



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME31
AY 2019-2020

**TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS,
AND HEADS OF DEPARTMENTS**

RE: POST-ECQ MANPOWER REQUIREMENTS AND CONDITIONS

FROM: OFFICE OF THE SECRETARY-GENERAL

DATE: 9 May 2020

In its meeting on 6 May 2020, the UST Task Force VERITAS discussed post-ECQ manpower requirements and conditions with the following summary of approved recommendations to be undertaken by concerned key Offices with the corresponding timelines:

Concern/Issue	Recommended Action(s) to be Taken	Responsible Unit / Timeline
DOLE and DTI guidelines and requirements to be complied with after May 15 in case a GCQ will be implemented by national and local government	The University shall ensure compliance with the Employers' Obligations specified in the interim guidelines on the Workplace Prevention and Control of COVID-19. While the detailed requirements and coordinating offices have been identified through the initiative of HRD, these shall cover all employees who will be allowed access to their workplace ¹ . Employees with flu-like symptoms are automatically not allowed to enter the workplace.	Manpower Committee HRD Particular units as specified in Annex A <i>As applicable/ TBA</i>
Work arrangements under GCQ period	While in compliance with government regulations and required guidelines on Workplace Prevention and Control of COVID-19, a "blended work arrangement" will be observed, based on the two (2) options presented by HRD, namely: 1. Work from Home (WFH) arrangement; 2. Hybrid work arrangement.	Manpower Committee HRD Administrative and Academic units

¹ Annex A



ANNEX A

Salient points of the DTI and DOLE interim guidelines on the Workplace Prevention and Control of COVID-19, with the key University Offices to lead necessary coordination:

EMPLOYER'S OBLIGATIONS:	HRD Coordinates with:
1. To provide appropriate masks for all workers.	OVRF/ Purchasing Office
2. To provide appropriate medical grade PPEs which shall include but not limited to face masks, goggles/ face shields, and/ or gloves	OVRF/ Purchasing Office/ Health Service
3. To provide Health Symptoms Questionnaire which will be accomplished by the employees daily prior to entry.	HRD/ Security Office/ Health Service/FMO (Safety Officer)
4. To identify an ISOLATION AREA which shall be well-ventilated and must be disinfected frequently	Health Service
5. Alcohol/sanitizers/ disinfectant foot baths at entrance if practicable	Purchasing Office
6. Provide resources and materials needed to keep the workers healthy and the workplace safe (masks, soap, sanitizer, disinfectant, PPEs, including COVID-19 testing kit	OVRF/ Purchasing Office
7. Roving officers to ensure physical distancing especially if there is a long queue outside	OVRF/Security Office
8. All work areas and frequently handled objects such as door knobs and handles shall be cleaned and disinfected regularly, at least once every two (2) hours.	FMO/ Outsourced Agencies
9. All washrooms and toilets shall have sufficient clean water and soap.	FMO/ Outsourced Agencies
10. Sanitizers shall be made available in corridors, conference areas, elevators, stairways and areas where workers pass.	OVRF/ Purchasing Office/ FMO
11. Workstations of employees shall be at the minimum of one meter radius space (side, back and front). Office tables should be arranged in order to maintain proper physical distancing. Barriers may be provided between tables. Workstation layout should be designed to allow for unidirectional movement in aisles, corridors or walkways.	FMO/ All departments

12. Elevator use should consider physical distancing and limit the number of persons in order to observe the 1-meter physical distancing.	OVRF/ Purchasing Office/ FMO
13. Use of stairs should be encouraged. If more than 2 stairways are accessible, one stairway may be used exclusively for going up and another for going down.	FMO
14. If there is an employee who is suspected to have COVID-19, workplace shall be decontaminated with appropriate disinfectant (chlorine bleaching solution, and 1:100 phenol based disinfectant)	FMO/ Outsourced Agencies
15. Designate the safety officer to monitor COVID-19 prevention and control measures such as physical distancing, wearing of masks, regular disinfection, compliance to thermal scanning and accomplishing health symptoms questionnaire.	FMO
16. Where feasible, provide shuttle services and/ or decent accommodation on near-site location to lessen travel and people movement	OVRF
17. Put up a COVID-19 Hotline and Call Center for employees to report if symptomatic, and daily monitoring scheme of the “suspect” employee condition	Health Service
18. Employers may test workers for COVID-19. Testing kits used and procured shall be the responsibility of the employer.	OVRF/ Health Service
19. Alternative work arrangements, such as working-hour shifts, work from home, where feasible and on rotation basis.	MANPOWER COMMITTEE
20. Employers of most at risk workers (>60 yo, or, of any age with co-morbidities or pre-existing illness, i.e. hypertension, diabetes, cancer, or with immunocompromised health status; or with high risk pregnancy) should be encouraged to allow these workers to do work from home arrangement.	MANPOWER COMMITTEE
21. Provide referral for workers needing counselling or presenting with mental health concerns.	HEALTH SERVICE/ CCC

