



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

*Office of the Chancellor*

7 April 2021

MEMORANDUM NO. 045

Series of 2021

TO : **All UPLB Personnel and NGW/ICS Workers**

SUBJECT : **Guidelines Governing the Return to Campus from Travel and from Work-From-Home Arrangements**

When constituents of UPLB return to the campus after any official and/or personal travel activities, protocols must be followed to ensure the safety of all constituents and mitigate the related risks to the wider community.

The guidelines set forth here shall direct the monitoring and management of personnel returning to the campus from extended work-from-home (WFH) arrangements and from travel activities relevant to the risks related to the COVID-19 pandemic.

**A. For Employees Returning to Campus from WFH**

Personnel on WFH arrangement, who will be returning to the campus for the first time since 01 January 2021, have to submit their daily health status in the Online Health Monitoring System (OHMS) for fourteen (14) consecutive days (including weekends and holidays) prior to returning to the campus. Only personnel with valid OHMS Building Passes shall be allowed on the premises.

Before entering the campus, employees who will be coming from outside Laguna must also submit to their unit's OHMS Officer a medical certificate from their Local Government Unit (LGU) of origin.

**B. Requirements for Travel Requests (TRs)**

Personnel who intend to travel must secure the proper TRs especially for official engagements. In particular, personnel expecting to engage in any high-risk travel activities as defined in Item C hereof, must inform their Unit Head prior to undertaking the travel to allow the unit to plan alternative work arrangements.

Approval of TRs shall be secured from the immediate Unit Head (Department Chair, Institute/Office Director, College Dean, or Vice Chancellor) except in the following cases, where the Chancellor shall approve the TR:

- 1) when Laguna and/or the travel destination is under Enhanced Community Quarantine (ECQ) or Modified ECQ;

- 2) when the travel covers seven (7) days or more; or
- 3) when expenses are charged to the UPLB General Fund.

When travel is undertaken in line with official functions (for example, project-related field work), the head of party must: (1) ensure that all necessary health and safety protocols are followed; (2) provide a certification that all participants are aware of and accept the risks related to their activities; and, (3) be fully accountable for all liabilities, damages, or expenses related to these activities.

Whether for official or personal purposes, employees returning from trips outside Laguna that lasted for seven (7) days or more shall, before entering the campus, submit to their unit's OHMS Officer a medical certificate issued by the LGU they are returning from.

### **C. Definition of High-Risk Travel Activities**

Personnel who are returning to UPLB from travel outside of Laguna (excluding the place of residence) **and** who have been involved in any of the activities specified below are considered to have undertaken high-risk travel activities:

- 1) attended a business or academic conference, business meeting, facility visit, or similar activity, which involves a large gathering of people (a large gathering involves 10 or more persons);
- 2) attended mass gatherings and other high-risk activities such as large social gatherings (e.g., weddings, funerals, concerts, or parties);
- 3) been with crowds in enclosed spaces like restaurants and fitness centers;
- 4) stayed or slept over for more than 24 hours in a place with busy interaction of people; or
- 5) shared sleeping and/or eating quarters with a heterogeneous group of persons during the travel.

The following travel activities are NOT considered as high-risk travel:

- 1) travel between the campus and outside Laguna, solely coming from or returning to a personnel's place of residence;
- 2) activities of daily living (ADL) undertaken outside Laguna, such as grocery shopping or going to a facility for a medical check-up/therapy; and
- 3) regular trips to facilities outside Laguna, where interactions are with a homogeneous group of people (for instance, meeting with co-workers in a different facility on a regular basis).



