



### **PNU COVID-19 WATCH #3**

## **UNIVERSITY-WIDE CONTINGENCY PLAN AND STRATEGIES**

### **A. PRECAUTIONARY MEASURES**

#### **1. INFORMATION DISSEMINATION**

PNU shall sustain a University-wide campaign, online and offline, to provide general preventive measures to students, faculty members, administrative staff, and other stakeholders with reference to the DOH Interim Guidelines on COVID-19.

In order to do so, PNU recommends adhering to the following precautionary measures to avoid contracting or spreading COVID-19:

- 1.1. Wash hands often with soap and water for at least 20 seconds and/or using alcohol-based hand sanitizers.
- 1.2. Clean surfaces in the workplace such as workstations, countertops, doorknobs, and others.
- 1.3. Refrain from touching the eyes, nose, and mouth with unwashed or unsanitized hands.
- 1.4. Avoid close contact with people who are sick or are showing symptoms of COVID-19.
- 1.5. Stay home when sick.
- 1.6. Inform the University of the availability of alcohol-based hand sanitizers in multiple locations around the workplace and hand soaps in toilets, especially if supplies are running low.
- 1.7. Report to the University Health Services Unit (UHSU), the responsible office, any incident pertaining to COVID-19.

#### **2. SCREENING PROCESS IN ALL ENTRY/ACCESS POINTS TO THE UNIVERSITY**

In order to ensure the safety and protection of all University students, faculty members, administrative staff, and other stakeholders, PNU shall:

- 2.1. Screen all students, faculty members, administrative staff, and other stakeholders going in and out of the campus through the various entry points using thermal scanners.
- 2.2. Require everyone to apply hand sanitizers available at the gates upon entry and exit.
- 2.3. Deny entry to the University any person showing symptoms of COVID-19 such as fever, cough, and cold. Instead, s/he will be placed in the holding area for proper medical advice by UHSU personnel.



- 2.4. Report to the Security and Safety Services Management Unit (SSSMU), the responsible office, any incident of non-compliance with the abovementioned guidelines.

### **3. PRECAUTIONARY MEASURES IN THE OFFICES**

PNU requests the full cooperation of the entire community in implementing the following precautionary measures for employees within their respective offices:

- 3.1. Practice personal hygiene and cleanliness at all times in the office.
- 3.2. Coordinate with or report to the UHSU any fellow worker who is showing signs of COVID-19 or other respiratory illnesses.
- 3.3. Evacuate the work area immediately and decontaminate with appropriate disinfectants when an employee is found to have or suspected to have COVID-19.
- 3.4. Request UHSU to monitor the conditions of employees in their respective offices from time to time.

### **4. TRAVEL (Inbound/Outbound) Protocols**

PNU shall implement the following guidelines with respect to traveling locally or internationally:

- 4.1. All official travels, both local and international, shall be suspended indefinitely. PNU faculty members and administrative staff who wish to travel on their personal initiative are advised to reconsider their plan. However, should the plan proceed, they are required to inform their immediate head. Those who will be returning from their travel overseas or in other localities with confirmed cases of COVID-19 are required to undergo self-quarantine for a period of 14 days.
- 4.2. PNU shall strictly enforce the DOH-prescribed protocols of self-quarantine, which shall be the basis for those who intend to administer self-quarantine at home.
- 4.3. PNU students, faculty members, and administrative staff who have already travelled, particularly in affected countries, with or without symptoms, must immediately submit themselves to self-quarantine in their respective homes or in any appropriate health facilities or referral centers accredited by the DOH.
- 4.4. Those who will undergo self-quarantine must submit a letter addressed to the President through the Human Resource Management and Development Services (HRMDS), for employees, or through the Office of Student Affairs and Student Services (OSSAS), for students.



- 4.5. Those who travelled and underwent voluntary self-quarantine or those symptomatic persons are instructed not to report back to work unless the self-quarantine period has elapsed or a clearance is issued by proper health authorities as being fit to go back to work.
- 4.6. In the event that an employee requires an extension of Leave of Absence (LOA) based on medical advice, the prescribed guidelines such as the CSC MC No. 5, series of 2020 shall be the basis for the applicable LOA for regular PNU employees.
- 4.7. Official transactions to PNU Manila especially from the Hubs/Campuses and vice-versa are advised to be conducted through alternative modes such as videoconferencing and emails.

