

Office of the Vice Chancellor for Administration

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13 June 2020

TO : **The Academic Community**

FR : **Dr. Arnel Onesimo O. Uy**
Vice Chancellor for Administration

RE : **Hygiene, Sanitation, and Safe Distancing Guidelines**

To ensure the safety and security of the academic community, De La Salle University will implement enhanced hygiene, sanitation, and safe distancing protocols starting June 15.

The University's default work arrangement is still work-from-home (WFH), and it will give access according to the [Campus Access Guidelines](#)

Those who do not have a safe way of going to the campus are encouraged to stay at home.

For those who will visit the campus, please follow the weekly schedule based on the campus access groupings approved by the department, unit, or cluster.

A daily health screening form, which is required upon entry, is available online and at the gates. To better facilitate entry, please accomplish it at home.

Please also be advised of the following hygiene and safe distancing standards approved by the President's Council last May 22, 2020.

Hygiene habits

Everyone is required to wear face masks at all times and bring their personal sanitation kits. Proper hand washing, respiratory and coughing, and restroom etiquette should always be observed. Moreover, disinfecting of personal workspace should be conducted regularly.

Designated entrance and exit points (June 15, 2020 until further notice)

Entrance only

- South Gate

Exit only

- Velasco Gate

Entrance and Exit

- Agno Gate
- Br. Andrew Gonzalez Hall
- Enrique Razon Sports Complex
- Science and Technology Research Center (vehicles only)

Entrance to campus protocols

Step 1: Thermal scanning - Any individual who has a temperature higher than 37.5 degrees Celsius will be asked to proceed to the medical holding area for further assessment.

Step 2: Disinfecting mats - Step on the disinfecting mat to sanitize shoes.

Step 3: Health screening form - Accomplish the daily health screening form. The form is available on-site and online.

To better facilitate entry, those with smartphones can accomplish the online form at home. Access the online form here:

https://docs.google.com/forms/d/e/1FAIpQLSdYparE_XMEypRjmNZI5iIs5x0IwfRwlqXvLr5M3be5fvJJw/viewform

Step 4: Submit form - Submit the form to the medical staff for assessment. If accomplished online, present the bar code to the attending medical staff.

Step 5: Hand sanitation - Our security personnel will sanitize your hands as you enter the campus.

Step 6: ID scanning and manual bag checking - Similar to a normal school day, scan your IDs and campus access grouping bar code by the entrance and have your bags inspected.

Safe Distancing Guidelines

1. Safe distancing in University spaces

The University adheres to standards set by the World Health Organization and/or the Center for Disease Control in the use of space and conduct of activities and events.

The one-meter physical distance to the next person is strictly followed. Signages about maximum capacity for each room and facility will be posted.

- Classrooms - 50% of original capacity (20 students per 1 faculty)
- Offices - 30-50% of original occupancy
- Meeting rooms and venues - 30% of original occupancy
- Open spaces – one-meter radius

2. Visual cues will be placed in common areas of the University for guidance.

Contingency Controls

In line with the IATF and DOH protocols and as part of the University's safety measures, the Health Services Office will secure the contact details of persons indicated in the online survey.

When the need arises for DLSU to conduct contact tracing, HSO will gather the names and contact numbers of all people he/she had been in close contact with.

All close contacts will be contacted to be advised to monitor signs and symptoms, to seek consultation, and to quarantine immediately.

The Health Services Office shall closely monitor the status of the individual.

Daily schedules

There will be staggered schedules to help address cues and congestion at:

- Entrances/exits
- Corridors
- Canteens
- General circulation areas

Lunch breaks should be taken at different time slots.

Other campuses and facilities

These standards shall be implemented in all campuses, but may change to adopt to the unique situation and context of the specific campus.

The University will release additional, more detailed and updated announcements on hygiene, sanitation, and safe distancing guidelines.

Your health and safety is our primary concern. With your usual cooperation, we can overcome this pandemic and make our Founder's mission alive and vibrant in these times.

Get announcements from the DLSU Administration Division through:

Facebook - <https://www.facebook.com/dlsu.administration>
Twitter - @dlsu_adm1n



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A copy of this announcement is also available at <http://intranet.dlsu.edu.ph/archives/helpdesk/>