

UP Diliman Return-to-Work Guidelines



Post-ECQ Guidelines

Office of the Vice Chancellor for
Student Affairs

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Student transactions with the OVCSA

Students are advised to communicate with OVCSA staff through the OVCSA email (ovcsa.upd@up.edu.ph) and/or official Facebook page (<https://www.facebook.com/ovcsa/>). This includes inquiries, follow-ups and personal requests.

OVCSA staff will acknowledge receipt of their communication and will respond within one to three days, depending on the request.

Documents needing signature/approval of the Vice Chancellor for Student Affairs (VCSA) should be endorsed by appropriate office:

1. Activity approval forms must be endorsed by the Office of Student Projects and Activities (OSPA).
2. Documents related to Student Assistants and Graduate Assistants must be endorsed by the Office of Scholarships and Grants.

General Guidelines on the Conduct of Activities of Student Organizations during the post-ECQ period

All University-registered student organizations, including college-based organizations, must comply with these General Guidelines during the post-ECQ period. All student organization activity requests must be sent to the OSPA email address: ospa.upd@up.edu.ph.

I. Allowed student organization Activities

- COVID-19-related community outreach activities and similar initiatives. Other activities that require physical interaction are temporarily suspended.
- Online activities or virtual events such as, but not limited to, web-based seminars, trainings, lectures, meetings and general assemblies.

Student organizations who are granted permission to conduct community outreach activities must follow these additional guidelines:

1. Have a maximum of 10 participants.
2. Not allow members below 20 years old to participate.
3. Implement minimum public health standards at all times.
4. Wear face masks or other personal protective equipment (PPE) during the activity and follow the required physical distancing measures at all times.
5. Activities that concern humanitarian response must be authorized by the appropriate government agency or local government unit.

II. Procedure

1. Submit letter of intent along with a copy of the Activity Approval Form (pdf or jpg file format) with the following details:
 - a. description of the activity and plans on how it will be managed (for community outreach activities requiring physical interaction)
 - b. date of the event
 - c. venue of the event

- d. names of members who will participate
- e. social networking sites or social media accounts (to be used for documentation purposes)

The letter must be addressed to the VCSA through OSPA's coordinator. Electronic signatures are allowed.

2. Send the documents at least five working days before the event to ospa.upd@up.edu.ph.
3. Approval/Disapproval of the activity will also be communicated through the student organization's email address.

Office of Scholarships and Grants (OSG) post-ECQ work arrangements

The Office of Scholarships and Grants (OSG) issues the following guidelines for its post-ECQ operations. This constitutes work-related considerations, particularly student-related transactions, sanitation and physical distancing protocols.

1. Electronic transactions and e-paper trail
 - a. For documents to be sent online within the UP System, follow the current practice including the use of the Document Tracking System (DTS).
 - b. All staff will use their UP email addresses for official communications. Those who have no UP email address may send a request to helpdesk@up.edu.ph.
2. All student-related transactions will be done online.
 - a. Students who have loan inquiries are requested to email osgstudentloan.upd@up.edu.ph and are requested to fill out the application form via <http://bit.ly/osgloanform>.
 - b. Students who have scholarship inquiries are requested to email osgscholarship.upd@up.edu.ph and fill out the application form via <https://tinyurl.com/OSGApplication>. Scholarship openings and other updates will be posted on <https://www.facebook.com/UPDilimanOSG>.
 - c. Students who have inquiries on medical reimbursement are requested to email osginsurance.upd@up.edu.ph and fill out the form via <http://bit.ly/OSGfascp>.
 - d. Students who have inquiries on the Socialized Tuition System are requested to email sts.diliman@up.edu.ph and await announcements from <https://sfaonline.up.edu.ph/>
 - e. Department of Science and Technology (DOST) scholars are advised to directly communicate with the DOST Core Group staff.
3. All other inquiries from UP offices and academic units, UP officials, parents, donors, private companies and other stakeholders are advised to proceed with the regular online transactions and phone calls.

Guidelines on student disciplinary cases until December 2020

In general, these guidelines were being issued to resolve cases without face-to-face encounters and do not cover the cases being handled by the different Colleges, who may adopt their own set of rules.

