



**COLLEGE OF FISHERIES AND OCEAN SCIENCES
UNIVERSITY OF THE PHILIPPINES VISAYAS
5023 Miagao, Iloilo**



CFOS SUPPLEMENTAL GUIDELINES ON ADMINISTRATIVE OPERATIONS AND WORK SCHEDULES POST-ECQ (ENHANCED COMMUNITY QUARANTINE)

The COVID-19 health crisis necessitates appropriate guidelines that shall secure the safety of the University of the Philippines Visayas - College of Fisheries and Ocean Sciences (UPV-CFOS) personnel and avoid the spread of the disease.

With the lifting of the Enhanced Community Quarantine (ECQ) status in Western Visayas and the implementation of General Community Quarantine (GCQ), the CFOS shall be governed by this set of supplemental guidelines that outline the ways the faculty members, administrative staff, and research and extension personnel can proceed with the administrative operations in all offices, buildings, laboratories, and research facilities of the CFOS. The work schedules and possible alternative work arrangements for the CFOS constituents are also described.

1. General Guidelines

- Entry to CFOS buildings and offices is restricted to those with official business only. Individuals who are not connected with the University or any CFOS research projects shall not be allowed to enter the laboratories and research facilities of CFOS.
- Authorized personnel shall follow all precautionary measures, including, but not limited to, personal hygiene and sanitation, social etiquettes, and social distancing, as listed below.
- Institute Directors / Unit Heads can initiate other precautionary measures they deemed necessary (and unique to their unit) but not contrary to those listed herewith.
- Returning personnel and students from outside Region 6 shall provide proof or completion certificate of the required 14-day quarantine before they are allowed to enter or work in any of the offices, laboratories and research facilities of CFOS.

2. Schedules and Work Arrangements

Getting Our Workplace Ready

- Immediately upon return to the work place, the offices shall be cleaned and thoroughly disinfected.
- The Institute Directors / Units Heads shall conduct initial meetings / consultations with the faculty members, administrative staff, and research and extension personnel to discuss the following:
 - Status of the offices, laboratories, and research facilities after the ECQ
 - Schedules and possible alternative work arrangements
 - Individual work plans and deliverables

For CFOS Faculty Members

- The CFOS faculty members shall be encouraged to avail of their annual midyear vacation.
- Faculty members with research projects shall be allowed to have a work from home (WFH) arrangement, but shall report to the office 1-2 days per week for research team meetings, signing of research-related documents and other research project matters.

For Research and Extension Personnel

- Researchers and Extension Specialists with ongoing research project engagement(s) shall be allowed to have a WFH arrangement, but shall report to the office at least 1-2 days per week for research team meetings, signing of research-related documents and other research project matters.
- They shall be required to submit weekly targets and weekly outputs to the Directors.
- Researchers and Extension Specialists without research project engagement(s) shall be required to report to the office or avail of any alternative work arrangements, as stated below, except for WFH.

For Administrative Personnel

- The CFOS Administrative Staff shall be allowed to adopt an alternative work arrangement, as agreed upon by the Institute Director / Unit Head and the employee/staff.

Alternative Work Arrangements

- Alternative work arrangements shall be allowed, subject to the following:
 - 50-75% of the assigned workforce in each office / laboratory shall physically report for work at a single time
 - The schedules shall be based on the agreement between each of the CFOS personnel and the Institute Director / Unit Head.

- These arrangements shall include, but not limited to, the following:

Work From Home

- The Work From Home (WFH) arrangements shall cover the following:
 - employees with health issues, who are senior citizens, persons with disabilities (PWDs), or pregnant;
 - employees who reside or live under the same roof with family members who are senior citizens, PWDs or pregnant, and those who have health issues;
 - employees who have work assignments that can be done outside the office
- In case of the latter:
 - The number of hours for WFH activities shall not exceed 60% of the total working hours per week.
 - An employee may have a flexible day schedule wherein he/she shall physically report either 2-3 days a week or every morning/afternoon of each day.
- For all employees under the WFH arrangements:
 - Each employee shall have a work plan that has been agreed upon by the Institute Director / Unit Head and the employee as the basis for the work accomplishment reports of those who have WFH arrangements.
 - The said work plan shall include the number of days needed to accomplish specific tasks and shall account for the number of hours of work in the office and at home, the total number of which shall strictly be 8 hours per day or a minimum of 40 hours per week.
 - WFH is not confined by the 8am-12nn and 1pm-5pm working hours. Employee shall perform his/her job anytime while at home on the condition that he/she shall be available during office work hours (8am-12nn and 1pm-5pm) when the supervisor or colleagues call/text/email for work related matters.
 - Each employee shall use the attached work plan template (Annex A) in reporting the activities to be done under the WFH arrangements.
 - Verifiable indicators for each of the target accomplishments shall be specified in the work plan, together with the number of minutes or hours needed to accomplish each expected output or deliverable.
 - Accomplishment reports shall be due 3 working days after each 15-calendar-days period. Each employee shall use the attached weekly accomplishment report template (Annex B).

