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UP DILIMAN (UPD) GUIDELINES FOR THE GRADUAL REOPENING OF FACE-TO-FACE (F2F) CLASS ACTIVITIES (updated Feb 16, 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 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 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.

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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 should upload the following documents under their respective college folders which may be accessed via this [Google Drive link](#)
 - a. request letter addressed to the UPD Chancellor;
 - b. proof of consultation with stakeholders (e.g., students, parents, LGU);
 - c. proof of approval of concerned LGU/s for off-campus F2F activities (Appendix C.2)
 - d. course title and course description;
 - e. maximum number of students per shifting cycle;
 - f. description of cyclical student shifting model;
 - g. comprehensive health and safety protocols;
 - h. self-assessment checklist (Appendix A) and ventilation checklist for indoor venues (Appendix B);
 - i. government-issued certificate of compliance (e.g., safety seal) for F2F activity venues, if available;
 - j. work plan (Appendix E); and
 - k. 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. The proof of the concerned LGU's approval for off-campus F2F activities must specify the concurrence of concerned parties to observe the minimum health standards during the conduct of F2F activity and the safety protocols to follow should any F2F participant exhibit COVID-19 symptoms. The proof of consultation (Appendix C.1) and proof of LGU approval (Appendix C.2) 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;

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- 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.

¹ Please see the [UP Guidelines](#) for more details.

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9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. Please note that the CMC will only schedule the inspection of the requesting unit's identified F2F facilities/venues if the said academic unit had completely submitted all the F2F documentary requirements, and the CMC has found them in order.
17. After obtaining the CMC's approval of the identified F2F facilities/venues, the academic unit must submit the certification indicating that only those participants (students, faculty, and staff) that have insurance coverage and are fully vaccinated, as so described in CHED-DOH JMC 2021-004, will be allowed by the unit to join the requested F2F activities. The certification, duly signed by the FIC and the head of the academic unit, must be submitted to the CMC. (Appendix N)

Only after these requirements have been complied with that their 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.

18. Academic units will only be allowed to conduct their requested F2F activities after securing a copy of the UPD-issued Certificate of Authority (CoA) to Conduct Limited Face-to-Face

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Activities, 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.

19. Academic units that will get 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.

Notes for Batch 1 and Batch 2**:*

*Academic units with CHED-approved F2F requests (Batch 1) will also have to secure a CoA before they are allowed to implement their F2F activities. They must submit a certification on their unit's compliance with the insurance coverage and vaccination requirements of all their F2F participants. For units with off-campus F2F activities, a certification that the unit has consulted with and secured the approval of the concerned LGU/s is also required. These additional requirements are in keeping with CHED-DOH JMC 2021-004. Please see certification template through this [link](#).

**Academic units with ongoing requests (Batch 2) that have already been inspected or are already scheduled for inspection must also submit the above-mentioned certification after obtaining the CMC's approval for their requested F2F facilities/venues. These additional requirements are in compliance with CHED-DOH JMC 2021-004. Please see the certification template through this [link](#).

Only after these requirements have been complied with that their 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.

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.
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

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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, evaluated, and found in order, the CMC Technical Team will inspect the spaces and evaluate the readiness of the unit facilities for F2F.

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 LGU-issued 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. LGU approval shall be secured for all field activities (as required by the CHED-DOH JMC 2021-004).
2. 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.
3. 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.
4. 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).

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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 the Kamia 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 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 activities². 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 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.
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.

² 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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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 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 always worn. 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 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.
12. Students may opt to live in non-UPD dormitory/lodging area, 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 (at the start of the semester)

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). 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 O) 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.

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5. The medical clearance of the student shall be submitted to the FIC for safekeeping.
6. F2F on-campus participants who are not housed in UPD dormitories need to submit a duly signed Conforme for Home Accommodation or Isolation (Appendix K) to the FIC as well.

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

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.
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.
3. CHED-DOH JMC 2021-004 requires approval of relevant LGU for the conduct of off-campus activities.

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

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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 the proof of consultation and approval of 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 Conforme 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

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

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.

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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 (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 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. FICs will consolidate all the medical clearances and should submit this together with 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.
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 O) 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. It is highly advised that AFA participants remain in their "bubbles" during their field activity. If a participant develops symptoms during the field activity, isolation should be done following the latest DOH guidelines.

Post-Travel Protocols for off-campus activities

1. All AFA 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).
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 for 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.

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

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

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.

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<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

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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.

