





SAINT LOUIS UNIVERSITY

Bonifacio Street, Baguio City

POLICY ON COVID-19 PREVENTION AND CONTROL MEASURES IN THE WORKPLACE (2020)

Prepared by:		Attested by Employees' Representative:	Approved by:
			18 JAN 2021
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I. INTRODUCTION

Saint Louis University (SLU) is committed to ensuring the health, safety and well-being of its employees, students, clients, visitors and other stakeholders. Thus, in keeping with the guidelines issued by the Inter-Agency Task Force (IATF) on Emerging Infectious Diseases and other pertinent government issuances, SLU adopts a policy on the prevention and control of COVID-19¹ disease and its adverse health effects to ensure safe and efficient operations.

II. COVERAGE

This policy shall apply to all employees, regardless of status, and students of Saint Louis University, including its visitors (e.g. contractors/subcontractors, concessionaires, suppliers, clients and guests).

III. OBJECTIVE

This policy is intended to prevent and/or mitigate the spread of COVID-19 in the University. It includes measures to maintain a safe workplace and institute sound practices to protect the health of its employees, students, clients, visitors and other stakeholders.

IV. GUIDELINES

A. ENTRY TO SLU CAMPUSES

1. SLU EMPLOYEES

- a. Employees who wish to enter any of the campuses must:
 - i. wear their face mask and face shield properly (i.e. masks should cover the entire area of the nose, mouth and chin, and face shields should cover the entire face). See Annex A;
 - ii. accomplish completely and truthfully the provided Health Declaration Form (HDF) (see Annex B) in the designated writing area. Employees must use their own pen and observe physical distancing; and
 - iii. proceed to the Triage Area and submit the HDF to the Triage Officer for further assessment and mandatory temperature check.
- b. Entry in the Dormitories, Residences, and “off-campus” offices such as the Sunflower Child and Youth Wellness Center, SLU Halfway Home for Boys, and the SLU Aquatics Facilities shall be regulated by the same entry guidelines. However, due to the location and nature of services of these offices, separate guidelines may be observed but these must be coordinated with the Medical Clinic. The HDFs gathered from these offices, if any, must be submitted to the Medical Clinic every 2 weeks for monitoring purposes; and
- c. SLU Employees who are returning to work as a result of being contact traced, residing in a locked down area, travelling outside of the city are covered by the Return to Work guidelines under this policy (Section F.4).

2. STUDENTS & VISITORS (including but not limited to outsourced personnel, concessionaires, suppliers, clients and guests)*

Students & visitors who wish to enter the campus must:

¹ COVID-19 (Novel Corona Virus Disease discovered in 2019) is a new coronavirus that circulates among animals but is known to have affected humans. It is said to have originated from bats and was identified in China at the end of 2019.

- a. wear their face mask and face shield properly (i.e. masks should cover the entire area of the nose, mouth and chin, and face shields should cover the entire face). See Annex A;
- b. accomplish completely and truthfully the provided Health Declaration Form (HDF) (see Annex B) in the designated writing area. They must use their own pen and observe physical distancing; and
- c. proceed to the Triage Area and submit the HDF to the Triage Officer for further assessment and mandatory temperature check
 - * If students or visitors come from areas outside of Baguio City and LISTT (La Trinidad, Itogon, Sablan, Tuba, and Tublay – provided that there are no current restrictions on their entry to Baguio City), they must present the following documents to the Triage Area for verification purposes:
 - i. Medical Clearance from their place of origin
 - ii. Travel Authority from their place of origin
 - iii. Triage Form from Baguio City Triage Centers
 - iv. RT-PCR swab or Rapid Antigen test result (If required)

3. ENTRY RESTRICTIONS

The following may not be allowed to enter any of the SLU campuses:

- a. Individuals who did not undergo or refuse compliance with the Triage Process;
- b. Employees, students & visitors with any of the following:
 - i. respiratory symptoms (cough, colds, painful throat);
 - ii. fever; and
 - iii. a recent travel history (within the last 14 days) in areas with high COVID-19 cases
- c. Employees, students & visitors who have:
 - i. originated from local areas under lockdown*
 - ii. 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. See guidelines on Return to Work under Case Management in this policy (Section F).
- d. Individuals who fall within the restricted age range for mobility as decreed by the IATF or city government. Those who belong to this category who may have urgent matters to attend to in any of the campuses shall sign the COVID-19 Liability Release Waiver (See Annex C) prior to entry.
- e. Persons who are classified as Most-At-Risk Population (MARP)- seniors/elderly, pregnant women, young children, immunocompromised and those with uncontrolled comorbidities or underlying health conditions such as, but not limited to, diabetes, lung and heart disease. Those who belong to this category who may have urgent matters to attend to in any of the campuses shall sign the COVID-19 Liability Release Waiver (See Annex C), and present a recent medical clearance to the Triage Officer prior to entry.

Note: Employees who are classified as MARP and who are required to report to work must sign the COVID-19 Liability Release Waiver (See Annex C), and present a recent medical clearance to the Triage Officer prior to entry. If alternative work arrangement is advised, these shall be done in consultation with the employee's Head of Office.

