

## **WORK GUIDELINES FOR ADMINISTRATIVE OFFICES AND FACILITIES ARRANGEMENTS (DURING POST ECQ PERIOD)**

### **General Guidelines**

The resumption of office operations after the lifting of the Enhanced Community Quarantine shall be guided by the specific guidelines from the National, Provincial and City/Municipal Inter Agency Task Force (IATF). In complying with the guidelines, reference should always be made with the promulgations and pronouncements issued by the Department of Health and the Regional Health Unit.

### **Specific Operating Guidelines**

#### **A. On Entry in the Campuses and UPV Premises**

1. **Single Entry/Exit Gates:** All campuses will have a designated single entry and exit gate. Each entry/exit gate will be provided with a wash area and disinfection station. For the Miagao campus, Box 1 will be the designated single entry/exit gate; for the Iloilo City Campus, the Delgado gate.
2. **Mandatory wearing of Masks:** All persons entering the campuses and UPV premises should wear masks all the time. The **“No Mask No Entry”** policy will be strictly imposed on everyone. This will be enforced by the UPV-SSF.
3. **Mandatory Handwashing and Disinfection:** Upon entering the campus, all persons will be required to either wash their hands with soap and water or spray them with disinfectants made available at the guard house area.
4. **Mandatory Registration:** After disinfection, guests and outsiders with transactions at UPV will be required to register at the guardhouse where they will fill up an information log book that will allow the university to do contact tracing for any eventuality.
5. **Mandatory Vehicle Check:** Vehicles should roll down their windows for a visual check on their number of passengers (for example, a Sedan vehicle shall only have 4, including the driver) and if compliant with policy on wearing of masks. The driver should see to it that the wheels of the vehicle pass through the disinfectant mat placed across the road of the main entrance. Noncompliance with the restrictions will result in refusal of entry to the University.

#### **B. On entry to Buildings and Offices**

1. Every building shall be provided with wash areas and disinfectants. All persons entering the building are required to have their temperatures

- checked with a thermal scan, wash their hands with soap and water or disinfect them using the disinfectant sprays available.
2. All persons must pass through the disinfectant mats/foot baths before getting in.
  3. The use of biometric scanners shall still be suspended. Employees shall use both the logbook and the Bundy cards for recording their time of arrival and departure.
  4. Face masks must be worn all the time while inside the offices and while making the transactions.
  5. Persons refusing to undergo the safety protocols in buildings and offices shall be denied entry and their transactions shall not be entertained.

### C. On Office and Classroom Safety and Protection Arrangements

1. The designated UPV Safety Officers shall conduct random compliance inspection of the premises and report any violation of the safety and protection protocols imposed by the university. Noncompliance to the imposed safety and protection protocols shall be reported and violators subjected to reprimand and disciplinary action.
2. Daily cleaning and sanitation shall be conducted in all frequently used areas of the university. These include classrooms, offices, cafeteria, study areas and the like.
3. All classrooms shall be rearranged to allow physical distancing. Relative to this, class sizes shall be designed to fit in the classrooms' capacity considering appropriate distancing protocols.
4. Common places for eating, working and studying such as the cafeterias and libraries shall likewise be rearranged to allow physical distancing.
5. Per medical science advice, the use of air conditioning units shall be minimized and windows must be opened to allow fresh air to circulate inside the offices and rooms; all offices and rooms, including classrooms, shall open their windows, if possible. Air conditioning units may be allowed if the heat inside the offices and classrooms becomes intolerable.
6. Transparent table barriers shall be provided in offices where frequent face to face transactions and interactions are made.
7. People traffic shall be minimized and controlled in every office to allow physical distancing and prevent overcrowding. Offices and units shall device means and ways to avoid crowding and lessen physical contact in their work spaces. Assistance of the UPV Security Service Force (SSF) shall be sought in cases when massing of people and overcrowding need to be controlled.
8. As much as possible, online transactions shall be preferred over face-to-face transactions.

#### D. On Office Safety Practices

1. All employees who are not feeling well or are having symptoms of flu or respiratory-related diseases shall be admonished not to report to work, stay at home or see a doctor right away and file a sick leave of absence.
2. While at work, all employees shall practice physical distancing all the time even during lunch and coffee breaks. Employees are enjoined to bring their own drinking bottles and dining utensils.
3. Face to face meetings of three or more personnel shall be highly discouraged and done only when absolutely necessary. Meetings are encouraged to be done online.
4. Whenever possible, documents received shall be scanned and routed via email to other offices, always mindful of data privacy and protection.
5. Frequently touched office objects (door knobs, telephones, photocopier, keys, etc.) shall be disinfected at least four (4) times each day – twice in the morning and twice in the afternoon.
6. A separate bin shall be provided for potentially infectious wastes (e.g., used disposable masks, used gloves, and soiled tissue papers) in every office as needed. These wastes shall be disinfected upon disposal.
7. Employees shall disinfect their desks and work stations before leaving their offices.

#### E. On Alternative Work Arrangements

1. Alternative work arrangements shall be considered during the post ECQ period. The work arrangements that can be adopted or implemented in combination are:
  - a) Work from home. Heads of units shall make an assessment of the functions, duties and responsibilities of every employee under his/her supervision and control. A schedule and recommendation of who shall be allowed to work from home shall be submitted following the general guidelines of the Civil Service Commission and the specific guidelines that shall be developed and adopted by each office. Strict implementation of the output and work measurement and control shall be explicitly stated in drafting the work-from-home arrangement guidelines.
  - b) Four-day Work Week per Employee. A 10-hour per day work per employee shall be allowed in every office. This shall be synchronized with the volume of passengers in the UPV buses to and from Miagao. The buses shall only accommodate a maximum of 25 riders, social distancing considered.
  - c) Combination of work schemes. In combining the four-day work week and the work-from-home arrangements, the unit heads shall make sure that the employee(s) deliver on their specific duties and responsibilities taking into account their OPCR and IPCRs.

In making this scheme work, job rotation for some tasks shall be practiced so that no office which shall be closed or unmanned any day during the work week (Monday-Friday).

2. Internet infrastructure shall be improved and upgraded to consider the online transactions as viable alternative to face to face transactions.
- F. On Cost-Saving Measures : By virtue of the National Budget Circular (NBC) # 580, the University shall implement the following cost-saving measures across offices in all campuses:
1. Air Conditioning Units Use: If air conditioning units have to be used, the allowed daily operating hours for these shall be between 9:30 a.m. to 3:30 p.m.
  2. Local travel shall be limited to the most essential and urgent as justified in the request for travel order.
  3. Printing of documents shall be limited to the most essential and urgent; paper recycling shall be practiced in all offices.
  4. Daily water pumping by SWUS shall be done outside the peak hours of 7:00-10:00 am and 4-8 pm.
  5. All lights, office equipment and appliances running on electricity shall be turned off and unplugged when not in use. Heads of units and Administrative Officers shall conduct a daily check and verification to see to it that this is followed in all offices.