



# SAINT LOUIS UNIVERSITY

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## ANNEX I

### University Health and Safety Protocols for Limited Face-to-Face Classes

#### I. General Health and Safety Protocols

All students, faculty and staff must strictly comply with the following inside the university:

##### A. Use of appropriate Personal Protective Equipment (PPEs)

###### A.1. For students, faculty and staff

- a. Use of a standard disposable or cloth masks
  - a.1 the face mask must cover the entire area of the nose, mouth and chin
  - a.2 changing face mask daily or when soiled
  - a.3 wearing a fitting face mask
  - a.4 avoid touching the mask, wash hands or use alcohol before removing the face mask
  - a.5 not to put mask on the chin or neck
  - a.6 not to hang the face mask on one ear
  - a.7 not to reuse the single-use masks
  - a.8 removing the mask through the lace from the back
  - a.9 after removing or whenever you inadvertently touch the front of a mask, wash hands with soap or sanitize hands with an alcohol-based hand rub
- b. Use of a clear/transparent face shield that covers the entire face

###### A.2. For triage officers, designated school point person and for other personnel assigned to perform disinfection procedures

- a. N95 or KN95 or surgical mask, whichever is available
- b. Face Shield
- c. PPE gown (disposable or washable)
- d. Disposable gloves
- e. Protective acrylic or plastic barrier (for the Triage Area)
- f. Hair cover, shoe cover (optional)

##### B. Physical distancing

- a. maintain at least 1.5 meters physical distance



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- b. avoid crowded places, congregation in work areas/laboratory rooms
- c. avoid shaking hands or other body contacts
- d. follow one-way foot traffic

## C. Hand hygiene

- a. Regular and frequent hand washing for at least 20 seconds with soap and water should be done:
  - i. before eating;
  - ii. after sneezing, coughing, or nose blowing;
  - iii. after using the restroom;
  - iv. before handling food;
  - v. after touching or cleaning surfaces that may be contaminated;
  - vi. after using shared equipment like computer keyboards and mouse
  - vii. after using the ATM machine; and
  - viii. if hands are dirty
- b. Use an alcohol-based hand sanitizer or 70% isopropyl alcohol if soap and water are not immediately available.

## D. Reduce unnecessary contact

1. As much as possible, interpersonal interactions or face-to-face transactions should maintain the 1.5 meters distance and should be limited to less than 15 minutes wearing the face mask and face shield to minimize exposure.
2. Protective barriers should be provided and maintained in each laboratory rooms between the faculty and students or between students as appropriate. Protective barriers in the faculty room must also be in place
3. For students coming from the provinces, it is strongly encouraged that the stay at the SLU Dormitories or in the nearby LGU accredited dormitories and apartments to limit exposure in commuting to and from the university. Students residing in the BLIST areas must observe extra precaution when commuting daily.
4. Follow strictly the directional arrows to ensure one-way traffic
5. From the triage area, students and faculty must proceed directly to the designated classrooms. Moving around the building and inside the university is not allowed.
6. Students and faculty must bring their own food (snacks and lunch) in their personal lunch box and water tumblers. If unable to prepare their own food, the students and faculty can buy first at the University Canteen before proceeding to their designated classrooms. Going out of the classroom and the university to buy food is not allowed.



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## 7. Extra-curricular activities or meetings of students are strictly prohibited

### E. Observe respiratory hygiene and etiquette

1. Cover the mouth and nose area with tissue or handkerchief or the corner of one's elbow when coughing and sneezing
2. dispose soiled tissues immediately after use and disinfect hands at once by washing with soap and water or by using alcohol-based hand sanitizer;
3. Maintain at least 1.5 meter apart from others especially with a suspected sick person or a person who sneezes or coughs
4. Avoid unnecessary touching of mouth, eyes, nose. If needed, wash or sanitize hands first

### F. Basic safety considerations per laboratory room

1. Before entry to the classroom, the student and faculty must sanitize their hands in the heat-sensitive alcohol dispensers by the entrance door
2. Each student is assigned a designated table and chair which are arranged following the 1.5 meters distance and should be occupied through the day. No exchanging of seat
3. Each student is required to bring her/his own safety and hygiene kits which contain at least the following: ethyl alcohol (70%) or hand sanitizer, cleansing wipes, toilet paper, hand towel, extra face masks, liquid hand soap, mouth wash, toothbrush, toothpaste, and small plastic container/zip lock to place soiled hand towel)
4. The face mask and face shield must be worn at all times inside the classroom except when eating
5. Several poster reminders widely posted in the hallways, inside the laboratory rooms and comfort rooms must be strictly complied with
6. Adequate ventilation must be maintained. All windows and doors must be open and the stand fan/s must be turned on
7. A laboratory gown must be worn by the students upon entry in the designated laboratory room; the faculty must wear either a laboratory gown or PPE gown. These should be removed during the dismissal time and secured in a closed plastic container
8. During snacks and lunch break of students
  - a. Meal breaks are allowed inside the classroom at their designated tables
  - b. Bring their own food or pre-order their meal at the canteen to be placed in their own lunch box, personal utensils and water tumblers filled with water to be consumed within the 7-8 hours class period



