENDIX C: PROOF OF CONSULTATION FORM

College: _____

Course Title: _____

Consultation with:

Date of Consultation

Students

Faculty and Staff

Parents

LGU

Highlights of the Discussion/Consultation (including special concerns and resolutions)

Prepared By:

Signature over printed name of Faculty-in-Charge

Endorsed By:

Signature over printed name of Unit Head

APPENDIX D: DAILY HEALTH DECLARATION FORM FOR FACULTY/STAFF/STUDENTS WITH APPROVED FACE-TO-FACE (F2F) ACTIVITY

To monitor and control the spread of COVID-19 infection within the areas for F2F activity, the faculty, staff, and students are required to accomplish this daily health declaration form for the entire duration of their F2F activity. The university ensures that any personal information contained herein shall be kept confidential and protected under the Data Privacy Act of 2012. If needed, information from this health declaration form may be used to facilitate contact tracing efforts by the UPHS-PHU and/or the LGU.

College/Unit: _____ Department/Institute: _____

Name: _____ Body Temperature: _____

Contact Number: _____ Email Address: _____

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 closed environment with a confirmed COVID-19 case in the past 14 days.

- Yes
- No
- Uncertain

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 in the past 14 days.

- Yes
- No

4. When was your most recent visit to this location? _____

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

6. I have taken a Rapid-Antibody Test.

- Yes (Result: _____ Date done: _____)
- No

7. I have taken an RT-PCR Swab Test.

- Yes (Result: _____ Date done: _____)
- No

Signature: _____ Date: _____

APPENDIX E: WORK PLAN

I. Introduction

II. Goals/Objectives

The face-to-face (F2F) class activity enables the student/s to [...]

At the end of the F2F class activity, the student/s should be able to:

- A. [...]
- B. [...]
- C. [...]

III. Health and Safety Protocols

IV. Implementation Scheme

V. Requirements of the Program

- A. Document checklist for the student
- B. Orientation and Briefing

Orientation and pre-activity seminars shall be set. Expectations, guidelines, rules and regulations, and course requirements shall be discussed. A venue for clarifications and questions must be available for the students.

- C. Course requirements and expectations
- D. Evaluation

APPENDIX F: AGREEMENT ON THE USE OF A THIRD-PARTY FACILITY

We, _____ and _____
(Name of Academic Unit Representative) (Name of Third-Party Facility Representative)

hereby confirm that we agree with the guidelines for the use of

- the third-party facility with accommodation
- the third-party facility without accommodation

for the face-to-face class (F2F) activity of UP Diliman (UPD) student/s.

Attached herewith is the document containing the terms of agreement between the academic unit and the third-party facility.

Conforme:

Signature over printed name of Academic Unit Representative

Signature over printed name of Third-Party Facility Representative

APPENDIX G: [COMMUNITY RISK ASSESSMENT FORM](#)

(Click on the link above to access the document.)

Performing risk assessments in the community where we will conduct our face-to-face (F2F) activity/ies enables us to protect ourselves as well as ensure minimal transmission of the COVID-19 infection within the community. The assessments may be conducted by a committee or team composed of the Unit Head or any senior official, the Health Liaison Officer (HeLO), and representatives from the different sections/units.

Step 1: Prepare a risk matrix.

In preparing the risk matrix, you need to define and quantify the potential hazards in the community in terms of the following:

- The **probability or likelihood** that a harmful situation will happen; and
- The **severity of the impact or effect** on the UPD personnel involved and the sub-activity of the F2F activity of a unit if it does happen.

To determine probability and impact, assign a value from 1 to 5, with 1 being the lowest and 5 the highest. Qualify what a particular value will represent by assigning a statement to each probability or impact rating.

Refer to the tables below from the Philippine Genome Center, a testing laboratory for COVID-19. Matrices which are more specific to the context of your class will have to be created by your unit.

