



# Return to Campus Orientation

---



**Welcome back,  
Lasallians!**

---

# Content

---

- A. Hygiene and Safety Standards
- B. Safe Distancing Standards
- C. Related employee policies

# Introduction

---

As we prepare to partially open the campus, the University has prepared two key critical guidelines to protect the community from COVID-19:

1. Hygiene and Sanitation guidelines
2. Safe Distancing guidelines

# Hygiene and Safety Standards

Prevention Controls

A

# Entry and Exit to Campus

## Designated entrance and exit points

### Entrance only

South Gate

North 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)

Central Plaza (from Leveriza Parking)

Yuchengco Hall (from Leveriza Parking)

# Campus Re-Entry Protocol

## Overview

1. Daily Health Monitoring Survey
2. No mask, No entry
3. General Health Screening
  - Scan body temperature
  - Disinfect soles of shoes
  - Answer the Daily Health Monitoring Survey
  - Undergo health assessment
  - ID scanning
  - Bag inspection
  - Hand sanitation

# No mask, No entry

## Purpose

To prevent the transmission of droplets especially from asymptomatic individuals and in areas where physical distancing may be impossible to manage





# Campus Access Grouping

Present ID with barcode sticker as indication of Campus Access Grouping

## Purpose

The Campus Access Grouping ensures that members of the community have fulfilled the requirement of a 14-day self-quarantine as a mechanism to control the risk of transmission.



# General Health Screening

## Scan Body Temperature

### Purpose

To ensure that only healthy individuals are allowed entry because fever is one of the cardinal signs of infection



# General Health Screening

## Disinfect soles of shoes

### Purpose

Minimize the transmission of virus that may be carried by the footwear



# General Health Screening

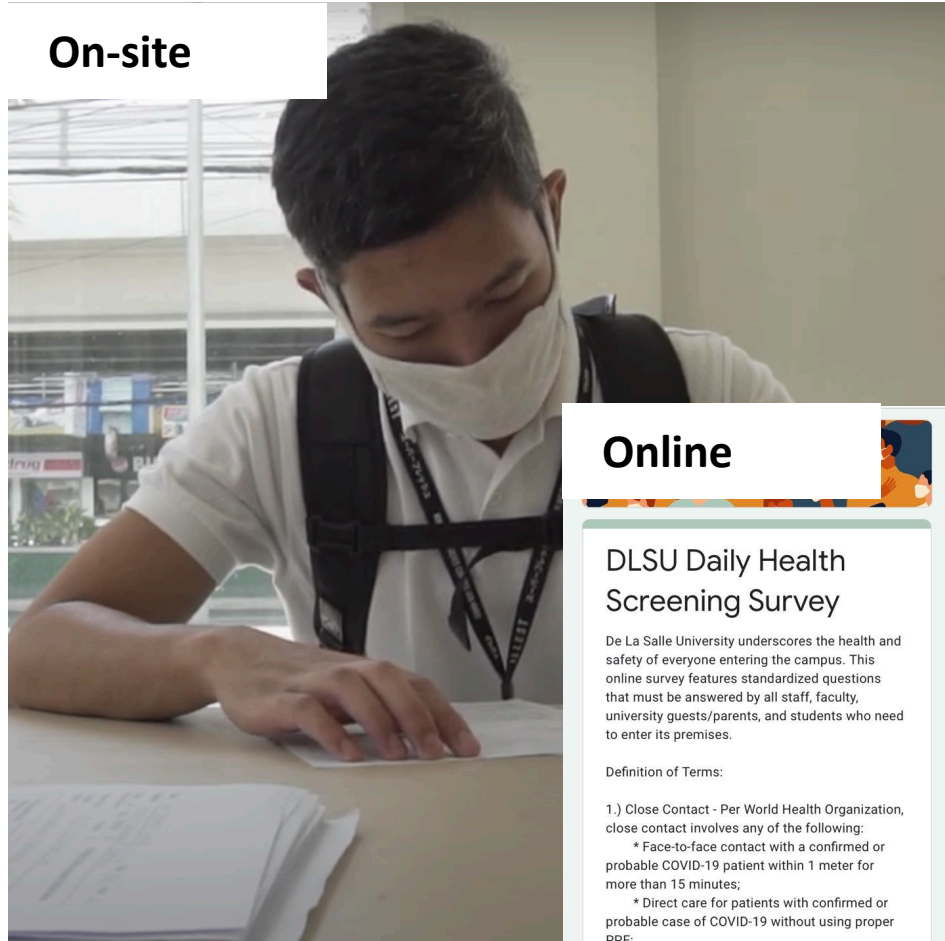
## Answer the Daily Health Questionnaire