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- Talking during breaks should be minimized.
- Face masks and face shields must be worn immediately after eating
- Perform hand hygiene before and after eating. Disinfection of eating area should also be done especially before eating

## F. Other health and safety considerations

- If unwell, stay at home.
- Boost the immune system by eating nutritious food, taking vitamins, and exercising regularly.
- Entry to the campus:
  - Entry of students shall be at Gate 2 while the entry of faculty and staff will be at the SLU Main gate
  - Face mask and face shield be worn upon entry to the university
  - Only students and faculty with official classes are allowed entry for the day 30 minutes before the scheduled class
  - The following entry restrictions must be observed
    - Students with any of the following:
      - respiratory symptoms (cough, colds, painful throat)
      - fever
    - Students who did not undergo or refuse compliance with the Triage Process
    - Students who have:
      - originated from local areas under lockdown\*
      - been exposed to or is a close contact of a confirmed positive COVID-19 case\*

\* They will be advised accordingly in the Triage Area and may be allowed entry only after proper verification.

## 5. Exit Guidelines

- The students must follow the directional arrows going to the designated exit points.
- Students may exit at the Main Gate, Gate 4 (back of Engineering Bldg.) or at Gate 5 (near the Ladies Dormitories) observing social distancing at all times
- After class, the students should go home directly as soon as possible.

## 6. The following considerations are required from the students:

- Philhealth Membership (students 21 y/o and above) or of their parents (for students below 21 years old) to provide comprehensive COVID-19



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coverage. A private Health Insurance with comprehensive COVID 19 coverage is required for foreign students and other students whose parents are both working overseas.

- b. Medical certificate obtained from any physician at least 5-7 days before the start of limited face to face activities indicating that the student is free from COVID signs and symptoms and has no active exposure to COVID 19 at the time of assessment.
- c. A waiver to be signed by the student (Annex A)

## II. Screening and Detection

1. From the entrance gate, the students, faculty and staff must be monitored of their temperature through a thermal scanner. If with high temperature, the concerned individual will be asked to rest in a designated holding area (first floor of the PE Bldg) for monitoring. The temperature will be obtained again after 10 minutes. In case, the temperature remains to be high, the concerned individual will be asked to go home.
2. Those with normal temperature must proceed to the designated triage areas (SLU Covered Court for the students and the Diego Silang Lobby for the faculty and staff).
3. Communal areas are set-up while waiting for their turn. Stickers for proper distancing when cuing the line are also in placed
4. The provided Health Declaration Form (HDF) (Refer to Annex B) must be accomplished in the designated writing area. They must use their own pen and observe physical distancing.
5. The HDF will be sent online via the official email address of the student through their respective school. Printed copies will also be given to each student/faculty. The HDF must accomplished at home.
6. Hand sanitation with alcohol must be done at the designated stands.
7. The HDF must be submitted to the Triage Officer for further assessment and verification of the content of the form (e.g. on presence of symptoms, history of travel, from lockdown area, etc.). The Triage officers are the following:
  - i. Medical Clinic Staff - University Physicians and School Nurses;
  - ii. Dental Clinic Staff – University Dentists; and
  - iii. Security Personnel and other employees who are designated to perform triage functions when the Medical and Dental Clinic Staff are not available.



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8. If the student is cleared for entry, a triage sticker is given to be placed on the chest or visible area at all times while inside the campus. These stickers are issued on a daily basis after triage.

### III. Disinfection, Cleaning and Sanitation Protocols

Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings (*CDC, 2020*)

1. Each laboratory room must be disinfected daily after class. The students may also disinfect their designated table as needed
2. The Comfort rooms must be disinfected at least twice a day. The disinfecting solutions must be found in each comfort room for ready access
3. Other communal areas must also be disinfected daily. The staff of the CPMSD shall perform daily disinfection activities
4. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common Environmental Protection Agency (EPA)-registered household disinfectants must be used

### IV. CONTINGENCY PLAN FOR COVID-19 CASES

In case that a student, faculty or staff presents with COVID-19 related signs and symptoms and is classified as a probable, possible or suspect case, a close contact / high risk contact and needs further medical management, the following shall be observed:

#### A. Quarantine and isolation protocols

If a student, faculty and staff present symptoms related to COVID-19 while inside the school premises, the following will be implemented.

