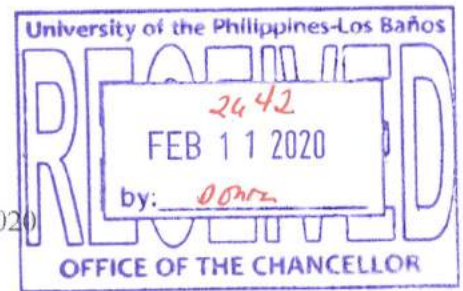




UNIVERSITY of the PHILIPPINES

OFFICE OF THE PRESIDENT

10 February 2020



MEMORANDUM NO. TJH 2020-04

TO : **ALL CHANCELLORS**

SUBJECT : **Urgent measure to help halt the spread of the Novel Corona Virus Acute Respiratory Disease**

In the wake of the continuing threat of the local transmission of the Novel Corona virus respiratory disease (2019-nCov ARD), please issue an advisory to all your faculty members, students, and staff to immediately seek medical attention should they fall under any of these categories of persons at risk of spreading the virus, namely:

- 1) Those who exhibit fever and/or coughs and colds and who have traveled to any part of China or its Special Administrative regions in the past 14 days prior to onset of the symptoms; and
- 2) Those who exhibit fever and/or coughs and colds and who have been in contact with confirmed nCov ARD patients, or persons under investigation (PUI) for the infection in the past 14 days prior to the onset of the symptoms. The modes of exposure to the disease include the following activities shared with confirmed patients and PUIs:
 - a) providing care and or handling specimens of confirmed patients or PUIs;
 - b) staying in the same closed environment with patients or PUIs;
 - c) traveling together; and
 - d) living in the same household.

Please instruct your constituents who have the foregoing history of travel and exposure to immediately contact the Department of Health (tel. nos. 8711-1001 and 8711-1002) and follow the protocol on DOH-managed treatment of the infection.

To further limit the spread of the infection, please disseminate to all your constituents the attached guidelines on proper hygiene and self-quarantine.

Thank you for your immediate compliance.

Noted:

FERNANDO C. SANCHEZ, JR.
Chancellor

TEODORO J. HERBOSA, MD.
Executive Vice President

Novel coronavirus (2019-nCoV) Advice for the UP Community

07 February 2020

On December 31, 2019, an outbreak of a new strain of coronavirus or novel coronavirus (2019-nCoV) was first reported from Wuhan, China, and has since spread across the globe. Coronaviruses belong to a large family of viruses found in both animals and humans. Some of these viruses cause illnesses that include both the common cold and the Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

With over 20,000 cases reported across 24 countries, including the Philippines, it is important to know what we must do to prevent an infection. For us in the UP community, the University has a set of protocols if we or someone we know contract what the World Health Organization has named the 2019-nCoV acute respiratory disease.

Positive for exposure

If you have traveled to China, Macau, Taiwan, Hong Kong or other areas with confirmed cases of 2019-nCoV infection, or if you have had close contact (within one meter) with a confirmed case of 2019-nCoV infection, you should stay at home and monitor yourself for symptoms such as fever, cough and shortness of breath, for 14 days from the date of arrival or exposure. While current data show that people who have symptoms contribute most to the spread of the disease, it may also be possible that people infected with 2019-nCoV may be infectious before they even show any symptoms.

If you have come into close contact with a confirmed case, or you have been exposed to potential infection during your travels, please go to the University Health Service on campus or to the nearest health facility and undergo a health assessment before resuming your daily routine.

At this point, you will be designated as **Person Under Monitoring (PUM)**, which includes self-monitoring. Here are some home quarantine instructions for PUMs:

- Stay at home except when getting medical care.
- Separate yourself from the other people in your home.
- Avoid sharing household items.
- Wash your hands frequently with soap and water and sanitize with alcohol.
- Cover your cough and sneezes with tissue.
- Wear a face mask with the colored side facing outward.
- Monitor your symptoms.
- Call ahead before visiting your doctor.

Positive for symptoms

If you have been exposed to 2019-nCoV through your travels or through close contact with a confirmed case, and you are showing respiratory symptoms, here is what you should do:

1. Go to your University Health Service on campus or to the nearest health facility. Once there, you will be asked to fill out a form that will include questions about your travel history and/or if you have come into contact with a confirmed case. Make sure you wear your face mask properly and call ahead.
2. You will be brought to a holding area where the physician on duty will more closely investigate the timing of your symptoms. At this point, you will be designated as **Patient Under Investigation (PUI)**.
3. The physician will inform the City Epidemiology Surveillance Unit (CESU) or the Municipal Epidemiology Surveillance Unit (MESU), and will continue to coordinate with the CESU/MESU in monitoring your condition, which will include admitting you to specialized hospitals with the capacity to treat the disease.

