

# *UP Diliman College of Engineering (UPD CoE)*

## *Post-ECQ Protocols and Guidelines*

The COVID-19 Academic Response Team puts forward the following protocols and guidelines to ensure the safety of UP Diliman College of Engineering personnel as essential and priority work are resumed after the Modified Enhanced Community Quarantine (MECQ). These recommendations are specific to the UPD College of Engineering faculty and REPS, staff, employees, and students and are supplementary to the UP Diliman Post-ECQ Guidelines suggested for the first six (6) weeks after the ECQ, henceforth to be referred to as the “post-ECQ period.”

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## ***I. General Implementing Guidelines***

As adapted from the National Government<sup>1</sup> and University Guidelines<sup>2</sup>, the following are the objectives of the UPD CoE Post-ECQ Protocols and Guidelines in dealing with the COVID-19 Pandemic.

### ***Reducing transmission***

- a. Encourage frequent handwashing with soap and water, and discourage the touching of the eyes, nose, and mouth, such as through appropriate information and education campaigns.
- b. Encourage symptomatic individuals, those with comorbidities, immunocompromised to stay at home unless there is a pressing need to go to a health facility for medical consultation, if virtual consultation is not possible.
- c. Ensure access to basic hygiene facilities such as toilets, handwashing areas, water, soap, alcohol/sanitizers and other disinfectants.
- d. Clean and disinfect the environment regularly, every two hours for high touch areas such as toilets, doorknobs, switches, and at least once every day for workstations and other surfaces.
- e. Ensure rational use of personal protective equipment (PPEs) that is suitable to the setting, and the intended user. Medical-grade protective apparel shall be reserved for health care workers and other frontliners, and symptomatic individuals at all times.

### ***Reducing contact***

- a. Implement strict physical distancing at all times, especially at public areas, workstations, eating areas, queues, and other high traffic areas.
- b. Reduce movement within and across areas and settings.
- c. Restrict unnecessary mass gatherings.
- d. Limit non-essential travel and activities.
- e. Install architectural or engineering interventions, as may be deemed appropriate.
- f. Implement temporary closure or suspension of service in high-risk areas or establishments, as necessary.

### ***Reducing the duration of infection***

- a. Identify symptomatic individuals and immediately isolate, such as through the use of temperature scanning, symptom self-monitoring, and voluntary disclosure.
- b. Coordinate symptomatic individuals through appropriate health system entry points such as primary care facilities or teleconsulting platforms.
- c. Trace and quarantine close contacts of confirmed individuals consistent with Department of Health guidelines.

<sup>1</sup> DOH Interim Guidelines on the Return-to-Work, DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19

<sup>2</sup> UPD Post-ECQ Guidelines

**COVID-19** - Coronavirus Disease 2019

**COVID-19 ART** – Academic Response Team

**COVID-19 Symptoms** - Cough, shortness of breath or difficulty breathing, fever, chills (may have repeated shaking), muscle pain, headache, sore throat, loss of taste or smell.

**CoE** - College of Engineering

**ECQ** - Enhanced Community Quarantine

**Essential work** - refers to tasks that are absolutely necessary and indispensable for the basic functioning of the University, the Diliman campus and its offices.

**High body temperature:** body temperature of 37.8°C or higher.

**LGU:** local government unit.

**NEC:** National Engineering Center

**PPE:** Personal protective equipment

**Priority work** - refers to tasks that also require major attention so that the most important goals identified by the University's academic and support units are accomplished or attended to.

**Unit** – Institute/Department/Office

**Unit head** – Institute Director/Department Chair/College Official/Office Supervisor

**UPD** - University of the Philippines Diliman, the University

**UPHS** - UP Health Service

**WFH** - Work-from-Home

*Rest assured that the College, along with its respective offices, institutes and departments, will impose all the necessary heightened safety measures indicated and is acquiring the necessary equipment (i.e. thermal scanners, face masks, disinfectants) for implementation of the protocols indicated below:*

<b>UP Ad hoc Committee Recommendation</b>	<b>UPD CoE Post-ECQ 6-Week Protocols and Guidelines Implementation Plan</b>	<b>Resources used/needed</b>	<b>Personnel Directly Responsible/ Who will Implement</b>	<b>Approving/ Supervising Authority</b>
<i>A. Essential and Priority Work</i>				
<ol style="list-style-type: none"> <li>1. Temporarily suspend non-essential and non-priority tasks during the post-ECQ period;</li> <li>2. Modify the implementation of office functions so that many services can be provided online;</li> <li>3. Implement a mixed WFH and physical reporting work arrangement;</li> <li>4. Review and revise the receiving and releasing of documents to lessen close contacts; and</li> <li>5. Schedule deliveries to minimize messengerial movement within the campus.</li> </ol>	<ol style="list-style-type: none"> <li>1. Only essential and priority work will be permitted.</li> <li>2. Essential work: refers to tasks that are absolutely necessary and indispensable for the basic functioning of the University, the Diliman campus and its offices.</li> </ol> <p>Essential work includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>i. Processing of faculty requests/documents to UP units (e.g. application for leave, application for grants)</li> <li>ii. Processing of disbursement vouchers for supplies</li> <li>iii. Building maintenance (e.g. general cleaning, repair)</li> <li>iv. Building Security</li> <li>v. Reception (e.g. answering of calls, receiving of documents related to essential services)</li> <li>vi. Processing of salaries</li> <li>vii. Preparation and transmission of documents/reports related to essential services</li> <li>viii. Data processing and information dissemination</li> </ol>		Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or Research Project Leaders, CoE Admin staff	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit Head

	<p>3. Priority work: refers to tasks that also require major attention so that the most important goals identified by the University's academic and support units are accomplished or attended to.</p> <p>Priority work includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>i. Laboratory work (for research purposes)</li> <li>ii. Laboratory testing of samples</li> <li>iii. Preparation for online classes</li> <li>iv. Online meetings of faculty</li> <li>v. Checking and grading of student submissions</li> <li>vi. Office-work for projects</li> </ul>		Faculty, REPS, CoE Admin staff	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit Head, Research Project Leaders
	<p>4. All other work and general services not listed above shall be temporarily cancelled/suspended.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>i. facility use reservation requests</li> <li>ii. all face-to-face meetings with more than 3 participants</li> </ul>		Faculty, REPS, CoE Admin staff	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders, Faculty, REPS, CoE Admin staff

	<p>5. Alternative arrangements for document processing other office functions should be implemented to ensure that physical distancing is maintained:</p> <ul style="list-style-type: none"> <li>i. All faculty requests shall be coursed through University email (using @up.edu.ph accounts) as much as possible. Requests together with pertinent attachments should be sent by the faculty to appropriate admin staff for proper action.</li> <li>ii. In cases when physical documents must be submitted, the faculty shall drop the documents in the designated pigeonhole for admin offices instead of being personally received by the staff.</li> </ul>	Pigeon hole/ Designated submission bin/ Drop Box	Faculty, REPS, CoE Admin staff	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit Head
	6. All faculty members shall be strongly advised to work from home and refrain from staying in the buildings/offices for an extended period of time, unless they have to perform essential and priority work (Section A1 & A2)		Faculty	Department Chair/Institute Director, Unit Head
	7. Messengerial services shall only be scheduled twice a week unless urgent documents need to be transmitted and processed. The cut-off time for submission shall be 12NN, for transmittal to other UP offices every 2PM, daily.		Messengers, Admin staff	Department Chair/Institute Director, Unit Head, Admin staff
<b>UP Ad hoc Committee Recommendation</b>	<b>UPD CoE Post-ECQ 6-Week Protocols and Guidelines Implementation Plan</b>	<b>Resources used/needed</b>	<b>Personnel Directly Responsible/</b>	<b>Approving/</b>



			Who will Implement	Supervising Authority
<i>B. Work-from-Home Arrangement</i>				
<p>1. Unless absolutely necessary, employees with comorbidities (diabetes, hypertension, heart disease, chronic lung disease, obesity, asthma), those who are immuno-compromised (e.g., PLHIV, those with ongoing chemotherapy) and senior citizens must not be required to physically report for work and must be provided arrangements to do WFH;</p> <p>2. Employees who reside in Barangays that were under Extreme ECQ or strict monitoring (as advised by the DOH or LGU) two weeks before the post-ECQ period must not be required to do work</p>	<p>1. All UPD CoE personnel (i.e. staff, faculty, REPS) and project personnel shall be asked to declare their health condition through a <i>Health Declaration and Approved Essential/Priority Work Form (Appendix A)</i> submitted to their unit heads before they are allowed to go back to work. Units are requested to conduct an accounting of personnel. If possible, try to obtain the following information:</p> <ul style="list-style-type: none"> <li>▪ Place of residence and quarantine status (localized quarantine might eventually be implemented)</li> <li>▪ Mode of transportation (car, bike, public transport, etc....)</li> <li>▪ Accompanying members of the household (age, relation)</li> <li>▪ Source of Food (Canteens are closed even after ECQ until further notice)</li> <li>▪ Other information as deemed necessary by the project</li> </ul> <p>These data may be used in identifying personnel who may have problems in reporting for work or if certain considerations should be given to them. Collection of data should follow data privacy rules.</p> <p>2. Any employee with medical risks (senior citizen, immune-compromised, pregnant, and with</p>		<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders, Faculty, REPS, CoE Admin staff</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit Head</p>

<p>inside the campus and must be given arrangements to do WFH;</p> <p>3. Infrastructure support such as laptop computers and internet access (pocket Wi-Fi, load subsidy, etc.) should be provided by the unit to permanent and contractual employees who will WFH;</p> <p>4. Supervisors shall discuss with WFH employees so that their tasks are aligned with their targets and their deliverables are carefully noted;</p> <p>5. Supervisors shall ensure that documents and other needed information are made available to those who WFH, subject to strict observance of data privacy and non-disclosure regulations;</p>	<p>comorbidities), especially those that require medical attention shall be asked to stay at home or healthcare facility. Unless absolutely necessary, the aforementioned are required to work from home.</p>			
	<p>3. Any personnel residing in areas with Extreme ECQ or Total Lockdown or under strict monitoring (i.e. PUM, PUI, Probable, Suspected cases) shall be asked to inform the unit head about their condition. They shall not be required to physically report to work and WFH arrangements shall be provided for them. They will only be allowed to report in the office fourteen (14) days after the lifting of lockdown in their residence or after the lifting of strict monitoring.</p>		<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders, Faculty, REPS, CoE Admin staff</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders</p>
	<p>4. The College/Unit/Department/Institute shall provide infrastructure support to all personnel for their WFH arrangements.</p> <p>Support may include:</p> <ol style="list-style-type: none"> <li>Pocket Wi-Fi or support for mobile internet connection</li> <li>Faculty and staff shall be allowed to bring home a College-/unit-/Department-/Institute-issued laptop/tablet subject to the unit head's approval.</li> </ol>	<p>Pocket Wi-Fi</p> <p>Mobile Load Subsidy</p> <p>Unit-issued laptop/tablet</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit Head</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit Head</p>

6. As a courtesy, supervisors and WFH employees are enjoined to be mindful of work hours, as well as of mealtimes, weekends, and holidays.	5. All online requests and processing of documents shall be done during the regular working hours of 8AM-5PM from Monday to Friday. The staff are not obliged to respond to requests made outside the regular work hours, even if the requests are sent online.		Faculty, CoE Admin staff	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit Head
	6. All UPD CoE personnel shall be asked to keep their communication lines open for WFH arrangements to ensure the timely and efficient delivery of tasks. Everyone should be responsive during the regular work hours.		Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders, Faculty, REPS, CoE Admin staff	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders, Faculty, REPS, CoE Admin staff
<b>UP Ad hoc Committee Recommendation</b>	<b>UPD CoE Post-ECQ 6-Week Protocols and Guidelines Implementation Plan</b>	<b>Resources used/needed</b>	<b>Personnel Directly Responsible/ Who will Implement</b>	<b>Approving/ Supervising Authority</b>

### c. *Physically Reporting For Work*

<p>1. Right after the lifting of the ECQ, all units must have their offices cleaned and disinfected following UPHS-issued protocols (attached);</p> <p>2. During the first week after lifting the ECQ, only employees residing within UPD Campus or those with personal vehicles shall be allowed to physically report for work;</p> <p>3. As deemed necessary by the Head of Unit, <b>key personnel</b> who have to physically report for work but have problems in observing physical distancing during their commute shall be provided with pre-arranged transportation and/or temporary dormitory housing on campus;</p>	<p>1. On or before the first day after the ECQ is lifted, all offices of UPD CoE will be disinfected. Only the building administrators (main building and laboratories), and maintenance personnel will be allowed.</p>	<p>Disinfectant (bleach)</p> <p>Face shield</p> <p>Face mask</p> <p>Gloves</p> <p>Disinfectant spray (aerosol type)</p>	<p>Building administrators, utility personnel</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit Head</p>
	<p>2. On the first week after the ECQ is lifted, only faculty and staff residing inside the campus or those with personal vehicles will be allowed to report for work. Others are strongly advised to remain and work from their homes unless there are very urgent matters to settle in UPD CoE.</p>		<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders, Faculty, REPS, CoE Admin staff</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders, Faculty, REPS, CoE Admin staff</p>
	<p>3. As deemed necessary by the unit head, <b>key personnel</b> who have to physically report for work but have problems in observing physical distancing during their commute shall be provided with pre-arranged transportation and/or temporary dormitory housing on campus.</p>	<p>Transportation</p> <p>Temporary dormitory</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director</p>

<p>4. Unless certified by the Head of Unit to be very essential, employees may report for work for a maximum of two (2) times each week;</p> <p>5. When scheduling work and access, Heads of Units must consider the size of their offices and other workspaces (e.g., laboratories) to ensure at least two (2) meters of physical distancing;</p> <p>6. All who experience sudden onset of fever, cough, colds, diarrhea, sore throat, or difficulty of breathing, as well as those who, regardless of their current health status, had close contact or exposure to a probable or confirmed COVID-19-positive person must not report to work and must immediately notify</p>	<p>4. Admin staff who are anxious about going to office may not need to physically report to work every day. He/she may request to have a WFH arrangement from the unit head. The unit head should provide WFH arrangements (in accordance with Section B). The College will promote work-life balance through proper scheduling of activities and rotation of workforce.</p> <p>5. Unless certified by the Head of Unit to be very essential, faculty and staff may report for work for a maximum of two (2) times each week as scheduled by the unit head. Physical reporting for work shall be reduced for all staff as deemed necessary by the unit head. When it is not their scheduled physical reporting to work, personnel shall perform their duties in a WFH arrangement in accordance to Section B.</p> <p>6. Faculty and staff intending to physically go to work should schedule/inform their unit heads at least one (1) week before their intended visit. Office hours will be strictly from 8:00AM to 5:00PM only. No faculty and/or staff should remain beyond office hours. All personnel are highly encouraged to remain in their designated workstations and limit their movement outside unless necessary.</p>		<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, research project leaders, Faculty, REPS, CoE Admin staff</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, research project leaders</p>
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their unit head and the UP Health Service.	7. Unit heads must consider a 2-meter radius safe personal working space for every personnel in their offices and other workspaces in scheduling work and access.		Faculty, REPS, CoE Admin staff	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, research project leaders
	8. Anyone who experiences a sudden onset of COVID-19 symptoms must immediately report their condition to their unit head and shall be allowed to immediately go home or seek medical attention.		Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders, Faculty, REPS, CoE Admin staff	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or research project leaders
<b>UP Ad hoc Committee Recommendation</b>	<b>UPD CoE Post-ECQ 6-Week Protocols and Guidelines Implementation Plan</b>	<b>Resources used/needed</b>	<b>Personnel Directly Responsible/ Who will Implement</b>	<b>Approving/ Supervising Authority</b>

<i>D. Protocols Inside Workplaces</i>				
<b><i>I. Prior and Upon Entry to the Office</i></b>				
<p>1. Following UPHS-issued protocols (attached), janitorial staff will clean and disinfect commonly-touched surfaces (e.g., door knobs, counter tops, light switches, handles, faucets, etc.) and the floor before other employees report for work;</p> <p>2. Temperature screening must be done prior to entry to the workplace. Anyone with temperature of 37.8 degrees Celsius or higher after two takes must be referred to the UPHS for further evaluation;</p> <p>3. The use of biometric scanners shall be temporarily suspended to reduce instances of a number of people touching a common surface.</p>	<p>1. Respective units will schedule the cleaning and disinfecting of the buildings:</p> <ul style="list-style-type: none"> <li>i. all commonly touched surfaces</li> <li>ii. all bathrooms</li> <li>iii. air-conditioning filters</li> </ul> <p>prior to all employees reporting for work and at least twice a day at the start of the post-ECQ period</p> <p>2. Proper PPEs shall be worn (i.e. face masks, face shields, gloves)</p>	<p>Disinfectant (bleach)</p> <p>Face shield</p> <p>Face mask</p> <p>Gloves</p> <p>Disinfectant spray (aerosol type)</p>	<p>Building administrators, utility personnel</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit heads, Building Administrators</p>
	<p>3. Only those with prior permits/clearance will be allowed to report for work. The <i>Health Declaration and Essential/Priority Work Form</i> should be updated every week. (see Section B.1) The health declaration form that includes the purpose of visit should be submitted and approved by the respective department chairs/institute directors/unit heads. The purpose of visit should be part of the essential and/or priority services within and of the College.</p>		<p>Faculty, REPS, CoE Admin staff, Department Chair/Institute Director, Security guards</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit Heads</p>
	<p>4. The respective unit heads will then create a list of approved personnel who can enter the premises of the office/Department/Institute. This list will be given to the security guards and will be the latter's basis on who to let in UPD CoE premises.</p>			
	<p>5. No visitors and non-CoE personnel are allowed to enter UPD CoE premises unless their purpose of</p>		<p>Security Guards</p>	

<p>Supervisors or assigned personnel will take note of time of entry;</p> <p>4. Alcohol dispensers and foot baths are to be installed at entrances of all buildings. Employees are required to disinfect their footwear and hands before entry to the building.</p>	<p>visit is related to the College's essential and priority services. (i.e. document delivery, workers doing building repairs)</p>			
	<p>6. Every individual entering the UPD CoE premises should wear PPEs (i.e. face masks, face shields). A 'No face mask, No entry' policy will be strictly enforced. Face masks should ALWAYS be worn in UPD CoE premises.</p> <p>7. There will be a mandatory temperature check and hand and foot disinfection to all personnel (and visitors) before entering the building. Thermal scanners/handheld thermometers will be provided to security guards. Alcohol dispensers and foot bath shall be made available in all entrances of the building.</p>	<p>Face mask</p> <p>Thermal scanners/ handheld thermometer gun</p> <p>Foot bath</p> <p>Disinfectant (at least 60% alcohol)</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Faculty, REPS, CoE Admin staff, Security guards</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director</p>
	<p>8. Entry points should be limited and manned by security guards all the time. Holding area in the respective UPD COE buildings/offices will be established to perform all protocols indicated below (Section D.I.9):</p> <p>9. Security guards will ensure/check that everyone entering UPD CoE premises:</p> <p>i. will have purposes relating to essential and/or priority services of the college and have clearance by checking the duly signed <i>Health Declaration and Essential/Priority work Form</i> by the unit head or list provided by the unit head)</p> <p>ii. is wearing proper PPE (i.e. face mask)</p>	<p>Thermal scanners/ handheld thermometer gun</p> <p>Foot bath</p> <p>Disinfectant (at least 60% alcohol)</p>	<p>Security guard</p>	<p>with specific unit protocols by the Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director</p>



	<p>iii. have no fever by conducting a mandatory temperature check before entering the building using the following protocol:</p> <table><tr><td>Temperature</td><td>Protocol</td></tr><tr><td>Below 37.8°C</td><td>Allow entry</td></tr><tr><td>Above 37.8°C</td><td>Retake the temperature after at least 1 minute.</td></tr><tr><td></td><td>If temperature does not go down after 2 takes, refer to UPHS for proper assessment of health condition.</td></tr></table>	Temperature	Protocol	Below 37.8°C	Allow entry	Above 37.8°C	Retake the temperature after at least 1 minute.		If temperature does not go down after 2 takes, refer to UPHS for proper assessment of health condition.			
Temperature	Protocol											
Below 37.8°C	Allow entry											
Above 37.8°C	Retake the temperature after at least 1 minute.											
	If temperature does not go down after 2 takes, refer to UPHS for proper assessment of health condition.											
	<p>iv. have their hands and feet disinfected by having them step into the foot bath and spraying their hands with alcohol, respectively</p> <p>v. have their time of entry and exit of the personnel logged by the security guards in a designated logbook or computer database and avoid having personnel (themselves) writing and using a common writing pen when logging inside UPD CoE premises.</p> <p>vi. Practice proper physical distancing measures (in the case of multiple personnel entry) and/or are limited in number (designated by unit heads)</p>											
	<p>10. Anyone exhibiting COVID-19 symptoms will not be allowed to enter UPD CoE premises.</p>		<p>Faculty, REPS, CoE Admin staff, Security guard</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department</p>								

	11. Anyone refusing to follow protocols elaborated in D.I.9 will likewise be refused entry to UPD CoE premises.			Chair/Institute Director
	12. The use of biometric scanners, log books with a common writing pen, and other facilities where multiple personnel commonly touch shall be temporarily suspended and have alternative means.		Faculty, REPS, CoE Admin staff, Security guard	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director
<b>II. While Inside the Workplace</b>				
<p>1. All employees must wear a mask. This shall be observed even if an employee is alone in the office, as infected individuals can contaminate office spaces and equipment;</p> <p>2. All employees are encouraged to wash their hands with soap and water or sanitize them with at least 60% alcohol solution. This shall be done once every two hours, and before and after going to common areas (e.g., comfort room, pantry). Offices</p>	<p>1. All personnel shall be required to wear mask at all times, even when alone in the office. Washable masks are acceptable. Personnel are recommended to wear face shield when not in their designated workstation (e.g. alternating laboratory and office work).</p> <p>2. They shall also bring with them their own hand sanitizer or alcohol (pocket-size with at least 60%) and shall be advised to regularly wash/disinfect their hands (for 20+ seconds) regularly or after every physical contact they make.</p> <p>3. Every office shall be provided with an alcohol dispenser. All personnel shall be advised to regularly disinfect hands (once every two hours) and before and after going to common areas (or before entering the office). Comfort rooms will also be supplied with hand soap.</p>	<p>Face shield</p> <p>Face mask</p> <p>Alcohol dispenser (at least 60%)</p> <p>Hand soap in comfort rooms</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or Faculty, REPS, CoE Admin staff</p>	<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit heads</p>

<p>shall procure alcohol, disinfectant and soap;</p> <p>3. Strict physical distancing (at least 2 meters apart) between workers must be observed at all times. Offices are advised to make necessary rearrangements or alternatives in their workplaces such as converting conference and meeting rooms to office spaces;</p> <p>4. All employees must practice physical distancing during lunch breaks and merienda breaks. If possible, it is advised to bring “baon” to lessen food deliveries to the offices or to avoid queueing for meals at canteens or food establishments. All employees are enjoined to bring their own drinking bottles and other food utensils;</p> <p>5. Meetings of three or more personnel are</p>	<p>4. On the first day of their return to office, all personnel shall be advised to wash all food utensils, dispose of all spoiled food left before the ECQ, and dispose of all food that were exposed to disinfection agents.</p>		Faculty, REPS, CoE Admin staff	
	<p>5. All personnel will be required to observe strict physical distancing by having a <i>2-meter radius safe personal working space</i>:</p> <ul style="list-style-type: none"> <li>i. Office rearrangement or reduction of employees reporting for work daily (in accordance with Section C.5-C.6) shall be done, if necessary.</li> <li>ii. All personnel gathering (e.g. eating together) shall be prohibited at all times.</li> <li>iii. All face-to-face meetings with more than 3 participants shall be prohibited</li> <li>iv. Paperless transactions and processing are preferred and highly encouraged (in accordance with Section A.4) to avoid physical contact.</li> </ul>		Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or Faculty, REPS, CoE Admin staff	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit heads
	<p>6. Utility personnel shall be asked to standby to regularly (every 2 hours) disinfect (by spraying and wiping) all public areas particularly the commonly-touched surfaces such as doorknobs, light switches, handrails, doors, chairs, countertops, walls, floors, among others. The unit heads/building administrators shall provide a schedule of disinfection and the specific utility personnel assigned.</p>	<p>Face shield</p> <p>Face mask</p> <p>Disinfectant (Aerosol type)</p>	Utility personnel	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit heads, Building Administrators
	<p>7. All personnel should regularly disinfect their tables and work stations. All personnel should likewise</p>	Tissue	Faculty, REPS, CoE Admin staff	

highly discouraged and must be done only when absolutely necessary. Faculty meetings must be done online;	use tissue in handling and disinfect the telephone after every call they make, or any other common equipment (e.g. printer buttons, paper shredder, staplers) before and after usage.	Alcohol dispenser (at least 60%)		
6. All offices are enjoined to go paperless. Whenever possible, documents are to be scanned and routed via email to other offices, always mindful of data privacy and protection;	8. For elevators, only one person at a time shall be allowed inside. Elevator biometric scanners shall be deactivated to minimize touches. A plastic shield may be installed on the buttons for easier disinfection. A footbath and hand sanitizers shall also be placed near elevators.	Plastic shield for elevator buttons, Foot bath, Alcohol dispenser (at least 60%)	Everyone using the elevators (Faculty, REPS, CoE Admin staff)	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit heads, Building Administrators
7. Whenever possible, windows must be kept open to ensure good air circulation;	9. A separate waste bin shall be added to the current waste bins for the storage of all infectious wastes (i.e. disposable masks, face shields, tissues, gloves, and the like). All personnel shall be required to follow proper waste segregation and take special attention to the disposal of these infectious wastes. All infectious wastes should be disposed by wrapping with a tissue and/or plastic bag before disposing. They shall also be informed of the proper disposal procedure of these wastes before throwing them out to the bins. Utility personnel shall also be trained on proper handling of these wastes.	Waste bin for infectious waste	Faculty, REPS, CoE Admin staff, utility Personnel	Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Unit heads, Building Administrators
8. Frequently touched office objects (door knobs, telephones, photocopier keys, etc.) should be disinfected at least four (4) times each day – twice in the morning and twice in the afternoon;				
9. As before, units are requested to segregate waste at source. A separate bin must be designated for				