B. IN-CAMPUS GATHERINGS

1. All in-campus events and gatherings shall follow the guidelines issued by the local and national government, and other pertinent government agencies as to number of people allowed, duration of event, etc.
2. Any event being held inside the SLU premises shall be coordinated with Campus Planning, Maintenance, and Security Department (CPMSD) and the Medical Clinic.
3. All non-SLU participants shall comply with the entry guidelines and triage process.
4. Use of face mask and face shield, and social/physical distancing must be strictly observed at all times during the event.
5. Only individually packed meals are to be served.
6. Disinfection of the venue after every event shall be coordinated with the CPMSD.

C. TRIAGE

1. TRIAGE OFFICERS

- a. Triage Officers screen individuals entering SLU premises and are composed of 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.
- b. Triage Officers must wear full PPE whenever performing Triage Process (see Section D.1)

2. TRIAGE AREA

Every campus shall have designated areas for the conduct of the Triage Process. These areas shall be equipped with protective barriers and must have hand sanitizers available for use. A temporary holding and isolation facility is likewise provided for cases awaiting verification.

3. TRIAGE PROCESS

The Triage Process shall be available during office hours.

- a. The employee, student or visitor (e.g. contractors/subcontractors, concessionaires, suppliers, clients and guests) must fill in the Health Declaration Form;

- b. The Triage Officer receives the HDF from the employee, student or visitor, and verifies the content of the form (e.g. on presence of symptoms, history of travel, from lockdown area, etc.);
- c. Additional documents such as Barangay Clearance, Medical Certificate, Travel Authority/Pass or Triage form from Baguio City Central Triage and/or RT-PCR swab or Rapid Antigen test result will be required & verified by the Triage Officer when deemed necessary (see Section A on related guidelines on Entry of Employees, Students and Visitors);
- d. The Triage Officer checks the temperature of the employee, student or visitor; and
- e. If the employee, student or visitor is cleared for entry, a triage sticker is given to them to be placed on the ID of the employee or on the chest level of the student or visitor. These stickers are to be displayed at all times for the duration of the stay of the employee, student or visitor in the University premises. These stickers are issued on a daily basis. Employees' IDs shall bear only one sticker to determine if they went through the triage process for the day. Heads of Offices are to ensure compliance to this requirement.

D. PERSONAL PROTECTIVE EQUIPMENT

The following must be used by employees reporting for work in the campus:

1. TRIAGE OFFICERS and FOR OTHER PERSONNEL ASSIGNED TO PERFORM DISINFECTION PROCEDURES
 - a. N95 or KN95 or surgical mask, whichever is available
 - b. Face Shield
 - c. Long sleeve gown
 - d. Disposable gloves
 - e. Plastic barrier (for the Triage Area)
 - f. Hair cover, shoe cover (optional)
2. FOR OTHER EMPLOYEES REPORTING TO WORK IN THE CAMPUS
 - a. Standard disposable face mask or cloth mask
 - b. Face shield
 - c. Plastic barrier – for those serving a high number of clients

E. HEALTH AND SAFETY PROTOCOLS

SLU Employees, students, and visitors shall, at a minimum, be knowledgeable of hand and respiratory hygiene, the use of facemasks and face shields, and the strict observance of social/physical distancing (See Annex A, Annex D).

1. Masks and face shields should be worn properly (i.e. masks should cover the entire area of the nose, mouth and chin, and face shields should cover the entire face) at all times while in the University premises.
2. Social/physical distancing must be strictly observed. Office desk barriers may be used when deemed necessary. As much as possible, interpersonal interactions or

face-to-face transactions should be limited to less than 15 minutes to minimize exposure. The use of phones, emails, and other forms of electronic transactions are encouraged.

3. MEAL BREAKS

- a. Employees are allowed meal breaks during the workday. They are discouraged from leaving the premises during this time to avoid exposure outside; hence, everyone is encouraged to bring their own food or to buy from the cafeteria authorized to operate within the University premises;
- b. Employees must eat at their own tables or cubicles. If communal eating cannot be avoided, employees must still maintain social/physical distancing and not spend more than 15 minutes eating together. The office or department can also devise a system of alternate meal times. Masks must be worn immediately after eating; and
- c. Peddlers/vendors/riders from outside of the campus are not allowed to enter the premises; thus, employees who order meals or any other merchandise from outside are required to meet the delivery personnel at the gates just before the electronic barriers.

4. 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.

5. RESPIRATORY HYGIENE (See Annex E)

- a. Cover the mouth and nose area with tissue or handkerchief or the corner of one's elbow when coughing and sneezing;
- b. Dispose soiled tissues immediately after use and disinfect hands at once by washing with soap and water or by using alcohol-based hand sanitizer;
- c. Maintain at least one (1) meter distance or six (6) feet apart from others especially with a suspected sick person or a person who sneezes or coughs; and
- d. Wear mask and face shield at all times especially while out in public to protect self and others.

