



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

31 January 2020

MEMORANDUM NO. 024
Series of 2020

TO : All Vice Chancellors, Deans, Directors, Department Chairs,
and Unit Heads

SUBJECT : UPLB Protocol for Infection Control Against Emerging
Diseases

On 30 January 2020, the Department of Health (DOH) confirmed the first case of the 2019 Novel Coronavirus (2019-nCoV) in the Philippines.

In this regard, we ask for your cooperation in ensuring the health and safety of the UPLB campus community by strictly implementing the attached infection control protocols prepared by the University Health Service (UHS).

We also ask you to disseminate the attached *Cough and Sneeze Etiquette* and *How to Properly Wear a Face Mask* among offices, lobbies, classrooms, laboratories, and restrooms.

For questions and advice, please contact the UHS' at (049) 536 3247 or (049) 536 2470 loc 109.

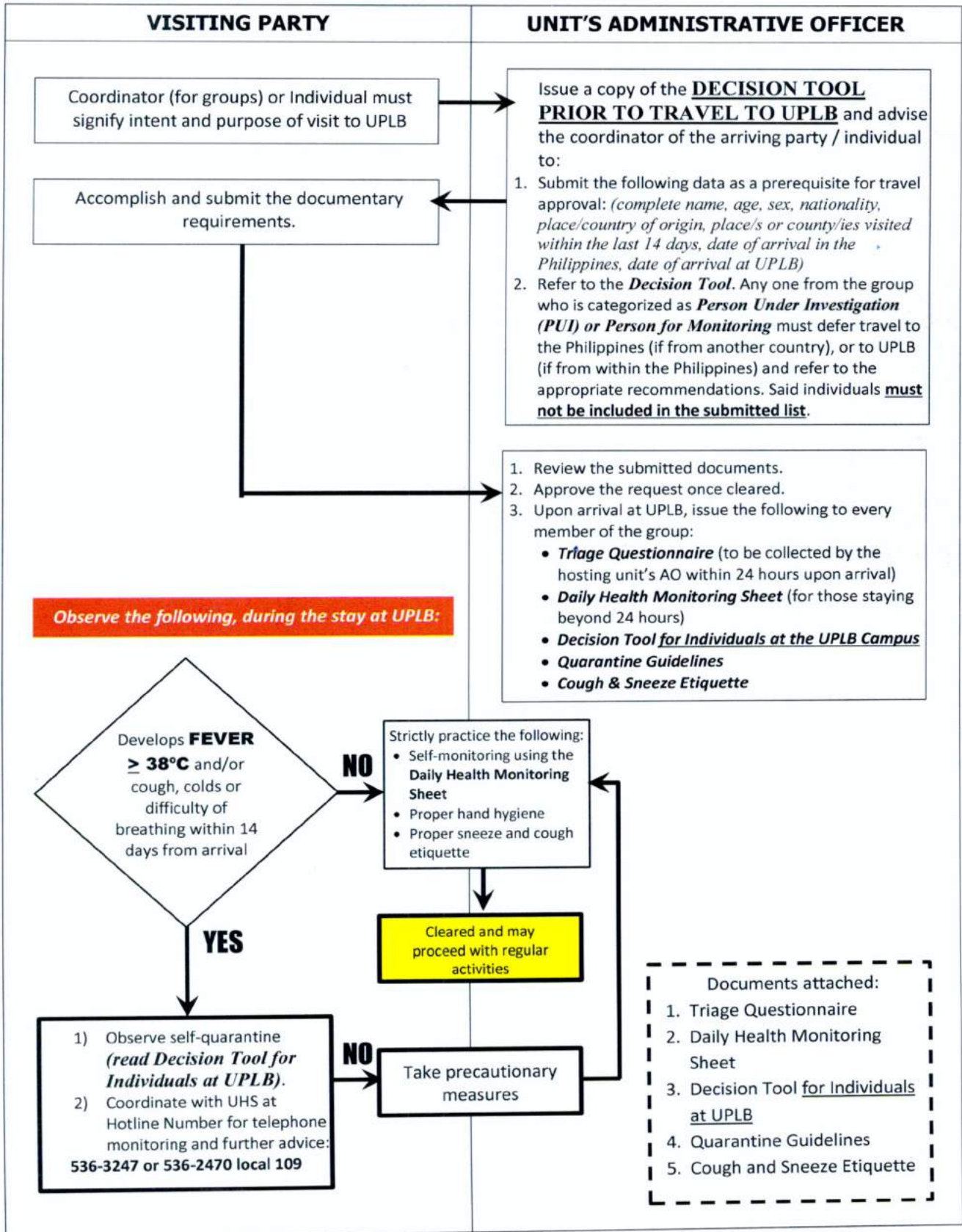
For your guidance and compliance.

