

University of the Philippines Visayas - Tacloban College

Post Community Quarantine Work Protocol

This document lays out work arrangements and guidelines during and after the general community quarantine (GCQ) due to the COVID-19 pandemic. It is intended to ensure the continuity of College operations while also safeguarding the health and safety of all members of the College community, in line with policies and guidelines issued by the Department of Health and the Civil Service Commission in connection with COVID-19 prevention and control.

I. Work Arrangements

In general, offices are expected to resume regular operations after 15 May 2020. This means that all employees who are healthy and fit to work are expected to report for duty. However, in light of the health risks and consequences brought about by COVID-19, work arrangements will need to be carefully planned. Based on a clear view of the essential functions and priority tasks or projects of each unit, as well as the risk factors affecting each employee, flexible working arrangements shall be adopted to ensure both the efficient performance of tasks and functions as well as the safety of all employees.

A. Identification of Essential and Priority Work and Other Tasks, and Personnel Risk Assessment

Essential or priority work includes: (1) tasks and functions that are indispensable or absolutely necessary for the College to function/operate; (2) activities and projects that are urgent and important for the College to perform its mandate; and (3) activities that are critical to and necessary for keeping the College COVID-19 free.

1. All units must identify which of the work that they do are essential or priority work, and determine whether this work can be done at home if necessary — for example, to reduce the health risks for personnel assigned, to address lack of transportation, to improve social distancing in the office, and in case community quarantine is imposed anew.
2. The Health Services Unit (HSU) and Personnel Services Office (PSO) shall assess the risk factors affecting each employee, in particular health risk factors (presence of comorbidities) and risks related to the employee's mode of transportation to and from the College, for the purpose of determining appropriate work arrangements based on the unit's essential functions and planning support mechanisms (e.g. infrastructure support, pre-arranged transportation to and from the College, temporary dormitory housing on campus).

B. General Work Schedule

1. A combination of physical reporting to office and work-from-home arrangements will be implemented, while also ensuring that the College will be open five days a week, from Monday to Friday, 8:00 AM to 5:00 PM. Employees shall report for work to the College four days a week and work from home one day per week, for a total of 40 hours of work per week per employee. The schedule of work of each employee shall be carefully planned to ensure that all units are open five days a week and the unit's essential work is accomplished in a timely manner.
2. To minimize health risks for all, the following support systems shall be provided for employees without personal vehicles and whose residence is not walking distance to the College.
 - a. Employees whose residence is within Tacloban City and areas of Palo near the Tacloban City boundary shall be provided with pre-arranged transportation to and from the College four days a week.
 - b. Employees whose residence is outside Tacloban City shall be provided temporary dormitory housing on campus three nights a week to allow them to work on campus four days a week.
3. Employees with known comorbid condition (e.g. diabetes, hypertension, heart disease, chronic lung disease, asthma, morbid obesity), those who are immuno-compromised (e.g. PLHIV, organ transplant patients, those with ongoing chemotherapy), and senior citizens should work from home as much as possible. If their work assignment requires physical presence on campus, risk lowering measures (e.g. prearranged transportation) should be implemented. Employees classified as high risk (based on their health profile) who need to report for work on campus should procure a medical certificate from the Health Services Unit.

C. Work at the Office

1. All units must modify the implementation of office functions so that many services can be provided online.
2. Transactions involving receiving and releasing documents to external parties shall be reviewed and revised to reduce close contact. For example, documents can be sent by courier.
3. Paperless office work shall be implemented as much as possible. Internal memoranda will be sent via email. Documents shall be digitized and the appropriate protocols for handling data following security and privacy guidelines, should be adopted.
4. Meetings shall be held online as much as possible. When unavoidable, face-to-face meetings should be held in a well ventilated area, and the number of participants should not exceed 40% of the maximum capacity of the facility/venue. Meeting participants shall continue to wear their masks and practice strict physical distancing at all times.

Other guidelines for work at the office are given under Part II.

D. Work from Home

1. Unit heads should determine the essential work of each individual in their office/unit, their contributions to the unit's work accomplishment, and how their work can be accomplished while working from home.
2. There shall be agreed upon work plans for work-from-home schedules. Personnel who are working from home must follow the agreed upon work plan and submit a work accomplishment report to the PSO through the unit heads.
3. Unit heads shall ensure that personnel working from home have the appropriate hardware and software and adequate connectivity, as well as access to documents and other information necessary, subject to strict observance of data privacy and non-disclosure regulations.
4. Personnel working from home should follow regular office hours or at least be available for calls during regular office hours.

II. Work Safety Guidelines

The following guidelines shall be observed to minimize the risk of exposure for employees and mitigate the risk of transmission of diseases, including COVID-19, in the workplace.

A. Before the resumption of regular office operations

1. Before the resumption of regular office operations, all offices and facilities must be cleaned and disinfected. Thereafter, maintenance staff will clean and disinfect common facilities (e.g. washrooms) and 'high-touch' surfaces and floors in offices daily.
2. Office furniture shall be rearranged to enable one-meter physical distancing among office staff and to promote unidirectional movement.

B. Prior to and upon entry to the campus

1. In accordance with Tacloban City Ordinance No. 2020-14-07, all personnel must wear a mask upon leaving their place of residence.
2. All personnel must have their temperature checked by the guard-on-duty. Anyone with a temperature of 37.8 degrees Celsius or higher must be referred to the HSU for further evaluation and management.

