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HEALTH SERVICES

Health Service Advisory No. 01

Series of 2020

TO : ALL CONCERNED
SUBJECT : HEALTH ADVISORY
DATE : AUGUST 18, 2020


Due to the increasing case of COVID-19 reported in the country and in the City of Batangas, it is with utmost importance to follow the minimum Health Standards at all times. To align with the existing guidelines of the IATF and the City of Batangas on the guidelines pertaining to Community Quarantine, the following protocols shall be observed.

1. Movement of employees shall be limited to accessing essential goods and services, provided it is done after office hours.
2. Construction projects shall adhere to the strict compliance of construction safety and guidelines issued by the DPWH on Infrastructure projects during the COVID-19 Pandemic.
3. Face to face transaction is limited. On-line transaction, to the extent that the existing system allows, must be observed.
4. Mass gatherings shall be limited to not more than ten (10) persons until otherwise modified through subsequent issuances of the IATF. Videoconferencing shall always be used for meetings needing large attendance of employees and/or for meetings lasting longer than 15 minutes. Further, medical examination of all new students this AY 2020-2021 First Semester is waived. For consultations and other health concerns, Tele-consultation is offered by the office.
5. Indoor contact sports are prohibited.
6. Employees shall adopt staggered meal schedules to further restrict contact among colleagues. Eating alone in the workstation is highly encouraged.

7. Bring your own meal policy is strictly enforced for those who work inside the University. No one is allowed to go out of the University during meal breaks. However, food delivery can be accommodated.
8. Inside the workplace – Natural air flow exchange (opening windows, opening doors and turning off air-conditioning units to reduce air recirculation) must be observed.
9. Remind employees not to report to work if any of the following symptoms is experienced (cough, fever, chills, sore throat, muscle pain, diarrhea, loss of taste and smell) and must stay home.
 - 9.1. Employee must call the clinic to report the absence or log in at the surveillance form through the Online Faculty and Employee portal of the University.
 - 9.2. Employee must report to their Barangay Health Emergency Response Team for proper management, and must secure a health certificate before returning to work.
10. If a symptom is experienced in the workplace, the office must first inform the clinic through phone call before sending the person over for assessment.
 - 10.1 Person will be sent home after initial assessment and treatment rendered. Patient must report to their Barangay Health Emergency Response Team for proper management.
 - 10.2 The person must secure a Quarantine Completion Certificate if person is advised home quarantine and a medical certificate from the University Physician before returning to work.
11. Remind everyone on the proper use of face mask. Face mask should cover the nose, mouth and chin.
12. Avoid touching the face mask and face shield while talking.
13. To ensure safety in the workplace, employees who are reporting to work are required to wear face shield in their respective workplaces. However, face shield may be removed according to the demands of the worker or when the occupational safety and health of the employees so requires.

14. Face shield should be worn with face mask at all times particularly when interacting with colleagues, clients and/or visitors.
15. Remind employee to go home straight after work; and avoid crowded places and mass gatherings.
16. Department of Health recommends not using Steam Inhalation (*“Su-ob”- home remedy to soothe and open the nasal passages. It involves the inhalation of water vapor*) to fight COVID-19.
17. Take a bath upon arrival from work.
18. Stay at home if there is nothing important to do outside.
19. Antibody Rapid Test is not diagnostically used to test COVID-19. Strict physical distancing, wearing of mask and proper hand washing are the best strategies to combat transmission of COVID-19.

For information and appropriate guidance


Dr. LEILA M. MANALO, M.D.
Director for Medical and Dental Services

References:

University Health and Safety Protocols on the Prevention and Mitigation of Spread of Covid-19 Pandemic

DPWH Department Order No. 39 Series of 2020 Revised Construction Safety Guidelines for the Implementation of Infrastructure Projects During the COVID-19 Public Health Crisis

Joint Memorandum Circular No. 20-04-A series of 2020 DTI and DOLE Supplemental Guidelines of Workplace Prevention and Control of COVID-19

Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines