

University of Santo Tomas
Collective Institutional Guidelines for the Prevention and Control of
the Coronavirus Disease (COVID-19)
March 14, 2020

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Policy Bases

The following documents were used as bases for issuing these guidelines:

1. World Health Organization (WHO) Coronavirus Disease (COVID-19) Situation Reports (World Health Organization, 2020) and Advice for the Public (World Health Organization, 2020)
2. COVID-19 Interim Guidelines (Department of Health, 2020)
3. Department of Education (DepEd) Memorandum 15, s2020, “First Set of Policy Directives of the DepEd Task Force nCoV” (Department of Education, 2020)
4. Department of Education (DepEd) Memorandum 21, s2020, “Second Set of Policy Directives of the DepEd Task Force nCoV” (Department of Education, 2020)
5. Commission on Higher Education Guidelines for the Prevention, Control and Mitigation of the Spread of the 2019-Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) in Higher Education Institutions (HEIs) (Commission on Higher Education, 2020)
6. Joint Statement of the Department of Health (DOH), Department of the Interior and Local Government (DILG), and the Department of Tourism (DOT) on Public Gatherings (Department of Interior and Local Government, 2020)
7. Department of Education (DepEd) Memorandum 23, s2020, “Third Set of Policy Directives of the DepEd Task Force nCoV” (Department of Education, 2020)
8. Press Release of DOH Confirming Local Transmission of COVID-19 in the Philippines and Reporting 6th Case (Department of Health, 2020)
9. Press Release of DOH Reporting 4 New COVID-19 Patients and Increasing the Cases to 10 (Department of Health, 2020)
10. Manila City Mayor @IskoMoreno has ordered the suspension of classes from March 9 to 15, 2020 amid the growing number of COVID-19 confirmed cases in the country (Domagoso, 2020)
11. President Duterte ordered the suspension of classes in all levels in Metro Manila from March 10 to 14 amid the threat of the coronavirus disease (COVID-19) (Lopez V. , 2020)
12. Department of Education (DepEd) Memorandum 34, s2020, “Fifth Set of Policy Directives of the DepEd Task Force nCoV” (Department of Education, 2020)
13. Guidelines for the Prevention, Control and Mitigation of the Spread of the Coronavirus Disease 2019 (COVID-19) in Higher Education Institutions (HEIs): CHED Advisory No. 2 (Commission on Higher Education, 2020)
14. Guidelines for the Prevention, Control and Mitigation of the Spread of the Coronavirus Disease 2019 (COVID-19) in Higher Education Institutions (HEIs): CHED Advisory No. 3 (Commission on Higher Education, 2020)
15. Memorandum from the Commission on Higher Education, Office for International Affairs on the Monitoring of Filipino Students Deployed Abroad in light of COVID-2019

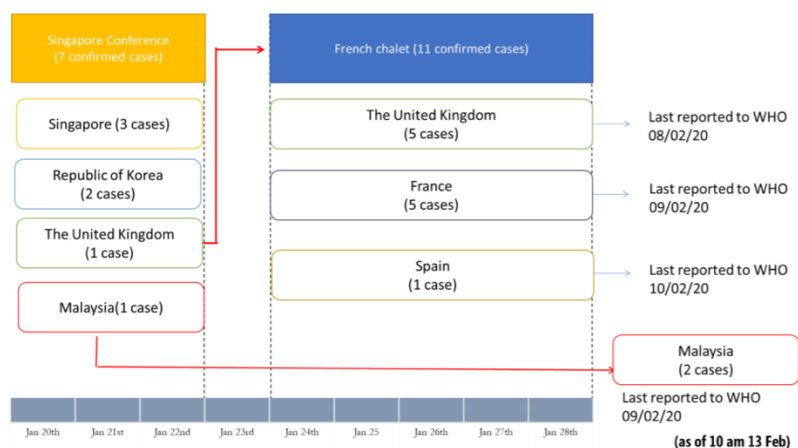
16. President Duterte announces Code Red Sub-level 2 and community quarantine versus COVID-19 (Lopez V. , 2020)
17. Malacañang extends the suspension of classes and government work in the executive branch in Metro Manila to April 14, 2020. (Rappler, 2020)

Key events that merit release of this updated and more comprehensive guidelines:

1. On January 30, 2020, WHO declared the 2019-nCoV as a Public Health Emergency of International Concern (PHEIC) (World Health Organization, 2020).
2. On February 2, 2020, the Office of the President of the Philippines, through a statement by Executive Secretary Salvador Medialdea, approved the following recommendations of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines (IATF-EID) (Department of Education, 2020):
 - a. Temporarily banning the entry of any person, regardless of nationality, except Filipino citizens and holders of Permanent Resident Visa issued by the Philippine Government, directly coming from China and its Special Administrative Regions;
 - b. Temporarily banning the entry of any person, regardless of nationality, except Filipino citizens and holders of Permanent Resident Visa issued by the Philippine Government, who, within fourteen (14) days immediately preceding arrival in the Philippines, has been to China and its Special Administrative Regions;
 - c. A mandatory fourteen (14) day quarantine for Filipinos and Permanent Resident Visa holders coming from any place in China and its Special Administrative Regions;
 - d. Temporary ban on Filipinos from travel to China and its Special Administrative Regions; and
 - e. Establishment of a repatriation and quarantine facility.
3. On February 5, 2020, DOH confirmed the third 2019-nCoV ARD case in the Philippines (Department of Health, 2020)
4. Also on February 5, 2020, DOH released Department Circular No. 2020-0042, “Reiteration of the Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) Response in Schools and Higher Education Institutions” (Department of Health, 2020). Highlights of this circular include:
 - a. Reiteration of the practice of personal protection and hygiene
 - b. Emphasis on infection control, including:
 - i. Encouraging learners and staff to stay home when sick;
 - ii. Advising learners, parents, and staff on the importance of staying home when sick for at least 24 hours after they no longer have signs and symptoms (fever or signs of fever, cough, colds); and
 - iii. Reviewing school policies on:
 1. Implementing flexible sick leave policies for students and staff;
 2. Lifting the use of perfect attendance awards; and
 3. Cross-training staff so that others can cover for co-workers who need to stay home.
 - c. Guidelines for management of symptomatics
 - d. Community engagement and coordinated response, as explained in:
 - i. Guidelines for conducting joint risk assessment by administrators, higher-level school authority, local government units, and public health officials to determine the appropriate level of response ([Appendix D](#)). These specify the criteria, appropriate response, and recommendations on class suspensions for each response level.

- e. Guidelines for declaration of class suspension per response level and resumption of classes thereafter
 - f. Official sources of 2019-nCoV information and advisories
5. On February 7, 2020, DOH released an advisory on concerts and other public events and gatherings (Department of Health, 2020), urging the public to avoid attending, participating in, and organizing events that draw a huge number of attendees. The DOH likewise recommends the cancellation of such planned big events or mass gatherings until further advice.
 6. On February 10, 2020, CNN reported that Taiwan is included in the temporary travel ban imposed by the Philippines, as clarified by the Department of Health (CNN Philippines, 2020). However, on February 14, 2020, the Philippine Government's Inter-Agency Task Force (IATF) lifted the said travel ban "by reason of the strict measures they (Taiwan) are undertaking, as well as the protocols they are implementing to address the COVID-19" (Rappler, 2020).
 7. On February 11, 2020, the WHO declared an official name for the new coronavirus disease, COVID-19 (TIME, 2020).
 8. On February 12, 2020, the Commission on Higher Education released the Guidelines for the Prevention, Control and Mitigation of the Spread of the 2019-Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) in Higher Education Institutions (HEIs) through the Facebook page of Chairperson J. Prospero "Popoy" De Vera (Commission on Higher Education, 2020).
 9. On February 12, 2020, DepEd released Memorandum No. 021, s2020, "Second Set of Policy Directives of the DepEd Task Force nCoV" (Department of Education, 2020), indicating that all policies and directives contained in DepEd Memorandum No. 015, s2020, "First Set of Policy Directives of the DepEd Task Force nCoV" are sustained. This updated memorandum likewise refers to the following DOH advisories:
 - a. DOH Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) Response in Schools and Higher Education Institutions
 - b. DOH Advisory on the Use of Masks
 - c. DOH Advisory on Concerts and Other Public Event Gatherings
 10. The WHO Situation Report 24, dated 13 February 2020 (World Health Organization, 2020), states that a total of 170 cases of COVID-19 who had a travel history to China have been reported outside of China. While the vast majority (89%) do not appear to lead to onward transmission of the virus, 19 cases (11%) were associated with onwards transmission. The report provides information on transmission chain of events involving 20 individuals originating from a conference in Singapore, while 15 cases were linked to a conference in Bavaria, Germany. The transmission chain for Singapore is as follows:

Figure 2. Description of the known transmission chain of event originating in Singapore (Event Number 1, Table 1), as of 10 am 13 Feb 2020



11. On February 17, 2020, the DILG advised all local government units (LGUs) that they can continue to organize and conduct public gathering, meetings and festivals so long as all precautionary measures against COVID-19 identified by the DOH are strictly observed, based on a joint statement rendered by the DOH, DILG, and DOT. In the same online announcement, the DILG cited President Duterte's invitation to travel with him around the Philippines and rendering assurance that it is safe to travel and visit the country's tourist spots (Department of Interior and Local Government, 2020).
12. Following such joint statement from DOH, DILG, and DOT, the Department of Education likewise released an advisory that all units and schools may resume the conduct of national, regional, and/or off-campus activities starting February 24, 2020 (Department of Education, 2020).
13. On February 26, 2020, CNN Philippines quoted Presidential Spokesperson Salvador Panelo, who said that the Inter-Agency Task Force released a statement indicating that, "Any travel to South Korea will be temporarily suspended. Only permanent residents of South Korea, Filipinos leaving for study, and overseas Filipino workers returning to work will be allowed provided that they sign a written declaration acknowledging the risks involved which will be complemented with a health advisory pamphlet." Panelo said those coming from North Gyeongsang Province or Gyeongbuk, including Daegu and Cheongdo County, are not allowed to enter the Philippines. However, the IATF-EID noted that Filipinos and their foreign spouses or children, and holders of permanent resident and diplomatic visas will be allowed entry subject to existing screening and quarantine protocols (CNN Philippines, 2020).
14. On March 7, 2020, DOH reported the 6th case of COVID-19 in the Philippines and confirmed local transmission of the virus. In light of the confirmation of localized transmission in the country and in anticipation of possible sustained community transmission, DOH raised the COVID-19 Alert System to *Code Red sublevel 1*. DOH was quick to clarify that this is a preemptive call to ensure that national and local governments and public and private health care providers can prepare for possible increase in suspected and confirmed cases. In the same press release, DOH advised the public to avoid unnecessary travel and postpone mass gatherings (Department of Health, 2020). In the event that community transmission is confirmed, community quarantine (lockdown) will be implemented and suspension of work or school will be done.
15. On March 8, 2020, DOH reported four (4) new cases, bringing the total of confirmed cases to 10 (Department of Health, 2020).

16. Mayor Isko Moreno Domagoso suspended classes in all levels in the City of Manila from March 9-15, 2020, amid the growing number of COVID-19 confirmed cases in the country (Domagoso, 2020).
17. On March 11, 2020, WHO made the assessment that COVID-19 can be characterized as a pandemic. (World Health Organization, 2020).
18. As of March 12, 2020, there were 125,048 confirmed cases of COVID-19 in 118 countries around the world, a majority of which were located in China (including Hong Kong, Macau and Taipei) (World Health Organization, 2020).
19. On March 12, 2020, President Duterte declared Code Red Sub-level 2 (Lopez V. , 2020), with the following key mandates that affect educational institutions:
 - a. Land, domestic air, and domestic sea travel to and from Metro Manila shall be suspended starting March 15, 2020 – April 14, 2020 as part of the community quarantine to control the spread of COVID-19;
 - b. Classes in Metro Manila and work in the Executive Branch will be suspended until April 12, 2020;
 - c. A barangay quarantine is advised when there are at least two positive COVID-19 cases belonging to different households in the same barangay;
 - d. A municipality/city-wide quarantine is advised when there are at least two positive COVID-19 cases belonging to different barangays in the same municipality/city; and
 - e. A province-wide quarantine is advised when there are at least two positive COVID-19 cases belonging to different municipalities/cities in the same province.
20. On March 14, 2020, Rappler quoted the Office of the President, which extended the suspension of classes and government work in the executive branch in Metro Manila to April 14, 2020 to coincide with the 30-day community quarantine period in Metro Manila (Rappler, 2020).

University Response to COVID-19

In view of the announcement of President Duterte implementing community quarantine for Metro Manila, and suspension of classes in all levels until April 14, 2020, the University suspended online classes for March 13-14, 2020 to allow Thomasians to attend to personal and family concerns. The following shall be implemented in the remaining weeks of class suspension. Given the uncertainty of the situation, implementation shall be monitored and regularly evaluated to determine the need for updating and ensure the relevance and timeliness of the University's response.

Health Status Reporting of Faculty Members, Support Staff, and Students

The health of the Thomasian community is of primary concern. Thus, University encourages its faculty members, support staff, and students to report to the Taskforce Committee on COVID-19 of the UST Health Service through 0915-4345727 if they are confirmed cases, persons under investigation (PUIs), or persons under monitoring (PUMs) related to COVID-19 for proper medical advice and monitoring. The UST Health Service is working with the Santo Tomas e-Service Providers (STePs) on an electronic reporting system to facilitate the process. This shall be disseminated once available.

Unit Heads are encouraged to facilitate the reporting process and monitor the location and quarantine status of the people under their unit, so they can be provided support and consideration with work arrangements and study requirements, where appropriate.

Conduct of Online Classes

Online classes conducted through UST Cloud Campus shall continue to be implemented as the main strategy for the Continuity Plan for Teaching and Learning in Case of Mandatory Quarantine and Class Suspensions due to COVID-19 ([Appendix A](#)).

Academic unit heads shall coordinate efforts to revisit course plans, prioritize content to be covered given the disruptions in classes, determine alternative teaching-learning activities and assessments, and adjust timelines for instruction-related activities in order to minimize, if not eliminate, the need to extend the Second Term AY 2019-2020. Feedback acquired within their academic unit during the initial implementation of the Continuity Plan, including utilization data for UST Cloud Campus provided by the Educational Technology Center (EdTech), shall be used as basis to draft strategies that will address the specific needs of the academic unit or department, in consideration of the nature of its course offerings, faculty capability, and access of faculty members and students to electronic equipment and stable internet connection. Strategies should include provisions for managing the workload of faculty members and students while in isolation, as well as opportunities for make-up classes or later submissions for those who may be ill or whose access to internet connection may be limited by community quarantine regulations or their relocation.

EdTech and the e-Learning Specialists of each academic unit shall continue to provide the needed technical support and mentoring programs to assist faculty members and students in improving their online learning experience using UST Cloud Campus.

Immersion, Practicum, Internships, and other Field Work Activities

All immersion, practicum, internships and other field work activities (e.g., NSTP) are hereby suspended. Academic units shall draft alternative online activities for students during the period of quarantine and communicate the same to the Office of the Vice-Rector for Academic Affairs (OVRAA) for collation and submission to DepEd and CHED, for their information and acknowledgement. Academic units shall likewise inform their partner training institutions of these activities through email or formal communication once classes resume. NSTP alternative activities shall be shared by OVRAA to all academic units once received.