6. PHYSICAL / SOCIAL DISTANCING (See Annex D)

- a. Avoid crowded places;
- b. Maintain at least one (1) meter distance or six (6) feet distance from other people;
- c. Use table shields when transacting with clients. This is imposed on those who have frequent contacts with visitors from outside of the University; and
- d. Avoid travelling to high risk places/ places with a high number of confirmed cases of COVID-19.

7. MEDICAL / HEALTH CONSULTATION

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 employees and 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 via the SLU Medical and Dental Clinics Official Facebook Page, from Mondays to Fridays, 8am-5pm
- ii. Teleconsultation (please check the SLU Medical and Dental Clinics Official Facebook Page for the contact details)
- iii. E-prescription to be sent via the employee's or student's official email address
- iv. Other health related services including health education and advisories

b. Annual Medical Examination (AME) for Employees

The Annual Medical Examination for Employees is still required most especially at this time of increased health risk. All employees who will undergo the medical and laboratory procedures required for the AME shall sign an informed consent form. The specific guidelines for the AME are found in the Administrative Memo No. 25, Series 2020 and other related advisories.

c. Medical Examination of Students

In consideration of the health and safety of the students at this time, the required medical examination of students (e.g. for internship, practicum, on-the-job training, athletic scholarship, etc.) is generally suspended until further notice. For the School of Nursing (SON), students in all year levels are still required to accomplish the required medical examination (see Annex F for the specific guidelines for SON students).

d. Online Psychosocial Consultation

SLU recognizes that mental health is an important aspect of overall well-being. Hence, the SLU Guidance Center is offering online consultation on mental health concerns for both employees and students. The specific details can be accessed through the official Facebook page of the SLU Guidance Center.

F. CASE MANAGEMENT

This section outlines the key steps of contact tracing, including contact identification, listing and follow-up, in the context of the COVID-19 response.

1. DEFINITION OF TERMS²

a. Active Case.

Refers to an individual who is:

- i. RT-PCR SWAB positive; AND
- ii. has not yet clinically recovered or asymptomatic, AND
- iii. has not yet completed the 14 days isolation period after onset or clinical recovery

b. Close Contact.

A person who has experienced any one of the following exposures during the 2 days before and 14 days after the onset of symptoms of a probable or confirmed case (WHO Public Health Surveillance for COVID-19):

- i. Face-to-face contact with a probable or confirmed case within 1 meter AND for at least 15 minutes,
- ii. Direct physical contact with a probable or confirmed COVID-19 case without using recommended personal protective equipment, OR
- iii. Other situations as indicated by local risks assessments

c. Confirmed Case.

A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms

d. Contact Tracing.

The identification, listing, assessment, and monitoring of persons who may have come into close contact with a confirmed COVID-19 case. Contact tracing is an important component in containing outbreaks of infectious diseases.

e. Disinfection.

The process of reducing the number of viable microorganisms on a surface to a less harmful level. It involves use of chemicals including but not limited to a bleach solution, and is more effective if done after cleaning.

f. General Contact.

Individuals who may have been exposed to a confirmed case (such as those who were in the same event, social gathering, or venue as the confirmed case) but did not fulfill the case definition of a close contact (e.g. were beyond one meter

² Adapted from Omnibus Interim Guidelines on Prevention, Detection, Isolation, Treatment and Reintegration Strategies for COVID-19. (<https://doh.gov.ph/sites/default/files/health-update/dm2020-0439.pdf>)

distance from the confirmed case or did not have prolonged interaction or direct contact with the confirmed case.)

g. Isolation.

The separation of ill or infected persons from others to prevent the spread of infection or contamination. Isolated individuals need medical attention and monitoring by medical personnel.

h. Probable Case.

A patient who meets the clinical criteria above AND is a contact of a probable or confirmed case, or epidemiologically linked to a cluster of cases which has had at least one confirmed case identified within that cluster.

i. A suspected case (detailed above) with chest imaging showing findings suggestive of COVID-19 disease. Typical chest imaging findings suggestive of COVID-19 include the following:

- Chest radiography: hazy opacities, often rounded in morphology with peripheral and lower lung distribution
- Chest CT: multiple bilateral ground glass opacities, often rounded in morphology, with peripheral and lower lung distribution
- Lung ultrasound: thickened pleural lines, B lines (multifocal, discrete, or confluent), consolidative patterns with or without air bronchogram

ii. A person with recent onset of anosmia (loss of smell) or ageusia (loss of taste) in the absence of any other identified cause;

iii. Death, not otherwise explained, in an adult with respiratory distress preceding death AND who was a contact of a probable or confirmed case or epidemiologically linked to a cluster which has had at least one confirmed case identified within that cluster

i. Quarantine.

The restriction of movement, or separation from the rest of the population, of healthy persons who may have been exposed to the virus, with the objective of monitoring their symptoms and ensuring early detection of cases.

j. Recovered.

i. For Symptomatic:

- Have clinically recovered; OR
- No longer symptomatic; AND
- Have completed at least 14 days of isolation;
- Can be discharged and tagged as recovered WITHOUT RT-PCR or antibody testing, provided that a licensed medical doctor clears the patient.

ii. For Asymptomatic

- Released from quarantine after 14 days as long as patient remains asymptomatic for the entire duration of the quarantine, even without testing or test results;
- There is no need to repeat RT-PCR testing prior to discharge and tagging as recovered.

k. Suspect Case.

