



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 **2010 Residence Hall Agreement**, and the latest **Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Circular²**.

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.
 8. Inform the dorm management if you have been exposed to a COVID-19-positive individual, whether they are acutely or chronically ill.

¹ Updated on 5 August 2022, 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 (Members). Approved 10 August 2022 by OVCSA. [Original draft: Approved 11 December 2020. First revision: Approved 12 October 2022. Second revision: Approved 14 February 2022.]

² Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Guidelines on the Nationwide Implementation of Alert Level System for Covid-19 Response dated June 04, 2022



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 can be followed.
 10. Secure a medical clearance from UHS after quarantine or isolation. (See II.R for more information regarding quarantine and isolation periods.)
- C. **Entry & Exit.** Use only the stairs/hallways assigned for residents' entry and exit. 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, while all other residents must be in by 12:00 MN. (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. **Dormer's Instruction Sheet.** Residents must submit the Dormer's Instruction Sheet³, which would be the basis for dorm management to issue a permit for the following requests: late arrival at the dormitory, departure during curfew hours, and overnight and out-of-town trips. Residents must fill up the Dorm Errands Form for any of these requests at least 1 working day prior to the trip OR by 12 NN Friday at the latest if the activity will be happening on a weekend or on a 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.
- F. **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.
- G. **Activities Outside the Residence Hall.** You are encouraged to schedule all your activities outside the dormitory, keeping in mind the importance of minimizing contact with other individuals.
1. *In-campus Activities.* 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.
 2. *Trips to Medical Facilities.* Residents who need to go for medical consultations must inform the dorm management through the Dorm Errands Form at least 1 working day prior to the trip OR by 12 NN Friday at the latest if the activity will be happening on a weekend or on a Monday.
- H. **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

³ This form will be issued upon confirmation of slot. For undergraduate students, the Dormer's Instruction Sheet must be signed by their parent or guardian. Graduate-Faculty have the option to sign for themselves.



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well as the dorm management closely monitors 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 10 PM - 6 AM 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 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 last day of the month. Residents may settle their account online through [Landbank Linkbiz](#) or via [face-to-face payment](#).
- 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 dorm 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 your assigned dorm before check-in, and settle all accountabilities for temporary or permanent checkout.
- M. **Appliances.** The only appliances you are allowed to bring in the dorm are electric 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.
- N. **Laundry.** There is no provision for washing 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.
- O. **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.
- P. **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.



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Q. 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.

R. Protocols on Quarantine and Isolation. Residence halls adhere to the following Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) guidelines on isolation and quarantine^{4 5}:

		General Public	Healthcare workers and authorized sectors**
QUARANTINE			
Asymptomatic close contact***	Fully vaccinated	0 days	Same
	Partially Vaccinated or Unvaccinated	At least 14 days from exposure	Same
ISOLATION			
Asymptomatic confirmed case	Fully vaccinated	At least 7 days* from positive test (sample collection date)	Same IPCC may shorten up to 5 days if with booster
	Partially Vaccinated or Unvaccinated	At least 10 days* from positive test (sample collection date)	Same
Symptomatic, suspect, probable or confirmed case with MILD symptoms	Fully vaccinated	At least 7 days* from onset of symptoms	Same IPCC may shorten up to 5 days if with booster
	Partially Vaccinated or Unvaccinated	At least 10 days* from onset of symptoms	Same
Symptomatic, suspect, probable or confirmed case with MODERATE symptoms	Regardless of vaccination status	At least 10 days* from onset of symptoms	Same
Symptomatic, suspect, probable or confirmed case with SEVERE and CRITICAL symptoms	Regardless of vaccination status	At least 21 days* from onset of symptoms	Same
Severely Immunocompromised****	Regardless of vaccination status	At least 21 days* from onset of symptoms with negative repeat RT-PCR	Same

**Isolation can be discontinued upon completion of the required days, provided that, they shall not develop fever for at least 24 hours without the use of any antipyretic medications and shall have improvement of respiratory symptoms. Except for immunocompromised individuals, repeat testing nor medical certification is not required for safe reintegration into the community. Time based isolation is sufficient provided the affected individual remains asymptomatic.*

*** Hospital IPCC, PHO coordinated with provincial HIPCC, and other sectors authorized by the IATF with strict industry standards on IPC shall be authorized to implement further shortening of quarantine and isolation protocols for their fully vaccinated workers with boosters who are close contacts, suspect, probable, and confirmed cases whether asymptomatic, mild, or moderate, based on the institution's individualized risk and needs assessment.*

**** All asymptomatic close contacts should continue symptom monitoring for 14 days, strictly observe MPHS which includes wearing well-fitted masks, physical distancing, among others*

*****Includes (1) individuals receiving active chemotherapy for cancer; (2) Being within one year out from receiving a hematopoietic stem cell or solid organ transplant; (3) Untreated HIV infection with CD4 <200; (4) Primary Immunodeficiency; (5) Taking immunosuppressive medications (e.g., drugs to suppress rejection of transplanted organs or to treat rheumatologic conditions such as mycophenolate and rituximab); (6) Taking more than 20mg a day of prednisone for more than 14 days; (7) The degree of immunocompromise is determined by the health care provider, and preventive actions are adapted to each individual and situation.*

⁴ Annex B of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Guidelines on the Nationwide Implementation of Alert Level System for Covid-19 Response, as of June 04, 2022

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



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- S. **Communication.** To keep yourself updated, join your 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 cooktop, 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 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. *Key.* You will be issued a key to your assigned room upon check-in. This must be returned upon permanent checkout.
3. *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.



4. *Room Hopping.* No visitors, including other residents, are allowed inside your room.
5. *Food.* Properly store food and drinks inside your room, and immediately dispose of food scraps to avoid pest infestation.
6. *Valuables.* Never leave your valuables unattended.
7. *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.
8. *Access to Room.* Only a resident and their authorized representative can enter the resident's room and touch their personal belongings. If the resident has a roommate, the latter must give their written consent to allow their roommate's authorized representative inside the room.

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, physical distancing needs to be observed. If your assigned stall is occupied, please wait for your turn to use it in your room to avoid foot traffic.
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 UP DILIMAN RESIDENCE HALLS (revised August 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 my dorm slot.**

With my consent / conformity:

Signature over printed name
Student/Employee No.: _____
Date / Time: _____

Witnessed by:

Signature over printed name
Designation: _____
Date / Time: _____