3. All personnel must disinfect their footwear at the footbath and wash or disinfect hands in the handwashing areas at the campus gate.
4. The use of biometrics scanners shall be temporarily replaced by the manual time-in mechanism (logbook) to reduce the risk of exposure to a high-touch surface. Personnel are required to disinfect their hands before and after logging in.

C. While inside the office

1. All personnel must wear their masks at all times, even when they are alone in the office to prevent contamination of office spaces and equipment.
2. All personnel are encouraged to practice hand hygiene, as follows:
 - a. Wash your hands with soap and water for at least 20 seconds, or sanitize using at least 60% alcohol.
 - b. Do this once every 3 hours and before and after going to common areas (e.g. comfort room, pantry) or receiving documents and/or packages. The Supply Office shall ensure the availability of alcohol, disinfectant, and soap in every office, comfort room, and other designated areas.
3. Strict physical distancing (at least 1 meter apart) between individuals must be observed at all times, including during lunch breaks and *merienda* breaks.
4. If possible, all should bring their own food to lessen food deliveries into the campus and to avoid queuing for meals in food establishments, and their own drinking bottles and utensils.
5. Congregating is discouraged. As much as possible, communication should be via the phone (text or voice call) or online platforms (chat or videoconferencing).
6. Upon entry to their respective offices until the allowed time for air conditioning, and whenever possible, all should keep windows and doors open to ensure good air circulation.
7. Frequently touched office equipment and fixtures (e.g. door knobs, telephones, keyboard, mouse, table surface, etc.) should be disinfected at least three times each day — once in the morning, during lunch break, and in the afternoon.
8. With the implementation of paperless transactions, documents must be sent electronically, using UP email addresses as much as possible. When hard copies are required, the personnel who handle such hard copies must observe hand hygiene.
9. Waste must be segregated at source and handled properly.
 - a. Paper must be set aside for shredding.
 - b. A separate bin must be designated for ‘infectious wastes’ (e.g. used disposable masks, gloves, soiled tissues).

- c. All garbage bins must have a plastic bag lining for more hygienic handling of waste.
10. Anyone with a sudden onset of symptoms such as fever, cough, colds, diarrhea, sore throat, or difficulty breathing should immediately report to the HSU for further evaluation and management.

D. Prior to leaving the office

1. All should sanitize “high-touch” surfaces in their work spaces (e.g. table top/desk, keyboard, mouse) before leaving.
2. The exterior of garbage bags that are put out for collection should be sprayed with disinfecting solution to minimize the exposure of trash collectors.
3. The use of biometric scanners shall be temporarily replaced by the manual time-out mechanism (logbook) to reduce the risk of exposure to a ‘high-touch’ surface. Personnel should disinfect their hands before and after logging out.

E. Other arrangements

The following additional recommendations aim to ensure that the College will remain safe and COVID-19 free, and to promote the well-being of all employees.

1. Non-essential visits to the campus are discouraged. As much as possible meetings involving people from outside the College should be pre-scheduled. All offices must publish official telephone numbers and email addresses through which inquiries and appointments shall be made. Offices shall advise the Security Office regarding pre-scheduled visits.
2. All visitors shall comply with the following University protocols before they are allowed entry. They must wear a face mask, submit themselves to temperature check by the guard on duty, and disinfect their footwear and wash or disinfect hands upon entry to the campus. In addition, visitors should be attended to at designated waiting areas.
2. Temporary storage/holding areas for supplies and waste should be disinfected regularly. Storage areas should be kept clean and secure and protected from pests and disease vectors.
3. Personnel who are feeling unwell and/or exhibiting symptoms such as fever, cough, colds, diarrhea, sore throat or difficulty breathing, as well as those who have had close contact or exposure to a suspected, probable, or confirmed COVID-19 positive person, regardless of their current health status, must NOT report to work and must immediately inform the HSU.
4. Personnel working in the same area/office with a suspected, probable or confirmed COVID-19 patient, or who reside in barangays that are put on quarantine due to

confirmed COVID-19 cases, shall immediately go on mandatory home quarantine as recommended by the Department of Health. They will monitor their symptoms and work from home if the situation permits. If the suspected or probable COVID-19 personnel tests negative, asymptomatic workers placed on home quarantine shall be allowed to report back to work upon presentation to the HSU of a medical clearance from their respective BHERT and/or C/RHU.

5. All personnel are advised to observe the following self-care measures:
 - a. Disease risk reduction
 - i. Practice proper and regular hand hygiene.
 - ii. Maintain proper physical distancing.
 - iii. Avoid touching eyes, nose and mouth with dirty hands.
 - iv. Practice cough etiquette: cover mouth and nose with bent elbow or tissue paper when coughing or sneezing. Used tissues should be disposed of immediately and wash your hands.
 - b. Wellness
 - i. Do self-monitoring. When feeling unwell or if exhibiting symptoms such as cough, fever, sore throat or difficulty breathing, stay at home and seek medical attention. If you feel any mental health and/or psychosocial related symptoms or problems, seek available help immediately.
 - ii. Make sure to meet your basic needs.
 - iii. Take breaks when necessary.
 - iv. Stay connected and updated.