Thank you.

FERNANDO C. SANCHEZ, JR.
Chancellor

Attachment: a/s
cc: OVCCA
UHS

ALGORITHM FOR INCOMING VISITORS OF UPLB
(includes field/educational trips and foreign delegates)
FOR INFECTION CONTROL AGAINST EMERGING DISEASES



UNIVERSITY HEALTH SERVICE
Office of the Vice-Chancellor for Community Affairs
U.P. Los Baños

DAILY MONITORING SHEET FOR PATIENTS UNDER INVESTIGATION AGAINST EMERGING DISEASES

Patient's Name _____ Date of Arrival _____
Close Contact's Name _____ Country/Place of Origin _____

Signs / Symptoms	Days														Observations:
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
No symptom															University Health Service 049-536-3247, 536-2470 local 108
Headache															
Fever (indicate temperature in °C)															
Cough															
Colds															
Difficulty of breathing															

UHS-U.P. Los Baños, January 2020

UNIVERSITY HEALTH SERVICE
University of the Philippines Los Baños, College, Laguna

TRIAGE QUESTIONNAIRE FOR U.P. LOS BAÑOS	
Name (Last, First, Middle)	Date Today
With travel history abroad (within the last 14 days)? <input type="radio"/> YES <input type="radio"/> NO	
If yes, where?	
Exposed to somebody with travel history abroad (within the last 14 days)? <input type="radio"/> YES <input type="radio"/> NO	
If yes, from where was the travel?	
If the answer is YES to any of the questions, state the following: Date of Arrival in the Philippines:	
TICK (✓) ALL THE SYMPTOMS YOU HAVE	
<input type="radio"/> Fever	If yes, since when:
<input type="radio"/> Headache	If yes, since when:
<input type="radio"/> Cough	If yes, since when:
<input type="radio"/> Colds	If yes, since when:
<input type="radio"/> Difficulty of breathing	If yes, since when:
I declare that all the above information are true and correct.	
Signature of Patient	
RECOMMENDATION/S BY THE UHS TRIAGE STAFF	
<input type="checkbox"/> Wear a face mask. Observe proper cough and sneeze etiquette.	
<input type="checkbox"/> Observe quarantine procedures.	
<input type="checkbox"/> Proceed with your transaction.	
<input type="checkbox"/> Proceed & present this form to the UHS Holding Area.	
UHS HOTLINES: 536-3247, 536-2470 Local 109	Signature of Triage Staff

