

# INTEGRATED SCHOOL Daily Bulletin



SY 2020-2021 | Thursday, August 27, 2020 | No. 7

Attribute for the month: *Pride in the Filipino Heritage*

**Bible Verse for the Day:** Rescue the weak and the needy; deliver them from the hand of the wicked. —*Psalm 82:4*

**Reflection:** What are some immediate needs of others you can help meet? How has God uniquely prepared you to rescue and care for others?

source: <https://odb.org/2020/08/27/rescue-the-weak>



## TIME OUT WEEKEND ADVISORY

In view of the advisory from the Bacolod City Mayor's Office on Mass Testing in Bacolod City on August 28-29, and Time Out Weekend on August 28-31, please be informed that **CLASSES** in the Integrated School will go **ASYNCHRONOUS** on Friday, August 28.

1. Homeroom announcements shall be posted on Canvas Homeroom course tiles.
2. There will be **NO SYNCHRONOUS online class**/video conferences on **FRIDAY MORNING**. Teachers leave on Canvas subject **CONTENT** (readings, links, short videos, pre recorded lectures, articles, etc.). Students proceed to Canvas to read and study content independently or in collaboration with classmates. Teachers will be available for online consultation via chat, email, or Canvas Inbox depending on the teacher's capability.
3. In the afternoon, students will have their usual **ASYNCHRONOUS** class to work on **ACTIVITIES/EXERCISES** on Canvas with the teacher available for consultation depending on the teacher's capability.

Please be guided accordingly. Keep safe!

## DATES TO REMEMBER

<b>August 24-28</b>	Week 1 – Quarter 1
<b>August 31</b>	National Heroes Day (VCA Memo No. 14 – Declared Holidays)
<b>Sept 28 - Oct 2</b>	Week 6 - Quarter 1 Catch up Week
<b>October 5</b>	World Teachers' Day
<b>October 6-9</b>	Week 7 – Quarter 1-QUARTERLY SUMMATIVE ASSESSMENTS
<b>October 12-16</b>	Week 8 – Quarter 1 – Quarterly PERFORMANCE TASKS WEEK

## FROM THE OFFICE OF THE VCA

### RISK REDUCTION STRATEGIES: COVID 19 COMMUNITY SAFETY FOR YOUR INFORMATION

#### CAMPUS AND OFFICE ENTRY

Entry to and exit from the campus shall be as follows:

- **Gate 2** Pedestrian and vehicle **entrance**
- **Gate 5** Pedestrian **Entrance**
- **Gate 1** and **Gate 9** pedestrian **exit**
- Campus shall be closed at 6pm daily until further notice.

#### CAMPUS ENTRY

##### VEHICLES

- Vehicle entry shall be allowed only at Gate 2.
- Parking within the campus shall be limited to USLS employees only unless otherwise requested for visitors through special request.
- Vehicle passengers shall be required to:
  - Comply with “No-Mask, No ID, No Entry” protocol
  - Subject themselves to thermal scanning
  - Register their name and all other required information at the entry area
  - Comply with the hand-washing/alcohol spray practice
  - Pass through foot baths placed the entry area

##### PEDESTRIANS

- Upon entry, all pedestrian entrants shall be required to:
  - Comply with “No Mask, No ID, No Entry” protocol
  - Subject themselves to thermal scanning
  - Register their name and all other required information
  - Comply with the hand-washing/alcohol spray practice
  - Pass through foot baths placed at all entry gates and corridors
- All external visitors shall be required to pass through Gate 2 according to the coordinated office protocols of the respective offices.

##### THERMAL SCANNING PROTOCOLS

- External visitors who register a temperature over 37.5OC in thermal scanners shall be denied entry to the campus.
- For students, faculty and staff who will be refused entry due to temperature threshold, the following protocols shall be followed:
  - The guard shall note the name, department/College and contact number of the student/employee who was not allowed entry.
  - The guard in-charge shall prepare a daily report for these students/employees in two (2) copies:
    - ✓ Health Services Center
    - ✓ Director of Security Office

#### OFFICE ENTRY

- Offices delivering services for external visitors are as follows:
  - Business Office
  - Admissions and Scholarship Administration Office
  - Registrar's Office
  - Bookstore
  - Coliseum
  - College Deans Office
  - Office of the President
  - Office of the Vice Chancellors and BEd Principal

(Please see next page for the continuation)

(Continuation: OFFICE ENTRY)

- Where possible, offices are requested to adapt a system of counter-transactions to restrict physical entry to the office.
- Where necessary, external visitors allowed physical entry to an office should be limited to a number which will allow social distancing while waiting.
- All physical entry to the office shall be recorded in a registry at the entrance with information of the name, time and contact number for future reference.

CAMPUS SAFETY

Sanitization of classrooms and common-areas

- Campus disinfection shall be done weekly by the General Services team under supervision of the Custodial and Grounds Supervisor.
- Regular schedule for disinfection shall be during the weekend unless otherwise required on other days.
- Sanitization of high-touch areas shall be done twice a day (mid-day and mid-afternoon)
- Toilets shall be provided with hand soaps for hygiene purposes.
- Upon resumption of face-to-face classes, opening of classrooms shall be done after dismissal to let the pollutants of the air escape and bring in fresh air to the rooms. It will be opened after cleaning by the janitors. Security guards on the night shift duty are in charge of closing those doors and windows.
- Where possible, install no-contact infrastructure/touchless technology for hand sanitizers/alcohols, for handwashing areas.

