



De La Salle University

FREQUENTLY-ASKED QUESTIONS (FAQs)

(Updated on June 14, 2009)

1. General Concerns

1.1 Regarding quarantine and preventive measures:

1.1.1 What is the current pronouncement of the University regarding quarantine and preventive measures against the Influenza A (H1N1) virus?

The World Health Organization (WHO) has recently raised the level of Influenza A (H1N1) pandemic alert from phase 5 to phase 6, indicating an increase in the breadth of the virus' geographic spread. Presently, the Philippines is still in the containment stage as there is still no community level transmission in the country, although the Department of Health (DOH) has announced its plan to shift its management of Influenza A (H1N1) in the near future from containment to mitigation, shifting focus on taking care of the sick, providing guidance for people to protect themselves and their families, and monitoring the spread of the virus.

As the country continues to experience only mild cases of the virus, De La Salle University, under constant guidance from the DOH, adopts the following new measures for all faculty, personnel, students, and other members of the De La Salle University community:

1.1.1.1 Those arriving in the Philippines from another country and **who exhibit** signs of cough, cold **and/or** fever are **required** to defer going to school for **ten (10) days after the date of their return**. Such persons should seek medical attention, stay isolated and continue to monitor their condition. At the end of the ten (10)-day period, they should go to the Medical and Dental Services Office (Clinic) to seek clearance before going to their classes and/or office.

1.1.1.2 Those arriving in the Philippines from another country but **do not exhibit** any signs of cough, cold **and/or** fever may come to school but are **required for ten (10) days after the date of their return** to:

- Limit movement/travel to regular destinations where contact tracing (i.e. identification of people within moderate to close proximity) is possible, e.g. home, school, office;
- Continue to self-monitor for cough, cold and/or fever;
- Avoid public and/or crowded places, e.g. malls, markets, crowded public transportation;
- Observe a distance of approximately one arm's length from other people; **and**
- Avoid handshaking, hugging, kissing, and other such actions requiring close physical contact with others.

1.1.1.3 Persons with cough, cold **and/or** fever are **required to seek medical attention and stay home for seven (7) days after the onset of illness or at least twenty-four (24) hours after symptoms have resolved**. At the end of the prescribed period, they should go to the Clinic to seek clearance before going to their classes and/or office.

1.1.1.4 Persons who have been in close contact (i.e. cared for, lived with, or have had direct contact with respiratory secretions or body fluids) with someone with a probable or confirmed case of Influenza A (H1N1) are **required** to go for a medical check-up before going to school. If such persons have already started reporting to school but begin exhibiting signs of cough, cold **and/or** fever, they are **required to immediately seek medical attention and stay home for ten (10) days after the onset of illness or at least twenty-four (24) hours after symptoms have resolved**. At the end of the prescribed period, they should go to the Clinic to seek clearance before going to their classes and/or office.

1.1.1.5 Persons at high risk to develop complications from influenza (e.g. people taking steroids for chronic ailments such as asthma, very young children, people whose immune system is compromised by other illness like uncontrolled diabetes and cancer) are advised to take more stringent precautions to safeguard their health.

1.1.1.6 **Everyone who comes to school, even if he/she feels well, is enjoined to:**

- Constantly self-monitor for signs of cough, cold and/or fever;
- Practice good hygiene;
- Avoid public and/or crowded places;
- Observe a distance of approximately one arm's length from other people; and
- Avoid handshaking, hugging, kissing, and other such actions requiring close physical contact with others.

Persons with a probable or confirmed case of Influenza A (H1N1) should inform the Clinic of their condition through telephone numbers 536 0252 and 524 4611 loc. 710.

These new directives from the President and Chancellor supersede the ones contained in a memorandum issued to the academic community on June 1, 2009.

While the new measures are less stringent compared to the ones previously announced, the academic community is urged to practice community responsibility by continuously being vigilant and prudent in their actions.

1.1.2 Other schools use thermal scanners and require the use of facemasks. Why is De La Salle University not doing the same?