1. The instructor of the concerned student, the faculty or staff should inform the School's COVID-19 point person and the Dean.
2. The Point person will immediately notify the Medical Clinic. The point person will secure the guardian / parents' contact information and endorses it to the Medical Clinic staff.



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3. The Medical Clinic Staff on duty will fetch the concerned individual and accompanies him/her to the designated Isolation Room. The Medical staff must be in complete PPE and shall observe social distancing at all times.
4. Once inside the isolation room, the Medical Clinic staff will conduct initial assessment and treatment on the patient and will document it on the Health Record Form.
5. If the concerned individual have COVID-related clinical symptoms, the Medical Clinic Staff will refer the case to the Baguio City Health Services Office for transfer and the LGU Contact Tracing Team.
6. The nurse documents the isolation process on the student's consultation form and the case will be logged in the COVID-19 Logbook.
7. The Medical Clinic Staff will then coordinate with the CMPSD for thorough disinfection of the isolation area.

## **B. Referral system protocols for COVID-19 suspects or confirmed cases.**

1. If the concerned individual have clinical symptoms such as fever, cough, dyspnea, colds, weakness, diarrhea, nausea, anorexia, fatigue, myalgia, headache, sore throat and altered mental status and/or with history of exposure to a confirmed COVID-19 case, the Medical Clinic staff will inform the School Physician who will conduct a thorough assessment to classify and manage the student as per the SLU Algorithm for Case Management of COVID-19 cases. See Figure 1
2. The School Physician will then refer the case using a Referral Form to the Baguio City Health Services Office for COVID testing and possible transport. Referral to the Local Contact Tracing Team will immediately follow.

## **C. Emergency transfer protocols to be followed in case anyone exhibits COVID-19 symptoms while inside the campus.**

1. After the initial assessment, verification and referral, the concerned student, faculty or staff will be transported to the appropriate health care facility or to the home address



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- for home quarantine. The Medical Clinic Staff will notify a family member on the status of the concerned individual.
2. The Medical Clinic Staff will coordinate with the Baguio City Health Services Office, Finance Office and the CPMSD regarding the necessary assistance to ensure safe transport of the student. However, if the student lives in a dormitory/boarding house and does not have a family member/guardian living nearby, he/she shall not be allowed to return to the dormitory/boarding house. Transport of the student to a health facility shall be arranged.
  3. If the patient is in need of immediate medical management, the Medical Clinic staff will notify the SLU Hospital of the Sacred Heart for further care and management and for transport of the patient when the need arises.
  4. The nurse documents the transport on the student's consultation form and log the case in the COVID-19 Logbook
  5. The isolation room will be immediately disinfected by the CPMSD will start with the disinfection process. A Memo/advisory on temporary closure of the area concerned or of the University premises will be released upon the recommendation the recommendation of the Safety Officer and approved by the Chair of the Crisis Management Committee depending on coverage of disinfection to be done.

## D. Contact tracing protocols

1. Immediately after a confirmed or probable case has been identified, the next steps will be the collaboration between the government contact tracing team and the SLU Medical Officer and the Safety Officer.
2. The government contact tracing team will:
  - i. Interview the case to collect information on clinical history and possible contacts;
  - ii. Trace the contacts and classify them into high-risk exposure (close/direct contact) or low-risk exposure (general contact);
  - iii. Refer the concerned individual and the positive contacts for testing (if required) based on the national/local government/ DOH protocol;
  - iv. Implement contact tracing team's protocol as mandated by the City government/ DOH /BHERT; and
  - v. Trace and communicate with the identified contacts and provide information about suitable infection control measures, symptom





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monitoring and other precautionary measures such as the need for quarantine.

3. Once notified, the SLU Medical Officer and the Safety Officer will:
    - i. Inform the School Dean and the SLU Administration;
    - ii. Disinfection of the classroom and/ or work area will be done within a 24-hour period, following infection control and precautionary measures required; and,
    - iii. Recommend suspension of classes or lockdown in the affected areas/offices as needed.
    - iv. Follow the contact tracing team’s protocol as mandated by the City government/ DOH-CAR/BHERT.
3. Contact follow up

All SLU students and employees who are confirmed as COVID positive and those contact-traced will be monitored. They must keep lines of communication open and they will be required to update the SLU Medical Officer of the progress of their case.

