



MAPÚA  
UNIVERSITY

# COMMUNITY HEALTH AND SAFETY GUIDELINES FOR COVID -19 PREVENTION

MAPÚA UNIVERSITY



# COMMUNITY HEALTH AND SAFETY GUIDELINES FOR COVID-19 PREVENTION

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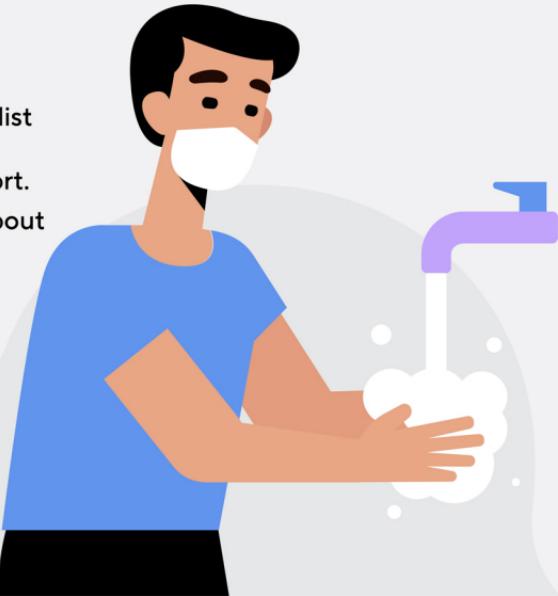
# HEALTH, HYGIENÉ, AND SAFÉTÝ STANDARDS



## HEALTH, HYGIENE, AND SAFETY STANDARDS

# INDIVIDUAL PREPARATION

- Fortify your health with a good diet and by taking vitamins and mineral supplements.
- Wash or sanitize your hands frequently. Use 70% isopropyl or ethyl alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wear personal protective equipment (face mask and face shield) when you go out in public.
- Avoid crowds.
- Monitor your health daily.
- Create an emergency contact list including family, friends, healthcare services, and support.
- Get up-to-date information about local COVID-19 situation from public health officials.
- If you have flu-like signs and symptoms like cough, colds, and fever, just stay at home.



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## HEALTH, HYGIENE, AND SAFETY STANDARDS

# HEALTH SCREENING UPON ENTRY

- Wearing of face masks and face shields while inside the campus is mandatory.
- Mapúa IDs must be tapped on the ID reader for proper identification.
- All entrants to the campus shall undergo body temperature scanning. Anyone with a temperature of  $37.5^{\circ}\text{C}$  and above shall be denied entry.
- Hand sanitation before entry shall be encouraged.
- All entrants must have accomplished and present the Daily Health Checklist.
- All must submit to bag inspection as a standard.
- All must pass through the footbaths.

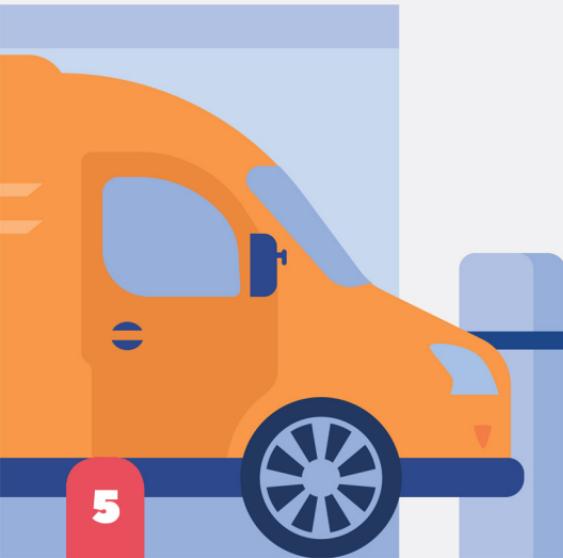


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## HEALTH, HYGIENE, AND SAFETY STANDARDS

# HEALTH SCREENING FOR ENTRANTS WITH VEHICLES

- Vehicles must stop at the entrance gate for the screening process before proceeding to the parking area.
- Vehicles entering the campus must pass through the tire baths.