<p>‘infectious wastes’ (e.g., used disposable masks, used gloves, and soiled tissues). These wastes should be sprayed with alcohol upon disposal into the dedicated garbage bin, everything should be wrapped in plastic afterwards, and the exterior should be sprayed with bleach solution so that trash collectors are not exposed to possible hazards.</p>				
<p><b>III. Prior to Leaving the Workplace</b></p>				
<p>1. The use of biometric scanners shall be temporarily suspended to reduce instances of a number of people touching a common surface. Supervisors or assigned personnel will take note of time of exit;</p> <p>2. Employees are to sanitize their desk, keyboard and mouse before leaving.</p>	<p>1. The use of biometric scanner for logging in or out of office shall not be allowed. Any other biometric scanners will be temporarily suspended.</p>		<p>REPS, Project staff, CoE Admin staff</p>	
	<p>2. All personnel should disinfect their workstation and ensure that all windows are closed before leaving the office. Doors must be locked. A clean desk should be practiced at all times.</p>	<p>Disinfectant (Aerosol Type)</p>	<p>Faculty, REPS, Staff</p>	
	<p>3. Utility personnel shall be required to secure the garbage bags daily to the solid waste storage before they leave. They shall also disinfect the storage after securing all garbage bags in.</p>	<p>Disinfectant (Aerosol Type)</p>	<p>Utility personnel</p>	<p>Building Administrators</p>

<p>Personal paraphernalia on desktops must be kept at a minimum.</p> <p>3. The exterior of filled garbage bags that are put out for collection must be sprayed with bleach solution so that trash collectors are not exposed to possible hazards.</p>				
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<i>E. Other Recommendations</i>				
<p>1. Non-essential visits to UPD offices are discouraged and only visitors with appointments will be entertained. Visitors with prior appointments must wear masks, must subject themselves to body temperature check, and will be attended to only at areas designated by the host unit.</p>	<p>1. All visits that are not related to essential and/or priority work and services as enumerated in Section A.1-A.2 shall not be allowed.</p> <p>i. All physical meetings shall likewise not be allowed in accordance to Sections A.3 and D.II.5. Online platforms (e.g. Zoom, Google Meet) shall be the primary mode of holding meetings.</p> <p>ii. Faculty shall be allowed to come to UPD CoE to hold or attend online meetings/classes, provided, they strictly adhere to all protocols detailed in this plan.</p> <p>iii. Visits not related to Sections A.1-A.2 shall have prior permission from the unit heads at least 24 hours before the</p>		<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Committee heads and/or Faculty, REPS, CoE Admin staff, Security guards</p>	

<p>2. Canteens inside offices will not be allowed to operate during the post-ECQ period. Non-food businesses inside the campus are allowed to operate provided they deploy only personnel who are not from EECQ areas. Businesses are enjoined to use digital wallets for contactless transactions.</p> <p>3. Temporary storage/holding areas of wastes (applicable to some buildings) should be disinfected regularly. Storage areas should be clean, secure, and protected from the elements, pests, and disease vectors. Individual bags of wastes should be properly-labeled prior to storage</p>	<p>expected visit. Visitors shall observe protocols detailed in Sections D.I. The units reserve the right to deny entry to any visitor who violates any of the protocols.</p> <p>iv. Canteen concessionaires shall not be allowed to operate like usual. Specific protocols on alternative modes may be put into place by units.</p>			
	<p>2. The unit heads/building administrators, with the assistance of utility personnel, shall ensure that all building equipment are properly maintained despite not being regularly used.</p> <p>i. All air-conditioning units, water pipelines shall be inspected on the first day of lifting of the ECQ.</p> <p>ii. Regular cleaning and disinfection of rooms shall be continued to avoid contamination.</p>		<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director, Utility Personnel</p>	
	<p>3. The College shall form the Post-ECQ Academic Response Team per unit to oversee the implementation of all measures detailed here. The team shall be composed of the Dean, Associate Deans, Institute Directors and Department Chairs, along with other unit-specific administrators and officials. Units may also formulate additional guidelines to address specific</p>		<p>Dean, Associate Deans, College Secretary and other College Officials, Department Chair/Institute Director</p>	

while waiting for collection.	concerns provided they do not go counter to the ones listed above.			
<p>4. All UP employees, working from home or physically reporting to work are advised to observe the following self-care measures to prevent COVID-19:</p> <p>a. Wash hands frequently with soap and water or with alcohol-based sanitizers;</p> <p>b. Maintain proper physical distancing;</p> <p>c. Avoid touching eyes, nose and mouth;</p> <p>d. Cover mouth and nose with bent elbow or tissue paper when coughing or sneezing. After which, dispose of the tissue immediately and wash your hands;</p>				



<p>e. When feeling unwell or if there is cough, fever, sore throat or difficulty in breathing, stay at home and seek medical attention.</p> <p>5. Units may formulate additional guidelines to address specific concerns provided they do not go counter to the ones listed above.</p>				
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## ***II. Specific Protocols and Guidelines for UPD College of Engineering***

### ***A. Undergraduate Classes***

As a precautionary measure to combat the possibility of infection from the SARS-CoV-2, commonly referred to coronavirus in the classroom in a post-ECQ period, it is important that the UPD CoE take action to avoid further transmission, reduce the impacts of the outbreak and formulate control measures. For this purpose, the following guidelines are suggested while minimizing disruption and protecting students from discrimination.

#### ***Basic recommendations:***

1. Students and instructors showing symptoms of SARS-CoV-2 infection should not come to school;
2. The Departments/Institutes of UPD CoE should enforce basic disinfection practices such as regular handwashing with soap, alcohol rub/hand sanitizer/chlorine solution and, at a minimum, daily disinfection and cleaning of classrooms;
3. Provision for water, sanitation, and waste management facilities and formulate cleaning and decontamination procedures;
4. Enforce social distancing to prevent the spread of SARS-CoV-2 infection. Complementary social distancing procedures may include:
  - a. Cancelling gatherings and events that entail crowded conditions.
  - b. Whenever possible, spaces between chairs should be at least one meter apart.
5. Provide alcohol-based hand rub (hand sanitizers) in each classroom, particularly at entrances and exits;
6. Clean and disinfect all classrooms at least once a day.

#### ***Plan of action if students become unwell***

Contact details of health staff or a health hotline number should be displayed in a conspicuous location in each classroom for easy reference during emergencies. Being mindful of creating stigma or discrimination, each department/institute should implement a procedure for separating sick students from those who are well.

A procedure should be in place for informing parents, and consulting with health care providers/health authorities wherever possible. Students may need to be referred directly to the UP Health Service, or sent home. Such procedures should be shared with faculty, parents, and students ahead of time. Moreover, the departments/institutes should develop and agree on a response plan should a student exhibit the symptoms of the disease such as dry cough, fever, and difficulty of breathing. The response plan should include at the minimum:

1. Identification of an area where the student can be safely isolated;
2. Plan for transport to the nearest health facility;
3. Contingency measures if a student tests positive for SARS-CoV-2.

### ***Adapt school policies where appropriate***

Prepare a flexible attendance policy that encourages students to stay home when sick. Incentives for perfect attendance is discouraged. Conversely, a monitoring procedure to track absences should be developed and compared against usual absenteeism patterns. The administration should be informed should there be a spike in student absenteeism due to respiratory illnesses.

### ***Plan for continuity of learning for sick students who are thus unable to attend classroom instruction***

Support for sick students can include:

1. Use of online/e-learning strategies;
2. Assigning reading and exercises for home study;
3. Conducting remote daily or weekly follow up or consultations with the student.

Privacy considerations while conducting online learning:

1. Recording online lectures, classes, and meetings can facilitate asynchronous learning and is particularly suitable for students who get sick. However, the instructor is encouraged to figure out what can or cannot be legally done;
2. “Screen sharing” makes it possible for others to see your browser tabs.

### ***Managing health risks in large classes***

Should it be necessary to hold large classes, the following considerations should be kept in mind.

- Consider whether a face-to-face meeting is needed. Could it be replaced by a teleconference or online event?
- Consider the possibility of holding small but multiple class sessions so fewer people attend;
- Make sure all students attending the class provide the following contact details: mobile telephone number, email, and address where they are staying. Retain the names and contact details for at least a month. Explain to the students that this information will be used for tracking purposes if any student will later develop symptoms of consistent with SARS-CoV-2 infection;
- Provide information or a briefing, on the measures in place to make the class safe for the students;
- Provide alcohol dispensers prominently around the venue;
- Arrange seats so that participants are at least 1 meter apart;
- Check if the venue is well ventilated. Open windows and doors whenever possible;
- If someone was isolated as a suspected COVID-19 case, all the students in the class should be informed at once. They should self-quarantine and monitor themselves for the symptoms for 14 days and take their temperature twice a day.

### ***Managing health risks during school trips***

While experiential learning is deemed a valuable tool for gaining knowledge, it poses risks of contracting the COVID-19 disease. Should a field trip become necessary, the

Departments/Institutes should formulate guidelines for such an activity. The following considerations are suggested when deciding if a school trip is warranted:

- Check the DOH website for warning levels and other travel advisories for the area where the field trip will be conducted. The following URLs should be useful for this purpose:

Website: <https://www.doh.gov.ph/2019-nCov>

Facebook: <https://www.facebook.com/OfficialDOHgov>

Twitter: <https://twitter.com/DOHgov>

- Make sure all participating students are completely covered by health insurance.

## *B. Student Affairs*

### ***Student organizations and activities***

1. For the duration of the **mid-year**, no students will be allowed to stay in their respective tambayan;
2. Only students who are enrolled in the mid year, and those with special permits from their Department/Institute will be given access to the laboratories and library;
3. The 24/7 study area will be open but with strict implementation of social distancing.

Assuming blended learning is adopted in the **1st semester 2020-2021**, and students are present in the campus, the following implementation guidelines will apply:

1. Applications for student org recognition will be done **online**, just like in the previous semester. Deadline of submission of requirements is Sept 30;
2. ***Tambayan clean up*** will be required before the semester starts. Only a limited number of members per student organization will be allowed to participate so that social distancing may still be observed;
3. Until the public health crisis in the country has been contained, ***no students will be allowed to stay in their respective tambayans***;
4. Student activities that require mass gathering within and outside the campus will be disallowed until prior notice;
5. Faculty advisers are required to strictly monitor org activities.

### ***Student Wellness Program***

Now more than ever, the student wellness program will be in high demand due to the psychological impact of the enhanced community quarantine on students, faculty and staff. Recognizing this, well programs will resume but with implementation of social distancing.

### ***Scholarships***

#### ***2nd Semester 2019-2020***

1. The remainder of the stipends for 2nd Sem 19-20 will be deposited to the respective bank accounts of scholars.

2. For applications received in the second semester, they will still be evaluated, and stipends will be given for the entire second semester for those who are accepted in the scholarship program.

### ***Mid-year 19-20***

1. Scholars who are enrolled in the mid year as required in their curriculum will receive their stipends, as stipulated in their contracts.

### ***1st Semester 2020-2021***

1. Scholarship applications for 1st Sem 20-21 will be done online;
2. For first semester applicants, deadline of submission of requirements will be Sept 30, 2020 (assuming classes start on August);
3. Interviews will be via zoom, or via phone if face to face is not possible.

Applications may be sent to [upcoescholarships@gmail.com](mailto:upcoescholarships@gmail.com)

Application form <https://drive.google.com/open?id=1XOmltIVcXtPW1hG-obBoo4lebdzxjfMa>

### ***Thesis Support Grants***

#### ***2nd Semester 19-20***

1. TSG will be disseminated to those whose applications were received prior to the lockdown;
2. Revised LIB will be required considering that the unprecedented decision to end the semester has also abruptly changed their budget requirement;
3. TSG will be deposited to the respective bank accounts of grantees;
4. Applications for TSG will still be accepted until May 15, 2020.

#### ***1st Semester 20-21***

1. Applications for 1st Sem 20-21 TSG will be open until October 31, 2021.

### ***C. Research Activities***

With the ongoing health crisis, we recognize that thorough evaluation of our current and future research activities must be done to consider the health of our researchers, the spread of the disease, the timely impact of our research, how the research will be accomplished, and the resources that will be needed.

### ***Health of our researchers***

1. All project leaders, laboratory heads, and thesis advisers are responsible for evaluating the specific tasks and resources that a research activity will require. The following should be taken note of:
  - a. Any task that will pose significant health risks should be avoided (i.e. physical surveys in multiple populated areas, or working in a crowded area);
  - b. Any task that will violate any local/national health guidelines shall be avoided;

- c. Alternatives to risky activities shall be considered.
2. The health conditions and the environment of the researcher must be considered. Pregnant, ill, or elderly personnel, as well as those who have to commute from a heavily-infected area, shall be given work-at-home duties only;
3. Work in Laboratories and offices may proceed as long as social distancing is strictly enforced. Masks must be worn at all times, especially in air-conditioned spaces. Open-air areas shall be designated for lunch spaces. Open ventilation or HEPA filtration is encouraged.

### ***Minimizing the spread of the disease***

1. All travel should be minimized. All research activities that require travel outside of the building shall be documented, including the names of people that they came in contact with;
2. Approval of all travel outside of Metro Manila but within the country is solely with the Chancellor. Project Leaders are advised to plan their project-related local travels and secure Travel Order from the Chancellor;
3. All foreign travels shall be discontinued except for ministerial meetings and scholarship/trainings that are grant-funded or undertaken at no cost to the government;
4. Physical attendance to conferences or symposia or any large gatherings, either local or foreign, shall be discontinued.

### ***Administration***

1. We shall strive for online submission and transmission of all documents, including vouchers, contracts, reports, letters, and certifications. Any hard copies will only be handled by batch 24 hours after submission;
2. Electronic signing of documents will be allowed. Upon approval and getting the signature of the signee, the forwarding via email of the signed document to the other offices must have all the previous signatories copy-furnished;
3. Administrative personnel should operate with a skeletal crew under alternating schedules. The staff of ERDT will come in 2.5 days per week each. Half will report the whole day of Monday and Wednesday, and Friday morning. The other half will report the whole day of Tuesday and Thursday, and Friday afternoon;
4. Project leaders shall re-evaluate the staffing needs of their projects. Shifting schedules must consider curfews and quarantine schedules;
5. Project leaders shall consider additional communication resources needed for work-at-home scenarios;
6. We strongly advise that all procurement be sourced locally, preferably within Metro Manila. Expect delays in procurement for goods coming from overseas.

### ***Research Topics***

1. We shall discourage pursuing future research that require substantial travel;
2. We highly encourage research and development that are relevant to the health crisis;

3. We encourage thesis topics and research activities that may be done mostly at home. Project leaders and laboratory heads shall consider allowing computers and small lab equipment to be temporarily brought home.

### **NBC 580: ADOPTION OF ECONOMY MEASURES IN THE GOVERNMENT DUE TO EMERGENCY HEALTH SITUATION**

The National Budget Circular 580 impacts the Line Item Budgets of our projects. DOST is still to release a memo about the project LIBs. In the meantime, expect the following when preparing your LIBs:

1. Discontinuance by at least 10% in the cost of the following:
  - a. Services of consultants and technical assistants;
  - b. Consumption of fuel, water, electricity and other utilities;
  - c. Consumption of supplies and materials, except for essential and critical supplies and materials related to COVID-19
  - d. Cost of trainings, seminars, and workshops
  - e. All other MOOE items not enumerated above
2. Removal of budget for all foreign travel except scholarships

#### *D. National Graduate School of Engineering (NGSE)*

#### ***Office Manning***

NGSE office will be manned according to the following schedule. WFH on other days.

Lynne Serrano - M-Th

Elvie Manalo - MW

Anne Bustillos – TTh

#### ***Business Processes***

All business processes such as requests for TCG, endorsements, and the like will be fulfilled online.

#### ***Graduate Application***

Online applications will be highly encouraged. Payment requirement has been deferred and will only be required prior to informing the student final decision of the Program.

#### ***Thesis Proposal/Final Defense/Comprehensive Examination***

NGSE will implement approved Online Examination guidelines. Approvals of appropriate documents will be done via email. Application for Online Examination may be submitted by 11 May, 2020.

## ***Policy Matters***

Changes/new policies will be discussed at the NGSE Committee Level and then at the Graduate Program Coordinator level via email and online meetings. GPCs are expected to discuss them with their constituents and bring the recommendations/suggestions to the GPC meetings. Final approval by GPC will be by ad referendum.

## **Administrative Protocols and Guidelines**

The following protocols will be implemented to ensure the health and safety of the UP College of Engineering faculty and staff after the enhanced community quarantine is lifted. These will be implemented during the post-ECQ period as defined in the recommended guidelines of the OVCCA.

### ***Accounting of Personnel***

In order to get a better picture of the status of our personnel, each department/institute shall conduct an accounting of the faculty and staff. If possible, try to obtain the following information:

- Place of residence and quarantine status (localized quarantine might eventually be implemented);
- Mode of transportation (car, bike, public transport, etc....);
- Health Status;
- Accompanying members of the household (age, relation);
- Source of Food (since canteens are closed during this period, this might be a problem for some);
- Other information as deemed necessary by the department.

These data may be used in identifying personnel who may have problems in reporting for work or if certain considerations should be given to them. Collection of data should follow data privacy rules.

### ***Access to Building***

Access to the buildings with high traffic (e.g. Melchor, EEE, ChE, ICE) is recommended to have separate entry and exit points. Everyone (i.e. faculty, staff, and students) should go through a temperature check before entering while observing physical distancing. Temperature checks will be conducted by the guards and as per health service guidelines, a temperature of 37.8 degrees Celsius or higher will be referred to the UPHS for further investigation. Each building shall identify an isolation/holding area for anyone who will be waiting for further instructions from the health service. Temperature checks may be conducted two times before declining entry to anyone.

Alcohol dispensers should be placed at the entrance of all buildings.

Please advise all personnel to avoid going to the campus if they feel sick or if they have been in contact with known positive cases of COVID-19.



### ***Laboratory/Office Spaces***

Each department/institute shall ensure that everyone will observe physical distancing when working in their respective areas. Faculty, staff, and researchers should have a four-square meter workspace. The different offices should be rearranged if needed.

Everyone should wear a mask even if working alone, as infected individuals may contaminate spaces and equipment.

### ***Classrooms***

If classes will be used by students during this time, the respective departments should mark chairs and tables that may be used to observe physical distancing.

### ***Cleaning and Disinfection***

As advised by OVCCA, there will be regular disinfection of areas especially those that are frequently touched objects. Janitors reporting for work during this period shall be provided masks and disinfection equipment. Building administrators will coordinate this with UPD CoE.

Each department/institute may introduce other policies for their respective buildings. Please be reminded that we are not returning to business as usual. Even if the ECQ is lifted, please remind everyone that the threat of the virus is still there. Always practice self-care measures to prevent being infected by the virus.

### ***E. Office of the College Secretary***

#### **Rationale**

Upon the lifting of the ECQ, most of us will be required to report for work and work-from-home (WFH) on a staggered basis to maintain physical distancing. As the main office for student services the Office of the College Secretary handles most of the paper work for students. To keep our own employees safe, the following protocols are suggested.

1. The Office of the College Secretary (MH 204) will be open Monday to Thursday for the next six weeks or until the normalization of work. Alcohol/Sanitizer will be available at the door and visitors will be required to use these before entering the premises.
2. All employees will be required to keep their masks and rubberized gloves on at all times during their stay at the office. A yellow garbage bag will be provided for the disposal of these items after office. Employees are encouraged to dispose of these items with care.
3. Manning Schedule: During the first six weeks upon coming back the office schedule is as follows:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Bernabe						Disinfection Schedule	
Damian							
Franco							
Molina							

Nacu						
Ocampo						
Villalobos						

Upon normalization, the following work schedule will be followed.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Bernabe							
Damian							
Franco							
Molina							
Nacu							
Ocampo							
Villalobos							

- Posters will be available outside for specific Instructions on how to conduct business online. Most certificates and forms will be made available in the OCS tab of the UPD COE website: [www.coe.upd.edu.ph](http://www.coe.upd.edu.ph) (to be confirmed).
- Any urgent matters can be emailed to [ocs@coe.upd.edu.ph](mailto:ocs@coe.upd.edu.ph) and will be addressed within 24 hrs.
- Students are requested to refer to the website for all needs and are discouraged from leaving their homes unnecessarily. Should they find the website does not address their needs, call in first to inquire at (632) 8981 8500 local 3104.
- The OCS will conduct staff meetings every Monday morning to discuss the work load for the week and make arrangements for the WFH workload. Bringing home official documents are discouraged unless absolutely necessary. Staff will be allowed to take a picture of the documents in their cell phones for reference when they do the assignments.
- Weekly reports on work accomplished will be documented and reported every Friday afternoon.
- All other policies put forward by the University will be strictly followed.

## *F. Extension Activities*

### **Rationale**

The Enhanced Community Quarantine (ECQ) is scheduled to end on May 15, 2020. In order to prevent the resurgence of COVID-19, post-ECQ measures are needed. Post-ECQ period, as defined in the UPD guidelines from OVCCA, refers to the 6-week period after the lifting of ECQ on May 15, 2020. Post-ECQ operations/implementation protocols must be in place. In general, these protocols cover the implementation of social/physical distancing, sanitary/disinfection practices, and others.

## ***Extension Services***

Extension services or activities consist of one or more of the following activities:

- Training courses or programs;
- Seminars, fora, workshop, and similar activities;
- Technical advisory;
- Community outreach activities;
- Other activities beneficial for people not belonging to UPD CoE.

## ***General Protocol***

1. The holding of extension-related gatherings is generally prohibited and should be postponed indefinitely if it cannot be held online. If gatherings must be held, permission from the CoE Dean and/or the Chancellor should be secured. Overview, objectives, plan, and schedule of activities should be submitted, discussed, and revised accordingly to ensure risks are minimized;
2. Training courses must be conducted online as much as possible through learning management systems. Departments and institutes are encouraged to offer online courses through the UP NEC;
3. Technical advisory activities, including TWG meetings, must be held online as much as possible. Small (5 persons or less) face-to-face meetings are allowed provided that these are absolutely necessary. Social distancing and protective/sanitary/disinfection protocols must be strictly observed;
4. Community outreach should be avoided as much as possible. Only those that are absolutely necessary may be allowed by the Chancellor. Plans must be well-prepared, with activities coordinated with the Office of the CoE Dean, UP Office of Extension Coordination, and the partner community/LGU/NGA/SUC/organization;
5. Other extension activities are not allowed except with expressed permission from the CoE Dean and the Chancellor, especially for those to be held outside the campus.

## ***G. Public Affairs Office***

The Office of the Associate Dean for Public Service is an administrative office operating under the Office of the UP College of Engineering (UPCoE) Dean. The overarching feature of its mandate is to act as the central organization through which the College **communicates** and extends **service** to the UP College of Engineering community (i.e. students, staff, alumni, personnel, etc.), academic institutions (local and foreign), partner institutions and industries, government agency collaborators, and to the general public. It aims to be the conduit by which the College informs the public, establishes relations, and forges collaborations with both internal and external institutions.