### Purpose

To ensure that only healthy individuals are allowed entry

- *Burden to responder: Maximum of 2 minutes*
- *Check for symptoms*
- *Check for travel history*
- ***Emphasis shall be given to truthfulness of responses***

On-site



Online

### DLSU Daily Health Screening Survey

De La Salle University underscores the health and safety of everyone entering the campus. This online survey features standardized questions that must be answered by all staff, faculty, university guests/parents, and students who need to enter its premises.

#### Definition of Terms:

1.) Close Contact - Per World Health Organization, close contact involves any of the following:

\* Face-to-face contact with a confirmed or probable COVID-19 patient within 1 meter for more than 15 minutes;

\* Direct care for patients with confirmed or probable case of COVID-19 without using proper PPE;

\* Staying in the same close environment as a confirmed or probable case of COVID-19 (including sharing a workplace, classroom, or household or being at the same gathering) for any amount of time;

\* Traveling in close proximity with a confirmed or probable case of COVID-19 patient;

# General Health Screening

## Undergo health assessment

### Purpose

To ensure that only healthy individuals are allowed entry

- *Check temperature reading is equal to or below 37.5 C°*
- *Check health questionnaire for symptoms or travel history in the last 14 days*
- *Clear for entry*



# General Health Screening

## Purpose

To comply with University standard safety measures

## Bag inspection



## ID scanning as means for touchless biometrics



# General Health Screening

## Hand sanitation

### Purpose

Hand sanitation kills viruses that may be on your hands



# Responsible Hygiene Habits

## Purpose

To promote the development of proper habits and inculcate that health and safety is everyone's responsibility

- *Bring your own personal sanitation kit*
- *Proper wearing and disposal of PPEs*
- *Proper handwashing*
- *Respiratory / Coughing etiquette*
- *Restroom etiquette*
- *Sanitizing / disinfecting personal workspace*
- *On eating*
- *General health habits*



# Frequent Sanitation of Areas

DTI and DOLE Interim Guidelines on  
**Workplace Prevention and Control of COVID-19**

Cleaning and sanitation conducted by our maintenance personnel is done **at least twice a day for low density traffic areas on campus and even more frequently for high traffic density areas and frequently touched surfaces**

