

UP DILIMAN (UPD) GUIDELINES FOR THE GRADUAL REOPENING OF FACE-TO-FACE (F2F) CLASS ACTIVITIES (F2F Guidelines) (updated March 22, 2022)

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 and 2021-004, and DOH DM 2022-0013 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 ACTIVITIES¹

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 in areas under 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.

¹ Class activities are not only limited to lectures and laboratory works. These also include the conduct of examinations, quizzes, oral presentations, recitations, research seminars/meetings, and other required academic activities.

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);
 - 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 may send their letter of request via email: f2f.upd@up.edu.ph (cc: ovcaa.upd@up.edu.ph) at any time during the semester. The letter should be:
 - a. requested by the Chair/Director (omnibus application/ batch processing);
 - b. endorsed by the Dean; and
 - c. addressed to the UPD Chancellor through the UPD Crisis Management Committee
5. Upon receipt of the request, the CMC Secretariat will send the link to the google form where the following requirements shall be provided by the requesting unit:
 - a. Work Plan
 - b. Certification of Consultation with Stakeholders
 - c. Comprehensive health and safety protocols of the Academic Unit
 - d. Self-assessment Checklist on Readiness of the Academic Unit to Offer Limited Face-to-Face Activities
 - e. Description of retrofitted facilities

Additional document for off-campus activities and activities on-campus outside the academic areas (e.g., commercial or residential areas within Brgy. UP Campus):

- f. Proof of LGU Approval

Additional document for Indoor F2F class activities to be held in third-party facility:

- g. Agreement on the Use of Third-Party Facility, if applicable.

Note: In case of inter-unit arrangements regarding use of F2F Venue/Facility with CoA, a conforme between the units involved must be attached in case of inter-unit arrangements.

6. Units may only implement their F2F class activities after compliance with all the requirements and securing a *Certificate of Authority to Conduct Limited F2F Classes* from the Chancellor.
7. Following the required documents under item number 5, requesting units are expected to consult with students, parents or guardians, faculty, staff, and the LGU as part of their request for F2F classes. Consultation may be done at the level of the college,

department, class, as deemed fit by the requesting unit. The certification of consultation with stakeholders (Appendix C) and proof of LGU approval² (Appendix D), as described in CHED-DOH JMC 2021-004, must be accomplished and submitted.

8. Academic units must craft their own guidelines, in compliance with health and safety protocols. All necessary protocols for the F2F classes of the unit may be consolidated at the level of the college, or department. Requesting units may also opt to prepare it by class, as they see fit. These guidelines will be evaluated and approved by the UPD Crisis Management Committee (CMC) Technical Team. These protocols must include the following:

- a. 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 items below:
 - 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. Designated holding area for suspected COVID-19 case
 - iv. 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.
 - v. 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.

- b. distribution of personal hygiene kits to students and FICs; and
 - c. description of accommodation and travel arrangements of F2F class activity participants.
9. 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.
10. 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;

² Additional document for off-campus activities and activities on-campus outside the academic areas (e.g., commercial or residential areas within Brgy. UP Campus)

- b. conducting mandatory symptoms and temperature checks of all those physically reporting to class for outdoor and off-campus activities and collecting their accomplished Daily Health Screening Form (DHSF) [Appendix E];
 - c. monitoring the accomplished DHSFs submitted by the class participants to the guard-on-duty prior to entering the buildings where the F2F activities are conducted;
 - d. A.10.b or A.10.c will be done daily and reported to the FIC; and
 - e. reporting any incident to the Unit Post ECQ Team (PET)³ immediately. They are also expected to submit regular monitoring reports to the Unit PET.
11. The guard-on-duty assigned in identified UPD building entrances for F2F activities are responsible for the following:
- a. conducting mandatory symptoms and temperature checks of all those physically reporting to class and collecting their accomplished DHSF (Appendix E) before they are allowed to enter the building;
 - b. ensuring that only those who do not exhibit COVID-19 symptoms are allowed to enter the building;
 - c. immediately reporting a suspected COVID-19 case to the concerned authorities (concerned SHeLO, FIC, unit PET, UPHS-Public Health Unit);
 - d. ensuring that the suspected COVID-19 case stays in the holding area until he is brought by the ambulance to UPHS for assessment; and
 - e. taking care of the per day filing of the collected DHSFs that will be made accessible to SHeLOs and other authorized persons.
12. Participation of students in UPD-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.
13. 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 ready on or before the conduct of the F2F class activity. Compliance with this requirement must be reflected on the certification on complete vaccination, health insurance, and medical clearance (CVIM) that will be submitted by the requesting unit.
14. Prior to F2F class activities, students must secure medical clearance from the UPHS (please see pre-travel protocols of Additional Guidelines for On- and Off-Campus Class Activities). Students with chronic illness are advised to get medical clearance from their physician or UPHS before participating in F2F activities. The offering unit must ensure that only students with medical clearance will be allowed to join the F2F activity/ies. Compliance with this requirement must be reflected on the CVIM that will be submitted by the requesting unit.
15. Everyone involved in the F2F class activity must be fully vaccinated as required by CHED-DOH JMC 2021-004. Please visit <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html> to be informed of the benefits of being vaccinated. Compliance with this requirement must be reflected on the CVIM that will be submitted by the requesting unit.