Value	Probability (likelihood to get the risk rating)	Description
1	Very Low	At least once a year or rarely
2	Low	At least once in 6 months
3	Medium	At least once a month
4	High	At least once a week
5	Very High	At least once a day

Value	Impact (severity)	Description
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	rating)	
1	Very Low	Little to no impact on testing activities or to the personnel performing the activity
2	Low	Minimal changes to work environment resulting in delays in testing activity
3	Medium	Medium impact due to changes in work environment and/or equipment resulting in ambiguous/inaccurate test results
4	High	Marked impact due to high personal risk on personnel performing activities resulting in a threat to health and safety or great compromise to the operations of the facility
5	Very High	Very high impact that directly results in injury to personnel involved and can potentially disrupt all operations

Examples of Risk Classification of Community Activities

HIGH RISK (not allowed)	INTERMEDIATE RISK (conditional)	LOW RISK (allowed)
<ul style="list-style-type: none"> • Mass gatherings such as community assemblies • Barangay/town hopping • Social gatherings, eating together 	<ul style="list-style-type: none"> • Focus group discussions • Fieldwork (not mass gatherings, with observance of minimum health standards) • Community immersion, home visits 	<ul style="list-style-type: none"> • Key informant interviews • Field survey (with observance of minimum health standards)

(Reference: [Philippine Academic Society of Community Medicine proposal for limited F2F activity of Interns for Community Medicine rotation](#))

To form a matrix, arrange the probability and impact values. Multiply the Severity Rating (“impact”) and the Likelihood to arrive at the Risk Rating (“probability”).

For example: An identified risk that has Very High Probability (rating of 5) but has Very Low Impact (rating of 1) will have a Level of Risk of 5.

The following Color Zones represent different levels of risk:

Green Zone – Low Risk

Yellow Zone – Medium or Moderate

Risk Red Zone – High to Very High Risk

Risk Assessment Matrix

Level of Risk					
Probability	Impact				
	Very Low (1)	Low (2)	Medium (3)	High (4)	Very High (5)
Very High (5)	5	10	15	20	25
High (4)	4	8	12	16	20
Medium (3)	3	6	9	12	15
Low (2)	2	4	6	8	10
Very Low (1)	1	2	3	4	5

Step 2: Accomplish the Risk Assessment Table.

To fill out the Risk Assessment Table, identify first the risk concerns in a particular activity or service area. Grade each risk concern according to the risk matrix above and assess the existing measures needed to manage the identified risks. Lastly, recommend additional controls or measures that can lower the identified risks.

1. List the activity/service areas in the particular community and the activities or processes occurring in that area.
2. For each activity, determine the potential hazards or risks involved. Using the matrix provided in Step 1, choose the corresponding score of the severity and likelihood of infection for each activity. This is your initial risk assessment.
3. Enter your unit's/class' existing protocols or guidelines to manage that risk. With the full implementation of these protocols, evaluate and enter your new scores for the severity and likelihood of the risk. This is your residual risk assessment.
4. If additional controls or measures are needed, enter these in the last column.
5. Refer to the Risk Assessment Tables produced by the Philippine Genome Center as an example (under Step 1). Take note that the risks are in the context of how they will increase exposure of UPD personnel to the COVID-19 virus. The control measures are meant to eliminate or at least reduce the possibility of transmission.

Step 3: Evaluate and re-evaluate.

Monitor the implementation of your class or unit's control measures and re-evaluate your Risk Assessment Table periodically or whenever necessary, especially if you think it is no longer valid or if there are emerging potential hazards in the community that may result in significant changes in alert levels and implementation of protocols.

APPENDIX H: PROTOCOLS AND GUIDELINES FOR RESPONDING TO COVID-19 CASES AMONG STAFF AND FACULTY

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APPENDIX I: [HEALTH DECLARATION FORM FOR FACE-TO-FACE \(F2F\) STUDENTS ON CAMPUS](#)

(Click on the link above to access the document.)