A person who meets the clinical AND epidemiologic criteria:

i. Clinical criteria:

- Acute onset of fever AND cough; OR
- Acute onset of any three or more of the following signs or symptoms: fever, cough, general weakness, fatigue, headache, myalgia, sore throat, coryza, dyspnea, anorexia/nausea/vomiting, diarrhea, altered mental status; OR
- Patient with severe acute respiratory illness (SARI) - acute respiratory infection with history of fever or measured fever $>38^{\circ}\text{C}$, and cough with onset within the last 10 days and who requires hospitalization.

ii. Epidemiologic criteria:

- Residing or working in an area with high risk of transmission of the virus (e.g. closed residential settings and humanitarian settings, such as camp and camp-like settings for displaced persons), any time within the 14 days prior to symptom onset; OR
- Residing in or travel to an area with community transmission anytime within the 14 days prior to symptom onset; OR
- Working in health settings, including within health facilities and within households, anytime within the 14 days prior to symptom onset.

2. SLU ALGORITHM OF COVID-19 CASE MANAGEMENT

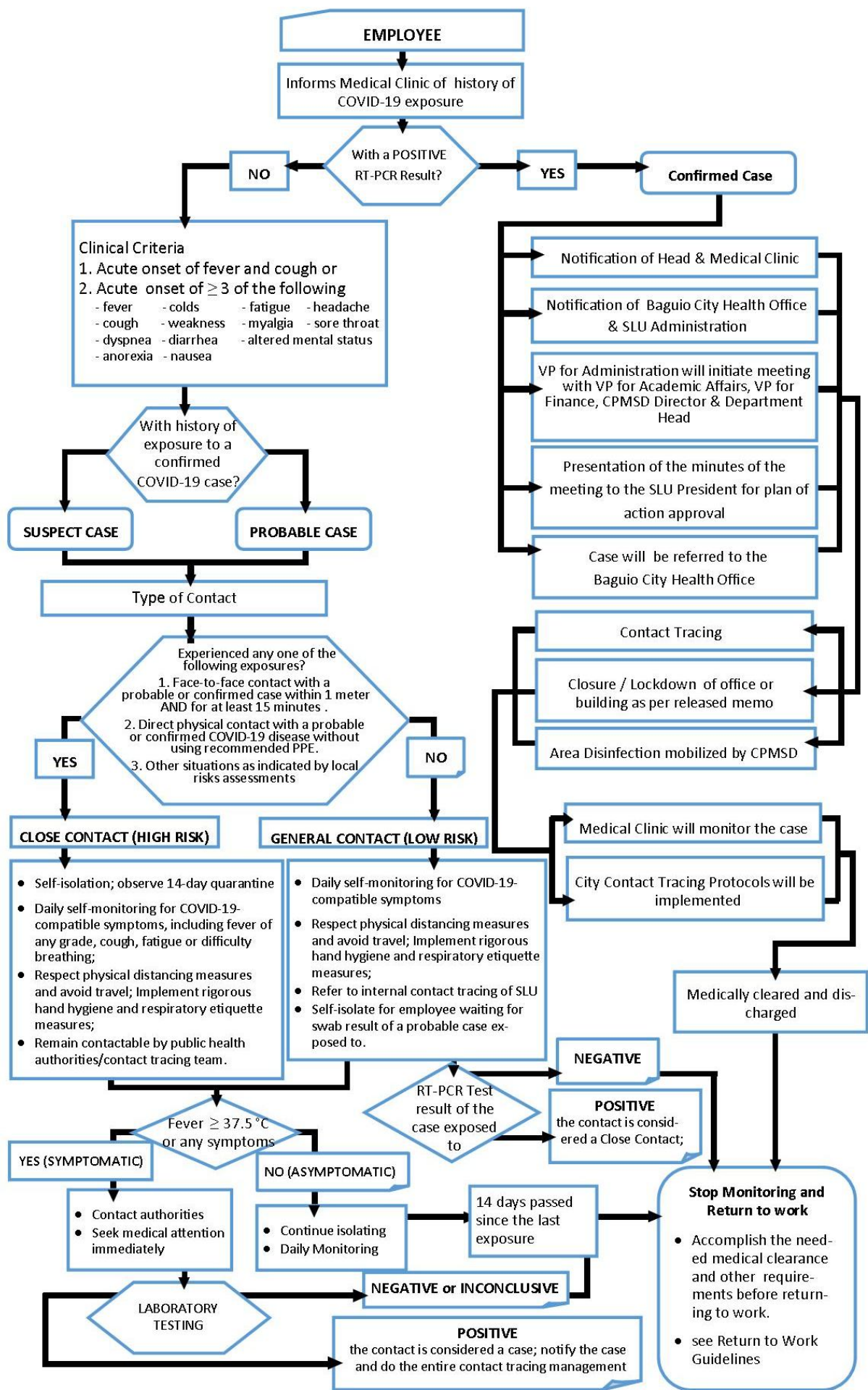


Figure 1. SLU Algorithm for Case Management of COVID-19 cases

3. CONTACT IDENTIFICATION AND LISTING

- a. Immediately after a confirmed or probable case has been identified, the next steps will be collaboration between the government contact tracing team and the SLU Triage and Campus Safety Team.
- b. 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 employee 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 monitoring and other precautionary measures such as the need for quarantine.
- c. Once notified, the SLU triage and campus safety team will:
 - i. inform Head of Office and SLU Administration;
 - ii. lock down affected areas/offices. Disinfection of the work area/ unit/ office will be done within a 24-hour period, following infection control and precautionary measures required; and
 - iii. follow the contact tracing team’s protocol as mandated by the City government/ DOH-CAR/BHERT.
- d. Contact follow up
All SLU employees who are contact-traced will be monitored. They must keep lines open for communication and they are required to update the SLU triage and campus safety team of the progress of their case.

Table 1.
KEY ACTIONS FOR MANAGEMENT OF CONTACTS

CLOSE CONTACT "HIGH RISK"	GENERAL CONTACT "LOW RISK"
<p>1. If asymptomatic (without symptoms):</p> <ul style="list-style-type: none">Refer to SLU Internal Contact Tracing Team and BHERT/City Contact Tracing TeamQuarantine for 14 days, or for 10 days provided that the result of the RT-PCR swab test is negativeDaily self-monitoring for COVID-19 compatible symptoms and temperatureEnsure that s/he can be contacted anytime by the public health authorities/contact tracing teamTest with RT-PCR only if symptoms manifest on the 5th or 8th day of exposure or the 1st to 3rd day of appearance of symptoms*.	<p>1. If asymptomatic (without symptoms):</p> <ul style="list-style-type: none">Refer to SLU internal contact tracing teamQuarantine while waiting for the result of the probable case with exposure to.<ul style="list-style-type: none">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.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