Preliminary Examinations

Most of the scheduled preliminary examinations are affected by the class suspension until April 14, 2020. Academic unit heads shall coordinate efforts to determine which courses will be able to render online examinations or alternative assessments through UST Cloud Campus and which will require in-campus examinations once classes resume. Alternatively, academic units may decide to integrate the preliminary examinations with the final examinations, provided there are sufficient opportunities for student assessment aside from the final exams, students are informed of the changes in the grading system of the affected courses, and there is timely feedback on their academic standing throughout the term.

Deans and Directors of General Education (GE) Service Units shall facilitate decisions for the courses they offer across programs in the University and shall inform the OVRAA, who in turn, shall disseminate the same to other academic units, for integration into their academic schedule.

The academic units shall inform the Office of the Secretary-General (OSG) of the revised schedule of their preliminary examinations, as applicable, for dissemination.

Academic Calendar

Adjustment in the teaching-learning activities of the students which may require an extension of the academic calendar shall be communicated to the OSG for evaluation and approval, so University-level activities may be adjusted accordingly.

Moving-Up Ceremonies and Commencement Exercises

The schedule of Moving-Up Ceremonies and Commencement Exercises shall be determined once classes resume and the academic calendar for the remaining weeks of the Second Term AY 2019-2020 has been finalized.

Research of Students and Faculty Members

The Office of the Vice-Rector for Research and Innovation (OVRRI) has released the Guidelines for Research in Response to the Recent Developments relating to COVID-19 ([Appendix B](#)), which covers undergraduate students, graduate students, faculty members, and research support staff.

All in-campus and off-campus research data gathering activities are suspended. Research-related local and international travels such as field works, conferences/seminars, trainings, internships, and students exchange are likewise suspended. Researchers are directed to engage in alternative activities such as online discussions, manuscript writing, grant applications, prospective proposal writing, and preparation of accomplishment reports.

Concerns of Science Consortium scholars may be directly communicated to Prof. Maribel G. Nonato, Vice-Rector for Research and Innovation and National Science Consortium Scholarship Project Leader, for prompt action.

International Outbound (Off-Campus) Student and Faculty Activities

All international outbound (off-campus) student activities are suspended until May 2020. Faculty members who are scheduled to travel to countries or areas with confirmed cases of COVID-19 are encouraged to heed the advisories rendered by local and foreign governments and exercise all necessary precautions to protect themselves and others.

As per CHED Memorandum from its Office for International Affairs, academic units shall provide the Office for International Relations and Programs (OIRP) with details of outbound students who left for abroad before the University imposed the suspension of international outbound activities. This is in an effort to help monitor the safety and well-being of Filipino students deployed abroad.

International Inbound Student and Faculty Activities

All international inbound student activities are suspended until April 2020. Academic units shall communicate with their foreign partner institutions the current status of community quarantine in Metro Manila and explore other options for the partnership.

Flexible Work Arrangements for Support Staff

The Human Resource Department released a memo on the Work Arrangement amidst the COVID-19 Public Health Emergency ([Appendix C](#)). Social distancing and quarantine requirements in case of illness shall be observed.

Freshmen Reservation, Confirmation, and Enrollment

Reservations for freshmen admission, confirmation of enrollment, and enrollment shall be scheduled once classes resume. Academic units shall coordinate with the Office of Admissions (OFAD) to release the appropriate announcements to their respective applicants. Those programs which require applicant interviews shall endeavor to conduct online interviews, if applicant resources and quarantine status allow.

Course Offerings, Class Schedule and Faculty Loading for the First Term AY 2020-2021

Program and Department Chairs are requested to continue preparing the course offerings, class schedules, and faculty loading for the First Term AY 2020-2021 so these may be ready for encoding in the Oracle system once classes resume. Specific reminders from OVRAA on the preparation of course offerings, class schedules, and faculty loading are stipulated in [Appendix D](#).

Faculty Competence Evaluation

The Faculty Competence Evaluation for the Second Term AY 2019-2020 shall be rescheduled once classes resume. Considering the disruptions in classes and the changes in instructional delivery that needed to be made, it is expected that some of the measures undertaken to ensure continuity of teaching and learning may not be fully aligned with the existing criteria in the Faculty Competence Evaluation.

Thus, the University shall consider the results of the Faculty Competence Evaluation for the Second Term AY 2019-2020 as formative feedback to faculty members to improve their teaching competence. While evaluating sectors (Dean / Director / Principal, Faculty Council, Ad Hoc Committee, and Students) shall use the existing criteria in providing quantitative ratings, they are strongly encouraged to provide qualitative comments that will highlight the faculty's strengths and help them identify areas of improvement, especially focused on their efforts to respond to the class disruptions.

The Faculty Competence Evaluation for tenured faculty members shall be done only by students and the results, while having value for continuous improvement, will not be included in the averaging for purposes of the next cycle of promotion and reclassification.

On the other hand, the Faculty Competence Evaluation for non-tenured faculty members shall still serve as basis for recommendations for reappointment. In rendering their recommendations, the Dean / Director / Principal and the Faculty Council shall consider the results of the evaluation side-by-side with the current circumstances.

Faculty Recommendations for the Special Term AY 2019-2020 and the First Term AY 2020-2021

The deadlines for submission of faculty recommendations for the Special Term AY 2019-2020 and the First Term AY 2020-2021 shall be set in May 2020, once all the Faculty Competence Evaluation have been completed.

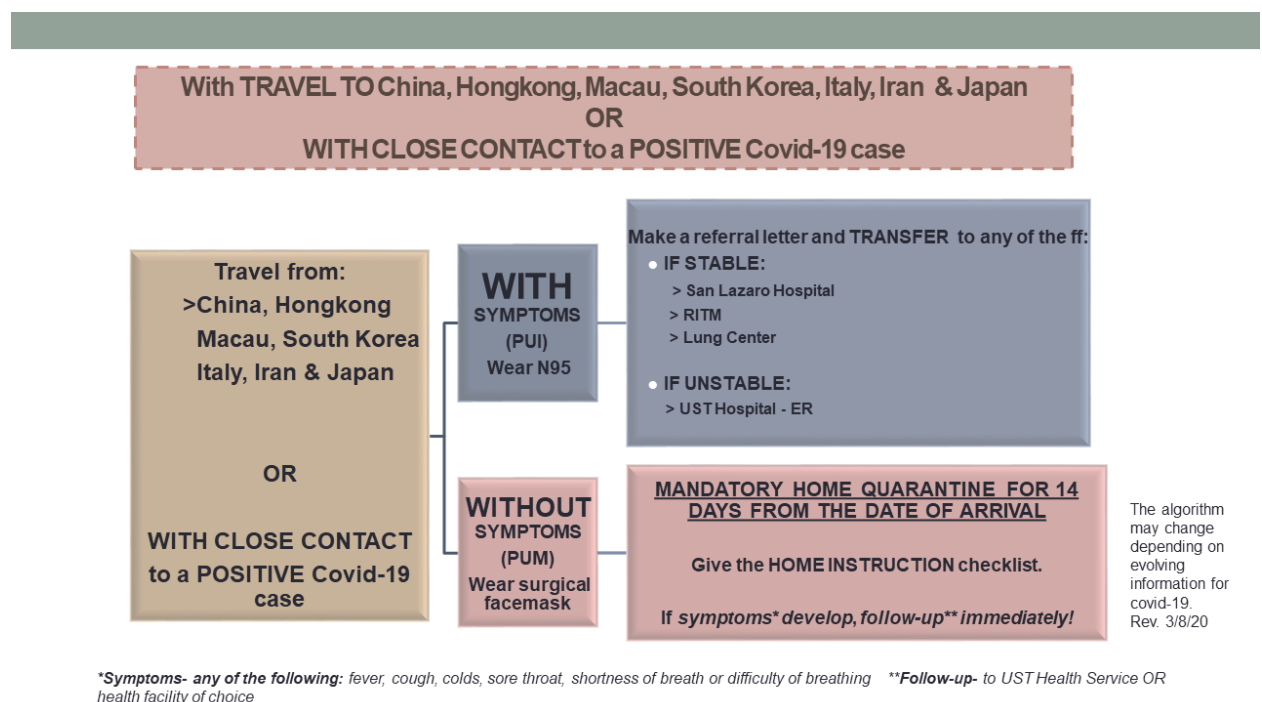
Academic units are directed to identify early on the faculty members who will need to teach the regular course offerings in the Special Term, as well as those who may need to teach petition classes to address deficiencies. These faculty members will need to be recommended in May 2020 in order to facilitate the processing of petition classes in June, which usually lasts only for two days.