The Office of the Associate Dean for Public Service brings together the following committees and offices:

1. Institutional linkages Office
  - a. Committee on Institutional Linkages (COIL)

2. International Linkages Office
3. Alumni Affairs Office
4. College Information Office
  - a. Data Privacy
  - b. College Public Affairs and Information Committee
  - c. Tulong ng Engg sa Bayan
  - d. Radio Program
5. Faculty Socials Committee

## **Post ECQ Implementing Guidelines For Activities And Services Under Office Of The Associate Dean For Public Service**

With the anticipated easing of restrictions put in place to combat COVID-19, and the subsequent return of the workforce, the Office of the Associate Dean for Public Service is adopting the following guidelines to manage its operations:

### ***1. Institutional Linkages Office And Committee On Institutional Linkages (COIL)***

#### **a. Mandate**

The Committee on Institutional Linkages (COIL) shall carry out the following functions:

- i. Develop policies and setting strategies aimed at strengthening institutional linkages;
- ii. Actively promote the College of Engineering to expand opportunities for collaboration with various organizations;
- iii. Enhance coordination among departments and institutes of the College of Engineering, especially on matters related to internships;
- iv. Formalize partnerships, ensuring that such is beneficial for the College of Engineering and its constituents;
- v. Monitor and evaluate partnerships based on entered agreements;
- vi. Organize activities related to institutional linkages.

Under COIL, the SIGLA (*Sub-committee on Industry and Government Linkages with the Academe*) shall have these specific functions:

- i. Ensure coordination of internship-related activities among departments and institutes
- ii. Strengthen, expand, and innovate on the internship programs of the departments and institutes of the College of Engineering, and
- iii. Monitor and evaluate internship programs and formulate recommendations for continuous improvement of the programs.

#### **b. Protocols on activities and services**

- **MOU/MOA processing**

Departments/institutes needing assistance in processing MOU/MOA with their partner institutions, shall follow these guidelines:

- i. Requests from partner companies and partner universities in MOU/MOA processing shall be accommodated by COIL *through email and/or phone calls*. UPCoE faculty members shall contact COIL if there are queries and requests from their partner companies/universities:

Contact Person: Roseanne Ramos/ Lani Pernia

Email Address: rvramos@up.edu.ph/lani.pernia@coe.upd.edu.ph

Phone number: +63 908 9485 208/+63 917 8481 978

- ii. COIL shall compile digital copies of MOU/MOA and other required documents for review, approval, and submission to different channels.
- iii. The processing of the submitted documents shall go through the following offices (*Reference: MOA Processing Guide for UPD units issued by OVCAA, and signatories shall be requested to sign on the digital copies (i.e., to affix electronic signature)*).

*Office of International Linkages Diliman (OILD)*

Contact name: Noelle Camilla R. Rivera

Designation: Head, Partnership and Communications Section

Email: oild\_partnerships.upd@up.edu.ph

Phone number: 02-8981-8500 local 2561 (currently on WFH)

*Office of Field Activities (OFA) Diliman*

Contact Person: Lizzy Guevara

Email Address: ofadiliman@up.edu.ph

Phone number: +63 917 5893 014

*Office for Advancement of Teaching OVCAA Diliman*

Contact Person: Kristina Dizon

Email Address: ovcaa.oatdiliman@up.edu.ph

Phone number: 981-8500 local 2562/ +63 961 3920 912

*Budget Office (awaiting feedback)*

Contact Person:

Email Address:

Phone number:

*Diliman Legal Office (DLO)*

Contact Person: Atty. Alan M. Y. Roxas, Jr.

Email Address: [dilimanlegal.upd@up.edu.ph](mailto:dilimanlegal.upd@up.edu.ph)

Phone number: 8920-6886

*Office of the Chancellor*

Contact Person: Evangeline Dionisio

Email Address: [endionisio@up.edu.ph](mailto:endionisio@up.edu.ph), [ocdiliman@up.edu.ph](mailto:ocdiliman@up.edu.ph)

Phone number: VoIP no is 8510 / 8929-5401

- iv. Face-to-face meetings with partner institutions and in-person signing of documents will not be allowed during this “new normal” state. Scheduled MOA signing with partner institutions from May to July 2020 may be done through teleconference.

- **Internship of undergraduate students**

Departments/Institutes that regularly offer On the Job Training (OJT) during Midyear term (June-July) shall ensure the safety of the faculty and students by providing alternative options for internship such as:

- i. Contact companies engaged in online/remote work (e.g., software-based projects, online research, etc.) or companies that can provide office-based work considering minimal contact and safety measures against COVID-19;
- ii. Explore the feasibility of the department/institute as the “host company” for the OJT students through involvement in existing research projects with online/remote set-up or through bridging programs that can be incorporated in academic courses;
- iii. Reduce the required number of hours for the students (from the required 240 hours to actual midyear duration or based on the agreed number of hours by COE);
- iv. Conduct OJT work during the regular semester (anytime between August to December) following the required number of hours if the physical set-up is already possible to be rendered by students;
- v. Other options based on curriculum requirements by each department/institute.

*NOTES (for the department/institutes):*

- i. Review guidelines from OVCAA  
(Please refer to [Memo-No.-MLT-18-126](https://ofa.upd.edu.ph/wp-content/uploads/2018/04/Memo-No.-MLT-18-126.-Guidelines-on-Practicum-or-Internship-Program-in-the-Philippines-UPD-Academic-Field-Activity-Type-1A.pdf), can be accessed here: <https://ofa.upd.edu.ph/wp-content/uploads/2018/04/Memo-No.-MLT-18-126.-Guidelines-on-Practicum-or-Internship-Program-in-the-Philippines-UPD-Academic-Field-Activity-Type-1A.pdf>)
- ii. If student needs to be physically present during internship, the department/institute must provide a waiver form in which a student signs and acknowledges the risks of

the pandemic and he/she shall also be responsible in observing safety protocols in dealing with the assigned tasks in a face-to-face setup. The department/institute shall provide specific safety guidelines to the student.

*COIL shall aid in the following:*

- i. Contact the partner companies/institutions of each department/institute (SIGLA members will share the list and responses of companies to their OJT handlers);
- ii. Secure internship-related documents from the partner companies/institutions (i.e., copy of approved/signed MOA with UP and Internship Contract/Agreement);
- iii. Process the company's MOA (for companies without MOA) who are willing to accept interns and offer remote/online work. To fast track the processing of documents, COIL shall provide a basic document/template to be approved by DLO;
- iv. Assist in requesting an endorsement from the UP CoE Dean and other signatories for any amendments in the MOA regarding terms of internship (e.g., the scope of work, number of required hours).

- **Internship seminars / job fairs**

Internship seminars and job fairs scheduled from May to July 2020 shall be postponed.

## ***2. International Linkages Office (Under COIL)***

### **a. Mandate**

The primary work of the International Linkages Office (ILC) is to explore and facilitate cooperation and linkages with foreign universities and relevant foreign institutions or organizations. These cooperation and linkages may be in the form of joint research and publication, student and faculty exchange, sharing of references, trainings, sponsorship of conferences, and other academic activities. The ILC facilitates in preparing the MOU/MOA for the collaborations that engage the UP CoE with international universities and entities in undertaking specific activities, for planning, implementation, monitoring, and evaluation of such activities.

### **b. Protocols on activities and services**

- Collaboration will be limited to online conferences and exchange of publications.
- Regular or essential conferences per department/institute —the ones that the department/institute regularly hosts and the ones that the department/institute attends. Conference announcements and Calls for Papers need to be published online for possible attendees. A website must be created for this purpose. The ILC shall facilitate in making the online conference announcements and in making the MOUs/MOAs between UP COE and the collaborating institutions.

## ***3. Alumni Affairs Office***

### **a. Mandate**

The UP CoE Office of Alumni Affairs serves as the link of the college to the alumni both locally and internationally. The goals include

- i. to strengthen the participation, involvement, commitment, and support of the alumni to the college's vision and mission.
- ii. to establish professional and social linkages and networks between the college/university alumni associations/offices and the alumni both here and abroad; and
- iii. to coordinate, facilitate, and monitor institutional programs, activities, and services to the alumni.

b. Protocols on activities and services

- **Education and Fellowship: Seminars and lectures (i.e. Distinguished Alumni Series) and Alumni homecoming and recognition of alumni achievers (i.e. UPAE homecoming)**

All alumni lectures/seminars will be conducted and delivered online. No physical lectures and similar activities will be held until regular classes resume.

- **Linkages, Alumni Feedback, Networks and Direct services**

All communications will be through online. Physical meetings are discouraged.

#### ***4. College Information Committee***

a. Mandate

The college information committee serves the following mandate:

- i. Relay, write, and facilitate essential events, promotional tools, and activities/information;
- ii. Manage UPD CoE social media platforms (i.e., Facebook, website, twitter, etc.);
- iii. Invite guests for Itanong kay Engineer (every Monday, 4:00 – 5:00 PM);
- iv. Implement other tasks and activities related to public affairs and information dissemination.

b. Protocols on activities and services

- **Public lectures**

All public lectures will be online. In the case that physical event can proceed in the future here are the basic implementing protocols to keep event organizers, staff, lecturers, and participants safe:

*BEFORE the event*

- i. Check the advice from the authorities in the community where the meeting or event will be held. Follow the authorities' notice;
- ii. Develop and agree to a preparedness plan to prevent infection at the meeting or event.
- iii. Limit the number of attendees;



- iv. Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available;
- v. Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend;
- vi. Make sure all organizers, participants, caterers, and visitors at the event provide contact details: mobile number, email, and home/hotel address. State clearly that their details will be shared with local public health authorities if any participant becomes ill with suspected infectious disease. Anyone who does not agree with this condition cannot attend the event or meeting.
- vii. Develop and agree to a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least:
  - Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated;
  - Plan on the meeting participant can be safely transferred from the event place to a health facility;
  - Know what to do if a meeting participant, staff member, or service provider tests positive for COVID-19 during or just after the meeting;
  - Agree with this plan in advance together with the partner health care provider.

#### *DURING the event*

- i. Briefing, preferably both orally and in writing, on COVID-19 measures to make the event safe for participants should be done by the organizers;
- ii. Encourage regular handwashing or use of an alcohol rub by all participants at the meeting or event;
- iii. Encourage participants to cover their face with the back of the elbow or tissue if they cough or sneeze. Supply tissues and closed bins for disposal;
- iv. Provide contact details or a health hotline number that participants can call for advice or give information;
- v. Display dispensers of alcohol-based hand rub prominently around the venue;
- vi. Arrange seats so that participants are at least 1 meter apart;
- vii. Open windows and doors whenever possible to make sure the venue is well ventilated;
- viii. If anyone who starts to feel unwell, follow the preparedness plan or call the hotline.

#### *AFTER the event*

- i. Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19;
- ii. If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should inform participants. Participants should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day;
- iii. If participants develop even a mild cough or low-grade fever (i.e., a temperature of 37.8 degrees Celsius or more), they should stay at home and self-isolate. This means

avoiding close contact (less than 1 meter) with other people, including family members. They should also call their health care provider or the local public health department, giving them details of their recent travel and symptoms.

## **5. Faculty Socials Committee**

### **a. Mandate**

The primary task of the UP CoE Socials and Special Events Committee is to develop and execute activities to promote faculty wellness and camaraderie. These activities include but are not limited to:

- Regular faculty socials/ fellowships/ gatherings
- Participation of faculty members to university socials activities
- Participation of faculty members in the Engineering Week
- Organizing socials activities for Faculty Conference 2020

### **b. Protocols on activities and services**

- **Faculty and Admin Conference, Events and Social Gatherings**

Faculty and admin conference can be facilitated online. The seminars can be done on Zoom or similar applications or can be uploaded in a shared online folder that anyone can easily peruse in their own time. The speakers can think of activities that participants can do and assess individually to supplement the lectures.

If physical gatherings can proceed, the following guidelines are recommended (on top of the health guidelines):

- i. Keep attendance to a minimum and ensure that there is plenty of space between guests in the conduct of the event;
- ii. Thoroughly sanitize the venue before and after the event;
- iii. Record names and contact details of all attendees in all gatherings to ease tracing if needed;
- iv. Be in touch with office heads that report ill employees who attended the event and facilitate tracing immediately to check if exposed individuals experience similar symptoms.

## *H. College of Engineering Library*

### **A. Rationale**

This document has been prepared with reference to the *UP Diliman Post-ECQ Guidelines* to provide guidance to all library personnel on how the libraries should operate and perform its services once work has resumed in UP Diliman taking into consideration the health and safety of all library personnel and clientele.

## **B. General Guidelines**

In ensuring the safety and well-being of all library personnel and its clientele, it is important that libraries determine the most essential services to be enabled or resumed and the work to be prioritized during the post-ECQ period. *Essential Work* refers to tasks that are absolutely necessary and indispensable for the basic functioning of the UPD Libraries while *Priority Work* refers to tasks that require major attention in ensuring that our important goals are accomplished and our mandates are performed.

The *Work-From-Home* (WFH) arrangement is the most recommended setup or work mode during this period. However, there are some tasks or services that require the personnel to be physically present in the library. In these cases, a *Skeleton workforce* may be arranged by the Unit Heads with their staff who can report for work physically on a schedule agreed by all parties concerned.

Other alternative work arrangements (e.g., four-day workweek, staggered working hours) may be considered by individual libraries upon consultation with and approval of their Deans/Directors and/or the University Librarian.

Staff meetings shall be conducted virtually or in areas that allow for appropriate physical distancing.

## **C. Coverage and Scope**

These interim guidelines, together with the *UP Diliman Post-ECQ Guidelines*, shall be used and applied consistently in all the Main Library Divisions/Sections and the College/Unit Libraries in UP Diliman during the post-ECQ period. It shall take effect as soon as the ECQ or GCQ has been lifted and shall remain in force until otherwise repealed or until the State of National Emergency has been lifted.

## **D. Skeleton Workforce**

Some essential services require a minimum number of personnel to be physically present in the library. These include, but not limited to, the following:

### **Circulation and User Services**

- Lending and returning (limited during Phase 1), unless using self-service kiosks (e.g., RFID Self-Check system)
- Collection maintenance: shelving (limited during Phase 1)

### **Acquisitions / Collection Development**

- Accessioning of new book acquisitions (limited during Phase 1)
- Processing acquisition/procurement of library equipment and resources

### **Cataloging and Indexing**

- Cataloging of printed materials (priority items only and limited during Phase 1)

#### Administrative tasks

- Receiving and disseminating office communications (messengerial services)

#### Other library tasks

- Digitization of library materials (image capture)
- Maintenance of physical servers

### **E. Work-From-Home Arrangement**

The following tasks may be performed by the library personnel at home, either physically and/or using computers and various communication channels (e.g., internet, phone):

#### Reference and Information Services

- Managing and updating social media platforms, websites, blogs, etc.
- Answering reference inquiries using various platforms (email, social media, phone) and providing research support
- Updating links to online resources and databases
- Conducting online library instruction sessions
- Designing and editing of publications
- Providing Current Awareness Services
- Issuing / reactivating remote access codes
- Developing marketing / promotional materials (e.g., infographics)

#### Circulation and User Services

- Processing library accountabilities
- Facilitating online reservation of books
- Issuing of library clearance

#### Acquisitions / Collection Development

- Updating and consolidating the Accession Inventory List (AIL)
- Following-up with suppliers regarding requests for quotations and deliveries
- Processing of recommended materials for purchase
- Processing of payments of items purchased
- Communicating with other staff and offices re: acquisition process

#### Cataloging and Indexing

- Cataloging of library materials
- Indexing of periodicals, UPiana publications, etc.
- Encoding and editing bibliographic records

- Revising periodical and theses holdings
- Revising and updating Microfilm Nos. thru iLib Database

#### Administrative tasks

- Processing of documents, appointments, vouchers, and salaries, etc.
- Preparing performance targets and/or output
- Receiving and disseminating office communications (Online)
- Communicating and coordinating with other offices
- Preparing requisition of supplies and materials
- Consolidating and preparing reports
- Performing records and reports management

#### Other library tasks

- Performing digitization services (e.g., image capture/processing/uploading)
- Providing IT Technical support
- Promoting and marketing library resources and services (website & social media)
- Processing (arrangement, description) of archival materials
- Updating of databases

## **F. Suspended Services**

The following tasks or services are temporarily suspended during the post-ECQ period (During Phase 1; but may be extended as needed):

#### Use of Library Spaces, Facilities, and Equipment

- Use of discussion rooms, reading areas, viewing rooms, etc.
- Access to computers (internet workstations, etc.)
- Photocopying, printing, and scanning services
- Viewing of multimedia materials (physical)
- Tapping of electricity

#### Reference and Information Services

- Assisting readers in external services
- Conducting face-to-face reference services
- Conducting physical library instruction sessions
- Providing Library Tours
- Doing document delivery services

- Accommodating non-UP users

#### Circulation and User Services

- Lending (using face-to-face transaction)
- Performing collection maintenance (inventory of books, book covering, etc.)
- Manning of Control desks
- Facilitating Inter-Library Loans
- Recalling of overdue books
- Accepting payment of fines

#### Acquisitions / Collection Development

- Processing of donated materials/gifts
- Acquiring of print resources (unless strongly justified)
- Facilitating or accepting of book donations

#### Other library tasks

- Repairing/binding of library materials

### **G. Services that may be Offered Remotely (Online)**

The following online services and information systems shall remain accessible or be made available to the UP Diliman constituents thru online means:

- a. Search of the Online Catalog (<https://ilib.upd.edu.ph>) and other local databases (IPP : <https://ipp.mainlib.upd.edu.ph>, IPN: <https://ipn.mainlib.upd.edu.ph>)
- b. Access to online resources (e.g., subscribed foreign electronic databases/journals, open access e-resources) via remote access login/password or via remote access platform (e.g., EzProxy: <https://ezproxy.upd.edu.ph>).
- c. Access to UP Publications, including electronic theses/dissertations (thru the Institutional Repository: <https://digitalarchives.upd.edu.ph>)
- d. Access to local digital resources, e.g., rare periodicals (thru the Open-Access Digital Repository: <https://repository.mainlib.upd.edu.ph>)
- e. Document delivery services
- f. Online book requests / online reservation
- g. E-book lending
- h. Online library instruction
- i. Viewing multimedia resources (if the platform is available)
- j. Reference and research support services

## **H. Maintaining Social Distancing**

To minimize the possible transmission of the Coronavirus, the following social distancing measures and adjustments in the library services may be observed/implemented:

- a. Controlling / Limiting User Admissions
  - Limiting the number of users inside the library or in the reading areas
  - Implementing a ticketing system
  - Accommodating users by appointment only
  - Restricting access to non-UP users
  - Suspending ID checking at Control desk; Using access control system (e.g., scanning barcoded ID, using RFID barrier gates) if available
- b. Reconfiguring Staff Work Spaces
  - Reorganizing workspaces
  - Putting barriers between work areas
  - Assigning minimum number of staff per workstation
- c. Reconfiguring Library Spaces
  - Reorganizing furniture to allow 1.5m distance
  - Identifying spaces that will be utilized and those that will remain closed
  - In areas where there is a concentration of users, such as self-service kiosks, circulation desks, and computer stations, distance markings must be installed so that a minimum distancing of at least 1.5 meters will be followed
  - Limiting the number of OPAC terminals
  - Implementing a closed-shelving system
- d. Moving to Online Resources / Online Transactions
  - Implementing advanced booking system (e.g., using book request form)
  - Moving to digital formats but still in compliance with the provisions of Copyright Law
  - Acquiring more electronic resources
- e. Changes in Circulation and User Services
  - Minimizing face-to-face transactions by implementing self-service systems (self-check-in/out), if available
  - Extending loan periods to minimize library visits
  - Suspending or minimizing photocopying services

- Using book chute/drop for book returns (see Section J: Handling Book Returns)

## **I. Handling Book Returns**

To ensure the safety of both staff and materials of the library, the following measures shall be observed in handling book returns:

- a. All libraries should provide a book chute or return boxes.
- b. Returned materials should be placed in isolation in designated quarantine areas for a minimum of seventy-two (72) hours.
- c. The use of disinfectant (Clorox and the like) is not recommended as this will damage books and other paper-based materials.
- d. Disinfect books by using UV sterilizer/sanitizer (e.g., Book Shower) - UV light can disintegrate/kill germs, viruses, bacteria, molds, etc.
- e. Staff handling returned books should, at all times, wear gloves, face masks, and other protective gear.
- f. Frequent handwashing is a must.

## **J. Building safety and sanitation**

Before reopening buildings and allowing the use of the physical library, cleaning and disinfection of library spaces should be done in accordance with the set standards of sanitation.

Pursuant to DOH Department Memorandum No. 2020-0157 or the *Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure against COVID-19* and the UPHS Memorandum on *Cleaning and Disinfection of Building and Offices*, libraries are enjoined to observe the following :

- a. Cleaning staff (janitors and utility workers) are provided with appropriate Personal Protective Equipment (PPE) such as disposable gloves and gowns.
- b. Proper disposal of PPEs to avoid contamination of the wearer and surrounding spaces.
- c. Adherence to the recommended steps in cleaning and disinfection as provided in Section II of the UPHS Memorandum.
- d. Compliance of staff with Section C. Physically Reporting for Work and Section D. Protocol Inside Offices of the UP Diliman Post-ECQ Guidelines (Administrative Order No. FRN-20-052).



## **K. Communication plan**

A communication plan is designed to reach library staff and to communicate with the public via different platforms the information on post-ECQ guidelines and the library re-opening plan.

- a. This may be done utilizing various communication channels including, but not limited to, e-mail, social media (Facebook, Twitter), and online meeting platforms (via Zoom, Messenger).
- a. The office of the University Librarian shall designate a Hotline that employees can call to ask questions regarding the transition, back to work orders, and other information about the post-ECQ Guidelines.
- b. Infographics and other pub mats about CoVid-19 shall be created to further enhance the understanding of the nature and effects of the virus, promote coping strategies, and disseminate relevant information.

## **L. Library Resources Management**

Cognizant of the anticipated changes in the teaching and learning approaches and strategies of the University, the Library shall

- a. conduct a review of the collection development policies particularly on fund management, selection policies, and acquisition priorities;
- b. make recommendations for subscription to electronic and online resources in support of online learning (classes being held mostly via online platforms); and
- c. revise policies on access and use of library resources to conform with the requirements for social/physical distancing and to minimize person to person transactions.

## **M. Library Staff Training and Development**

- a. The University Library shall continue with its programs on staff training and development but should take into account limitations on mobility and health concerns of each and every employee.
- b. Staff safety and protection shall be the top priority theme in the design and planning of training programs and activities to include training on physical distancing, health and hygiene, and safe handling of library materials.
- c. Library staff shall be encouraged to participate in virtual learning activities, i.e. webinars and online training, including but not limited to the following topics:
  - Providing online library services;

- Understanding and managing online resources; and ○
- Finding sources for remote learning and working.

## **N. Reopening Timeline and Phasing**

In preparation for the full reopening of UPD Libraries after the lifting of the M/ECQ, a timeline of phasing is recommended and shall be included in the reopening plan.

Below is a proposed timeline for implementing the post-ECQ work plan in accordance with these interim guidelines. It is divided into four (4) phases: Phase 1 will span the first six (6) weeks after the post-ECQ period; Phase 2 will start on week 7 until week 10; Phase 3 will begin on week 11 and conclude on week 13; and Phase 4 will commence on week 14 when all services are assumed to have returned to normal operations. This, however, may be adjusted depending on the state of public health of the city, the directive of the University Administration, and/or the preferences of the individual Colleges/Units.