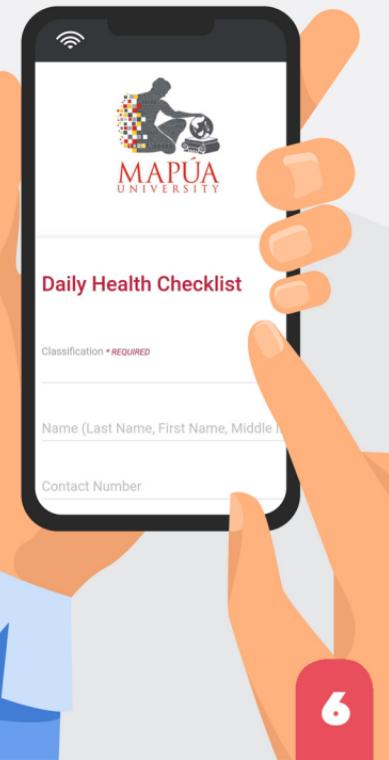
## HEALTH, HYGIENE, AND SAFETY STANDARDS

# DAILY HEALTH CHECKLIST

All must accomplish the Daily Health Checklist before being allowed inside the campus. You may accomplish the form before coming to Mapúa by scanning the quick response (QR) code below or going to <https://dhc.mapua.edu.ph/>.



