



Office of Student Housing

## NEW-NORMAL GUIDELINES FOR UP DILIMAN RESIDENCE HALLS (October 2021)

### I. Nature and Purpose

The University and its duly-designated residence hall management have the authority to formulate and implement rules and regulations for its residence halls that will help ensure the safety of all dormers as well as foster harmony among them. Due to the pandemic, every UP Diliman residence hall is implementing these revised guidelines to ensure not just the cleanliness and orderliness of the dormitories, but also sanitation and safety from community transmission. These guidelines are consistent with the **2008 Rules and Regulation Governing Residence Halls in UP Diliman**, the **2012 Code of Student Conduct of UP Diliman**, and the **Residence Hall Agreement**, with some modifications in line with **UP Diliman COVID-19 Taskforce Circulars** and the **Philippine Genome Center Institutional Guidelines for the Implementation of COVID-19 Surveillance**.

Because dormitory living necessitates an awareness of and concern for other residents' needs, all residents are enjoined to observe these revised guidelines at all times.

### II. General Guidelines

- A. **Universal Precaution.** Assume that anyone, including yourself, could be carrying the virus. Use face mask and face shield inside the dormitory and when going outside of the building premises. Observe physical distancing of 6 feet amongst one another. Frequently wash or sanitize your hands. Always observe proper respiratory etiquette.
- B. **Health Checks Before Entering the Building.** As per the November 2020 FRN 20-068 Updated UP Diliman Post-ECQ Guidelines, the following protocols shall be observed:
  1. Face mask, face shield, and hand sanitation are required prior to entering the office/building. No face mask and face shield, no entry.
  2. All individuals entering the building or office premises are required to undergo a temperature check. Persons with a body temperature of at least 37.5 Celsius shall be asked to rest at the holding area for a few minutes and have their temperature re-checked after. Persons displaying any symptoms of COVID 19 shall be referred to a doctor, Silungang Molave, or the Barangay Health Emergency Response Team (BHERT), in accordance with DOH-prescribed protocols.
  3. Anybody entering the premises must complete the Health Checklist, via an online platform.
  4. Physical distancing of at least 2 meters must always be maintained, even inside the office premises.
  5. Everyone is encouraged to bring their own pens for signing documents.
- C. **Entry & Exit.** Use only the stairs/hallways assigned for residents' entry and exit. Every time you return to the residence hall, go directly to your assigned room in order to immediately take a bath and change into a clean set of clothes. . Please be reminded that you are required to go through the Entry/Exit procedure by using your individual QR code. Actual destination/s should be declared in the logbook to ensure proper contact tracing when necessary.
- D. **Curfew.** Residents are encouraged to be inside the residence hall by 8:00 pm. Changes in curfew hours will depend on the rules imposed by the national government or university guidelines. Unless there is an urgent need, prior arrangements must have been done and approved by the dorm management.
- E. **Visitors and Visiting Hours.** Visitors (non-residents) are allowed at designated areas in the residence hall. But due to space limitations, visits need to be scheduled. Request approval of visitation from the residence hall management during office hours, at least 2 days prior to the non-resident's visit. Visiting hours will only be from 10:00 AM -2:00 PM, Mondays-Sundays. All visitors must adhere to health protocols set forth by the residence hall.
- F. **Activities Outside the Residence Hall.** The following RH guidelines are consistent with the November 2020 FRN 20-068 Updated UP Diliman Post-ECQ Guidelines:



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1. The Academic Oval will be open daily to walkers, joggers, and runners during the following hours: 5:00-9:00 AM and 4:00-8:00 PM. Bikers are not allowed inside the Oval, but campus peripheral roads are open for non-contact/individual activities such as walking, jogging, and biking. Users of UPD's open spaces are required to wear face masks and face shields.
  2. Physical distancing of 2 meters shall be observed at all times and will be enforced by the University's security personnel.
  3. Residents are encouraged to schedule activities inside and outside the University to minimize contact with other individuals.
  4. A gathering of more than 10 individuals is generally prohibited. Activities that involve 10 people or more shall be subject to the approval of the Office of the Vice Chancellor for Community Affairs.
  5. You may be allowed to join an academic or an extra-curricular activity inside the campus, but your participation cannot be for more than 3 hours. More than that, you would need to submit a written request to the residence hall management via email during office hours at least 1 day before the activity.
  6. Occasional visits to convenience stores, shops, and banks inside or outside the campus are allowed but should not take more than 3 hours. For such visits, fill out the Off-the Dorm Errands form at least 1 day prior. For weekend visits, submit your request by 12nn Friday, at the latest.
  7. For visits to a medical facility to undergo a medical procedure (e.g. dental, lab works, check-up), fill out the Off-the Dorm Errands form at least 1 day before the visit. For weekend visits, submit your request by 12nn Friday, at the latest. A 7-day quarantine period upon re-entry to the dorm may be required on a case-to-case basis.
- G. Overnight and Out-of-Town Trips.** Overnight and out-of-town trips are still discouraged. However, if, for unavoidable reasons, you need to go home to the province or visit another town/city for extended hours/days, fill out the Off-the Dorm Errands form at least 1 day prior, except during weekends that requests must be submitted by 12nn Friday. (Note: For VAAS, the trip must be authorized by your Coach). This will give the residence hall management ample time to assess the request and seek medical advice from the University Health Service (UHS) about the requirements upon your re-entry.
- Pertinent details such as exact destination and its quarantine status, reason for travel, companions, mode of transportation and probable airflow pattern inside the vehicle, passenger count in vehicle, trip duration, and itinerary, including all possible stopovers, people to be interacted with, and plans for food, must be indicated in the request/form to help the Dormitory Manager make a proper evaluation of the possible risks involved and possible requirements upon your re-entry.
- H. Resident Monitoring.** For security purposes, the residence hall shall implement a system to check whether a resident is in or out of the residence hall. Security personnel as well as the dormitory management will also closely monitor CCTVs to guard against any security breach.
- I. Courtesy, Silent Hours, and Alarm Clocks.** Courtesy hours are in effect at all times. If someone asks you to decrease the noise level in your room, please comply with the request. Also, immediately turn off your alarm clock after it goes off. Silent hours are from 10PM-8AM daily.
- J. Payment of Fees and Surcharges.** Residents are highly encouraged to use online payment. You have the option to pay in full at the start of the semester. Staggered payment is also available, but a 1-month deposit will be collected, which will serve as your payment either for the last month of your stay or for any damages you made to the dormitory facilities. You may request billing, but it will be forwarded to you online every 15<sup>th</sup> of the month anyway. Fees need to be settled on or before the 7<sup>th</sup> day of the next month. To settle your account, follow the online payment procedures of the UPD Cash Office found at
- <https://www.facebook.com/dilimancashoffice/posts/updated-guidelinesprocess-for-payment1-payment-using-landbank-linkbiz-httpsbitly/150739156600245/>
- K. Care of Dormitory Properties.** Take proper care of all facilities entrusted to you, including but not limited to your room and common areas. Immediately report to the residence hall



management any dorm fixture requiring repair/replacement (e.g. busted lights, leaking faucets or shower heads, hairline cracks, dysfunctional door knobs).

- L. **Check-in/Check-out Clearance.** Accomplish all necessary documents for dorm check-in and for temporary or permanent check-out. Settle all accountabilities before checking out. Unauthorized appliances brought in during check-in period will be temporarily placed in storage by the dorm management and will only be released by the end of the term when you finally checkout.
- M. **Laundry.** There is no provision for washing of clothes and beddings in the residence hall. Only undergarments may be washed in the dorm. Bring your laundry to a commercial laundromat (Note: There is one at Acacia) or to a BCO-accredited laundry personnel in nearby areas.
- N. **Proper Grooming and Conduct.** Please be properly groomed in the common areas and even during online meetings. Drunken behavior will be dealt with accordingly. No bringing of alcoholic drinks inside the building. Possession and/or use of prohibited drugs are punishable by law.
- O. **Smoking.** Following RA 8749 or the Philippine Clean Air Act of 1999 and a Quezon City Municipal Ordinance, smoking is not allowed in all areas in the University, including residence halls.
- P. **Sickness.** Should you feel ill, immediately inform the dorm management so that proper protocols can be followed. Emergency contact numbers are displayed at the common areas. Residents are expected to be co-responsible and proactive in seeking immediate medical assessment with the supervision and monitoring of the Residence Hall management.
- Q. **Communication.** To keep yourself updated, join the dormitory's online group. All official announcements and updates shall be posted there or otherwise communicated to you via email or FB Messenger. General Assemblies to facilitate information dissemination and psychosocial activities may be done online or face-to-face, following health protocols.