### III. UPD CoE Institutes and Departments

#### A. Institute of Civil Engineering

	ICE Post-ECQ 6-Week Implementation Plan	Resources Needed (See Appendix 1 for Budget Requirement)	Directly Responsible ICE Personnel
<b>A. Essential and Priority Work</b>			
<ol style="list-style-type: none"> <li>Temporarily suspend non-essential and non-priority tasks during the post-ECQ 6-week period;</li> <li>Modify the implementation of office functions so that many services can be provided online;</li> <li>Implement a mixed telecommuting (WFH) and physical reporting (WRW and WOS) work arrangement;</li> <li>Review and revise the receiving and releasing of documents to lessen close contacts; and</li> <li>Schedule deliveries to minimize messengerial</li> </ol>	<ol style="list-style-type: none"> <li>The following are essential services in ICE:               <ol style="list-style-type: none"> <li>Processing of faculty requests to UP units (e.g. application for leave, application for grants)</li> </ol> </li> </ol>		ICE Admin staff
	<ol style="list-style-type: none"> <li>Processing of disbursement vouchers for supplies</li> </ol>		Leah Lopez
	<ol style="list-style-type: none"> <li>Building maintenance (e.g. general cleaning, repair)</li> </ol>		JR Resurreccion, Felix Maullion, Eddie Dolatre utility personnel
	<ol style="list-style-type: none"> <li>Building Security</li> </ol>		Security Guards
	<ol style="list-style-type: none"> <li>Reception (e.g. answering of calls, receiving of documents related to essential services)</li> </ol>		Amelia Mosquera, Marissa Tibayan
	<ol style="list-style-type: none"> <li>Processing of salaries</li> </ol>		Marissa Tibayan, Leah Lopez, Amelia Mosquera
	<ol style="list-style-type: none"> <li>Transmission of documents related to essential services</li> </ol>		Mervin Sabdani
	<ol style="list-style-type: none"> <li>The following are next-essential services (priority service per UP Ad hoc committee) in ICE:</li> </ol>		Faculty

movement within the campus.	a. Laboratory work (for research purposes)		
	b. COMSLAB testing of samples		COMSLAB Personnel
	c. Preparation for online classes		Faculty
	d. Online meetings of faculty		Faculty
	e. Checking and grading of student submissions		Faculty
	f. Office-work for projects		Project Leaders and Faculty Project Staff
	3. All general services not listed above shall be temporarily suspended.		
	a. All facility use reservation requests will be cancelled. The Institute will inform the requesting party involved that their reservation is cancelled. No new requests for facility use will be entertained for the 6-week period post-ECQ.		JR Resurreccion
	b. Automatic approval of faculty request for room use through the online portal shall be temporarily disabled. Requests for room use may still be made through the portal by the faculty but subject to the approval of the Director.		Faculty Director
	c. All face-to-face meetings with more than 3 participants shall not be allowed.		
	4. The following alternative arrangements for document processing shall be implemented to ensure that physical distancing is maintained:		
	a. All faculty requests shall be coursed through University email (using @up.edu.ph accounts) as much as possible. Requests together with pertinent attachments should be sent by the		Faculty, Admin Staff

	faculty to appropriate admin staff for proper action.		
	b. In cases when physical documents must be submitted, the faculty shall drop the documents in the designated pigeonhole for admin offices (ICE 107, ICE 406). Close contact submission should be avoided at all cost.		Faculty, Admin Staff
	c. All inbound documents shall be dropped off at the pigeonholes and should not to be personally received by the admin staff. Admin staff should regularly check their respective office's pigeonhole.	Pigeonhole / dropbox	Admin Staff
	d. All COMSLAB test results shall be released electronically to the client. Clients will be advised to coordinate with COMSLAB staff by University email (using @up.edu.ph accounts). In case the client needs the physical document of results, it shall be delivered to them through Grab or Lalamove or other courier services, at the expense of the client.		COMSLAB staff
	5. All faculty members shall be strongly advised to work from home and refrain from staying in faculty offices for extended period of time, unless they have to perform tasks related to/or listed in ICE-A.1 and ICE-A.2		Faculty
	6. Messengerial services shall only be scheduled twice a week unless urgent documents need to be transmitted and processed. The cut-off time for submission shall be 12NN, for transmittal to other UP offices every 2PM, daily.		Mervin Sabdani
<b>B. Work-from-Home (WFH) Arrangement</b>			

<p>1. Unless absolutely necessary, employees with any of the medical conditions diabetes, hypertension, heart disease, chronic lung disease, obesity, and/or asthma, those who are immuno-compromised (e.g., PLHIV, those with ongoing chemotherapy), and senior citizens must not be required to physically report for work and must be provided arrangements to do WFH;</p> <p>2. Employees who reside in Barangays that were under Extreme ECQ or strict monitoring (as advised by the DOH or LGU) in the two weeks immediately preceding the post-ECQ period of these Guidelines must not be required to do work inside the campus and must be given arrangements to do WFH;</p> <p>3. Infrastructure support such as laptop computers and internet access (pocket Wi-Fi, load subsidy, etc.) should be provided by the unit to permanent and</p>	1. All ICE personnel (i.e. staff, faculty, REPS) shall be asked to declare their health condition through the Health Declaration Form (Appendix 2) before they are allowed to go back to work. Any employee with medical condition that needed attention shall be asked to stay at home or healthcare facility. They shall be given work from home only if necessary.		Staff, Faculty, REPS DDPDF Director
	2. All project personnel shall likewise be asked to declare their health condition to their respective Project Leaders. The Project Leaders shall report to the Director if anyone of his/her staff has medical condition that needed attention. WFH arrangement shall be provided by the Project Leader to the project staff concerned.		All project personnel Project Leaders Director
	3. Any personnel who reside in areas with Extreme ECQ or Total Lockdown or under strict monitoring (PUM, PUI, Probable, Suspect cases) shall be asked to inform the Director about their condition. They shall not be required to physically report to work and WFH arrangements shall be provided for them. They will only be allowed to report in the office fourteen (14) days after the lifting of lockdown in their residence or after the lifting of strict monitoring.		Staff, Faculty, REPS DDPDF Director
	4. The Institute shall provide infrastructure support to all personnel for their WFH arrangements.		
	a. Pocket Wi-Fi and load subsidies shall be <u>procured</u> by the Institute for admin staff and REPS with WFH arrangements.	Pocket Wi-Fi (4 staff) Monthly load subsidy	
	b. To facilitate timely delivery of needs to everyone, faculty members who have limited internet connection at home shall be requested to buy a pocket Wi-Fi (not exceeding P1500)	Pocket Wi-Fi Monthly load subsidy	Leah Lopez

<p>contractual employees who will WFH;</p> <p>4. Supervisors shall discuss with WFH employees so that their tasks are aligned with their targets and their deliverables are carefully noted;</p> <p>5. Supervisors shall ensure that documents and other needed information are made available to those who WFH, subject to strict observance of data privacy and non-disclosure regulations;</p> <p>6. As a courtesy, supervisors and WFH employees are enjoined to be mindful of work hours, as well as of mealtimes, weekends, and holidays.</p>	<p>and monthly load (not exceeding P1000) for handling of their online classes and other WFH tasks. All expenses incurred shall be charged to the Institute's funds through <u>reimbursement</u>. The faculty should request an Official Receipt bearing their name from their seller and give them to Ms. Leah Lopez for processing. The pocket Wi-Fi shall become a property of ICE and it shall be the accountability of the faculty. Acquisition documentation shall be administered once regular office operations resume.</p>		
	<p>c. Funds shall be allocated for infrastructure support for online work arrangements of all ICE personnel.</p>		DDPDF
	<p>d. Faculty and staff shall be allowed to bring home an Institute-issued personal computer under special circumstances (e.g. software available in that PC only, round-the-clock simulation) subject to the Director's case-to-case approval. Only the PC or electronic device assigned to them individually can be taken out of their office. If the faculty or staff wishes to take out a PC or device that was not individually assigned to them, they shall be asked to seek permission from the faculty who is accountable for that PC. All Institute property should be accompanied by an approved Off-Office Use of Equipment Authorization Form (Appendix 3), which must be presented to the guard-on-duty before they are taken out of ICE. The Institute reserves the right to recall the equipment at any time. All off-campus equipment shall be recalled back to ICE when regular work resumes.</p>		<p>Faculty and Staff</p> <p>JR Resurreccion</p> <p>DDPDF</p> <p>Director</p> <p>Security personnel</p>

	5. All online requests and processing of documents shall be done during the regular working hours of 8AM-5PM from Monday to Friday. The staff are not obliged to respond to requests made outside the regular work hours, even if the requests are lodged online.		
	6. All ICE personnel shall be asked to keep their communication lines open for WFH arrangements to ensure the timely and efficient delivery of tasks. Everyone should be responsive during the regular work hours.		Staff, Faculty, REPS
<b>C. Physically Reporting for Work (WRW and WOS)</b>			
1. Right after the lifting of the ECQ, all units must have their offices cleaned and disinfected following UPHS-issued protocols (attached).  2. During the first week after lifting the ECQ, only employees residing within UPD Campus or those with personal vehicles shall be allowed to physically report for work.  3. As deemed necessary by the Head of Unit, <b>key personnel</b> who have to physically report for work but have problems in observing physical distancing during their commute shall be provided	1. On the first day after the ECQ is lifted, all offices of ICE will be disinfected. Only the building administrators (main building and laboratory), and utility personnel will be allowed.	Disinfectant (bleach) Face shield Face mask Gloves Disinfectant spray (aerosol type)	JR Resurreccion, Felix Maulion, utility personnel, DDPDF
	2. On the first week after the ECQ is lifted, only faculty and staff residing inside the campus will be allowed to report for work. Those who reside outside UP but have personal vehicles to use in going to ICE will also be allowed to go to office. Others are strongly advised to remain in their houses unless there are very urgent matters to settle in ICE.		Staff, Faculty, REPS
	3. Admin staff who are anxious about going to office everyday may not need to physically report to work every day. He/she may request to have a WFH arrangement from the Director. The Director should provide WFH arrangements in accordance with ICE-B.		Admin Staff, Director



<p>with pre-arranged transportation and/or temporary dormitory housing on campus.</p> <p>4. Unless certified by the Head of Unit to be very essential, employees may physically report for work for a maximum of two (2) times each week;</p> <p>5. When scheduling work and access, Heads of Units must consider the size of their offices and other workspaces (e.g., laboratories) to ensure at least two (2) meters of physical distancing.</p> <p>6. All who experience sudden onset of fever, cough, colds, diarrhea, sore throat, or difficulty of breathing, as well as those who, regardless of their current health status, had close contact or exposure to a probable or confirmed COVID-19-positive person must not physically report to work and must immediately notify their unit head and the UP Health Service.</p>	4. Physical reporting for work shall be reduced for all staff as deemed necessary by the Director and the DDPDF. The DDPDF shall create a work schedule for the staff. To be more conscious of differences in extent of physical exposure, work at the fixed regular workplace (WRW) and work on variable site/s (WOS) shall be distinguished, and both shall be addressed with appropriate protective measures.		DDPDF, Director
	a. WRW personnel shall not leave their designated office except during emergency, when attending to personal needs, or at the end of office hours.		Staff, REPS
	b. WOS personnel may leave their designated workstation to, but they must remain in ICE Compound and shall limit their movement outside unless necessary.		Staff, REPS
	c. In scheduling for reduced physical workdays, the following must be accounted for: <ul style="list-style-type: none"> <li>i. There is a staff to physically attend to all essential and next essential services as stipulated in ICE-A.1 and ICE-A.2</li> <li>ii. The staff's workday must be scheduled such that they will not be too crowded inside their offices and physical distancing can be easily followed.</li> </ul>		DDPDF
	d. When it is not their scheduled physical reporting for work, the staff shall be ready to perform their duties under WFH arrangement in accordance with ICE-B.		Admin Staff
	5. All project leaders are enjoined to follow the guidelines in B.4 for work arrangements with their project personnel.		Project leaders

	6. Anyone who experience sudden onset of COVID symptoms should immediately report their condition to the Director and/or DDPDF and shall be allowed to immediately go home or seek medical attention.		Staff, Faculty, REPS
<b><i>D. Protocols Inside Workplaces</i></b>			
<b><i>I. Prior and Upon Entry to the Workplace</i></b>			
<p>1. Following UPHS-issued protocols (attached), janitorial staff will clean and disinfect commonly-touched surfaces (e.g., doorknobs, counter tops, light switches, handles, faucets, etc.) and the floor before other employees report for work;</p> <p>2. Temperature screening must be done prior to entry to the workplace. Anyone with temperature of 37.8 degrees Celsius or higher after two takes must be referred to the UPHS for further evaluation.</p>	1. The building administrators shall create a schedule so that there are available utility personnel to do the disinfection as early as 7AM until 5PM. Utility personnel shall be equipped with face shield or mask when conducting disinfection.	Alcohol Disinfectant (bleach)	Utility personnel, JR Resurreccion, Felix Maulion
	2. All ICE personnel shall update the Health Declaration Form (submitted per ICE-B.1.) every 14 days. All visitors (i.e. non-ICE personnel) shall be required to submit the Health Declaration Form before they can enter the building. The purpose of visit to ICE must be related to the essential and next essential services of ICE or UP (e.g. UP employee from other units delivering documents to ICE, workers doing building repairs).		Staff, Faculty, REPS, all other visitors, Security personnel
	3. There will be a mandatory hand and foot disinfection to all staff (and visitors) before they can enter the building. Alcohol dispensers and foot bath shall be made available in all entrances of the building.	Alcohol dispenser Disinfectant spray	Staff, Faculty, REPS Security personnel

<div>3. The use of biometric scanners shall be temporarily suspended to reduce instances of a number of people touching a common surface. Supervisors or assigned personnel will take note of time of entry;</div> <div>4. Alcohol dispensers and foot baths are to be installed at entrances of all buildings. Employees are required to disinfect their footwear and hands before entry to the building.</div>	<div>4. There will be a mandatory temperature check to be conducted by the security personnel to all staff (and visitors) before they can enter the building. The following protocols for temperature check will be implemented:</div> <table><tr><th>Temperature</th><th>Protocol</th></tr><tr><td>Below 37.8°C</td><td>Allow entry</td></tr><tr><td rowspan="2">Above 37.8°C</td><td>Retake the temperature after at least 1 minute.</td></tr><tr><td>If temperature does not go down after 2 takes, refer to University Health Service for proper assessment of health condition.</td></tr></table>	Temperature	Protocol	Below 37.8°C	Allow entry	Above 37.8°C	Retake the temperature after at least 1 minute.	If temperature does not go down after 2 takes, refer to University Health Service for proper assessment of health condition.	Thermogun	Staff, Faculty, REPS Security personnel
	Temperature	Protocol								
	Below 37.8°C	Allow entry								
	Above 37.8°C	Retake the temperature after at least 1 minute.								
		If temperature does not go down after 2 takes, refer to University Health Service for proper assessment of health condition.								
<div>5. All symptomatic persons will not be allowed to enter the ICE Buildings.</div>		Staff, Faculty, REPS Security personnel								
<div>6. Anyone who refuses to follow ICE-D.I.1.2 to ICE-D.I.1.5 shall be denied entry to the building.</div>		Staff, Faculty, REPS Security personnel								
<div>7. A holding area in ICE Main Building Lobby and in L1 Building shall be established to perform all protocols in ICE-D.I.1.2 to ICE-D.I.1.5. The ICE security personnel shall be deputized to do these protocols.</div>		Security personnel								
<div>8. The use of biometric scanner shall be temporarily suspended. Only security personnel shall be allowed to take note of the time of entry and exit of personnel</div>										

	in a designated logbook to avoid the staff from touching a common writing pen.		
<i>II. While Inside the Workplace</i>			
1. All employees must wear a mask. This shall be observed even if an employee is alone in the office, as infected individuals can contaminate office spaces and equipment;	1. All personnel (i.e. WFW, WOS) shall be required to wear mask at all times, even when alone in the office. Washable masks are acceptable. WOS personnel shall wear face shield when not in their designated workstation. They shall also bring with them their own hand sanitizer or alcohol (pocket-size) and shall be advised to disinfect their hands regularly or after every physical contact they make.		Staff, Faculty, REPS
2. All employees are encouraged to wash their hands with soap and water or sanitize them with at least 60% alcohol solution. This shall be done once every two hours, and before and after going to common areas (e.g., comfort room, pantry). Offices shall procure alcohol, disinfectant and soap;	2. Every office shall be provided with an alcohol dispenser. All personnel shall be advised to regularly disinfect hands (once every two hours) and before and after going to common areas (or before entering the office). Comfort rooms will also be supplied with hand soap.	Alcohol Alcohol dispenser Hand soap	Staff, Faculty, REPS
3. Strict physical distancing (at least 2 meters apart) between workers must be observed at all times. Offices are advised to make necessary rearrangements or alternatives in their workplaces such as converting conference and	3. On the first day of their return to office, all personnel shall be advised to wash all food utensils, dispose of all spoiled food left before the ECQ, and dispose of all food that were exposed to disinfection agents.		Staff, Faculty, REPS
	4. All personnel will be required to observe physical distancing of at least 2 meters.		Staff, Faculty, REPS
	a. Office rearrangement or reduction of employees reporting for work daily (in accordance with ICE-C.4.) shall be done, if necessary.		
	b. Gathering of staff (e.g. eating together) shall be strictly prohibited at all times.		
	c. Meetings of 3 or more personnel shall be prohibited.		

<p>meeting rooms to office spaces;</p> <p>4. All employees must practice physical distancing during lunch breaks and merienda breaks. If possible, it is advised to bring “baon” to lessen food deliveries to the offices or to avoid queueing for meals at canteens or food establishments. All employees are enjoined to bring their own drinking bottles and other food utensils;</p> <p>5. Meetings of three or more personnel are highly discouraged and must be done only when absolutely necessary. Faculty meetings must be done online;</p> <p>6. All offices are enjoined to go paperless. Whenever possible, documents are to be scanned and routed via University email (using @up.edu.ph accounts) to other offices, always</p>	d. Paperless transactions are highly encouraged in accordance with ICE-A.4 to avoid any physical contact.		
	5. Utility personnel shall be asked to standby to regularly (hourly as much as possible) disinfect (by spraying and wiping) all public areas particularly the commonly-touched surfaces such as doorknobs, light switches, handrails, doors, chairs, countertops, walls, floors, among others. The building administrator shall provide a schedule of disinfection and the specific utility personnel assigned.	Face mask Disinfectant spray (aerosol type)	Utility personnel, JR Resurreccion, Felix Maulion
	<p>a. All personnel should likewise disinfect the telephone after every call they make or receive.</p> <p>b. All personnel should regularly disinfect their tables.</p>		Staff, Faculty, REPS
	7. A separate waste bin shall be added to the current waste bins for the storage of all infectious wastes including disposable masks, tissues, gloves, and the like. All personnel shall be required to follow proper waste segregation and take special attention to the disposal of these infectious wastes. They shall also be informed of the proper disposal procedure of these wastes before throwing them out to the bins. Utility personnel shall also be trained on proper handling of these wastes.	Waste bin	Staff, Faculty, REPS Utility personnel

<p>mindful of data privacy and protection.</p> <p>7. Whenever possible, windows must be kept open to ensure good air circulation.</p> <p>8. Frequently touched office objects (doorknobs, telephones, photocopier keys, etc.) should be disinfected at least four (4) times each day – twice in the morning and twice in the afternoon;</p> <p>9. As before, units are requested to segregate waste at source. A separate bin must be designated for ‘infectious wastes’ (e.g., used disposable masks, used gloves, and soiled tissues). These wastes should be sprayed with alcohol upon disposal into the dedicated garbage bin, everything should be wrapped in plastic afterwards, and the exterior should be sprayed with bleach solution so that trash collectors are not exposed to possible hazards.</p>			
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<b>III. Prior to Leaving the Workplace</b>			
<p>1. The use of biometric scanners shall be temporarily suspended to reduce instances of a number of people touching a common surface. Supervisors or assigned personnel will take note of time of exit;</p> <p>2. Employees are to sanitize their desk, keyboard and mouse before leaving. Personal paraphernalia on desktops must be kept at a minimum.</p> <p>3. The exterior of filled garbage bags that are put out for collection must be sprayed with bleach solution so that trash collectors are not exposed to possible hazards.</p>	1. The use of biometric scanner for logging out of office shall not be allowed. Protocols detailed in ICE-D.6 shall be followed.		All admin staff, project staff, REPS
	2. All personnel should disinfect their workstation and ensure that all windows are closed before leaving the office. Doors must be locked	Disinfectant (Aerosol Type)	Staff, Faculty, REPS
	3. Utility personnel shall be required to secure the garbage bags daily to the solid waste storage before they leave. They shall also disinfect the storage after securing all garbage bags in.		Utility personnel
<b>E. Other Recommendations</b>			
<p>1. Non-essential visits to UPD offices are discouraged and only visitors with appointments will be entertained. Visitors with prior appointments must wear masks, must subject themselves to body temperature check, and will</p>	1. All visits that are not related to essential and next essential services as enumerated in ICE-A.1. and ICE-A.2. shall not be allowed.		
	<p>a. All physical meetings shall likewise not be allowed in accordance to ICE-A.3.c. and ICE-D.II.3. Online platform (e.g. Zoom, Google Meet) shall be the primary mode of holding a meeting.</p>		Staff, Faculty, REPS

<p>be attended to only at areas designated by the host unit.</p> <p>2. Canteens inside offices will not be allowed to operate during the immediate 6-week post-ECQ period. Non-food businesses inside the campus are allowed to operate provided they deploy only personnel who are not from EECQ areas. Businesses are enjoined to use digital wallets for contactless transactions.</p> <p>3. Temporary storage/holding areas of wastes (applicable to some buildings) should be disinfected regularly. Storage areas should be clean, secure, and protected from the elements, pests, and disease vectors. Individual bags of wastes should be properly-labeled prior to storage while waiting for collection.</p> <p>4. All UP employees, working from home or physically reporting to work are advised to observe the following self-care measures to prevent COVID-19:</p>	b. Faculty shall be allowed to come to ICE to hold or attend online meetings/classes, provided, they strictly adhere to all protocols detailed in this plan.		Faculty
	c. Visits not related to ICE-A.1. and ICE-A.2. shall have prior permission from the Director at least 24 hours before the expected visit. Visitors shall observe protocols detailed in ICE-D.I.2 to ICE-D.I.4. The Institute reserves the right to deny entry to any visitor who violates any of the protocols.		Staff, Faculty, REPS Director
	d. Canteen concessionaires shall not be allowed to operate like usual. They may, however, be allowed take orders by alternative means (e.g. text) and deliver to ICE between 11:30AM-12:30PM only. The Canteen Committee shall be delegated to liaise between ICE personnel and canteen concessionaires for alternative modes of taking and delivering orders and ensure that all protocol are strictly followed.		Canteen concessionaires, Canteen Committee
	2. The building administrators, with the assistance of utility personnel, shall ensure that all building equipment are properly maintained despite not being regularly used.		
	a. On the first day of lifting of ECQ, the building administrator shall inspect all AC units before turning them on. All personnel shall be advised to turn them on to fan mode until the building administrator provides clearance to set them to normal cooling mode.		Building administrators, utility personnel
	b. All AC units in classrooms and offices that are not regularly used shall be turned on for 1 hour once a week. The building administrator shall		Building administrators, utility personnel



<p>a. Wash hands frequently with soap and water or with alcohol-based sanitizers;</p> <p>b. Maintain proper physical distancing;</p> <p>c. Avoid touching eyes, nose and mouth;</p> <p>d. Cover mouth and nose with bent elbow or tissue paper when coughing or sneezing. After which, dispose of the tissue immediately and properly and wash your hands;</p> <p>e. When feeling unwell or if there is cough, fever, sore throat or difficulty in breathing, stay at home and seek medical attention.</p> <p>5. Units may formulate additional guidelines to address specific concerns provided they do not go counter to the ones listed above</p>	create a schedule of regular maintenance of AC units.		
	c. Water pipelines shall also be inspected during the first week of lifting of ECQ. Faucets, toilet flush, and water cabinets shall be flushed out of stored water to ensure that pipelines are disinfected. Flushing out should be regularly done thereafter especially for toilets that are not regularly used.		Building administrator, utility personnel
	d. Regular cleaning of rooms shall be continued to avoid accumulation of dirt and to ensure that they are well disinfected.		Building administrators, utility personnel
	e. The Facilities Management Committee, in coordination with the building administrators, shall be delegated to come up with maintenance protocols for special equipment in the offices and the laboratory before they are switched on and operated after the lifting of ECQ.		Facilities Management Committee, building administrator
	3. The Institute shall form the Post-ECQ Team to oversee the implementation of all measures detailed here. The team shall be composed of the Deputy Director for Planning Development, and Finance, the Chair of Facilities Management Committee, and the Building Administrators		<p>ICE COVID Team:</p> <ul style="list-style-type: none"> <li>• DDPDF (Reygie Macasieb)</li> <li>• Facilities Management Committee (Kristian Azul)</li> <li>• Building Administrators (Felix Maulion, JR Resurreccion)</li> </ul>

## B. *Electrical and Electronics Engineering Institute*

Last May 15, UP Diliman issued post-ECQ [guidelines](#) for the gradual return to work once the modified ECQ is lifted. The “Post-ECQ period” is defined as the first six weeks after the MECQ, i.e. from June 1 until July 13.

The [previously approved EEEI guidelines](#) will be superseded by the official guidelines of UPD, and supplementary guidelines have been formulated to address concerns that may be specific to our Institute.

### **Post-ECQ Team**

The Post-ECQ Team is responsible for monitoring the proper implementation of the guidelines listed below, review them periodically, and revise them as necessary. The Post-ECQ Team consists of the [Deputy Director for Planning and Finance](#) (DDPF), the [Building Administrator](#), and the [Administrative Officer](#).

### **UP EEEI Post-ECQ Guidelines**

1. Obtaining permission to access EEEI
  - a. Physical access to the buildings is **limited in frequency to a maximum of two days per week**. Persons who intend to gain access to the building for more than twice per week must obtain the approval of the Director.
  - b. Considering physical distancing protocols and the capacity of their respective laboratories, all lab heads must submit a proposed work schedule of project personnel and teaching staff who are authorized to physically report for work. The schedule should indicate the days of the week when they are expected to go to EEEI.
  - c. The proposed schedule will be for review and approval of the DDPF. A template of the schedule may be found [here](#). Please make a copy, fill in the details, and share the link to the edited copy with [ddpf@eee.upd.edu.ph](mailto:ddpf@eee.upd.edu.ph).
  - d. A copy of the approved work schedule will be printed out by the EEEI admin staff and provided to the security guards on duty.
  - e. Special requests for building access outside of the approved work schedule must be made through the [Room Access Permit](#) application.
  - f. Essential personnel may be identified by the director and allowed to physically report to work for more than twice a week. A list of essential personnel will be provided to the security guards on duty.
  - g. Students (Grad and Undergrad) working on their thesis/capstone projects (198) may request building access through the [Room Access Permit](#) application. Students should provide strong justification for their requests which must also be endorsed by their advisers.
  - h. Couriers/Messengers will not be allowed entry and will be asked to drop off packages/letters with the security guard on duty.