³ Please see the [UP Guidelines](#) for more details.

16. 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.
17. Students must quarantine at home or in UPD dorms for 7 days prior to the start of the semester or limited F2F activity. If students are staying in UPD dorms, they will also be asked to quarantine for 7 days prior to their return to their homes. It is recommended that dorm managers or the FIC/SheLO will continue to monitor the occurrence of symptoms for another 7 days.
18. 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.
19. Note that only units with complete submission of F2F documentary requirements that had been evaluated and found in order by the CMC will be considered for the approval of F2F facilities. Facilities will be initially evaluated through the submitted photos/videos. Those who want further guidance on the set-up may request for a scheduled inspection with CMC. The CMC Technical Team may require physical inspection of the set-up as deemed necessary.
20. After obtaining the CMC's approval of the identified F2F facilities/venues along with the required LGU-issued safety seal (if applicable), the academic unit must submit the certification (CVIM)⁴ [Appendix M], duly signed by the FIC and the head of the academic unit, to the CMC. Only the participants covered by the CVIM will be allowed by the unit to join the requested F2F activities.

Only after these requirements have been complied with that the requesting unit will be endorsed by the CMC for the UPD Chancellor's issuance of the *Certificate of Authority to Conduct Limited F2F Activities (CoA)* in the requested course/s.

21. Academic units will only be allowed to conduct their requested F2F activities after securing a copy of the UPD-issued CoA, duly signed by the UP Diliman Chancellor. The CoA identifies the academic unit to which the authority is granted, the course with approved F2F component, the facilities/venues where the F2F activities may be conducted, and the CoA's validity period.
22. Academic units that will get approval for their requested course with F2F class activity must submit their CoA along with other 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.
23. Units must be guided by the applicable guidelines below if they deem it necessary to make any of the following adjustments after they have been issued a CoA:
 - a. Increase in the originally stipulated number of F2F participants
 - i. if increase does not exceed the CMC-specified maximum capacity of the approved F2F venue:

⁴ Once ready with their CVIM, the requesting unit may opt to submit this along with the other requirements listed in A.5, page 2; otherwise, this may be submitted after receiving feedback from the CMC team that all the documentary requirements have been evaluated and found in order.

The offering unit only needs to inform the CMC of this change via email at f2f.upd@up.edu.ph. In case the added students will be shifting schedules to ensure that the maximum capacity is followed, the schedule should also be posted on the entrance door for the students/faculty/staff to see.

- ii. if increase exceeds the CMC-specified maximum capacity of the approved F2F venue:

The increase in students that exceeds the CMC-specified maximum capacity for the approved F2F venue would entail re-evaluation of the previously approved venue (through online or physical inspection upon unit's request or if deemed necessary by the CMC). This is to determine whether the proposed new maximum capacity is allowable.

Furthermore, the offering units must ensure that the additional students are covered by the submitted CVIM.

In case units are not informed of the maximum capacity of their approved F2F venues, they must consult the CMC Technical Team.

- b. Use of additional venues/facilities

If the approved courses will be utilizing additional venues/facilities that were not yet inspected, these will have to go through the same process of approval.