Thermal scanners are only able to detect higher than average body temperature *at the time of scan*. They may not be able to detect incubating virus in a person who, at which time, may already be potentially contagious. According to the DOH, infected people may be able to infect others starting from one (1) day before symptoms develop up to seven (7) or more days after becoming sick. That means that a person may be able to pass on the flu to someone else before even knowing that he/she is sick.

According to the Centers for Disease Control and Prevention (<http://www.cdc.gov/h1n1flu/masks.htm>), the use of facemasks/respirators is generally not

recommended for community, home, and non-healthcare occupational work settings. A facemask/respirator may be used by the following:

- persons with symptoms of influenza-like illness (e.g. those who have cough and/or colds) to decrease the chances of infecting others through droplets from the nose or mouth;
- persons who are at increased risk of severe illness from influenza (i.e. high-risk cases)*;
- persons working in occupational health-care settings (e.g. clinics, hospitals, nursing homes, etc.)**; and
- persons caring for a patient with known, probable, or suspected Influenza A (H1N1) or influenza-like illness.

The use of thermal scanners and facemasks in instances where they are not necessary may promote a false sense of security. The University would rather promote awareness and community responsibility during these times.

* Persons at increased risk of severe illness from influenza (i.e. high-risk persons) include those groups at higher risk for severe illness from seasonal influenza, including: children younger than 5 years old; persons aged 65 years or older; children and adolescents (younger than 18 years) who are receiving long-term aspirin therapy and who might be at risk for experiencing Reye syndrome after influenza virus infection; pregnant women; adults and children who have pulmonary, including asthma, cardiovascular, hepatic, hematological, neurologic, neuromuscular, or metabolic disorders, such as diabetes; adults and children who have immunosuppression (including immunosuppression caused by medications or by HIV); and, residents of nursing homes and other chronic-care facilities. (Source: Centers for Disease Control and Prevention, <http://www.cdc.gov/h1n1flu/masks.htm>)

** The University's maintenance personnel may wear facemasks while disinfecting the campus premises and clearing trash bins in order to limit their exposure to harmful chemicals and prevent them from accidentally touching the nose and mouth areas of their face while working.

1.1.3 I have an increased risk of severe illness from influenza and I am considering the use of a facemask. What do I need to know about using a facemask?

Disposable facemasks/respirators should be used only once. Used facemasks/respirators should be taken off and placed immediately in the trash bin so they don't touch anything else. Take off and replace facemasks/respirators that have already become moist. After persons take off a facemask or respirator, they should immediately clean their hands with soap and water or an alcohol-based hand sanitizer. If a reusable fabric facemask is used, it should be well laundered and dried prior to reuse. Used or soiled fabric facemasks should immediately be placed in a separate disposable bag prior to laundry; the bag must be immediately placed in the trash bin after emptied of its contents.

1.1.4 I have influenza-like symptoms. What do I do?

Refer to FAQ number 1.1.1.

1.1.5 Who do I notify when I get sick as I need to be absent from classes/work?

All those who exhibit signs of cough, cold **and/or** fever and will be absent from classes/work are to notify via telephone or email the following:

FOR	NOTIFY	TELEPHONE NUMBERS	EMAIL ADDRESS
Students	College Vice Dean	CBE: 524 4611 ext 131 CBE-GSB: 524 4611 ext 117 CCS: 524 4611 ext 301 CED: 524 4611 ext 192 CLA: 524 4611 ext 326 COE: 524 4611ext 201 COS: 524 4611ext 521	CBEvicedean@dlsu.edu.ph GSBvicedean@dlsu.edu.ph CCSvicedean@dlsu.edu.ph CEDvicedean@dlsu.edu.ph CLAvicedean@dlsu.edu.ph COEvicedean@dlsu.edu.ph COSvicedean@dlsu.edu.ph
Teaching Faculty / Academic Service Faculty	College Dean / Associate Vice Chancellor for Academic Services (AVCAS) / Dean of Student Affairs (DSA)	CBE: 536 0261 524 4611 ext 131 CCS: 524 0402 524 4611 ext 301 CED: 526 5915 524 4611 ext 192 CLA: 302 3899 524 4611 ext 326 COE: 524 0563 524 4611 ext 201 COS: 524 0451 524 4611 ext 521 AVCAS: 524 4333 524 4611 ext 105 DSA: 524 0780 524 4611 ext 730	CBEdean@dlsu.edu.ph CCSdean@dlsu.edu.ph CEDdean@dlsu.edu.ph CLAd dean@dlsu.edu.ph COEd dean@dlsu.edu.ph COSdean@dlsu.edu.ph avcas@dlsu.edu.ph dsa@dlsu.edu.ph
Administrative Service Personnel (ASP)	Vice Chancellor for Administration (VCAD)	523 5493; 524 4611 ext 123	vcad@dlsu.edu.ph
Co-Academic Personnel (CAP)	Human Resources Development Office (HRDO)	525 4212; 524 4611 ext 160 / 161	hrdodir@dlsu.edu.ph
Contractual Personnel	Associate Vice Chancellor for Campus Development (AVCCD)	523 6406; 524 4611 ext 110	avccd@dlsu.edu.ph
Others	Medical and Dental Services / Clinic	536 0252; 524 4611 ext 710	clinic@dlsu.edu.ph

1.1.6 What is expected of me while I am absent from classes/work due to illness?

During this period, persons are to stay isolated from others and seek medical attention.

1.1.7 I have fully recovered from my illness and am about to go back to school. What should I do?

All who have recovered from sickness are required to go to the Clinic to seek clearance before going to their classes and/or office.

1.2 Regarding the University calendar:

1.2.1 Will the University suspend classes again should there be another confirmed case of Influenza A (H1N1) within the DLSU community after classes have resumed on June 15?

The suspension of classes for a ten (10)-day period was initiated by the University as a preventive measure to contain the spread of the virus in line with the guidelines 'Influenza A

(H1N1) Response Level System in Schools' of the Department of Health (DOH). As the DOH plans to move its management of Influenza A (H1N1) from containment to mitigation, the University, upon the advice of the DOH, will no longer suspend classes for new cases of confirmed Influenza A (H1N1) patients within the DLSU community.

1.2.2 When is the new graduation schedule? What are the new dates of the Baccalaureate Mass, picture taking and graduation rehearsal?

The revised Schedule of Graduation Activities (155th Commencement Exercises) is posted on the University website.

1.2.3 My graduate entrance exam was scheduled for June 13. When will be the next schedule?

The updated Graduate Entrance Exam schedules will be posted on the University website when classes resume.

1.2.4 What is the schedule of make up classes?

The schedules for make up classes are included in the revised Calendar for Academic Year 2009-2010 that is posted on the University website.

1.2.5 Will we still have a term break?

This information may be found in the revised Calendar for Academic Year 2009-2010 that is posted on the University website.

1.3 Regarding Payment of Tuition and Fees, Library Fines, etc:

1.3.1 Will there be a surcharge if we pay for tuition and fees after June 15?

The revised schedule for payment of tuition and fees will be posted on the University website and announced through the My.LaSalle email accounts.

1.3.2 My library book was due for return during the period of class suspension. Will I be charged for overdue if I return it when classes begin?

All Library materials due within the period of June 3, 2009 until June 15, 2009 will not be considered overdue if returned on June 15, 2009.

2. Student Concerns

2.1 I need to be absent because I have symptoms of cough, cold, and/or fever. Aside from my College Vice Dean, do I still contact my teachers?

The office of the College Vice Dean is tasked to receive students' notice of absence due to symptoms of cough, cold, and/or fever. The Vice Dean will relay the information to the teachers concerned.

2.2 Can I fail due to excess absences if I am absent due to cough, cold, fever, or any influenza-like illness?

The University exercises understanding and consideration for those whose health have been affected during these extraordinary times. Thus, students cannot fail **due to excess absences** if the absence is caused by having symptoms of cough, cold, fever or any influenza-like illness, for as long as they are able to show their teachers the required clearance from the Clinic when they return to school. Students can fail in any course if they do not meet its academic requirements.