Four-day Compressed Work Week

- Employees shall physically report for work for only four (4) days per week and shall follow the 7:30 am-12:00 noon and 12:30 pm to 6:00 pm schedule.

- Under this arrangement, the Institute Director / Unit Head shall still maintain the offices / laboratories workforce for five (5) days a week.

Flexible Time Schedules

- Employees shall schedule either an early arrival and departure from the office or a late arrival and departure from the office.
- However, the offices, buildings, and laboratories shall only be open strictly from 7:00 am until 6:00 pm, Monday to Friday. Hence, the flexi-time schedules of the employees shall fall within this time frame.
- No overtime work before and after the specified time schedule above shall be allowed. However, sampling and other activities in open areas that require feeding, maintenance and monitoring of live organisms that are being cultured, maintenance of fish ponds, and other similar activities shall be allowed beyond the specified period, provided that all rules and regulations in the facilities are being strictly followed.

3. Use of CFOS Buildings, Offices, and Lecture / Laboratory Facilities

Personal Hygiene and Sanitation

- The Institute Directors / Unit Heads shall assign one (1) officer of the day per building.
- Assigned persons from the different Institutes/Units who are in charge of buildings, laboratories, and offices shall ensure that:
 - Disinfectants shall be readily available and accessible in all entrances of buildings, offices, and lecture/laboratory facilities of the UPV-CFOS. The disinfectant dispensers shall be prominently displayed at the entrance of each building and offices.
 - All toilets within the CFOS buildings shall have adequate amounts of liquid hand soap and toilet papers.
 - Regular disinfection of facilities and office spaces, including surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) using appropriate disinfectants (70% Isopropyl Alcohol and disinfectant sprays such as Lysol, Chlorox, etc.) shall be performed. Disinfectant sprays shall be applied at least once a day.
 - Disinfection procedures shall strictly be conducted before and after the use of any office, laboratory, or research facilities.
 - Paper tissues shall be made available at the offices and laboratories for those who develop a runny nose or cough while at work, along with closed trash bins for hygienic disposal of the used tissue papers.
 - Posters that promote proper hygiene and sanitation shall be prominently displayed in all offices and buildings.

- The Administrative Officers of the different Institutes / units shall ensure the sufficient supply of appropriate disinfectants and other materials needed to maintain hygiene and sanitation in the different offices / buildings.
- All employees and those individuals on official business shall be required to wear appropriate mask. Authorized users of the laboratories and research facilities shall wear the usual laboratory protective gears, at all times. Any person who is feeling sick and/or has COVID-like symptoms (e.g. coughing, sneezing, fever, etc.) shall not be allowed to enter any office, laboratory, and research facilities.
- Requests for the use of laboratories and research facilities shall be approved by the Institute Directors. The requests shall explicitly state the areas to be accessed, the tasks to be done, the duration of stay within the premises, the personnel involved, and the contingency plan in relation to laboratory safety. The requestors shall follow the institute protocols on the use of laboratories and research facilities, which shall include, among others, the observance of social distancing.
- List of students and personnel who worked in the laboratories / offices shall be submitted electronically every Friday by the Administrative Officer to the Unit Head and the Office of the Dean, for recording and monitoring purposes.

Social Distancing Protocols

- Upon return to work of the employees, office tables shall be rearranged to have a distance of at least 2 meters from each other.
- Individuals on official business shall strictly follow social distancing measures and shall be required to wear masks at all times.
- The Institute Directors / Unit Heads shall review the workforce in each of the offices and shall maintain a total of 2-3 employees per room or office. The other employees shall be temporarily reassigned to other offices (e.g. institute library, laboratories, and others). Hence, alternative work arrangements shall be organized to ensure that the number of employees in a room or office at a single time is regulated to allow for social distancing.
- Only a total of 5 individuals shall be allowed at any given time to use the facilities in open spaces (e.g. outdoor tank set-ups, fish ponds, and other hatchery facilities outside the building). These individuals shall maintain a distance between them while working, with the tanks set-up 5 meters apart.
- Only a total of 5 individuals shall be allowed to stay in a laboratory building at any particular time. However, only 2 individuals shall be allowed to work in small laboratory room (with ~10-20 m² floor area) at a time; a maximum of 3 individuals shall be allowed to work in larger laboratory rooms. These individuals shall maintain social distancing and shall not engage in lengthy discussions.
- Eating as a group shall not be allowed in the offices. Employees shall be encouraged to bring home prepared food for their snacks and lunch.