24. Processing F2F Applications that will Use F2F Venue/Facility with CoA

Units requesting permission to conduct F2F class activities may use approved F2F facility/venue with a valid CoA. This may be a facility of the same unit or of another unit. It must, however, be ensured that the previously approved set-up and identified maximum capacity of the facility are maintained.

- a. The requesting unit must send their letter of request to conduct F2F activities to the UPD Chancellor through the Crisis Management Committee via email: f2f.upd@up.edu.ph (cc: ovcaa.upd@up.edu.ph) at any time during the semester. The letter should also indicate the following:
 - i. intention of the requesting unit to use a previously approved facility/venue;
 - ii. that the units have agreed on the use of the facility/venue, in case of inter-unit arrangements; and
 - iii. that the necessary arrangements for the conduct of F2F activities (e.g., provision of supplies, support staff, observance of health and safety protocols, and other logistical requirements) have been made in case of inter-unit arrangements.

A conforme between the units involved must be attached in case of inter-unit arrangements.

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

- b. Upon receipt of the request, the CMC Secretariat will send the link to the google form where the following requirements⁵ shall be provided by the requesting unit:
 - i. Certification of consultation with stakeholders (e.g., students, parents);
 - ii. Comprehensive health and safety protocols;
 - iii. Work Plan (Appendix F)
 - iv. Certification on complete vaccination, health insurance, and medical clearance (CVIM)⁶ (Appendix M)
 - v. Certificate of Authority (CoA) of the unit with the approved facility/venue
- c. Items A. 6-18 of the guidelines still apply to this type of F2F request/s.
- d. **Only after the above-mentioned requirements have been complied with** that the requesting unit will be endorsed by the CMC for the UPD Chancellor's issuance of the Certificate of Authority (CoA) to conduct limited F2F activities in the requested course/s.

25. For students seeking support programs and services, they may visit the OVCAA, OVCSA, and OVCCA websites for information. The university, for instance, has existing psychosocial services such as PsycServ, CSWCD Pahinungod, UHS Telemed, and OCG, among others.

B. ADDITIONAL GUIDELINES FOR F2F ON-CAMPUS CLASS ACTIVITIES

Preparations

Guided by the CHED-DOH joint memos 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.
- 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. The FIC should prepare and submit a work plan (Appendix F) that contains the following:
 - a. F2F Activity
 - b. Schedule
 - c. List of facilities to be accessed by the students
 - d. Approximate measurement of the facilities to be accessed
 - e. Maximum number of occupants
 - f. Student Shifting Cycle (if applicable)

⁵ Units may simply refer to the previously submitted and approved documents such as 24.b. - ii, iii if they are applicable to the new applications

⁶ Once ready with their CVIM, the requesting unit may opt to submit this along with the other requirements listed in A.24.b; otherwise, this may be submitted after receiving feedback from the CMC team that all the documentary requirements have been evaluated and found in order.

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.

4. 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.
5. Academic units are advised to have spare face masks at the building entrances.
6. After all required documents have been submitted, evaluated, and found in order, the CMC Technical Team will assess the readiness of the unit facilities for F2F. A physical inspection may be conducted as deemed necessary.

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 Quezon City LGU-issued safety seal certification,⁷ if available, must be submitted by the requesting unit. In the absence of such, approval of the F2F venue must be obtained from the CMC and/or QC LGU.

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

1. For outdoor venues of F2F class activities within the academic areas of UP Diliman (e.g. academic oval, academic unit parking lots, lagoon, UP Arboretum, etc.), QC LGU stresses the compliance with minimum health standards but defers to the approval of the CMC.
2. For outdoor activities outside of the academic areas within UP Diliman (e.g., UPD commercial or residential areas, etc.), QC LGU approval (Appendix D) shall be secured.
3. 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.

⁷ Quezon City LGU requires the reinspection of the facility for the renewal of the safety seal certification. QC LGU-issued safety seal is renewed every 6 months.

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 inform 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 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 a facility 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. If 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 limit travel to only essential ones and to observe practices that reduce the risks of COVID-19 transmission and infection. Non-academic and personal activities of F2F participants that will be conducted within the UP campus shall still be governed by applicable university guidelines and protocols. F2F participants are reminded to be always mindful of the minimum health and safety protocols when they are outside the designated F2F facility.

