



**PNU GUIDELINES ON THE PREVENTION AND CONTROL  
OF THE SPREAD OF COVID-19 ON CAMPUS  
DURING GENERAL COMMUNITY QUARANTINE (GCQ)**

These guidelines cover all PNU employees, janitorial and security personnel, suppliers and construction workers, other clients, and visitors inside the campus facilities and workspaces.

1. There will be three (3) access gates for entry and exit with mandatory screening and disinfection protocols:
  - 1.1 Main Gate
  - 1.2 HRD Gate
  - 1.3 Villegas Gate (formerly Arroceros)

Visitors and clients may only be allowed to use the Main Gate for entry and exit.

2. A screening process will be conducted in all entry/access points of the University to ensure that the following guidelines are observed:
  - 2.1 Wearing of face mask. The “No face mask, no entry” policy will be strictly implemented.
  - 2.2 Physical distancing. One meter distance will be marked on the ground at all entry points.
  - 2.3 Checking of body temperature.
  - 2.4 Applying hand sanitizers available at all gates.
  - 2.5 Accomplishing the Health Symptoms Questionnaire for visitors.
  - 2.6 Disinfection of vehicles entering the campus and all equipment being brought inside.
  - 2.7 The University reserves the right to deny entry to anyone showing signs and symptoms of respiratory and/or viral infection such as fever, cough, and colds. The person concerned will instead be directed to a medical holding area near the Main Gate for temperature check and referral by the University Health Services Unit (UHSU) medical personnel.
3. Visitors and clients may only be allowed to stay for a limited time inside the University.
  - 3.1 Visitors and clients will be issued a Visitor’s Pass and an Entry Permit Form at the Main Gate. The office/s to be visited must be clearly indicated in the Entry Permit Form.
  - 3.2 Visitors and clients will then proceed to the respective office/s to accomplish the transaction/s and leave immediately afterward. Roaming around the campus with no official business is strictly prohibited.



4. Safety measures must be strictly observed in all workspaces.
  - 4.1 All work areas and frequently handled objects such as door knobs, telephone units, and faucets must be cleaned and disinfected at least once every two hours.
  - 4.2 Office tables should be arranged to maintain proper physical distancing and barriers may be provided between tables. The office staff shall observe one meter physical distancing at all times. The number of persons in closed spaces such as file rooms and/or stock rooms should also be limited at a time.
  - 4.3 Prolonged face-to-face (F2F) transactions is discouraged. Other options for communications such as emails, social media, mobile phones, and telephones should be used instead.
  - 4.4 All washrooms and toilets should have sufficient water and soap and everyone is encouraged to wash hands frequently and avoid touching eyes, nose, and mouth.
  - 4.5 Sanitizers/rubbing alcohols should be made available in every office and in every frontline transaction counter.
  - 4.6 Eating in communal areas is discouraged. A flexible schedule for lunch and snacks of personnel shall be arranged to avoid congregating in the pantry.
  - 4.7 The number of seats in the reception areas of frontline offices should be limited and arranged at least one to two seats apart. In offices with no reception areas, floor marks in front of transaction windows will be installed to set the distance between the clients.
5. Online meetings, e-mails, or instant messaging are encouraged instead of face-to-face gatherings.
  - 5.1 If F2F meetings are unavoidable, seats must be at least 6 feet apart in the meeting room with the number of attendees not exceeding 25% capacity of the room. The size of the meeting room should be appropriate for the required physical distancing of attendees.
  - 5.2 The duration of meetings should be kept to a minimum, two hours at the longest.
  - 5.3 If food is to be served during the meeting, it should be individually packed.
6. The congregation of people in elevators, corridors, comfort rooms, and other common areas is discouraged to minimize face-to-face socialization and prolonged transactions.
  - 6.1 The use of staircase is highly recommended, giving priority use of the elevators to senior citizens, pregnant women, and PWDs. Only one to two persons are allowed at any given time.
  - 6.2 “Keep Right” should be observed when walking inside the buildings, on the stairs, and along hallways. Holding onto railings when using the stairs is highly discouraged.
  - 6.3 Sanitizers/rubbing alcohols will be made available along corridors, conference rooms, elevators, stairways, and other conspicuous areas.



7. The PNU Cafeteria and the Multi-Purpose Cooperative (MPC) Canteen will be opened for a limited number of customers at a limited time.
  - 7.1 Dine-in customers will be allowed on a first-come, first-served basis. Tables and chairs will be arranged following physical distancing measures.
  - 7.2 The canteens will be cleaned and disinfected regularly.
  - 7.3 Pre-packed meals will be made available for take-out. Employees are encouraged to use their own food containers for take-out food and delivery.
  - 7.4 Queues at the Cafeteria and MPC food counter will be monitored and controlled with floor markings at least 5-6 feet apart.
  
8. The practice of personal hygiene is the best form of prevention.
  - 8.1 Wash hands frequently with soap and water for at least 20 seconds. Use hand sanitizers or 70% alcohol solutions when hand washing is not possible.
  - 8.2 Avoid person-to-person contact like shaking hands, hugging, and kissing on the cheek.
  - 8.3 Use the knuckles to touch light switches and elevator buttons. Use a paper towel/tissue or disposable gloves when touching doorknobs and other public surfaces.
  - 8.4 Clean office materials frequently and place hand hygiene supplies near office desks.
  - 8.5 Avoid sharing food and drinks with others.
  - 8.6 Always wear face masks, removing these only when eating and drinking.
  
9. In case there is a suspected person with COVID-19 inside the campus, the following response strategy will be observed:
  - 9.1 The UHSU medical personnel shall assess the symptomatic person/patient based on the standard guide for screening process.
  - 9.2 The patient shall then be transferred to the holding area/isolation room while observing extreme precautionary measures.
  - 9.3 The UHSU shall coordinate with the nearest hospital for the transfer of the patient.
  - 9.4 The former Institute for Teaching and Learning (ITL) gate (along San Marcelino St.) shall be used as the exit access for the patient.
  - 9.5 The UHSU shall initiate initial contact tracing and submit a report to Manila Health Department.
  - 9.6 The UHSU shall supervise the janitorial services in conducting decontamination and disinfection of the holding area/isolation room immediately after the patient leaves.
  - 9.7 Protective gear shall be provided to all medical and security personnel, and staff assisting symptomatic patient.
  - 9.8 The UHSU shall coordinate with local health officials, barangay offices, and the DOH for a list of quarantine referral centers.
  - 9.9 If the patient is confirmed positive of COVID-19, the Management shall suspend work to avoid the possible spread of the virus.

**FOR STRICT IMPLEMENTATION.**