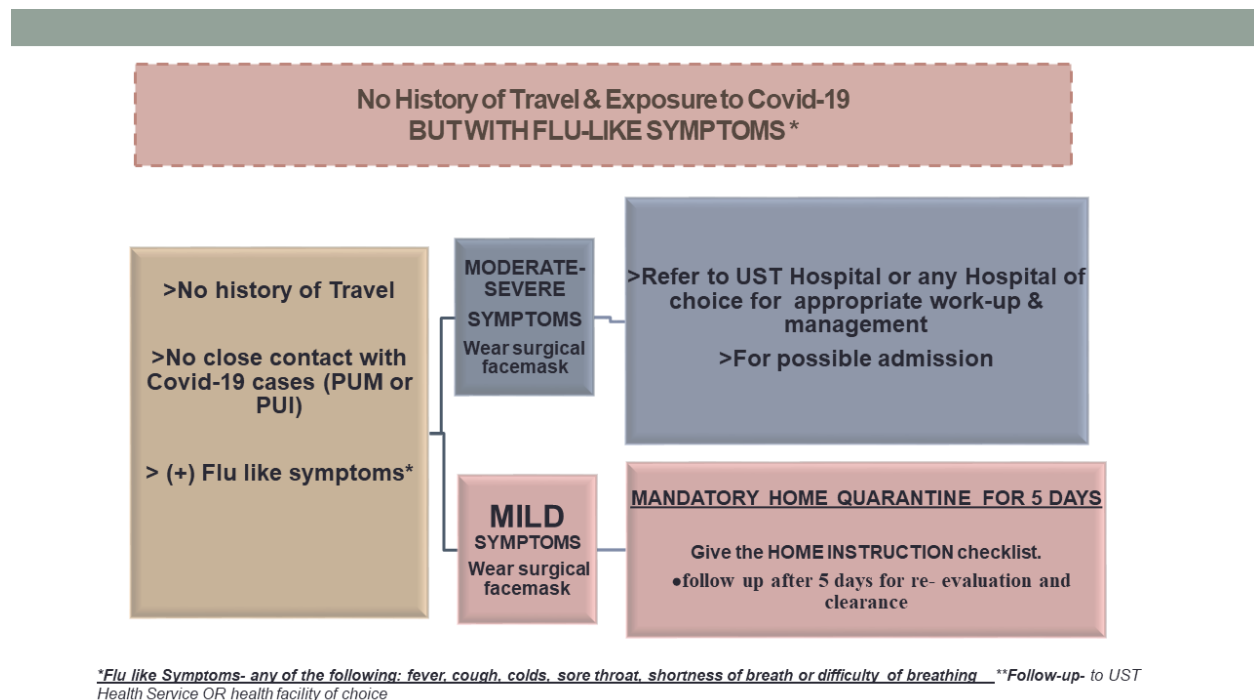
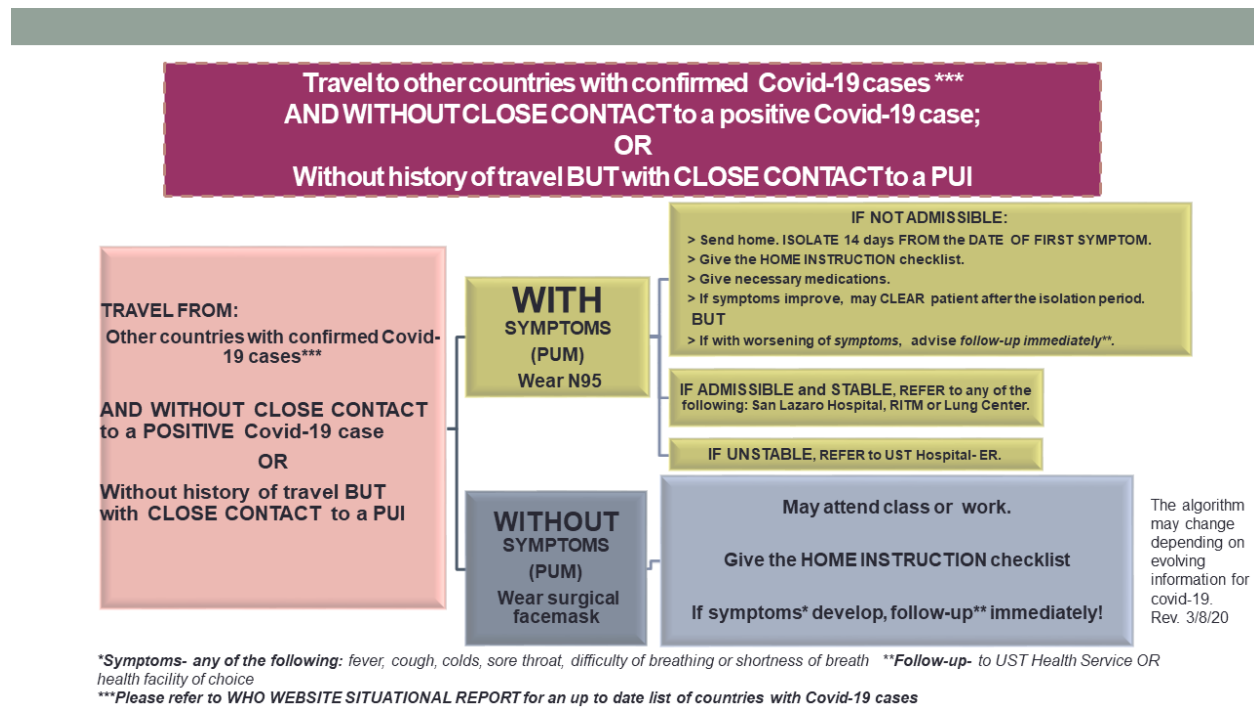
Similarly, academic units are requested to prepare for the recommendation of faculty members for the First Term AY 2020-2021. Specific to baccalaureate degree programs, recommendations should be in full compliance with the faculty qualifications stipulated in CHED Memorandum Orders (CMO) aligned with K to 12. During this period of quarantine, faculty members are encouraged to find some time to orient themselves with the CMO/s applicable to their program or area of specialization and gather supporting documents for the stipulated requirements, ready for submission, once requested.

Pathways of Assessment and Intervention for Persons at Risk

People with COVID-19 infection, the flu, or a cold typically develop respiratory symptoms, such as fever, cough, and runny nose. WHO recommends that people who have cough, fever, and difficulty breathing should seek medical care early. Patients should inform health care providers if they have travelled in the 14 days before they developed symptoms, or if they have been in close contact with someone with who has been sick with respiratory symptoms. (World Health Organization, 2020).

The following diagram summarizes the revised pathways for appropriate action to be undertaken based on the presence of potential risk factors:





An updated list of countries with confirmed cases of COVID-19 may be acquired through the WHO Situation Reports (World Health Organization, 2020). DOH has released the list of flights taken by the 3 confirmed cases of COVID-19 in the Philippines to facilitate contact-tracing (Department of Health, 2020).

Members of the Thomasian community, including visiting faculty and students, who feel sick while in University premises should immediately proceed to the Health Service. Likewise, those with history of travel to countries with confirmed cases of COVID-19 should accomplish the Travel History Declaration Form and report to the UST Health Service.

