

CLSU Post ECQ Work Arrangement Guidelines

1. Rationale

President Rodrigo Roa Duterte, through Proclamation No. 992, has declared a State of Public Health Emergency throughout the Philippines due to the presence of COVID-19 and further issued Proclamation No. 929, declaring a State of Calamity throughout the Philippines Due to Corona Virus Disease 2019.

In the same manner the Congress of the Philippines, recognizing the existence of national emergency has passed Republic Act No. 11469 (Bayanihan to Heal As One Act) - An Act Declaring the Existence of a National Emergency Arising from the Coronavirus Disease 2019 (COVID-19) Situation and a National Policy in Connection therewith, and Authorizing the President of the Republic of the Philippines for a Limited Period and Subject to Restrictions, to Exercise Powers Necessary and Proper to Carry Out the Declared National Policy and for Other Purposes.

On April 7, 2020, upon the recommendation of the Inter-Agency Task Force, on Emerging Infectious Diseases (IATF-EID), the President extended the implementation of the ECQ until April 30, 2020 and on April 24, 2020 recommended the further extension up to May 15, 2020.

As a government institution, CLSU has choose to abide and comply with the issuances towards the same end. Most particularly relevant issuances from the Civil Service Commission (CSC), the Department of Budget and Management (DBM), Commission on Audit (COA) and Commission on Higher Education. In this light, the university has developed this Post ECQ Work Arrangement Guidelines in order to pursue delivery of essential services to its stakeholders. The guidelines shall include the Work from Home (WFH) Scheme and Skeletal Workforce (SKW) Scheme and mitigating measures that will avoid the spread of COVID-19 while in operation.

2. Objective

This policy is intended to regulate the number of people dwelling/working in offices in order to minimize the threat of COVID-19 exposure that might compromise their co-workers or clients well-being while ensuring unimpeded delivery of services.

3. Scope

All university human resources which shall include permanent, temporary, JO/CO and contractual employment status.

4. Work from Home (WFH) Scheme

4.1. The following shall adopt the Work from Home Scheme:

- 4.1.1. Persons who are at high risk of being infected particularly the Senior Citizens;
- 4.1.2. Persons with underlying medical conditions such as cardiovascular disease, diabetes, chronic respiratory disease, cancer and cancer survivor;

- 4.1.3. Persons with Disabilities (PWD) including pregnant women;
- 4.1.4. Persons who are suspected or identified as COVID-19 carrier;
- 4.1.5. Persons whose immediate family member is/were identified as COVID-19 patient/suspect;
- 4.1.6. Persons who are lactating mothers who have 6-month old children and below;
- 4.1.7. Persons who are primarily caregivers of toddlers, elderly and PWDs;
- 4.1.8. Persons who regularly commute through public transportation, such as buses, jeepneys, tricycles, vehicles-for-hire, etc.;
- 4.1.9. Persons who have history of travel from areas with COVID-19 cases April 15, 2020 onwards; and,
- 4.1.10. Persons who have other life-threatening health issues not cited above.
- 4.1.11. Faculty members regardless of employment status who are required to report for work but are not included from the conditions stated above and shall not be considered under the SKW scheme.

4.2. WFH Scheme Guidelines

- 4.2.1. Persons adopting the WFH Scheme are advised to have any or all of the following:
 - 4.2.1.1. Access and use of desktop computer or laptop/netbook;
 - 4.2.1.2. Access and use of internet connection; and,
 - 4.2.1.3. Access and use of landline or personal mobile phone.
- 4.2.2. On extremely necessary cases persons working under the WFH Scheme but are considered as physically able may be called to report for duty to their respective office/s at any time within the working hours.
- 4.2.3. Communicate regularly at their respective offices, preferably in the morning to get instruction/s for work assignment.
- 4.2.4. Submit work accomplishment report regularly, at least weekly.
- 4.2.5. Reports shall include proof of accomplishment as attachment/s.
- 4.2.6. The head of office shall see to it that the volume of work assignment is equivalent to 40 hours work.
- 4.2.7. Persons on WFH Scheme shall during the period accomplish the Certificate of Service Form (available at the HRMO) in lieu of the Daily Time Record (DTR).

5. Exemption to the WFH Scheme

- 5.1. Persons assigned at the University Security Force (USF), University Health Services (UHS), frontline services and on-going research with critical manpower requirement;
- 5.2. Persons assigned from offices identified as part of the essential services;
- 5.3. Persons assigned at the offices of the members of the EXECOM;
- 5.4. Provided that, these persons are not classified in "Item 4.1."; and,
- 5.5. Persons as may be identified by the EXECOM, certified by the UHS physician as physically and medically able, and approved by the University President.

6. Skeletal Workforce (SKW) Scheme

- 6.1. Offices not mentioned in “Item 5.” shall adopt the Skeletal Workforce Scheme for continued operation and uninterrupted delivery of essential services.
- 6.2. General criteria. In determining who shall comprise this skeletal workforce, the following general criteria shall be considered {*Memorandum No. 04-29-2020 (01)*):
 - 6.2.1. The employees who reside inside the campus shall be prioritized when selecting personnel who will constitute the skeletal force. However, if necessary, personnel residing near the campus may also be requested to report for work.
 - 6.2.2. The employees are involved in the provision of essential basic services such as processing of salary, janitorial services to clean and disinfect facilities and offices, and security services (as per CHED COVID Advisory No. 6 dated 13 April 2020).
 - 6.2.3. The employees have on-going R&D project for which certain deliverables must be satisfied.
 - 6.2.4. The employees are involved in the processing of documents related to financial management and administrative services. At any given time, only 2-3 employees per office involved in these kinds of services shall be allowed to report to work.
 - 6.2.5. The employees are involved in food and non-food production activities under UBAP/RET.
 - 6.2.6. The employees are NOT senior citizens* nor immuno-compromised or with underlying medical conditions like cardiovascular disease, diabetes, cancer, chronic lung disease, and immunosuppression (as per DOH Press Release dated 13 March 2020).
 - * *This criterion may be relaxed for those holding key positions whose physical presence is critical to ensure smooth operations and continuity of services of the office they lead/supervise.*
- 6.3. Guidelines under the SKW Scheme
 - 6.3.1. The Heads of Offices shall submit workforce schedule based on the above stated general criteria and the foregoing guidelines.
 - 6.3.2. During the first two weeks after the lifting of the ECQ, preferably, only those living inside the main campus (*main campus excludes San Juan, Sawmill, agriculture, fisheries, PCC, PhilMech, PhilSCAT, BFAR & NIA areas*) shall be schedule to report under the SKW Scheme.
 - 6.3.3. In compliance to NBC 580 and COA-DBM Joint Circular No. 1, s. 2020, those plantilla (*permanent and temporary*) personnel shall be given utmost priority in identifying persons to report for work under the SKW Scheme.
 - 6.3.4. In compliance to the CSC 40-hours work-week requirement, individuals must render 40 hours of service during the work-week under the SKW Scheme and shall adopt the WFH Scheme guidelines during their alternate non-reporting work-week. DTR shall be accomplished indicating time in and out during the SKW scheme reporting and the entry “Work from Home” during the period for the WFH Scheme.
 - 6.3.5. Reporting to work shall be on a rotation basis and shall be in two (2) separate groups: a) those residing inside the main campus (*as defined in item 6.3.2*); and, b) non-main campus resident (outside).

- 6.3.6. After the first two (2) weeks, rotation shall be done separately and alternately having one week duration for each group (outside & inside).
- 6.3.7. A skeletal workforce consisting of at most two (2) personnel (one official/OIC as document/s signatory and one other personnel) shall be maintained for offices not more than ten (10) personnel complement, and at most three (3) personnel (one official/OIC as document/s signatory and two other personnel). Provided, selection hereof are compliant to other items of this guidelines.
- 6.3.8. Those from outside the campus shall be housed inside the university during the work-week duration of reporting for work. These persons are required to bring with them their personal needs for the week of stay inside the campus.
- 6.3.9. Those from outside the campus are encourage to have car-pooling with other individuals and shall maintain social distancing protocol.
- 6.3.10. The university Transportation Services office shall prepare schedule of trips to fetch and ferry those individuals from outside the campus not accommodated in the above provision (Item 6.3.9.).
- 6.3.11. Those identified under “Item 6.2.1.” shall be limited to those with personal means of transportation.
- 6.3.12. Those holding key positions as mentioned in “Item 6.2.6.” shall report for work at their discretion or on-call by University President.

7. Workplace Safety and Health

7.1. Check and Control Point

- 7.1.1. The University main gate shall remain as the only designated entry and exit point for the university. It shall also serve as the check and control point. The personnel of the UHS and USF shall jointly maintain the main gate of CLSU Campus.
- 7.1.2. Other gates may be used as access point/s only for extremely emergency cases.
- 7.1.3. Persons, vehicle, goods and equipment entering the university shall be strictly subjected to disinfection process.
- 7.1.4. Only those abiding by the protocol and guidelines set shall be allowed access/entry to the main gate.

7.2. Mandatory Health Examination Protocol. All persons entering CLSU must observe the following:

- 7.2.1. Present proof of residency, employment, student identification or necessity of business in CLSU.
- 7.2.2. No mask no entry policy shall also be implemented.
- 7.2.3. Submit themselves to mandatory temperature screening.
- 7.2.4. Persons who refuse to submit for temperature screening shall not be allowed entry.
- 7.2.5. Those who register body temperature of 37 degrees and above, shall be subjected to re-validation test/s and if the result is still the same, the individual shall be directed immediately to the UHS for thorough examination, or isolation, if necessary.
- 7.2.6. Upon arrival at the main gate, each must accomplish and submit the Health Declaration Checklist (*CLSU UHS COVID-19 Form 001*) for contact tracing purposes.
- 7.2.7. The University recognizes privacy of information, however, this data/information gathering is in accordance with the COVID-19 pandemic protocol. Hence, we hereby

declare that any and all data/information collected are only for the purpose of creating an organized and efficient method for contact tracing of individuals suspected or who shall be placed under treatment for COVID-19, and for the formulation of immediate and efficient disease response and surveillance mechanisms.

7.3. Upkeep of Physically and Mentally Healthy Workforce

7.3.1. Daily health watch for everyone to include:

- 7.3.1.1. Eating of balanced, nutritious and well-cooked food;
- 7.3.1.2. Regular exercise;
- 7.3.1.3. Drinking plenty of fluid and avoid alcoholic beverages; and,
- 7.3.1.4. Adequate rest and at least eight (8) hours of sleep

7.3.2. Establishment of provision in taking care of personnel needing counselling or manifesting mental health concerns.

7.4. Preventing transmission of COVID-19

7.4.1. Before entering the workplace

- 7.4.1.1. See to it that the workplace is cleaned and sanitized;
- 7.4.1.2. All must wear masks;
- 7.4.1.3. Daily accomplishment of the Monitoring Sheet (*CLSU UHS COVID-19 Form 002*) for submission through the designated personnel;
- 7.4.1.4. Have temperature and vital signs check and recorded in the Monitoring Sheet;
- 7.4.1.5. Equipment or belongings to be brought inside the workplaces shall be subjected to disinfection process; and,
- 7.4.1.6. Physical distancing of at least one meter shall be observe, more particularly if queuing is observed.

7.4.2. Inside the workplace

- 7.4.2.1. All work areas and frequently handle equipment and objects must be cleaned and disinfected regularly, at least every two (2) hours
- 7.4.2.2. All comfort rooms and wash areas shall have sufficient clean water and soap.
- 7.4.2.3. Encourage everyone to frequently wash or sanitize their hands and avoid touching their eyes, nose and mouth;
- 7.4.2.4. Sanitizers shall be made available in corridors, entrance of work areas and common areas access areas;
- 7.4.2.5. Practice of physical distancing, maintaining at least one (1) meter radius;
- 7.4.2.6. Eating in common area is discouraged and all waste shall be disposed properly. If eating at individual work area is impossible, physical distancing of at least one (1) meter radius has to be maintained; and,
- 7.4.2.7. Common dining area should be cleaned and disinfected regularly.