#### **D. Protocol for Return to Campus**

- 1) Personnel returning to the campus from travel should inform the unit's administrative officer and/or OHMS Officer of the travel activities undertaken. They must also report the travel undertaken in the Online Health Monitoring System (OHMS). The administrative officer and/or OHMS Officer of the unit must ensure the proper tagging in OHMS of the returning personnel.
- 2) For personnel returning from high-risk travel and who are asymptomatic or not exhibiting symptoms of COVID-19 (*see summary protocol in Annex A*), they must:
  - a) complete the 7-day observation period at home from the date of arrival, during which the returning personnel will be on work-from-home arrangement;
  - b) submit the daily health status in OHMS or accomplish the printed Daily Health Monitoring Sheet; and
  - c) inform the unit's OHMS Officer once the 7-day observation period is completed and confirm clearance in the OHMS.
- 3) For personnel who exhibit symptoms (fever higher than 37.8° and/or cough, colds, sore throat, joint pains, difficulty breathing, loss of taste or smell, or diarrhea), especially within 14 days of return from high-risk travel (*see summary protocol in Annex B*), they must:
  - a) stay at home and strictly observe quarantine guidelines;
  - b) submit the daily health status in OHMS or accomplish the printed Daily Health Monitoring Sheet;
  - c) consult a physician for appropriate medical management;
  - d) if RT-PCR is done as part of the medical management:
    - i) if the test result is positive, follow Protocol for Confirmed COVID-19 Case (*see summary protocol in Annex C*); or
    - ii) if the test result is negative, secure medical clearance from the University Health Service (UHS) or your preferred physician (for validation by the UHS); and
  - e) inform the unit's OHMS Officer once medical clearance has been issued and confirm clearance in the OHMS.
- 4) For personnel who have been exposed to a confirmed COVID-19 case (*see summary protocol in Annex D*), they must:



- a) stay at home and complete 14 days of quarantine from the last day of validated exposure to the confirmed COVID-19 positive case;
  - b) submit the daily health status in OHMS or accomplish the printed Daily Health Monitoring Sheet;
  - c) in case symptoms develop within the 14-day quarantine period, declare these symptoms in OHMS and follow Protocol for Individuals with Symptoms (*see summary protocol in Annex B*);
  - d) after the 14-day quarantine period:
    - i) if tagged as a Close Contact by the Municipal/City Epidemiology and Surveillance Unit (MESU/CESU), secure a medical certificate from the Municipal/City Health Office; or
    - ii) if not tagged as a Close Contact by the MESU/CESU but advised by the UHS to go on quarantine, secure a medical certificate from the UHS;
  - e) submit a copy of the medical certificate to the unit's OHMS Officer and confirm that the quarantine status has been cleared in the OHMS.
- 5) For personnel who have been confirmed as COVID-19 positive (*see summary protocol for a Confirmed COVID-19 Case in Annex C*), the unit must follow guidelines as provided in OC Memorandum No. 200, Series of 2020.
- 6) All personnel must ensure that a valid OHMS building pass is issued before entering the campus.

Further inquiries or concerns related to prevention or mitigation measures and activities related to the COVID-19 pandemic in UP Los Baños may be addressed to the UPLB COVID-19 Prevention and Mitigation Team (COVID PMT) at [covidpmt.uplb@up.edu.ph](mailto:covidpmt.uplb@up.edu.ph).

For strict compliance.



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

## ANNEX A. Protocol for Individuals Returning from High-Risk Travel (*from the University Health Service and the UPLB Online Health Monitoring System*)



### PROTOCOL FOR INDIVIDUALS RETURNING FROM HIGH-RISK TRAVEL

1. **Complete the required 7-day OBSERVATION PERIOD at home, upon arrival at the residence you stay in when reporting to UPLB. You are not allowed to enter any campus building or office until the end of your Observation Period.**
2. Inform. Provide your unit's OHMS Officer with the relevant information regarding your travel activities, including the nature of the travel and the date of return to your home when reporting to UPLB.
3. Observe the following health protocol:
  - a. Diligently and truthfully submit your daily health status in the UPLB OHMS. Click here for the **Daily Health Monitoring Protocol**.
  - b. Protect the community, including other members of your household, by observing the following procedures:
    - i. Stay at home, preferably in an exclusive room.
    - ii. Wear your face mask and face shield at all times.
    - iii. Perform proper hygiene, sneeze, and cough etiquette.
    - iv. Maintain a distance of at least one meter from other individuals.
    - v. Practice other infection control protocols. **Click this link.**
4. Once your 7-day Observation Period has been completed and you are symptom-free, secure clearance from your unit's OHMS Officer to allow you to generate your building pass. You will need your OHMS building pass to enter buildings and offices on campus.
5. In case symptoms develop, declare this in the OHMS and follow the **Protocol for Individuals with Symptoms**.




