



REVISED GUIDELINES FOR RESPONDING TO COVID-19 CASES AMONG STAFF & FACULTY FOR UP DILIMAN OFFICES AND UNITS

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UNIVERSITY OF THE PHILIPPINES
Diliman COVID-19 Task Force

Role of Post-ECQ Teams (PETs) and Health Liaison Officers (HeLOs)



Formation of PETs and HeLOs

Each office/unit shall form a Post-ECQ Team (PET) and/or designate a Health Liaison Officer (HeLO) as the main mechanism that guides the office or unit's COVID-19 response.

The PET and/or HeLO shall:

- a. Ensure the compliance of their office/unit to the University's guidelines;
- b. Undertake a risk assessment of their respective offices/units;
- c. Send a daily report to the UPHS-Public Health Unit (UPHS-PHU) regarding the number of suspected and positive COVID-19 cases in their office/unit, even zero number of cases.
- d. Assess their office's or unit's situation if a staff/faculty gets infected;
- e. Communicate directly with the UPHS-PHU regarding the situation of the patient and the office;
- f. Help plan and implement their offices or unit's response to the situation based on the UPHS-PHU's assessment and suggestions; and
- g. Update their respective office or unit on their co-worker's situation and UPHS-PHU assessment.

PETs and HeLOs



Risk Assessment

All offices and units undertake a risk assessment process spearheaded by the PETs and/or HeLOs. This process reviews all office work functions/activities and the risk associated with each function or activity. The level of risk exposure is based on: a) probability (or likelihood) that staff/faculty will be exposed to risk, and b) impact (or severity) of that particular risk should exposure occur.

The risk assessment will allow offices/units to better understand the potential risks in their workplace and informs the unit's decision and action when positive cases are reported. The risk assessment will also be the basis for the targeted testing among staff/faculty.

PETs or HeLOs will accomplish the risk assessment matrix (*see Appendix A*) and submit the assessment results to the UPHS-PHU by Sept. 14, 2020.

Basic Health and Safety Protocols in the Workplace



Strictly follow the post-ECQ guidelines of the university.

If you are not feeling well and/or experiencing one of the symptoms, **do not report for work**. This is a critical part of safety compliance and our first line of defense against the spread of the virus in the workplace.

While at work, wear face masks and face shields, and practice physical distancing and hand hygiene.

Staff/faculty fills out a health checklist every time they report for work which is part of our new work context.

The checklist will ask for health information and names of places and close contacts covering a certain period. This will facilitate future contact tracing.

All offices/units are encouraged to implement an online score-based health screening checklist by scanning the attached QR code (*see Appendix B*) which will be posted at the office's or unit's entrance. If an employee registers a score higher than 1, the employee will not be allowed to enter the premises and immediately escorted to the quarantine/holding room, where he/she will wait for the UPHS-PHU. Depending on the UPHS-PHU assessment, the employee may still be allowed to report for work.

Visitors will also fill out a score-based health screening checklist by scanning a different QR code (*see Appendix C*) which will also be posted at the office entrance. In case the visitor will not be allowed entry because of his/her score, the PET or HeLO will ask the visitor if he/she wishes to go to the UPHS-PHU for medical attention.

For the online checklist, each office/unit may provide a mobile phone or tablet at the office entrance which shall be used by their staff/faculty. These gadgets may also be covered in plastic or any material that will allow the assigned office staff to disinfect them easily.

We urge all units to start using the QR Code by the first week of September 2020.

In case there is no available facility to scan the QR code, the checklist may be accomplished manually by the staff/visitor (*see Appendix D for Staff and Appendix E for Visitors*).



Any staff/faculty who exhibits any of the COVID-19-related symptoms at work will be immediately isolated and brought to a designated holding area until medical help arrives.