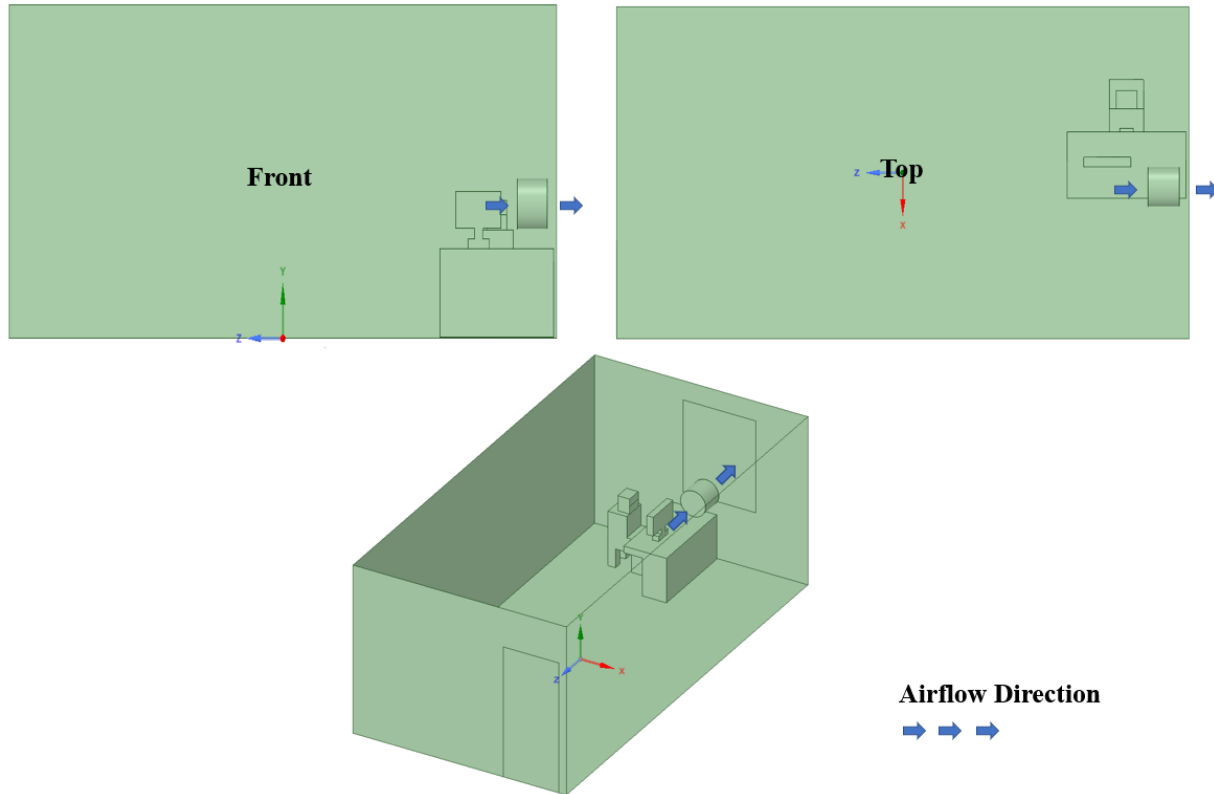
Floor Area (m ²)	Number of Intake Stand Fans	Number of Exhaust Stand Fans
0 - 20	1	0
21 - 40	1	1
41 - 60	2	1
61 - 80	2	2

[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.

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



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.

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

APPENDIX C.1: PROOF OF CONSULTATION FORM

College: _____

Course Title: _____

Consultation with:

Date of Consultation

Students _____

Faculty/Staff _____

Parents/Guardians _____

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

--

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

APPENDIX C.2: PROOF OF LGU APPROVAL

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

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 exhibit COVID-19 symptoms.</p>	
Additional Remarks:	
Approved by:	
_____ Signature over printed name of LGU Representative Date of LGU approval:	
Conforme:	
_____ Signature over printed name of Faculty-in-Charge	_____ Signature over printed name of Unit Head

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

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:

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

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: _____

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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

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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

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

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 rating)	Description
--------------	---------------------------------	--------------------

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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

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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.

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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 for the most up-to-date version.

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.)

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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 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: _____

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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	

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	Passenger count exceeds government-mandated vehicle capacity	3	
	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	

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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	
	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:	

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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
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

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

2. List recommended precautions to be taken based on score

Conforme:

Signature over Printed Name of F2F Class Activity Participant

Signature over Printed Name of HeLO

Date: _____

Date: _____

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APPENDIX M: DAILY MONITORING SHEET

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

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APPENDIX N: CERTIFICATION ON COMPLETE VACCINATION AND HEALTH INSURANCE

This is to certify that only parties (students, faculty, and staff) who are fully vaccinated 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