<ul style="list-style-type: none">• 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 <p>2. If symptomatic:</p> <ul style="list-style-type: none">• Refer to BHERT and City Contact Tracing Team• Isolate for 14 days• Daily self-monitoring for COVID-19 compatible symptoms and temperature daily check• Remain contactable by public health authorities/contact tracing team• Test with RT-PCR on the 1st to 3rd day of appearance of symptoms• Discharge after resolution of symptoms for at least 3 consecutive days AND completion of 10-day isolation after onset of symptoms regardless of the results.	<p>contact</p> <ul style="list-style-type: none">• Daily self-monitoring for COVID-19 compatible symptoms and temperature daily• Ensure that s/he can be contacted anytime by the public health authorities/contact tracing team• 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">◦ Advise RT-PCR: 5th or 8th day of exposure/1st to 3rd day of appearance of symptoms <p>a. If symptomatic:</p> <ul style="list-style-type: none">• Refer to BHERT and City Contact Tracing Team• Isolate for 14 days• Daily self-monitoring for COVID-19 compatible symptoms and temperature daily check• Remain contactable by public health authorities/contact tracing team• Test with RT-PCR on the 1st to 3rd day of appearance of symptoms• Discharge after resolution of symptoms for at least 3 consecutive days AND completion of 10-day isolation after onset of symptoms regardless of the results.
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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, 1st day of symptoms: 62%
- Day 8 of exposure. 3rd 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 1st to 3rd day of symptom onset. Furthermore, testing is not advisable for asymptomatic individuals without knowing the time of exposure due to high false negative results.³

³ 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’.

4. RETURN TO WORK

- a. Recovered patient or medically cleared contact-traced employees.
Proper clinical assessment shall be the primary basis for return-to-work decisions of all employees who fall under this category. The following certificates are required before being allowed back to work:
 - i. Medical Certificate/Barangay Clearance
 - 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 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-Work clearance unless required and deemed necessary by authorities.

- b. Employees coming from areas under lockdown.
Employees coming from these areas should strictly comply with the authorities and refrain from going out unless deemed essential. If the employee is required to report to work, s/he must present the following at the Triage Area:
 - i. Letter from the Head of Office requesting the employee to report to work;
 - ii. Clearance from the barangay stating that the employee is not from the area being processed by the contact tracing team.

Furthermore, the employee must ensure that s/he has no direct or indirect contact with the Confirmed case or with Suspected and Probable cases being contact traced.

- c. Employees returning to work after travel.
Refer to the Guidelines on Travel in this policy (Section G) for the policies on travelling outside of the city. Returning employees must strictly observe the following:
 - i. If the duration of the travel is less than five (5) days, the employee will need to present a validated and negative RT-PCR swab or Rapid Antigen test result done within 72 hours upon arrival in the City and the clearance from the City Central Triage area to the SLU Triage Officer upon returning to work;
 - ii. If the duration of the travel is more than five (5) days, the employee must present the following documents to the SLU Triage Officer upon return to work: (a) the clearance from the City Central Triage; (b) a validated and negative RT-PCR swab or Rapid Antigen test result done within 72 hours upon arrival in the City; and (c) a medical certificate issued by the Local Health Office from point of origin stating that the employee is not a suspect, probable, or possible COVID-19 case. Even with the negative RT-PCR swab or Rapid Antigen test result, the employee must still do self-monitoring for the next 14 days from date of arrival.

