



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

16 December 2020

MEMORANDUM NO. 197

Series of 2020

TO : **All UPLB Constituents**

SUBJECT : **COVID-19 Safety at UPLB: Guidelines and Protocols in the Workplace and Conduct of Activities**

In view of the continuing need to contain and prevent the spread of COVID-19, the UPLB administration is implementing the following measures to ensure the health and safety of the campus community. These guidelines and protocols may be modified and updated from time to time, in accordance with evolving resolutions from the Inter-Agency Task Force (IATF) and the U.P. System.

General Health and Safety Practices in the Workplace

Earlier directives related to observing minimum health standards and undertaking safety precautions are reiterated here.

- 1) Minimum health standards that should be practiced or adopted at all times include:
 - a. wearing of face mask/covering,
 - b. maintaining proper physical distancing,
 - c. checking of body temperature upon entry to respective offices,
 - d. submission of daily health monitoring form provided by the University Health Service (UHS),
 - e. frequent hand washing, and
 - f. sanitizing of workspaces.
- 2) UPLB personnel who are displaying any symptoms of COVID-19 such as fever (37.5°C or higher) must stay at home and notify his/her direct supervisor.

- 3) All offices must maintain a sanitation station and have regular disinfection and cleaning.

Campus Access

While the campus is accessible to the public through selected gates (subject to the gate entry policy), access to the grounds, buildings, and other facilities in the campus remains restricted to UPLB personnel and authorized individuals.

Individuals authorized to access the campus grounds, buildings, and other facilities are those entering the University with official business and for limited time periods, which include:

- 1) Invited guests of the University,
- 2) Designated vendors, suppliers, and service providers,
- 3) Contractors with on-going construction inside the campus,
- 4) Visiting students (those authorized and subject to University Policy),
- 5) Visitors of government and non-government institutions inside the campus,
- 6) Visitors of the UPLB campus housing residents, subject to UPLB Housing Policy,
- 7) Patients of the University Health Service and their authorized companion, and
- 8) Visitors attending an event/activity approved by the University.

Access by visitors who do not fall under any of these categories can be approved by the UPLB Chancellor on a case-to-case basis, upon recommendation of the UPLB COVID-19 Prevention and Mitigation Team (COVID PMT).

In relation to all visitors and guests, the following protocols must be followed:

- 1) Visitors must observe the required minimum health standards, which include: wearing of face mask or face covering; maintaining social distancing, and undergoing a temperature check when entering a campus building/office.
- 2) Visitors are not allowed to roam around the campus and should limit their visit to the office/building/facility for which they entered the campus.

- 3) If any visitor has a fever or shows symptoms of COVID-19, s/he must be instructed to leave the building/office and must be advised to seek medical care.
- 4) The host or personnel at the office/building/facility hosting the visitor must ensure that visitors fill up a health check declaration form before entry and will be responsible for contacting the visitor (if contact tracing becomes necessary).
- 5) The host must ensure that guests or visitors are following the health and safety protocols.
- 6) UPLB housing beneficiaries hosting guests/visitors should submit a request for approval by the UPLB Housing Office. For those requiring access to student housing facilities, the request should be submitted for approval to the Office of Student Housing under the Office of the Vice Chancellor for Student Affairs.

Activities and Social Gatherings in the Campus

The conduct of university activities (such as trainings, seminars, workshops, and conferences) and social gatherings are subject to observance of IATF guidelines and should be compliant with *Los Baños Municipal Executive Order No. 001*. Relevant provisions of these guidelines include the following:

- 1) Alternatives such as videoconferencing or teleconferences for the conduct of activities is highly encouraged to minimize person-to-person contact.
- 2) Family reunions are restricted within the confines of the family members in the same household or 50% maximum venue capacity. Social gatherings will be limited to the 50% maximum venue capacity while maintaining two-meter distancing of attendees.
- 3) Requests to conduct any activity requiring entry into the campus must be addressed to the UPLB Chancellor through the UPLB COVID-19 Prevention

and Mitigation Team (COVID PMT). The requesting party must send the formal communication via email to covidpmt.uplb@up.edu.ph.

- 4) Following a thorough risk assessment and the confirmation of the UPLB Chancellor, the UPLB COVID PMT will advise the requesting party of the approval to proceed, restrict, modify, postpone, or cancel the activity.
- 5) When conducting the activity/event, the requesting party/activity host must ensure that the prescribed safety and security protocols are observed. The requesting party/activity host will be held accountable for any breaches committed by event participants.
- 6) Please take careful note of the following recommended practices in planning and conducting activities or events:
 - a. It is highly encouraged to conduct activities outdoors. However, when activities are conducted indoors, prioritize the use of facilities with two door openings to allow unidirectional flow of human traffic. Where there is only one door, provide directional signs to guide human traffic in a unidirectional flow.
 - b. Use of air conditioning units is discouraged while the use of fans in or near windows is encouraged. When weather conditions allow, open windows and doors to increase fresh outdoor air, using caution in highly polluted or populated areas. Fans should be positioned in exhaust mode to prevent potentially contaminated airflow directly from one person to another.
 - c. Attendees should have two meters or six feet clear distance in all directions from all other attendees and should wear a face mask/covering at all times as well as a face shield when appropriate.

- d. Discourage sharing of items, especially those that are difficult to clean or disinfect. When sharing is necessary, materials and equipment should be cleaned and disinfected between uses.
- e. When food is offered at any event, provide pre-packaged boxes or bags for each attendee. Self-service or assisted buffets and family-style meals are discouraged.

Curfew Hours

In compliance with *Los Baños Municipal Executive Order No. 001*, curfew hours in the UPLB campus will be adjusted on specific dates as follows:

- 1) 15 December to 24 December 2020 – from 11:00 PM to 3:00 AM
- 2) 25 December 2020 – from 2:00 AM to 5:00 AM
- 3) 01 January 2021 – from 2:00 AM to 5:00 AM

Regular curfew hours from 10:00 PM to 5:00 AM shall be implemented on all other dates.

For your information and strict compliance.


JOSE V. CAMACHO, JR.
Chancellor 

cc: OVCCA
UHS
RMO