### PROTOKOL PARA SA MGA GALING SA HIGH-RISK TRAVEL


1. **Kumpletuhin ang 7-araw na OBSERVATION PERIOD mula sa araw ng pagbalik sa lugar kung saan naninirahan kapag pumapasok sa trabaho sa UPLB. Hindi pinapayagan ang iyong pagpasok sa alinmang gusali o opisina ng UPLB habang ikaw ay nasa Observation Period.**
2. Ipagbigay alam sa OHMS Officer ng iyong opisina ang importanteng impormasyon tungkol sa iyong biyahe, kasama ang mga aktibidad habang nasa biyahe, at ang petsa ng pagbalik sa lugar kung saan naninirahan kapag pumapasok sa UPLB.
3. Sundin ang mga sumusunod na protokol pangkalusugan:
  - a. Ugaliing isumite araw-araw ang iyong *daily health status* sa UPLB OHMS at siguraduhing pawang katotohanan lamang at idinedeklara doon. I-click ito para sa **Daily Health Monitoring Protocol**.
  - b. Protektahan ang komunidad, pati ang mga kasama sa bahay, sa pamamagitan ng pagsunod sa tamang pamamaraan ng pag-quarantine:
    - i. Manatili sa loob ng bahay at, kung maaari, sa isang nakabukod na kuwarto o lugar sa bahay.
    - ii. Isuot ang *face mask* at *face shield* sa lahat ng oras.
    - iii. Isagawa ang tamang paglilinis, pagbathing, at pag-ubo.
    - iv. Panatilihin ang pagdistansyang hindi bababa sa isang metro ang layo mula sa ibang tao.
    - v. Sundin ang iba pang mga pamamaraan sa pag-iwas sa impeksyon. I-click ang **link na ito**.
4. Kung nakumpleto na ang 7-araw na *Observation Period* at ikaw ay hindi nakaramdan ng alinmang sintomas, makipag-ugnayan sa OHMS Officer ng iyong opisina para sa *clearance* upang makagawa ng *building pass* sa OHMS. Kinakailangan ang OHMS *building pass* upang makapasok sa mga gusali at opisina ng unibersidad.
5. Kung sakaling makaramdan ng sintomas, ideklara ito sa OHMS at sundin ang **Protokol Para sa Mga Indibidwal na May Sintomas**.




## ANNEX B. Protocol for Individuals with Symptoms (from the University Health Service and the UPLB Online Health Monitoring System)




### PROTOCOL FOR INDIVIDUALS WITH SYMPTOMS



1. Undergo quarantine from the first day of the onset of your symptoms (Day 1).  
You are not allowed to leave your home or the facility where you are in quarantine, except to consult with your physician when necessary.
2. Observe the following health protocol:
  - a. Inform. Let your unit's OHMS Officer know about your health condition for appropriate reporting to relevant authorities.
  - b. Diligently submit your daily health status in the UPLB OHMS, ensuring truthful declaration of any and all symptoms. Click here for the [Daily Health Monitoring Protocol](#).
  - c. Protect the community, including other members of your household, by observing the following quarantine procedures:
    - i. Stay at home, preferably in an exclusive room.
    - ii. Wear your face mask and face shield at all times.
    - iii. Perform proper hygiene, sneeze, and cough etiquette.
    - iv. Maintain a distance of at least one meter from other individuals.
    - v. Practice other infection control protocols. [Click this link](#).
3. Consult your physician for appropriate medical management. Contact:
  - a. University Health Service (UHS) through their Facebook Messenger account ([Online Medical Check Up](#)) to secure an online appointment;
  - b. Your local health unit; or,
  - c. Your hospital or physician of choice.
4. If RT-PCR is done as part of the medical management:
  - a. If the test result is positive, follow [Protocol for Confirmed COVID-19 Cases](#).
  - b. If the test result is negative, secure medical clearance (see no. 5).
5. Get medical clearance. Secure a [Fit to Work \(or Fit to Attend Classes\) Medical Certificate](#) from your attending physician. A medical certificate not issued by the UHS must first be validated by the UHS (through the UHS Facebook Messenger account [Online Medical Check Up](#)) before submission to your unit's OHMS Officer.
6. Submit a copy of your medical certificate to your unit's OHMS Officer.
7. Confirm that your unit's OHMS Officer has cleared your quarantine in the OHMS for you to be able to generate a building pass. You will need the OHMS building pass to enter campus buildings and offices.