2.3 Will I be allowed to make up for tests and/or projects that I missed while I was sick?

Students should inquire from their teachers on how to make up for tests and projects missed while they were absent due to sickness.

2.4 Can I still submit projects while I am absent?

Projects that may be submitted via e-mail may be sent by students who are absent from their classes to their teachers through their official My.LaSalle email accounts. The student should request for an e-mailed reply from the faculty member acknowledging receipt of the project. Only upon receiving the faculty's confirmation of receipt may the project be deemed received. Projects that cannot be sent via e-mail will be received by the faculty member after the student's absence without any diminution of credit due to late submission.

2.5 I am currently undergoing on-the-job training (OJT)/practicum with a company/institution. They are requiring that I quarantine myself/submit a medical clearance before I report to work with them. What should I do?

Students and faculty are advised to observe and comply with the directives and preventive measures of the companies/institutions regarding Influenza A (H1N1), even if this will warrant an extension of the OJT/practicum period.

Students may request their OJT/practicum faculty advisers/mentors to dialogue with the representatives of the company/institution to clarify any special directives that should be complied with.

3. Academic Service Faculty (ASF) / Administrative Service Personnel (ASP) / Co-Academic Personnel (CAP) Concerns

3.1 I need to be absent because I have symptoms of cough, cold, and/or fever. Aside from the authorized office mentioned in the table above (in FAQ number 1.1.5), do I still contact my office head?

Yes. As soon as the ASF, ASP and CAP know that they need to be absent from work due to sickness, they should inform their office head about their absence.

3.2 What kind of leave should I file when I need to be absent because of cough, cold, and/or fever?

ASF, ASP, and CAP with cough, cold, **and/or** fever are **required to seek medical attention and stay home for seven (7) days after the onset of illness or at least twenty-four (24) hours after symptoms have resolved.** The absence should be filed as sick leave. At the end of the prescribed period, they should go to the Clinic to seek clearance before going to their office.

3.3 I no longer have any sick leave credits left but I will need to be absent because I have symptoms of cough, cold, and/or fever. What do I do?

ASF, ASP and CAP who have already exhausted their sick leave credits may be allowed, on a case-to-case basis, to use their remaining vacation leave credits. These personnel should consult the appropriate office, i.e. Vice Chancellor for Academics and Research, Vice Chancellor for Administration, or Human Resource Development, regarding their specific case.

4. Teaching Faculty / Academic Department Concerns

4.1 How will I know if my students are absent because of symptoms of cough, cold, fever, or any influenza-like illness?

The office of the College Vice Dean is tasked to receive students' notice of absence due to symptoms of cough, cold, and/or fever. The Vice Dean will relay the information to the teachers concerned.

4.2 How will I know that it is safe for me to admit my students to class after they have been absent due symptoms of cough, cold, fever, any influenza-like illness or even Influenza A (H1N1)?

Students who were absent from their classes due to cough, cold, fever, influenza-like illness or even Influenza A (H1N1) should present to their teachers a clearance from the Clinic. If the stated reason for the absence is the manifestation of such symptoms, faculty members should not admit to class those who fail to present a clearance.

4.3 Can students fail due to excess absences if they are absent due to cough, cold, fever, or any influenza-like illness?

The University exercises understanding and consideration for those whose health have been affected during these extraordinary times. Thus, students cannot fail **due to excess absences** if the absence is caused by having symptoms of cough, cold, fever or any influenza-like illness, for as long as they are able to show their teachers the required clearance from the Clinic when they return to school. Students can fail in any course if they do not meet its academic requirements.

4.4 May students be allowed to make up for tests and/or projects that they will miss while on quarantine?

As these are extraordinary circumstances, the faculty members are urged to exert maximum consideration regarding make up tests and projects. As much as possible, students should be

given the opportunity to make up for tests and/or projects they missed while they were absent because of symptoms of cough, cold, fever, or any influenza-like illness.

