Republic of the Philippines
Laguna State Polytechnic University
OFFICE OF THE STUDENT AFFAIRS AND SERVICES
Siniloan (Host) Campus
Province of Laguna

CONTINGENCY PLAN AND GUIDELINES ON PROVISON OF SERVICES AMIDST COVID-19 PANDEMIC

Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life. As an academic institution with students engaged in various course work, the Laguna State Polytechnic University Siniloan Campus must continue operations and meet the varying needs of our constituents. While moving into a modified operations status, the campus must maintain the safest, most well-organized and productive environment for all of constituents. The Office of the Student Affairs and Services Contingency Plan is developed based on the present pandemic situation protocol set forth by Inter-Agency Task Force for Infectious Diseases. The OSAS will follow national and local, and the IATF guidelines. The Office of the Student Affairs and Services will implement social distancing – which refers to avoiding mass gatherings, maintaining distance (approximately 2 meters) from others when possible, and staying away from congregate settings. Purpose the OSAS Contingency Plan is meant to be a fluid document and the plan will be updated as new mandates and challenges arise. This plan is intended to provide direction for administrators, faculty, staff and students who should use this plan to make the necessary arrangements in their routine operations in workplace and academic settings and to determine any appropriate control measures to implement.

Procedure

The Office of the Student Affairs and Services responds to pandemic situations that involve LSPU students. This section describes basic steps that every student, faculty and staff can take to reduce the risk of worker exposure to COVID-19 in the campus.

Administrative Operation

The LSPU-SC OSAS will remain open during the declared pandemic period to ensure its mission for delivering support services to our students who are affected and stranded in the university. The OSAS as well as essential offices will be operational as need arises. The major change is that business transactions is conducted largely through electronic media and telephone rather than in person.

Communication

The OSAS maintains and regularly updates a list of all students who are stranded in respective dormitories due to Covid-19 pandemic. The list includes names, email addresses, cell phone numbers, complete address, contact person and its contact number for each student. The list is disseminated to the respective Colleges every after updates is undertaken. Communication with students must remain in constant. Other updates shall be undertaken by the Unit Head of Housing and Residential

Services. Constant communication and monitoring will be done by the dorm owners as part of their counterpart in providing housing services within the university.

Documentation and Funding

The OSAS through the Housing and Residential Unit will maintain records of all communications, meetings, activities, expenses and accomplishments associated with this situation. Reports must be maintained and updated to track gaps related to the outbreak in hopes to receive available relief funds if applicable. The budgetary requirements during that time will be determined by the Director for Finance with the approval of the VP for Administration and the University President.

On-Campus Services

With OSAS top priority being the frontline office for student welfare and development, the students will be restricted to the access to the College offices unless lifted by the policy governing body.

Off-Campus Services

Upon the declaration of the National IAFT that the pandemic is in the country, the Office of the Student Affairs and Services collected the data of the students who are in their respective dormitories. Regular updating must be undertaken to record the itinerary of the student during the suspension of classes.

In the case the situation was worsen and all other sector is suspended for operations, the university shall provide necessary assistance that will suffice to the needs of the students. On the other hand, the OSAS shall develop program mechanism in sending off the students to their families. Constant communication with the administration, Rural Health Unit, Office of the Civil Defense and other agencies concerned.

Student Organization Election

Adopting to the new normal, the selection of Student Body Organization Officers will be undertaken in virtual manner or using the different platforms for the presentation of candidates and casting of votes. Guidelines on the selection of SBO officers are the following:

1. Campaign and presentation of candidates for the respective position may be undertaken using social media live streaming, zoom, or google meet.
2. Selection of officers will be done online through GOOGLE FORMS under the supervision of the current adviser and the Unit Head, Student Organization and Activities;
3. The current officer shall facilitate the election.
4. Particular positions shall be applied to those who are:
    a. Enrolled for the 1st Semester SY 2020-2021.
    b. Has no derogatory records in the college where SBO is recognized.
    c. Must have passion, willingness and dedication to serve the college or the constituents in the new normal.
5. The current adviser shall remain in the position. However, the new set of officers are free to suggest who will be their adviser to work with them.
6. The election of SBO officers will be conducted on October 26-30, 2020 upon approval of the Student Organization and Activities Unit.

7. Results of the election shall be posted to respective College Facebook Page or in the LSPU Student Information Page for dissemination.

Student Body Organization Renewal and Accreditation

Each student body organization in the campus is expected to meet the requirements set forth by the Office of the Student Affairs and Services in this regard keeping the safety of our students at the utmost priority. The OSAS also believes we have the responsibility to ensure that our SBOs must meet the accreditation standards for quality of services in the new normal.

The SBOs are required to follow the following guidelines:

1. All forms and checklist of requirements for the renewal of student body organization are accessible at the Office of the Student Affairs and Services Siniloan Campus FB Page.
2. SBO President or any representative shall download and accomplish the forms and send the accomplished form and requirements thru e-mail: osaslspusc@gmail.com
3. A confirmation will be sent to the SBO President and Adviser after successfully complying all the requirements for application/renewal.

SBO Activities Amidst Pandemic

After completing and issuance of certificate of recognition, the SBO may conduct activities in the new normal. The following guidelines shall strictly follow:

1. Only accredited SBO are allowed to conduct student activities.
2. Any accredited SBO shall not be permitted to have their activities two (2) weeks before midterm and final examination.
3. In compliance to safety protocols to prevent the spread of COVID-19, only online activities will be allowed.
4. The SBO representative shall download and fill-out the activity request form which is accessible at the official FB page of OSAS.
5. The activity request from signed by the SBO president and Adviser/s shall be sent to osaslspusc@gmail.com.
6. A confirmation of approval or disapproval of the request will be sent to the SBO President and Adviser/s.

Effectivity

This contingency plan on services of the Office of the Student Affairs and Services shall take effect immediately and in compliance to the declaration of the President of the Republic of the Philippines.

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