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APPENDIX J: [MENTAL HEALTH SCREENING \(MHS\) TOOL](#)

(Click on the link above to access the document.)

APPENDIX K: CONFORME FOR HOME ACCOMMODATION OR ISOLATION

This is to certify that I, _____ commit to isolate myself from the

(Name of Student)

members of my household for the whole duration of my approved face-to-face (F2F) activity. I understand that this is necessary in order to keep the members of my household safe as I fulfill my class requirements.

Moreover, in the event that I/any household member exhibits any COVID-19 symptoms, I will not attend my F2F activity and will immediately inform the Faculty-in-Charge (FIC) about the matter.

Conforme:

Signature over printed name of student

Date: _____

APPENDIX L: POST-TRAVEL RISK ASSESSMENT

Name of Participant: _____ Student Faculty Staff
 Face-to-Face (F2F) Accommodation Address: _____
 Department/College/Institute: _____
 Course Requiring F2F Field Activity: _____ Travel Dates: _____
 Place/s of Travel: _____
 Reason/s for Travel: _____

This Risk Assessment Form serves as a guide for all F2F class participants, in order to assess the risks upon completion of F2F class activities. All descriptions in the form were adapted from the Centers for Disease Prevention and Control (CDC).

Instructions:

1. Each participant must accomplish this form upon arrival.
2. For each category, choose ALL descriptors that capture the participants' travel.
3. Assign point/s to your chosen descriptors under column 4 (refer to column 3 for the corresponding point/s you can give for that descriptor).
4. Add up all the points and use the scoring system and recommendations table below as a guide to assess the risk.
5. Submit the accomplished form to your unit's Health Liaison Officer (HeLO).

CATEGORIES	DESCRIPTORS	PTS	PARTICIPANT'S PTS
Transportation	Short trips (2 hours or less) using own vehicle, with only the UPD field activity participants; follows government-mandated passenger count/vehicle capacity ratio; good air circulation in the vehicle	1	
	Longer trips (more than 2 hours) using own/rented vehicle, with only the UPD field activity participants; follows government-mandated passenger count/vehicle capacity ratio; good air circulation in the vehicle	2	
	Trips using own/rented vehicle, with people who are not UPD field activity participants; follows government-mandated passenger count/vehicle capacity ratio	3	
	Use of air conditioning the whole trip, hindering better air circulation	3	
	Passenger count exceeds government-mandated vehicle capacity	3	

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	Trips using public ground transportation (jeep, train, bus)	3	
	Direct flights	3	
	Flights with layovers	4	
	Traveling on a cruise ship or riverboat	4	
Contact	Interaction with only the UPD F2F class activity participants, whether indoors or outdoors	1	
	Interaction with <i>a few people from the same barangay/local area</i> , provided that: <ul style="list-style-type: none"> • Meeting is outdoors or in an open, well-ventilated indoor space; • All parties wear masks; • All are at least six (6) feet away from people they do not live with; and • No one shares food, drinks, or personal items with people they don't live with 	2	
	Interaction with <i>a few people from other barangays/communities</i> (e.g. during a stopover), either outdoors or in an open, well-ventilated indoor space	3	
	Interaction with people outside of the class, <i>most</i> of them wearing masks	3	
	Interaction with people outside of the class, <i>most</i> of them at least six (6) feet away	3	
	Interaction with people outside of the class, <i>a few</i> of them sharing food, drinks, and personal items with others	3	
	Interaction is in a confined, poorly ventilated indoor space	4	
	Interaction is with people coming from a barangay/community under community quarantine	4	
	Interaction with people outside of the class, <i>only a few</i> of them wearing masks	4	
	Interaction with people outside of the class, <i>only a few</i> of them staying at least six (6) feet away	4	
	Interaction with people outside of the class, <i>most</i> of them freely sharing food and personal items with others	4	
Lodging	A rented house or room with good ventilation, only with people from your class	2	
	A rented house or room with good ventilation, with people not from your class	3	
	A relative or friend's home with good ventilation	3	