Those with history of travel to China, Hong Kong, and Macau shall comply with the mandatory fourteen (14) day quarantine for Filipinos and Permanent Resident Visa holders (Department of Education, 2020) (CNN Philippines, 2020), even if they do not present symptoms.

Absences arising from mandatory quarantine and interventions officially advised by the UST Health Service shall be considered as excused absence for students, subject to submission of supporting documents (i.e., airline ticket, passport, medical certificate/clearance from UST Health Service), and will allow them to make-up for any missed gradable requirement. Meanwhile, these absences for administrators, faculty members, and support staff shall be chargeable to their sick leave and/or vacation leave credits (Department of Labor and Employment, 2020). The Continuity Plan for Teaching and Learning in Case of Mandatory Quarantine and Class Suspensions due to COVID-19 released by OVRAA ([Appendix A](#)) provides additional guidelines in support of continued engagement of faculty and students in instruction amidst quarantine requirements.

Affected administrators, faculty members, support staff and students shall immediately inform their unit heads of their status so that they may be given the necessary assistance, granted flexible work arrangements, or referred to appropriate support services.

Home Quarantine Instructions for Persons Under Monitoring (PUM) as per DOH Advisory

- STAY HOME except to get medical care
- Separate yourself from other household members
- Call ahead of time before visiting your doctor
- Wear a facemask
- Observe proper cough/sneeze etiquette
- Wash your hands with soap and water frequently
- Avoid sharing household items
- Seek immediate consultation and treatment if with fever, cough or colds

PROTOCOL FOR REFERRAL FOR COVID-19:

1. **All students, support staff, faculty and administrators who have history of travel to China, Hongkong, Macau, South Korea, Italy, Iran, & Japan or have history of exposure to Covid-19* must be advised to go on MANDATORY ISOLATION/HOME QUARANTINE for 14 days from the date of arrival even if asymptomatic.** Following WHO recommendation, these individuals must monitor their temperature and if symptoms of fever ≥ 38 or cough and/or colds occur, they must inform Health Care Provider or UST Health Service at local 8211 for immediate consultation.
2. The faculty-in-charge shall refer to the Health Service at Local 8211 and inform parents or guardians of students who have fever or cough and/or colds with history of travel to COVID-19-confirmed countries and/or close contact with confirmed case of COVID-19 or Person under investigation (PUI) within the last 14 days. Information to be included upon referral are the following: place of travel, duration of stay & date of arrival or information regarding the nature of contact with COVID-19 patients/ PUI.
 - Should patient and parent/s decide to bring patient to a private medical doctor, the Health Service should be notified immediately for documentation.

- Immediately after the patient goes out of the room, disinfection should be done.
3. The unit head shall refer to the Health Service at Local 8211 all faculty and support staff who have fever or cough and/or colds and with history of travel to COVID-19-confirmed countries and/or close contact with confirmed case of COVID-19 or Person under investigation (PUI) within the last 14 days. Information to be included upon referral are the following: place of travel, duration of stay & date of arrival, or information regarding the nature of contact with COVID-19 patients/ PUI.
 - Should the faculty or support staff decide to go to a private medical doctor, the Health Service should be notified immediately for documentation.
 - Immediately after the patient goes out of the room, disinfection should be done.
 4. The patient who has symptoms of fever or cough and/or colds and with history of travel must be required to wear a face mask and placed in an isolation area. If stable (without difficulty of breathing, shortness of breath), the patient should go to the Health Service directly for medical evaluation accompanied by faculty-in-charge/unit head. If unstable (with difficulty of breathing, shortness of breath), the faculty-in-charge/unit head must place patient in an isolation area within the building while waiting for the Health Service staff to arrive.
 - Immediately after the patient goes out of the isolation room, disinfection should be done.
 5. At the Health Service, the patient will be evaluated in an isolation room. The medical doctor wearing appropriate personal protective equipment (PPE) ,such as N95 mask, hospital gown, goggles and gloves, will assess the patient if there is a need for a referral and possible admission to DOH-designated referral centers (San Lazaro Hospital, RITM, and Lung Center). If the patient is a student, the parents/ guardians must be informed of the former's current status.
 - Students, faculty members, and support staff who will need consultation beyond UST Health Service's clinic hours should proceed to the UST Hospital Emergency Room/Treatment Room for evaluation and management.
 - The UST Health Service should be informed of the details of consultation thru Dr. Jay Ron Padua (Pediatric Infectious Disease Specialist) via 0915-4345727 for documentation.
 6. Once the isolation room of the Health Service has been vacated by the patient, full disinfection must be done.
 7. Disposition regarding discharge of the patient will be upon the discretion of the referral institution.

* While waiting for the results, exposed faculty members, students, and support staff who will be asymptomatic will be advised to wear masks and practice standard WHO/DOH recommendation. Estimated turn-around time will be 48-72 hours. If results will be negative, the exposed individuals will have the option to either continue or discontinue the use of face masks.

* If the student, support staff, faculty member, and administrator will be COVID-19 positive, we will follow the pathway for person under monitoring (PUM) for asymptomatic contact and person under investigation (PUI) for symptomatic contacts.

* If an unconscious patient (student, administrator, faculty member, support staff, and guest) is found outside the classroom but within the University premises, the security staff will be designated to inform the Health Service at local 8211 and accompany the patient until the Health Service staff arrives. The Health Service staff will then evaluate the patient if he/she will be brought to the Health Service or to the UST Hospital Emergency Room.

* History of Exposure: (Based on DOH advisory #3 for COVID-19)

1. Providing care for and/or handling specimens of confirmed 2019-nCoV ARD patient or persons under investigation for 2019-nCoV ARD infection
2. Staying in the same close environment as confirmed 2019-nCoV ARD patient or persons under investigation for 2019-nCoV ARD infection
3. Travelling together with confirmed 2019-nCoV ARD patient or persons under investigation for 2019-nCoV ARD infection in any kind of conveyance
4. Living in the same household as confirmed 2019-nCoV ARD patient or persons under investigation for 2019-nCoV ARD infection

WHO and DOH Health Advisory for the General Public

WHO provides standard recommendations to the general public (World Health Organization, 2020) to reduce exposure to and transmission of a range of illnesses, to protect self and others from getting sick, and to stay healthy while travelling.

1. Wash your hands frequently

Wash your hands frequently with an alcohol-based hand rub or soap and water.

Why? Washing your hands with an alcohol-based hand rub or soap and water kills the virus if it is on your hands.

2. Practice respiratory hygiene

When coughing and sneezing, cover mouth and nose with flexed elbow or tissue. Discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

Why? Covering your mouth and nose when coughing and sneezing prevent the spread of germs and viruses. If you sneeze or cough into your hands, you may contaminate objects or people that you touch.

3. Maintain social distancing

Maintain at least 1-meter (3 feet) distance between yourself and other people, particularly those who are coughing, sneezing, and have a fever.

Why? When someone who is infected with a respiratory disease, like COVID-19, coughs or sneezes they project small droplets containing the virus. If you are too close, you can breathe in the virus.

4. Avoid touching eyes, nose, and mouth

Why? Hands touch many surfaces which can be contaminated with the virus. If you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself.

5. If you have fever, cough and difficulty breathing, seek medical care early

Tell your healthcare provider if you have traveled in an area in China where COVID-19 has been reported, or if you have been in close contact with someone with who has traveled from China and has respiratory symptoms.

Why? Whenever you have fever, cough and difficulty breathing it's important to seek medical attention promptly as this may be due to a respiratory infection or other serious condition. Respiratory symptoms with fever can have a range of causes, and depending on your personal travel history and circumstances, COVID-19 could be one of them.

6. If you have mild respiratory symptoms and no travel history to or within China

If you have mild respiratory symptoms and no travel history to or within China, carefully practice basic respiratory and hand hygiene and stay home until you are recovered, if possible.

