



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

10 March 2020

MEMORANDUM NO. 044
Series of 2020

TO : **All Faculty, REPS, Staff and Students**

SUBJECT : **Measures against the Covid-19 threat**

With the issuance of Proclamation No. 922 by President Rodrigo R. Duterte on 8 March 2020 “Declaring a State of Public Health Emergency throughout the Philippines” the government confirms the outbreak of Corona Virus Disease 2019 (Covid-19) in the country and has adopted a “whole-of-government response” to address the threat of the disease. As of this date, there are 35 confirmed patients with Covid-19 infection in the country.

In line with government initiatives to contain or prevent the spread of Covid-19, the UPLB administration hereby implements the following necessary measures in the University:

A. For activities within the UPLB campus

1. All extra-curricular activities planned and on-going in the UPLB campus that attract many people or where the social distance of one meter between persons prescribed by the Department of Health (DOH) cannot be observed, whether organized by faculty, staff or students and/or organizations are prohibited and/or cancelled. For this purpose the annual Palarong UPLB is hereby cancelled. Offices in the University that issued permits for such activities are directed to revoke such permits. Fees already paid shall be reimbursed in whole or in part or in proportion to the unused portion of the schedule reserved for them.
2. Activities organized by or for cause-oriented or special-interest groups from outside the university such as the Saturday market and the Saturday morning Zumba, fun runs, sports clinics and tournaments, and other sports events being held or to be held in the UPLB campus will no longer be allowed while the Covid-19 threat persists. Any permit issued for these activities are hereby cancelled. Organizers who have paid the fees shall be entitled to reimbursement in proportion to the unused portion of the schedule reserved for them.
3. Class activities within the campus organized as a class requirement shall be allowed provided that the DOH protection measures are observed.

B. Local travel and off-campus activities

1. Faculty members are directed to defer class field trips and other off-campus activities to a later date but within the period allowed in the university academic calendar provided that the Covid-19 threat has been contained otherwise such activities should be cancelled. The faculty-in-charge of these activities should develop alternative class activities to allow students to satisfy this requirement.
2. Faculty members, REPS, and administrative staff who travel within the country for official purposes such as meetings, conferences, seminars, workshops, trainings, implementation or monitoring of research and extension projects and assistance to government agencies or communities under the public service mandate of UP and personal travel whether or not in areas positive for Covid-19 infection shall follow protection measures prescribed by the DOH such as frequent and proper handwashing with soap and water or the use of alcohol-based hand sanitizers.

They should also observe proper cough etiquette such as covering their mouth when coughing, maintain a distance of 1 meter between persons, avoid contact with farm or wild animals, and ensure that food is well cooked.

4. All students who will be involved in off-campus activities for their practicum, or to earn clinic hours as a requirement for graduation or collect data for their undergraduate or master's thesis or dissertation are advised to follow the protocol of the DOH for their protection.

C. Foreign travel

1. The university imposes a ban on official travels abroad of faculty members, staff, and students pursuant to the temporary ban issued by the Department of Foreign Affairs. Personal travels are strongly discouraged. Faculty members, staff and students who shall travel abroad for a personal purpose shall be required to observe self-quarantine for a period of 14 days upon their return.
2. As a precautionary measure, faculty members and staff with approved authority to travel abroad for official or personal purpose prior to the issuance of this memorandum who cannot postpone their trips are enjoined to follow self-quarantine protocols for 14 days upon their return to the country in accordance with Memorandum Circular No. 05, Series of 2020 issued by the Civil Service Commission on 5 March 2020.

Faculty members and staff who have recently travelled to any country are still advised to observe self-quarantine within the balance of the 14-day period from their return.

3. Take note that under CSC Memorandum Circular No. 05, it is the responsibility of government officials or employees or individuals serving in the public sector to employ the necessary measures to prevent the spread of Covid-19 infection in the public sector workplace. Thus, any faculty

member or staff who shall fail to follow self-quarantine protocols may unnecessarily put their co-workers at risk for which they can be held liable for violation of reasonable office regulations punishable under Civil Service rules.

4. Faculty members who will observe self-quarantine upon their return should make arrangements with their respective departments for a substitute or develop alternative learning sessions for their students.
5. REPS and administrative staff who will observe self-quarantine and their respective unit heads may agree on a work-from-home arrangement if their workload for the said period cannot be assumed by another.
6. Absences incurred by faculty members and staff under self-quarantine are subject to the CSC Memorandum Circular No. 05. Further, absences of faculty members shall not be charged against allowable sick leave privileges while absences of REPS and administrative staff while on self-quarantine shall not be deducted from their earned sick leave credits unless their quarantine will exceed the period of 14 days. In which event, the excess shall be deducted from their earned sick leave credits and if these have been exhausted, it shall be deducted from their accrued vacation leave credits. In the event that there are no more earned leave credits, faculty members and staff on quarantine shall apply for a sick leave of absence without pay.
7. The Deans and other unit heads shall ensure that their faculty members or staff who will travel abroad or have travelled shall observe self-quarantine protocol as a precaution against the spread of Covid-19 infection.
8. Faculty members and staff who will be on study leave for MS or PhD abroad and graduate students who will travel abroad under a "sandwich program" will be allowed to leave the university provided that they will not be refused entry in their country of destination or that such is not barred by any other regulation issued by competent authorities in the Philippines. They shall observe self-quarantine upon their return to the country if the public health emergency due to Covid-19 has not yet been contained. Any faculty member or staff apprehensive about travelling abroad for MS or PhD studies and worried about losing their scholarships is advised to request the funding institution of their scholarship for a deferment.
9. International students and other students arriving from abroad shall follow self-quarantine protocols in order not to unnecessarily put other students at risk. If they fail to observe this procedure, they can be held liable for violation of the Rules and Regulations on Student Conduct and Discipline as approved by the Board of Regents at its 876th meeting on 2 September 1976.

D. UHS protocol

The University Health Service has developed protocols to address the threat of Covid-19 for UPLB faculty, staff and students arriving from abroad and for

international visitors to the University which all units are required to follow in order to prevent the spread of infection in the university. Please see attached.

E. Effectivity

These measures shall take effect immediately and shall remain in force until the state of public health emergency has been lifted by competent authorities.

Please be reminded that these measures are issued as the University's contribution to contain or prevent the spread of Covid-19. In case of conflict with any regulation issued by competent authorities of the government, the latter will prevail.

Attached hereto are copies of the Proclamation No. 922, CSC Memorandum Circular No. 05, Memorandum No. NGY 20-33 of the Office of the Vice President for Administration, and the UHS algorithm for your reference.

Please be guided accordingly.



FERNANDO C. SANCHEZ, JR.
Chancellor

Attachments: a/s