	<p>Implications of a blended work arrangement:</p> <ol style="list-style-type: none"> 1. Depending on the functions and nature of operations of an office/department, unit heads may: <ol style="list-style-type: none"> a. Opt for a WFH arrangement in general, and only request support staff to report onsite as the need arises. In this case, the unit defines the work to be delivered <u>necessarily</u> onsite, identify support staff who will deliver the task, and submit relevant information to the HRD. HRD shall make a standard form available/ downloadable for this purpose and release other detailed guidelines, as applicable. b. Maintain a skeleton workforce who will report regularly on specified schedules. To ensure social distancing, personnel will be identified into groups, allowing each group to observe work "shifts." A 6-day minimum required number of days per payroll period may be set. 2. Tasks, deliverables and deadlines shall be set by the respective units. 3. Survey/collation of manpower requirements and/or work arrangements to be implemented by each office/department shall be conducted by the Manpower Committee.² 4. No overtime work shall be allowed. 	<p>As applicable/ TBA</p>
<p>Resumption of onsite work</p>	<p>Starting from the day that GCQ becomes effective, a one-week period shall be devoted for disinfection of the campus by the maintenance personnel. The resumption of onsite work shall begin the following week.</p>	<p>OVRF HRD FMO Security office</p> <p>As applicable/ TBA</p>

² From lifting of ECQ to end of Special Term; For 1st term, AY 2020-21

Rice and medicine benefits	<p>All rice benefits shall be converted to cash during the ECQ/GCQ period.</p> <p>Medicines may be bought by administrators and support staff from outside sources, reimbursements for which shall be allowed upon submission of official receipts of purchase.</p> <p>Usual cut-off dates for availing medicine benefits shall be suspended, i.e. the 3-month restriction within which to avail will not be observed.</p>	<p>OVRF</p> <p>Effective immediately</p>
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Additional recommendations in view of other matters discussed are as follows:

Concern/Issue	Recommended Action(s) to be Taken	Responsible Unit / Timeline
Faculty members who claimed to have been sick after their attention had been called by the Dean's Office for not complying with their deliverables for online classes	Said faculty members shall be required to file their sick leave corresponding to the entire period of non-delivery of expected output (to be determined by the academic unit).	<p>OVRAA/ Academic units</p> <p>Effective immediately</p>
Faculty members who lack the necessary competence to deliver online classes and the assignment of teaching load in the coming terms	<p>Ensure that due process is observed in establishing cases of inefficiency and/or negligence of faculty in complying with the ICP released by OVRAA, prior to any plan of load reduction.</p> <p>Those who failed to deliver their online classes due to lack of skills required in facilitating online learning shall be required to attend appropriate training in preparation for the coming terms.</p>	<p>OVRAA/ Academic Units</p> <p>Remaining part of 2nd term to July 2020</p>
Election of leaders of student councils and other organizations	Appropriate guidelines must be released to address the end-of-term and consequent conduct of elections for student councils and other student organizations.	<p>OSA</p> <p>By 15 May 2020</p>

Expiration of terms of office of some administrators	Review of the ending terms of office shall be conducted to allow the timely release of hold-over notices, re-appointments, or new appointments.	Office of the Rector By 15 July 2020
Faculty members with excess 45 students and 4 th preparations	List of these faculty members may already be submitted to OVRAA for proper endorsement to the OVRF.	Academic units OVRAA OVRF Effective immediately
Table of fees for AY 2020-21 per program under each academic unit	The reviewed table of fees, along with the recommendations of the academic units, shall be forwarded directly to Fr. Castro, O.P.	Academic units/ OVRF ASAP

Please be guided accordingly

Thank you very much for the usual support and cooperation.

Sincerely,

Rev. Fr. Jesus M. Miranda, Jr., O.P.
Secretary-General