
Health and Safety Protocol

University Clinics - Ateneo de Davao University

Davao City, 17 August 2020





Introduction

Ateneo de Davao University shall institute necessary measures to detect, prevent, and control the spread of infectious diseases in the school campus to ensure the health, safety, and security of the Ateneo community. These measures are in line with the guidelines issued by the COVID-19 Interagency Task Force for the Management of Emerging Infectious Diseases, as well as the Supplemental Guidelines on Workplace Prevention and Control of COVID-19 jointly issued by the Department of Trade and Industry and the Department of Labor and Employment.

A. Standard Precautionary Measures upon Entry into the University Campus

All persons entering the campus—on foot or in private vehicles—must abide by these guidelines.

1. Access the online campus access form through this QR code:



The QR code will bring you to the Google Form that collects data of University skeleton workforce stationed at the Jacinto Campus. This form should be filled out daily at least 12 hours before entry to the campus.

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2. Wear a face mask and a face shield that protect both the nose and mouth. Washable cloth masks must have a filter, such as tissue paper.
 3. Wash and soap your hands for 20 seconds at the washing station provided at the entrance gates. Alternatively, sanitize your hands with alcohol containing at least 60-70% ethanol or isopropanol (when soap and water are not available).
 4. Step into the foot bath upon entry.
 5. Submit to a no-contact temperature scan by a University Clinic Nurse or the guard on duty. Individuals registering a temperature of equal to or greater than 37.8 degrees Celsius will be reassessed after a five-minute rest. If the temperature does not go lower than 37.8 degrees Celsius, entry will be denied.
 6. Use your own pen to fill out a Health Declaration form. The form is filled out every time an individual enters the campus. If the form contains information that needs to be evaluated further, the nurse shall check the information against the University Clinic's Medical Health History forms.
 7. Observe physical distancing by maintaining a distance of at least two meters from one another.
 8. Individuals who are not feeling well or who exhibit the following symptoms, i.e., fever, cough and cold, difficulty in breathing, sore throat, or diarrhea will undergo further assessment in the Isolation Area of the campus.
 9. Individuals in private vehicles who wish to enter the campus using the parking building must follow the same general guidelines listed above.
 - (a) Drive slowly through the wheel bath upon entry.
 - (b) Submit to a no-contact thermal scan at the gate.
 - (c) Step into the foot bath located at the Parking Floors (2/F or 3/F).



B. Standard Precautionary Measures in the Workspaces

1. Wear the face mask at all times—in your work area and in the common areas. The only exception is when you are eating or drinking.
2. Clean and disinfect your own table/desk, chair, and computer set before you start working. Use a disinfectant solution or alcohol containing at least 60-70% isopropanol or ethanol. Disinfect frequently handled objects, such as door knobs, cabinet handles, telephone, and your own cellphone every two hours.
3. Stay in your own work area. Avoid going to your colleagues' workspaces. Do not loiter in other offices. Contact tracing is faster when someone gets sick while at work.
4. If a face-to-face discussion with a colleague is necessary, strictly observe physical distancing by maintaining at least two meters from each other. Both must wear face masks and face shields.
5. Observe proper respiratory hygiene. If tissue paper is not available, cough or sneeze into the crook of your elbow or the sleeve of your shirt. Please dispose of your used tissue paper in the restroom's garbage bin.
6. Wash your hands immediately for 20 seconds or sanitize them using an alcohol-based hand sanitizer.
7. Always bring your own 60-70% alcohol and clean tissue paper.
8. Bring your own tumbler, food containers, and utensils every day. Washing of utensils and food containers in the restroom or in your office's pantry is disallowed. Wash them at home.
9. Eating in the dining area is discouraged. Eat in your work area. If eating in your work area is not allowed, observe physical distancing by maintaining at least 2 meters between you and the other persons in the dining area.
10. When you take off your mask to eat or drink, be mindful of where you put your mask.
11. Replace your mask when it gets wet, dirty, or damaged or when you touch the inside of your mask. Wash your hands before you remove your mask and before you wear a new mask.
12. Do not dispose of your used masks inside the campus. Bring your own container for your used masks.
13. Before going home, disinfect your table and chair in your work area.
14. If you leave the campus to run errands or to buy food for lunch, submit yourself to a temperature check at the school entrance.
15. In view of the PPO's skeleton staff, everyone (all office personnel and faculty members who report to the Jacinto Campus) are enjoined to take out their own trash regularly.