**Table 1. KEY ACTIONS FOR MANAGEMENT OF CONTACTS**

CLOSE CONTACT “HIGH RISK”	GENERAL CONTACT “LOW RISK”
<p><b>1. If asymptomatic (without symptoms):</b></p> <ul style="list-style-type: none"> <li>• Refer to SLU Internal Contact Tracing Team and BHERT/City Contact Tracing Team</li> <li>• Quarantine for 14 days, or for 10 days provided that the result of the RT-PCR swab test is negative</li> <li>• Daily self-monitoring for COVID-19 compatible symptoms and temperature</li> <li>• Ensure that s/he can be contacted anytime by the public health authorities/contact tracing team</li> <li>• Test with RT-PCR only if symptoms manifest on the 5<sup>th</sup> or 8<sup>th</sup> day of exposure or the 1<sup>st</sup> to 3<sup>rd</sup> day of appearance of symptoms*.</li> </ul>	<p><b>1. If asymptomatic (without symptoms):</b></p> <ul style="list-style-type: none"> <li>• Refer to SLU internal contact tracing team</li> <li>• Quarantine while waiting for the result of the probable case with exposure to.               <ul style="list-style-type: none"> <li>○ If the swab test of the probable case is negative, the employee may return to work, provided s/he remains asymptomatic and continue to self-monitor for 14 days.</li> <li>○ If the swab test result is positive, the contact will be reclassified as “High Risk” and shall follow the protocols specified for this type of contact</li> </ul> </li> </ul>



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<ul style="list-style-type: none"><li>• If the patient remains asymptomatic: Discharge after 14 days, or for 10 days from the last date of exposure provided that the result of the RT-PCR or Rapid Antigen test (taken voluntarily or as directed by the City Contract Tracing Team) is negative</li></ul> <p><b>2. If symptomatic:</b></p> <ul style="list-style-type: none"><li>• Refer to BHERT and City Contact Tracing Team</li><li>• Isolate for 14 days</li><li>• Daily self-monitoring for COVID-19 compatible symptoms and temperature daily check</li><li>• Remain contactable by public health authorities/contact tracing team</li><li>• Test with RT-PCR on the 1<sup>st</sup> to 3<sup>rd</sup> day of appearance of symptoms</li><li>• Discharge after resolution of symptoms for <b>at least 3 consecutive days</b> AND completion of 10-day isolation after onset of symptoms <b>regardless of the results.</b></li></ul>	<ul style="list-style-type: none"><li>• Daily self-monitoring for COVID-19 compatible symptoms and temperature daily</li><li>• Ensure that s/he can be contacted anytime by the public health authorities/contact tracing team</li><li>• If symptoms manifest, immediately do self-isolation and seek medical advice. Contact BHERT for assessment and possible referral for facility isolation.<ul style="list-style-type: none"><li>○ Advise <b>RT-PCR: 5<sup>th</sup> or 8<sup>th</sup> day of exposure/1<sup>st</sup> to 3<sup>rd</sup> day</b> of appearance of symptoms</li></ul></li></ul> <p><b>a. If symptomatic:</b></p> <ul style="list-style-type: none"><li>• Refer to BHERT and City Contact Tracing Team</li><li>• Isolate for 14 days</li><li>• Daily self-monitoring for COVID-19 compatible symptoms and temperature daily check</li><li>• Remain contactable by public health authorities/contact tracing team</li><li>• Test with RT-PCR on the 1<sup>st</sup> to 3<sup>rd</sup> day of appearance of symptoms</li><li>• Discharge after resolution of symptoms for <b>at least 3 consecutive days</b> AND completion of 10-day isolation after onset of symptoms <b>regardless of the results.</b></li></ul>
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\*The sensitivity of the RT-PCR is affected by the timing of collection and the amount of virus (if present) in the body. The list below specifies the projected accuracy of the RT-PCR test based on the time of collection of specimen:

Day 1 of exposure: 0%

Day 4 of exposure: 33%

Day 5 of exposure, 1<sup>st</sup> day of symptoms: 62%



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Day 8 of exposure. 3<sup>rd</sup> day of symptoms: 80%  
Day 21 of exposure, likely no more symptoms: 34%

According to research, the best time to take the test is on the 1<sup>st</sup> to 3<sup>rd</sup> day of symptom onset. Furthermore, testing is not advisable for asymptomatic individuals without knowing the time of exposure due to high false negative results.<sup>1</sup>