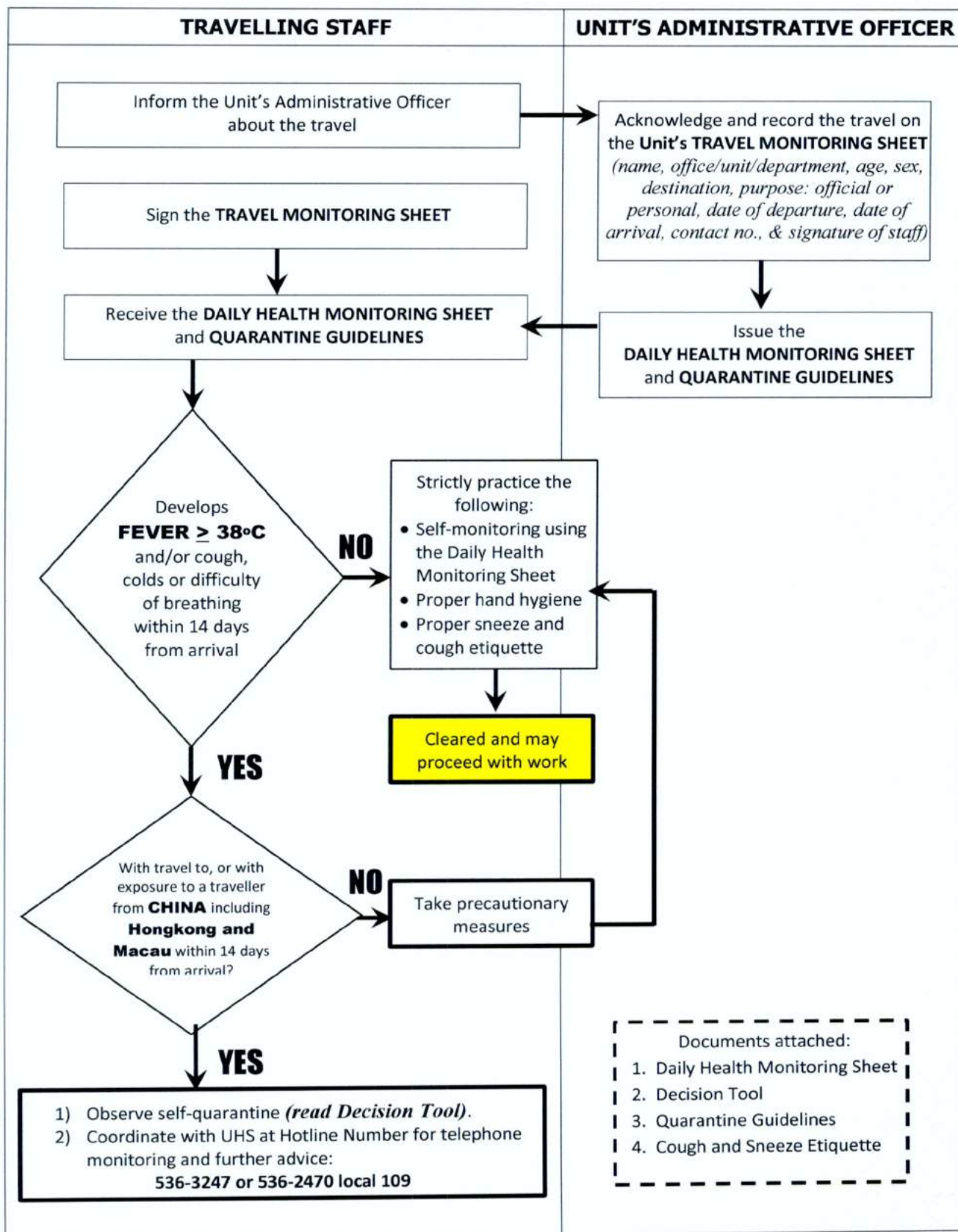
*Keep this copy for documentation and future reference. (January 2020)

UNIVERSITY HEALTH SERVICE
University of the Philippines Los Baños, College, Laguna