# Safe Distancing Standards

B

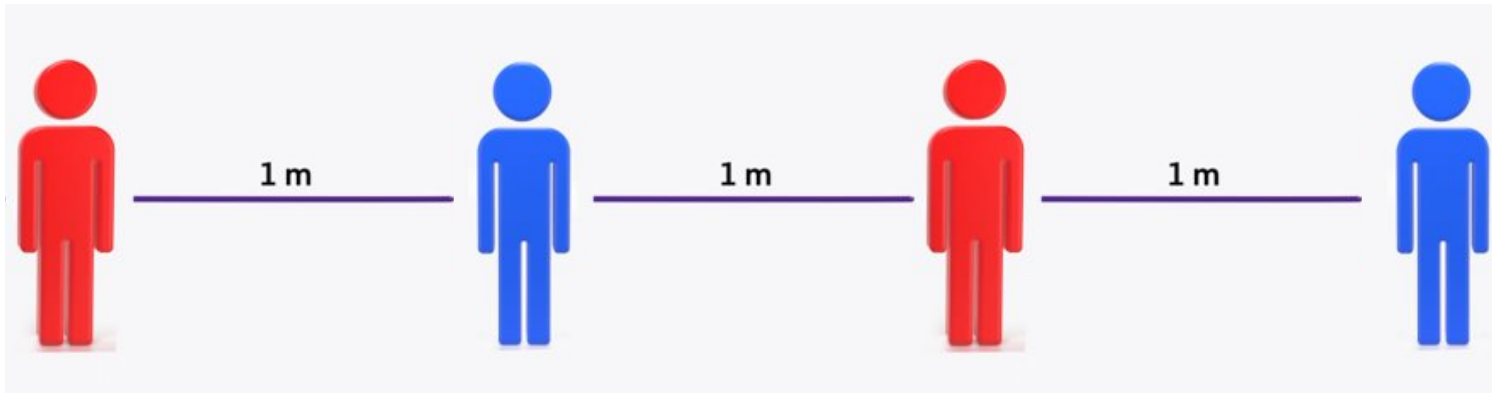
# Safe Distancing Guidelines

1. Safe Distancing in University Spaces
2. Setting Maximum Population Density per campus
3. Scheduling of Face-to-Face Classes and Activities
4. Modifications on Campus Facilities
5. Mobility on Campus

# Safe Distancing on Campus

Physical distancing	The University shall adhere to safe distancing standards set by the World Health Organization (WHO) and/or Center for Disease Control (CDC) in the use of space and conduct of University activities and events.
<b>1-meter physical distance to the next person</b>	

# Safe Distancing on Campus



# Safe Distancing on Campus

Venue	Capacity
Classrooms	50% of original occupancy (20 students + 1 Faculty)
Offices	30-50% of original occupancy (may be more if there are high cubicle divider)
Mtg. rooms & venues	30% of original occupancy
Open spaces	30% of original occupancy

# Setting maximum population density

## Conditions:

1. Prioritization of buildings for use – prioritize buildings which do not have/do not require extensive use of elevators for easy mobility and distancing
  - Priority for holding of Face to Face classes: St. La Salle Hall, St. Joseph, Miguel, Velasco, Gokongwei, Science and Technology Research Center
  - Highly discouraged for use due to mobility issues: Br. Andrew Gonzalez FSC Hall
2. Covers all sectors: students, employees, alumni, parents, visitors, contracted workers

# Setting maximum population density

**Maximum Population on Taft Campus:  
6,000 individuals**

Person to space ratio	$6,000 : 24,000$ $1 \text{ person} : 4.0 \text{ sqm}$
-----------------------------	--



# Scheduling of face-to-face classes and activities

## **Scheme: Grouping Students into (3) Three (14-day SQ as primary factor)**

- Campus population divided into three groups (A, B and C)
- Each group can access the campus for one week, with a two-week self-quarantine arrangement thereafter.

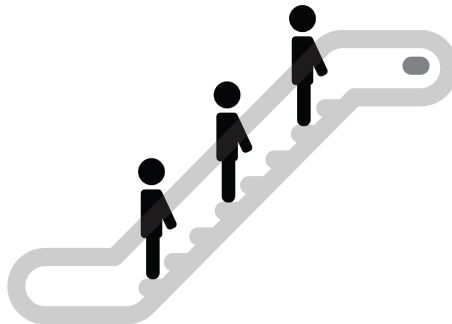
# Modifications on Campus Facilities

- a. Setting of appointments for visits to offices
- b. Regulating volume of people in offices
- c. Installation of information:
  - Room occupancy limits with layouts
  - Directional signs on movement within spaces
- d. Physical distancing cues: markings on floors and reminders
- e. Chairs as much as possible shall be kept in place and will serve as distancing barriers.
- f. Installation of Acrylic shields on selected spaces only