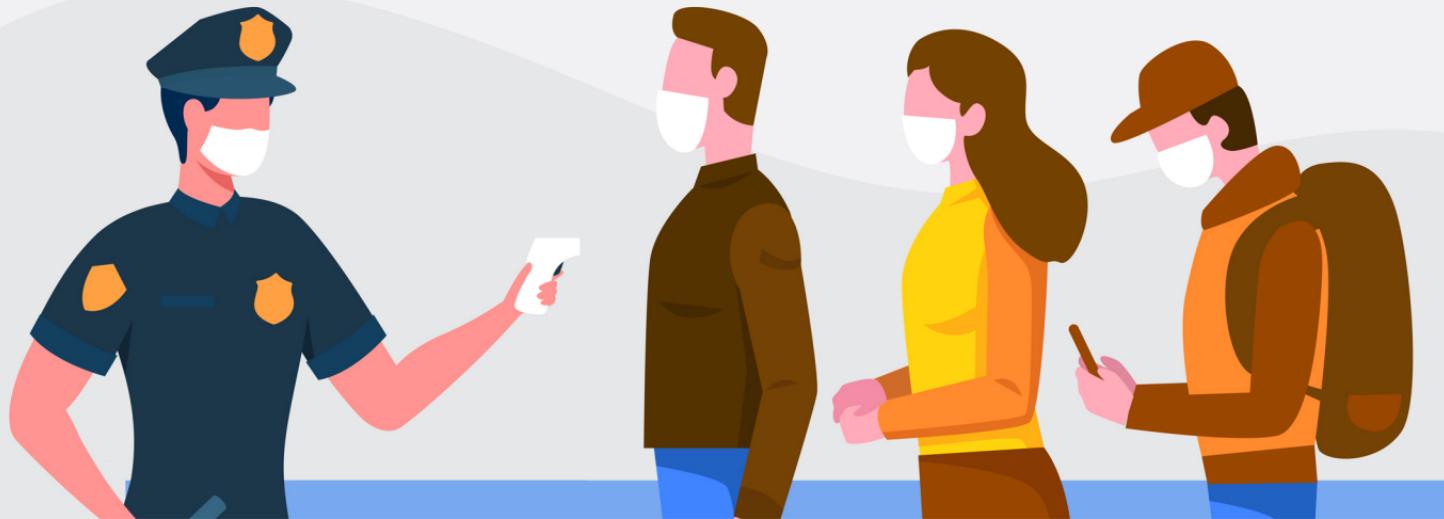
Daily Health Checklist  
QR Code



## HEALTH, HYGIENE, AND SAFETY STANDARDS

# VISITOR PROTOCOLS

- All visitors must present a valid ID, submit to temperature scanning, and accomplish the Daily Health Checklist prior to entry for the purpose of contact tracing.
- All visitors will transact their business in the Security and Information Lobby.
- Only visitors with transactions with the Admissions Office, Registrar's Office, and Treasury will be allowed to proceed to the intended offices after the screening protocols. Office hours are only from 8 a.m. to 5 p.m.
- All delivery services are restricted from entering the campus beyond the waiting area in the Security and Information Lobby.
- Packages from couriers or visitors will be brought to the containment room for disinfection before they are handed to the concerned employees.



## HEALTH, HYGIENE, AND SAFETY STANDARDS

# CLEANING AND HYGIENE PRACTICES

- Wearing of face masks and face shields while inside the campus is mandatory.
- Observe proper disposal of personal protective equipment (PPEs) in designated trash bins.
- All are required to bring their own personal hygiene kits which may contain the following: isopropyl or ethyl alcohol (70%) or hand sanitizer; cleansing wipes; tissue or toilet paper; hand towel; extra mask; and hand soap.
- Hand sanitation is required upon entry to classrooms, laboratories, and offices. Sanitizing stations will be available in offices, corridors, stairways and other publicly accessible areas.
- Sanitize personal workspace before and after use.
- Bring your own utensils for eating.



■ All restrooms shall have sufficient clean water and soap. Restrooms shall be cleaned and disinfected regularly at least once every two (2) hours.

■ All frequently touched objects such as doorknobs and handles shall be cleaned and disinfected regularly at least once every two (2) hours.

■ All tables and chairs in offices and common areas shall be cleaned and disinfected before the start of the day and at the end of the day.



# SAFE DISTANCING STANDARDS AND CAMPUS PHYSICAL PREPARATIONS

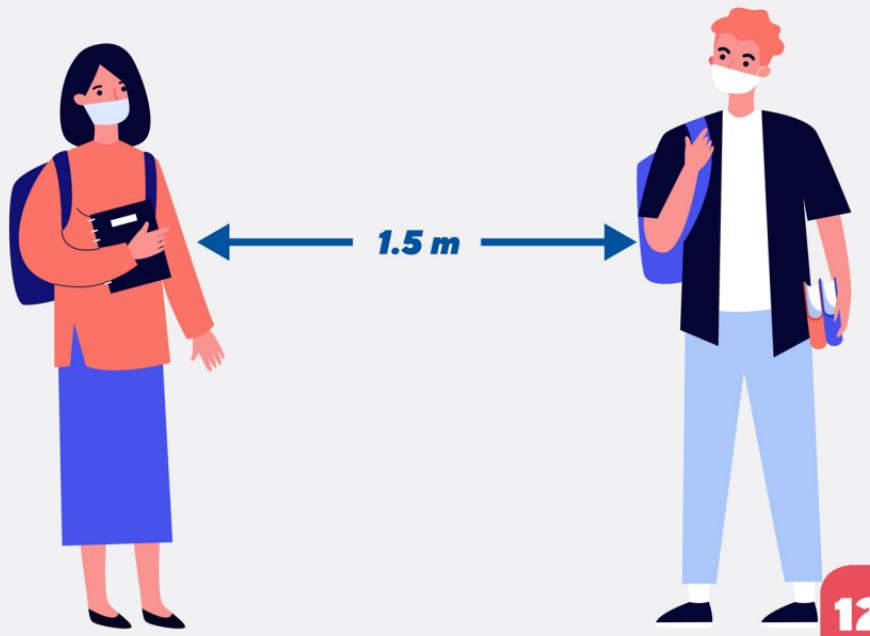


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## SAFE DISTANCING STANDARDS AND CAMPUS PHYSICAL PREPARATIONS

### SAFE PHYSICAL DISTANCING ON CAMPUS

- Physical distancing of 1.5 meters between individuals shall be strictly implemented.