However, an employee who opts not to avail of the RT-PCR swab or Rapid Antigen testing must undergo a 14-day home quarantine during which time

he/she will be self-monitoring. The absence from work during the home quarantine will be charged to the employee's leave credits. The employee will need to present the clearance from the City Central Triage area and a medical certificate issued by the Local Health Office from point of origin stating that the employee is not a suspect, probable, or possible COVID-19 case to the SLU Triage Officer upon returning to work.

G. TRAVEL

As a general rule, travels outside the City should be kept at a minimum until the pandemic conditions change to ensure the health and safety of the Louisian community.

- 1. Official travels by officers and staff of the University should be deemed essential before being approved by the University administration. Travellers must secure the necessary documents as required by the latest advisory from the local government of Baguio and the place of destination or other concerned agencies;
- 2. Employees who will go on personal travels must ensure that these are essential and they must inform their Head of Office of their travel dates. Travellers must secure the necessary documents as required by the latest advisory from the local government of Baguio and the place of destination or other concerned agencies;
- 3. Refer to the Guidelines on Return to Work in this policy (Section F.4.c) before reporting back to work from travel.

H. LEAVES AND ENTITLEMENTS

1. LEAVES

- a. If employee is identified as a contact (Refer to SLU Algorithm for Case Management of COVID 19 cases):

EXPOSURE	FILING of LEAVE	Work From Home (WFH)
Exposure is at the place of work and advised by SLU Medical Clinic/ Contact Tracer not to report to work.	No need to file for leave of absence but Head of Office must be notified by the SLU Triage and Campus Safety Team.	WFH, if possible, as approved and monitored by Head of Office.
Exposure is NOT at the place of work and is advised by SLU Medical Clinic/Contact Tracer not to report to work.	File for leave of absence using leave credits. If none available, will be charged as leave without pay.	If WFH is possible and is approved & monitored by the Head of Office, no need to file leave of absence for WFH days. Employee writes letter to Finance Office and letter is attested by Head of Office.

- b. If employee is from an area on lockdown:
 - i. Refer to the Guidelines on Return to Work from areas under lockdown; and
 - ii. If unable to report to work, leave of absence must be filed using leave credits. If this is exhausted, absences will be charged as leave without pay.

2. HOSPITALIZATION ENTITLEMENTS

This applies to employees who contract COVID-19:

- a. Hospitalization benefits are based on PhilHealth rules and regulations;
- b. Social security benefits are according to the policies and regulations of the Social Security System;
- c. Benefits and services under the Employees' Compensation Program of the Employees' Compensation Commission (ECC) are provided to eligible frontline workers, by reason of their employment; and
- d. CBA benefits as applicable
 - i. Hospitalization discount at the SLU Hospital of the Sacred Heart.
 - ii. Hospitalization accommodation reimbursement under the Group Accident Insurance to be coordinated with the Finance Office.

3. EMPLOYEE ASSISTANCE PROGRAM

The University shall put in place a social support system for its employees. These include the provision of employee counseling and psychosocial crisis management, a physical wellness program, health and medical advisories, medical consultation, and flexible work arrangements as discussed in this policy.

I. INFECTION CONTROL AND PREVENTION

1. CLEANING AND DISINFECTING THE AREAS/ UNITS / OFFICE OF EMPLOYEES WHO ARE PROBABLE OR CONFIRMED COVID-19 CASE

- a. The employee who is identified as a suspect, probable or a confirmed case shall immediately inform the head of office, the CPMSD and Medical Clinic;
- b. Case management will be initiated. (Refer to Case Management Guideline);
- c. Memo/advisory on temporary closure of the office concerned or of the University premises will be released depending on coverage of disinfection to be done; and
- d. CPMSD will start with the disinfection process.

2. CLEANING AND DISINFECTING WORK AREAS

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*)

- a. All employees must clean and disinfect their work areas regularly especially after face-to-face transaction with clients;

- b. Clean all surfaces using a detergent or soap and water before disinfection. 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; and
- c. The staff of the CPMSD shall perform daily disinfection in all offices and common areas.

J. 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, (2) Client / Visitor Logbook

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 client; 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".

2. CLIENT / VISITOR LOGBOOK

All units / offices / buildings are required to maintain a daily log of their clients or visitors to collect information on the names, addresses, contact numbers and purpose of visits.