1. New cases

- a. New cases will be filed online through upd.sdc@gmail.com or sd.c.upd@up.edu.ph.
- b. Persons complained of (respondent/s) will also be notified and asked to answer through the email address registered with the Office of the University Registrar (OUR).
- c. When applicable, the Office for Student Ethics (OSE) may contact the parties by email.
- d. The parties will decide on the mode of online meetings, depending on their convenience.
- e. A preliminary investigation on the new complaint will then be conducted by the OSE after notice by email on the respondent/s, to determine whether there is probable cause to proceed with the complaint.

2. Pending cases

- a. The mandatory preliminary meeting required by the Student Code will be conducted online, after due notice to all the parties on their email addresses indicated in their registration with the OUR.
- b. As much as possible, the parties will be encouraged to agree on the filing of position papers to prove their case or to defend their position. The position paper must contain all the evidence, including affidavit of their witnesses, documentary and other evidence that the parties intend to present.
- c. The position papers must be submitted online within the agreed date of filing, directly with the members of the Ad Hoc Committee, a copy furnished to the OSE.
- d. Should the Ad Hoc Committee members decide on conducting clarificatory questions, they may so proceed using the appropriate available online platforms.
- e. The assigned OSE staff will assist in facilitating online proceedings.

- f. After the online proceedings are over, the Ad Hoc Committee will transmit its recommendations online to the OSE, who will meet online to decide on the case.

3. Appeals

Appeals to the Executive Committee may be filed online with the Office of the Chancellor, OUR or OSE.

4. On clearances

- a. Requests for clearances like the Certificate of No Pending Case or Application for Waiver may be sent to upd.sdc@gmail.com or sd.c.upd@up.edu.ph.
- b. Students with pending cases before the Office of the President of the Board of Regents must secure a certification to enroll from the Office of the Vice President for Legal Affairs through the email ovpla@up.edu.ph. Once approved, the student will be issued an e-clearance in pdf form.

Post-ECQ delivery of Office of Counseling and Guidance (OCG) programs and services

General guidelines

1. OCG forms are in electronic format.
2. Videoconferencing platforms will be used for meetings, interviews, online career counseling, etc.
3. Whenever possible, documents are to be scanned and routed via email to other offices, always mindful of data privacy and protection.
4. A “by SCHEDULE only” policy will be implemented for counseling and testing. Students can ask to be scheduled via the OCG FB page (<https://www.facebook.com/ocg.upd/>) and telephone number (02) 8929-5835; (02) 8981-8500 local 4502.
5. All OCG personnel, students and visitors must sign the logbook for contact tracing.
6. Temperature screening must be done prior to entering Rooms 3206 and 3216. Anyone with temperature of 37.8 degrees Celsius or higher after two takes will be declined entry in a respectful manner and must be referred to the UP Health Service (UPHS).
7. All transactions with OCG will be accommodated in Room 3206. To maintain safe distancing, a maximum of 5 students/visitors can stay inside the room.
8. Face to face counseling (if necessary) will be in Room 3216 which has a maximum capacity of 2 clients at a time.

General guidelines

I. Counseling

1. Online counseling will be done by SCHEDULE, including those for administrative purposes.
2. Crisis counseling can be done face-to-face, but should follow health protocols.
3. To shorten students’ stay and waiting time at Room 3206, students who are visiting OCG for the first time can download the basic information sheet (BIS). Accomplish it online and bring to their session.

4. The OCG will coordinate with colleges to provide recommendations / certifications in online form for administrative concerns requiring a session with a GSS (such as MRR, readmission, UPHS clearance for freshmen, application for shifting, non-major, probationary status, leave of absence/LOA, etc.).

II. Intake Interview & Test Interpretation

1. Students’ intake interview is tentatively scheduled in second semester and will be conducted in the same manner as counseling sessions.
2. Freshmen assessment among colleges that provide testing program will be done on their sophomore year.

III. Psychological testing

Because this function is considered “essential work,” psychological testing will continue with some modifications.

Procedure for all testing

1. The OCG will continue conducting paper- and-pencil tests, strictly implementing the:
 - a. prioritization of the following testing services.
 - Qualifying/Admission exams
 - Pre-employment testing for partner agencies
 - Qualifying exam for partner agencies

For urgent career and/or individual counseling purposes, informal and online assessment will be used.