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## SAFE DISTANCING STANDARDS AND CAMPUS PHYSICAL PREPARATIONS

# SAFE PHYSICAL DISTANCING ON CAMPUS

- On-campus class session capacity will be reduced to accommodate a minimum of 1.5-meter physical distancing in classrooms and laboratories.
- Mapúa will adopt a 4-10 rotating schedule system. Students and teachers attend face-to-face classes for a maximum of four (4) consecutive days and study from home for the next 10 consecutive days, on a rotating or by batch basis.
- Physical Education classes that require group or contact sports are not allowed. Non-athlete students can do non-contact sports or physical activities in the gymnasium and at the dedicated outdoor area.



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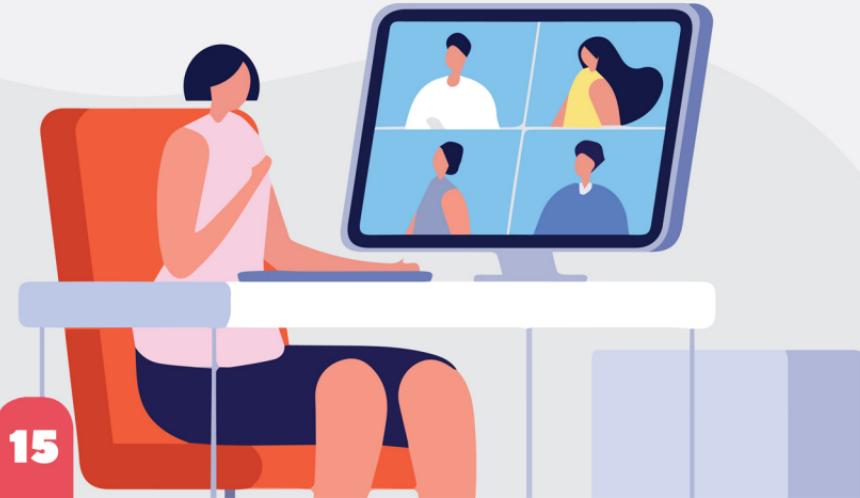


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## SAFE DISTANCING STANDARDS AND CAMPUS PHYSICAL PREPARATIONS

# SAFE PHYSICAL DISTANCING ON CAMPUS

- Offices will have not more than 50% occupancy.
- Only 50% of cubicles of common rooms may be used.
- Meetings with internal or external parties will be done through conference or video calls.
- Inter-office movement of personnel should be minimized.



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- To implement physical distancing protocols, signs and space demarcations are placed along hallways, the canteen, inside the classrooms, and laboratory rooms.



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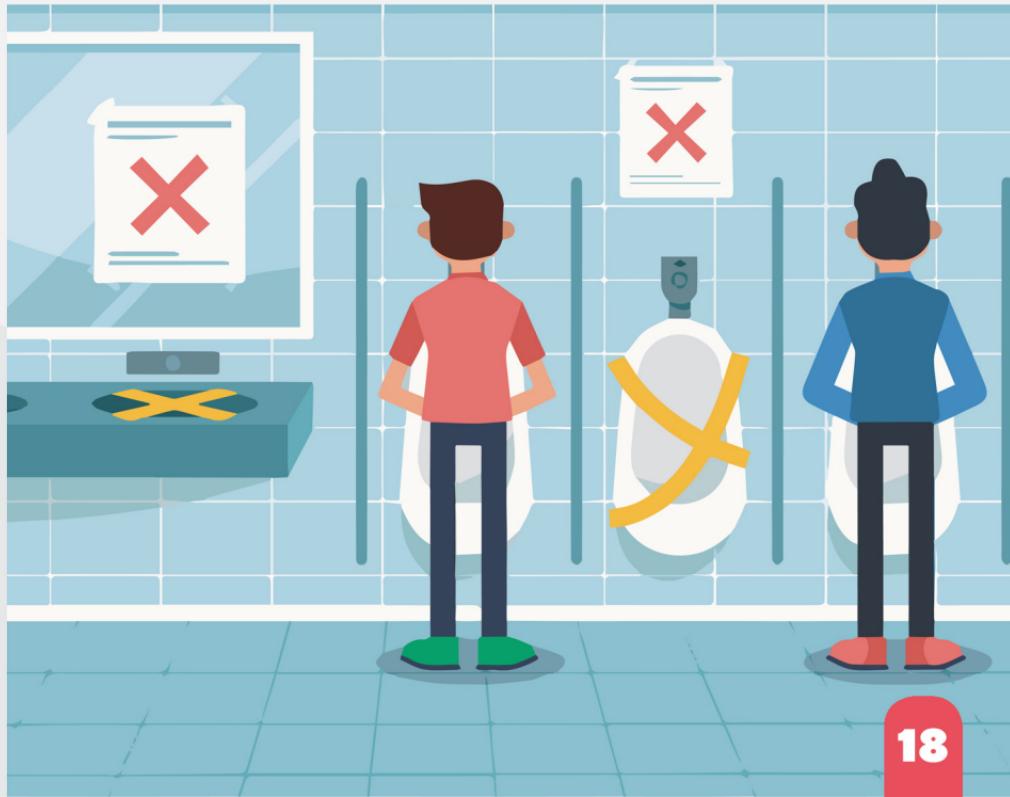
## SAFE DISTANCING STANDARDS AND CAMPUS PHYSICAL PREPARATIONS