3. SAFETY AND SECURITY OF DATA

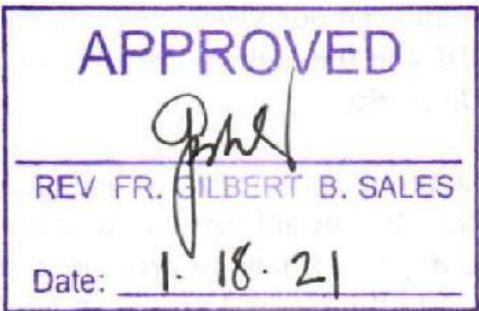
SLU ensures the observance of the pertinent policies of the Data Privacy Act with regards to the access, storage, and disposal of data related to the prevention, control and management of COVID-19 in the University

- a. 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 contact 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*)

V. 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.
























VI. REFERENCES

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- United States of America. Center for Disease Control and Prevention. (2020). *Contact Tracing Workflow in a non-US setting*. <https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/contact-tracing-workflow.html>

HEALTH ADVISORIES TO REDUCE THE RISK OF COVID-19

MASK ON

PROTECT YOURSELF WHILE YOU PROTECT OTHERS

COVID - 19 CARRIER		HEALTHY PERSON
		
		
		
		
		
		
		

ERMCAA | LPGC



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.

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.

ANNEX B

HEALTH DECLARATION FORM

		SAINT LOUIS UNIVERSITY		<table border="1"><tr><td>Document Code</td><td>FM-MEC-023</td></tr><tr><td>Revision No.</td><td>02</td></tr><tr><td>Effectivity</td><td>FEB 01, 2021</td></tr><tr><td>Page</td><td>1 of 1</td></tr></table>		Document Code	FM-MEC-023	Revision No.	02	Effectivity	FEB 01, 2021	Page	1 of 1
Document Code	FM-MEC-023												
Revision No.	02												
Effectivity	FEB 01, 2021												
Page	1 of 1												
		MEDICAL CLINIC		<input type="radio"/> SLU EMPLOYEE									
		A. BONIFACIO ST. BAGUIO CITY, PHILIPPINES		<input type="radio"/> VISITOR									
		(06574) 444 - 3045; 444-0795; 444-8346 LOC. 459 / FAX: (06574) 443 - 3542											
HEALTH DECLARATION FORM													
NAME:			DATE:										
HOME ADDRESS:													
AGE:		CONTACT NO.:		DEP'T. / DESTINATION:									
EXPOSURE HISTORY:					TEMPERATURE								
1. Where did you live in the last 14 days? Please specify all places.)													
INSTRUCTION: Answer the following questions with Yes or No. Please tick or check (/) your answers.													
Is/Are this/these area/s included in the list of areas with confirmed COVID-19 cases or on LOCKDOWN					YES NO () ()								
2. In the past two weeks, have you:					YES NO								
a. Provided direct care for a lab-confirmed COVID-19 patient?					() ()								
b. Worked before or stayed in the same close environment as a COVID -19 patient?					() ()								
c. Traveled together with a lab-confirmed COVID-19 patient in any kind of vehicle or conveyance?					() ()								
d. Lived in the same household as a PUI(suspect) or lab-confirmed COVID-19 patient					() ()								
3. MEDICAL HISTORY: Have you been sick or experienced any of the following in the last 14 days?					YES NO								
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.					() ()								
For FEMALES: Are you PREGNANT?					() ()								
DECLARATION: 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 nagpapahunay na ang mga impormasyon na aking binigay ay totoo at kumpleto. Naiintindihan ko na ang kung anumang maling impormasyon ay maaaring maging dahilan para sa paghain ng kasong criminal laban sa akin sa ilalalim ng Article 171 at 172 ng Revised Penal Code o sa ilalim ng Republic Act No. 11332).					SIGNATURE								
ACTIONS TO BE DONE (TO BE FILLED UP BY THE TRIAGE OFFICER)													
NAME AND SIGNATURE OF TRIAGE OFFICER													

ANNEX C

LIABILITY RELEASE WAIVER

SAINT LOUIS UNIVERSITY

MEDICAL CLINIC

A. BONIFACIO ST. BAGUIO CITY, PHILIPPINES

(06374) 444 – 3043; 444-2793; 444-8246 LOC. 459 / FAX: (06374) 442 – 2842

COVID-19 LIABILITY RELEASE WAIVER

The undersigned acknowledge and agree to the following and hereby declare the following:

I am aware of the existence of COVID-19. I am fully and personally responsible for my own safety and actions and I recognize that going to this institution, I may be in any case at risk of contracting COVID.

With full knowledge of the risks involved, I hereby release, waive, discharge Saint Louis University, its board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.

