



ARCHAEOLOGICAL STUDIES PROGRAM

University of the Philippines
Albert Hall, Lakandula St., Diliman, Quezon City 1101
Tel. (632) 981-8500 loc. 2446 Email: asp@upd.edu.ph



POST-ECQ Guidelines

Preventing Workplace Infection to Ensure Safe Work Environment

This document has been prepared based on the **UP Diliman Post-ECQ Guidelines** to ensure the safety of UPD personnel when essential and priority work resumes after the Enhanced Community Quarantine (ECQ). These interim guidelines are suggested for the **first six (6) weeks after the ECQ**, henceforth called as the “**Post-ECQ period**”.

The post-ECQ team of ASP is composed of **Dr Michael Herrera** (head of the team), **Jane Carlos** (URA Representative), **Ara Padilla** (Administrative Staff), and **Dr Lee Anthony Neri** (Acting Director). The team is tasked to monitor the proper implementation of these guidelines and to keep the ASP community safe. The Team will also immediately report to the OVCAA any situation that may affect the health and safety of the unit’s personnel. It is also expected to monitor the well-being of personnel who are working from home.

Contact details of the team are as follows:

Dr Michael Herrera	michaelcat2000@yahoo.com ; 0917-100-9530
Jane Carlos	carlosjaneb@yahoo.com
Ara Padilla	aravpadilla@gmail.com
Dr Lee Anthony Neri	leeeneri@yahoo.com

A. ESSENTIAL AND PRIORITY WORK

“**Essential work**” refers to tasks that are necessary and indispensable for the basic functioning of the University, the Diliman campus and its offices. Such work includes ensuring that requirements are met concerning appointments and salaries of employees, campus and building safety and security, and communication lines among members of the University, among others.

“**Priority work**” refers to tasks that also require major attention so the most important goals identified by the University’s academic and support units are accomplished. Such work includes research and publication, academic content development, teaching (contingent on National and University directives regarding the resumption of classes), and extension work.

In ASP, essential and priority work is categorized as follows:

Essential	administration, communication lines, building safety & security, building maintenance
Priority	research and publication, academic content development, remote learning preparations (pdf readings, pdf books, and other virtual materials)

In consideration of the health and safety of our personnel, it is recommended that, even during post ECQ, the University should consider **the work-from-home (WFH) set up as the default work mode**. However, it is acknowledged that due to the nature of their task, some person must be physically present on the campus.

During the Post-ECQ period, ASP community will:

1. Temporarily suspend non-essential and non-priority tasks of ASP;
2. Modify the implementation of office functions so that many services can be provided online;
3. If necessary, implement a mixed WFH and physical reporting work arrangement;
4. Only receive and release documents in the ASP lobby. Any documents coming in must be placed in its designated box near the guard-on-duty to lessen proximate contact; and
5. If a paperless option is not possible, **ASP deliveries are scheduled every Tuesdays and Thursdays only**. This schedule will minimize messenger movement within the campus.

B. WORK-FROM-HOME ARRANGEMENT

Despite the easing from the Enhance Community Quarantine, UP Diliman will proactively implement a WFH setup for all personnel to whom it is applicable. The WFH tasks may include but not limited to:

- Preparation of vouchers for salaries of personnel (lecturers, non-UP contractual, job orders, other);
- Preparation of regularly submitted papers;
- Dissemination of information to stakeholders;
- Updating websites and official social media accounts (ASP and Library websites, others);
- Processing of received documents (applications, requests, etc.)
- Answering queries from stakeholders;
- Processing of online transactions;
- Coordination with the Director, other personnel or third parties;
- Encoding, data processing and updating of student records.