1. UPD dormitories will accommodate students who need or wish to stay on campus for the F2F activities⁸. 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 are encouraged to isolate themselves from members of their household for the whole duration of the F2F activities. 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 adhere to the safety protocols and restrictions imposed by the Department of Transportation (DOTr) and the concerned LGU/s.

⁸ 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.

Dormitories/Lodging of Students

1. Each dormitory/lodging area shall have designated college resident assistants and health officers/supervisors.
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 must 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 discouraged from loitering.
9. Students are encouraged to walk to and from the venue of their F2F class activity. Face masks should be worn at all times. Those who are carpooling are encouraged to keep their car windows open to reduce the risk of infection.
10. Students are encouraged to have enough necessities before arriving at their dormitories/lodging areas.
11. Cashless transactions, when buying food and other necessities, are highly encouraged.
12. Students may opt to live in non-UPD dormitory/lodging areas, provided that they make a self-assessment on the compliance with the minimum health and safety protocols of the place they are considering staying. Appendices A and B may serve as guidance on what to inspect and check when doing the self-assessment.

Pre-Travel Protocols

1. Students shall fill out the Health Declaration Form (HDF) for F2F Students On-Campus (Appendix I) and the Mental Health Screening (MHS) Tool (Appendix J). Students participating in F2F Activities are required to secure a medical clearance. Students with pre-existing medical conditions requiring treatment and monitoring are advised to secure a medical clearance from their personal doctors. The medical clearance must indicate that the student is physically fit to participate in the F2F activity. These documents must be emailed to uhs.updiliman@up.edu.ph with the subject line "For F2F medical clearance_[Surname]". To ensure that there are no delays in securing clearances, students are requested to secure medical clearance from the UPHS as early as possible, preferably one to two months prior to the scheduled F2F on-campus academic activity.

2. To avoid delays in securing a consultation schedule with a UPHS doctor, individuals may set a telemed appointment with the UPHS via its online appointment portal (uphs.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 student 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 also provide instructions for the 7-day quarantine.
3. All F2F class participants must undergo a monitored quarantine for 7 days (at home or in a UPD facility). They must also accomplish the 7-day quarantine daily monitoring sheet (Appendix L) and submit this to their dormitory manager if staying in UPD dorms or to their FIC, if quarantined at home.
4. After the quarantine, the dormitory manager will issue a certificate of completion to the student. The FIC will then provide a list of students who finish their quarantine to the unit PET for access.
5. The medical clearance of the student shall be submitted to the FIC.
6. The offering unit must ensure that only students with medical clearance will be allowed to join the F2F activity. Compliance with this requirement must be reflected on the CVIM that will be submitted by the requesting unit.

Post-Travel Protocols (at the end of the semester)

1. F2F class participants who stay in UPD dorms must quarantine for 7 days prior to their scheduled home return date. The dorm managers can issue a certification that the student finished the quarantine without developing any symptoms and are therefore fit to go home.
2. 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

1. The academic unit must accomplish and submit the certification of consultation form found in Appendix C and D. Units are expected to consult with students, parents or guardians, faculty, staff, and the LGU.
2. CHED-DOH JMC 2021-004 requires approval of relevant LGU for the conduct of off-campus activities. Units are advised to coordinate the specific requirements of the concerned LGUs in securing the latter's approval of the off-campus activities that will be conducted within their jurisdiction (Appendix D).
3. Academic units that will get approval for their requested course with F2F off-campus activities must submit their Chancellor-issued Certificate of Authority (CoA) along with other applicable OFA Diliman documents to ofadiliman@up.edu.ph. Please go to <https://ofa.upd.edu.ph/ofa-and-afas-what-you-need-to-know> for more information on OFA requirements.

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 G).
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 UPD CMC Team will have to approve the location.

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

1. All F2F class participants must follow the unit's submitted health and safety protocols for the outdoor AFA as approved by the UPD CMC Team.
2. 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, and duly signed by their heads/authorized representatives (Appendix G).

2. ***Arranged Accommodation outside third-party laboratories/facilities***

Arranged accommodation outside third-party laboratories/facilities or near the location of field activity is allowed, provided that F2F participants make a self-assessment on the compliance with the minimum health and safety protocols of the place. Refer to Appendices A and B for guidance.