7. As a general precaution, practice general hygiene measures when visiting live animal markets, wet markets or animal product markets

Ensure regular hand washing with soap and potable water after touching animals and animal products; avoid touching eyes, nose or mouth with hands; and avoid contact with sick animals or spoiled animal products. Strictly avoid any contact with other animals in the market (e.g., stray cats and dogs, rodents, birds, bats). Avoid contact with potentially contaminated animal waste or fluids on the soil or structures of shops and market facilities.

8. Avoid consumption of raw or undercooked animal products

Handle raw meat, milk, or animal organs with care, to avoid cross-contamination with uncooked foods, as per good food safety practices.

DOH likewise provides additional details on prevention steps to take for people who may have the COVID-19 infection, for caregivers and household members, and those who may have had contact with persons under investigation (PUI) (Department of Health, 2020).

WHO Advice on the Use of Masks

WHO provides advice on the use of medical masks in communities, at home, and at healthcare facilities in areas that have reported outbreaks caused by COVID-19 (World Health Organization, 2020).

Wearing a medical mask is one of the prevention measures to limit spread of certain respiratory diseases, including COVID-19, in affected areas. However, the use of a mask alone is insufficient to provide the adequate level of protection, and other equally relevant measures should be adopted. If masks are to be used, this measure must be combined with hand hygiene and other infection, prevention, and control (IPC) measures to prevent the human-to-human transmission of COVID-19.

Masks should be worn by individuals with respiratory symptoms, individuals with suspected COVID-19 infection with respiratory symptoms, relatives or caregivers to individuals with suspected COVID-19 infection with mild respiratory symptoms, and healthcare workers.

In the community setting, a medical mask is not required for individuals without respiratory symptoms, as no evidence is available on its usefulness to protect non-sick persons. If masks are used, best practices should be followed on how to wear, remove, and dispose of them and on hand hygiene action after removal, as follows:

- place mask carefully to cover mouth and nose and tie securely to minimize any gaps between the face and the mask;
- while in use, avoid touching the mask;
- remove the mask by using appropriate technique (i.e., do not touch the front but remove the lace from behind);
- after removal or whenever you inadvertently touch a used mask, clean hands by using an alcohol-based hand rub or soap and water if visibly soiled
- replace masks with a new clean, dry mask as soon as they become damp/humid;
- do not re-use single-use masks;
- discard single-use masks after each use and dispose of them immediately upon removal.

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APPENDIX A

UNIVERSITY OF SANTO TOMAS OFFICE OF THE VICE-RECTOR FOR ACADEMIC AFFAIRS

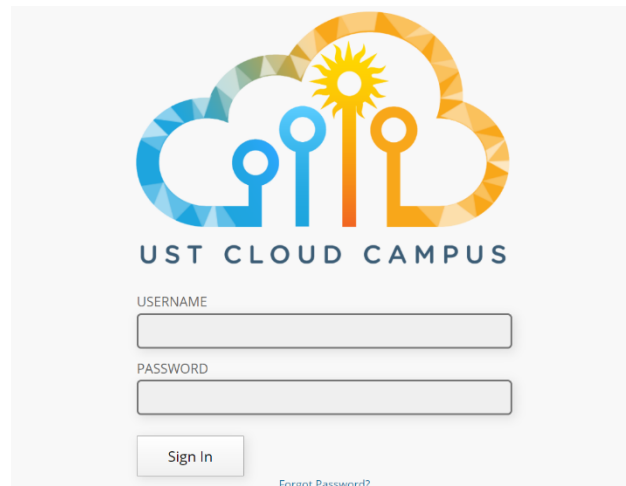
CONTINUITY PLAN FOR TEACHING AND LEARNING IN CASE OF MANDATORY QUARANTINE AND CLASS SUSPENSIONS DUE TO COVID-19

Updated March 13, 2020

This document contains the **revised** guidelines to be followed to ensure continuity of teaching and learning activities **during** mandatory quarantine and class suspensions in times of epidemics and other similar crisis situations. While these guidelines have been prepared in light of the current state of public health emergency **and community quarantine** due to COVID-19, these will be continually improved to serve as the standard protocol to be implemented in case of unanticipated suspension of classes due to other causes, as well as inability of academic personnel and students to come to school due to quarantine procedures.

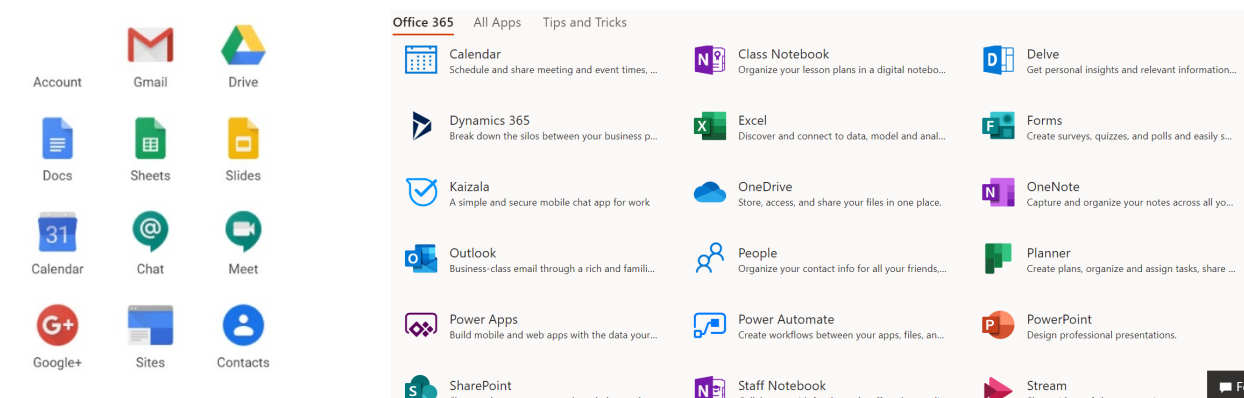
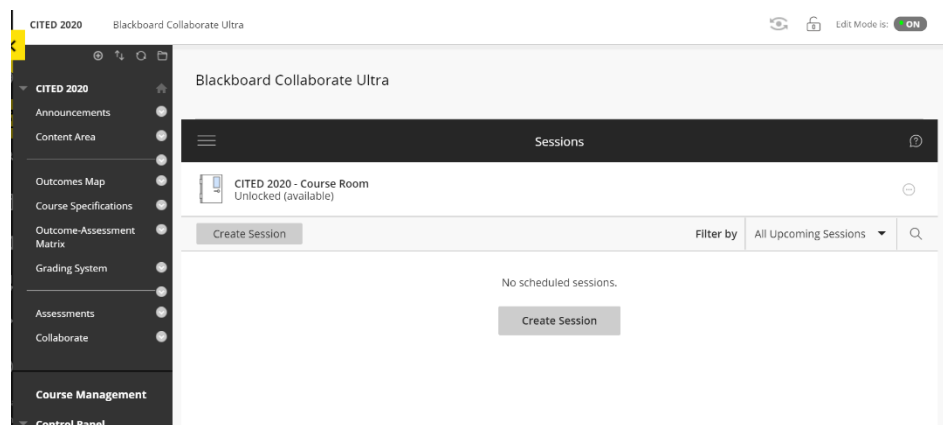
CONDUCT OF ONLINE CLASSES

1. **Classes shall be delivered online through UST Cloud Campus.** Faculty members and students are expected to engage in teaching-learning activities in UST Cloud Campus, whether synchronously or asynchronously, consistent with the nature of their courses, faculty capability, and access to electronic equipment and stable internet connection given their location and community quarantine regulations.