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	A hotel or multi-unit guest lodging (e.g., bed-and-breakfast place), room shared only with people from your class	3	
	A hotel or multi-unit guest lodging (e.g., bed-and-breakfast place), room shared with people not from your class	4	
	Shared spaces with shared bathroom facilities (e.g., dormitory-style hostels)	4	
Food	Bringing own food and drinks	0	
	Getting food via drive-thru, delivery, and curbside pick-up options while wearing masks	1	
	Picking up take-out food or drinks at a restaurant (indoors) while wearing masks	2	
	Eating <i>al fresco</i> in a restaurant where: <ul style="list-style-type: none"> • All restaurant staff wear masks; • Diners wear masks when not eating or drinking; • Distancing of at least six (6) feet is possible; and • Food is packed or plated, with serving utensils 	2	
	Eating <i>inside</i> a restaurant where: <ul style="list-style-type: none"> • Dining area is well-ventilated; • All restaurant staff wear masks; • Diners wear masks when not eating or drinking; • Distancing of at least six (6) feet is possible; and • Food is packed or plated, with serving utensils 	3	
	Dining area is poorly ventilated	4	
	Distance of six (6) feet/two (2) meters is not possible	4	
	Restaurant staff do not wear masks	4	
	Diners do not wear masks	4	
	Food is served buffet style/self-service, which requires touching of common surfaces by many people	4	
TOTAL:			

Scoring System and Recommendations*

TOTAL PTS	RISK LEVEL	RECOMMENDED ACTION
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0-3	Low Risk	<ul style="list-style-type: none"> • Back to work or home base • Should there be a need to use UP Diliman (UPD) facilities after the face-to-face (F2F) field activity, the parties must follow the safety protocols set for F2F on-campus activity
4-10	Medium Risk	<p>Seven- (7) day quarantine (at home or in a UPD facility)</p> <p><i>Optional:</i> Participant is referred to the UP Diliman Health Service (UPHS) based on the overall assessment of the Dormitory Manager/Faculty-in-Charge/Health Liaison Officer</p>
11-33	High Risk	<ul style="list-style-type: none"> • Seven- (7) day quarantine (at home or in a UPD facility) • Risk Assessment Form to be sent ASAP to the UP Diliman Health Service-Public Health Unit (UPHS-PHU) for further evaluation • RT-PCR test on the seventh day
33-up	Very High Risk	

*If the Enhanced Community Quarantine (ECQ) is being implemented in the National Capital Region (NCR) during the activity, a **mandatory 14-day quarantine** is automatically required from those returning from travel outside of NCR. A **medical clearance from the UPHS** is also required before returning to work (if applicable). This will be effective until further notice.

F2F class participants who develop symptoms during and after their quarantine period shall be referred by the Health Liaison Officer (HeLO)/Supervisor to the UPHS either through telemedicine or face-to-face consultation for appropriate assessment by the physician. The physician shall request the proper diagnostic procedures (including RT-PCR) and eventually carry out the necessary medical management of the concerned individuals.

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Post-Travel Risk Assessment, Recommendations and Agreement

1. Student/Faculty/Staff's risk level based on Scoring System (Check one.)

- Low Risk Medium Risk High Risk Very High Risk

2. List recommended precautions to be taken based on score (e.g. MANDATORY 14-DAY QUARANTINE, medical clearance from the UP Diliman Health Service (UPHS) before reporting for work/going home)

Conforme:

Signature over Printed Name of F2F Class Activity Participant

Signature over Printed Name of HeLO

Date: _____

Date: _____

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APPENDIX M: CHECKLIST OF SUBMISSIONS FOR REQUEST TO CONDUCT LIMITED FACE-TO-FACE (F2F) CLASSES OR ACADEMIC FIELD ACTIVITIES (AFAs)