7.5. Minimization of person to person contact

- 7.5.1. Discouraging prolong face-to-face interaction between individuals are discouraged and masks must be worn at all times;
- 7.5.2. Meetings requiring physical presence shall be kept to a maximum of six (6) participants and must be of short duration. Video conferencing is encouraged.

- 7.5.3. If necessary, office table should be re-arranged to maintain the proper physical distancing. Should re-arrangement is not possible barriers must be installed to serve the purpose.
- 7.5.4. Workstation layout should be designed to allow for unidirectional movement in aisles, corridors and walkways;
- 7.5.5. Online system shall be highly encouraged as a medium of entertaining clients, as well as in the exchange and transmission of documents;
- 7.5.6. Heads of offices must ensure observance of the physical distancing minimum health protocols.
- 7.5.7. Suspension of travels and conduct of face-to-face extension and training activities; and,
- 7.5.8. Suspension of face-to-face learning activities with students.

8. Sharing of Responsibilities

8.1. The university shall:

- 8.1.1. Provide all necessary policies for the prevention and control of COVID-19 in constant consultation with employees organizations, student organizations and other university stakeholders;
- 8.1.2. Provide advocacy and IEC materials and keep the personnel informed;
- 8.1.3. Provide everyone engage in the operation all essential resources allowing easy work accomplishment;
- 8.1.4. Provide materials to keep them healthy and the workplace safe (masks, soap, sanitizer, disinfectant, PPEs, and other essentials)
- 8.1.5. Designate Monitoring Personnel for the different programs to monitor compliance to the herein stipulated guidelines and general COVID-19 protocols, including supervision of regular disinfection;
- 8.1.6. Explore the possibility of providing enhanced health insurance for everyone;
- 8.1.7. Provide shuttle services for those adopting the SKW scheme;
- 8.1.8. Provide for decent accommodation for the required to stay inside the campus under the SKW Scheme;
- 8.1.9. Regulate the entry of house-help inside the campus. If unavoidable, request for house-help shall be done in writing, through and upon the favourable recommendation of the UHS Chief, and finally subject to the approval of the University President;
 - 8.1.9.1. Approved request for house-help shall on the condition that said house-help be housed at the dwelling place of the requesting party. Definitely no stay-out house-help;
- 8.1.10. Designate from the PPSDS personnel under the SKW scheme for the upkeep, sanitation, and disinfection of the different equipment, furniture, offices, buildings and infrastructures of the university; and,
- 8.1.11. Put up a COVID-19 Hotline.

8.2. Employees shall:

- 8.2.1. Comply with the herein guidelines;
- 8.2.2. Wear face mask at all times when not eating, drinking or doing hygienic activities;
- 8.2.3. Observe physical distancing of at least one (1) meter radius with other individuals;

- 8.2.4. Not to engage or participate in social gathering of whatever form or purpose;
- 8.2.5. Observe proper respiratory etiquette;
- 8.2.6. Coughing and sneezing into tissue or into shirt, if tissue is not available;
- 8.2.7. Disposal of used tissues and face mask properly; and,
- 8.2.8. Disinfect hands immediately through proper washing with soap and water or alcohol-based sanitizers immediately after coughing or sneezing.

9. Dissemination of this Guidelines

The heads of offices are hereby directed to cause the widest dissemination of this guidelines.

10. Repealing Clause

Provisions of issuances inconsistent herewith are deemed modified repealed accordingly.

11. Effectivity

This guidelines shall take immediately and shall remain effective and in full force unless sooner revoked by competent authorities.

References:

1. RA Nos. 11332 & 11469
2. Presidential Proclamation Nos. 922 & 929
3. Executive order by the President of the Philippines
4. DOH & CHED Directives
5. CSC MC No. 7, s. 2020
6. DBM NBC No. 580
7. COA-DBM Joint Circular No. 1, s. 2020 Issuances
8. IATF Resolutions
9. DOLE-and-DTI-guidelines-on-workplace-prevention-and-control-of-COVID-19
10. https://oshwiki.eu/wiki/COVID-19:_guidance_for_the_workplace
11. <https://www.thestar.com.my/news/regional/2020/04/25/duterte-extends-luzon-lockdown>