3. ***Home***

If the F2F class participants opt to travel to and from their homes, they are encouraged to isolate themselves from members of their household for the whole duration of the F2F activities.

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. F2F participants traveling via public or private vehicle are expected to observe the safety protocols and restrictions imposed by the DOTr and the LGU of destination. The use of private vehicles is encouraged.
2. Passengers are encouraged to bring their own packed food or order food through drive-thru bays to limit possible exposure.
3. Passengers must be mindful of the minimum health and safety protocols when they are outside the vehicle.
4. 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 destination.

Air and Sea Travel

The latest air and sea travel protocols issued by the IATF and DOTr must be strictly followed by F2F participants 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 Team through the submitted photos and videos or site visit as deemed necessary.

Evaluation 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 Team. Such certification must be submitted together with other F2F documentary requirements. .

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

1. In case a student/FIC experiences COVID-19 symptoms or if there is/are COVID-19 case/s in the location, the latest DOH guidelines, the CMC-approved health and safety protocols, and contingency plan for the off-campus activity must be implemented.
2. Necessary coordination with the concerned LGU, unit head, PET, and UPHS-Public Health Unit (PHU) must be made.
3. Students who develop symptoms should inform the faculty adviser/FIC and SHeLO. The faculty adviser/FIC must ensure that the parents/guardians are properly informed.

Pre-Travel Protocols for off-campus activities

1. Students shall fill out the Mental Health Screening (MHS) Tool (Appendix J) and schedule consultation with a UPHS doctor. Students participating in F2F Activities are required to secure a medical clearance. Students with pre-existing medical conditions requiring treatment and monitoring are advised to secure a medical clearance from their personal doctors. The medical clearance must indicate that the student is physically fit to participate in the field activity. As soon as possible, the accomplished MHS tool and the medical certificate from personal doctor (if applicable) must be emailed to uhs.updiliman@up.edu.ph with the subject line "For AFA(OFF-CAMPUS) medical clearance_[Surname]." To ensure that there are no delays in securing clearances, students are requested to contact UPHS as early as possible, preferably one to two months prior to the scheduled F2F on-campus academic activity.
2. To avoid delays in securing a consultation schedule with a UPHS doctor, all AFA class participants must set a telemed appointment with the UPHS via its online appointment portal (uphs.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 documents and will advise the FIC/student/staff in case additional requirements must be submitted. The UPHS will determine if additional tests are needed based on the nature of the field activity and the health declaration of the student. The student must be ready for the scheduled telehealth appointment on the specified date and time and chosen platform. UPHS will issue a medical clearance if the student is medically and mentally fit to do fieldwork.
3. Students need to submit their medical clearance to the FIC. Compliance with this requirement must be reflected on the CVIM that will be submitted by the requesting unit.
4. UPHS will provide instructions for the 7-day quarantine. All AFA participants must undergo a monitored quarantine of 7 days prior to the scheduled departure for the off-campus activity. Participants must accomplish the 7-day quarantine daily monitoring sheet (Appendix L) and submit this to the FIC.
5. 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 for off-campus activities

1. All AFA class participants shall answer the post-travel risk assessment tool (Appendix K) 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).
2. 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.
3. 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.

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

4. 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

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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.

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<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

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APPENDIX B: DESCRIPTION OF THE RETROFITTED FACILITIES

(accomplished per facility/room/area)

College: _____

Department: _____

Building: _____

Facility/ Room/ Area: _____

A. Photos of retrofitted facilities and description

(This refers to all operational areas that will be used for requested F2F activities including rooms, labs, hallways, comfort rooms, and other common areas)

B. Ventilation Checklist

	Select the current ventilation type (I, II, III and IV)
<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.
<input type="checkbox"/>	IV. Room/Establishment without Dedicated Ventilation System^[A] and with/without Air-Conditioning System where the windows and doors cannot be opened due to the nature of activity

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<input type="checkbox"/>	Brief report on the nature of activity and why the windows and doors cannot be opened for ventilation purposes has been prepared.
<input type="checkbox"/>	Plan for management of indoor air quality and installment of additional measures for risk reduction of COVID-19 transmission has been prepared and consulted with the CMC Technical Team. ^[D]

[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.

[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.