### PROTOKOL PARA SA MGA INDIBIDWAL NA MAY SINTOMAS





1. Mag-quarantine mula sa unang araw kung kailan nakaramdan ng sintomas. Hindi pinapayagan ang iyong pag-alis mula sa iyong tahanan o lugar kung saan ka namamalagi habang naka-quarantine, maliban lamang kung ikaw ay kinakailangang kumonsulta sa iyong doktor.
2. Sundin ang mga sumusunod na protokol pangkalusugan:
  - a. Ipagbigay alam sa OHMS Officer ng iyong opisina ang iyong kalagayang pangkalusugan upang ito ay maipagbigay alam sa mga otoridad.
  - b. Isumite araw-araw ang iyong [daily health status](#) sa UPLB OHMS at siguraduhing naideklara nang makatotohanan ang alinmang sintomas. I-click ito para sa [Daily Health Monitoring Protocol](#).
  - c. Protektahan ang komunidad, pati ang mga kasama sa bahay, sa pamamagitan ng pagsunod sa tamang pamamaraan ng pag-quarantine:
    - i. Manatili sa loob ng bahay at, kung maaari, sa isang nakabukod na kuwarta o lugar sa bahay.
    - ii. Isuot ang [face mask](#) at [face shield](#) sa lahat ng oras.
    - iii. Isagawa ang tamang paglilinis, pagbathing, at pag-ubo.
    - iv. Panatilihin ang pagdistansyang hindi bababa sa isang metro ang layo mula sa ibang tao.
    - v. Sundin ang iba pang mga pamamaraan sa pag-iwas sa impaksyon. I-click ang [link na ito](#).
3. Kumonsulta sa iyong doktor para sa karampatang medikal na atensyon. Makipag-ugnayan sa:
  - a. University Health Service (UHS) sa pamamagitan ng kanilang Facebook Messenger account ([Online Medical Check Up](#)) upang magpatala para sa [online appointment](#);
  - b. Iyong lokal na health unit; o,
  - c. Iyong piling ospital o doktor.
4. Kung kayo ay ipinasailalim sa RT-PCR testing:
  - a. Kung ang resulta ay [positive](#), sundin ang [Protokol para sa mga Indibidwal na may COVID-19](#).
  - b. Kung ang resulta ay [negative](#), kumuha ng [medical clearance](#) (sundin ang no. 5).
5. Kumuha ng [medical clearance](#). Kumuha ng [Fit to Work \(or Fit to Attend Classes\) Medical Certificate](#) mula sa iyong doktor. Kung hindi mula sa UHS ang [medical certificate](#), kailangan itong i-validate ng UHS bago ita isumite sa OHMS Officer ng iyong opisina.
6. Magsumite ng kopya ng [medical certificate](#) sa OHMS Officer ng iyong opisina.
7. Kumpirmahin sa iyong OHMS Officer ang iyong OHMS clearance upang makagawa ng [building pass](#) sa OHMS. Kinakailangan ang OHMS building pass upang makapasok sa mga guahi at opisina ng unibersidad.

## ANNEX C. Protocol for Confirmed COVID-19 Case (from the University Health Service and the UPLB Online Health Monitoring System)



### PROTOCOL FOR CONFIRMED COVID-19 CASES



1. Undergo **STRICT ISOLATION** as advised by your Municipal/City Epidemiology and Surveillance Unit (MESU/CESU). You are not allowed to leave your home or the Isolation Facility where you are staying.
2. Observe the following health protocol:
  - a. Inform. Let your unit's OHMS Officer know about your health condition for appropriate reporting to the relevant authorities.
  - b. Diligently submit your daily health status in the UPLB OHMS, ensuring truthful declaration of any and all symptoms. Click here for the [Contact Tracing Protocol](#) and [Daily Health Monitoring Protocol](#).
  - c. Protect the community, including other members of your household, by observing the following quarantine procedures:
    - i. Stay at home, preferably in an exclusive room.
    - ii. Wear your face mask and face shield at all times.
    - iii. Perform proper hygiene, sneeze, and cough etiquette.
    - iv. Maintain a distance of at least one meter from other individuals.
    - v. Practice other infection control protocols. [Click this link](#).
3. Consult your physician for appropriate medical management. Contact:
  - a. University Health Service through their Facebook messenger account [Online Medical Check Up](#) to secure an online appointment;
  - b. Your local health unit; or,
  - c. Your hospital or physician of choice.
4. Get medical clearance once your isolation period is completed and you are not showing any symptoms. **Secure a medical certificate from your Municipal/City Health Office.**
5. Once you have been issued a medical certificate and have been cleared to leave your home or isolation facility, undergo a **repeat RT-PCR test**.
6. **Submit a copy of your medical certificate and negative RT-PCR test result** to your unit's OHMS Officer.
7. Confirm that your unit's OHMS Officer has cleared your quarantine in the OHMS for you to be able to generate a building pass. You will need the OHMS building pass to enter campus buildings and offices.