## E. Containment and lockdown protocols

1. The Medical Officer will report any single or clustering of COVID positive case/s to the Crisis Management Committee headed by the University President who may issue a University Memo for the temporary closure of the university for disinfection, suspension or discontinuance of limited face-to face activities in the University as appropriate.
2. The official directive issued will be widely disseminated to all stakeholders for proper action.
3. Communication to the Department of Health, the Commission of Higher Education and the Local Government of Baguio will be done as appropriate

**Note: Please refer to the SLU Algorithm for case management of COVID-19 Cases (Annex C)**

## F. Return to school protocol

1. Recovered individual/s or medically cleared contact-traced students and employees.

Proper clinical assessment shall be the primary basis for return-to-school decisions of all students who fall under this category. The following certificates are required before being allowed back to school:

- i. Medical Certificate
- ii. If hospitalized, clearance from the attending Infectious Disease Specialist or Pulmonologist
- iii. If home quarantined, clearance from MHO/CHO/HSO/BHERT
- iv. If quarantined in a community facility; clearance from the attending

<sup>1</sup> Kucirka, LM et al. (Aug 2020). 'Variation if False-Negative Rate of Reverse Transcriptase Polymerase Chain Reaction-Based SARS-CoV-2 Test by Time Since Exposure'.



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## Infectious Disease Specialist or Pulmonologist

Note: Repeat swab test is no longer considered discharge criteria for suspect, probable, and confirmed COVID-19 cases. It is also NOT a prerequisite for the issuance of Return-to-School clearance unless required and deemed necessary.

### 2. Students and employees coming from areas under lockdown.

Students and employees coming from these areas should strictly comply with the authorities and refrain from going out unless deemed essential. If the student or faculty is required to attend class, s/he must present the following at the Triage Area:

- i. Clearance from the barangay stating that the student is not from the area being processed by the contact tracing team.
- ii. Letter of the concerned individual that s/he has no direct or indirect contact with the Confirmed case or with Suspected and Probable cases being contact traced.
- iii. Endorsement Letter from the Dean/Head of Office requesting the student/employee to report to class/work;

## V. COLLECTION, FILING AND DISPOSAL OF DATA

The collection of data is done as part of the COVID-19 prevention and control as mandated by the government. Thus, everyone who conducts transactions within any of the university premises shall fill in the: (1) Health Declaration Form

### 1. HEALTH DECLARATION FORM:

a. Personal data (such as name, age, address and contact details), pertinent information and medical history in relation to COVID-19 will be collected through paper-based or online Health Declaration Form;

b. The Health Declaration Form should be accurate and legible. All required fields must be filled out. Upon reasonable belief that the information provided is inaccurate, the Triage Officer can verify from the concerned student; and

c. The individual's signature means that s/he abides by the provisions of the Republic Act No. 11332, otherwise known as the "Law on Reporting of Communicable Disease".



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## 2. SAFETY AND SECURITY OF DATA

SLU ensures the observance of the pertinent policies of the Data Privacy Act as to the access, storage, and disposal of data related to the prevention, control and management of COVID-19 in the University.

Only the authorized SLU triage and campus safety team members shall have access to information in the HDF and the logbook for purposes of facilitating contract tracing efforts in the University;

b. All accomplished forms are kept physically segregated and transmitted to the authorized personnel/unit within the establishment for appropriate action and storage at the end of the day or as may be prescribed by the internal policies on the matter. The transmittal of the forms shall be done in such a way that the confidentiality, integrity, and availability of the data is preserved;

c. All personal data collected for the purpose of contact tracing shall be retained only for the period allowed by existing government issuances. The DTI-DOLE JMC provides that personal data collected through the health declaration form or the visitor contact tracing form shall be stored only for a limited period and shall be disposed properly after thirty (30) days from date of accomplishment (DTI-DOLE JMC No. 20-04-A); and

d. The Health Declaration Forms containing personal data shall be disposed in a secure manner after the required retention period stated above. Paper records must be shredded properly while storage media of the digital devices must be electronically wiped, including back up data, to ensure that stored personal data are beyond recovery (NPC Guidelines for Workplaces and Establishments Processing Personal Data for Covid-19 Response National Privacy Commission Advisory No. 2020-03 )

## VII. Communication Protocols

1. All communications coming from the Crisis Management Committee will be coursed through the appropriate offices and/or schools for wide dissemination and compliance.
2. The Medical Clinic prepares relevant information materials for the prevention and protection of all SLU stakeholders. The information posters are distributed and posted in major areas of the university. The same information materials are also posted in the official SLU social media pages (SLU Website and fb pages) in coordination with the ERMCAA. These information materials on the health and safety guidelines against



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COVID 19 are also disseminated to the faculty and students through their official SLU email addresses (Annex D)

3. Health and safety information and compliance reports from the office/school level will be coordinated by the Head of Office/School Deans to the Medical Officer, Safety Officer and the Crisis Management Committee as needed.
4. The Medical Officer shall prepare and submit a prescribed report to CHED as scheduled.