- i. Persons without permission to access EEEI will be denied entry to the building and will be asked to leave.
- j. No overnight permits will be issued.

## 2. Building access

- a. Access to the building will only be allowed Mondays to Fridays, from 7AM to 6PM. At 6PM, the guards will ask all building occupants to leave.
- b. The main doors to Bldg 1 will serve as the single entry/exit point. The glass doors of both Bldg 2 and the old faculty parking lot will be closed.
- c. All entrants must present a valid ID to the guard on duty.
- d. The temperatures of all who intend to go inside EEEI will be screened by the guard on duty. Anyone with a temperature of 37.8 degrees Celsius or higher after two takes will be directed to stay at a designated holding area outside the building and referred to the UPHS for further evaluation;
- e. Alcohol dispensers and foot baths are to be installed at the main entrance of the building. Entrants are required to disinfect their footwear and hands before entry.
- f. All entrants to the building must don a face mask.
- g. The use of biometric scanners shall be temporarily suspended to reduce instances of a number of people touching a common surface. The guard on duty will take note of each person's time of entry/exit.

## 3. Room access and use

- a. All occupants, even when alone, must wear a mask.
- b. All room occupants must maintain a distance of 2m from each other at all times.
- c. All rooms, while in use, should have electric fans running and must have windows or doors open as much as possible to promote good ventilation.
- d. Occupants must close all windows and doors, and turn off all electric fans and air conditioners upon leaving the room.
- e. Occupants are to sanitize their desks, keyboard, and mouse before leaving. Personal paraphernalia on desktops must be kept at a minimum. Alcohol spray bottles and paper towels will be provided by the Institute for this purpose. As supplies may be initially limited, occupants are also encouraged to bring their own personal spray bottles and paper towels.
- f. Occupants who become sick during the day should inform the guard on duty, who will then direct them to stay in a designated holding area inside the building. The guard on duty will then contact the UPHS and refer the unwell occupant to the UPHS for further evaluation.

## 4. Building Sanitation

- a. The Building Administrator will be responsible for leading the sanitation efforts to be implemented by the service providers.
- b. The common restrooms may only be used by one person at a time. Movable cones will be placed at the entrance to indicate if the restroom is occupied/unoccupied.
- c. All common restrooms will be stocked with liquid soap dispensers and paper towels.
- d. Hand sanitizing stations will be placed at prominent locations.
- e. High-touch surfaces such as doorknobs, handrails, light switches, and the like will be disinfected four times daily: twice in the morning and twice in the afternoon.
- f. The buildings will be disinfected on a weekly basis.
- g. A designated bin for infectious waste such as disposable masks, tissues, gloves will be placed at the common restrooms.
- h. The exterior of filled garbage bags that are put out for collection will be sprayed with a bleach solution so that trash collectors are not exposed to possible hazards.

5. COVID-related Information

- a. Copies of UPD's post-ECQ guidelines and the approved guidelines specific to EEEI will be printed and posted at EEEI's bulletin boards.
- b. Posters on proper handwashing will be placed in all common restrooms.
- c. Posters reminding people to flush with the toilet lid closed will be placed in all restroom cubicles.
- d. Informational posters on reducing the risk of COVID-19 infection will be posted at the bulletin boards.

### *C. Department of Chemical Engineering*

“Essential work” refers to tasks that are absolutely necessary and indispensable for the basic functioning of the University, the Diliman campus and its offices. Such work includes ensuring that requirements are met concerning appointments and salaries of employees, campus and building safety and security, and communication lines among members of the University, among others.

#### **Proposed Essential Personnel**

1. Administrative Staff:
  - a. Cynthia Sikat,
  - b. Audrey Yumul,
  - c. Reynaldo Arizala
2. Security Guards
3. Janitorial Staff

“Priority work” refers to tasks that also require major attention so that the most important goals identified by the University’s academic and support units are accomplished or attended to. Depending on the unit’s mandate and goals, this can include work such as research and publication, academic content development, teaching (contingent on National and University directives regarding resumption of classes), extension work, and service maintenance, among others.

#### **Proposed Priority Personnel**

1. DChE Admin Committee
  - a. Department Chair (Head of Unit)
  - b. Assistant Chair
  - c. Building Administrator
  - d. HSE Officer
  - e. Laboratory Manager
2. Laboratory and Research Staff
  - a. Mark Batadlan
  - b. Ronnie Abalayan

Essential personnel may report for work more than twice per week. Priority personnel may report at most twice per week. Other faculty, graduate students, and project staff will be on an as-needed basis, and will require the application of appropriate forms whenever applicable (authorization passes, lab forms, etc.). Undergraduate students will not be permitted to enter the building.

#### **During the post-ECQ period, all UPD units are advised to:**

1. Temporarily suspend non-essential and non-priority tasks during the post-ECQ period;
2. Modify the implementation of office functions so that many services can be provided online;
3. Implement a mixed WFH and physical reporting work arrangement;

4. Review and revise the receiving and releasing of documents to lessen close contacts; and
5. Schedule deliveries to minimize messengerial movement within the campus.

All UP employees, working from home or physically reporting to work are advised to observe the following self-care measures to prevent COVID-19:

6. Wash hands frequently with soap and water or with alcohol-based sanitizers;
7. Maintain proper physical distancing;
8. Avoid touching eyes, nose and mouth;
9. Cover mouth and nose with bent elbow or tissue paper when coughing or sneezing. After which, dispose of the tissue immediately and wash your hands;
10. When feeling unwell or if there is cough, fever, sore throat or difficulty in breathing, stay at home and seek medical attention.

The performance of the following tasks are strongly recommended to be done on a work from home setup:

- Preparation of vouchers for salaries of personnel;
- Preparation of regularly submitted reports;
- Dissemination of information to stakeholders;
- Updating of websites and official social media accounts;
- Processing of received documents (applications, requests, etc.);
- Answering queries from stakeholders;
- Processing of online transactions;
- Coordination with supervisor, other personnel or third parties;
- Encoding, data processing and updating of records.
- Preparation of lecture and class materials
- Other tasks which may be done in a home setting, and do not require physical presence in the DChE Building

### **Work from home guidelines**

1. Unless absolutely necessary, employees with comorbidities (diabetes, hypertension, heart disease, chronic lung disease, obesity, asthma), those who are immuno-compromised (e.g., PLHIV, those with ongoing chemotherapy) and senior citizens must not be required to physically report for work and must be provided arrangements to do WFH;
2. Employees who reside in Barangays that were under Extreme ECQ or strict monitoring (as advised by the DOH or LGU) two weeks before the post-ECQ period must not be required to do work inside the campus and must be given arrangements to do WFH;
3. Infrastructure support such as laptop computers and internet access (pocket WiFi, load subsidy, etc.) should be provided by the unit to permanent and contractual employees who will WFH;
4. Supervisors shall discuss with WFH employees so that their tasks are aligned with their targets and their deliverables are carefully noted;

5. Supervisors shall ensure that documents and other needed information are made available to those who WFH, subject to strict observance of data privacy and non-disclosure regulations;
6. As a courtesy, supervisors and WFH employees are enjoined to be mindful of work hours, as well as of mealtimes, weekends, and holidays.

### Upon lifting of ECQ

1. All offices shall be cleaned and disinfected following UPHS-issued protocols
2. During the first week after lifting the ECQ, only employees residing within UPD Campus or those with personal vehicles shall be allowed to physically report for work;
3. Employees who will be arriving from abroad after personal/study leave or special detail have to submit the **Travel and Health Declaration Form** before reporting for duty.
4. As deemed necessary by the Head of Unit, key personnel who have to physically report for work but have problems in observing physical distancing during their commute shall be provided with pre-arranged transportation and/or temporary dormitory housing on campus;
5. Unless certified by the Head of Unit to be very essential, **employees may report for work for a maximum of two (2) times each week;**
6. All who experience sudden onset of fever, cough, colds, diarrhea, sore throat, or difficulty of breathing, as well as those who, regardless of their current health status, had close contact or exposure to a probable or confirmed COVID-19-positive person must not report to work and must immediately notify their unit head and the UP Health Service.

### DChE Building Access

1. The entrance to the building shall strictly be from the side facing C.P. Garcia Ave only.
2. The exit from the building shall strictly be from the side facing the Executive House only.
3. The DChE gate will remain closed.
4. Access to the building shall be strictly from 8AM to 5PM ONLY.
5. All persons that wish to enter the building must accomplish the **Health Declaration Form**. This is to be submitted to the DChE guard for filing.
6. Temperature screening shall be done prior to entry to the building. Anyone with a temperature of 37.5 degrees Celsius or higher after two takes will be referred to the UPHS for further evaluation.
7. All persons entering the building are required to wear a face mask, and disinfect their hands with 70% alcohol solution prior to entering. No face mask, no entry.
8. The Security Staff shall log all persons entering the building.
9. Biometric scanners shall be temporarily suspended to reduce instances of a number of people touching a common surface.
10. Only authorized UPD employees (faculty, staff, janitors, security personnel), research/project staff, and graduate students are permitted to enter the building. Visitors or

other personnel must make a prior appointment, which must be first approved by the Chair, HSE Officer, and Building Administrator.

11. The Lobby and Student Commons shall be off limits.

## Office Guidelines

1. Employees may occupy only their designated office.
2. All employees **must wear a mask**. This shall be observed even if an employee is alone in the office, as infected individuals can contaminate office spaces and equipment;
3. All employees are encouraged to wash their hands with soap and water or sanitize them with at least 70% alcohol solution. This shall be done once every two hours.
4. Strict physical distancing (at least 2 meters apart) between workers must be observed at all times. A maximum of two (2) faculty members may occupy a 1-bay room, while only four (4) faculty members may occupy a two-bay room.
5. Faculty members are discouraged to convene physically, and must be done only when absolutely necessary. If so, only a maximum of 3 faculty may be present in the meeting.
6. A separate bin separate bin designated for 'infectious wastes' (e.g., used disposable masks, used gloves, and soiled tissues) will be placed outside each room.
7. Use of the centralized air-conditioning units is not permitted. All windows must be kept open to ensure good air circulation.
8. Refrain from printing documents inside the office. Whenever possible, documents are to be scanned and routed via email to other offices, while always being mindful of data privacy and protection.
9. Employees are to sanitize their desk, and personal belongings before leaving. Personal paraphernalia on desktops must be kept at a minimum.
10. While cleaning materials will be provided, employees are still encouraged to bring their own personal bottles of 70% alcohol and supply of tissues to minimize contamination. All employees will be responsible for cleaning and disinfecting their own work spaces.
11. The DChE guard shall be doing rounds at regular intervals throughout the day to ensure and remind employees to conduct social distancing.

## Use of DChE Faculty Lounge

1. Only a maximum of two (2) persons may be present at any given time. Meals should only be eaten in the employees respective offices.
2. The lounge shall **only** be used for the following purposes:
  - a. Refill drinking water
  - b. Wash eating utensils
  - c. Quick food preparation (microwave, instant noodles etc.). No cooking shall be allowed.
3. All employees must practice physical distancing during lunch breaks and merienda breaks. If possible, it is advised to bring "baon" to lessen food deliveries to the offices or to avoid



queueing for meals at canteens or food establishments. All employees are enjoined to bring their own drinking bottles and other food utensils

**Laboratory and Project Guidelines** (Proposed, however if stricter, all labs are to remain closed)

1. Graduate students who need to conduct experiments, and project staff are not allowed to enter the building during the first two (2) weeks upon lifting of the ECQ.
2. Graduate students and project staff must apply the necessary forms one week in advanced(Lab forms and/or authorization passes).
3. Graduate students or project staff must adhere to strict social distancing. A maximum of two (2) persons may occupy a 1-bay room, while only four (4) persons may occupy a twobay room.
4. Research laboratory and project heads will be responsible for the cleaning and disinfection of their offices. Cleaning and disinfection are to be done within two weeks after lifting of the ECQ.
5. Research laboratory and project heads shall ensure a supply of cleaning and disinfecting material in their respective laboratories/offices. They shall also be responsible for ensuring that social distancing guidelines are being followed inside their respective areas.
6. A separate bin designated for 'infectious wastes' (e.g., used disposable masks, used gloves, and soiled tissues) will be placed outside each room.
7. CEAL services for non-DChE shall be temporarily suspended until further notice. The CEAL head shall release guidelines for CEAL services for DChE graduate students.

**Construction and Repair Work**

1. Only crucial repair or installation work shall be permitted (electrical and structural repairs). A request form is to be submitted online, and must be approved by the Building Administrator and the Chair.
2. All workers must submit a health declaration form (see attached file) prior to entering the building.
3. Only one construction/repair work is to be permitted per day to minimize foot traffic in the building.

**Document Submissions**

1. All request forms (e.g. work permit, lab forms) shall be accomplished online, except for the Health Declaration Form which must be physically signed and submitted to the guard prior to entry.

## D. Department of Computer Science

### 1. Administrative

#### a. Skeletal Workforce Schedule

Personnel	Position	Mon	Tue	Wed	Thurs	Fri	Sat
Basco <sup>1</sup>	CMT I		✓		✓	✓	
Braga <sup>1</sup>	AAide VI	✓		✓		✓	
Dumencel <sup>4</sup>	ITO 2	✓		✓			
Martinez <sup>2</sup>	AAsst I		✓		✓		
Sampang <sup>1</sup>	ITO 2			✓		✓	
Santos <sup>3</sup>	AAide VI	✓	✓		✓		
Cos <sup>6</sup>	Maintenance	✓	✓	✓			
Gapas <sup>1</sup>	Maintenance	✓	✓	✓	✓	✓	✓
Manalo <sup>5</sup>	Maintenance				✓	✓	✓

<sup>1</sup> within UP Campus, Bike / Car, ECQ

<sup>2</sup> UP Bliss, Public Transport, ECQ

<sup>3</sup> KNL, Bike, ECQ

<sup>4</sup> Barangay Pinyahan, Public Transport, EECQ

<sup>5</sup> Antipolo, Motor, ECQ

<sup>6</sup> San Mateo, Motor, ECQ

#### b. Entry and Exit Procedures

##### i. Strict Entry/Exit time

- Entry to the building is from 6AM - 5 PM. All students, visitors, and employees should exit the building before 6PM.

##### ii. On Entry to Building and Offices

- The building will provide wash areas (optional) and disinfectants. Individuals are required to have their temperatures checked with a temperature scan, wash their hands with soap and water or disinfect them using alcohol at post.
- Individuals must pass through the foot mat before getting in

- In the absence of biometric entry all employees shall use both the log sheet and a Bundy card for recording their time of arrival and departure.
- Employees manning the counters will wear face masks for the mutual protection of the employees and the transacting individuals. NO FACE MASK, NO ENTRY.
- Individuals who refuse to undergo the safety protocols will be denied entry and their transactions will not be entertained

### iii. Temperature Scan

The security personnel shall take the temperature of everyone entering the building. No one with a temperature of 38 degrees Celsius or above will be allowed to enter and will be advised to return home and transact through our dropbox and/or online.

### iv. Alcohol at post

The department will provide a disinfectant spray to all transacting individuals and employees.



Figure 1. Alcohol at post

*Automatic alcohol dispensers will be procured to avoid unnecessary contact. Earliest availability*

### v. Visitor by appointment

- Fill-up the Health Declaration Slip

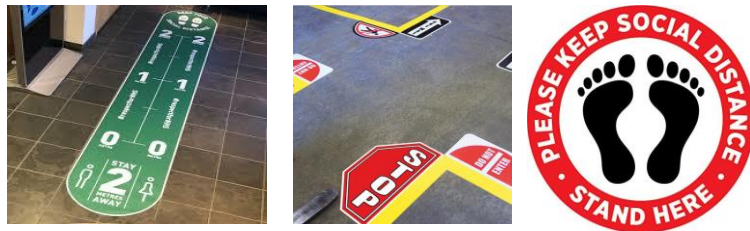
All transacting individuals and/or visitors are required to accomplish a Health Declaration slip upon entry, for the purpose of contact tracing as required by the DOH

Google Form also available via this [link](#)

- In order to avoid unnecessary contact, all individuals are advised to prepare what they need before leaving the house, make sure to bring a ballpen, notepad or a piece of paper, original and photocopies of documents”
- No companion and/or children are allowed. Transacting individual and/or visitors will not be allowed to bring companions especially children, pregnant women, PWD, with immunodeficiencies, comorbidities or health risk

- Guidelines for transacting individuals and/or visitors will be posted via DCS mailing list and social media account for proper dissemination
- vi. Right stairs for entry, left stairs for exit - to prevent overcrowding people traffic shall be maintained
- vii. Assigned pedestrian flow along hallways
  - Will install floor decals
  - Rubberize floor signs for pedestrian flow

Figure 4: Floor decals for social distancing



- viii. Safety practices
  - Employees who are not feeling well or are having symptoms of flu or respiratory-related diseases are advised not to report to work stay at home or see a doctor right away
  - While at work, all employees shall practice physical distancing even during lunch. Employees are enjoined to bring their own drinking bottles and utensils
  - Meetings are encourage to be done online
  - Frequently touched office objects shall be disinfected at least four times a day (twice in the morning and twice in the afternoon)
  - Separate bins shall be provided for potential infectious waste. Waste shall be disinfected upon disposal
- c. Disinfection Schedule
  - i. Personnel schedule
  - ii. Room schedule
  - iii. Checklist per floor and per room
- d. Incoming/Outgoing documents
  - i. Schedule and Prioritization
    - Purchase of emergency items (COVID-19 response items) will be categorized as high-priority
    - Processing of salary of Lecturers, SA and Prof. Emeritus will be given priority

- Procurement of portable computer and other needed equipment for WFH arrangement will also be prioritized
- Student requests for processing of any of the following forms/request shall likewise be given priority:
  - a. Grade completion
  - b. Appeal
  - c. Application for S1, T1/T2
  - d. Graduate Applicants
- Settlement of payables (all items procured to supplier including processing of reimbursement/grants) will be second priority
- Project related document will be least priority (except for salary processing)

*Note: (a) all Disbursement Voucher for salary processing must have complete supporting documents, PDO/PA must pre-evaluated completeness of documents vs checklist (download [pdf](#) for the required documents); (b) DTS your DV ([click](#) here on how to register); (c) Send to designated administrative staff for verification and signature of the Chair (d) Electronically signed DV will be emailed to Office of the Dean thru Gloria Tamayo ([gloria.tamayo@coe.upd.edu.ph](mailto:gloria.tamayo@coe.upd.edu.ph))*

*Items d for approval of the Dean.*

- ii. Coordinate schedule with research project staff
- iii. Handling of incoming and outgoing documents

- Incoming documents - the department has provided a dropbox where incoming documents shall be placed. The receiving personnel shall issue an acknowledgement receipt to the transacting individual; use of logbook shall be discourage
- Assigned staff for outgoing papers - outgoing documents requiring manual submission and face-to-face transaction to respective UP offices shall be routed by Mr. Raymond Nico Braga (Admin Aide, a resident of UP Campus)

Outgoing documents shall be placed in expandable plastic/reflective envelope/bags for delivery to other offices, together with acknowledgement receipts that shall be signed by the receiving office

Outgoing documents will also be recorded via DTS

When Mr. Braga is at WFH arrangement, Mr. Basco will assume this task.

- All incoming and outgoing documents will be recorded via DTS.

#### e. Work arrangement

Offices are expected to resume regular operations after **May 31, 2020**. However, work arrangement will still be planned in consideration with health risks brought by the pandemic.

- i. General Work Schedule - A combination of physical reporting to office and work-from-home arrangement will be implemented, to ensure that the Department will be open to serve the transacting individuals five days a week, from Monday to Friday, 8:00 AM to 5:00 PM. Employees shall report to work two-three (2-3) days a week and work-from-home for a total of 40 hours of work per week per employee.

Employees with health risk conditions and classified as high risk (based on the status of community quarantine) are recommended to work-from-home as much as possible.

- ii. Work at the office

- the Department will identify and modify some office functions so that many services can be provided online.
- Transactions involving receiving and releasing documents to external individuals shall be revised to reduce close contact.
- Paperless office work shall be implemented as much as possible. Documents shall be digitized. Security and privacy guidelines will be adopted.
- Meetings shall be held online as much as possible. When unavoidable, the number of participants should not exceed \_\_\_\_\_% of the maximum capacity of the venue. Wearing a mask and strict physical distancing shall be practice.

- iii. Work-from-home arrangement

- Unit head shall determine the essential work of each individual
- There shall be agreed work plan and submit a work accomplishment report to the Unit head
- Unit head shall ensure that personnel working from home have the appropriate hardware and software and connectivity, as well as access to documents and other information necessary, subject to strict observance of data privacy and non-disclosure regulations
- Personnel working from home shall follow regular office hours or at least be available for calls during regular office hours

- iv. Other arrangements

- Non-essential visits to the Department are discouraged. The Department shall publish official telephone numbers and email addresses through which inquiries and appointments shall be made. The office shall advise the Security Personnel regarding pre-scheduled visits.
- Visitors shall comply with the following safety protocols before they are allowed entry. Visitors should be attended to a designated waiting area.

- Personnel working in the office with a suspected, probable or confirmed COVID-19 patient, or who resides in barangays that are put on quarantine due to confirmed cases, shall immediately go on mandatory home quarantine as recommended by the DOH. Work from home if the situation permits. If the suspected or probable COVID-19 personnel tests negative, he/she shall be allowed to report back to work upon presentation of a medical clearance.

v. Internet connection requirement

2. Instruction

a. Loading

The loading per faculty member remains the same as before - 12 units, unless lessened by administrative, study, or research load credits.

However, to enable social distancing, class sizes will be regulated and if possible, adjusted.

Small lecture classes/discussion classes/laboratory classes - Ideal maximum of 15 students, 10 preferred.

Large lecture classes (e.g., those held in Engineering Theater or Accenture Hall) - as many as the venue can hold, with the student sitting one seat apart

b. General Room Use

- Foot bath at doorsteps
- Alcohol at post
- Air-conditioning - ACU-use shall be minimized, all offices and rooms shall open their windows (if possible) to allow fresh air to circulate. ACUs may be allowed if the temperature inside the rooms becomes intolerable.
- Extra-curricular - rooms will no longer be allowed to be used for extra-curricular purposes by organizations or clubs, to ensure social distancing
- Reflective table barriers shall be provided in rooms where frequent face to face transactions and interactions are made.
- Daily cleaning and disinfection shall be conducted in all areas of the building (classrooms, lecture hall, teaching and research laboratories, hallways, stairs, admin office.
- Rooms shall be re-arrange to allow physical distancing.
- Common places for eating, working, studying such as the faculty lounge shall also be rearranged.

c. Lecture Room Use

d. Teaching Lab Room Use

e. Student Lab Room Use

f. Student needs for remote learning

- Prioritization via survey per class

- ii. Laptop lending
- 3. For Academic and Research Activities
  - a. All academic and research related activities in research laboratories of the Department of Computer Science shall follow the relevant guidelines:
    - i. ACL
    - ii. CSG
    - iii. CVMIG
    - iv. NDSG
    - v. SCL / SMSL
    - vi. S3
    - vii. WSG
- 4. General Safety Protocols
  - a. Alcohols at dedicated places (possibly wall-mounted)
  - b. Dedicated trash bins for face masks
  - c. Strict social distancing protocols
  - d. First-aid-ready
  - e. Online transactions shall be preferred over in-house transactions
  - f. The designated Safety Officer (Lorenzo Basco) shall conduct regular inspection of the premises and report any violation of safety protocols. Noncompliance shall be reported and violators subjected to disciplinary action.
- 5. Some notes
  - a. Guidelines will be posted at entry point and bulletin boards
  - b. Guard-on-duty will be provided the same for strict implementation
  - c. Procure necessary resources needed
    - First-aid kit
    - Portable computer for faculty/staff and students
      - \_\_\_\_\_ for Faculty
      - \_\_\_\_\_ for Employees
      - \_\_\_\_\_ for Students (lending)
    - PPEs thru UPD SPMO
    - Other PPEs from direct suppliers (for COVID Response Items Not Available at PS PhilGEPs and/or SPMO)
    - Transparent table barriers
    - Safety signs and floor decals



- d. While awaiting for COVID-19 response items to be procured and limited budget (petty cash) administrative staff will temporarily improvise some protective material to ensure safety and physical distancing
- Transparent barriers from acrylic to plastic cover
  - Layout and print safety signs and announcements
  - Layout and print floor decals for physical distancing
  - Floor paint for traffic flow

## *E. Department of Geodetic Engineering*

### **PRIMER**

The COVID-19 pandemic caused the Philippine government to impose Community Quarantine (CQ) measures of varying levels. The DGE and the TCAGP, its activities and its facilities, are situated in the National Capital Region (NCR) where the Community Quarantine level is usually the highest. The CQ limited mobility by the restrictions on transportation, inter-zone movement, local government coding mechanisms and access to basic necessities.