### PROTOKOL PARA SA MGA INDIBIDWAL NA MAY COVID-19



1. Sumailalim sa **ISTRITONG PAGBUKOD** o **"ISOLATION"** ayon sa payo ng iyong Municipal/City Epidemiology and Surveillance Unit (MESU/CESU). Hindi maaaring lumabas ng iyong tahanan o mula sa **"Isolation Facility"** kung saan ka nakabukod.
2. Sundin ang mga sumusunod na protokol pangkalusugan:
  - a. Ipagbigay alam sa OHMS Officer ng iyong opisina ang iyong kalagayang pangkalusugan upang ito ay maipagbigay alam sa mga otoridad.
  - b. Isumite araw-araw ang iyong **daily health status** sa UPLB OHMS at siguraduhing naideklara nang makatotohanan ang alinmang sintomas. I-click ito para sa [Contact Tracing Protocol](#) at [Daily Health Monitoring Protocol](#).
  - c. Protektahan ang komunidad, pati ang mga kasama sa bahay, sa pamamagitan ng pagsunod sa tamang pamamaraan ng pag-quarantine:
    - i. Manatili sa loob ng bahay at, kung maaari, sa isang nakabukod na kuwento o lugar sa bahay.
    - ii. Isuot ang **face mask** at **face shield** sa lahat ng oras.
    - iii. Isagawa ang tamang paglilinis, pagbathing, at pag-ubo.
    - iv. Panatilihin ang pagdistansyang hindi bababa sa isang metro ang layo mula sa ibang tao.
    - v. Sundin ang iba pang mga pamamaraan sa pag-iwas sa impeksyon. [I-click ang link na ito](#).
3. Kumonsulta sa iyong doktor para sa karampatang medikal na atensyon. Makipag-ugnayan sa:
  - a. University Health Service (UHS) sa pamamagitan ng kanilang Facebook Messenger account ([Online Medical Check Up](#)) upang magpatala para sa **online appointment**;
  - b. Iyong lokal na health unit; o,
  - c. Iyong piling ospital o doktor.
4. Kung natapos na ang iyong **Isolation Period** at ikaw ay hindi na nakaramdan ng alinmang sintomas, **kumuha ng medical certificate mula sa Iyong Municipal/City Health Office.**
5. Kung ikaw ay nakakuha na ng **medical certificate** at pinayagan nang makalabas ng iyong tahanan o Isolation Facility, **magpasailalim muli sa RT-PCR Test.**
6. Magsumite ng kopya ng **medical certificate** at negatibong resulta ng RT-PCR test sa OHMS Officer ng iyong opisina.
7. Kumpirmahin sa iyong OHMS Officer ang iyong **OHMS clearance** upang makagawa ng **building pass** sa OHMS. Kinakailangan ang **OHMS building pass** upang makapasok sa mga gusali at opisina ng unibersidad.