The PET member or HeLO shall assist the staff/faculty in seeking immediate care by calling any of the following:

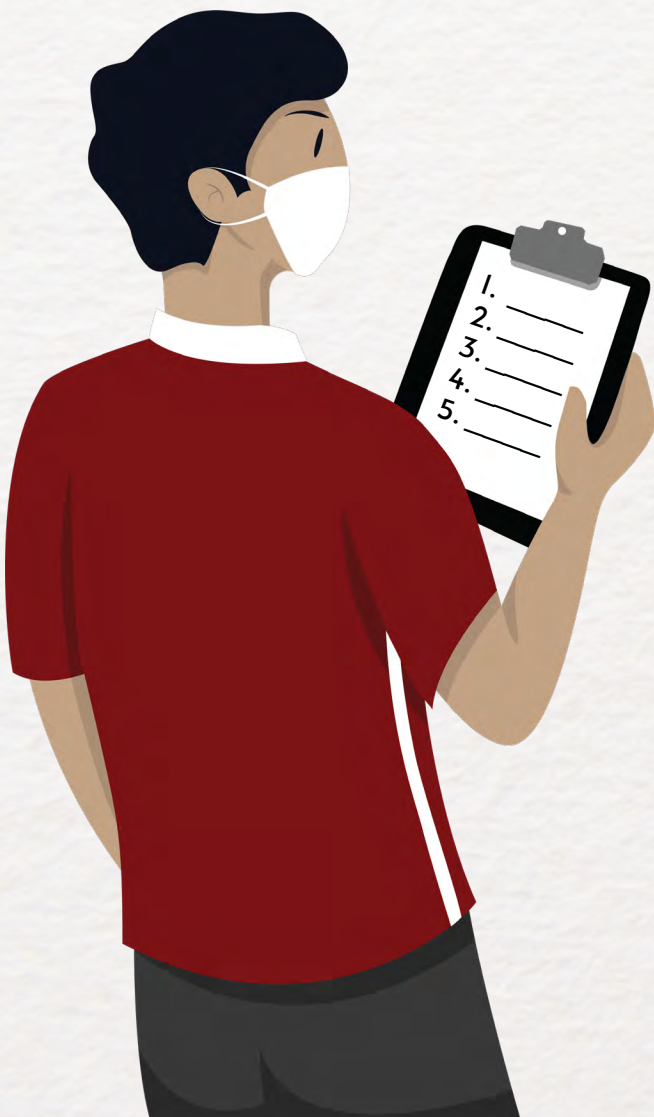
- a. UPHS Emergency Room:
8981-8500 loc. 111
- b. UP Barangay Health Emergency Response Team (BHERT):
8426-7997

The staff/faculty should inform their PETs or HeLOs of any update on their medical condition.

Steps in Responding to a Confirmed or Suspected Case

If a staff/faculty discloses that he/she tested positive for COVID-19 or has been exposed to a confirmed case, the PET or HeLO shall do the following:

1. Ask the staff/faculty to self-isolate or quarantine at home, and wait for further instructions from the UPHS-PHU within 24 hours. Staff/faculty should stop reporting for work and self-isolate for 10-14 days.
2. Inform the UPHS-PHU and facilitate contact tracing by providing the name and contact details of the staff/faculty.
3. The UPHS-PHU may be contacted via mobile number: **0947-4279281**. They will assess the situation, recommend, and identify who among the office's/unit's staff/faculty shall undergo a swab test, if necessary.
4. If self-isolation at home is not feasible due to any of the following reasons: over-crowding and/or presence of young children, elderly and persons with comorbidities, the patient may be referred to *Silungang Molave* or an appropriate isolation facility. (For a guide to home quarantine, see Appendix F).