While “Bring Home Your Own Garbage” is encouraged, PPO will provide trash bins near the gates.



C. Protocol to Follow When an Individual Feels Unwell while at Work

1. If you feel sick while at work in the campus (onset of fever, cough or cold, sore throat, difficulty in breathing, diarrhea, or any other illness), please call the Clinic first. The Nurse will conduct a telephone interview. Wait for the Nurse to issue instructions.

Grade School Clinic	Junior High Clinic	Senior High Clinic	College Clinic
Local No. 4113	Local 4325	Local 6905	Local 8337
Sun. 09332744619	Sun 09425630738	Sun 09224552318	Sun 09225188915
Globe 09053840241	Globe 09955148191	Globe 09666940352	Globe 09174605108
Smart 09615644994	T & T 09127053018		

2. If you manifest COVID-19-like symptoms during the telephone interview, you will be instructed to proceed to the University Isolation Area for further assessment using the COVID-19 checklist. If symptoms are not related to COVID-19, you will be asked to proceed to the School Clinic.
3. The School Nurse must wear the requisite Personal Protective Equipment (PPE) while attending to the individual who has COVID-19 symptoms. The Nurse will also call the COVID Operation Center to endorse the individual for further medical intervention.
4. The individual’s work area must be vacated immediately for disinfection. All individuals occupying the same work area will be advised to go home and do home quarantine. The School Clinic will monitor daily the status of the employee whom this COVID suspected client had worked with.
5. Employees will be advised to exit using the Jacinto gate if an individual is being monitored in the Isolation Area.
6. If the illness is not related to COVID-19, the immediate superior must advise the employee to go home. The absence is chargeable to sick leave. Upon recovery, you must present a

medical clearance from your family physician following the HRMDO policy on absenteeism.

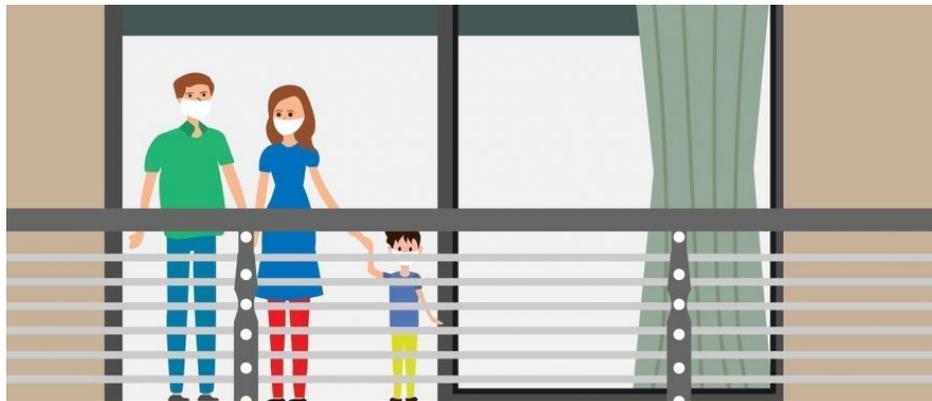
7. If you exhibit symptoms consistent with COVID-19 while outside the campus or if you have a history of close contact with someone confirmed to be COVID19-positive, inform your Barangay Health Emergency Response Team (BHERT) immediately. The BHERT will know how to help you.