## VIII. Other Medical Services

### a. Online Medical Consultation/ Teleconsultation

Face-to-face medical consultation has been temporarily suspended except for emergency cases or by appointment on a case-to-case basis. However, the SLU Medical Clinic is offering online consultation to SLU students as a safe and effective way to assess and guide the client, and to provide diagnosis and treatment while minimizing the risk of transmission during the COVID-19 pandemic.

The following services are offered:

- i. Online Consultation / Teleconsultation via the SLU Medical and Dental Clinics Official Facebook Page or email the Medical Clinic at [medical\\_clinic@slu.edu.ph](mailto:medical_clinic@slu.edu.ph) from Mondays to Fridays, 8am-5pm.
- ii. E-prescription to be sent via the student's official email address
- iii. Other health related services including health education and advisories

### b. Consultation While in the School Premises

If the student suddenly feels ill while inside the school, the following must be done:

- i. The student must inform the Instructor or faculty.
- ii. The designated point person of the school must notify the Medical Clinic. If upon assessment, the student presents with non-COVID symptoms, the point person accompanies the student to the Medical Clinic for further management.



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- iii. In case that a student presents with COVID-19 related signs and symptoms and is classified as a probable, possible or suspect case, a close contact / high risk contact and needs further medical management, the Contingency Plan for COVID-19 Cases must be followed.

## IX. AMENDMENT CLAUSE

This institutional policy is subject to change or updating to conform to relevant issuances from the local and national government and other pertinent agencies.

## X. REFERENCES

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## Annex A

### FACE-TO-FACE CLASSES WAIVER AND RELEASE (DURING THE PANDEMIC)

**PLEASE READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. UPON SIGNING, THIS DOCUMENT PRODUCES THE LEGAL EFFECT OF RELEASING SAINT LOUIS UNIVERSITY, INC. FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN ANY FACE-TO-FACE CLASSES CONDUCTED FOR THE COURSES, PROGRAMS, OR INTERNSHIPS OFFERED OR REQUIRED BY THE UNIVERSITY.**

Due to the restrictions and limitations posed by the COVID-19 pandemic, Saint Louis University, Inc. (hereinafter "University") has conducted academic classes and other instruction via distance learning, either purely online or correspondence-based. That despite knowledge of such precaution, I am knowingly electing, freely, and voluntarily, to perform my course and other requirements via face-to-face instruction. I understand fully the risks involved in interacting in-person including all the risks associated with COVID-19.

In accordance with CHED-DOH Joint Memorandum Circular No. 2021-001, this serves as my notice and advise to consider flexible learning or take face-to-face classes and other requirements, such as but not limited to internships, and clerkships, in succeeding semesters or whenever possible without prejudice to readmission and maximum residency, especially if I am living with individuals with significant co-morbidities of the risk of contracting COVID-19. However, I choose to complete my course or program at this time and I understand that my participation is voluntary and may include inherently dangerous activities that may expose me to risks associated with COVID-19, among others.

If I become infected or ill as a result of the pandemic, or if there are governmental restrictions on face-to-face classes, I understand that my participation may be discontinued immediately and may be allowed to resume only when I am cleared to leave isolation or quarantine.

I hereby RELEASE, WAIVE, and DISCHARGE Saint Louis University, Inc., and its representatives, trustees, officers, employees, agents and contractors from any and all actions, damages, claims, or demands, which I, my heirs, personal representatives, executors, administrators, or assigns may have against any and all the aforementioned and for any and all injuries, accidents, or illnesses including death, damages and loss of property, which I have or may incur by participation in the face-to-face instruction.