Training, research and extension services in the on-campus DGE/ TCAGP facilities were suspended and the research projects adopted alternative working arrangements. However, the results of these arrangements in our personnel's physical and mental health, operational effectivity and research productivity is mixed.

This does not provide justification, however, to resume normal access to facilities and unregulated people movement when the CQ is lifted. Though not an exclusive duality, the health and safety of the DGE/ TCAGP personnel is prioritized over operational performance. These guidelines were drafted in line with these principles.

These guidelines are compliant (and a reiteration in most cases) of the guidelines set by the National Government, UP Diliman and UP College of Engineering.

### **ACRONYMS/DEFINITIONS**

**CAE:** Certificate of Authorized Entry

**COVID-19:** Coronavirus Disease 2019

**COVID-19 Symptoms:** Cough, shortness of breath or difficulty breathing, fever, chills (may have repeated shaking), muscle pain, headache, sore throat, loss of taste or smell.

**CoE:** College of Engineering

**CQ:** Community Quarantine

**DGE:** Department of Geodetic Engineering, the Department

**ECQ:** Enhanced Community Quarantine

**Essential work:** work that is deemed vital for the continued operations of the academic, training, research and extension activities of the DGE and TCAGP. The necessity of the work may be attested by the Department Chair/ Director, DGE/ TCAGP Committee heads and/or research project leaders.

**High body temperature:** body temperature of 37.8°C or higher.

**LGU:** local government unit.

**NEC:** National Engineering Center

**PPE:** Personal protective equipment.

**TCAGP:** Training Center for Applied Geodesy and Photogrammetry, the Center

**TC:** Training Course

**UPD:** University of the Philippines Diliman, the University

**UPHS:** UP Health Service.

**WFH:** Work-from-Home

## **Personal Protective Equipment**

The following PPEs shall be required in the immediate future to minimize Covid-19 contamination:

- Facemask
- Safety glasses/goggles or face shield
- Gloves

### **1. PERSONNEL**

- 1.1. In accordance to the UPD Post-ECQ Guidelines, unless certified by the Dean to be very essential, DGE/ TCAGP personnel may report for work for a maximum of two (2) times each week.
- 1.2. In accordance to the CoE Post-ECQ Guidelines, each TCAGP project is requested to conduct an accounting of the staff. If possible, try to obtain the following information:
  - Place of residence and quarantine status (localized quarantine might eventually be implemented)
  - Mode of transportation (car, bike, public transport, etc....)
  - Health Status
  - Accompanying members of the household (age, relation)
  - Source of Food (Canteens are closed even after ECQ until further notice)
  - Other information as deemed necessary by the project

These data may be used in identifying personnel who may have problems in reporting for work or if certain considerations should be given to them. Collection of data should follow data privacy rules.

- 1.3. All DGE/ TCAGP personnel must wear PPE (at least a mask) if in active duty within the premises of the University. This shall be observed even if the personnel is alone in the office, as infected individuals can contaminate office spaces and equipment.
- 1.4. All employees are encouraged to wash their hands with soap and water or sanitize them with at least 70% alcohol solution. This shall be done once every two hours, and before and after going to common areas (e.g., comfort room, pantry). The DGE/ TCAGP shall procure alcohol, disinfectant and soap. Respective projects may provide supplementary materials should their budget allow such.

### **2. FACILITIES**

#### **2.1. Buildings**

- 2.1.1. The access to the buildings with high traffic (e.g. Melchor, NEC) is recommended to have separate entry and exit points.
- 2.1.2. Everyone (i.e. faculty, staff and trainees) should go through a temperature check before entering while observing physical distancing. Temperature checks will be conducted by the guards and as per health service guidelines, a temperature of 37.8C or higher will be referred to the UPHS for further investigation.
- 2.1.3. Each building shall identify an isolation/holding area for anyone who will be waiting for further instructions from the health service. A temperature reading in the range of 37.5 to 37.8 will be sent home. Temperature checks may be conducted two times before declining entry to anyone.
- 2.1.4. Alcohol dispensers should be placed at the entrance of all buildings.
- 2.1.5. Please advise all personnel to avoid going to the campus if they feel sick or if they have been in contact with known positive cases of COVID19.

## 2.2. Laboratory/Office Spaces

- 2.2.1. Each project space/laboratory shall ensure that everyone will observe physical distancing when working in their respective areas. Faculty, staff and researchers should have a four-square meter workspace. The different offices should be rearranged if necessary.
- 2.2.2. Maximum of two (2) students/ trainees at a time shall be allowed in the instrument room.
- 2.2.3. RS and GIS rooms must only contain a maximum of 10 students at a time.

## 2.3. Classrooms

If classrooms will be used by students and trainees during this time, the chairs and tables should be marked in order to observe physical distancing.

# 3. FACILITY-RELATED COMMUNICATION WITH THE COLLEGE

- 3.1. The DGE/ TCAGP will facilitate a blanket request (if not initiated by CoE) for the CAE of all personnel under its umbrella in accordance to the CoE Post-ECQ Guidelines.
- 3.2. For specific permission requests not covered by the CAE, the DGE/ TCAGP personnel may communicate directly to the College through the Dean and/or the Associate Dean for Administration for permits (CAE) required under the college guidelines. For documentary purposes, the personnel is requested to “carbon-copy” the DGE Chair and the Assistant Chair for Administration.

# 4. INTERACTIONS

- 4.1. Authorized individuals should maintain a distance of at least 2 meters from each other. Physical distancing should be practiced as much as possible while in the workplace. This will help in limiting contact with infected people and contaminated surfaces.
- 4.2. All personnel are encouraged to bring their own food in reusable containers to avoid producing additional waste and food deliveries. Food sharing must also be strictly prohibited.

- 4.3. A no-visitor policy may be imposed as necessary by the CoE Administration. Only authorized individuals are allowed to work in their respective workplaces. The following alternative approaches may be implemented:
  - 4.3.1. Collaborators interested in checking CoE-based facilities are advised to interact through online meetings.
  - 4.3.2. Individual project offices/laboratories should establish isolation protocols and receiving areas for clients to minimize contact.
- 4.4. A no-physical contact policy will be imposed. Authorized individuals should avoid handshakes and other physical contact while interacting with colleagues during work.
- 4.5. Mass gatherings, including big meetings and conferences, are still prohibited until further notice to avoid viral transmission. Meetings and conferences can be done online.
- 4.6. Physical meetings of three or more personnel are highly discouraged and must be done only when absolutely necessary.

## **5. SANITATION ACTIVITIES**

### **5.1. Cleaning and Disinfection**

- 5.1.1. As advised by OVCCA, there will be regular disinfection of areas especially those that are frequently touched objects. Air conditioning filters must be cleaned often as they are likely to carry infection. Janitors reporting for work during this period shall be provided masks and disinfection equipment.
- 5.1.2. Each TCAGP project may introduce other policies for their respective spaces. Please be reminded that we are not returning to business as usual. Even if the ECQ is lifted, please remind everyone that the threat of the virus is still there. Always practice self-care measures to prevent being infected by the virus.

### **5.2. Disposal of PPEs**

- 5.2.1. The CoE will provide leak-proof and puncture-proof biohazard waste bins and biohazard waste bags to all of their respective workplaces for the collection of disposable, single use PPEs such as surgical-grade face masks and latex gloves.
- 5.2.2. Provision of separate bins for reusable PPEs such as lab gowns and goggles for proper and thorough washing and disinfection by safety personnel is advised.
- 5.2.3. In removing the face mask, the elastic cords must be carefully untied (or unhooked from the ears) and pulled away from the face without touching the front.
- 5.2.4. Personnel must ensure that glove removal does not cause additional contamination of their hands.
- 5.2.5. Proper handwashing with soap and water for at least 20 seconds is recommended after removal of PPEs.
- 5.2.6. Before exiting the workplace, all personnel must sanitize their hands preferably using soap and water. However, in cases where soap and water is not available nor feasible, then using alcohol-based hand sanitizers with least 60% ethyl alcohol or 70% isopropyl alcohol solution is recommended.

- 5.2.7. PPEs must not be taken home. Proper segregation of PPE waste should be practiced.
- 5.2.8. The biohazard bin and PPE re-use bin must be strategically located near the Exit of the laboratory. These bins must be properly labelled and color-coded to avoid confusion. It is also important to ensure that the storage areas of the bins are clean, secure and protected from pests.
- 5.2.9. Labelling of PPE waste bags with their collection dates is recommended. PPE waste must be contained in a leak-proof bag.
- 5.2.10. Storage of PPE waste in waste holding areas for at least three (3) days should be implemented to prevent survival of the virus.
- 5.2.11. Infectious wastes from biohazard bins should be disinfected using non-incineration methods such as autoclaving or microwaving. Regular validation and testing of such technologies is advised.
- 5.3. Delivery of research supplies and equipment
  - 5.3.1. Supply and equipment deliveries must be coordinated between the guard on duty and any authorized representative in the workplace.
  - 5.3.2. Delivery personnel will also be required to undergo the same entry procedures for authorized individuals. Identification, such as company ID, of the delivery personnel must also be presented to the guard on duty for logging purposes while strictly maintaining physical distancing and avoiding touching of the identification material.
  - 5.3.3. If possible, the delivery containers should also be decontaminated.

## **6. GE AND TC LECTURES**

- 6.1. As much as possible, most interactions should be done online.
- 6.2. The Faculty and/ or Training Course coordinators shall advertise explicitly the hardware, software and connection requirements of the course.
- 6.3. The UPD, CoE and DGE/ TCAGP Protocols will be sent to the students/ trainees prior to the commencement of the academic and training courses.
- 6.4. Instruction modes may be one, or a combination of the following:
  - 6.4.1. Flipped Classroom – a video recording of the lecture is given beforehand to the students. A scheduled contact time (either face-to-face or video conferencing) is done to address any questions or for further discussion within the group. The contact time is also allotted for some face-to-face activities.
  - 6.4.2. Problem-Based Learning – a problem is given to the students where they need to research, do activities, and find their own solutions to the problem
  - 6.4.3. Blended Learning – traditional classroom teaching (in compliance with the guidelines) combined with online learning and independent study
  - 6.4.4. Student-led Learning – facilitated by guiding students in group activities, discussions and problem solving.
- 6.5. Online instruction methods may include one, or a combination of the following
  - 6.5.1. Lecture: Streaming

- a. The students and teachers can arrange a time for lecture delivery via various video hosting/streaming platforms (Twitch, Zoom, Discord, Dacast, Panopto)
  - b. All students should be online for the lecture (the teacher may record the lecture and upload it later on for the other students who cannot attend the conference call)
- 6.5.2. Lecture: Non-Streaming
- The teachers upload the lecture and the students are free to watch and view the lectures in their own time. This can be done using various storage or online video streaming platforms (YouTube, Google Drive, Dropbox).
- 6.5.3. In both options, the teachers could also give the following as supplement:
  - 6.5.4. Hand-outs containing detailed discussion of the lectures (separate from the lecture slides)
  - 6.5.5. Links to helpful videos or articles
  - 6.5.6. Open discussion forums (can also serve as assessment to what they learned)
  - 6.5.7. All announcements, scheduling, and assessments can be done using the online course management systems (UVLe, Google Classroom, Moodle, Schoology, Edmodo) or social media platforms (Facebook, Messenger)

## **7. GE AND TC LABORATORY EXERCISES (INDOOR AND OUTDOOR)**

- 7.1 Indoor activities include laboratory exercises implemented within a classroom or the different laboratory rooms (GIS and RS laboratory rooms) that access the computers of the Department.
  - 7.1.1 It is highly encouraged that faculty/ facilitator provide laboratory materials and modules that can be sent to the students so that students can do the lab exercise off-campus.
  - 7.1.2 PPEs must be worn by facilitators and students during necessary access to the laboratory rooms. Physical distancing and the number of people allowed in the room are governed by the UPD and CoE protocols.
  - 7.1.3 10.1.3. The course handler is encouraged to use online evaluation methods.
  - 7.1.4 10.1.4. Time should be given to disinfect the room, equipment and facilities before and after the laboratory activity.
  - 7.1.5 10.1.5. Scheduling of laboratory exercises beyond 8am to 5pm may be done if allowed by the University and the College. This is to augment the limitation of minimal number of users of a laboratory room at a time.
  - 7.1.6 10.1.6. Laboratory activities done beyond office hours must be scheduled, coordinated and approved by the Department and the College.
- 7.2 Fieldwork or outdoor activities include data gathering activities using different surveying equipment of the Department/ Center. Since these equipment is not readily accessible to students outside the University, access to the Department's Instrument Room and the project area (e.g. UP Campus) is necessary. Fieldwork activities will only be allowed in accordance with the directives of the National Government and UP Diliman.

- 7.2.1. It is highly encouraged and if possible, faculty/ facilitator transform a field lab exercise into a non-field exercise so that students can do the lab exercise off-campus without sacrificing the fulfillment of the courses' objectives.
- 7.2.2. It is encouraged that the faculty/ facilitator limit the project area so that the lab-exercise can be done in shorter periods of time but with the objectives still met.
- 7.2.3. During fieldwork, PPEs must be worn by facilitators and students.
- 7.2.4. Social distancing must be practiced by the members of the group.
- 7.2.5. Processing of the data can be done off-campus. Submission of results/ outputs can be done using UVLE or email.
- 7.2.6. Instrument and laboratory rooms must not be crowded at any given time. Provision of social distancing scheme while waiting outside the instrument room (permission to open the gate near the instrument room so that crowding will be avoided. Maximum of two (2) students/ trainees at a time.

## **8. ACADEMIC ACTIVITIES OUTSIDE THE UNIVERSITY**

Academic activities outside the University are highly discouraged. However, if activities cannot be avoided (e.g. on-the-job training) proper care must be taken to protect the health of the people involved. For the DGE OJT program, a separate protocol document is provided.

## **9. WORK SCENARIOS**

Three (3) work scenarios are considered post ECQ but these guidelines shall be finalized upon receiving the “Back to Work Policy” from the University. These are WFH, combination of WFH and skeletal workforce in the office, and rotation & shifting arrangement.

### **9.1 Work-from-Home**

All personnel including the faculty, administration staffs are to fulfill their specific mandates from home. Processing of documents and coordination shall be done online.

### **9.2 Combination of WFH and skeletal workforce in the office**

Following the UPD Post-ECQ guidelines, each personnel that needs to report physically in the office shall do so at a maximum of two (2) days per week. The remaining days shall be WFH arrangement.

### **9.3 Rotation and Shifting**

DGE/ TCAGP Administration staffs (even faculty) shall do shifting and rotation if manpower is required outside the usual 8am to 5pm office schedule such as implementation of indoor laboratory activities.



## *F. Department of Industrial Engineering and Operations Research*

### **1. SCOPE**

The DIEOR Post-ECQ Guidelines will be implemented on the first six (6) weeks after the lifting of the enhanced community quarantine. Assuming that post-ECQ will cover both Midyear Term 2020 and the 1st Semester of AY 2020-2021, these guidelines shall cover all employees of the Department of Industrial Engineering and Operations Research and visitors from other UP units.

### **2. ESSENTIAL WORK AND PRIORITY WORK**

#### **2.1 Essential Work**

This refers to tasks that are essential and absolutely necessary for the basic functioning of the Department of Industrial Engineering and Operations Research.

Essential work in the Department are as follows:

- a) Procurement and processing of corresponding payments;
- b) Processing of appointments, salaries and honoraria of faculty and staff; and
- c) Processing of pertinent documents and vouchers required by the University.

#### **2.2 Priority Work**

This refers to tasks that are considered most important so that the goals of the Department of Industrial Engineering and Operations Research (DIEOR) are attended to.

Priority work in the Department are as follows:

- a) Responding to concerns, requirements and queries of student, faculty and other stakeholders; and
- b) Academic-related duties of faculty.

#### **2.3 Work Regulations**

During the post-ECQ period, the Department shall:

- a) Temporarily suspend non-essential and non-priority tasks;
- b) Modify implementation of office functions, so that services can be provided online;
- c) Implement a mixed Work-From-Home (WFH) and physical reporting work arrangement; and
- d) Review and revise the receiving and releasing of documents so that contact can be avoided.

### **3. WORK-FROM-HOME ARRANGEMENT**

Despite the easing of the enhanced community quarantine, DIEOR will proactively implement a work from home (WFH) setup for all personnel to whom it is applicable.

### **3.1 Essential and Priority Work**

WFH tasks may include but not limited to:

- a) Preparation of vouchers for salaries of personnel;
- b) Preparation of regularly-submitted reports;
- c) Dissemination of information to students and stakeholders;
- d) Updating of websites and official social media accounts;
- e) Processing of received documents (applications, requests, etc.);
- f) Answering queries from students and stakeholders;
- g) Processing of online transactions;
- h) Coordination with supervisor, other personnel or third parties; and
- i) Encoding, data processing and updating of records

### **3.2 Information Dissemination**

DIEOR must utilize the use of all possible means of communication to reach their employees. The Department should also ensure that documents and other needed information are made available to those who WFH, subject to strict observance of data privacy and non-disclosure regulations.

### **3.3 Work Tracking**

The Department shall provide a reasonable deadline or quota to WFH employees to keep track of their work progress. As a courtesy, the Department is enjoined to be mindful of work hours, as well as of mealtimes, weekends, and holidays.

### **3.4 Infrastructure Support**

Infrastructure support such as laptop computers and internet access (pocket WiFi, load subsidy, etc.) should be provided by the unit to permanent and contractual employees who will WFH. The unit must conduct an infrastructure support survey (Form 8.1) and require all faculty and administration members to answer to know who is most in need. The unit should then prioritize giving infrastructure support to the members who require the services.

### **3.5 Required WFH Cases**

Unless absolutely necessary, the following employees are required to work from home:

- a) Employees with comorbidities (diabetes, hypertension, heart disease, chronic lung disease, obesity, asthma);
- b) Employees who are immuno-compromised (e.g., PLHIV, those with ongoing chemotherapy);
- c) Senior citizens; and
- d) Employees residing in areas that were under Extreme ECQ or strict monitoring (as advised by the DOH or LGU) at most two weeks before the post-ECQ period

## **4. PHYSICALLY REPORTING FOR WORK**

### **4.1 Key Personnel**

The DIE/OR's key personnel are the administrative staff and faculty.

### **4.2 Allowed Personnel**

For the first week once the ECQ has been lifted, those who can safely travel to work or key personnel residing within the UP Diliman Campus will be allowed to physically report for work.

Employees with the specific descriptions in Section 3.5 are not allowed to physically report for work unless absolutely necessary. Employees who are experiencing fever, coughs, colds, diarrhea, sore throat, or difficulty in breathing are not allowed to physically report for work. Those who had close contact or exposure to a probable or confirmed COVID-19 positive person are also not allowed and must notify the Department Chair and UP Health Service.

### **4.3 Scheduling of Physical Visit to the DIEOR Office**

- a) Employees must schedule at least one (1) week before their preferred date/s. An email request to the Department Chair is required for each visit to the office. The decision of approval of physical visit to the DIEOR Office will be sent to the employee through email.
- b) Personnel can only report to work for a maximum of two (2) times a week, unless deemed necessary.
- c) Office hours will be strictly from 8:00 AM to 5:00 PM.
- d) Personnel should observe physical distancing at all times.

### **4.4 Pre-arranged Transportation**

In coordination with the College, the transportation of the key personnel who need to physically report for work will be facilitated by the Department. Employees must request at least one (1) week before the date of pre-arranged transportation. All requests will be subject to approval of the Chair and the College Dean.

## **5. PROTOCOLS INSIDE OFFICES**

### **5.1 Prior and Upon Entry to the Office**

- a) Following UPHS-issued protocols, janitorial staff must disinfect the workplace prior to start of work. In disinfecting the IE Department, protocols must include:
  - i) Cleaning and disinfecting of commonly-touched surfaces (door knobs, counter tops, light switches, handles, faucets, etc.) in the IE Department
  - ii) Cleaning and disinfecting of the bathrooms (i.e., male and female) of the IE Department
  - iii) Disinfect at least twice: at the beginning and end of each day
  - iv) Clean at least once: at the end of the day.
- b) The approved email requests of all DIEOR employees to report for work shall be forwarded to the administrative staff of the Department for their reference.

- c) All DIEOR employees who will report for work are required to wear face mask. The 'No face mask, No entry' policy will be strictly enforced.
- d) All DIEOR employees, prior to entering the workplace, must abide by College of Engineering entry protocols, including but not limited to mandatory checking of temperature by security personnel.
- e) Foot baths will be installed at the entrance of the IE/ME building, along with alcohol dispensers which will also be installed at the entrance of DIEOR offices. Employees are required to disinfect their footwear and hands before entry.
- f) Only one guest at a time will be allowed inside the DIEOR premises. Transactions with department personnel will be restricted by a barrier to facilitate social distancing requirements.

## **5.2 While Inside Office**

- a) Employees must wear a mask at all times while in office premises. This shall be observed even if an employee is alone in the office, as infected individuals can contaminate office spaces and equipment.
- b) All employees are encouraged to wash their hands with soap and water or sanitize them with at least 60% alcohol solution. This shall be done once every two hours, and before and after going to common areas. The department shall procure alcohol, disinfectant and soap.
  - i) Guidelines on proper handwashing procedures will be placed inside the comfort rooms.
  - ii) Alcohol bottles will be available in the department at all times, to be replaced when fully consumed.
  - iii) Alcohol will be placed in these areas: (1) outside of the comfort room and outside of the pantry, (2) front desk of the IE Department, (3) inside the faculty holding office, (4) between the consultation area and space for lecturers
- c) Strict physical distancing (at least 2 meters apart) between employees must be observed at all times.
  - i) Work stations will be rearranged if applicable.
  - ii) At most one air conditioning unit per area will be used at any given time. This is to lessen the possible spread of the virus.
- d) Physical meetings between three or more personnel must be done only when absolutely necessary. Faculty meetings must be done online. Consultation room will be rearranged to satisfy the minimum 2-meter distance.
- e) All DIEOR transactions are enjoined to be done on a paperless basis. Whenever possible, documents are to be scanned and routed via email to other offices, always mindful of data privacy and protection.
- f) Whenever possible, windows must be kept open to ensure good air entry and circulation.
- g) Frequently touched office objects (door knobs, telephones, photocopier keys, etc.) should be disinfected at least four times each day by DIEOR administrative staff.
  - i) Two times during disinfection (1) before office hours and (2) after office hours
  - ii) Disinfection every 2 hours during office hours
- h) Units are requested to segregate waste at source. A separate bin must be designated for 'infectious wastes'. These wastes should be sprayed with alcohol upon disposal into the

dedicated garbage bin.

- i) Infectious wastes include disposable masks, used gloves, soiled tissues, used plastic utensils, etc.
- ii) Bins will be placed in central areas.
- iii) There will be (3) bins: one for biodegradable waste, one for non-biodegradable waste, and one for 'infectious wastes'.
- iv) These bins will be labeled accordingly

### **5.3 Prior to Leaving the Office**

- 1) Employees are to sanitize their desk, keyboard and mouse using alcohol before leaving. Personal paraphernalia on desktops must be kept at a minimum, and only objects that cannot be brought home. This will be checked by supervisors or assigned personnel.
- 2) Janitorial staff will disinfect and clean the workplace, following the provisions in Section 5.1.
  - i) The 'infectious wastes' should be wrapped in plastic.
  - ii) The exterior of filled garbage bags that are put out for collection must be sprayed with bleach solution so that trash collectors are not exposed to possible hazards.

## *G. Department of Mechanical Engineering*

### **Post-ECQ Protocols**

Following the recommendation of UP Diliman's Ad Hoc Committee, the department will observe the following measures during the post-ECQ period (6 weeks after lifting the ECQ):

1. Non-essential and non-priority tasks will be temporarily suspended;
2. Documents and other materials will be scheduled for deliveries (if needed) to minimize messengerial movement within the campus.
3. A mixed WFH and physical reporting work arrangement will be implemented. The following people will not be required to do work inside the campus (unless absolutely necessary) and will be provided arrangements to do WFH:
  - a. Employees with comorbidities (diabetes, hypertension, heart disease, chronic lung disease, obesity, asthma), those who are immuno-compromised (e.g., PLHIV, those with ongoing chemotherapy) and senior citizens;
  - b. Employees who reside in Barangays that were under Extreme ECQ or strict monitoring (as advised by the DOH or LGU) two weeks before the post-ECQ period;
4. The department chair, committee heads, and project leaders shall discuss with WFH employees their tasks aligned with their targets and deliverables. Documents and other needed information will be made available to those who WFH, subject to strict observance of data privacy and non-disclosure regulations. Work hours as well as meal times, weekends, and holidays will be observed;
5. During the first week after lifting the ECQ, only employees residing within UPD Campus or those with personal vehicles will be allowed to physically report for work;
6. Unless certified by the Department Chair to be very essential, employees may report for work for a maximum of two (2) times each week;
7. All who experience sudden onset of fever, cough, colds, diarrhea, sore throat, or difficulty of breathing, as well as those who, regardless of their current health status, had close contact or exposure to a probable or confirmed COVID-19-positive person must not report to work and must immediately notify their unit head and the UP Health Service.

