



UPDATED CAMPUS ACCESS GUIDELINES

7 September 2022

As we progress in returning to the campus, the University provides not only hybrid opportunities but also a safe environment to ensure continuous learning in the University Community. CHED Memorandum Order No.09, series of 2022 (29 August 2022) states that HEIs, in their exercise of their administrative prerogative, may impose additional or stricter health and safety protocols.

At the recommendation of the President's Council, the following guidelines and policy are hereby promulgated: *Minimum Campus Health Protocols, Access to the Campuses, The Use of University Facilities, and HISFlex Classrooms.*

Minimum Campus Health Protocols

We would like to remind everyone to continue observing the proper health and safety protocols to ensure the well-being of the University Community:

- Wear a face mask at all times while on the University premises.
- Maintain a 1.5-meter radius between individuals at all times.
- Wash hands as frequently as possible.
- Keep face-to-face close interactions to no more than 30 minutes.
- Ensure adequate ventilation in enclosed spaces by opening windows/ doors.
- Dispose of waste using designated collection bins. Drop only used face masks at the designated yellow bins.

Access to Campus

1. All should undergo a temperature check at the gates. Individuals will not be allowed to enter the campus premises if they have a temperature of 37.5 degrees Celsius and/or above, even after a five-minute rest.
2. Individuals must present their proof of vaccination (primary doses) to security before entry.
3. The ADDU Employee or Student ID card should be presented to the guard on duty at the Gates. As a security and safety measure, ADDU ID cards should be worn at all times while inside the campus.
4. Guests and visitors must scan the QR code at the gate, fill out the online form and present a valid photo ID card to security. Guests with no internet access or QR app should fill out the security logbook and present their photo ID card to the guard.

5. Unvaccinated individuals are required to present a negative RT-PCR (valid for 48 hours)/RAT (valid for 24 hours) upon entry.
6. Additional Entry and Exit Gates at the other locations and campuses may be designated, provided separate entry and exit points are visibly marked and identified.
7. Follow the signages for directions, the foot traffic system of the campus, and the allowed seating capacity of venues and rooms.
8. Usual security and health check will be conducted at the gates (e.g., walk-through metal detector, temperature check, visual inspection).

Activities and Use of University Facilities in the Campus

As a general rule, the use of University facilities shall follow the usual procedures subject to the approval of the custodians of the facilities that will be used. Approval of onsite extra-curricular and co-curricular activities with less than 50 individuals is devolved to the Office of Student Affairs and the Unit Heads, respectively, who are urged to use proper discretion in determining which activities to allow and to disallow.

Activities that will have more than 50 individuals should seek the approval of the Executive Vice President, who chairs the COVID19 Task Force. The EVP convenes the COVID19 Task Force to assess the risk, ensure that the Minimum Campus Health Protocols are enforced, and coordinate with other allied support offices. Organizers of these activities should assign marshals who shall enforce the protocols for the duration of the activity.

A pre-registration mechanism should be employed by event organizers with more than 50 participants. This is to ensure that only registered participants can access the venue of events, following the allowed venue capacity and physical distancing.

The University administrators, campus marshals, and deputized University personnel are authorized to stop and terminate any ongoing activity on the campus if the *Minimum Campus Health Protocols* are not followed.

HISFlex Classrooms

1. Only students tagged to attend the onsite/ limited face-to-face classes can enter the HISFlex classrooms.
2. Students should follow the permanent seat plan assigned by the faculty.
3. Students should keep right when on corridor halls to and from classrooms or restrooms.

All pre-pandemic policies and protocols on security, safety, and health, including the prohibition on smoking, consumption of alcoholic beverages, and use of prohibited substances, the observance of traffic and parking rules, and implementation of the University Internal Emergency Plan, continue to remain in effect.