1. Close contacts (CC) may also voluntarily self-disclose to the PET or HeLO who will refer them to UPHS-PHU. All close contacts will do self-quarantine for 14 days and to report any appearance/progression of symptoms to UPHS-PHU for further instructions.
2. Observing confidentiality, the PET and/or HeLO may facilitate contact tracing by introducing the UPHS-PHU staff to the concerned members of the unit or provide names and contact details of the concerned staff/faculty to the UPHS-PHU.
3. The PETs or HeLOs shall help in explaining to the staff/faculty who is considered a CC.
4. Close contacts are defined as those who:
 - a. Interacted with a confirmed positive and symptomatic (with symptoms) patient two (2) days prior to the onset of symptoms;

Or, interacted with a confirmed positive and asymptomatic (no symptoms) patient two (2) days prior to confirmation of the positive test result;
 - b. The interaction lasted for more than 15 minutes; and,
 - c. The persons involved did not wear face masks or were in an enclosed space or shared activities that breached physical distancing.

Examples of instances will also be provided to the office's/unit's staff/faculty for better identification and assessment (*see Appendix G*).

Contact Tracing



Communicating, Monitoring and Reporting Cases

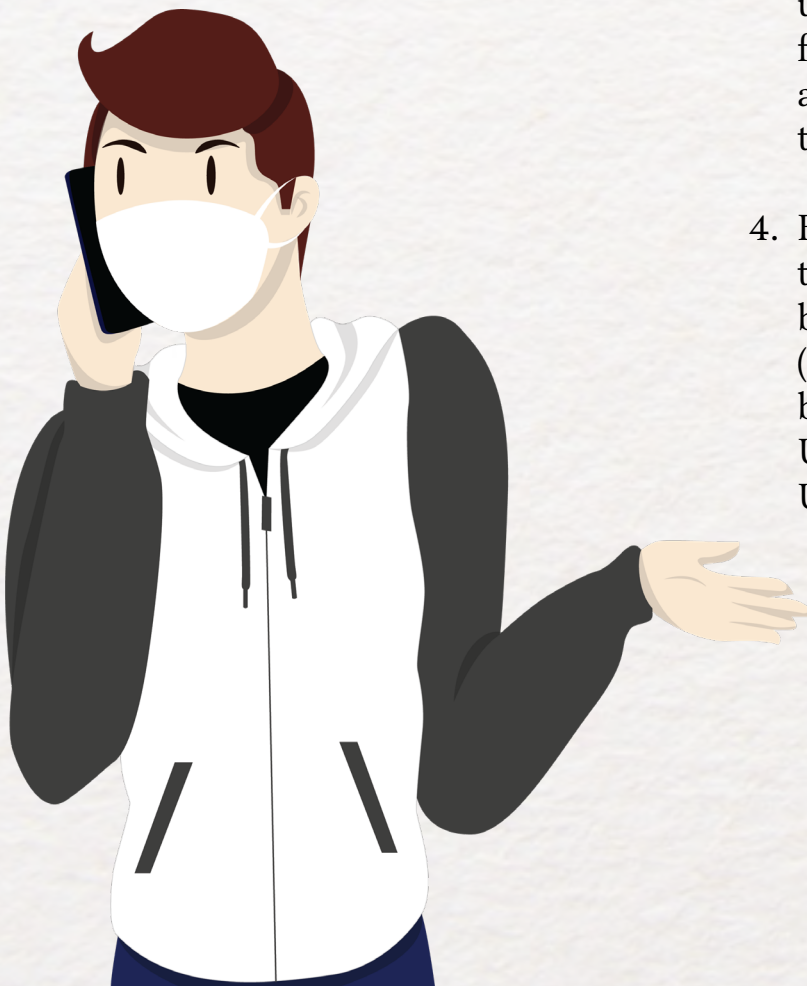
1. PETs or HeLOs communicate to their unit heads the status of cases and the appropriate action to be taken by their unit (e.g. office closure), as assessed by and in consultation with the UPHS-PHU.
2. PETs and/or HeLOs act as the main communication line between the UPHS-PHU and their office/unit. They provide regular updates on the COVID-19 situation in their units. For transparency, offices/units may disclose the number of people affected and the nature of activity that may have facilitated the transmission.

Units are urged to set up a communication mechanism for this. This shall help lessen the agitation and fear among the staff/faculty and the UP community as well.

