



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

8 March 2022

MEMORANDUM NO. 035
Series of 2022

TO : **All UPLB Constituents**

SUBJECT : **Guidelines for Work Arrangement and Activities in the UPLB Campus under Alert Level 1 Quarantine Restrictions in Laguna**

Pursuant to the implementation of the COVID-19 Alert Level 1 Quarantine Restrictions in Laguna for 1-15 March 2022, subject to the Guidelines on the Nationwide Implementation of Alert level System for COVID-19 Response of the Inter-Agency Task Force (IATF) revised as of 27 February 2022, Civil Service Commission Memorandum Circular No. 18 dated 15 October 2020, and Memorandum No. NGY 22-37 dated 28 February 2022, the following guidelines shall be observed in UPLB to ensure the safety of everyone in the campus.

A. Work Arrangement

1. Except those with approved limited face-to-face activities, faculty members shall continue their work-from-home (WFH) arrangement, considering that remote delivery of classes is the prescribed mode of learning at this time. Faculty administrators and unit heads shall report to their respective offices regularly.
2. All other personnel in the University shall adhere to 100% on-site workforce. Off-site work or alternative work arrangements (AWA) may be allowed subject to the relevant rules and regulations from the Civil Service Commission (CSC) and the Office of the President (OP) as provided in the OVPA Memorandum No. NGY 22-37.

Specifically, personnel with immunodeficiency, comorbidities or other health risks, and pregnant women may choose to undertake a four-day (compressed) workweek, subject to approval by their unit head. For personnel who will undertake AWA between 1-16 March 2022, as provided in OC Memorandum No. 2022-016, the AWA may be undertaken as scheduled.

The provisions above are without prejudice to the succeeding issuances from the CSC and the OP regarding work arrangements.

3. All UPLB personnel shall report their daily health status in the Online Health Monitoring System (OHMS) regardless of their work arrangement. They must practice required minimum public health standards at all times and avoid/minimize travel to high-risk areas.

Offices/units and building administrators must ensure that all relevant engineering controls to avoid or mitigate the 3Cs (closed spaces, crowded places, and close interaction) are implemented to prevent COVID-19 transmission in the workplace.

4. As stated in the Guidelines for the Gradual Reopening of Campuses that is subject of the OVPAAM Memorandum No. 2021-169, pursuant to IATF Resolution No. 148-B, personnel reporting on-site are required to be vaccinated against COVID-19. Eligible personnel who remain unvaccinated are required to undergo RT-PCR tests regularly at their own expense. Pursuant to IATF Resolution No. 149, partially vaccinated personnel need not undergo regular RT-PCR testing, as long as their second dose is not yet due pursuant to the prescribed interval of their vaccine brand, while testing of unvaccinated personnel is required at least every two weeks. Unit heads must ensure the proper implementation of these requirements.

B. Access to Campus and Conduct of Events and Activities

While the UPLB campus is accessible to the public through selected gates (subject to the gate entry policy), access to the buildings and other indoor facilities in the campus remains restricted to UPLB personnel, authorized individuals as identified in Memorandum No. 2020-197, and individuals authorized for limited face-to-face activities.

Meanwhile, minimum public health standards for the conduct of the following events and activities inside the UPLB campus will be strictly implemented:

1. Contact and non-contact sports and activities shall be allowed only in outdoor, open-air spaces of the UPLB campus.
2. Activities such as photo-video opportunities like pre-nuptial shoots shall require a permit from the Office of the Vice Chancellor for Community Affairs.
3. Face-to-face personnel meetings are allowed, subject to physical distancing and ventilation requirements.
4. Training, seminars, workshops, social events, and organized physical events (such as motorcades and fun runs) shall be allowed, subject to the required approvals and compliance with the entry requirements for participants coming from outside UPLB.

5. Establishments such as food and beverage concessions, training facilities, and accommodation facilities may fully operate subject to strict compliance with staff and personnel vaccination requirements and adherence to safety guidelines. Accommodation in campus dormitories is open for UPLB students who have been approved for limited face-to-face activities.
6. Public transportation may operate inside the campus subject to the entry policy of the University, observance of traffic rules and regulations, and practice of minimum public health standards.

The University Police Force (UPF) shall strictly enforce the guidelines for the conduct of events and activities on the campus to ensure that the minimum public health standards are observed at all times.

C. Off-campus Activities

UPLB personnel who intend to travel must secure the proper Travel Requests (TRs), especially for official engagements. In particular, unit heads may approve TRs, except for GAA-funded activities and/or travel to (Alert Level 4 or higher) areas that require the approval of the Chancellor.

D. Curfew Hours

The University shall continuously impose its curfew hours from 10:00 P.M. to 5:00 A.M.

For your information and guidance.


JOSE V. CAMACHO, JR.
Chancellor

cc: UPLB COVID-19 PMC
OVCCA
OVCA
UHS
UPF
RMO