Special cleaning and disinfection protocols

- Request of office head for special disinfection schedule shall be accommodated:
  - If an employee develops symptoms during the workday
  - If an employee is a suspected to have COVID-19 infection
  - If an employee is confirmed to have COVID-19 infection
- In the event of a suspected or confirmed COVID-19 infected employee, the following standards shall be applied:
  - If it has been **less than 7 days** since the sick employee has been in the facility, close off any areas used for prolonged periods by the identified employee
    - ✓ Allow at least 24 hours to pass before cleaning and disinfecting the area to minimize potential for other people being exposed to respiratory droplets.
    - ✓ During the waiting period, office doors and windows shall be open to increase air circulation in the area, if possible.
  - If it has been **7 days or more** since the sick employee used the facility, the office shall be subject to the usual daily cleaning and disinfection.

OFFICE SAFETY

Keeping Healthy Offices

- Strictly wearing of face masks and/or face shields plus face masks at all times.
- Require registration at the office entrance with information of name, office/home address and contact number.
- Post hand sanitizer/alcohol beside the entrance area to encourage hand sanitization at entry point.
- Observe at least 1 meter distance per employee. For offices with limited space, consultation on options to resolve social distancing issues for no-contact infrastructure and/or physical barriers shall be made with the Engineering Office and Safety Officer.
- Increase outdoor ventilation. Schedule at least one hour during the workday to open office windows for proper ventilation.
- Ensure employee disinfection of own work stations upon arrival and before leaving the office.
- Eat one at a time. Enforce staggered meal schedule.
- Avoid sharing meals.
- Employees should bring their own utensils, plates and glasses to work.
- Limit talk times while eating. Avoid talking.
- Employee should not report for work when:
  - Experiencing fever, cough and colds
  - the employee, a member of his/her family or household, a close relative or a friend is suspected of having contracted COVID
  - the employee, a member of his/her family or household, a close relative or a friend has been scheduled for a swab test or waiting for results.

(Continuation: OFFICE SAFETY)

- Where possible, allow alternative working arrangements to decongest offices with limited space.
- Encourage online meetings versus face-to-face meetings.
- Where face-to-face meetings are inevitable, keep meetings as short as possible.
- Protect high-risk employees. Establish an alternative work arrangement to minimize exposure of high-risk employees in an office.

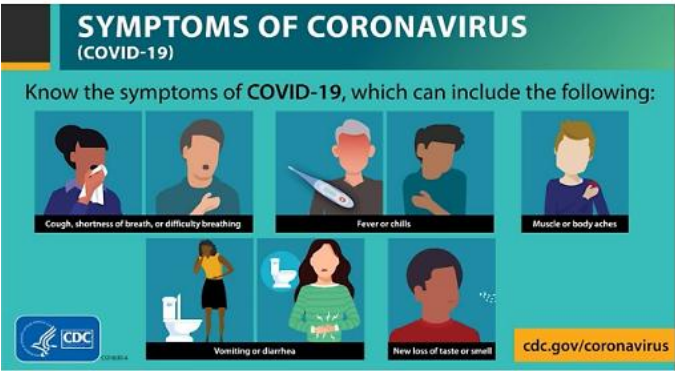
Conducting Business at Customer-facing offices (e.g. Admissions, Business Office, Accounting, Bookstore, Registrars, etc.)

- Encourage cashless transactions for payments.
- Rethink processes and shift to paperless trails where possible.
- Encourage online communications through official sites.
- Encourage visits by appointment only.
- Communicate through email with the Security Director any special restrictions/instructions for office visits. (e.g., by appointment only, confirmation of visit through phone etc.)
- Mark floors or setup waiting areas observing at least 1 meter distance per visitor.
- Set a limit of the number of people in the queue area.
- **Coordinate with the Security office activities with increased face-to-face interaction (enrollment, payments, clearances, etc.) at least 2 days before to properly synchronize campus and office queues.**
- Encourage transactions through counter windows. Coordinate preparation/renovation of counter layouts and plans for these transactions with the Office of the Engineering Services.
- Where very necessary, restrict entry to only 1 or 2 persons for transactions INSIDE OFFICES.

Establish a culture of safety and shared responsibility

- Launch an information and awareness campaign to understand COVID-19.
- Form a COVID-19 monitoring and response team.
- Allow flexibility of personnel policy applications on leave availments for COVID-related concerns.
- Establish plans in handling USLS PUMs (Persons under monitoring), COVID-positive colleagues.
- Where possible, provide psychological support through counselling sessions, physical sessions

FROM THE HEALTH SERVICES CENTER  
HEALTH REMINDER NO. 12



If you experience any of the above symptoms, **PLEASE STAY AT HOME**. You are **NOT ALLOWED** to enter the campus and the Clinic will not do face-to-face check-up for respiratory cases. You may contact the clinic (434-6219 or 432-1187 local 107) for online consult and other concerns.

May we also request everyone to please **BE HONEST** in filling up the Employee Monitoring Sheet located at the gates of the campus.

Stay safe. Together we can beat COVID-19.