# Sample visual prompts



**AS YOU TAKE THE ESCALATOR,  
KEEP 2 STEPS APART  
FROM THE NEXT PERSON**



**ACCOUNTING OFFICE  
ST. LA SALLE HALL**

**OBSERVE THE FOLLOWING:**

- Maximum occupancy
- Safe distancing at all times

**32 PAX ARE ONLY ALLOWED INSIDE**

# Mobility on Campus

- a. Entrances and Exits:
  - Designated entrance and exits at gates and buildings
- b. Movement along corridors/Traffic flows (keep right)
- c. Encourage use of stairs
- d. Elevators
  - Priority passengers (PWD, senior faculty)
  - Physical distancing (designate floor markings and reminders)

# Concessionaires

---

- Bring personal food
- Bring own utensils
- No group meals

# Employee Related Policies

C

# Employee-related matters

---

- A. Interim WFH/Telecommuting Policies
- B. Campus Access Groupings
- C. Working Schedule
- D. Uniform
- E. DLSU ID Card Registration
- F. Electronic Submission of Forms and Requests

# A. Interim WFH/Telecommuting Policies

WFH/Telecommuting: **DEFAULT** work arrangement

Submission of TASK CALENDAR (Form 003) to your unit head every Tuesday of the following week

- Date
- Expected output
- Specific tasks
- Time spent

Submission of your unit head/immediate supervisor of the Weekly Summary of Attendance (Form 004) every Wednesday of the following week

- ASF/APSP – 40 hours a week
- CAP – 41.5 hours a week



## B. Working Schedule

---

- **APSP/ASF/IS Faculty:** 8 hrs. a day, 40 hrs. a week
- **CAP:** 7.5 and/or 4 hrs. a day or CWS, 41.5 hrs. a week

# C. Office Uniform

## CAP:

Day	Female	Male
Monday	1 <sup>st</sup> , 3 <sup>rd</sup> , and 5 <sup>th</sup> Mondays of the Month – Green Polo Shirt 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays of the Month – White Polo Shirt	
Tuesday	Green Blouse and Black Pants	Green Polo and Black Pants
Wednesday	Gray Blouse and Black Pants	Gray Polo and Gray Pants
Thursday	Green Blouse and Black Pants	Olive Green and Black Pants

# D. Campus Access Groupings

- **Week 1** - Group A on campus; BC - WFH
  - **Week 2** - Group B on campus; AC - WFH
  - **Week 3** - Group C on campus; AB - WFH
  - cycle repeats
- 
- On-campus work week is limited to 4 days per week (Monday to Thursday)

# E. DLSU ID Card Registration (except ASF)

## Procedure to register your DLSU ID card (for Manila Campus):

1. Proceed to ITS Office, G305
2. Bring your DLSU ID card

## Schedule:

- 9:00AM to 4:00PM Monday to Thursday during your scheduled reporting to campus following the guidelines on Campus Access Groupings.

**To follow:** Laguna Campus schedule of DLSU ID Card Registration

# F. Electronic Submission of Forms and Requests

## Procedures:

1. Accomplish the Form, if applicable
2. Secure the approval of your Unit Head
3. Email the approved requests to  
personnel@dlsu.edu.ph
4. The personnel in-charge will respond to your request/s.

# F. Electronic Submission of Forms and Requests

## Personnel in-charge:

Task	Person/s In-Charge
IS related matters	Bev
Temporary Hiring (PRF)	Khing
CAP and APSP Laguna Campus	Manna & Juicy
CAP Attendance and Leave	Emma
APSP Attendance and Leave	Lina
Contracts, APSP Development Program, TRI, ID	Eve
CAP Scholarship, Tuition Waiver, TRI, ID	Ellen
OT	Jevi
CAP Development Program and COE	Juicy & Nel



# Return to Campus Orientation

---