2. **Data on online engagements shall be provided** by our Educational Technology Center (EdTech) through **Blackboard analytics** in order to **assist academic units in making informed decisions on how to improve instructional delivery, manage the workload of faculty and students, and allow make-up classes or late submission of requirements given known limitations encountered by faculty and students.** Faculty members are advised to refrain from using other **learning management platforms or online services that cannot be integrated in Blackboard** to allow for teaching learning data to be used for quality assurance purposes.
3. The following are in place to facilitate the conduct of classes through online means:

- a. **Course sites are created for all courses offered every term**, and concerned students are enrolled, without need for the faculty members to request for them. The faculty will only need to access these course sites and utilize them for instruction. **Academic unit heads shall coordinate efforts to revisit course plans, prioritize content to be covered given the disruptions in classes, determine alternative teaching-learning activities and assessments, and adjust timelines for instruction-related activities in order to minimize, if not eliminate, the need to extend the Second Term AY 2019-2020. EdTech has existing support systems and materials for faculty members who have yet to acquire training on the use of UST Cloud Campus and those who have yet to develop their respective course sites to enable them to draft online instruction anchored on sound instructional design that ensures constructive alignment of intended learning outcomes with teaching and learning strategies and assessment.**
- b. Faculty members may **utilize Blackboard Collaborate to deliver their lectures live (synchronously) online**. Alternatively, these may be **recorded to complement and supplement other activities that will require active engagement of students**, such as those using cloud productivity tools from Google for Education or Microsoft Office 365. These collaborative activities must, however, be **linked inside the Blackboard Learning Management system in order to be included in the data for quality assurance purposes**. **Recording the Bb Collaborate session will also allow students who may experience limitations in participating in synchronous mode to download a copy of the recording and study it on their own.**



- c. Faculty members teaching **courses whose outcomes may not be fully delivered through online means** (e.g., laboratory courses requiring skills practice and experiments) are encouraged to **develop alternative activities for achieving these outcomes** (e.g., use of videos for skills demonstration and return demonstration, live demonstration through Bb Collaborate, **simulation applications, case studies**). Likewise, **with the suspension of** curricular off-campus activities and internationalization activities, alternatives should be prepared to contribute to attainment of learning outcomes.
- d. **Only sessions with active engagement of students and faculty members** (e.g., synchronous lectures, assignment submissions, discussion boards, etc.) will be **accounted for the analysis**. Thus, faculty members **are encouraged** to utilize these activities, and students should participate as instructed.
- e. The **EdTech team of e-Learning Specialists shall be available to provide support** for faculty members in preparing their courses. Alternatively, **on-demand online tutorials are available** on the EdTech Website (edtech.ust.edu.ph) under Faculty Support or access the EdTech Center's comprehensive online tutorial course site for faculty members entitled the "UST Cloud Campus Faculty Handbook and Resource Site" inside Blackboard.



- f. The team of **CITED facilitators will also be available to render advice on alternative teaching-learning strategies and assessments** that may be done. As we recognize that there are likewise experts in pedagogy and outcomes-based education in the various academic units, Unit Heads are encouraged to organize unit-specific support teams for this purpose.

CONDUCT OF STUDENT ASSESSMENTS

1. Faculty members may **conduct online assessment of student learning** through available means in UST Cloud Campus, such as assignment submissions, discussion boards, live presentations, or participation in synchronous sessions, etc.
2. **Plans for student assessments should take into consideration the resulting workload on faculty members and students while in isolation, as well as opportunities for make-up classes or later**

submissions for those who may be ill or whose access to internet connection may be limited by community quarantine regulations or their relocation due to this situation.

3. A workaround for **regularly monitoring attendance during online instruction** is to create several tasks scattered during the instructional time. For example, a short introductory activity that can be accomplished within the first ten minutes may be considered as their “log-in” time, and another one can be placed at the end for their “logout”.
4. The **GSuite or Microsoft 365 apps** that are available for the Thomasian community can be used as a **tool for creating outputs and designing learning activities**. Through these cloud-based productivity tools, real-time collaboration can be done even without face-to-face interaction. This is possible because the files created in the GSuite/Microsoft 365 can be shared and accessed by people who belong in the same network. In line with this, we **encourage teachers to conduct activities utilizing these tools to monitor students’ attendance and participation in real time**.
5. Faculty members may continue to conduct **non-proctored** short examinations (e.g., quizzes) or **long exams** through their respective course sites **provided that they adopt measures to ensure intellectual honesty, such as using Respondus Lockdown Browser, in their online exams**. If the faculty member intends to do so, **he/she must include this measure in the test instructions such as instructing students to download the installer in their** electronic device/s as soon as possible to disable capabilities to open other online browsers while taking the examination using Blackboard. EdTech Center will post infographic materials for using Respondus Lockdown Browser both for students and faculty members in their information channels. We also have limited licenses for **Respondus Lockdown Monitors which takes a video-recording of the students while taking the examination to deter acts of intellectual dishonesty**. Should the faculty member want to utilize these, please coordinate with EdTech. For those who may need assistance on using Respondus Lockdown Browser for Online Exams, please visit the EdTech website (edtech.ust.edu.ph), through the unit’s appointed eLearning specialist to schedule a mentoring session, or alternatively access the Edtech Center’s online tutorial course site for faculty members entitled the “UST Cloud Campus Faculty Handbook and Resource Site” inside Blackboard. **Technical assistance may also be acquired through EdTech’s ticketing system.**
6. **Because the current suspension of classes affected the Preliminary examinations**, faculty members are strongly encouraged to **consider other means of assessing achievement of intended learning outcomes through online means**.

Academic unit heads shall coordinate efforts to determine which courses will be able to render online examinations or alternative assessments through UST Cloud Campus and which will require in-campus examinations once classes resume. Alternatively, academic units may decide to integrate the preliminary examinations with the final examinations, provided there are sufficient opportunities for student assessment aside from the final exams, students are informed of the changes in the grading system of the affected courses, and there is timely feedback on their academic standing throughout the term.

Deans and Directors of GE Service Units shall facilitate decisions for the courses they offer across programs in the University and shall inform the OVRAA, who in turn, shall disseminate the same to other academic units, for integration into their academic schedule.

The academic units shall inform the OSG of the revised schedule of their preliminary examinations, as applicable, for dissemination.

7. **Faculty members should be prepared to submit a Preliminary Grade and a Final Grade for the students, as applicable.** It is best to provide means for students to monitor their academic standing through the **Gradebook in UST Cloud Campus**. Academic advising should likewise be made available by Program Chairs and/or class advisers through online means.

COMMUNICATION AND SUPPORT SERVICES

1. We encourage all academic units to **establish online and phone communication channels** to facilitate the following:
 - a. **Monitoring of the location and health status** of all administrators, academic personnel, students, and support staff;
 - b. **Monitoring of concerns regarding the conduct of online classes.** You may communicate specific concerns through the following routes:
 - i. UST Cloud Campus concerns of students (c/o Technical Support Online Ticketing System - <https://www.elearningust.info/technical-help-desk>)
 - ii. UST Cloud Campus academic and technical concerns of faculty members
 - Quick Response Virtual Office with eLearning Specialists and Technical Support on-duty can answer queries via video or online chat - <http://bit.ly/edtech-virtual-office>)
 - Technical Support Online Ticketing System (response via email) <https://www.elearningust.info/technical-help-desk>)
 - iii. Advice on developing sound instructional designs for course plans: Send an email via cited@ust.edu.ph
 - c. **Exchange of inputs and suggestions on how to improve the implementation of online classes** in order to effectively achieve outcomes
2. Given the **variability in the level of readiness and degree of utilization of UST Cloud Campus** by faculty members and students, Academic Unit Heads are directed to **create cluster groups of faculty members** teaching same or similar courses in order to facilitate a harmonized system of instructional delivery, facilitate sharing of best practices, and render support when needed.
3. **Students will be able to access Guidance and Counseling services by sending an email to their respective Guidance Counselors or participating in the groups created by their Guidance Counselors through identified social media platforms.**
4. Academic advising **may also** be made available to students online, at least within office hours, should they require these services while in isolation. Program Chairs are requested to draft processes in this regard and communicate these to students, **as appropriate.**

For quality assurance purposes, monitoring, evaluation and improvement of these processes shall be conducted by the OVRAA, assisted by the Academic Programs Quality Assurance Office (APQAO). Academic units are encouraged to **establish their own monitoring systems and** provide regular feedback **to OVRAA and APQAO to give suggestions on how** to improve these processes.