Concerning the WFH setup, the following are recommended:

1. Unless necessary, employees with comorbidities (e.g., diabetes, hypertension, heart disease, chronic lung disease obesity, asthma), and those who are immune-compromised (e.g., PLHIV, those

undergoing chemotherapy) and senior citizens are **NOT** required to physically report for work and must be provided arrangements to do WFH;

2. Contrary to what many believe, WFH setup is quite challenging too. It is sometimes difficult to separate the line between work-life and personal-time. So, ALL employees experiencing or coping with stress, anxiety, and a panic attack can consider some ways to effectively manage these challenges. While we cannot fully beat these, here are some ways to effectively manage them:
 - Create a daily schedule
 - Communicated with colleagues, family, or friends
 - Minimize too much multitasking
 - Have an out-of-work ritual
 - Take short breaks in between
 - Have days off

Likewise, **UP Diliman Psychological Services (UPD PsycServ)** is offering free counselling for those affected by the COVID-19 situation in the country. You can contact them via:

- Text or Viber message **09063743466** or **09167573157** with your name and concern.
 - You can also accomplish a form on the link <https://bit.ly/PsycServPH> to receive a call from a PsycServ volunteer from Monday to Friday, 9 a.m. to 5 p.m.
3. Employees who reside in Barangays that were under Extreme ECQ or strict monitoring (as advised by DOH or LGU) two weeks before the post-ECQ period must not be required to do work inside the campus and must be given arrangements to do WFH;
 4. If necessary, infrastructure support such as laptop computers and internet access (pocket WiFi, load subsidy, *etc.*) should be provided by the unit to permanent and contractual employees who will do WFH;
 5. The Director shall discuss with WFH employees so that their tasks are aligned with their targets and their deliverables are carefully noted;
 6. The Director shall ensure that documents and other information are made available to those who WFH, subject to strict observance of data privacy and non-disclosure regulations;
 7. As a courtesy, the WFH employees are enjoined to be mindful of work hours, as well as of mealtimes, weekends, and holidays.

C. PHYSICALLY REPORTING FOR WORK

Tasks that require an employee's presence at the office shall be performed only by those who are not restricted to physically report for work.

If physically reporting for work, it is recommended that:

1. Right after the lifting of the ECQ, all unit must have their offices cleaned and disinfected following the UPHS-issued protocols. (See attached);

In ASP, cleaning of common areas will happen on the [1-3 June 2020](#).

2. During the first week after lifting the ECQ, only employees residing within UPD Campus or those with personal vehicles shall be allowed to physically report for work;
3. As deemed by the Head of Unit, **Key personnel** who have to physically report for work but have problems in observing physical distancing during their commute shall be provided with pre-arranged transportation and/or temporary dormitory housing on campus;
4. Unless certified by the Head of Unit to be very essential, employees may report for work for a [maximum of two \(2\) times each week](#);
5. When scheduling work and access, ASP will consider the size of the personnel's offices and other workspaces to ensure at least two (2) meters of physical distancing is maintained;

These are the following work arrangements to **maintain physical distancing**:

- i. Ms Aida Tiama will use, temporarily, the Faculty Lounge as her office whilst finalising work with ASP.
- ii. **ASP Administration** and **Building Management personnel** will follow a rotation schedule to maintain a skeleton workforce to carry out essential tasks and to minimize close contact inside the administration office and in the premises of Albert Hall.

	Administration	Building
MONDAY	Digna Jacar	Arcadio Pagulayan, Robert Subito
TUESDAY		Ramil Mainot, Ryan Laurilla
WEDNESDAY	Maria Cecilia Olivar and Dr Lee Anthony Neri	Arcadio Pagulayan, Robert Subito
THURSDAY		Ramil Mainot, Ryan Laurilla
FRIDAY	Ara Padilla	Arcadio Pagulayan, Robert Sorbito
SATURDAY		Ryan Laurilla

- iii. **ASP Faculty** members who unavoidably need to work in their offices can do so, as long as they maintain physical distancing from other members of the community when using the common areas of Albert Hall. Clean and disinfect your office as much as necessary. Otherwise, do your priority work from home.
- iv. The **ASP URAs** and **project-based URAs** will have a WFH arrangement as a default. However, if they **MUST** work in ASP, they should maintain physical distancing and temporarily use their assigned work spaces as follows:

Office Arrangement	University Research Associates
Scholar's Hall	Anna Pineda, Liezel Aldiano
Plant and Sediment Laboratory	Jane Carlos and Emil Robles
Osteology Laboratory	Elle Lim, Raisa Perez

Zooarchaeology Laboratory	Ara Espigar, Ian Lipardo, Patricia Cabrera
Longacre's Room	Dante Manipon, Bea Ferreras
Lithics Laboratory	Jade Villamiel, Trish Palconit
Mike's Office	Mark Garcia

6. All who experience a sudden onset of fever, cough, cold, diarrhoea, sore throat, or difficulty of breathing, as well as those who, regardless of their current health status, had close contact or exposure to a probable or confirmed COVID-19-positive person **MUST NOT** report to work and must immediately **NOTIFY the unit head** and the **UP Health Service**.
 - a. If symptoms are mild, please serve the quarantine period at home. Isolate yourself, take adequate rest and nutrition, alleviate fever with a cold compress to the head and Paracetamol 500 mg tablet every 6 hours, alleviate cough with Carbocisteine 500mg capsule 3x a day, and avoid taking cold food and drinks.
 - b. If symptoms are severe or with difficulty of breathing, please seek immediate medical help at UPHS.

D. PROTOCOLS INSIDE OFFICES

All employees must be aware of how the virus spreads and also of the fact that infected individuals may remain asymptomatic for some time. Here are guidelines to observe inside the Albert Hall premises:

I. Prior and Upon Entry to the Office

1. Following the UPHS-issued protocol (See attached), ASP **utility staff will clean and disinfect commonly-touched surfaces** (e.g., doorknobs, countertops, light switches, handles, faucets, etc.) and the floor before other employees report for work or entry to the premises. The extensive disinfection will be done 2-3 days after the lifting of the ECQ. We strongly advise the ASP community not to go to Albert Hall during the said disinfection;
2. **Temperature screening** will be done before entry to Albert Hall. Anyone with a temperature of **37.8 degrees Celsius or higher** after two (2) takes must be referred to the UPHS for further evaluation;
3. The use of a **biometric scanner for ASP Personnel shall be temporarily suspended** to reduce instances of several people touching a common surface. The Guard-on-Duty assigned in ASP will take note of the time of entry and exit of ASP personnel;
4. Alcohol dispensers and foot bath are to be installed at the main entrance at the Albert Hall. Employees and visitors are required to **disinfect their footwear** and hands before entry to the building; and
5. All employees and visitors coming in and out of the Albert Hall will have to use **ONLY** the main entrance at the lobby.

