

OFFICE OF THE CHANCELLOR

31 March 2022

MEMORANDUM NO. FRN-22-049

FOR : All Deans, Directors, and Heads of Units
Post-ECQ Teams (PETs), Health Liaison Officers (HeLOs),
Administrative Officers and Building Administrators

All Business Operators and Commercial Establishments on Campus

SUBJECT: Guidelines on the Use of UPD Public Facilities and Venues and
Operation of Commercial Establishments Under Alert Level 1

In view of the lowered alert level in NCR, UP Diliman issues the following guidelines to govern the university's public facilities and venues. Public facilities and venues include conference sites, seminar rooms, auditoriums, concert halls, theaters, museums, galleries, studios, gymnasiums and sports facilities, amphitheaters and public plazas, chapels, and similar venues.

These guidelines shall also cover commercial establishments operating inside the campus. These include hotels and hostels*, dine-in restaurants, eateries and cafes, salons and personal care clinics, health clinics, convenience stores, souvenir shops, clothing stores, laundromats, and similar businesses.

Classrooms, libraries, reading rooms, laboratories, dormitories and other facilities used for academic-related activities are not included in these guidelines as they are subject to the guidelines on limited face-to-face class activities based on the CHED-DOH Joint Memorandum Circular No. 2021-001 and 2021-004.

Kindly note that there will be a UP Diliman-wide online forum on 19 April 2022, at 9am-12noon, to further discuss the details of these guidelines. All units and offices are invited to attend this forum.

For your guidance.


FIDEL R. NEMENZO, D.SC.
Chancellor

*whether operated by UP or not

UP DILIMAN COVID-19 TASK FORCE

GUIDELINES ON THE USE OF UPD PUBLIC FACILITIES AND VENUES AND ON-CAMPUS COMMERCIAL ESTABLISHMENTS UNDER ALERT LEVEL 1

(As of 31 March 2022)

A. UPD Public Facilities and Venues

1) *Space Capacity*

Public facilities and venues shall be allowed to open to a maximum of 80 percent capacity, subject to physical distancing and other minimum health and safety protocols.

2) *Physical distancing*

For indoor activities, units/offices and public venues (such as churches) shall maintain at least 1.5 meters distance among visitors and participants in their facilities. Utilize visual cues and floor markers for this purpose. Staggered scheduling and other means of preventing overcrowding are highly encouraged.

For outdoor activities, the recommended physical distance is at least 1.5 meters. In certain exceptional cases, this may be reduced to at least one meter.

3) *Ventilation and airflow*

For indoor spaces, units/offices and public venues (such as churches) must ensure sufficient ventilation through open windows and doors or maintain efficient air conditioning systems in accordance with applicable building and health standards.

4) *Face mask requirement*

All personnel and participants, whether in indoor or outdoor activities, must wear face masks at all times.

5) *Vaccination*

All visitors or participants in indoor activities must be fully vaccinated. Children under the age of 18 years old are encouraged to get vaccinated but are exempted from the vaccination requirement.

All participants in outdoor activities are encouraged to be fully vaccinated. In the case of contact sports, whether indoor or outdoor, all participants must be fully vaccinated.

5) *Post ECQ- Team (PETs) and Health Liaison Officers (HeLOs)*

Units/offices are reminded to designate their respective post-ECQ teams and health liaison officers who shall be responsible for implementing and monitoring health and safety protocols.

6) *Risk Assessment and Post-ECQ Monitoring Checklist*

Individual units/offices have the autonomy to implement these broad guidelines and make the necessary adjustments based on the unit's own risk assessment.

To help in undertaking a risk assessment, units and offices are advised to use the attached Post-ECQ Monitoring Checklist for Face-to-Face Meetings/Activities, Seminars, Workshops, Conferences and Other Public Events.

If the unit/office has complied with all the items in the monitoring checklist, it may proceed with its activities without the need to get permission from the UPD COVID-19 Task Force.

7) *Space and Facility Inspection*

However, units and offices are advised to contact the UPD COVID-19 Task Force should they need assistance in assessing the safety of their spaces, especially in cases where space is enclosed and/or events will require more than 80 percent capacity of the venue based on 1.5 meters physical distancing. The UPD Post-ECQ inspection team can recommend ways to mitigate risk in offices and units.

8) *Accountability*

Any unit/office that rents out its space or facilities to outside groups or organizations shall ensure that UPD protocols are followed and shall be responsible for the conduct of their external clients.

9) *Post-ECQ Preparations*

It is also advised that units conduct risk assessments (of spaces, activities and staffing) in preparation for the gradual reopening of face-to-face classes, shifts in work arrangements based on a fuller capacity, and other uses of their facilities.

B. Commercial Establishments on Campus

1) *Space Capacity*

Commercial establishments shall be allowed to open to a maximum of 80 percent capacity, subject to physical distancing and other minimum health and safety protocols.

2) *Physical distancing*

For indoor activities, establishments shall maintain at least 1.5 meters distance among visitors and participants. Utilize visual cues and floor markers for this purpose.

For outdoor activities, the recommended physical distance is at least 1.5 meters

3) *Ventilation and airflow*

For indoor spaces, establishments must ensure sufficient ventilation through open windows and doors or maintain efficient air conditioning systems in accordance with applicable building and health standards.

4) *Face mask requirement*

All staff and clients of establishments, whether in indoor or outdoor spaces, must wear face masks at all times.

5) *Vaccination*

All staff, clients and visitors in indoor spaces must be fully vaccinated. Children under the age of 18 years old are encouraged to get vaccinated but are exempted from the vaccination requirement.

All participants in outdoor activities are encouraged to be fully vaccinated. In the case of contact sports, whether indoor or outdoor, all participants must be fully vaccinated.

6) *Safety Seal*

As proof of compliance with the Quezon City's public health and safety protocols, establishments may apply for a safety seal with the local government unit (LGU). The safety seal serves as certification that the establishment meets the minimum health and safety standards set by the LGU and is intended to provide peace of mind to all potential clients.

Other protocols may be implemented by the establishment as may be necessary.

6) *Reporting and Coordination*

Commercial establishments shall report to and coordinate with the Office of the Vice-Chancellor for Planning and Development, the UPHS-Public Health Unit and other relevant committees for the implementation of these guidelines. They are subject to inspection by the relevant UPD offices.

Below are the contact details of the relevant offices and committees:

UPD Covid-19 Task Force: covid19.taskforce@upd.edu.ph

UPHS-Public Health Unit: uphspublichealth.upd@up.edu.ph;

8981-8500 local 2719 or +639474279281

Office of the Vice-Chancellor for Planning and Development: ovcpd.upd@up.edu.ph