## **5. SUSPENSION OF CLASSES AND MAJOR ACTIVITIES**

PNU shall enforce the following guidelines regarding suspension of classes and major activities:

- 5.1. As recommended by the DOH, the most effective ways to curb the possible spread of virus are extreme social distancing and enhanced hygienic practices. The national taskforce is recommending temporary suspension of classes, cancellation of mass gatherings, and alternative work arrangements for government and private workers.
- 5.2. Currently, the suspension of classes in NCR is until March 14, 2020. The Management shall issue its next action on suspension of classes before the current suspension expires for the guidance of both faculty members and students. In anticipation of continued suspension of classes, faculty members are advised to automatically shift to online learning/education for the remaining three (3) weeks of the term. The Vice President for Academics is directed to issue specific guidelines on the conduct of online classes using the PNU LMS or other platforms available to faculty members and students, including the utilization of preparation time. This is to ensure that desired outputs are achieved and proper documentation is made to support the payment of extra teaching loads (subject to accounting and auditing guidelines).
- 5.3. Whether classes will be continuously suspended or not, the Management is suspending, effective immediately, all upcoming major activities such as commencement-related activities of both ITL and Undergraduate/Graduate levels, quality assurance-related activities, co-curricular activities of students, extension-related activities, trainings and review programs, and other off-campus activities. This is to limit social contacts and avoid the possible spread of COVID-19. New schedules or alternative activities will be announced later.
- 5.4. For upcoming summer classes of the graduate school (April-May 2020), a separate memorandum shall be issued.



## **6. LEAVE OF ABSENCE AND ALTERNATIVE WORK ARRANGEMENTS**

PNU shall adhere to the following guidelines pertaining to Leave of Absence (LOA) and alternative work arrangements for faculty members and administrative employees:

- 6.1. The Management requires all employees and students who are sick to stay home and rest. Even if there are no symptoms of COVID-19, the employee or student is still advised to take a leave of absence and rest as prudent measures to limit the spread of any communicable diseases.
- 6.2. The Management shall implement the prescribed guidelines for regular employees such as CSC MC NO. 5, s. 2020: Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment Relative to COVID-19.
- 6.3. The Management shall resort to alternative work schemes, if and when necessary. The HRMDS, in coordination with other administrative and academic offices, is directed to immediately prepare specific guidelines on alternative work arrangements for University Officials, faculty members, and administrative staff such as work-from-home scheme, work rotation scheme or flexi-time/flexi-days scheme (less than 5 days/week) subject to the guidelines that will be released by CSC on the matter. It is expected, too, that PNU maintain its skeletal force in its offices to address immediate concerns of the government and its stakeholders.
- 6.4. The Management shall exercise discretion on how the work-from-home arrangements will be applied to Contract of Service (COS) employees in consideration of their workload and deliverables.

## **B. RESPONSE STRATEGY FOR A SUSPECTED INFECTION OF COVID-19 IN THE CAMPUS**

In case there is a suspected person with COVID-19 inside the campus, the following shall be observed:

1. The PNU UHSU Medical Officer shall immediately assess the symptomatic person (patient) who is showing signs of flu and any respiratory illness based on the standard guide for screening process.
2. The patient shall be immediately transferred to the holding area/isolation room while observing extreme precautionary measures.
3. The UHSU shall immediately coordinate with the nearest hospital or, if necessary, with San Lazaro Hospital or the Research Institute for Tropical Medicine (RITM) for the transfer of the patient.



4. The former ITL gate shall be used as the exit access for the patient.
5. The UHSU shall collect information from the patient such as the persons s/he came in contact with and the places s/he stayed at within the past eight (8) hours. The collected information shall be submitted to proper authorities such as the local government unit or public health offices.
6. After the patient has left the holding area/isolation room, UHSU must ensure immediate decontamination and disinfection.
7. Protective gear shall be provided to any medical personnel, security personnel, and driver who will be exposed to the patient.
8. The UHSU shall immediately coordinate with local health officials, barangay offices, and the DOH for a list of referral centers for quarantine, to be disseminated to the PNU Community.
9. The Management shall immediately suspend classes and work to avoid the spread of possible COVID-19.
10. There will be identified personnel or office/s to monitor the University even after the suspension of classes and work.

#### **REFERENCES:**

CSC MC. NO. 5, S. 2020

DOH Department Circular No. 2020-0042, s.2020

DOH Department Circular No. 2020-0039, s. 2020