Preventive measures

When it comes to good health, an ounce of prevention is worth a pound of cure. **For the members of the UP Community who have not recently traveled to China, Macau, Hong Kong or Taiwan or come into close contact with a confirmed case**, follow these infectious respiratory disease-prevention rules from the Department of Health and World Health Organization:

1. **OBSERVE PROPER HAND HYGIENE.** Wash your hands frequently with soap and water for 20 seconds (or two rounds of "Happy Birthday"), and, if available, use an alcohol-based hand sanitizer.
2. **REMEMBER THAT YOUR FACE IS SACRED.** Avoid touching your eyes, nose and mouth. Your hands may have touched contaminated surfaces, and you can transfer germs from the surface to yourself.
3. **RESPECT PERSONAL SPACE.** Avoid crowded places and maintain at least a one-meter or three-foot distance between yourself and other people, particularly those who are coughing, sneezing and have a fever.
4. **PRACTICE GOOD COUGH ETIQUETTE.** Cover your mouth and nose with a tissue when you cough or sneeze and properly and immediately dispose of the tissue. Wash your hands properly afterward. (Refer to Step 1.) You may be asked to wear a face mask to protect others.
5. **WEAR THE FACE MASK PROPERLY.** Wear the face mask with the colored side facing outward, fully covering the nose, mouth, and chin. Never touch the mask with your hands. Remove the mask by holding only the strings. Properly dispose

of the mask. Wear a face mask only when necessary, such as if you are immunocompromised or have a cough and cold.

6. **AVOID EATING RAW OR IMPROPERLY COOKED ANIMAL PRODUCTS**, as the 2019-nCoV is also animal-transmitted.
7. **WASH YOUR HANDS WITH SOAP AND WATER AFTER CONTACT WITH PETS.** Although there is no evidence yet that pets can be infected with 2019-nCoV, this will help prevent the spread of other germs such as E. coli and Salmonella. Also, wash your hands with soap and water after visiting an animal market or wet market, and avoid unprotected contact with wild or farm animals.
8. **WASH YOUR HANDS AFTER HANDLING THINGS SUCH AS DOOR KNOBS AND TABLE TOPS.** Although coronaviruses do not survive long on objects such as letters and packages, they have been detected on places like door knobs, table tops or other surfaces.
9. **KEEP YOUR GADGETS AND PERSONAL ITEMS CLEAN.** Disinfect your mobile phones, tablets, laptops, bags, eyeglasses, etc. regularly.
10. **GET YOUR INFORMATION ONLY FROM THE PROPER AUTHORITIES** to prevent the spread of fake news and disinformation. Proper health authorities include your University Health Service on campus, the Department of Health and its city and regional offices, and the WHO.
11. **BOOST YOUR IMMUNE SYSTEM** by eating a balanced diet, getting enough sleep and exercise, and drinking plenty of water. A strong immune system will be better able to fight off the 2019-nCoV, as well as other diseases.

Know who to ask

To prevent the spread of misinformation and undue alarm, it is important that we get our information only from the proper authorities.

For questions and concerns, please contact the Public Health Unit of the University Health Service on campus or in the health facility near you.

For UP Diliman, call (02) 8981-8500 local 2709, 2701, or visit the UP Diliman Public Health Unit's Facebook page at <https://www.facebook.com/UHSPublichealth/>.

For UP Manila, call (02) 8554 8400 local 2076 and 2077; or (02) 8523 5350

For UP Baguio, call (074) 442 0363.

For UP Los Baños and the UP Open University, call (049) 536 6238.

For UP Cebu, call (032) 232 2642 local 305.

For UP Mindanao, call (082) 293 0863 local 9051.

For UP Visayas' Miag-ao campus, call (033) 315 8301; for its Iloilo campus, call (033) 337 8594.

For daily updates and information about the 2019-nCoV, please visit the DOH website (<https://www.doh.gov.ph/2019-nCov/>), and the WHO website (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>).

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2019-nCoV

NOVEL CORONAVIRUS

2019 Novel Coronavirus, or 2019-nCoV, is a new respiratory virus which originally emerged from an animal source but is now spreading from person-to-person.

