



Office of Student Housing

NEW-NORMAL GUIDELINES FOR UP DILIMAN RESIDENCE HALLS¹

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 Covid-19 pandemic, every UP Diliman residence hall is implementing these revised guidelines to ensure not just the cleanliness and orderliness of its premises, but also its 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**, the **Residence Hall Agreement**, the latest **UP Diliman COVID-19 Taskforce Circular²**, 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.

- B. **Minimum Health Protocols.** Please observe the following:
 1. Properly wear a face mask, preferably a surgical mask, at all times. No facemask, no entry in the residence hall.
 2. Submit the Health Screening form and take your temperature before entering dorm premises. 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 Covid-19 symptoms shall be referred to the University Health Service (UHS) – Public Health Unit.
 3. Practice physical distancing of at least 2 meters.
 4. Frequently wash or sanitize your hands.
 5. Always observe proper respiratory etiquette.
 6. Use your own pen for signing documents.
 7. Do not eat meals together.

¹ Drafted by the OSH Committee on Standardization of Policies and Procedures composed of Maricel Lourdes E. Rodriguez and Imee D. Lacsamana (Co-chairs), and Concepcion A. Dayao, Josephine P. Esteban, Joseph Dominic S. Liao, Chona Y. Montes, Maria Nelia B. Talaue, and Maurine S. Victorino (Members). Original draft: Approved 11 December 2020. First revision: Approved 12 October 2022. Second revision: Approved 14 February 2022.

² "Strict Adherence to Health and Safety Protocols in the Workplace," Memorandum No. FRN-22-007: Updated Guidelines for Physically Reporting and Returning-to-Work Employees, January 28, 2022.



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8. Inform the dorm management if you have been exposed to a COVID-19-positive individual, whether they are acutely or chronically ill.
 9. Do not leave your room if you feel any Covid-19 symptoms such as cough, fever, headache, diarrhea, and body malaise. Immediately inform the dorm management of your status so that proper health protocols could be followed.
 10. Secure a medical clearance from UHS after quarantine or isolation. (See II.P for more information regarding quarantine and isolation periods.)
- 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 issued by the dorm management.
- D. **Curfew.** Undergraduate residents must be inside the residence hall by 10:00 pm and graduate residents by 12:00mn. If you need to be out after curfew, first secure approval from the dorm management (Note: This may not apply in emergency situations). Changes in curfew hours will depend on the rules imposed by the national government and/or by the university.
- E. **Visitors and Visiting Hours.** Visitors (i.e., non-residents) are allowed at designated areas in the residence hall. Due to space limitations, visits need to be scheduled. Request approval of visitation from the dorm management during office hours, at least 2 days prior to the 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.** You are encouraged to schedule all your activities outside the dormitory to minimize contact with other individuals. Before leaving the residence hall for any activity, please first inform the dorm management through the Dorm Errands Form at least 1 working day prior OR by 12nn Friday at the latest if the activity is happening on a weekend or on a Monday.
1. *In-campus Activities.* Your occasional use of UP Diliman open and indoor spaces, including but not limited to the academic oval, convenience stores, and banks, is allowed, provided you follow the health guidelines set forth by the University.

Residents participating in limited face-to-face classes must give their schedule of class activities (e.g., classes, lab work, field work) to the dorm management. This information will only be used for assessing the Covid-19 transmission risks in the residence halls.
 2. *Nearby Off-campus Activities.* Residents participating in limited face-to-face classes are not allowed to leave campus premises between classes and can only leave the campus to go to nearby areas once per day, as per Section F.3 of CHED-DOH JMC 2021-004. Other residents are strongly encouraged to adapt this one one-exit-per-day policy to minimize contact with other individuals. The dorm management will assess the risks involved in off-campus trips using the Risk Assessment form.



Exception: Residents participating in limited face-to-face classes with off-campus activities sanctioned by their respective colleges must provide the dorm management a letter from their Dean/Program Head certifying that these activities are indeed part of the requirements of the course/s.

3. *Trips to Medical Facilities.* Residents who need to undergo a medical procedure (e.g. dental, lab works, checkup) first need to fill out the Risk Assessment form so that the dorm management will be able to assess the risks involved in the medical visit.
4. *Overnight and/or Out-of-Town Trips.* Overnight and/or 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 Risk Assessment form and the Dorm Errands form at least 1 day prior OR by 12nn Friday if the trip is happening on a weekend or Monday. This will give the dorm management ample time to assess the request and seek medical advice from UHS about the requirements for your re-entry.

Note: For VAAS, the trip must be authorized by the Coach.

