



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

*Office of the Chancellor*

16 December 2020

MEMORANDUM NO. 198

*Series of 2020*

TO : **All Deans, Directors, Department Chairs, Unit Heads, and Building Administrators**

SUBJECT : **Guidelines on Engineering Interventions and Estimation of Limited Carrying Capacities of Facilities**

In anticipation of allowing limited in-person use of campus facilities, the following guidelines are being provided to guide preparations toward the phased re-opening of the campus to students.

**1) Classrooms**

- a. Prioritize use of classrooms with at least 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. Seating in classrooms should ensure six (6) feet clear distance in all directions. If seats cannot be removed, it is recommended to tape off seats and/or rows that should be not used. Desks and armchairs should face the same direction.
- c. Provide adequate distance between people engaged in experiential learning opportunities such as for laboratory classes and vocational skill building activities.

- d. Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible or limit use of supplies and equipment to one group of users at a time to allow for cleaning and disinfection between uses.
- e. Provide for a fallow time (preferably at least 15 minutes) in between classes to allow utility workers to disinfect high-touch materials (such as tables, chairs, armchairs, and the like) before entry of a different set of students or users.

## **2) Communal Spaces**

- a. Close communal shared spaces (such as dining halls, game rooms, exercise rooms, and lounges) if possible. Otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least six (6) apart and to clean and disinfect furniture and equipment between uses.
- b. Provide physical guides, such as taped signs on floors and signs on walls, as a reminder for individuals to remain at least six (6) feet apart and to practice other minimum health safety measures (such as wearing face masks) at all times.
- c. Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain six (6) feet apart (for example, where cash registers are located). Plastic flexible screens may be installed between bathroom sinks and between beds, especially when they cannot be at least six (6) feet apart.
- d. Discourage sharing of items, especially those that are difficult to clean or disinfect.

### **3) Food Service**

- a. Make soap and water readily available for handwashing before and after eating. Otherwise, provide hand sanitizer that contains at least 60% alcohol.
- b. Where possible, create options that allow students, faculty, and staff to eat meals outdoors while maintaining at least six (6) feet distance from others.
- c. Sharing of food and utensils is highly discouraged. Use of disposable food service items are encouraged.
- d. Avoid providing small appliances (for example, toasters and waffle makers) and using self-service food or drink options (such as condiment bars and drink stations).
- e. Where refrigerators are provided, only cooked food may be stored. Food must be in closed containers placed in Ziplock bags for storage in the refrigerator.
- f. 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.

### **4) Water Systems**

- a. Provide alternative touchless or foot operated sink faucet and hand soap.
- b. At the minimum, at least one if not all faucets shall be replaced with lever-type and goose-neck design at any one specific location.

## **5) Ventilation**

- a. Use of air conditioning units is discouraged while the use of fans in or near windows (to increase the effectiveness of open windows) is encouraged. When weather conditions allow, open windows and doors to increase fresh outdoor air, using caution in highly polluted or populated areas.
- b. Position fans securely and carefully in or near windows in exhaust mode to help draw fresh air into the room via other open windows and doors while preventing potentially contaminated airflow directly from one person to another.
- c. Restrooms must have exhaust fans operating at full capacity.

While the measures described here are minimum requirements, units may choose to implement more stringent health protocols, with the concurrence of the COVID-19 Prevention and Mitigation Team (COVID PMT) through their Coordinator at [covidpmt.uplb@up.edu.ph](mailto:covidpmt.uplb@up.edu.ph).

## **Estimation of Carrying Capacity**

Unit Heads, together with their Building Administrators, are tasked to estimate the carrying capacity of each room and facility within their unit following the guidelines outlined above and the table of estimated capacity provided here (see Attachment A). The estimates should be only for classrooms, laboratories used by students, and other rooms to be used for academic purposes within the buildings.

Please use the attached template (see Attachment B) to provide the report for each building within your jurisdiction. In addition, the units are requested to provide their proposed floor layout per room for evaluation by the UPLB COVID PMT Engineering Cluster.



Please submit the filled-out template and proposed layouts to the UPLB COVID PMT Coordinator through email at [covidpmt.uplb@up.edu.ph](mailto:covidpmt.uplb@up.edu.ph) on or before **15 January 2021**.

For your information and strict compliance.



**JOSE V. CAMACHO, JR.**  
Chancellor 

Attachment: a/s

cc: OVCCA  
UHS  
RMO