### III. Specific Guidelines

#### A. Common Areas

- 1. **Clay Go.** Clean as you go. As a general rule, disinfect all common-use items before and after use. Residents are advised to always carry pocket sanitizers.
- 2. **Kitchen Equipment**
  - Only one resident/staff at a time is allowed to use kitchen equipment in the common area.
  - Disinfect all contact points with any kitchen equipment before and after use.
  - You may use the microwave oven at the common area but for reheating purposes only. Unplug the unit after use. You are not allowed to cook your own meals in the residence hall, nor are you allowed to bring in your own cooking equipment (e.g. electric cook top, kettles, ovens, toasters, heaters).
  - You may use the refrigerator, provided your food is properly packed and labelled. Spoiled food will be discarded immediately to avoid food contamination.
  - Ensure the cleanliness of the container you will use to get water from the water dispenser. There should be no contact between your container and the dispenser's nozzle.
- 3. **Deliveries.** Contactless delivery is encouraged as a preventive measure to contain the spread of diseases/virus. Such transactions will be monitored by the guard on duty. Instruct the delivery person to leave the goods you ordered on the table designated for deliveries. The guard on duty is the one in charge of sanitizing all delivered items, including groceries and shall be released to the proper person after disinfection.
- 4. **Garbage.** Segregate trash before throwing them in the designated bins. Please do not keep garbage inside your room overnight to avoid pest infestations.



## B. Room

1. **Upkeep.** There will only be one occupant per room to help protect the health of everyone in the dormitory. You are responsible for your room's upkeep.
2. **Windows.** Windows must be kept open at all times to allow air to enter your room.
3. **Room Hopping.** No visitors, including other residents, are allowed inside your room.
4. **Food.** Properly store food and drinks inside your room, and immediately dispose of food scraps to avoid pest infestation.
5. **Valuables.** Never leave your valuables unattended. Keep your valuables inside your locked cabinets whenever you go out of your room.
6. **Appliances.** To avoid fire and other untoward incidents, unplug electrical devices when not in use and put away electrical cords. The only appliances allowed inside your room are electric fans, cellphones, laptops, computers, and printers, subject to prior approval of the residence hall management. All other electrical appliances (e.g. perming iron, hair blower, clothes iron, garment steamer) are not allowed. Corresponding electrical fees apply.

## C. Toilet and Bathroom

1. **Upkeep.** You will be assigned a toilet and bath for your sole use, and you are responsible for its upkeep. Random inspections will be done by the dorm management to check the cleanliness of all T&Bs. The residence hall's household attendants will oversee the cleanliness of common T&Bs.
2. **Toilet Trash.** Please clean up immediately after use. Remove fallen hair to prevent blocking the drainage, and keep your bathroom floors tidy and clean.
3. **Faucet and Shower.** Make sure the faucet and shower are properly turned off and water is not dripping when you leave the area.
4. **Simultaneous T&B Use.** For residence halls with common CRs/T&Bs, please be mindful of other residents who will use them. As much as possible, refrain from utilizing them when more than 2 residents are still inside.
5. **Keep Dry.** Please towel off before going out of the CR to avoid any drips that could cause accidents. Wipe your feet dry before leaving the common CR.

**OBSERVE UNIVERSAL PRECAUTION AT ALL TIMES!**

**KEEP SAFE** 😊

Revised: 11 December 2020  
Revised 2: 6 September 2021



## **DORMER'S CONFORME**

I have read and understood the NEW-NORMAL GUIDELINES FOR UPD RESIDENCE HALLS (revised September 2021) by the management of \_\_\_\_\_ Residence Hall, Office of Student Housing, Office of the Vice Chancellor for Student Affairs, University of the Philippines, Diliman, Quezon City, and I do hereby bind myself to abide by the same to the best of my knowledge and discretion. Failure to abide by the guidelines will result to grounds for forfeiture of dorm slot.

With my consent / conformity:

\_\_\_\_\_  
Signature over printed name  
Student No.: \_\_\_\_\_  
Date / Time: \_\_\_\_\_

Witnessed by:

\_\_\_\_\_  
Signature over printed name  
Designation: \_\_\_\_\_  
Date / Time: \_\_\_\_\_