3. The University is required by the Civil Service Commission to regularly report on the number of positive cases among our faculty and staff. Thus, the PET and/or HeLO shall submit daily reports to the UPHS-PHU, which in turn shall consolidate all office/unit reports. Please see 1.c.

For a standardized reporting system, units shall be provided an online form. This form shall be submitted automatically to the UPHS-PHU and the designated university server.

4. For a standardized reporting system, the online form may be accessed by scanning the attached QR code (see *Appendix H*). This form shall be submitted automatically to the UPHS-PHU and the designated University server.



Data Privacy and Confidentiality

1. Although disclosure of one's COVID-19 medical status is not mandatory due to privacy considerations, the unit shall encourage staff/faculty to report if they tested positive or have been exposed to a confirmed case. This is critical for monitoring cases in the workplace and community.

A common reason for non-disclosure by staff/faculty is the fear of being stigmatized, thus, all steps must be taken to assure that the affected person's identity is protected.

2. Identities of staff who were confirmed positive for COVID-19 and their close contacts must be kept confidential and may be divulged only to those identified by the UPHS-PHU or COVID-19 Task Force to do the contact tracing and case investigation.



Office closure and disinfection

1. When a workplace has a confirmed case, it must close until disinfection has been undertaken. Twenty-four hours is enough time for the virus to die naturally without a potential host, after which surface disinfection of offices can be done. (For a guide to disinfection and sanitation, see *Appendix I*).
2. Any extended office closure must be done in consultation with the UPHS-PHU, and depends on the findings from contact tracing, especially if a significant number of people in the unit have been exposed.
3. Depending on the office condition and situation and UPHS-PHU recommendation, units may consider giving staff/faculty a few days to recover from the possible mental stress before reopening offices.
4. Units shall exercise prudence in deciding to shut down an entire building.



Returning to work



Any faculty or staff who underwent quarantine must submit any of the following to the PET or HeLO before they may return to work:

1. Medical clearance from the UPHS-PHU, or
2. Quarantine completion certificate from the barangay or isolation facility.

Addressing fear, anxiety, and stigma



1. Fear and anxiety are expected to affect staff/faculty mental health and well-being. All are encouraged to consult the following offices for help:

- a. UPHS Counselling Services:
Telemedicine 8981-8500 loc. 2702
- b. PsycServ:
8981-8500 loc. 2496 or 0916-757-3157
- c. UP Pahinungod:
psp.updpahinungod@gmail.com

Also, staff/faculty and offices may not be conscious of stigmatizing attitude and statements. Labeling a place as a source of contagion or avoiding persons working in these places do not prevent transmission. Droplets from the mouth and nose, as well as movement and interaction of people without safety protection, are the main causes the virus spreads.

2. Fear, in times of uncertainty and risk, is understandable. Units may organize online “Kumustahan” to check in, to reach out, know how each one is doing, and support each other. One way to support others is to follow safety protocols to protect everyone in the workplace.

Additional Health and Safety Protocols

1. Implementation of the following are advised:
 - a. Put in place mechanisms that will prevent staff/faculty from congregating in large numbers, including meal time. Meals may be scheduled to prevent more than 2-3 staff/faculty eating together.
 - b. If possible, use electric fans to allow for sufficient air flow.
 - c. For airconditioned rooms, open windows twice a day for at least 30 minutes to generate enough airflow.
2. In our own communities, avoid engaging in group activities such as parties, boodle fights, social drinking, excursions, and the like. Be aware that recent COVID-19 cases on campus have been traced to community activities such as these.
3. Any UPD community member (students, faculty and staff) exhibiting any of the COVID-19 symptoms should proceed to the UPHS for assessment and consultation. The UPHS is open 24/7 to help in the assessment and swab-testing, if needed, of patients.



Send Questions to UP Diliman COVID-19 Task Force or UPHS-PHU



Any COVID-19 related information or question may be addressed to the UP Diliman COVID-19 Task Force (covid19.taskforce@upd.edu.ph) or to the UPHS ([0947-4279281](tel:0947-4279281)).





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