D. Healthy Tips

1. Wear your face mask and face shield at all times. Your mask protects others. Their masks protect you.
2. Wash hands regularly and properly for 20 seconds.
3. Avoid touching your eyes, nose, and mouth.
4. Observe respiratory etiquette when coughing or sneezing.
5. Maintain a distance of at least two meters from one another.
6. Use your own pen when filling out the Health Declaration form.
7. Apply alcohol or hand sanitizer after time in using the biometric system.
8. Disinfect your phone/s regularly with 60-70% alcohol.
9. Limit face-to-face interaction with colleagues.

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10. Stay in your own work area; avoid going to your colleagues' workspaces.
 11. Eat well-balanced and well-cooked foods.
 12. Drink plenty of water; avoid drinking alcoholic beverages.
 13. Get enough rest; sleep at least 8 hours each night.
 14. Exercise regularly. If you work on your computer, stand up and stretch your body occasionally.
 15. Avoid going to crowded places; stay at home.
 16. If you are not feeling well, stay at home, do self-isolation, and do not report to work.



E. Guidelines for Home Quarantine

1. The individual undergoing home quarantine shall stay alone in a well-ventilated room, preferably one with a toilet and bathroom.
2. A member of their family who is in good health is assigned as the caretaker of the individual undergoing quarantine.
3. The assigned caretaker serves the meals of the quarantined individual at the room door.
4. Dishes and utensils used by the quarantined individual are washed separately and are not used by other members of the family.
5. Visitors, family members, and the caretaker are not allowed to enter the quarantine area, i.e., the room of the individual undergoing quarantine.

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6. The quarantined individual should wear a surgical mask fitted tightly to the nose, mouth,



and chin should the individual have to interact with another person. At least two meters of social distance must be maintained.

F. Guidelines for General Cleaning, Disinfection and Maintenance Work

F.1. Guidelines for Cleaning

All offices that have been approved for operations during the quarantine period will be cleaned regularly. All restrooms at the ground floor, hallways, and other strategic areas (parking floors), including those proximate to the offices where the staff work, will be cleaned as well.

F. 2. Disinfection Protocol

1. Requests for disinfection of areas (that might have been used by an individual identified to have COVID-19-like symptoms) are to be sent to the PPO Director via email (fzremolino@addu.edu.ph).
2. Upon receipt of the request, a PPO Campus Supervisor will coordinate with the requesting office to schedule the disinfection.
3. The requesting office should assign a representative to monitor disinfection while it is ongoing. Alternatively, the requesting office may opt to entrust their office key to PPO so disinfection can proceed as scheduled.
4. Commercially available household bleach at 5% active chlorine will be used for surface disinfection. The dilution ratio is 1:9 (1 part disinfectant to 9 parts of clean water). Another disinfection solution is the use of chlorine powder/granules/tablet with 60%-70% active chlorine. One tablespoon of chlorine (equivalent to 10 grams) is to be dissolved in 2 liters of clean water. The solution needs to be thoroughly mixed (See DOH Memorandum

2020-0157).

5. The same disinfection formulation shall be used for foot baths and wheel baths.
6. All designated campus entrances with disinfectant mats will be checked every morning to ensure functionality. The disinfectant solution in the foot and wheel baths will be replenished regularly.
7. For the disinfection of office fixtures, such as tables, chairs, desks, and frequently handled objects, such as doorknobs, telephones and the like, a disinfecting aerosol spray (Lysol or equivalent) may suffice.



F.3. Maintenance Work and Garbage Disposal

1. Reports involving water leaks, busted lights, and other facility defects can be coursed through these local numbers—8220, 8284, and 8391—from 9 AM to 4 PM. Before and after these hours, kindly call the Guard House at 8222 or email: PPO_Admins@addu.edu.ph.
2. In the work of routine testing, checking for leaks and busted lights, and other repair and maintenance work, PPO will be assisted by office Administrative Associates, especially those who have technical skills.
3. In view of the PPO's skeleton staff, all office personnel and faculty members who report to the Jacinto Campus are enjoined to take out their own trash regularly. While "Bring Home Your Own Garbage" is encouraged, PPO will provide trash bins near the gates.