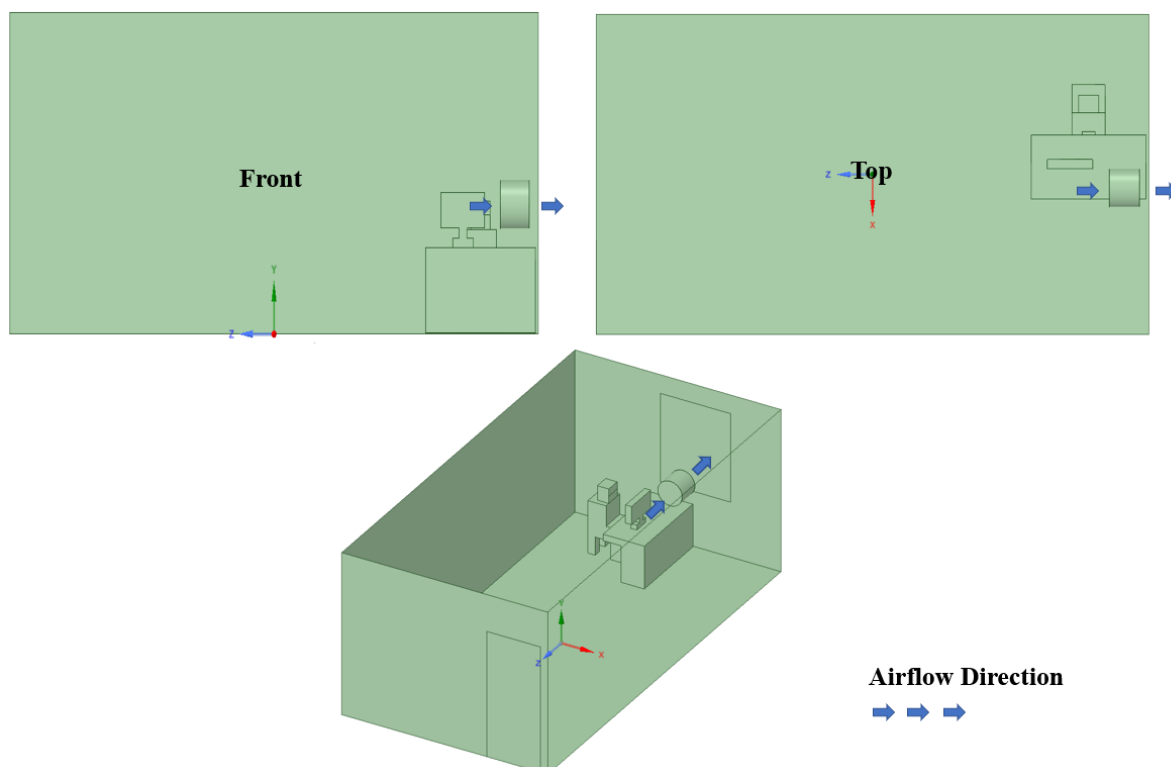
The fan should function to primarily intake air and then act as an exhaust. See the table below for the sample number of intake and exhaust fans per floor area.

Floor Area (m ²)	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.



[D] The plan for management of indoor air quality and installment of additional measures for risk reduction of COVID-19 transmission should be consulted with the CMC Technical Team for evaluation and approval.

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General Note on Ventilation/Room/Establishment Type II–IV:

The CMC Technical Team recommends those solutions as immediate, temporary and cost-effective strategies for F2F operation, but long-term permanent solutions of installing appropriate ventilation and air-conditioning (VAC) systems or fixed ventilation systems with necessary air treatment, monitoring and control are strongly recommended. Those appropriate systems can ensure compliance with facility standards and best practices that can both support the intended functions of the spaces and ensure the necessary indoor air quality for health and safety of occupants.

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: CERTIFICATION OF CONSULTATION WITH STAKEHOLDERS

This is to certify that we conducted a consultation with the faculty/staff, students and parents/guardians. We have considered their concerns in the conduct of the limited face-to-face activities of the [name of Department/Unit]. They have all approved the plans and resolutions to their concerns for the following classes:

- 1.
- 2.

