

Bible Verse for the Day: If one part suffers, every part suffers with it. —1 Corinthians 12:26

Reflection: When have you felt most alone? How does God's grace, kindness, and friendship help you deal with loneliness?

source: <https://odb.org/2020/09/01/suffering-together>

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
- 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

GUIDELINES FOR EMPLOYEES WITH PROBABLE EXPOSURE

With COVID-19 being a relatively new disease, modifications and guidelines are deemed to change as dictated by development in research. In coordination with the USLS-Health Service Center (USLS-HSC), the following Community Protocols on exposure to COVID-19 of our employees shall be followed.

DEFINITION OF TERMS

Close contacts are employees with exposure 2 days before or within 14 days from onset of symptoms of a suspect, confirmed or probable case, exposures shall be the following: (DOH Admin Order No. 2020-0013 April 9, 2020)

- a. face to face contact with a confirmed case within 1 meter and for more than 15 minutes, with or without a mask.
- b. direct physical contact with a confirmed case, or
- c. direct care for a patients with probable or confirmed COVID-19 without using PPE

Second generation close contacts are classified as persons coming into close contact with someone who has been exposed to a close contact with a positive case.

GUIDELINES

FOR CLOSE CONTACT

- a. **If RT-PCR swab is positive (symptomatic or asymptomatic):** The employee has to subject himself to a facility or home quarantine for 14 days or admit to a hospital. The employee shall be deemed fit to work upon presentation of a health clearance either from the Barangay, facility or a private doctor (if admitted)
- b. **If RT-PCR swab is negative:** The employee still has to complete quarantine for 14 days. The employee shall be deemed fit to work upon presentation of health clearance from the Barangay or facility.

PERIOD OF QUARANTINE (Center for Disease Control and Prevention Guidelines)

- a. **Close contact with a positive case and will not have further contact.** Quarantine should start from the date of last contact and should last for 14 days.
- b. **Close contact with positive case who can isolate inside the house without further contact.** Quarantine period should be when the person isolates himself and ends 14 day after.
- c. **Under quarantine and had additional close contact with a positive case.** Quarantine period to restart 14 days from the last date of contact with the positive case.

- d. **Living with a positive case and cannot avoid continued close contact.** Quarantine period to start on the day when person with COVID-19 ends his isolation.

FOR SECOND GENERATION CLOSE CONTACT

Employee shall stay on home quarantine until the RT-PCR of the close contact comes out.

- a. **IF POSITIVE**, the employee is now labelled as a close contact and should follow no.1.
- b. **IF NEGATIVE**, the employee may be cleared to go back to work.

DISCLOSURE PROTOCOLS FOR USLS EMPLOYEES

With the rising cases of COVID-19, the safety of the Lasallian community is our main concern. Controlling the spread of the virus involves rapid contact tracing, isolation and mitigation.

With the creation of the USLS COVID TASK FORCE (UCTF) and for the safety of every member of the USLS community, employees are encouraged to disclose any compromise in their health status i.e., close contact, probable infection.

- Any employee who meets any of the following shall be covered by this protocol, viz:
 - a. Employee who has contact with a COVID-19 suspect – probable or confirmed
 - b. Employee who has close contact with a household member or friend who had a swab test
 - c. Employee who has close contact with a household member or friend who is scheduled to have a swab test
- Employee with the following exposures in Item 1 shall immediately disclose this information to their supervising officer and/or the Main Clinic by any mode of communication.
 - Health Service Center/Main Clinic
 - ✓ usls-clinic@usls.edu.ph
 - ✓ Tel No. 4346219 loc 107
- If the employee discloses to the supervising officer, the supervisor should:
 - Request the employee to coordinate directly with the USLS clinic for the COVID-19 Exposure Disclosure Form
 - Or inform the employee that he/she may need to disclose the employee's contact number to the USLS Main clinic for coordination and monitoring.
- Upon receipt of a verbal confirmation and prior to the receipt of the Disclosure form from the employee, the USLS Main clinic UCTF assigned member shall email an initial report to the HRDS, copy furnish supervising officer for immediate action:
 - HRDS: j.cabantug@usls.edu.ph or Tel No. 4336504 loc 205
- Supervising officer or Unit Head shall make sure that the employee submits the disclosure form (please see actual memo sent online for the form) to the Clinic UCTF Contact Monitoring team personnel and HRDS for monitoring and contact tracing.
- The Health Services Clinic/Main Clinic shall coordinate with the USLS Safety Officer the offices for thorough sanitization and disinfection in relation to their contact tracing.
- The UCTF Contact Tracing team shall be responsible in monitoring updated health status of USLS PUMs (Persons under Monitoring) until clearance of return to work.
- The subject employee shall directly coordinate with the USLS clinic on the quarantine period requirements and/or instructions on how to proceed with the testing, the results and the clearance documentation.
- The Health Service Center Director shall have final approval in granting the return to work order based on clearance documentations presented.

DATES TO REMEMBER

Sept 28 - Oct 2	Week 6 - Quarter 1 Catch up Week
October 5	World Teachers' Day
October 6-9	Week 7 – Quarter 1-QUARTERLY SUMMATIVE ASSESSMENTS
October 12-16	Week 8 – Quarter 1 – Quarterly PERFORMANCE TASKS WEEK