Initiatives that Support the University Community at a Time of Quarantine

Online Holy Mass

The Holy Mass is celebrated every day at 11:30 AM in the ICOMMP Studio, Community Center of the First Companions. It is broadcast via Facebook Live.

Open your phone camera and capture this QR code to bring you to the University FB Page before 11:30 AM:



A lean team of personnel and leaders from ICOMMP and the College Campus Ministry manage this daily celebration. Jesuits take turns in saying the Mass. Sub-Dominant 7 also participates in this online Mass through their songs, which they sing in their own homes and record digitally.

Mass intentions can be coursed through the Head Campus Minister (rrpfuentes@addu.edu.ph).

Caring Circles

To assist Non-Teaching Personnel cope with the stresses of the emerging “new normal,” the Ignatian Spirituality Formation Office (ISFO) and the Ateneo Formation Cluster offers “Caring Circles,” small conversation groups of 4-6 members every week from Monday to Thursday at 3 to 5:45 PM in the Higher Education Unit.

“Caring Circles,” are envisioned as “safe places where our stories may be heard with empathy and compassionate ears, and with the possibility of bringing together our concerns toward depth and sense of meaning, mutual prayer and support that help to nurture inner strength.”

Interested parties are invited to sign up using a Google form through the QR code below:



PROTOCOL FOR ENTRY OF UNIVERSITY GUESTS AND VISITORS



The University has put preventive measures in place due to the spread of COVID-19. However, attending an event could increase your risk of contracting the coronavirus. By entering the campus premises, you voluntarily assume all risk and agree that you will not hold the Ateneo de Davao University, its officers and employees liable for any resulting illness or injury. If such injury or death results from the inherent risks of contracting COVID-19, you are assuming this risk by entering the campus premises.

Under the IATF Guidelines and Executive Order Nos. 43, 62, and 63, s. 2020, the following may access the Campus to do their assigned tasks, transact official business in offices that are allowed to function, or do their routine maintenance or repair works, consultancy, or project-based services:

- those who are 21 to 60 years old;
- those who have no co-morbidities and who are not immuno-compromised.

All non-ADDU employees who will visit the Jacinto Campus should access and fill-out this form prior to entry:



Link: <https://forms.gle/qRMx7wEQLVt5Dmfa6>

CAMPUS ENTRY

Please show a valid photo ID and your SafeDavao QR Code to the guard on duty. If you do not have a SafeDavao DR Code, please get one at <https://profiles.safe-davao.com>. If you are a supplier or contractor, the head of an office should inform PPO about your entry.

If applicable, quarantine protocol of the Department of Health and the local government unit will be followed for guests who travelled to Davao City. Vaccinated guests may meet other members of the University community in person following minimum health protocols after appointment has been approved.

The following will apply to guests and visitors of the University:

- Standard Precautionary Measures Upon Entry into the University Campus (p. 2)
- Standard Precautionary Measures in the Workplace (p. 4)
- Protocol to Follow when an Individual Feels Unwell while at Work (p. 5)

SECURITY CHECK

Everyone entering the Campus is subject to a security check. Bags, parcels and/or items shall undergo inspection before entry. The University reserves the right not to allow any suspicious-looking bag, parcel, item, or person to enter the Campus. Items like firearms and deadly weapons are not allowed inside the Campus and may be left at a designated repository by the gates. Guests shall be given a claim stub to pick deposited items upon exit at the gate.

People under the influence or showing signs of being under the influence of drugs, substances, and alcohol will be denied entry.

Drugs, firearms, and other deadly weapons are strictly prohibited on the Campus by law. Firecrackers, pyrotechnic devices, and other similar devices and the exploding of firecrackers or other similar explosives in the Campus are prohibited under City Ordinance No. 06-02, s. of 2002.

HEALTH CHECK DURING THE PANDEMIC

Fill out the Health Declaration form. You must submit yourself to a health check to be conducted by the clinic staff or security. You should wear a face mask all the time while on Campus. Face shields may be worn in enclosed and confined spaces. Physical distancing should be observed while on campus grounds or inside a room or Office. Avoid touching railings and tabletops. Wash hands after touching doorknobs, switches, elevator and aircon buttons, and desktop phones. Bring a portable hand sanitizer.