II. While Inside the Office

1. **All employees and visitors must wear a mask.** This shall be observed even if an employee is alone in the office, as infected individuals can contaminate office spaces and equipment;
2. **All employees are encouraged to wash their hands with soap and water or to sanitize them with at least 60% alcohol solution.** This shall be done once every two hours, and before and after going to common areas (e.g., comfort room, dining area, pantry, etc.). The ASP shall procure alcohol, disinfectant, and soap;
3. Strict **physical distancing** (at least two meters apart) must be observed at all times;
4. All employees must practice physical distancing during lunch and merienda breaks. If possible, it is advised to bring “baon” to lessen food deliveries to the offices to avoid queueing for meals at canteens and food establishments. All employees are enjoined to bring their drinking bottles and other food utilities;
5. Meeting of three (3) or more personnel are highly discouraged and must be done only when necessary. **All administrative and academic meetings must be done online;**
6. **ASP will go paperless.** Whenever possible, documents are to be scanned and routed via email to other offices, always be mindful of data privacy and protection;
7. When going paperless is unavoidable. There will be a **designated receiving box of incoming documents** near the Guard’s Station. We discourage people from going into the Administrative Office as much as possible. Likewise, a box for outgoing documents will be provided as well;
8. Non-essential visits to ASP are **discouraged** and only visitors with appointments will be entertained. Visitors with prior appointments must wear masks, must subject themselves to body temperature check, and will be attended to **ONLY** at the ASP lobby. Avoid bringing visitors inside offices and/or escorting along the hallways for preventive measure purposes;
9. Whenever possible, **windows in all offices must be kept open** to ensure good air circulation;
10. Frequently touched office objects (doorknobs, telephones, photocopier keys, etc.) inside Albert Hall or common areas should be disinfected at least four (4) times each day – twice in the morning and twice in the afternoon by our janitorial staff;
11. ASP will provide three (3) separate bins for designated **“INFECTIOUS WASTES”** (e.g., used disposable masks, used gloves, and soiled tissues). These are located in the lobby, hallway, and at the ASP garden. Please be cautious in dispensing your waste; and
12. As before, ASP will segregate waste at source. A separate bin will be designated for “Infectious wastes.” These wastes will be sprayed with alcohol upon disposal into the dedicated garbage bin. The garbage bin for infectious waste will be labelled and will have **bright-coloured bin lining**. When full, the exterior will be sprayed with a bleach solution so that trash collectors are not needlessly exposed to possible biohazards.

III. Before Leaving the Office

1. The use of biometric scanners shall be temporarily suspended;

2. Employees are to sanitize their desk, keyboards and mouse before leaving. Personal paraphernalia on desktops must be kept at a minimum; and
3. The exterior of filled garbage bags that are put out for collection must be sprayed with a bleach solution to remove possible biohazard.

E. ASP LIBRARY

The ASP Library will temporarily reduce its operating hours or limit services to limit the possible spread of contagion. But it will implement mixed WFH and physical reporting work arrangements. The ASP Library will be open **once per week every TUESDAY 9:00 am-5:00 pm for the next 6 weeks after the ECQ.**

For safety, the following measures will be followed:

1. A designated **Library Return Box** will be placed near the Guard's Station (every **M, W, Th, and F**) for books in circulation due for return. This Box will be placed inside the ASP Library on a **Tuesday** when it is open.
2. Returned books/materials will be placed in isolation in a designated quarantine area for a minimum of seventy-two (72) hours. Books under quarantine should **NOT** be handled by anyone except the ASP Librarian or authorized staff.
3. The use of disinfectant (Clorox and the like) is **NOT** recommended as this will damage books and other paper-based materials.
4. Staff handling returned books should, at all times, wear gloves, face masks, and other protective gear.
5. To check-out books, message the librarian using Messenger ([https://web.facebook.com/pg/asplib/about/?ref=page internal](https://web.facebook.com/pg/asplib/about/?ref=page_internal)). This will be prepared for you by the librarian. And you can collect it every **Tuesday**;
6. The following online services and information systems shall remain accessible or be made available to the UP Diliman constituents thru online means:
 - a. Search of the Online Catalogue (<https://ilib.upd.edu.ph>) and other local databases (IPP: <https://ipp.mainlib.upd.edu.ph>, IPN: <https://ipn.mainlib.upd.edu.ph>).
 - b. Access to online resources (e.g., subscribed foreign electronic databases;journals, open access e-resources) via remote access login/password or remote access platform (e.g., ExProxy: <https://ezproxy.upd.edu.ph>).
 - c. Access to UP Publications, including electronic theses.dissertations (thru the Institutional Repository: <https://repository.mainlib.upd.edu.ph>).
7. Controlling/ limiting user admission inside the ASP Library;
 - a. In this six (6) week period, the reading areas will accommodate **ten (10)** users only per day.
 - b. Accommodating users **by appointment only**.
 - c. Restrict access to non-UP users
8. Guidelines for keeping a safety Covid-19 free environment will be followed inside the library;
 - a. Physical distancing of at least two (2) meters

- b. Wearing of mask
 - c. Hand sanitizing
 - d. Correct sneezing and coughing etiquette
9. Cleaning and disinfection will be done in the library with increased frequency;
 10. Alcohol dispenser will be provided in designated areas inside the library; and
 11. Staff and clientele must wear a face mask all the time whilst inside the library.