# SAFE PHYSICAL DISTANCING ON CAMPUS

- Only 25% of elevator capacity will be allowed.
- Priority will be given to PWDs, Senior Citizens, and pregnant women.



- Only a maximum of two persons shall be allowed to use common restrooms at a time.



## SAFE DISTANCING STANDARDS AND CAMPUS PHYSICAL PREPARATIONS

# SAFE PHYSICAL DISTANCING ON CAMPUS

- Plastic or acrylic board shields will be installed in student services offices to reduce aerosol transmission.



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- Pantries shall be only used to heat food and to wash dishes. Only one person at a time shall be allowed in pantries.
- The canteen will be open for eating, but physical distancing of at least 1.5 meters will be strictly observed.
- Tables and chairs for occupancy are properly marked and are equipped with sneeze guards.



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## SAFE DISTANCING STANDARDS AND CAMPUS PHYSICAL PREPARATIONS

### FACILITIES VENTILATION

- Windows and doors will be open during office hours.
- Aside from open windows and doors, indoor fans will be used in offices to further increase ventilation or air flow.
- Air filters/purifiers will be deployed in high traffic (Registrar's Office and Treasury) and potential risk (Clinic) areas.



# COVID-19 MANAGEMENT



+ POSITIVE

## COVID-19 MANAGEMENT

# CASE DETECTION, CONTACT TRACING, AND QUARANTINE GUIDELINES

- The Health Services Department will do daily health monitoring (remotely) of individuals confirmed or suspected to have COVID-19.
- Individuals who will develop signs and symptoms of any flu-like illness will be isolated in designated isolation areas and evaluated by authorized medical personnel from the Health Services Department.
- Immediate superiors must report immediately to the Health Services Department if they have observed teammates who are not feeling well or exhibiting one of the symptoms of COVID-19.
- Immediate family members will then be informed for proper transport to a health facility or to the patient's home.

- Suspected cases must isolate for 14 days. Clearance from the Health Services Department must be secured prior to returning to work.
- Contact tracing will be initiated based on currently implemented policies on infection control inside the campus.
- Those identified in the contact tracing must also isolate for 14 days. Clearance from the Health Services Department must be secured prior to returning to work.
- There will be immediate disinfection of all areas inside the campus where the monitored individuals have been.
- All confirmed COVID-19 cases must be reported to the Health Services Department.
- Employees who have recovered from COVID-19 infection must present a medical certificate and clearance together with the official results of RT-PCR test to the Health Services Department.