PROPER ATTIRE

Guests wearing slippers and sleeveless shirts are not allowed inside the Campus.

SMOKING

Smoking is not allowed inside the Campus and its immediate environs by law.

PHOTOGRAPHY AND VIDEOGRAPHY

Photography, videotaping, recording of any in the Campus, its facilities and halls, broadcast or transmission, for commercial purposes is not allowed unless the President's Office or the EVP Office has approved explicit permission through the Office of Physical Plant. Violation of this provision shall be dealt with accordingly.

VENDING AND SELLING

Selling any goods, products, food, and other materials is prohibited inside the Campus unless explicit permission has been approved by the Physical Plant Office and Commercial Spaces Manager. Violation of this provision shall be dealt with accordingly.

PERSONAL CONDUCT

Visitors are expected to conduct themselves in an orderly manner at all times. Uniformed and undercover personnel reserve the right to apprehend people who behave inappropriately or disturb the academic atmosphere of the Campus. The Campus is under constant CCTV surveillance.

Please leave the Campus immediately after your assigned tasks or activity. The security on duty may log all materials being brought out of the Campus for inventory purposes.

Ingress and egress should be at the Rodriguez Hall, Roxas Avenue. Present your SafeDavao QR for scanning to the guard-on-duty before exit.

IMPORTANT: Please do not go to other areas in the building or hall other than the area you will visit. This will help our disinfection teams only to sanitize areas that were visited during the day. If you go to other areas and offices, please make a mental note of personnel you have transactions with or have encountered. This will help in the contact tracing later.

Access to Other Campuses and Facilities



Entry to other University campuses and facilities is restricted. Only personnel of the University with the explicit permit from the Executive Vice President will be able to access those areas for the purpose of inspection, maintenance, special office works that cannot be done in the Jacinto Campus.

A. SPECIAL ACCESS TO MATINA CAMPUS (GS AND JHS)

Please scan this QR Code to access the Form. You will receive an e-mail if your request to access the campus has been approved.



Usual health safety protocol will be followed while inside the campus. Effective 1 February 2021, SafeDavao QR Codes will be required in all entry and exit gates of the campus for contact tracing.

The following can request for entry into the Matina Campus:

- Full-time Teachers: please use your ADDU Google account
- Non-Teaching Personnel: please use your ADDU Google account
- Administrators
- Consultants: password should be obtained from the PPO Supervisor
- Supplier/ Contractor/ Concessionaire: password should be obtained from the PPO Supervisor
- Special Guest: Pre-Arranged Visit: password should be obtained from the PPO Supervisor

B. SPECIAL ACCESS TO BANGKAL CAMPUS (SHS)

Senior High School (SHS) faculty and staff are prohibited to access the Bangkal campus unless there is an explicit permission from the SHS Director. Due to the ongoing construction in the Bangkal campus, all other University personnel or students are prohibited to access the campus unless there is an explicit permission from Executive Vice President. Usual health safety protocol will be followed while inside the campus. Effective 1 February 2021, SafeDavao QR Codes will be required in all entry and exit gates of the campus for contact tracing.

C. ACCESS TO THE ATENEO SHOE ACADEMY

The Ateneo Shoe Academy is a restricted facility during the emergency health crisis. Only University personnel, agency workers, and contractual employees of the Academy can access the facility. Participants of trainings in the facility should follow the City health protocols. Usual health safety protocol will be followed while inside the campus. Effective 1 February 2021, SafeDavao QR Codes will be required in all entry and exit gates of the campus for contact tracing.

D. ACCESS TO RETREAT HOUSES

Access to the retreat facilities of the University is restricted. Only the security and maintenance personnel can enter the facilities. Usual health safety protocol will be followed while inside the campus. Effective 1 February 2021, SafeDavao QR Codes will be required in all entry and exit gates of the campus for contact tracing.