<b>DME Post-ECQ 6-Week Implementation Plan for DME Services</b>	<b>Directly Responsible Personnel</b>
1. The following are essential services in DME:	
a. Processing of faculty requests to UP units (e.g. application for leave, application for grants)	DME Admin Staff
b. Processing of disbursement vouchers for supplies	Brian Gerodias
c. Building maintenance (e.g. general cleaning, repair)	Utility Personnel Headed by FUCIPC**
d. Building Security	Security Guards

e. Reception (e.g. answering of calls, receiving of documents related to essential services)	Brian Gerodias/Erwin Lerion
f. Processing of salaries	Brian Gerodias
g. Transmission of documents related to essential services	Erwin Lerion
2. The following are next-essential services (priority service per UP Ad hoc committee) in DME:	
a. Laboratory work (for research purposes)	Faculty
b. Preparation for online classes	Faculty
c. Online meetings for faculty	Faculty
d. Checking and grading of student submissions	Faculty
e. Office-work for Projects	Project Leaders and Faculty Project Staff
3. All general services not listed above shall be temporarily suspended.	
a. All face-to-face meetings with more than 3 participants shall not be allowed.	Faculty, Admin Staff
b. Only 8 faculty at a time is allowed to enter the DME faculty room.	Faculty, Admin Staff
4. All faculty members shall be strongly advised to work from home and refrain from staying in faculty offices for extended period of time, unless they have to perform tasks related to/or listed in DME-A.1 and DME-A.2	Faculty
6. Messengerial services shall only be scheduled once a day unless urgent documents need to be transmitted and processed. The cut-off time for submission shall be 12NN, for transmission to other UP offices every 2PM, daily.	Erwin Lerion

**\*\* - See Legends Section**

<b>DME Post-ECQ 6-Week Implementation Plan for Physical Reporting for Work</b>	
1. On the first day after the ECQ is lifted, all offices of DME will be disinfected. Only the building administrators (main building and laboratory), and utility personnel will be allowed.	Utility Personnel Headed by FUCPIPC**, Chair, Asst. Chair
2. In the first week after the ECQ is lifted, only faculty and staff residing inside the campus will be allowed to report for work. Those who reside outside UP but have personal vehicles to use in going to DME will also be allowed to go to office. Others are strongly advised to remain in their houses unless there are very urgent matters to settle in DME.	Staff, Faculty

3. Admin staff who are anxious about going to office everyday may not need to physically report to work every day. He/she may request to have a WFH arrangement from the Chair. The Chair and Asst. Chair should provide WFH arrangements.	Admin Staff, Chair, Asst. Chair
4. Physical reporting for work shall be reduced for all staff as deemed necessary by the Chair and the Asst. Chair. The Asst. Chair shall create a work schedule for the staff.	Chair, Asst. Chair
5. Anyone who experiences sudden onset of COVID symptoms should immediately report their condition to the Chair and/or Asst. Chair and shall be allowed to immediately go home or seek medical attention.	Staff, Faculty
6. For Specific Protocols for Physically Reporting for work, please see the “ <i>Specific Protocols Inside the Building and Office for Physical Reporting for Work</i> ” Section below.	Staff, Faculty

**\*\* - See Legends Section**

<b>DME Post-ECQ 6-Week Implementation Plan for Work-from-Home (WFH) Arrangement</b>	
1. Any personnel who reside in areas with Extreme ECQ or Total Lockdown or under strict monitoring (PUM, PUI, Probable, Suspect cases) shall be asked to inform the Chair about their condition. They shall not be required to physically report to work and WFH arrangements shall be provided for them. They will only be allowed to report in the office fourteen (14) days after the lifting of lockdown in their residence or after the lifting of strict monitoring.	Staff, Faculty, Asst. Chair, Chair
2. All online requests and processing of documents shall be done during the regular working hours of 8AM-5PM from Monday to Friday. The staff are not obliged to respond to requests made outside the regular work hours, even if the requests are lodged online.	Staff, Faculty
3. All DME personnel shall be asked to keep their communication lines open for WFH arrangements to ensure the timely and efficient delivery of tasks. Everyone should be responsive during the regular work hours.	Staff, Faculty



## **Specific Protocols Inside the Building and Office for Physical Reporting for Work**

### **A. Prior and Upon Entry to the Office**

1. Janitorial staff will clean and disinfect commonly-touched surfaces (e.g., door knobs, counter tops, light switches, handles, faucets, etc.) and the floor (following the UPHS-issued protocols) at the following specific times (7:00 am, 11:45 am 1:30 pm, and 4:45 pm).
2. There will be a temperature screening by the security guards at the designated entrance at all portals of Melchor Hall. Anyone with temperature of 37.8 degrees Celsius or higher after two takes must be referred to the UPHS for further evaluation.
3. The use of biometric scanners will be temporarily suspended. There will be an “Attendance Board” that will be hanged at the entrance of the office. Please take note of your presence on the board upon entry. This is to minimize movement of people looking for people within the faculty room. This will be disinfected at the designated time stated above. Personal pens will be used to avoid contact.
4. Alcohol dispensers and foot baths will be installed at the entrances of the building. All are required to disinfect their footwear and hands before entry to the building.
  - a. The designated stations for disinfection for all entry points are the following:
    - i. Faculty room/Old ME Building
      1. Entrance
      2. Faculty-Only Entrance
      3. Powerlab Entrance
    - ii. IE/ME Building
      1. Main Entrance (along Magsaysay Avenue)
5. Other entry points not stated in item number 4 will be temporarily closed.

### **B. While Inside the Office**

1. All employees must wear a mask. This shall be observed even if an employee is alone in the office, as infected individuals can contaminate office spaces and equipment;
2. All employees are encouraged to wash their hands with soap and water or sanitize them with 70% alcohol solution upon entry of the faculty room.. This shall be done once every two hours, and before and after going to common areas (e.g., comfort room, pantry).
3. Strict physical distancing (at least 2 meters apart) between workers must be observed at all times. Only one person in each cubicle must be present. Scheduling for this set-up is necessary.
4. If possible, it is advised to bring “baon” to lessen food deliveries to the offices or to avoid queueing for meals at canteens or food establishments. All employees shall bring their own drinking bottles and other food utensils;
  1. The common-use utensils in the pantry will be temporarily stored to avoid the possible spread of the virus.
  2. Strictly no sharing of utensils.

5. Meetings are restricted to up to three personnel only and if absolutely necessary only. Social Distancing must be observed at all times and should be done on a wide enough space. For 4 or more personnel meetings, the meeting should be online. Faculty meetings will be done online;
6. Whenever possible, documents are to be scanned and routed via email to other offices, always mindful of data privacy and protection;
7. Frequently touched office objects (door knobs, telephones, photocopier keys, etc) will be disinfected at least four (4) times each day – twice in the morning and twice in the afternoon (See schedule at I.1);
8. Waste segregation will be strictly observed. A separate bin will be designated for ‘infectious wastes’ (e.g., used disposable masks, used gloves, and soiled tissues). These wastes should be sprayed with alcohol upon disposal into the dedicated garbage bin, everything will be wrapped in plastic afterwards, and the exterior should be sprayed with bleach solution so that trash collectors are not exposed to possible hazards;
9. Only 2 people can occupy the conference room at a time (sitting at the opposite edges of the table).
10. Only 1 person at a time is allowed within a shared cubicle. The cubicle-mates must discuss their schedules with each other;
11. Only 8 people are allowed to be present within the faculty office at a time. An online schedule will be disseminated for proper scheduling of work.
12. No one is allowed in the faculty room earlier than 5AM and beyond 5PM. The office will be open only from Monday to Saturday.

### **C. Prior to Leaving the Office**

13. There should be no personal items in the common area. Personal items found will be stored on a designated box in the secretaries area.
14. The use of biometric scanners will be temporarily suspended. Please change the status of your presence upon leaving the faculty room on the “Attendance Board”.
15. Employees should sanitize their desk, keyboard and mouse before leaving. Personal paraphernalia on desktops must be kept at a minimum.

### **D. Material Requirement**

Material	Consumption/ Week	Weeks (June - Dec)	Total needed
Alcohol/Hand Sanitizer (70%; 1L)	4	28	112
Face Mask	50	28	1400
Clorox for Foot Bath (1L)	2	28	56

Cloth for Foot Bath	5	28	140
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### **E. Faculty Scheduling**

The following are the guidelines for faculties reporting to work within the department.

- 1) Maximum of 8 people within the faculty room.
- 2) Those who are categorized as high-risk in our population are not allowed to enter the faculty room. ( $\leq 20$  years old and  $\geq 60$  years old)
- 3) Please reserve your slot in the Google Sheet link below (under Reservation) at least a day before the date you will go to the department.
- 4) Please log-in in the Google Sheet link below (under Actual) once you enter the faculty to make sure that only 8 people at a time will be present within the department. This is a “first come first serve” basis, unless the need to enter is urgent.
- 5) Google Sheet link - <https://bit.ly/DMEFacultyScheduling>

### **F. Legends**

1. Facilities, Utilities Property Inventory and Procurement Committee - FUCPIPC

## *H. Department of Mining, Metallurgical, and Materials Engineering*

### **Purpose**

The chance that we will be exposed to infectious disease here in the department, particularly for coronavirus, will be from those infectious people coming in the office and will contaminate the working environment. As such, these policies are prepared in order to control and prevent the transmission of the infectious disease once we resume our work in the UP DMMME building. Everyone is kindly requested to follow these guidelines diligently in order to sustain a healthy and safe workplace. It is very important if we all responsibly follow these health precautions.

### **Scope**

This policy applies to all faculty and staff members, janitors and guards, students, and researchers who are physically working in the building. This also applies to visitors of the department. We strongly encourage those remotely working personnel of the department to read through this action plan as well, in order to ensure that we are collectively responding to this challenge. The policy guidelines are subject to change, depending on the current situation and when it is deemed necessary for the greater good of everybody. Existing national and university policies pertaining to post-ECQ activities are also applied and observed.

### **Policy elements**

We outline the required actions every employee, staff, researcher, student, visitor and other personnel should take in order to protect ourselves and co-workers from a potential coronavirus infection.

### ***Work flexibility scheduling***

- Faculty members and staff for administration and laboratories, researchers and other project-based staff, including janitors are required to submit their schedule of going to UP DMMME if they are doing essential and priority works. This is to ensure that appropriate numbers of people in the building are properly observing physical distancing.
- A google sheet for scheduling will be used to monitor all the personnel working in the building. Scheduling should be accomplished not later than Friday, prior to the intended working week.
- Employees may report for work for a maximum of two (2) times each week, from Mondays (M) to Fridays (F), and 8am to 5pm only. A permit will be secured and approved by the Department Chair and Building Committee if the activities in the building are very essential, that will require more than two (2) days to work and even during Saturdays (S).
- Non-essential visits to the building are not advised. Only visitors with prior appointment will be entertained and attended to only at the “Glass Room” receiving area.

### ***Sick leave and work from home arrangement***

- If employees are feeling ill and/or have cold symptoms such as coughing, sneezing and fever, do not go to work and request for sick leave or work from home.
- If employees have a coronavirus diagnosis, they can return to work in the office only after they have fully recovered and with physician’s advice of confirming full recovery.

- If employees have recently returned from areas with high cases of COVID-19, kindly work from home for 14 days and return to the office if fully asymptomatic. No physical contact with any colleagues during this time.
- Faculty members and staff above 60 years old are encouraged to do work from home.

### ***General hygiene rules***

#### **Before entering the building:**

- Wearing a facemask is required. No facemask, no entry.
- Handwashing with alcohol and sanitation foot bath for disinfection will be installed and used before entering the building.
- Body temperature will be checked, and a record will be kept. If temperature is at least 37.8°C, the person will no longer be allowed to enter the workplace premises and will be advised to go to UP Health Service for further evaluation.
- The use of biometric scanners for time check-in will be temporarily suspended.
- All employees of UP DMMME and other visitors are required to fill-out a health checklist form upon every entry.

#### **When inside the building**

- Observe physical distancing in the working area, by ensuring there is a four (4) square meters of space per person and maintaining a physical distance of at least one and half (1.5) meters from each other.
- Face mask must always be worn at all times, and remove the same only when eating or drinking.
- All employees are encouraged to wash their hands with soap and water and sanitize them with alcohol solution. This shall be done frequently and especially before and after going to common areas (ex. pantry, toilet).
- Physical meeting of at least three personnel is highly discouraged and must be done only when absolutely necessary. Otherwise, meetings can always be done online.
- All employees and other personnel are advised to observe proper respiratory etiquette and disinfecting protocols.

#### **When exiting the building**

- Employees are required to sanitize their working space, such as the desk, keyboard and mouse before leaving.
- Handwashing with alcohol and foot bath sanitation for disinfection are again required before leaving the premises.
- The use of biometric scanners for time check-out will also be temporarily suspended.
- Use a separate exit door that is allocated when getting out of the building.

### ***Cleaning and disinfecting arrangement***

- Janitorial staff will clean and disinfect frequently touched surfaces (ex. doorknobs, handles, faucets, light switches, etc.) at least four (4) times each day, twice in the morning and twice in the afternoon.

- Cleaning and disinfecting of the floors will be done once a day.
- A separate bin must be designated for ‘infectious wastes’ (e.g., used disposable masks, used gloves, and soiled tissues). These wastes should be sprayed with alcohol upon disposal into the dedicated garbage bin, everything should be wrapped in plastic afterwards, and the exterior should be sprayed with bleach solution in order to prevent trash collectors from being exposed to possible hazards.
- Temporary storage and holding areas of wastes should also be disinfected regularly. Storage areas should be clean, secure, and protected from the elements, pests, and disease vectors.

### ***Working Space Allocation***

- Project leaders are advised to only allow 50% of their research staff to work in the office any time of the day. Make necessary scheduling of your project staff in order to meet this requirement.
- A maximum of 3 users per laboratory will be allowed to do experimental runs (one bay size), and a maximum of 5 users for those laboratories with a bigger floor area (at least 2 bay). This is to meet the required physical distancing and appropriate foot traffic. Shifting for the use of the laboratory space with other researchers can be done to compensate for this limitation and to maximize the necessary research activities. A classroom space will be provided for other researchers/project staff who will be doing other related work.
- Aside from the faculty lounge (maximum of 4 users) and faculty room (maximum of 7 users), conference room (maximum of 3 users) and MW1 (maximum of 4 users) can also be used as working space for faculty members.
- Admin area will only allow a maximum of 3 people working and a maximum of 2 people for the technicians room.
- A classroom space will also be provided for the janitors as their temporary dug out.
- Offices, rooms and laboratories should observe appropriate ventilation. Opening the windows is highly recommended.

### ***Materials and resources***

- Inventory Committee will make sure that all necessary materials and supplies (ex. alcohol, soap, bleach, masks, gloves) will always be available for use.
- Information on the maximum number of occupants and the cleaning/disinfection scheduling is posted on every door of the lab, office, or meeting room. This is based on the floor area, foot traffic condition and the minimum recommended physical distance everyone should observe.

### ***Post-ECQ Team Communication***

- The Post-ECQ Team of the department is composed of the Department Chair, the Building Admin Committee Head and the Safety Officer of the Department. Regular monitoring and checking for the observance of these guidelines will be conducted.
- Any concerns that may affect the health and safety of the different personnel of the department, kindly contact the Post-ECQ Team.

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## I. *Energy Engineering Program*

This document aims to give guidance to students, administrative staff, research personnel, lecturers, faculty thesis/dissertation advisers on implementation of the program activities. This will be disseminated to all concerned.

<b>Guideline</b>	<b>Activities</b>	<b>Detailed policies and remarks</b>
Essential Work	<ul style="list-style-type: none"> <li>administrative services to students/faculty;</li> <li>processing of appointment and honorarium/salaries;</li> <li>procurement of equipment, supplies, services;</li> </ul>	<ul style="list-style-type: none"> <li>Consultation, advising, document processing and transmittal for any administrative services and academic requests of students and faculty will be done online and paperless mode (i.e. requests via email, online processing using e-signatures).</li> <li>EgyE admin office manning: Monday and Tuesday only (9AM-4PM)</li> </ul> <p>Notes:</p> <p>Email (Program Coordinator): Dr. Rinlee Butch Cervera &lt;rmcervera@up.edu.ph&gt;</p> <p>EgyE Admin staff: Ms. Maurene May Dudero &lt;mcdudero1@up.edu.ph&gt;</p> <p>EgyE admin office at Melchor Hall, Room 327</p>
Priority Work	<ul style="list-style-type: none"> <li>Lecture and Laboratory Classes</li> <li>Research &amp; development (i.e. projects and research related works)</li> <li>Thesis/Dissertation</li> <li>Academic Program Improvement (committee meetings, assessment, planning, preparing proposals for revision of existing program and course or institution of new programs/courses)</li> </ul>	<p><b>Lecture Courses</b></p> <ul style="list-style-type: none"> <li>Course instructors are encouraged to develop remote teaching and learning activities and teaching materials for synchronous mode using online meeting platform provided by the university.</li> <li>Considering internet connectivity of students, course instructors may opt to develop materials (e.g., lecture videos, power point lectures with audio, etc.) for asynchronous teaching and learning.</li> <li>Students should be made aware of the modified implementation of lecture classes prior to enlistment to the course.</li> <li>Face-to-face classroom activities will be limited to those that are highly necessary and cannot be done through online meetings (such as written closed book and notes exams). Follow the guidelines for</li> </ul>



		<p>room usage provided by the unit or building where class will be held.</p> <p><b>Laboratory Course:</b></p> <ul style="list-style-type: none"> <li>• Course instructors are encouraged to explore remote mode, synchronous or asynchronous, for teaching the theories and techniques part of the course content. In this way, the time that the students have to be at the laboratory is minimized and dedicated to necessary hands-on activities.</li> <li>• Experiments done inside the laboratory will be conducted on staggered schedule so that the number of students in the class will be limited to what the laboratory space can allow (considering a minimum of 4 sq.m. space per person).</li> <li>• Other learning activities that will not require physical presence at the laboratory may be explored.</li> <li>• Follow the guidelines for lab usage provided by the unit or building where lab class will be held.</li> </ul> <p><b>Thesis/Dissertation and Comprehensive Exam</b></p> <ul style="list-style-type: none"> <li>• Follow respective policies of adviser's home unit.</li> <li>• Refer to NGSE guideline in the time of Covid-19 (Guideline for proposal and final thesis defense, comprehensive exam)</li> </ul> <p><b>Committee meetings, Research Colloquia, Seminars, Workshops, Trainings and Public Lectures</b></p> <ul style="list-style-type: none"> <li>• Any activities will be held online until mass gathering will already be allowed.</li> <li>• <b>Notes:</b> For lectures, lab class, thesis/dissertation work -follow other guidelines of respective units where the activity is to be conducted.</li> </ul>
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Physical reporting in the office	<ul style="list-style-type: none"> <li>• Physically reporting for work of administrative staff and researchers shall be limited to a maximum of two days per week</li> </ul>	<ul style="list-style-type: none"> <li>• All employees must wear a mask at all times. This shall be observed even if an employee is alone in the office, as infected individuals can contaminate office spaces and equipment;</li> <li>• No unnecessary talking;</li> <li>• Strict physical distancing (at least 2 meters apart);</li> <li>• Paperless transaction as much as possible;</li> <li>• Whenever possible, windows must be kept open to ensure good air circulation;</li> <li>• When leaving the office after work: disinfect all objects in contact (door knobs, telephones, photocopier keys, etc)</li> </ul>
Work-from-Home (WFH)	<ul style="list-style-type: none"> <li>• For administrative staff and researchers (Other working days not in the office)</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of vouchers for salaries of personnel;</li> <li>• Preparation of regularly submitted reports;</li> <li>• Dissemination of information to students and other stakeholders;</li> <li>• Processing of received documents (applications, requests, etc.);</li> <li>• Answering queries from stakeholders;</li> <li>• Processing of online transactions;</li> <li>• Coordination with supervisor, other personnel or third parties;</li> <li>• Encoding, data processing and updating of records.</li> <li>• Note: Laptop or necessary gadget will be provided (with availability)</li> </ul>

## *J. Environmental Engineering Program*

This document aims to give guidance to students, administrative staff, research personnel, lecturers, faculty thesis/dissertation advisers on implementation of the program activities. This will be disseminated to all concerned.

### **Essential and Priority Work**

- The following are considered Priority Work:
  - Lecture and Laboratory Classes
  - Research (planning, proposal writing, data gathering, report writing, publications, other forms of research dissemination)
  - Academic Program Improvement (assessment, planning, preparing proposals for revision of existing program and course or institution of new programs/courses)
  - Linkages, Collaborations, Public Service
  - Training
- The following are considered essential work:
  - administrative services to students/faculty;
  - processing of appointment and honorarium/salaries of EnE staff, mentors, lecturers;
  - procurement of equipment, supplies, services;
  - Development of websites and online program promotional materials
- The following are considered non-priority activities, and thus are temporarily suspended:
  - Team building and planning workshops outside the campus;
  - Plant visits or field trips for lecture classes
  - Social face-to-face activities among students, staff, faculty
  - Analytical services for clients from outside UP
- The following are considered non-essential work, and thus, are temporarily suspended.
  - Entertaining walk-in visitors;
  - Face-to-face networking for purposes of promoting research collaborations
  - Face-to-face promotional activities

### **Modified implementation of Activities for Priority Work**

#### ➤ **Lecture Courses**

Course instructors are encouraged to develop remote teaching and learning activities and teaching materials for synchronous mode using online meeting platform provided by the university.

Considering internet connectivity of students, course instructors may opt to develop materials (e.g., lecture videos, power point lectures with audio, etc.) for asynchronous teaching and learning.

Use of UVLE resources in support of synchronous or asynchronous teaching and learning is highly encouraged.

Students should be made aware of the modified implementation of lecture classes prior to enlistment to the course.

Face-to-face classroom activities will be limited to those that are highly necessary and cannot be done through online meetings (such as written closed book and notes exams).

➤ **Laboratory Courses**

Course instructors are encouraged to explore remote mode, synchronous or asynchronous, for teaching the theories and techniques part of the course content. In this way, the time that the students have to be at the laboratory is minimized and dedicated to necessary hands-on activities.

Experiments done inside the laboratory will be conducted on staggered schedule so that the number of students in the class will be limited to what the laboratory space can allow (considering a minimum of 4 sq.m. space per person).

Other learning activities that will not require physical presence at the laboratory may be explored.

➤ **Thesis/Dissertation Research of Students**

The policies on lab use and field activities are given in section 5.2 and 5.4, respectively.

Proposal defense and final defense of thesis or dissertation will be held in online platforms (such as Zoom meetings). Guidelines on this are provided by NGSE. A set of guidelines specific to EnE will be prepared and disseminated. The latter will be on suggested protocols on the conduct of the defense and about non-disclosure agreement for patentable content of the thesis or dissertation presentation.

➤ **Research Colloquia, Seminars and Public Lectures**

The semi-annual research colloquia and student orientations will be held through an online meeting platform (Zoom meetings/webinars, etc.).

➤ **Training seminars and Lectures**

Only training seminars and public lectures that can be delivered through webinars will be organized by EnE.

➤ **Workshops**

Workshops, such as for academic program improvement and research planning will be held in online meeting platform.

## **Modified Implementation of Office Functions that are part of essential work**

### **3.1. Basic guidelines on administrative office operations and processes done online**

All processes that are allowed on online mode shall be done on a work-from-home (WFH) arrangement. The EnE staff are advised to be mindful of the guidelines provided by UP on the following.

- Use **UP email address** for official business (Guidelines on **Data Protection Office**)

- Use of **e-signature** (refer to Guidelines on use of e-signature) and proper handling and transmittal of documents with e-signature
- Use of **Document Tracking System (DTS)**
  - a. The originating office, EnE, will stick the DTS barcode at the top right corner of the document, EnE staff sends to EnE GPC for review and endorsement or approval;
  - b. EnE GPC reviews, revise/edits if needed, endorses using e-signature, and convert to pdf;
  - c. EnE GPC submits to the next signatory in the recommending or approving channel.

### 3.2. **Work-from-Home (WFH) Tasks**

The general guidelines on WFH (UP Diliman Post-ECQ Guidelines Section B) shall be followed. WFH tasks include but are not limited to:

- Preparation of vouchers for salaries of personnel;
- Preparation of regularly submitted reports;
- Dissemination of information to stakeholders;
- Updating of websites and official social media accounts;
- Processing of received documents (applications, requests, etc.);
- Answering queries from stakeholders;
- Processing of online transactions;
- Coordination with supervisor, other personnel or third parties;
- Encoding, data processing and updating of records.