F. COMMON AREAS IN ALBERT HALL

This includes the **Student's Lounge, Lecturer's Room, garden, tea area, hallways, and toilets**. All members of the ASP community using these areas must try to follow the guidelines below to keep Albert Hall safe and CoVID-19 free.

1. Keep the number of people using Student's Lounge at a minimum, at most **three (3)** at a time;
2. Keep the number of people using the Lecturer's Room at a minimum, at most **three (3)** at a time;
3. Always maintain a physical distance of at least two (2) meters;
4. Wear your PPEs all the time;
5. Avoid loitering in the student lounge;
6. Face-to-face interaction must be kept at a distance and should be done quickly;
7. Minimize talking to people and wear a mask;
8. Keep a reasonable distance when eating;
9. Protect those who are of advance age, immunocompromised, and have underlying health issues;
10. Observe good hygiene. Wash regularly with soap and water for at least 20 seconds and avoid touching MEN (mouth, eyes, and nose); and
11. Be mindful of touching toilet facilities, doorknobs, faucets, reading materials, computers, and handles of cabinets, equipment, appliances, and bags.

G. ASP STUDENTS AND VISITORS

1. ASP students who unavoidably need to work in ASP (laboratories and other work stations) can do so between **9:00 AM to 3 PM weekdays**. However, to maintain effective physical, we can only allow a limited number of individuals to come in depending on where they will work on the premises. Thus, students are required to contact **Dr. Michael Herrera** (using the contact details in Page 1) if they need to work inside the premises of Albert Hall;
2. All visitors of ASP are **by appointment only**. When visiting ASP, please follow the guidelines below:
3. If you came from a Barangay that was under Extreme ECQ or strict monitoring (as advised by DOH or LGU) two weeks before the post-ECQ period, please **REFRAIN** from visiting ASP. Arrange

another means to transact your business;

4. Subject yourself to a no-touch temperature scan at the entrance of Albert Hall. Anyone with a temperature of **37.8 degrees Celsius or higher** after two (2) takes will be **DISCOURAGED** to enter the premises;
5. Disinfect by soaking shoes on the doormat with disinfectant;
6. Allow the guard to sanitize your hands with alcohol;
7. **AVOID** handshakes or touching surfaces within the premises;
8. Maintain physical distancing of a least two (2) meters;
9. Wait in the receiving area of the ASP Lobby until your contact person approaches you; and
10. We **DISCOURAGE** prolonged face-to-face meetings.

H. OTHER RECOMMENDATIONS

To ensure that ASP remains safe during the post-ECQ period and beyond, we put forward the following recommendations:

1. Temporary storage/holding areas of wastes should be disinfected regularly. Storage areas should be clean, secure, and protected from the elements, pests, and disease vectors. Individual bags of wastes should be **properly-labelled** before storage while waiting for collection.
2. All ASP personnel, working from home or physically reporting to work are advised to observe the following self-care measures to prevent COVID-19:
 - a. The universal wearing of masks (and other PPE as appropriate)
 - b. Wash hands frequently with soap and water or with alcohol-based sanitizers;
 - c. Maintain proper physical distancing;
 - d. Avoid touching MEN (mouth, eyes, and nose)
 - e. Daily disinfection routine;
 - f. Daily checks for symptoms
 - g. Cover mouth and nose with a bent elbow or tissue paper when coughing or sneezing. After which, dispose of the tissue immediately and wash your hands;
 - h. When feeling unwell or if there is cough, fever, sore throat or difficulty in breathing, stay at home and seek medical attention.

Thank you very much

ASP Post-ECQ Team