- b. disinfection and sanitation protocols
 - c. no mass gatherings
 - d. safe physical distancing
2. To minimize contamination, a maximum of three OCG personnel will handle the materials for each scheduled examination date.
 - a. Once the request is approved, the team will prepare and sort the test materials depending on the number of examinees on a particular day.

- b. Immediately after testing, all materials will be sanitized using one/several methods:
 - Exposure to sunlight for about 2 to 3 hours
 - Use of an ultraviolet light bulb
 - Test booklets will be sanitized in between testing schedules and stored securely
- c. The BIS will be filled in via mobile phone or email.

IV. Special Programs

1. Requests for workshops such as Buddy, Study Habits, Stress management, etc. will be done through email and conducted through online platforms like Zoom, Google Hangouts, etc. They can send their letter to ocg.updiliman@up.edu.ph.
2. Celebrate Life, an annual event during national suicide awareness month in September, will be held through webinars.

Guidelines for student psychological tests

1. Request for qualifying / admission test from colleges must indicate exact number of examinees and expected date of submission of results. They can send their letter to ocg.updiliman@up.edu.ph.
2. There will be a 2-meter of open space around each test taker.
3. Only 10 examinees per batch in a big classroom. If more than 10 will be allowed by UP at the time of assessment, a maximum of 15-18 in a big classroom.
4. Group testing outside UP Diliman
 - a. Not feasible due to limitations in travel.
 - b. Alternative Mode – cognitive behavioral assessment which does not use standardized tests such as interview, bio profile, essay questions, vignettes, etc.
5. All group testing outside OCG/UPD
 - a. The persons-in-charge or counterparts must adapt disinfection control strategies before, during and after the examination. This includes but not limited to disinfecting the surfaces, thermal scanning of examinees and examiners, availability of shoe-sanitizing mats, alcohol/sanitizer at the entrance of the venue.
 - b. Venue will be well-ventilated/preferably natural air
 - c. Duration of the exam must be a maximum of two hours.
 - d. There should be a safe distance between examinees' seat whose age must be 21 years and above.

Post-Enhanced Community Quarantine Guidelines in UP Diliman Residence Halls

Residence Halls

1. Guests, returning residents, couriers, and staff from other units will be entertained at a designated area outside the building.
2. Wearing of masks, disinfection and temperature check upon entry shall be required at all times.
3. Official inquiries will be accepted and replied through the residence hall's email address.
4. The packing of a resident's belongings will be done by dormitory staff in advance, with permission and a complete waiver from the resident.
5. During GCQ, residents may be allowed to go out for food, medicine, and other general purposes upon the approval of the Dormitory Manager.
6. Guards shall note the resident's purpose for going out.
7. Temperature check upon entering and leaving the residence hall premises, footbath and alcohol/disinfectant shall be available at the entrance.

Employees

1. Since the start of the ECQ on March 17, the residence halls have been operating with skeleton staff.
2. All dormitory employees (regular, agency or non-UP) will follow a pre-scheduled reporting date (after taking into account factors like age, residence location, health condition transportation and other concerns).
3. Employees reporting shall be required to:
 - a. disinfect upon entry in the residence hall with the use of footbath, alcohol or disinfection of items;
 - b. have their temperature checked upon entering and leaving the residence hall premises;
 - c. take a bath upon arrival at the residence hall;
 - d. keep extra clothes in the residence halls in cases of emergency;

- e. wear masks and gloves at all times specially while disinfecting dormitory premises.

Current residents

1. Current residents may stay until the end of the last day of checkout – June 19, 2020.
2. A request for Extension of stay in the residence hall, until end of Midyear 2020, must be submitted with the following supporting documents:

- a. letter requesting extension of stay addressed to:

Prof. Jerwin F. Agpaoa
OIC, Office of Student Housing
Vice Chancellor for Student Affairs

Thru the Dormitory Manager

- b. supporting documents
 - For a resident waiting for return flight/schedule of travel to the province – description of the current state in the LGU and/or flight details, if already available;
 - For a resident enrolling for Midyear 2020 – CRS pre-enlistment printout copy;
 - For graduate students working with UP-funded projects – endorsement from the project leader with an attached work schedule;
 - For graduating students – Certification of Candidacy for Graduation;
 - For faculty residents – endorsement from department chair.