Certified by:	Noted by:
Signature over printed name of Faculty-in-Charge/Chair	Signature over printed name of Unit Head

APPENDIX D: PROOF OF LGU APPROVAL

UNIVERSITY OF THE PHILIPPINES DILIMAN	
College	
Department	
Course/s	
<p>The [name of LGU] does not pose any objection to the conduct of F2F activities in the following [areas] under our jurisdiction, as requested by the [Department/Unit], University of the Philippines Diliman for the following [courses]:</p> <p>It is understood that all the concerned parties of the F2F activities must observe the IATF safety and health protocols, the university requirements to prevent the spread of COVID-19, and the protocols to follow should any F2F participant exhibits COVID-19 symptoms.</p>	
Additional Remarks:	
Approved by:	
<p>_____ Signature over printed name of LGU Representative Date of LGU approval:</p>	
Conforme:	
<p>_____ Signature over printed name of Faculty-in-Charge</p>	<p>_____ Signature over printed name of Unit Head</p>

APPENDIX E: DAILY HEALTH SCREENING FORM FOR FACULTY/STAFF/STUDENTS WITH APPROVED FACE-TO-FACE (F2F) ACTIVITY⁹

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 7 days, I have experienced:

- | | |
|-----------------------------------|---|
| <input type="radio"/> body pains | <input type="radio"/> colds |
| <input type="radio"/> headache | <input type="radio"/> shortness of breath |
| <input type="radio"/> sore throat | <input type="radio"/> loss of taste |
| <input type="radio"/> fever | <input type="radio"/> loss of smell |
| <input type="radio"/> diarrhea | <input type="radio"/> none of the above |
| <input type="radio"/> cough | |

2. I have stayed in the same closed environment with a confirmed COVID-19 case in the past 7 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 7 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):

Signature: _____ Date: _____

⁹ Checking the temperature and answering the DHSF must be done upon arrival in the venue for F2F activity. Submit this form to the guard-on-duty for indoor activities, or SHeLO for outdoor activities.

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APPENDIX F: WORK PLAN *(per course accomplished by faculty-in-charge)*

College: _____

Department/ Institute: _____

Course Number and Title: _____

Total number of students participating in the F2F activity: _____

Faculty-in-Charge: _____

F2F Activity	Schedule	List of facilities to be accessed by the students	Approximate measurement of the facilities to be accessed	Maximum number of occupants¹ (faculty/staff and students)	Student Shifting Cycle²
<i>Laboratory work</i>	<i>Monday, 1 - 4 PM</i>	<i>Lab 101: XYZ Laboratory 1st floor, Palma Hall</i>	<i>30 sqm</i>	<i>7</i>	<i>Batch 1 1st Monday of the month; 1-4PM</i> <i>Batch 2 2nd Monday of the month; 1-4PM</i>

¹Maintain minimum 2m-distancing between work spaces

²If applicable

APPENDIX G: 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

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

APPENDIX H: [PROTOCOLS AND GUIDELINES FOR RESPONDING TO COVID-19 CASES AMONG STAFF AND FACULTY](#)

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

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

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

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

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

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

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

APPENDIX K: 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
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

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4-10	Medium Risk	Seven- (7) day quarantine (at home or in a UPD facility) <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
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
33-up	Very High Risk	

*If the National Capital Region (NCR) is placed under Alert Level 4 during the activity, the mandatory **7-day quarantine for fully vaccinated individuals, or 14-day quarantine for partially or unvaccinated individuals** is automatically required from those returning from travel outside of NCR. **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.

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

Conforme:

Signature over Printed Name of F2F Class Activity Participant

Date:

Signature over Printed Name of HeLO

Date:

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APPENDIX L: [DAILY MONITORING SHEET](#)

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

APPENDIX M: CERTIFICATION ON COMPLETE VACCINATION, HEALTH INSURANCE, AND MEDICAL CLEARANCE (CVIM)