APPENDIX B

GUIDELINES ON RESEARCH DURING COMMUNITY QUARANTINE RELATING TO COVID 19

A. UNDERGRADUATE STUDENTS

At this time, undergraduate students who started their thesis on the 1st term, would have completed almost 80% of the scope. During the community quarantine/suspension of classes from March 10 – April 14, 2020, students will **NOT** be allowed entry to the Thomas Aquinas Research Complex (TARC) and Laboratory buildings, but they may use the time on the following activities:

1. Conduct online discussion (i.e., video teleconferencing, through Blackboard Collaborate, Messenger, etc.) with their adviser on the possible options for the completion of their thesis; and
2. Write Thesis covering Chapters on Introduction, Review of Literature, Methodology, Results & Discussions (Partial), References/Bibliography, Appendices.

Research-related national and international travels, such as field works, conferences/seminars, trainings, internships, and student exchanges, are **suspended**.

B. GRADUATE STUDENTS

During the community quarantine/suspension of classes from March 10 – April 14, 2020, students will **NOT** be allowed entry to the TARC and Laboratory buildings, but they may use the time on the following activities:

1. Conduct online discussion (i.e. video teleconferencing, via Blackboard Collaborate, Messenger, etc.) with their adviser regarding the progress of the thesis/dissertation including possible options for the completion of their thesis/dissertation, if they are expected to complete this 2nd term; and
2. Write Thesis/Dissertation.

Research-related local and international travels, such as field works, conferences/seminars, trainings, internships, and student exchanges are **suspended**.

Science Consortium scholars are assured of the release of their monthly stipend. Other fund requests, such as thesis/dissertation allowance, supplementary funds, and adviser's incentives, will be accommodated after April 14, 2020. Requisitions made prior to March 9, 2020 may be acted upon if it had already reached the Office of the Vice-Rector for Finance. Concerned scholars will be advised should there be release of funds for those requisitions.

Science Consortium scholars may communicate their concerns/inquiries directly to Dr. Maribel G. Nonato, National Science Consortium Scholarship Project Leader, for prompt action (mgnonato@ust.edu.ph and/or pandans2001@yahoo.com). Please copy furnish Mr. Eugene Parungao, NSC Project staff, for documentation purposes.

C. FACULTY MEMBERS/RESEARCHERS

During the community quarantine/suspension of classes from March 10 – April 14, 2020, faculty researchers with approved research load **will not be allowed** entry to the TARC (RCNAS, RCSSEd, CTRSE) and the Laboratory Building (RCCA, RCNAS Extension). They are recommended to use the time on the following activities:

1. UST Research Grant Application
 - a. Prepare research proposal for those who have the interest to conduct research at UST.
 - b. Conduct online discussion (i.e. video teleconferencing, via Blackboard Collaborate, Messenger, etc.) with the Department Chairs to express intention to conduct research during AY 2020-2021.
 - c. Secure online the Department Chair's endorsement of the research proposal to the Dean.
 - d. Secure online the Dean's endorsement of the research proposal to the Research Center Director.
 - e. Submit online the Research proposal to the appropriate Research Center.
2. Current Researchers
 - a. Prepare AY 2019-2020 accomplishment reports (Partial).
 - b. Prepare AY 2019-2020 year-end report (Partial).
 - c. Prepare research proposals for external grant acquisitions.
3. Conduct online discussions with their graduate and undergraduate research advisees.

Research-related local and international travels, such as field works, conferences/seminars, and trainings, are **suspended**.

Skeletal workforce arrangement will be implemented to perform crucial functions of the research centers, i.e. requisitions pertaining to salary of Research Assistants and honoraria of project leaders & staff of externally funded project/s, in compliance with Human Resource Department guidelines. The Office of the Vice-Rector for Research and Innovation, in coordination with the Directors/Coordinators of the Research Centers/Units, will release implementing procedures following the HRD guidelines. Please coordinate closely with the Research Directors.

D. RESEARCH STAFF

During the community quarantine/suspension of classes from March 10 – April 14, 2020, Research Assistants of externally funded projects **will not be allowed** entry to the TARC.

Support staff assigned to research centers shall be covered by the Human Resource Department Memorandum on Suspension of Work and Skeletal Workforce released on 13 March 2020. The Office of the Vice-Rector for Research and Innovation, in coordination with the Directors/Coordinators of the Research Centers/Units, will release implementing procedures following HRD guidelines. Please coordinate closely with the Research Directors.

APPENDIX C

TO : ALL SUPPORT STAFF
FROM : JACQUELINE O. LOPEZ-KAW, DCL
Director
DATE : 14 March 2020
RE : UPDATE ON THE WORK ARRANGEMENT AMIDST
THE COVID-19 PUBLIC HEALTH EMERGENCY

Please be advised that the previous issuance on *Suspension of Work/ Skeletal Workforce* dated 13 March 2020 has been updated and modified as follows:

1. **Work shall remain suspended until further notice and unless otherwise directed;**
2. ***“Skeletal workforce system/arrangement”*** will no longer be implemented during the work suspension;
3. Only those who have been asked to perform work on-site, by the nature of their functions and responsibilities to the University, shall report for work. The schedule, employees involved, and priority tasks to be undertaken shall be determined by the department head and communicated to HRD. Such work arrangement shall only be for completion of tasks internal to the University and shall not entail services to external clients, unless such services are rendered online or through phone.
4. Social distancing protocols shall apply to those who have been physically required to report for work.
5. All support staff are enjoined to observe **work from home arrangement** as may be applicable, and as directed by their department heads, to maintain productivity.
6. Those who experience any one of these symptoms: fever, cough, colds, sore throat, shortness of breath or difficulty of breathing, should inform their department heads and stay home.

Should you have concerns, please email hrd@ust.edu.ph.

In closing, we would like to note that we are all in a period of adjustment. As such, we would like to request for everyone’s kind cooperation and understanding as the University continues to find ways to adapt with the current situation.

Let us all continue to pray and support one another.

APPENDIX D

REMINDERS ON PREPARATION OF COURSE OFFERINGS, CLASS SCHEDULES, AND FACULTY LOADING

The OVRAA renders the following reminders in the preparation of course offerings, class schedules and faculty loading:

1. Submit, through email (ovraa@ust.edu.ph), a list of the course options to be provided to students for all GE and Professional elective offerings in each program's curriculum. These shall then be consolidated and shared with GE Service units to enable them to anticipate the total number of faculty members needed to serve all programs.
2. Schedule of GE courses should be maintained on the agreed upon pairing of days (MW, T*Th, FS) to facilitate faculty assignment to the least number of academic units/buildings as possible. As much as possible, class schedules for a GE course within a department or academic unit should be arranged in a manner that will allow the minimum number of faculty members to be assigned to that department or unit and ease efforts to contextualize instruction to the needs of the program/s.
3. Encoding of face-to-face and online class types should reflect the actual intended implementation of the course, in consideration of class schedule of succeeding courses, assigned learning space, and faculty capability.
4. It is best to prepare the class schedules side-by-side with the faculty loading in order to minimize need to request for change of schedule due to conflicts with faculty schedule.
5. Faculty assignments to courses should comply with the qualification requirements stipulated in the appropriate government regulatory documents, e.g., CMOs, DepEd Orders, PRC professional regulatory laws, etc.

Details of the academic policies related to these procedures are also available in the document disseminated during the Reorientation Workshop on Academic Policies and Procedures, accessible using your Google for Education account through this link <http://bit.ly/AcadReorient>.