Returning Residents

1. Last day of checkout is June 19, 2020.
2. All communication shall be coursed through the residence hall's official email address.
3. In line with the protocols to protect the current residents and staff, and in consultation with the University Health Service, no resident shall be allowed re-entry to retrieve items or be re-admitted in the residence halls.
4. Residents who will not be able to retrieve their items should coordinate with the Dormitory Manager for storage arrangements

5. General checkout guidelines:
 - a. After securing a complete waiver from the resident, administrative personnel and staff will enter the resident's room to take pictures/video of its current state;
 - b. Resident/s will be invited through Google Hangouts or other virtual platforms such as Facebook Messenger and Viber; and must be available for the scheduled video call and photo documentation;
 - c. Once documentation is complete, resident/s will identify personal items and send instructions on how to pack through email;
 - d. For personal belongings that cannot fit in their currently available luggage, resident may send under their name, an appropriately-sized box, through a courier of their choice. To ensure staff safety, only new boxes sent on or before packing day will be accepted for this purpose.
 - e. Upon receipt of items c and d, above, packing will be scheduled.
 - f. During packing, the resident/s must be online via video conference together with the dorm personnel;
 - g. Resident/s will schedule items for pickup;
 - h. Pickup of items will only be allowed at the pickup point outside the residence hall;
 - i. Note that these procedures may vary depending on the individual residence halls' requirements.
- should you need to be untagged temporarily, for registration purposes.
2. Refund of dormitory fees shall be processed once the concerned offices are operational. The means for refund shall be finalized once proper procedures are set.

UP Diliman residence hall email addresses

1. Acacia Residence Hall:
acacia.dorm@upd.edu.ph;
acacia.dorm@gmail.com
2. Balay Atleta:
bahayatleta@gmail.com
3. Centennial Residence Halls
 - a. Centennial 1:
centennialresidence.upd@up.edu.ph
 - b. Centennial 2:
centennial2.ladies.dorm@gmail.com
4. Ilang Ilang Residence Hall:
ilangdorm.upd@gmail.com
5. Ipil Residence Hall:
ipilresidence.upd@up.edu.ph
6. Kalayaan Residence Hall:
kalayaanrh.upd@up.edu.ph
7. Kamagong Residence Hall:
kamagongrh@gmail.com
8. Sanggumay Residence Hall:
sanggumayrh@gmail.com
9. Sampaguita Residence Hall:
sampaguitarh@gmail.com

Conditional Clearance

1. All residents will be given conditional clearance for the 2nd Semester, AY 2019-2020.
2. Downloadable clearance shall be posted at the <http://www.studenthousing.upd.edu.ph>.

Payment/Refund of fees

1. Residents may pay outstanding balance or settle unpaid fees (previous months until February 2020) upon return to the University. However, for **documentation purposes**, residents with unpaid fees will be tagged in the CRS. Contact your residence hall administration

UFS Post-ECQ guidelines

The University Food Service will also implement the following additional guidelines for their services. To call, please dial (02) 8981-8500 and key in the appropriate local number.

Cafeteria

1. Only takeout transactions are allowed. No face mask, no entry.
2. Temperature check will be done by the guard on duty. Anyone with a temperature above 37.8°C shall not be allowed to enter the cafeteria.
3. A valid ID must be presented by the customer to the guard on duty for purposes of recording and contact tracing.
4. A maximum of 10 customers can enter at a time while observing physical distancing.
5. The cafeteria can be reached through local 4518 while the bakeshop's local number is 4520.

Catering

1. Place order via email (ufs.upd@up.edu.ph) at least three days before the catering event.
2. All catering will be served packed. Buffet-style catering service is temporarily unavailable.
3. Catering orders will be limited to 250 pax per day.
4. Delivered food must be placed in a designated area indicated by the end user while observing the minimum health standards.
5. The catering division can be reached through locals 4516 and 4619.

Administrative concerns

1. Papers needing actions from the UFS administration can be placed in a drop box located in front of Kalayaan Residence Hall.
2. All other transactions must be coordinated thru email or phone call local 4513 and 4515.