



UNIVERSITY OF NEGROS OCCIDENTAL-ECOLETOS
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OFFICE OF THE PRESIDENT

Special Memorandum No. 002
Series SY 2019-2020

Date : May 18, 2020
TO : All Concerned
SUBJECT : Return to Work Guidelines and Health Protocols

Upon the approval of the School Board, the following **Return to Work Guidelines and Health Protocols** shall be implemented effective **May 19, 2020**.

I. Return to Work Guidelines

Return to Work for Personnel: May 19, 2020
Schedule of Work: Skeletal workforce (2 days in a week)
Tuesday and Wednesday or Thursday and Friday
Work Hours: 9:00 to 12:00 noon and 1:00 to 4:00 p.m. (6 hours)
Note: Office heads will contact their respective personnel and submit to the HR Office the list of employees with their corresponding duty days and hours for attendance monitoring not later than May 19, 2020.

II. Health Protocols

Preventive Measures against the spread of COVID-19 in the workplace:

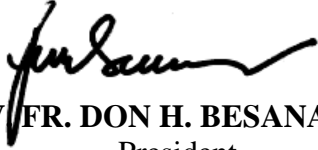

1. Self-screening
 - Take temperature and assess symptoms before reporting to work (cold or flu-like symptoms, including one or more of the following: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, runny nose or new sinus congestion, muscle pain, headache, sore throat, fatigue).
 - If you have these symptoms, stay home, inform your office head, and get medical care.
2. No Mask – No Entry Policy
 - Wear mask at all times upon entering and while inside the university premises except during eating/drinking.
 - Disposable masks may only be worn for one day and must be placed in the trash.
 - Cloth face coverings must only be worn for one day at a time, and must be properly laundered before using again.
3. Temperature checks for every employee/faculty entering the University premises using the pedestrian and vehicular gates shall be obligatory. Foot bath shall be available at all entrances. Vehicle tire bath shall also be available at the vehicular and exit gates.

4. Alcohol/disinfectants shall be provided free at the entrance, biometric machines, and comfort rooms. It is also important to place alcohol/hand sanitizer in high-touch surfaces in every office.
5. Maintain social distancing by at least one (1) meter in the workplace. During log-in and log-out using the biometric machine, maintain safe distance and sanitize hands before and after using biometric scanner. Avoid crowded places. Avoid handshakes and touching surfaces.
6. Make sure your workplaces are clean and hygienic. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly. Avoid sharing office tools and equipment.
7. Wash hands frequently with soap and water for at least 20 seconds especially after you have been out in your assigned office, after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.
8. Practice good respiratory hygiene/etiquette in the workplace. Cover nose/mouth with disposable tissue and discard after use. Use hand hygiene after having contact with respiratory secretions.
9. Open windows and doors whenever possible to make sure the work area is well ventilated. If possible, refrain from using the air conditioning units unless necessary.
10. Arrange seats and put markers so that clients are at least 1 meter apart.
11. Create a one way flow to decongest queues and facilitate movement.
12. Encourage clients to call and make appointments before coming to school.

The University shall identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated and shall have a plan for the safe transfer of the employee/faculty from the University to his/her home or a health facility. The health care provider must be notified in advance (Maxicare – c/o HR Office).

Employees are required to wear university IDs at all times and are encouraged to wear existing university uniform.

Thank you very much for your compliance. Let us all together promote a safe and COVID-19 free UNO-R environment.


REV. FR. DON H. BESANA, OAR
President


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