TRIAGE QUESTIONNAIRE FOR U.P. LOS BAÑOS	
Name (Last, First, Middle)	Date Today
With travel history abroad (within the last 14 days)? <input type="radio"/> YES <input type="radio"/> NO	
If yes, where?	
Exposed to somebody with travel history abroad (within the last 14 days)? <input type="radio"/> YES <input type="radio"/> NO	
If yes, from where was the travel?	
If the answer is YES to any of the questions, state the following: Date of Arrival in the Philippines:	
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<input type="radio"/> Fever	If yes, since when:
<input type="radio"/> Headache	If yes, since when:
<input type="radio"/> Cough	If yes, since when:
<input type="radio"/> Colds	If yes, since when:
<input type="radio"/> Difficulty of breathing	If yes, since when:
I declare that all the above information are true and correct.	
Signature of Patient	
RECOMMENDATION/S BY THE UHS TRIAGE STAFF	
<input type="checkbox"/> Wear a face mask. Observe proper cough and sneeze etiquette.	
<input type="checkbox"/> Observe quarantine procedures.	
<input type="checkbox"/> Proceed with your transaction.	
<input type="checkbox"/> Proceed & present this form to the UHS Holding Area.	
UHS HOTLINES: 536-3247, 536-2470 Local 109	Signature of Triage Staff

*Keep this copy for documentation and future reference. (January 2020)

ALGORITHM FOR OFFICIAL AND PERSONAL INTERNATIONAL TRAVELS OF UPLB STAFF FOR INFECTION CONTROL AGAINST EMERGING DISEASES



UNIVERSITY HEALTH SERVICE
Office of the Vice-Chancellor for Community Affairs
U.P. Los Baños

DAILY MONITORING SHEET FOR PATIENTS UNDER INVESTIGATION AGAINST EMERGING DISEASES

Patient's Name _____ Date of Arrival _____
Close Contact's Name _____ Country/Place of Origin _____

Signs / Symptoms	Days														Observations:
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
No symptom															<p style="text-align: center;">University Health Service 049-536-3247, 536-2470 local 108</p>
Headache															
Fever (indicate temperature in °C)															
Cough															
Colds															
Difficulty of breathing															

UHS-U.P. Los Baños, January 2020

**DECISION TOOL FOR NOVEL CORONAVIRUS ASSESSMENT
OF INDIVIDUALS AT THE UPLB CAMPUS**
(as of January 27, 2020)

Fever	Respiratory Infection	Travel History for the past 14 days		History of Exposure*	Case Category
$\geq 38^{\circ}\text{C}$	(cough AND / OR colds)	Hubei Province	Other provinces in China (non-Hubei provinces including HONGKONG and MACAU)		
+	+	+	+ / -	+	Person Under Investigation (PUI) <ul style="list-style-type: none"> • Wear mask and isolate. • Call the University Health Service or the hospital of your choice.
+	+	+		-	
+	+	-		+	
+	-	+		+	
+	-	+		-	
-	+	+		+	
+	-	+		-	
+	-	-		+	
-	+	-		+	
-	+	+		-	
-	+	+		+	
+	-	-	+	-	Person for Monitoring <ul style="list-style-type: none"> • Go on home quarantine for 14 days. • Monitor body temperature daily. • Observe any signs and symptoms of respiratory infection. • If symptoms worsen, call the University Health Service or the hospital of your choice.
-	+	-		-	
-	-	+		-	
-	-	-		+	
-	-	-		-	
-	-	-			

*Exposure History includes:

- close contact with a confirmed case of 2019-nCoV infection or,
- a healthcare facility in a country where 2019-nCoV infections have been reported; or,
- visiting / working in a live animal market in Hubei province, China
- direct contact with animals in countries with circulating 2019-nCoV in human and animals

Reference: RITM-Department of Health, 30 January 2020

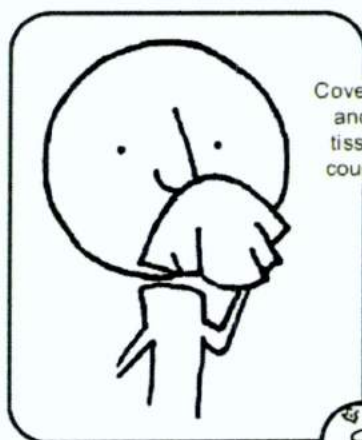
WHAT TO DO WHEN ON QUARANTINE:

1. Stay at home.
2. Limit contact with others.
3. Do self-monitoring for any of the listed symptoms to appear.
4. Observe frequent handwashing. Cleaning your hands often keeps you from spreading germs.
 - a. Wash hands with soap and warm water for 20 seconds; or,
 - b. Clean with an alcohol-based (70% isopropyl or ethyl alcohol) hand cleaner.
5. Observe proper sneeze and cough etiquette.
 - a. Cover your mouth and nose with a tissue when you cough or sneeze; or,
 - b. Cough or sneeze into your upper sleeve, not your hands.
 - c. Put your used tissue in the waste basket.
 - d. You may put on a surgical mask to protect others if you are coughing or sneezing.
6. Clean up and disinfect with diluted sodium hypochlorite (Zonrox®) or liquid Lysol®, or Lysol® spray as directed. It takes up to 3 days for viruses on surfaces to die.
7. If fever AND at least 3 of the listed symptoms develop:
 - a. Wear a face mask.
 - b. Stay at home and limit contact with others.
 - c. Call the UHS Hotline No. for assistance.



Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth
and nose with a
tissue when you
cough or sneeze

or
cough or sneeze into
your upper sleeve,
not your hands.

Put your used tissue in
the waste basket.



You may be asked to
put on a surgical mask
to protect others.

Clean
your
Hands
after coughing or sneezing.



Wash hands
with soap and
warm water
for 20 seconds

or

clean with
an alcohol-based
hand cleaner.

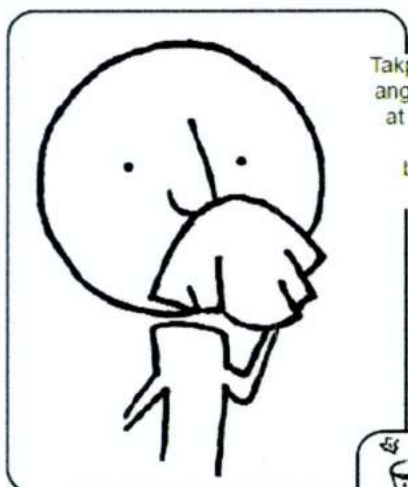


Minnesota Department of Health
1117 SE University Street
St. Paul, MN 55104
612-296-6000 or 1-800-657-3894
www.health.state.mn.us



Itigil ang pagkalat ng mga mikrobyo na nagdudulot ng sakit sa iyo at sa ibang mga tao!

Takpan ang iyong Ubo



Takpan ng tisyu
ang iyong bibig
at ilong kapag
umuubo o
bumabahing

o kaya

umubo o bumahing
sa itaas ng iyong mga
manggas, hindi sa
iyong mga kamay.



Ilagay sa tapunan ng basura
ang iyong ginamit na tisyu.



Maaaring ipagamit sa iyo ang
maskarang pang-opera upang pro-
tektahan ang ibang mga tao.



Linisin
ang iyong mga
Kamay
pagkatapos umubo o bumahing.



Hugasan ng
sabon at tubig

o kaya

linisin ng de-
alkohol na panli-
nis ng kamay.



Ministry of Health
717 25, Calamba Road
Manila, Philippines
812475474 or 14877-475474
www.health.mn.gov



Ministry of
Antibiotic
Resistance
Coordination



There is only **ONE WAY** to **properly wear your face mask.**

1

Hold mask with the
**COLORED SIDE FACING
OUTWARD.**

The white side should be next to the face.



2

Tie all the strings
(for tie-on masks) or
pull the rubber bands
tight around the ears
(for ear-loop masks) properly.
Confirm that the mask is
secure to ensure protection.



3

Secure the nosepiece
comfortably over the bridge of
the nose by **CRIMPING THE
METALLIC WIRE TO PREVENT
LEAKAGE.**



4

**Pull the mask down to cover
the chin.** The face mask
should fully cover the nose,
mouth, as well as the chin.

