

13 June 2020

TO : The Academic Community

FR : Br. Bernard S. Oca FSC
Chancellor

RE : Campus Access on the Week of June 15

Starting June 15, campus access will be based on the list of faculty members, non-teaching staff, and personnel submitted by the respective units/offices. This is consistent with the approved interim manpower plan and the Work-From-Home (WFH) policy, stating that the default work arrangement is WFH. Academic community members are encouraged to stay at home if they do not have a safe way of going to the campus.

Those who will enter the University are advised to observe the following:

1. For June 15 to 17, those belonging to Groups A, B, and C based on the Campus Access Groupings are allowed to enter the campus (see schedule below) to fix their office space and retrieve personal belongings. University equipment may not be brought home unless it is cleared by the ITS to ensure that equipment and data are protected and secured.

Group B and C members who enter the campus on the said dates should follow the two-week quarantine period and may only be able visit the campus again in their next cycle.

Date	Group
June 15, 18-20	Group A
June 16	Group B Group B members who visited on this day may only come back on July 13.
June 17	Group C Group B members who visited on this day may only come back on July 20.

2. Primary access from June 18 to 20 is for those belonging to cluster/unit Group A. Those who are not part of Group A are advised to wait for their schedule or request their colleague assigned to work on-campus during the week to retrieve their belongings and have the items sent to them via courier.

3. For those with comorbidities, retrieval of belongings should be done by colleagues assigned to work on-campus during the week. In cases when individuals need to visit the campus themselves, they may only get their things and should immediately leave the premises to reduce health risks.

Schedule:

Date	Group
June 22-28	Group B (for those who did not visit the campus on June 16)
June 29-July 4	Group C (for those who did not visit the campus on June 17)
July 6-11	Group A
July 13-18	Group B
July 20-25	Group C
July 27-Aug 1	Group A
Aug 3-8	Group B
Aug 10-15	Group C
Aug 17-22	Group A
Aug 24-29	Group B
Sept 1-5	Group C
Sept 7-12	Group A
Sept 14-19	Group B
Sept 21-25	Group C
Sept 28-Oct 3	Group A
Oct 5-10	Group B

These guidelines apply to the Manila, Laguna, and BGC campuses. The Makati Campus remains closed. Operating hours of the said campuses will be from 6:00 am to 6:00 pm.

As the campus will still be on restricted access based on these guidelines, electronic Special Permit for Campus Access (eSPCAs) will only be needed for requests for personnel to stay beyond the operating hours and during holidays. Kindly refer to eSPCA guidelines.

Students are restricted from entering the campus until further notice. Guests will only be allowed to enter campus through an appointment system. There will be a separate announcement on this.

Those who visiting the campus are advised to follow the hygiene, sanitation, and safe distancing guidelines.

Thank you.