## ANNEX D. Protocol for Individuals with Exposure to a COVID-19 Case (from the University Health Service and the UPLB Online Health Monitoring System)



### PROTOCOL FOR EXPOSURE TO A CONFIRMED COVID-19 CASE

1. Complete 14 days of quarantine from the last day of your validated exposure to a confirmed COVID-19 positive case. You are not allowed to leave your home or the facility where you are spending your quarantine.
2. Observe the following health protocol:
  - a. Inform. Let your unit's OHMS Officer know about your health condition for appropriate reporting to the relevant authorities.
  - b. Diligently submit your daily health status in the UPLB OHMS, ensuring truthful declaration of any and all symptoms. Click here for the [Contact Tracing Protocol](#) and the [Daily Health Monitoring Protocol](#).
  - c. Protect the community, including other members of your household, by observing the following quarantine procedures:
    - i. Stay at home, preferably in an exclusive room.
    - ii. Wear your face mask and face shield at all times.
    - iii. Perform proper hygiene, sneeze, and cough etiquette.
    - iv. Maintain a distance of at least one meter from other individuals.
    - v. Practice other infection control protocols. [Click this link](#).
3. In case symptoms develop within the 14-day quarantine period, declare these symptoms in the OHMS and follow the [Protocol for Individuals with Symptoms](#).
4. After completing the 14-day quarantine:
  - a. If you have been **tagged as a CLOSE CONTACT** by your Municipal/City Epidemiology and Surveillance Unit (MESU/CESU), secure a **medical certificate from your Municipal/City Health Office**; or,
  - b. If you have not been tagged as a close contact by your MESU/CESU but have been advised to go on quarantine by the UHS, secure a medical certificate from the UHS.
5. Submit a copy of your medical certificate to your unit's OHMS Officer.
6. Confirm that your unit's OHMS Officer has cleared your quarantine in the OHMS for you to be able to generate a building pass. You will need the OHMS building pass to enter campus buildings and offices.



### PROTOKOL PARA SA MGA MAY NAKAHALUBILONG INDIBIDWAL NA MAY COVID-19

1. Kumpletuhin ang 14-araw na quarantine mula sa huling araw ng pakikihalubilo sa indibidwal na kumpirmadong may COVID-19. Hindi maaaring lumabas ng iyong tahanan o mula sa "Isolation Facility" kung saan ka nakabukod.
2. Sundin ang mga sumusunod na protokol pangkalusugan:
  - a. Ipagbigay alam sa OHMS Officer ng iyong opisina ang iyong kalagayang pangkalusugan upang ito ay maipagbigay alam sa mga otoridad.
  - b. Sumite araw-araw ang iyong **daily health status** sa UPLB OHMS at siguraduhing naideklara nang makatotohanan ang alinang sintomas. I-click ito para sa [Contact Tracing Protocol](#) at [Daily Health Monitoring Protocol](#).
  - c. Protektahan ang komunidad, pati ang mga kasama sa bahay, sa pamamagitan ng pagsunod sa tamang pamamaraan ng pag-quarantine:
    - i. Manatili sa loob ng bahay at, kung maaari, sa isang nakabukod na kuwarto o lugar sa bahay.
    - ii. Isuot ang **face mask** at **face shield** sa lahat ng oras.
    - iii. Isagawa ang tamang paglilinis, pagbabahing, at pag-ubo.
    - iv. Panatilihin ang pagdistaryang hindi bababa sa isang metro ang layo mula sa ibang tao.
    - v. Sundin ang iba pang mga pamamaraan sa pag-iwas sa impaksyon. I-click ang [link](#) na ito.
3. Kung ikaw ay nakaramdam ng sintomas sa loob ng 14-araw na quarantine period, ideklara ito sa iyong **daily health status** sa OHMS at sundin ang [Protokol para sa mga Indibidwal na may Sintomas](#).
4. Pagkakumpleto ng 14-araw na quarantine:
  - a. Kung ikaw ay naisama sa listahan ng mga **CLOSE CONTACTS** ng iyong Municipal/City Epidemiology and Surveillance Unit (MESU/CESU) at naabisuhang maayos na ang iyong kundisyong pangkalusugan, kumuha ng **medical certificate mula sa Iyong Municipal/City Health Office**.
  - b. Kung ikaw ay hindi naisama sa listahan ng **close contacts** ng iyong MESU/CESU ngunit inabisuhan ng UHS na mag-quarantine, kumuha ng **medical certificate** mula sa UHS.
5. Magsumite ng kopya ng **medical certificate** sa OHMS Officer ng iyong opisina.
6. Kumpirmahin sa iyong OHMS Officer ang iyong OHMS clearance upang makagawa ng **building pass** sa OHMS. Kinakailangan ang OHMS **building pass** upang makapasok sa mga gusali at opisina ng unibersidad.