## COVID-19 MANAGEMENT

# QUARANTINE PROTOCOLS

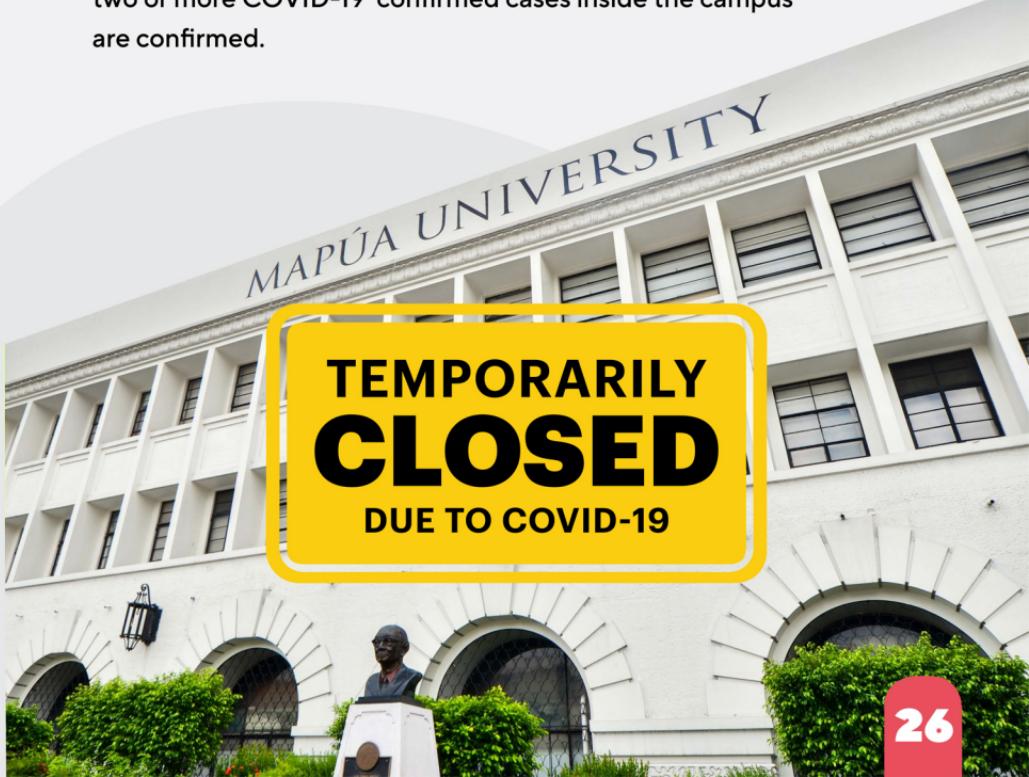
- All individuals with history of international travel (leisure and/or official) must undergo a 14-day self-quarantine before being permitted to go on-campus.



## COVID-19 MANAGEMENT

# SCHOOL CLOSURE POLICY

- On-campus operation will be suspended for 14 days if two or more COVID-19 confirmed cases inside the campus are confirmed.



# WELFARE SERVICES



## WELFARE SERVICES MEDICAL SERVICES

- For on-campus medical services, the Health Services Department of Mapúa are open from 8 a.m. to 5 p.m., Mondays to Fridays. To ensure proper management of patients, minimum health protocols will be strictly implemented, such as physical distancing, reduced in-clinic consultation capacity, and the wearing of face masks and face shields.
- For medical consultation appointments, issuance of Medical Certificates for Good Health/Fit to Work, you may send an email to [jbonifacio@mapua.edu.ph](mailto:jbonifacio@mapua.edu.ph). You may also call the following numbers:

Campus	Landline
Intramuros	(02) 8247-5000 local 4102
Makati	(02) 8891-0894



## WELFARE SERVICES

# COUNSELING SERVICES

- The Center for Guidance and Counseling (CGC) is available to provide counseling services from Monday to Friday, 8 a.m. to 5 p.m. Counseling sessions shall be by appointment only. Clients may message the Facebook page of CGC at <https://bit.ly/2VYg3Te> for their counseling schedule. As part of the University's COVID-19 preventive measures and safety protocols, clients are highly encouraged to avail of the online counseling service.



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