Name \_\_\_\_\_

Signature \_\_\_\_\_



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**Annex B**  
**SAINT LOUIS UNIVERSITY**  
**MEDICAL CLINIC**  
**HEALTH DECLARATION FORM**



SLU EMPLOYEE  
 VISITOR  
 STUDENT

<b>NAME:</b>		<b>DATE:</b>	
<b>HOME ADDRESS:</b>			
<b>AGE:</b>	<b>CONTACT NO.:</b>	<b>DEPT. / DESTINATION:</b>	
<b>INSTRUCTION: Answer the following questions with Yes or No.</b> Please tick or check (✓) your answers.			<b>TEMPERATURE</b>
1. Is the place you are residing at, included in the COVID-19 High Risk areas <u>or</u> currently on LOCKDOWN?			<b>YES NO</b> ( ) ( )
2. Did you travel outside Baguio in the last 14 days? If YES please specify all places _____			<b>YES NO</b> ( ) ( )
3. In the past two weeks, have you:			<b>YES NO</b>
a. Had any known exposure to a confirmed COVID-19 patient?			( ) ( )
4. <b>MEDICAL HISTORY:</b> Have you been sick or experienced any of the following in the last 14 days?			<b>YES NO</b>
a. FEVER (LAGNAT)			( ) ( )
b. COUGH (UBO)			( ) ( )
c. COLDS (SIPON)			( ) ( )
d. SORE THROAT (PANANAKIT NG LALAMUNAN)			( ) ( )
e. DIFFICULTY IN BREATHING (HIRAP SA PAGHINGA)			( ) ( )
f. DIARRHEA (MADALAS NA PAGDUMI)			( ) ( )
g. OTHERS: Do you have history of Hypertension, Diabetes Mellitus, Heart disease, Lung Disease etc. Others please write it on the space provided.			( ) ( )
<b>For FEMALES: Are you PREGNANT?</b>			( ) ( )
<b>DECLARATION:</b> I hereby certify that the above information is true and complete. I understand that my failure to answer, or any false or misleading information given by me may be used as a ground for the filing of cases against me under Articles 171 and 172 of the Revised Penal Code of the Philippines, or Republic Act No. 11332, otherwise known as the "Law on Reporting of Communicable Disease". (Ako ay nagpapastunay na ang mga impormasyon na aking binigay ay totoo at kumpleto. Naiintindihan ko na ang kung anumang maling impormasyon ay maaaring magiging dahilan para sa paghain ng kasong criminal laban sa akin sa ilalim ng Article 171 at 172 ng Revised Penal Code o sa ilalim ng Republic Act No. 11332).			<b>SIGNATURE</b>
<b>ACTIONS TO BE DONE (TO BE FILLED UP BY THE TRIAGE OFFICER)</b>			
<b>NAME AND SIGNATURE OF TRIAGE OFFICER</b>			

PLEASE SUBMIT THIS FORM THEN GET A TRIAGE STICKER. PUT STICKER ON CHEST/VISIBLE AREA. ONLY ONE STICKER SHOULD BE VISIBLE.