I agree to indemnify, defend, and hold harmless the University from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

Printed Name and Signature

Date

Parent / Guardian name and Signature

Date

ANNEX D

HEALTH ADVISORY ON SOCIAL / PHYSICAL DISTANCING



1 AVOID CROWDED PLACES, OR MAINTAIN PHYSICAL DISTANCE AT LEAST 6FT OR 1M & WEAR A MASK / FACE SHIELD



ANNEX E

HEALTH ADVISORY ON RESPIRATORY HYGIENE

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ANNEX F

ADVISORY, UNDERTAKING AND WAIVER ON MEDICAL PROCEDURES FOR STUDENTS ENROLLED IN THE SCHOOL OF NURSING



School of Nursing

SAINT LOUIS UNIVERSITY

A Bonifacio Street
2609 Baguio City, Philippines
Tel Nos (+6374) 442.3043 • 443.2001 • 444.8246 to 48
Fax (+6374) 442.2842
www.slu.edu.ph

- Member
- Association of Southeast Asian Institutions of Higher Learning (ASAIHL)
 - Association of Southeast and East Asian Catholic Colleges and Universities (ASEACCU)
 - Association of Catholic Universities of the Philippines (ACUP)
 - Catholic Educational Association of the Philippines (CEAP)
 - International Federation of Catholic Universities (IFCU)
 - Philippine Association of Colleges and Universities (PACU)
 - Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)

Additional Advisory for the Freshmen Admission to the BSN Program

I. Enrolment Procedures

1. Please keep posted on the detailed procedures for freshmen enrolment which will be posted by the SLU Admissions Committee within this week.

II. Medical Examination Requirement for Qualified Applicants

- A. For applicants who already have a Medical Certificate from a licensed physician
1. The applicant must upload a scanned copy of the Medical Certificate together with the duly signed School of Nursing Undertaking in the google form that will be emailed to all qualified BSN applicants.
 2. The original copy of the Medical Certificate, all laboratory results (urinalysis, stool examination, chest x-ray, complete blood count, hepatitis screening: HBsAg/ anti-HBS), duly signed School of Nursing Undertaking and the 2 x 2 picture will have to be mailed to Saint Louis University together with the original copies of the other basic requirements as provided for in the detailed enrolment procedures.
- B. For applicants who still do not have a Medical Certificate
1. The submission of the medical examination requirements may be delayed in consideration of the safety of the applicants and in compliance to the community quarantine protocols. As such, an alternative requirement for enrolment is the Waiver for Medical Examination duly signed by the applicant and the parent/guardian.
 2. The applicant must upload the duly signed Waiver for Medical Examination with the duly signed School of Nursing Undertaking in the google form that will be emailed for all qualified BSN applicants.
 3. To proceed with the medical examination when it will already be safe for the applicant to go out, the applicant can download the SLU School of Nursing Laboratory Request Form or get laboratory request forms from any physician to be guided on the laboratory examinations to be done. Once the results are available, the complete set of results must be shown to a licensed physician for medical examination and issuance of a Medical Certificate.
 4. The original copy of the Medical Certificate, all laboratory results (urinalysis, stool examination, chest x-ray, complete blood count, hepatitis screening: HBsAg/ anti-HBS), duly signed School of Nursing Undertaking and the 2 x 2 picture will have to be mailed to Saint Louis University together with the original copies of the other basic requirements as provided for in the detailed enrolment procedures.

School of Nursing Administration



Saint Louis University

School of Nursing

Baguio City 2600, Philippines

Tel. Nos: 442-3043; 442-2193; 443-2001; 444-8246 to 48 (local 294)



UNDERTAKING

TO WHOM IT MAY CONCERN:

This is to acknowledge receipt of all the pertinent information and policies on admission and retention in the School of Nursing of Saint Louis University. I have fully read and adequately understood the contents thereof.

I understand that I have to comply with the retention policies of the school. Be that as it may, I clearly understand that my enrolment this First Semester will not guarantee my continuing enrolment in the BS Nursing program as I shall be subjected to screening in accordance with the duly established retention criteria and procedures.

I freely submit myself to and shall fully abide by all the duly established policies on admission, enrolment and retention in the School of Nursing, and shall hold free and harmless the School of Nursing and the University from any liability in the proper implementation of the said policies.

Done this ____ day of _____, 20____, at Saint Louis University, Baguio City, Philippines:

STUDENT'S SIGNATURE
(Sign over printed Name)

Confirmed:

Parent's Signature
(Sign over printed name)

Attach a 2 x 2 picture of
student here



School of Nursing

SAINT LOUIS UNIVERSITY

A Bonifacio Street
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WAIVER FOR MEDICAL EXAMINATION

TO WHOM IT MAY CONCERN:

This is to acknowledge receipt of all information regarding the Medical Examination requirements for admission to the BSN program.

But, in view of the COVID-19 community quarantine protocols in our city/province and the priority concern for safety, I will not be able to comply with the requirements for a medical examination at this time.

As a special consideration, I fully understand that I will be accepted for admission this First Semester 2020-2021 in the BSN Program, and that I shall comply with the medical examination requirements before the end of the first semester, if and when it will already be safe to go out.

I understand further that I will not be accepted for the Second Semester 2020-2021 even if without any failing grade in any subjects, unless I comply with the medical examination requirements certifying that I am medically fit without any physical limitations/restrictions to pursue the BSN Program.

I freely submit myself to and shall fully abide by all the duly established policies on admission, enrolment and retention in the School of Nursing, and shall hold free and harmless the School of Nursing and the University from any liability in the proper implementation of the said policies.

Done this ____ day of _____, 20____, at _____:

STUDENT'S SIGNATURE
(Sign over printed Name)

Confirmed:

Parent's Signature
(Sign over printed name)