EnE staff will be provided with laptops so that they can do their tasks online on a WFH arrangement.

Documents and other needed information shall be made available to EnE Staff and REPS through shared drive, subject to strict observance of data privacy and non-disclosure regulations.

EnE Office will maintain a record of e-copies of documents through a drive shared among EnE staff, subject to strict observance of data privacy and non-disclosure regulations.

### 3.3. **Administrative services to EnE students and faculty thesis/dissertation advisers**

These document processing and transmittal for administrative services to students and faculty advisers will be done on paperless mode (i.e., requests via email, online processing using e-signatures). These are listed in Annex 1 and shall be part of the tasks done on WFH.

### 3.4. **Coordination and Planning Meetings** among EnE staff, REPS and EnE Faculty will be done through online meeting platform (e.g. Zoom meetings)

**3.5. Physically reporting for work** of administrative staff shall be limited to a maximum of two days per week per staff and the **work at the office** shall be limited to the following:

- 3.5.1. Printing and processing of documents that cannot be transmitted online or require hardcopy or original signature
- 3.5.2. Messengerial tasks (bringing purchased items for inspection, bringing hardcopy of documents from one office to another – only when such cannot be done online)
- 3.5.3. Visual inspection of facilities, supplies/equipment delivered or installed
- 3.5.4. Physical inventory of equipment and supplies
- 3.5.5. Supervision of installation of building fixtures
- 3.5.6. Inspection of EnE laboratory for Safety purposes
- 3.5.7. Disinfection and cleaning
- 3.5.8. Scanning documents that are on physical records or file in the office

EnE staff with comorbidities (diabetes, hypertension, heart disease, chronic lung disease, obesity, asthma) and those who are immuno-compromised will not be required to physically report for work (UPD Post-ECQ Guidelines Section B). EnE Staff will be asked to submit a health declaration form on this.

EnE staff who reside in Barangays that were under Extreme ECQ or strict monitoring (as advised by the DOH or LGU) two weeks before the post-ECQ period shall not be required to physically report for work (UPD Post-ECQ Guidelines Section B).

(All the EnE staff reside within UP Campus).

### **Preparing the workplace for post-ECQ operations**

Right after the lifting of the ECQ, The EnE Office, Building and Laboratory will be cleaned and disinfected following UPHS-issued protocols.

### **Safety Protocols**

#### **3.6. For physically reporting for work in the office**

EnE staff who experience sudden onset of fever, cough, colds, diarrhea, sore throat, or difficulty of breathing, as well as those who, regardless of their current health status, had close contact or exposure to a probable or confirmed COVID-19-positive person must not report to work and must immediately notify the EnE GPC and the UP Health Service (UP Diliman Post-ECQ Guidelines).

Protocols pertaining to temperature scan, hand disinfection, wearing of masks, health declaration forms, etc., on entry and exit at ICE Building shall be observed by EnE staff who are physical reporting for work. (Refer to ICE Guidelines and Protocols)

A weekly schedule for physical reporting for work shall be submitted by the staff for approval of EnE GPC. The schedule will be organized such that an EnE staff will be physical reporting for work for a maximum of 2 times per week per staff, maximum 8 hours per day (8:00 am to 5:00 pm). The number of staff present at a time in the EnE Office shall be limited to one person.

In the EnE Office, EnE staff must

- ✓ go paperless as much as possible (i.e., scan documents and route via email), avoiding physically handling and bringing of documents from one office to another;
- ✓ wear face masks even when alone in the office;
- ✓ wash their hands with soap and water or sanitize them with at least 60% alcohol solution, once every two hours, and before and after going to common areas (e.g., comfort room, pantry);
- ✓ stay at least 2 meters apart from other persons in the office at all times including meal breaks (or a separate room will be arranged as temporary EnE Office);
- ✓ bring packed meals from home to lessen food deliveries to the offices (there will be no dine-in services in canteens inside the campus);
- ✓ bring their own drinking bottles and other food utensils;
- ✓ disinfect frequently touched office objects (door knobs, telephones, photocopier keys, etc.) at least twice in the morning and twice in the afternoon;
- ✓ segregate wastes and dispose them in separate bins as provided in the building; and,
- ✓ spray with alcohol 'infectious wastes' (e.g., used disposable masks, used gloves, and soiled tissues) prior to disposing them into a dedicated garbage bin.

### **3.7. Working at the EnE Laboratory**

As specified in existing guidelines for EnE laboratory use, prior to doing any activity at the EnE laboratory, the user (student, research staff, faculty) must submit to the laboratory manager/supervisor the following:

- i. Approved (signed by EnE GPC) permit to use the laboratory (for first-time users): This requires (1) a permit form endorsed by the adviser of the student or immediate supervisor of the research staff; (2) declaration that the laboratory user has read and understood the EnE laboratory safety and waste management protocols, including COVID-19 related protocols; (3) health declaration, including information that will allow contact tracing if needed
- ii. Approved reservation on use of the laboratory and the particular equipment (through online reservation system, which will limit the number of laboratory users at a time)
- iii. Certificate of training on the use of an analytical equipment

Laboratory users should

- ✓ wear face masks even when alone in the laboratory;
- ✓ wash their hands with soap and water or sanitize them with at least 60% alcohol solution, once every two hours, and before and after going to common areas (e.g., comfort room, pantry);
- ✓ stay at least 2 meters apart from other persons in the laboratory at all times including meal breaks
- ✓ observe “no food no beverage inside the laboratory” policy

- ✓ Bring packed meals, own eating utensils, and eat outside the EnE laboratory or open area near the laboratory
- ✓ disinfect frequently touched office objects (door knobs, telephones, photocopier keys, etc.) at least twice in the morning and twice in the afternoon;
- ✓ segregate wastes and dispose them in separate bins as provided in the laboratory; and,
- ✓ spray with alcohol 'infectious wastes' (e.g., used disposable masks, used gloves, and soiled tissues) prior to disposing them into a dedicated garbage bin.

The EnE Laboratory supervisor will regularly check whether protocols on laboratory safety and waste management are observed. Violations will be given corresponding penalty (e.g., suspension of permit for a specified period, the length of which depends on gravity of the offense).

The number of laboratory class students staying in the EnE laboratory will also be limited to 6 persons at a time (one person per 4 sq.m. floor area).

### **3.8. Face-to-face class activities (such as examinations)**

Face-to-face class activities will be limited to those that are highly necessary and cannot be done through online meetings (such as written closed book and closed notes exams).

If unavoidable, such face-to-face activities may be allowed, but the use of classrooms will be subject to an online permit and reservation system to be set up by the EnE office or as specified by the unit where the classroom to be used is located. The size of the room to be reserved for the face-to-face activity should be in accordance to the policy on '2-m distance between persons'.

Health declaration forms will have to be submitted by those attending the face-to-face class activity.

### **3.9. Field activities**

Field activities as part of lecture class requirements are highly discouraged.

When highly needed (such as field activities for thesis or dissertation), permits must be secured from the Office of Field Activities through channels. For EnE to endorse such requests, health declaration forms will have to be submitted by the students and instructor.

In such cases, use of public transportation is highly discouraged. Physical distancing and wearing of personal protective equipment are required at all times in the field and inside transportation vehicle.

### **3.10. Reporting of possible COVID-19 case**

In accordance with UPD Post-ECQ guidelines, all who experience sudden onset of fever, cough, colds, diarrhea, sore throat, or difficulty of breathing, as well as those who, regardless of their current health status, had close contact or exposure to a probable or confirmed COVID-19-positive person must NOT report to work, come in a face-to-face class, nor come to the laboratory, and must immediately notify the EnE GPC, any EnE



Staff and the UP Health Service. All those on WFH and those physically reporting for work, all students and lecturers should observe this guideline.

## Information Dissemination

Necessary information on the modified implementation of EnE works shall be disseminated to all concerned via email.

Information on COVID-19 related safety guidelines and protocols shall be disseminated through posters in the laboratory and EnE Office and laboratory and through email messages.

Annex 1: Processing of Documents for Academic and Research Purposes for Students and Faculty advisers:

The following are guidelines for the processing of documents for academic and research purposes.

1. **Application for Admission into the program** (Through NGSE process and website)
2. **Registration** advising, enlistment, validation, post advising, change of matriculation (through UP CRS)
3. **Filing of LOA and dropping of subjects** (through UP CRS): (i) The student initiates the process at CRS; (ii) The student prompts adviser or instructor for advising; (iii) The student prompts EnE Graduate Program Coordinator (EnE GPC) for advising
4. **Thesis/Dissertation advisee acceptance:** (i) The student fills up form and sends it to his/her adviser for acceptance; (ii) The adviser after signifying acceptance using e-signature forwards the form to EnE GPC in pdf; (iii) The EnE GPC signs the form and forwards it to NGSE; (iii) NGSE sends a copy of the form having all the necessary signatures to EnE Office (Dionisia Ali, Mr. Omar Rosario) for filing the document in an EnE shared folder in Google Drive for record purposes.
5. **Application for Graduation:** (i) The student sends the filled up form and letter, signed by adviser to EnE GPC; (ii) The EnE GPC signs using e-signature and forward to NGSE as pdf (student and adviser copy furnished) for NGSE endorsement/approval; (iv) NGSE endorses to the Dean and sends form to OUR (cc EnE Office)
6. **Application for thesis/dissertation proposal defense:** (1) adviser send to EnE GPC the filled up appointment form (including date, time, venue of defense); (2) EnEPC signs using e-signature and forward to NGSE (student and adviser copy furnished); (3) NGSE signs the form and forward it to the Dean; (4) Dean's Office sends a copy of the approved document to the NGSE Office (cc EnE Office: Ms. Dionisia Ali, Mr. Omar, cc AP Rollon) GPC
7. **Requests for appointment of thesis/dissertation examination panel and announcement of final defense**
  - i. The adviser sends to EnE GPC the following via email
    - b) appointment form (as word document, including name of panel members, date, time, venue of defense);
    - c) endorsement of panel members for final defense (as an NGSE form or as email message);
    - d) announcement, which includes the link to the venue of the meeting or the email address of the person who will provide link to the meeting;The meeting will be booked on online meeting platform by the thesis/dissertation adviser.
  - ii. The EnE GPC endorses the appointment of the thesis/dissertation final defense committee using e-signature and forwards the form as pdf to NGSE (adviser copy furnished)
  - ii. The EnE Office (Mr. Omar Rosario) posts the invitation to the defense via website or email to EnE students and faculty, in which, link to the venue of the meeting (online platform) will be provided.
8. **Submission of thesis/dissertation final defense report:** (i) The final defense committee submits via email to EnE GPC as pdf document (cc the committee), (ii) The EnE GPC endorses with e-signature and sends to NGSE Office the report (cc the committee), (iii) NGSE endorses for Dean's signature; (iv) After the Dean's signature, NGSE keeps a copy for record purposes (and sends a copy to the EnE Office for records of the latter)
9. **Scholarship related documents: thesis grant, research grant, research dissemination grants**

Request for endorsement of scholarship related applications/requests, should be sent by students directly to the EnE GPC through email. Requests via email should be accompanied with all necessary documents. For ERDT scholarship, the EnE GPC upon endorsement will send the endorsed request to the ERDT office (cc the scholar and adviser). For other scholarship, the endorsed documents will be sent back via email to the student.

10. **Course demand survey:** EnE Office (Mr. Omar) sends to EnE students a course demand survey to all EnE students; Mr. Omar collates the survey and sends results to EnE GPC.

The EnE Office (Mr. Omar Rosario) will send the above guidelines and document flow to EnE students and faculty advisers, including copies of or links to the forms or document templates.

## ***IV. UP National Engineering Center***

### ***A. Building Research Service (BRS)***

#### ***About the Unit***

UP BRS is housed on the ground floor of the NEC Building. The unit's priority works consist of research, publication, and extension. The unit presently has 3 university research associates and an administrative staff who is set to retire in July. The unit also currently has 2 project Administrative Aides under Contract of Services.

#### ***Post-ECQ Work Protocol***

- Consistent with the UPD directive, the unit shall implement WFH during the post-ECQ Period.
- Office laptop and pocket WiFi shall be provided to permanent research staff without a personal computer or laptop and home internet connection. Prepaid loads up to P1,000 per month for employees without postpaid data subscription shall be reimbursed as part of MOOE.
- Employees shall submit weekly schedule of activities for work monitoring.
- Online work collaboration shall be thru Google docs/sheets or thru Microsoft Teams. Research Associate may be asked to upload files from the office computer to the cloud (google drive) for data sharing subject to existing guidelines.
- Project and staff meetings shall be done online thru Zoom or Google Meet.
- Documents needing signature will be prepared to be signed at a particular day of the week (say every Wednesday).
- UP BRS shall comply with NEC office protocols.
- Other UP Diliman Post-ECQ Protocol shall be properly observed.

## *B. National Hydraulic Research Center (NHRC)*

### **UP NHRC during Post ECQ**

The UPNHRC is located at the inner section of the west end of the main building. The administration, fellows and researchers room, lecture room and small equipment laboratory are housed in the 2<sup>nd</sup> floor while the large equipment such as flumes, model setups and circulation system are located on the ground floor, also known as the Hydraulics Laboratory. The laboratory is used for contract research, development projects and for research and instruction for graduate and undergraduate students. Since there are no classes during this time, no laboratory activities will be carried out, except for necessary maintenance work.

There are three contractual staff who used to serve as Admin/ research staff, and two laboratory technicians. The ICE faculty who are also NHRC fellows are also provided office space at the second floor.

**During the post ECQ period, UP NHRC will follow and implement the UPD-COE guidelines and protocols** particularly on building access, maintenance, and administrative services. While the laboratory will not be accessible during the period, occasional physical monitoring will be carried out. Regular disinfection shall also be carried out in collaboration with the UPCOE maintenance schedule of services.

All faculty fellows and researchers will not be allowed access to the building without prior approval, ensuring awareness of the guidelines and compliance to the protocols.

During the post ECQ, the NHRC space will be inspected, cleaned and maintained **at least twice a week**. To carry out the task, we assigned one of the contractual staff, Mr. Simplicio (Jake) Policar, who lives in UP campus Bgy. Pook Dagohoy and has the easiest access to visit the office space and report on any findings to the NHRC Director and UPCOE Building Administrator. Mr Policar is in good health and can come to the office anytime with his bicycle. The other two staff reside in Cavite and will have difficulty travelling to UP.

All UP NHRC contract research undertaken are either in the report preparation stage or contracting stage and can be followed through online communication. Only when necessary, the NHRC office will be used for project work following the abovementioned guidelines.

## *C. National Center for Transportation Studies (NCTS)*

The following consists the UP-NCTS guidelines on the post ECQ return to work of its selected personnel:

### ***Essential and Priority Work***

According to the post-quarantine guidelines issued by the UPD on May 13, 2020:

“Essential work” refers to tasks that are absolutely necessary and indispensable for the basic functioning of the University, the Diliman campus and its offices. “Priority work” is a task that also requires major attention so that the most important goals identified by the University’s academic and support units are accomplished or attended to.”

In the case of UP-NCTS, essential works generally cover those that pertain to employee’s appointment, salaries, office communication lines, laboratory tasks, utility, messengerial and liaison related works, which are to be carried out by the identified skeletal workforce. Priority works, where technical staff (REPS) and research and extension fellows (REFS) of the center maybe involved, are those under certain levels of urgency.

Depending on the office arrangement and agreement, both essential and priority works can be home-based. Although, in most cases, some essential tasks would require a personnel to physically report to the office.

Essential and priority works are to be performed and delivered by the following categories of personnel:

1. Administrative personnel
2. Utility Workers, Security and Janitorial Services
3. Project-based personnel

Administrative personnel are comprised by an Administrative Officer (AO), Administrative Assistant (AA), and Administrative Aide/s (AAi) which includes the drivers servicing the center.

The utility workers, security guards, and janitorial crews are under the direct supervision of a Building Administrator (BA).

Moreover, there are also the center’s communication (Technician / electrician) and supply / logistics personnel (Supply officer). Then, there is the Disaster Risk Reduction and Management team (DRRM). These are also under the supervision of the Administrative Office.

The project-based personnel are those housed by the center for the duration of their project engagement.

### ***Health, safety, and precautionary measures to be observed:***

#### ADMIN

1. Admin shall provide temperature checking equipment for all individuals entering the NCTS building;
2. Admin office shall provide alternative face masks (disposable or washable) and disposal gloves to all personnel, including the drivers who are deemed essential to physically report to work;
3. It shall also provide the guards and utility workers on duty the necessary disinfectants such as alcohol, soaps, and sanitizing gels;
4. Admin shall keep and maintain a list of all the personnel who are approved to physically report to work. The same list shall be the basis of a monitoring data sheet that will store and track the health conditions of the said personnel. The said data shall be shared to the office Post-ECQ team for future reporting to the OVCCA;
5. With coordination with the guards and building administrator, the NCTS building front door shall be divided into two uses – right panel set shall be assigned for person's entrance and exit only, while the left panel set shall be dedicated to receiving any incoming deliveries, such as foods, parcels, papers for signing and the like.

A table with corresponding clear plastic barrier/shield hung above it, shall be placed at the opening of the left panel set of the building door. Everything must be disinfected therein, accordingly, upon receipt.

Recipients of deliveries shall be the one to get their items at the designated receiving area;

6. Office vehicles must be installed with proper plastic screen protectors. Two (2) pax/row shall be observed.

## GUARDS

1. The guards must always wear protective equipment such as masks and gloves while inside and within the premises of NCTS;
2. The guards must check the temperature of the individuals entering the NCTS building;
3. Shall require entering personnel to disinfect themselves using the alcohol and sanitizing gels that are present and ready at the entrance;
4. Disinfect incoming communication documents, including parcels, cargos, and the like, brought in by forwarding companies (*e.g. Grab, Lalamove, Lazada, etc.*).

## UTILITY WORKERS

1. All sensitive areas and parts of the buildings that are generally exposed to human touch shall be cleaned and disinfected from time to time. This includes door knobs, railings, desks, tables, door handles, among many others;
2. All disposable materials produced and accumulated during office hours must be disposed of properly and timely;
3. All comfort rooms shall be provided with necessary disinfectants (dishwashing liquids, sanitizing gels, alcohol).

## PROJECT-BASED PERSONNEL

1. The project head shall submit a list of key personnel that will be working within the NCTS premises along with their approved work schedule to the Administrative Office;
2. If possible, provide service through online means.

#### FOR ALL

1. At the office entrance, disinfect shoes using foot bath (doormat with disinfectant);
2. Disinfect personal workstation (desk, cubicles, mouse, mouse pads, keyboards, etc.) Before and after use;
3. Strictly observe social distancing (*1.5 to 2 meters*);
4. Avoid sharing of office tools and equipment.

#### ***Transportation***

Personnel who will physically report for work may avail of a pre-arranged transportation service up to twice a week, which shall be coordinated with the Admin Office.

#### *D.Philippine Learning Center for Environment and Social Sustainability (PhilCESS)*

PHILCESS is housed at the 3<sup>rd</sup> floor of the UPNEC Building. PHILCESS primarily provides research and extension services. The unit currently has 3 Non-UP Contractual staff and 1 Training Consultant.

As essential and priority work are resumed amidst the easing of the Enhanced Community Quarantine (ECQ), PHILCESS is adopting the following general guidelines to ensure the safety of its personnel:

#### ***General Protocol***

1. Work from Home Arrangement
  - a. PHILCESS shall implement a mixed work from home (WFH) and physical reporting work arrangement. WFH setup shall be the default work mode.
  - b. Office Laptop may be brought home and internet access allowance shall be provided.
  - c. PHILCESS personnel are expected to perform their regular duties and responsibilities.
  - d. A shared Google Drive shall serve as document repository of minutes of meetings, reports, monitoring sheets, etc.
  - e. Weekly online staff meetings shall be held every Friday to monitor and evaluate performance output and outcomes.
2. Physically Reporting for Work
  - a. Disinfection of the PHILCESS room shall be requested from the UPNEC Administration for inclusion in the sanitation schedule of the building.

- b. Should any staff need to come to the PHILCESS office, permission from the PHILCESS Director shall be secured.
  - c. Time spent at the office shall be limited to 4 hours or half a day (8am-12nn or 1pm-5pm) and shall be for a maximum of two (2) times each week.
  - d. A maximum of two (2) personnel may be allowed to physically come to the PHILCESS office at any given time.
  - e. Social distancing and protective/sanitary/disinfection protocols must be strictly observed.
  - f. Biometric attendance shall be temporarily suspended.
3. Meetings with resource persons, development partners (World Bank, Asian Development Bank, JICA) and other stakeholders shall be held online using Zoom or Google Meet. Communication through electronic media shall be exhausted (i.e., email, SMS, Facebook, website).
  4. Public seminars calendared for 2020 are cancelled. Instead, training course modules shall be developed and conducted online using available learning management systems.

*Prepared by the COVID-19 Academic Response Team UPD CoE:*

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Institute Directors and Department Chairs

NEC Unit Directors

College Committee Chairs and Officials

Christian Arranz (College Information Officer)



# Appendix A: Health Declaration and Essential/Priority Work Form



## UNIVERSITY OF THE PHILIPPINES DILIMAN College of Engineering



### HEALTH DECLARATION and ESSENTIAL/PRIORITY WORK FORM

Full Name	Last Name		First Name		M.I.	Gender:
Contact #	Email Address		Age:			
Present Address	Street Address		Village, Subdivision, Barangay		City/Municipality	Province
Point of Origin (e.g. Home, City)	Unit (Institute/Department/Office or Company & Company Address if non-UP)		Mode of Transportation going to UPD CoE (e.g. commute, own car, bicycle)		Unit head/Direct supervisor (Institute Director/Department Chair)	
Are you any of the following?			<input type="checkbox"/> Senior Citizen <input type="checkbox"/> Pregnant <input type="checkbox"/> With comorbidity (please specify) _____ <input type="checkbox"/> N/A <i>Comorbidities include: diabetes, hypertension, heart disease, chronic lung disease, obesity, asthma etc.</i>			
List all foreign countries you have worked, visited, transited in the past 14 days.						
List all cities/municipalities in the Philippines where you have worked, visited, transited in the past 14 days.						
Have you been sick in the past 14 days?			<input type="checkbox"/> Yes (please describe condition): _____ <input type="checkbox"/> No			
Have your accompanying household member been sick, or have you been in contact with a symptomatic person in the past 14 days?			<input type="checkbox"/> Yes (please describe condition): _____ <input type="checkbox"/> No			
Which of the following symptoms have you had in the past 14 days? (check all that applies)						
<input type="checkbox"/> Fever <input type="checkbox"/> Colds <input type="checkbox"/> Cough <input type="checkbox"/> Sore throat <input type="checkbox"/> Diarrhea <input type="checkbox"/> Difficulty in breathing						
In the last 14 days, have you been in close contact with farm animals or exposed to wild animals?			<input type="checkbox"/> Yes (please describe circumstances): _____ <input type="checkbox"/> No			
Indicate the Essential Work you are involved in. Check all that apply:			Indicate the Priority Work you are involved in. Check all that apply:			
<input type="checkbox"/> Processing of faculty requests/documents to UP units (e.g. application for leave, application for grants) <input type="checkbox"/> Processing of disbursement vouchers for supplies <input type="checkbox"/> Building maintenance (e.g. general cleaning, repair) <input type="checkbox"/> Building Security <input type="checkbox"/> Reception (e.g. answering of calls, receiving of documents related to essential services) <input type="checkbox"/> Processing of salaries <input type="checkbox"/> Preparation and transmission of documents/reports related to essential services <input type="checkbox"/> Data processing and information dissemination <input type="checkbox"/> Others (please specify): _____			<input type="checkbox"/> Laboratory work (for research purposes) <input type="checkbox"/> Laboratory testing of samples <input type="checkbox"/> Preparation for online classes <input type="checkbox"/> Online meetings of faculty <input type="checkbox"/> Checking and grading of student submissions <input type="checkbox"/> Office-work for projects <input type="checkbox"/> Others (please specify): _____			
<b><u>Declaration and Data Privacy Consent Form:</u></b>  The information I have given is true, correct, and complete. I understand that failure to answer any question completely or giving false answers can be penalized in accordance with law.  I voluntarily and freely consent to the collection and processing of the above personal information and data only in relation to the UPD CoE Post-ECQ protocols and guidelines for the purpose of effecting control of the COVID-19 infection.  <div style="display: flex; justify-content: space-between;"> <div>Signature over Printed name</div> <div>Date</div> </div> <p><small>Please be advised that the above information shall only be used in relation to the UPD CoE COVID-19 Post-ECQ protocols and guidelines as required by RA 11469, the Bayanihan to Heal as One Act, and in accordance with the Data Privacy Act of 2012 (RA 10173). For any concerns, you may contact <a href="mailto:upengg@coe.upd.edu.ph">upengg@coe.upd.edu.ph</a></small></p> <b><u>Endorsed by:</u></b>  <div style="display: flex; justify-content: space-between;"> <div>Unit Head's Signature over Printed name</div> <div>Date</div> </div>						

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