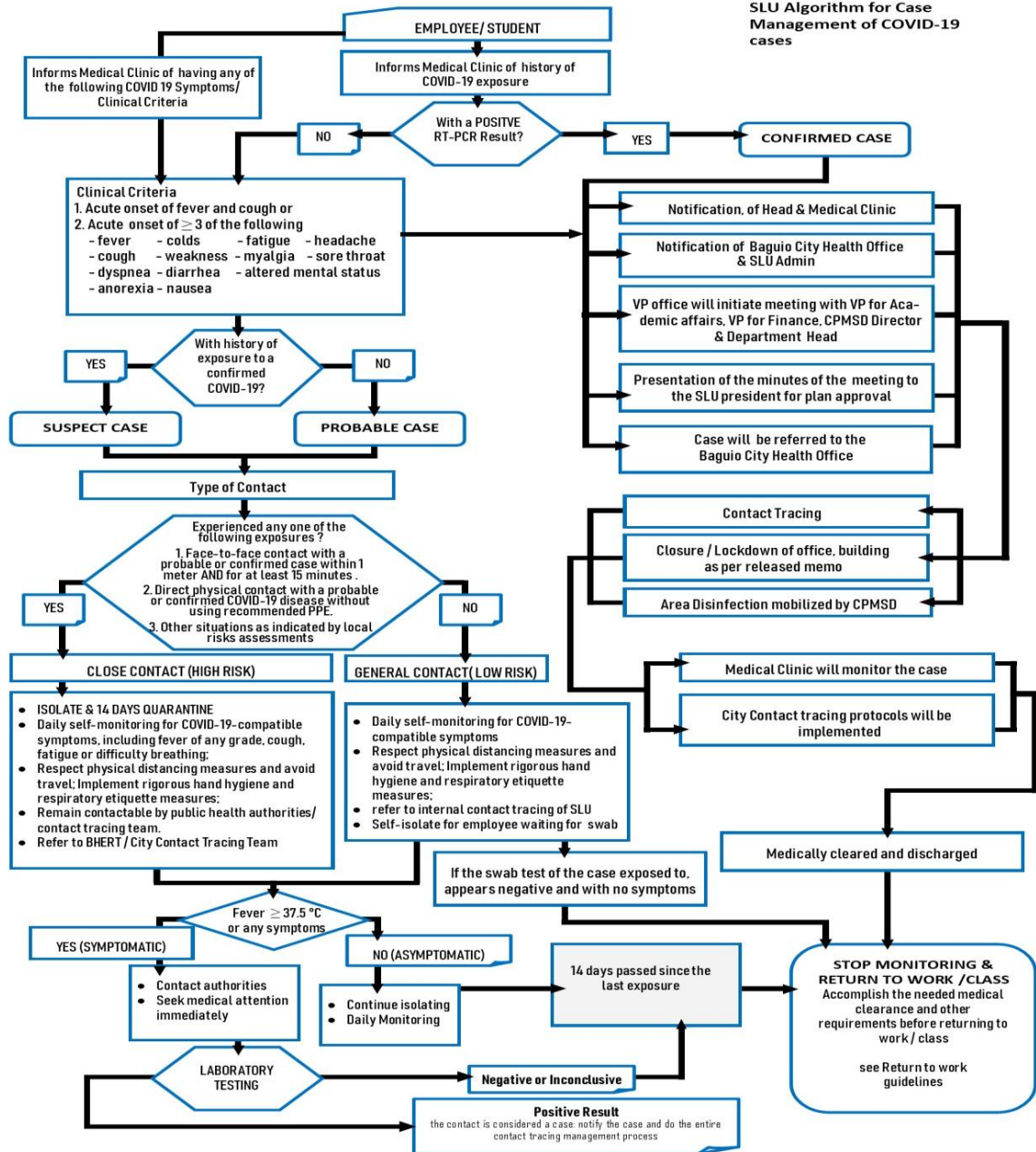
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## Annex C

Figure 1  
 SLU Algorithm for Case Management of COVID-19 cases





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## Annex D SAMPLE INFOGRAPHICS ON HEALTH ADVISORIES

**don't be a noob**  
**wear your mask properly!**  
**YASS!**

**ALWAYS** wear your masks properly covering your nose, mouth, and your chin.

**CHANGE** or **WASH** your masks daily. **DISPOSE** them properly

**ALWAYS** wear a proper fitting mask. **DISPOSE** them when they get loose/leave gaps around the face

**WASH** your hands or **USE** alcohol every time you put on or take off your mask. **AVOID** touching it while wearing it.

**NAH!**

**DO NOT** wear masks with exhalation valves. These masks allow respiratory droplets to pass through.

**DO NOT** push your mask under your chin or neck. Also, **DO NOT** leave your chin exposed.

**DO NOT** let your mask hang from one ear. **DO NOT** wear it loosely with gaps on the sides.

**DO NOT** expose your nose or wear your mask on just the tip of your nose.

ERMCAA | LPOG





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## DO'S


- 


Use physical/acrylic barriers between eating areas or use non-movable chairs to regulate distance.
- 

Maintain adequate ventilation and exhaust.
- 

Set-up washing facilities and sanitizing stations. Make sure to wash your hands thoroughly before and after each meal.
- 


Schedule alternate mealtime to limit people in the pantry/cafe/tertia or if possible, you can eat alone in your workstation.
- 


Follow floor, table, and chair markings.
- 


Practice physical distance when sharing a table or back to back seating arrangement when possible.
- 


Disposable face masks must be thrown in designated bins. Replace used masks after eating, and wear it properly.


## DON'TS


- 


Do not put used masks in your pocket, bag, or on any surface of your work table.
- 

Do not pull down your mask, put it under your chin, or partially cover your nose, or let the mask hang on your ear when eating.
- 

No face to face small talks when eating. Do not talk when your mouth is full.
- 

Do not eat with your bare hands without washing and avoid nibbling snacks while working.
- 

No sharing of meals or borrowing of utensils.
- 

Do not share condiments.
- 

Do not stay longer than necessary in common areas.



# HEALTHY & SAFE EATING IN THE WORKPLACE

SOURCE: Philippine College of Occupational Medicine, Inc.



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2

**COVER MOUTH WHEN COUGHING  
OR SNEEZING**