- G. **Resident Monitoring.** For security purposes, residence halls implement a system for checking whether a resident is inside the residence hall or not. Security personnel as well as the dormitory management closely monitors CCTVs to guard against any security breach.
- H. **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.
- I. **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 for this option, a 1-month deposit will be collected from you. This deposit 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 15th of the month anyway. Fees need to be settled on or before the 7th day of the next month. To settle your account, follow the online payment procedures of the UPD Cash Office found at <https://fb.watch/b8o05HMEgZ/>
- J. **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 dorm management any dorm fixture requiring repair/replacement (e.g. busted lights, leaking faucets or shower heads, hairline cracks, dysfunctional door knobs).
- K. **Check-in/Checkout Clearance.** Accomplish all necessary documents for dorm check-in and for temporary or permanent checkout. Settle all accountabilities before checking out. The only appliances you are allowed to bring in the dorm are electric



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fans, cellphones, laptops, personal computers, and printers, subject to prior approval of the dorm management. All other electrical appliances (e.g. perming iron, hair blower, clothes iron, garment steamer) are not allowed. Unauthorized appliances brought in during the 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 check out.

- L. **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.
- M. **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.
- N. **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 of the University, including residence halls.
- O. **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 proactive in seeking immediate medical assessment, with the supervision of the dorm management.
- P. **Protocols on Quarantine and Isolation.** Residence halls follow the Department of Health guidelines on isolation and quarantine³, to wit:

Table 1: Updated Isolation⁴ Period for Asymptomatic & Mild Cases

		Probable Case (with symptoms) or Positive Mild Case	Positive Asymptomatic
GENERAL PUBLIC	Fully Vaccinated	7 days from <u>onset of symptoms</u>	7 days from <u>date of test</u>
	Partially Vaccinated or Unvaccinated	10 days from <u>onset of symptoms</u>	10 days from <u>date of test</u>
		*Must strictly continue wearing mask during isolation. Isolation may be extended as long as symptoms remain.	

³ As per DM No. 2022-0013 DOH Guidelines on Quarantine, Isolation, Testing for COVID-19 Response and Case Management for the Omicron Variant, updated as of January 14, 2022. Updated DOH Guidelines on Quarantine, Isolation, and Testing for Covid-19 Response and Case Management for the Omicron Variant

⁴ Isolation refers to the separation of an ill or infected person from others to prevent the spread of infection or contamination



Table 2: Updated Quarantine⁵ Period for Asymptomatic Close Contacts

		How long and from when?	When can they reintegrate?	Is testing needed to re-integrated?
GENERAL PUBLIC	Fully Vaccinated	5 days from exposure	Remained without symptoms for 5 days	NO
	Partially Vaccinated or Unvaccinated	14 days from <u>exposure</u>	Remained without symptoms for 14 days	NO
		*Must strictly continue wearing mask during quarantine. Quarantine may be extended as long as symptoms remain.		

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 any 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/viruses. 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

⁵ Quarantine is the restriction of movement or the separation from the rest of the population of healthy persons who may have been exposed to the virus, to monitor their symptoms and ensure early detection of cases



delivered items, including groceries, and these will be released to the proper person after disinfection.

4. *Garbage.* Segregate trash before throwing them in the designated bins. Please do not keep garbage overnight inside your room to avoid pest infestations.

B. **Room.** Number of occupants per room will depend on the rules set forth by the University Health Service – Public Health Unit and/or the UP Diliman Crisis Management Committee (CMC) Technical Team.

1. *Upkeep.* You are responsible for your room's upkeep.
2. *Ventilation.* Keep the windows open at all times, and use electric fans to promote proper air circulation. Electric fans must be angled such that the air coming from them points toward the top of your open windows.
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 them inside your locked cabinets whenever you go out of your room.
6. *Appliances.* To avoid fire and other untoward incident, unplug electrical devices in your room when not in use and put away electrical cords. Corresponding electrical fees apply.

C. **Toilet and Bathroom.** Assignment of T&B will depend on the rules set forth by the University Health Service – Public Health Unit and/or the UP Diliman Crisis Management Committee (CMC) Technical Team.

1. *Upkeep.* 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 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 inside.
5. *Keep-Dry Rule.* Please towel off, especially making sure that you wipe your feet dry, before going out of the comfort room. This is to avoid any floor drips that may cause accidents.

OBSERVE UNIVERSAL PRECAUTION AT ALL TIMES!
KEEP SAFE 😊



DORMER'S CONFORME

I have read and understood the NEW-NORMAL GUIDELINES FOR UPD RESIDENCE HALLS (revised February 2022) 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 be 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: _____