Transmission is mainly via **respiratory droplets** produced when an infected person coughs or sneezes.



SYMPTOMS



FEVER AND/OR
FATIGUE

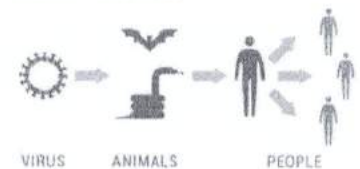


COUGH



SHORTNESS
OF BREATH

HOW IT SPREADS



SYMPTOMS
MAY SHOW UP
2-14 DAYS LATER



THERE IS NO SPECIFIC ANTIVIRAL
TREATMENT YET

I THINK I'M SICK. WHAT SHOULD I DO?

ARE YOU POSITIVE FOR EXPOSURE?



- ✓ Traveled to China, Macau, Hong Kong, Taiwan, or other areas with confirmed 2019-nCoV cases within the last 14 days, but with **NO** respiratory symptoms or fever
- ✓ With exposure to a Person Under Investigation (PUI)

You are classified as a

PERSON UNDER MONITORING (PUM)

and should observe home self-quarantine

ARE YOU POSITIVE FOR SYMPTOMS?



- ✓ Traveled to China, Macau, Hong Kong, Taiwan, or other areas with confirmed 2019-nCoV cases within the last 14 days
- ✓ With exposure to 2019-nCoV through your travels or through close contact with a confirmed case
- ✓ Showing respiratory symptoms and/or fever



You are classified as a

PATIENT UNDER INVESTIGATION (PUI)

and should go to your campus' University Health Service or to the nearest health facility for further investigation



PUM

PERSON UNDER MONITORING



PUMs do not have symptoms of 2019-nCoV but they have a history of travel to China, Macau, Hong Kong, Taiwan, or other areas with confirmed 2019-nCoV cases in the last 14 days. PUMs are also those who have had

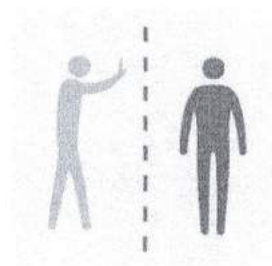
close contact with a confirmed case of 2019-nCoV infection or with a Patient Under Investigation.

It is recommended that they be on home self-quarantine.

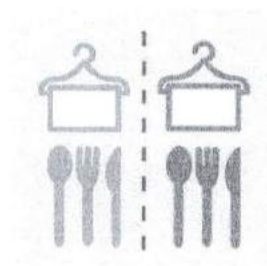
HOME SELF-QUARANTINE INSTRUCTIONS



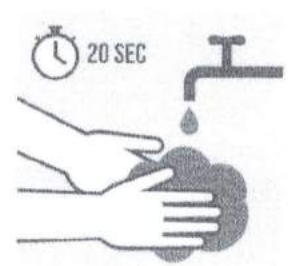
STAY AT HOME
EXCEPT WHEN GETTING
MEDICAL CARE



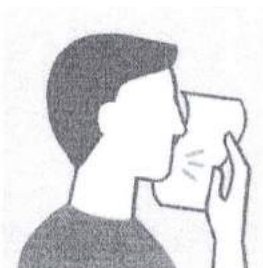
SEPARATE YOURSELF
FROM OTHER PEOPLE
IN YOUR HOME



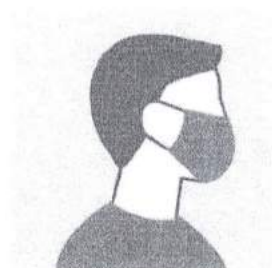
AVOID SHARING
HOUSEHOLD
ITEMS



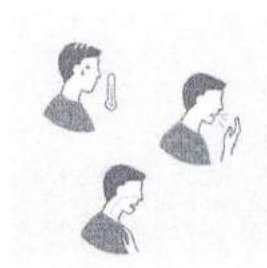
WASH HANDS WITH
WATER AND SOAP FOR
AT LEAST 20 SECONDS
OR 2 ROUNDS OF
"HAPPY BIRTHDAY"
SONG, AND SANITIZE
WITH ALCOHOL



COVER YOUR COUGH
AND SNEEZES
WITH TISSUE



WEAR A FACE MASK
WITH THE COLORED
SIDE FACING OUTWARD



MONITOR
YOUR SYMPTOMS



CALL AHEAD
BEFORE VISITING
YOUR DOCTOR



I FEEL SICK. WHAT SHOULD I DO?