4.5 Can my students submit projects while they are absent?

Projects that may be submitted via e-mail may be sent by students who are absent from their classes to their teachers through their official My.LaSalle email accounts. Upon receipt of the emailed project, a faculty member should send the student an email acknowledging receipt of the project. Projects that cannot be sent via e-mail should be received by the faculty member after the student's absence without any diminution of credit due to late submission.

4.6 Our students undergoing on-the-job training (OJT)/practicum in companies/institutions are being asked to comply with special requirements before they may report for work. What do they do? What should I do?

Students and faculty are advised to observe and comply with the directives and preventive measures of the companies/institutions regarding Influenza A (H1N1), even if this will warrant an extension of the OJT/practicum period.

Faculty advisers/mentors of students on OJT/practicum should dialogue with the representatives of the company/institution to clarify any special directives that should be complied with.

4.7 We have foreign visitors coming to the University. What shall we do?

Foreign visitors should immediately be notified about the ten (10)-day period imposed by the University, as advised by the Department of Health, for those arriving in the Philippines with symptoms of cough, cold and/or fever, as well as for those without any of these symptoms. Refer to FAQ number 1.1.1.

Members of the University who will meet the visitors are urged to follow the directives regarding the observance of an arm's length distance, as well as the avoidance of handshaking, hugging, kissing and other such close-contact actions.

Should the visitors exhibit symptoms of cough, cold and/or fever upon their arrival or during their stay as guests of the University, their well-being and safety should be arranged by ensuring that they are isolated from others and that they get the appropriate medical attention immediately. This may be done through third-party contacts. Faculty and other personnel of the University should not meet with the visitors who exhibit the symptoms until they have successfully completed the period of quarantine.

4.8 We are hosting an international conference here at the University/at a venue outside the University. What shall we do?

International conferences may be held inside or outside the University for as long as the directives of the University regarding quarantine and preventive measures against Influenza A (H1N1) are strictly followed. Refer to FAQ number 1.1.1.

Members of the University hosting the conference should clearly communicate these directives to the organizers and participants in the earliest stages of hosting negotiations or as early as possible.

As hosts, members of the academic community should plan well the conference program, including the periods for recreation, to ensure adherence with University directives.

4.9 Our foreign visitors are already here in the country. What shall we do?

Refer to FAQ number 4.7. Members of the University are urged to constantly monitor the health of their guests to ensure their well-being. The University directives as stated in FAQ number 1.1.1 should be complied with.

4.10 I am scheduled to attend a conference abroad. What shall I do?

Everyone who travels abroad is required abide by the directives of the University regarding quarantine and preventive measures regarding Influenza A (H1N1). Refer to FAQ number 1.1.1. It is advisable to also verify quarantine regulations, if any, in the country of destination so that this may be factored in the travel plans.

Faculty members who know they will not be able to attend their classes for more than a week should arrange for substitute(s) during their absence. They should officially inform their Department Chair about their trip, the date of their return, and their faculty substitute(s). If the travel is officially approved by the University, then salary of the substitute(s) will be paid by the University.

4.11 Do I have to make up for classes missed because I was absent due to symptoms of cough, cold, flu, or any influenza-like illness?

Yes. Policies regarding absences and make up classes are found in the Primer for Faculty Attendance, a copy of which may be found on the University website at http://intranet.dlsu.edu.ph/downloads/documents/pdf/primer_facattendance.pdf.

Faculty members who know they will not be able to attend their classes for more than a week due to sickness should arrange for substitute(s) during their absence. They should officially inform their Department Chair about their absence, the tentative date of their return, and their faculty substitute(s).

4.12 If majority of my students in a particular class are sick, may I call off my class?

Faculty members who call off classes are subject to the faculty attendance policies found in the Primer for Faculty Attendance, a copy of which may be found on the University website at http://intranet.dlsu.edu.ph/downloads/documents/pdf/primer_facattendance.pdf. Any unusual case or incident regarding class attendance should be brought to the attention of the Department Chair, College Dean, and the Vice Chancellor for Academics and Research.