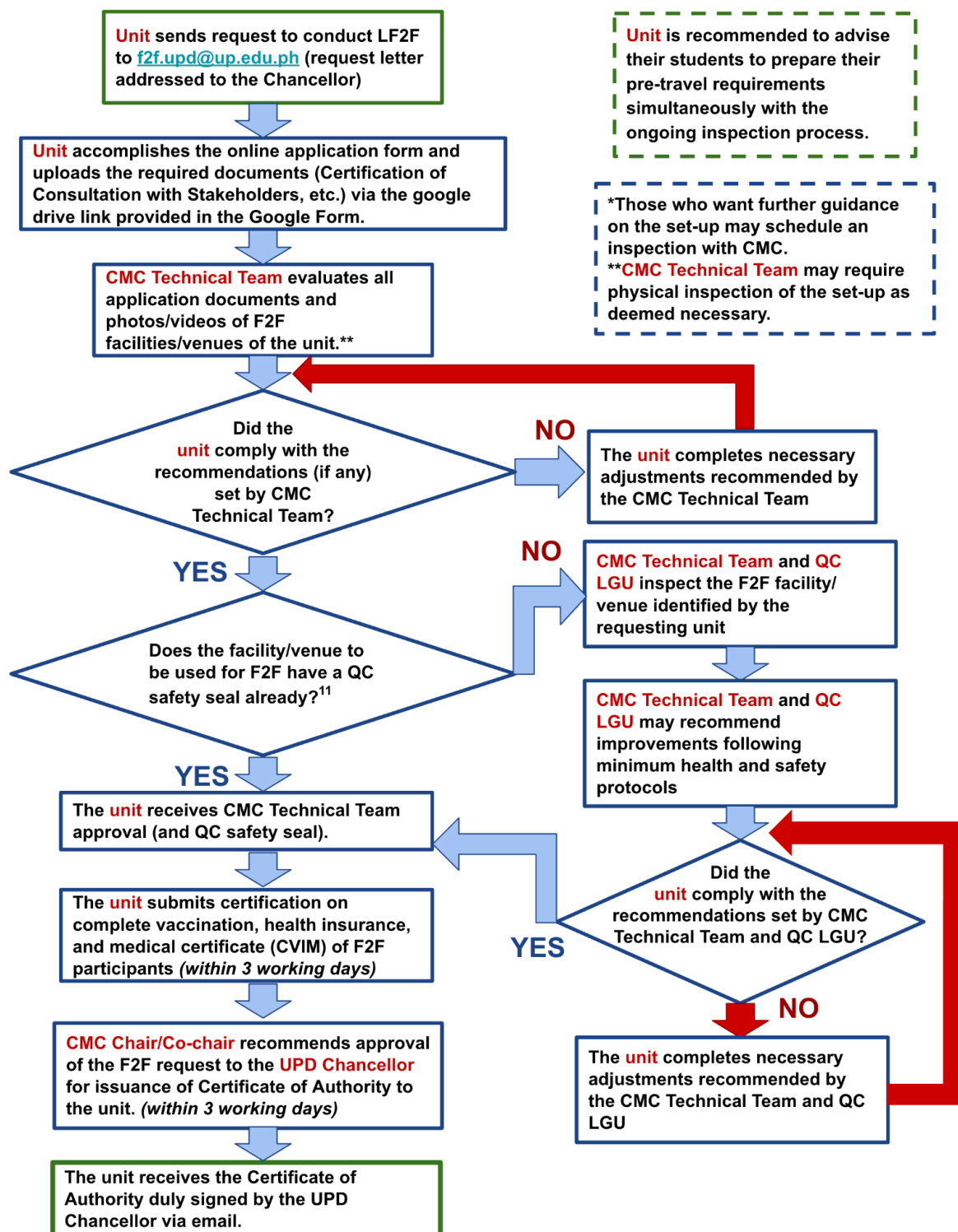
This is to certify that only parties (students, faculty, and staff) who are fully vaccinated, with UPHS-issued medical clearance,¹⁰ and have medical insurance (Philhealth or equivalent medical insurance) that covers the medical expenses related to COVID-19 will be allowed by our unit to participate in the conduct of limited face-to-face activities of [name of Department/Unit], for the following [classes]:

Certified by:	Noted by:
Signature over printed name of Faculty-in-Charge	Signature over printed name of Unit Head

¹⁰ This requirement only applies to students who will participate in the F2F activities.

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

APPENDIX N.1: PROCESS FLOWCHART FOR ON-CAMPUS F2F REQUEST



¹¹ The QC LGU safety seal is not required for outdoor venues of F2F class activities within UP Diliman.

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APPENDIX N.2: PROCESS FLOWCHART FOR OFF-CAMPUS F2F REQUESTS