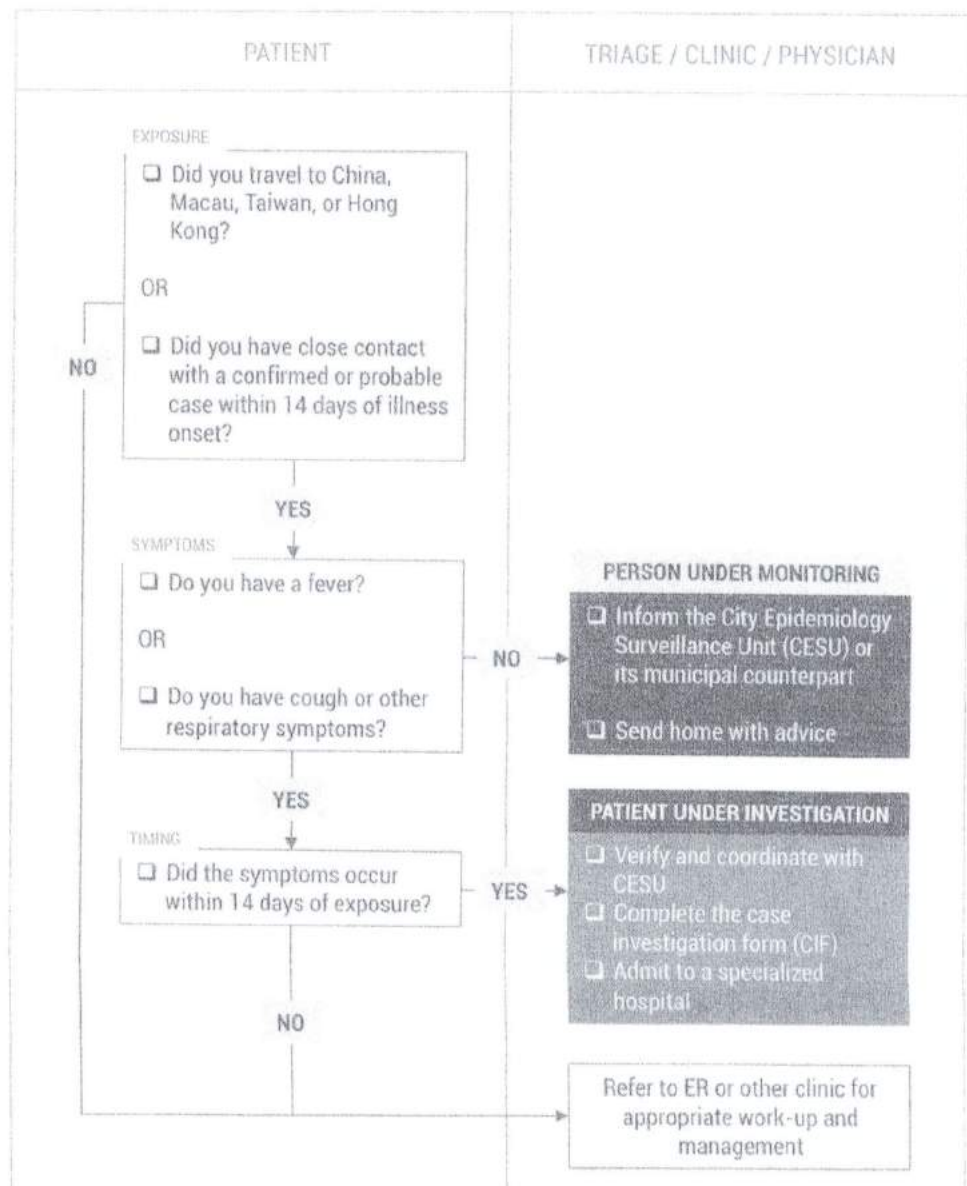
If you have been exposed to 2019-nCoV through your travels or through close contact with a confirmed case, and you are showing respiratory symptoms, **go to your campus' University Health Service (UHS) or to the nearest health facility.**

Once there, you will be asked to fill in a form that will include questions about your travel history and/or if you have come into contact with a confirmed case. Make sure you wear your face mask properly and call ahead.

UNIVERSITY OF THE PHILIPPINES HEALTH SERVICE

ALGORITHM FOR TRIAGE OF PATIENTS WITH SUSPECTED 2019 nCoV INFECTION

Sources:
University Health Service
and Philippine Society for
Microbiology and
Infectious Diseases
2019 Novel Coronavirus
(nCoV) Taskforce



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.