UNIVERSITY OF THE PHILIPPINES DILIMAN
Crisis Management Committee (CMC) Technical Team

Academic Unit:

Name of Department:

Course Title:

Course Description:

Academic Units

- Request letter to conduct face-to-face (F2F) classes or fieldwork addressed to UP Diliman (UPD) Chancellor
- Proof of consultation with stakeholders (e.g., students, parents, LGU);
- Course title and course description
- Maximum number of students per shifting cycle
- Description of cyclical student shifting model
- Comprehensive health and safety protocols
- Self-assessment checklist (Appendix A) and ventilation checklist for indoor venues (Appendix C); and
- Government-issued certificate of compliance (e.g., safety seal) for F2F activity venues, if available
- Work Plan (Appendix F)
- Community Risk Assessment Form (Appendix H)

UPD CMC Technical Team

- Notarized Certificate of Compliance
- Self-assessment checklist from the academic unit (Appendix A)
- Ventilation Guidelines and Checklist (Appendix C)
- Recommendation to conduct limited F2F classes
- Contingency plan for occurrences of COVID-19 cases

F2F Adhoc Committee

- Cover letter for submission to CHED
- Transmittal letter to OVPAA

APPENDIX N: DESCRIPTION OF THE PROCESS (REQUESTS FOR F2F CLASSES)

1. Units requesting permission to conduct face-to-face (F2F) class activities must submit the following via tinyurl.com/F2FRequest1stSem21-22:
 - a. request letter addressed to the UP Diliman (UPD) Chancellor;
 - b. proof of consultation with stakeholders (e.g. students, parents, LGU);
 - c. course title and course description;
 - d. maximum number of students per shifting cycle;
 - e. description of cyclical student shifting model;
 - f. comprehensive health and safety protocols;
 - g. self-assessment checklist (Appendix B) and ventilation checklist for indoor venues (Appendix C);
 - h. government-issued certificate of compliance (e.g., safety seal) for F2F activity venues, if available;
 - i. work plan (Appendix F); and
 - j. community risk assessment form (Appendix H)
2. The F2F Adhoc Committee will verify the completeness of the documents submitted by the academic unit. Should there be missing documents, the F2F Adhoc Committee will contact the requesting unit so that the rest of the documents can be completed.
3. When the F2F Adhoc Committee verifies that the academic unit's documents are complete, the documents shall be forwarded to the UPD Crisis Management Committee (CMC) Technical Team for review. In case they have recommendations on the unit's documents, the UPD CMC will contact the academic unit for their appropriate action.
4. Once the UPD CMC Technical Team finds the documents in order, they will inspect and evaluate (interview included) the academic field activity (AFA) venue based on relevant UPD and government-issued health and safety protocols. Recommendations from the UPD CMC will be coordinated with the concerned parties for appropriate action.

The UPD CMC Technical Team will no longer inspect and evaluate AFA venues which are able to present a government-issued certificate of compliance (e.g., safety seal).
5. Once all the requirements listed in the UPD CMC Technical Team's checklist are fulfilled, they will prepare and submit the following documents, along with the documents submitted by the requesting academic unit, to the F2F Adhoc Committee via a Google Drive link.
 - a. notarized Certificate of Compliance
 - b. self-assessment checklist from the academic unit (Appendix A)
 - c. ventilation guidelines and checklist (Appendix C)
 - d. recommendation to conduct limited F2F classes
 - e. contingency plan for occurrences of COVID-19 cases
6. The F2F Adhoc Committee will consolidate all submissions (documents from the UPD CMC Technical Team and the academic units) and prepare the corresponding cover letter for submission to and endorsement of the Vice Chancellor for Academic Affairs to the UPD Chancellor.

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APPENDIX O: [DAILY MONITORING SHEET](#)

(Click on the link above to access the document.)

APPENDIX P: PROCESS FLOWCHART

