

**Bible Verse for the Day:** In my distress I called to the Lord; I cried to my God for help. — *Psalms 18:6*

**Reflection:** What do you long to whisper to God today? How can you know that He hears?

source: <https://odb.org/2020/09/02/the-whispering-gallery>

**FROM THE OFFICE OF THE VCA**  
**RISK REDUCTION STRATEGIES: COVID 19 COMMUNITY SAFETY**  
**FOR YOUR INFORMATION**

**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)

- face to face contact with a confirmed case within 1 meter and for more than 15 minutes, with or without a mask.
- direct physical contact with a confirmed case, or
- 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**

- 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)
- 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)

- 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.
- Close contact with positive case who can isolate inside the house without further contact.** Quarantine period should begin when the person isolates himself and ends 14 days after.
- 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.
- 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.

- IF POSITIVE,** the employee is now labelled as a close contact and should follow no.1.
- 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:
  - Employee who has contact with a COVID-19 suspect – probable or confirmed
  - Employee who has close contact with a household member or friend who had a swab test
  - 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](mailto: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](mailto: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.

## THE OFFICIAL FACEBOOK PAGE OF USLS-IS LIBRARIES



## USLS-IS Libraries

@uslslibraries · Library

The USLS-IS Library FB Page is now officially published. Please like the page to keep posted with the New Normal Library Services and updates @<https://www.facebook.com/uslslibraries/>

For queries, just message Loana, your virtual assistant.

## 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 |

## PRAYER REQUEST

Let us pray for the eternal repose of the soul of **MRS. MA. BININA EDANG**, mother of *Mr. John Paul Edang*.

## FROM THE HEALTH SERVICES CENTER HEALTH REMINDERS

### HSC HEALTH REMINDER #04

#### DOH PROTOCOLS IN CASE OF EXPOSURE TO A POSSIBLE / CONFIRMED COVID19 CASE.

Department of Health defines **CLOSE CONTACT** as a person who may have come into contact with a probable or confirmed case 2 days prior to onset of illness of COVID-19 through:

- face to face contact with probable/confirmed COVID 19 case within 1 meter and for more than 15 minutes
- direct physical contact with probable/confirmed COVID-19 case
- direct care for a patient with probable/confirmed COVID-19 without proper PPE
- staying in an enclosed space for at least 2 hours with a probable/confirmed COVID -19 case

A person exposed to an asymptomatic close contact (before quarantine) is considered a **SECONDARY CONTACT** and no quarantine is necessary. However, since there is now local transmission in the city, all employees must monitor themselves for symptoms of fever, colds, sore throat and SHOULD NOT report for work even if the symptoms are mild, and notify the clinic right away.

With regards to employees classified as a **CLOSE CONTACT**, we will follow DOH's advisory as follows:

- All asymptomatic close contacts of a confirmed or probable Covid-19 case need to complete 14 days of quarantine from the date of contact with the confirmed or probable case, preferably in a facility quarantine.
- For asymptomatic close contacts, issuance of Certificate of Quarantine Completion (CQC) shall be issued upon meeting the following criteria:
- Completion of 14 days quarantine
- No manifestation of signs and symptoms of respiratory illness

### HSC HEALTH REMINDER #05

Stringent measures be strictly followed in all offices and everyone must observe the following:

|   |
|---|
| 1. Proper wearing of mask at all times.   |
| 2. Frequent hand washing or disinfection with alcohol/alcohol based sanitizer.  |
| 3. Maintain physical distancing of at least 1 meter.  |
| 4. No eating together or gathering in groups within the workplace.  |
| 5. If possible, open windows to promote good ventilation, in accordance to the World Health Organization's recommendation to "increase ventilation rate through natural aeration or artificial ventilation. In case of air recirculation, filters should be cleaned regularly". |
| 6. Do not report for work if you are experiencing fever, colds, and cough. Please call the Health Service Unit for your concern.  |