Transportation Services for the CFOS Employees

- Car pooling arrangements shall be done among CFOS employees to provide for their transportation needs while assuring health safety and social distancing.
- Alternatively, CFOS shuttle services shall be provided to employees who are residing inside and outside the Miagao campus, and to those who shall report for work at the Brackishwater Aquaculture Centre in Leganes, Iloilo. The shuttle service schedule shall be issued the soonest possible time.
- A group that consists of all Administrative Officers and Station Heads shall facilitate the transportation arrangements for those employees who need shuttle services.

Communication and Office Transactions

- Zero-contact transactions shall be promoted at all times.
- Individual inquiries shall only be entertained if done using a telephone (via the CFOS direct line or the UPV trunkline as shown below) or a mobile phone (using the CFOS Hotlines below), or by sending a message in the CFOS Facebook, Messenger, or email accounts.
- However, for transactions requiring face-to-face exchange/delivery of hardcopies of documents:
 - Incoming documents from the other offices within CFOS or from the other offices in the University shall be placed in a box provided for in each of the offices. The receiving personnel shall issue an acknowledgement receipt to the concerned employee; use of log books shall be discouraged.
 - Outgoing documents from the CFOS offices shall be placed in plastic bags for delivery to other offices, together with acknowledgement receipts that shall be signed by the receiving office.
 - Social distancing protocols shall be observed at all times.

Meetings, Workshops, and Other Similar Activities

- Online meetings (e.g. office meetings, college-wide meetings) shall be encouraged at all times.
- Should there be a need for face-to-face meetings, workshops, and other similar activities:
 - Attendees shall always be reminded of social distancing protocols to lessen the risks associated with the spread of COVID-19.
 - The activity shall be scaled down, as much as possible, so that fewer people shall attend.
 - Large gatherings (>10 persons in a single venue) shall not be allowed.
 - Participants shall be encouraged to communicate without touching.
 - Seats shall be arranged so that the participants are at least 1 meter apart.

- Efforts shall be exerted to ensure that the venue is well ventilated, clean, and disinfected before and after use.

4. For Academic and Research Activities

- All academic and research related activities in the laboratories and research facilities of the UPV-CFOS shall follow the relevant guidelines, as stipulated in the CFOS Supplemental Guidelines on Academic Concerns and the Use of Laboratory Facilities.

THE CFOS CENTRAL COMMAND

- An online platform (i.e. the Facebook Messenger group chat named *CFOS Central Command*) shall still be maintained for the CFOS task force for information dissemination and productive discussions of CFOS policies and guidelines in the midst of the COVID-19 situation.
- All institutes/units shall also be encouraged to maintain with their respective online platforms for faster communication. The said platforms shall also serve as a psychological support system for the CFOS constituents.
- Online daily check-in protocols shall be promoted in all existing group chat platforms. Likewise, to facilitate contact tracing, if the need arises, the CFOS personnel shall be encouraged to keep a handy (personal) contact journal.

EMERGENCY CONTACT DETAILS

- The CFOS Quick Response Team (QRT) shall continue manning the following 24/7 HOTLINES:
SMART – 09474205600
GLOBE – 09154108487
The QRT shall operate based on the flowchart, as previously issued.
- For health emergencies in the workplace, a room or area in each building shall be provided so that anyone who is not feeling well or has symptoms can be isolated at once. Coordination with the University health service unit shall be done as quickly as possible.
- In case of emergency, the following persons may be contacted:

For General Concerns:

ENCARNACION EMILIA S. YAP

Email address: esyap@up.edu.ph

Office Numbers: 033-3158143 (direct)
033-3159631-32 local 203 (trunk line)

HAROLD M. MONTECLARO

Email address: hmmonteclaro@up.edu.ph

Office Numbers: 033-3380766 (direct)
033-3159631-32 local 155 (trunk line)

For Student Concerns:

JERRY IAN L. LEONIDA

Email address: jlleonida@up.edu.ph

Office Numbers: 033-3158381 (direct)
033-3159631-32 local 163 (trunk line)

EFFECTIVITY

This set of guidelines shall take effect on 16 May 2020 and shall be in effect until another set of guidelines has been issued.