**UP DILIMAN COVID-19 TASK FORCE**

**POST-ECQ MONITORING CHECKLIST**

**FOR FACE-TO-FACE MEETINGS/ACTIVITIES, SEMINARS,**

**WORKSHOPS, CONFERENCES and OTHER PUBLIC EVENTS**

This monitoring checklist is intended to guide UP Diliman units and offices in ensuring the safety of venues and spaces that will be opened to the community and the public.

All items with NO answers should be addressed. Once these items have been complied with, units and offices may open their spaces and proceed with their public activities without needing permission from the UPD COVID-19 Task Force.

However, units and offices whose venues and spaces are enclosed or are planning events that will require more than 80 percent capacity of the venue based on 1.5 meters physical distancing are advised to contact the UPD COVID-19 Task Force or the Post-ECQ inspection team for more guidance*.* Please request an inspection date at least a week before the unit’s scheduled activity.

For any questions, please contact the UP COVID-19 Task Force: [covid19.taskforce@upd.edu.ph](mailto:covid19.taskforce@upd.edu.ph)

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**College/Unit Inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **PARAMETERS** | **COMPLIANCE** | | **REMARKS** |
| **YES** | **NO** |
| 1. **VENUE HEALTH STANDARDS** |  |  |  |
| 1. Has existing Health and Safety Guidelines/Protocols (adopts IATF, UP Diliman COVID-19 Task Force guidelines, etc.) |  |  |  |
| 1. Contact tracing protocol or with existing detailed contact tracing forms. |  |  |  |
| 1. Has protocol in case there is a COVID suspect: 2. Designated isolation area 3. Transfer arrangement 4. During- and post-event surveillance 5. Arrangement with partner health care provider |  |  |  |
| 1. Ensure availability of alcohol-based hand rub in key areas. |  |  |  |
| 1. Adequate infographics and/or audio-visual materials on health and safety practices at key and various locations all over the venue. |  |  |  |
| 1. Seats arranged at least 1.5 meters apart. |  |  |  |
| 1. At the entrance 2. Daily health declaration 3. Daily temperature check 4. Physical distancing of 1.5 meters observed at the queuing area. |  |  |  |
| 1. Adequate ventilation in all accessed areas 2. Airflow not directed at staff or attendees. 3. There is an adequate source of fresh air. 4. If with Ventilation and Airconditioning (VAC) System – check if the system has 6-12 exchanges per hour) 5. For spaces with air conditioners that only provide cooled air recirculation but no ventilation, the following strategies are implemented: 6. Opening of doors, windows, and gaps during the operation. 7. With assigned intake and exhaust points that are as far as possible. 8. Fans/blowers should be directed upwards at maximum angle and not to be swiveled. 9. Keep all exhaust fans in toilets open at all times. 10. Air filters and purifiers may be added in enclosed spaces. |  |  |  |
| 1. Provisions of hand washing station and availability of hand sanitizers/70% isopropyl alcohol in high traffic areas. |  |  |  |
| 1. Frequent sanitation and disinfection of high touch areas. |  |  |  |
| 1. Availability of tissue paper and alcohol-based hand rub in key areas. |  |  |  |
| 1. Toilet facilities 2. Adequate soap and water. 3. Reminders to close the toilet seat lid when flushing to avoid aerosols. 4. Tissue paper or paper towels available for drying hands. Hand dryer should not be used. 5. Limit no. of persons using the toilet to ensure at least 1.5 meters physical distancing. |  |  |  |
| 13. Elevators (if applicable)   1. There is a queueing system for the use of the elevator. There are foot markings on the floor for people standing in line. These foot markings adhere to the physical distancing of 1.5 meters. 2. There are visible markings on the elevator floor to direct where user/s will stand based on the elevator capacity and 1.5-m physical distancing. 3. There shall be no elevator attendant. |  |  |  |
| 1. **HEALTH STANDARDS FOR ATTENDEES, PARTICIPANTS AND TECHNICAL SUPPORT STAFF** |  |  |  |
| 1. Ensure proper wearing of face mask (and face shield, if needed in certain contexts) |  |  |  |
| 1. Ensure physical distancing of at least 1.5 meters. |  |  |  |
| 1. Presence of marshalls/health liaison officers to facilitate health promoting behaviors. |  |  |  |
| 1. Ensure that only the maximum no. of allowable persons inside the venue is allowed. |  |  |  |
| 1. Online platforms shall be offered to vulnerable attendees. |  |  |  |
| 1. Pre-packaged meals or individually plated meals shall be distributed observing 1.5 meters physical distancing. |  |  |  |
| 1. Limit no. of attendees using the bathroom. |  |  |  |
| 1. Speakers should be wearing face mask and face shield and observe physical distancing. |  |  |  |
| 1. **UNIDIRECTIONAL FLOW OF ATTENDEES, PARTICIPANTS AND TECHNICAL STAFF** |  |  |  |
| 1. Map of layout of entrance and exit point shall be provided to the inspection team. |  |  |  |
| 1. Presence of signages and unidirectional arrows. |  |  |  |
| 1. Presence of marshalls enforcing health standards. |  |  |  |
| 1. Presence of designated isolation area near exit. |  |  |  |
| 1. **POLICY ON DETECTION AND ISOLATION OF SYMPTOMATIC INDIVIDUALS** |  |  |  |
| 1. Medical assessment will be made either by the UP Health Service physician on duty or the health care provider designated by the organizers. |  |  |  |
| 1. Symptomatic attendees screened at the entrance are immediately brought to UP Health Service. |  |  |  |
| 1. Organizers/facility shall provide for the ambulance transport and contact tracing in the event that there is a COVID-19 case. |  |  |  |
| 1. **MONITORING** |  |  |  |
| 1. Contact details of attendees are retained at least 1 month. |  |  |  |
| 1. In the event that there is a COVID-19 suspect who attended, the organizers shall inform the attendees to quarantine, self-monitor and record their temperature twice a day for 14 days. |  |  |  |
| 1. The organizers shall advise that in case attendee develop symptoms, they are advised to seek immediate consult and inform their Barangay Health Emergency Response Team (BHERT). |  |  |  |
| 1. **CLEANING AND DISINFECTION PROTOCOLS** |  |  |  |
| 1. Frequent disinfection of high contact areas (door knobs, elevator buttons , etc.) |  |  |  |
| 1. There is scheduled daily cleaning and disinfection with schedule posted on all actively used rooms. |  |  |  |
| 1. Cleaners wear appropriate PPE. |  |  |  |
| 1. Chlorine is stored properly. |  |  |  |
| 1. Prepare disinfectant based on protocols prescribed by the UP Health Service. |  |  |  |

**Other Comments/Suggestions:**

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**Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conformed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**