

UPDATED AUGUST 17, 2022

UPD-DMMME Face-to-Face Guidebook

1st Semester, AY 2022-2023



All information is based on the F2F guidelines given by the University of the Philippines-Diliman.

Contents

General Student Requirements for F2F Academic Activities	1
Pre-F2F Protocol	2
Accommodation	2
Travel Arrangement	3
Student Mobility Restrictions While Conducting F2F On-Campus Class Activities.....	4
Post-F2F Protocol	4
Contingency Plan for Outbreak or COVID-19 Cases among Students.....	5

General Student Requirements for F2F Academic

Activities

1. Students **must identify the classes with face-to-face components** to determine the level of their on-campus activities this 1st semester, AY 2022-2023. You can do so by checking:
 - a. the remarks for the courses listed in the Computerized Registration System (CRS) website, or
 - b. the announcements posted on the Facebook pages of the concerned colleges/departments.
2. Students **must be fully vaccinated** as required by [CHED-DOH JMC 2021-004](#). Otherwise, they are only allowed to enroll in virtual classes.
3. Students are **highly encouraged (but not required)** to have **PhilHealth or any equivalent medical insurance** that covers medical expenses related to COVID-19 and other medical and surgical emergencies. Check this [guide](#) in applying a PhilHealth membership.

Pre-F2F Protocol

Students must upload the following via this [Google Form](#).

1. Proof of Vaccination

If vaccination certificate is unavailable, submission of vaccination card will suffice.

Accommodation

Students must relay their accommodation plans by answering this [Google Form](#).

1. **UPD Dormitories** will accommodate students who need or wish to stay on campus for the F2F activities. There will be two (2) types of dorm applications for AY 2022-2023:

- a. Full Year, to be applied for between 22 to 26 August 2022
- b. Transient (one week to two months), to be applied for at any point during the semester, subject to availability of slots.

The level of the on-campus activities as self-assessed by the student will determine which one to choose. Check the followings links for:

- [New-Normal Guidelines for UPD Residence Halls](#)
- [Dormitory Application Details](#)

Remark/s:

- i. As an application requirement, a certification letter signed by the department chair will be sent to you 5-7 working days after answering the abovementioned Google Form on or before Aug 25, 8AM.

2. **Students may opt to stay in a non-UPD dormitory/lodging** provided that the place is to be self-assessed regarding its compliance with the minimum health and safety protocols.

You may want to join this [Facebook group](#) to look for non-UPD dormitory/lodging.

Remark/s:

- i. The alternative housing portal is an initiative of the University Student Council.

Travel Arrangement

Traveling via public or private vehicle is allowed provided that the following travel protocol is followed:

Land Travel

1. Observe the safety protocols and restrictions imposed by the DOTr and LGU destination during travel.
2. Packed food or order food through drive-thru bays is highly encouraged to limit possible exposure.

Air and Sea Travel

The latest air and sea travel protocols issued by the IATF and DOTr must be strictly followed by the F2F participants should the AFAs require such modes of transport.

Student Mobility Restrictions While Conducting F2F On-Campus Class Activities

1. Students will be given schedule to enter the premises of UPD-DMMME and conduct their experiment. The instructor/s will relay this information during the class orientation.
2. Students are advised to engage in low-risk activities, and to observe the following practices inside the building:
 - a. Wearing a facemask is required. No facemask, no entry.
 - b. Handwashing with alcohol for disinfection will be installed and used before entering the building.
 - c. Fill-out a health checklist form using QR code posted at the building's entrance or logbook upon every entry. It is highly encouraged to use the QR code.
 - d. Observe physical distancing in the working area, by ensuring there is a four (4) square meters of space per person and maintaining a physical distance of at least two (2) meters from each other.
 - e. During breaks/lunchtime, students are advised to stay in a designated holding area. The instructor/s will relay this information during the class orientation.

Post-F2F Protocol

Students must

1. Answer this [Google Form](#) upon completion of all the F2F activities.
2. Adhere to the relevant travel restrictions and protocols imposed by the IATF and/or the concerned LGU/s.

Contingency Plan for Outbreak or COVID-19 Cases among Students

Occurrence	Response	Comments
<p>A. When entering the building, student/instructor registered 37°C or higher.</p>	<p>Student/Instructor will proceed to the HOLDING area (beside the building entrance) to take a 5-minute rest. If the second scan is still higher than 37°C, the student/Instructor will no longer be allowed to enter the building and wait for transportation to UHS for further examination.</p> <p>Student/Instructor will follow the advice of UHS. Instructor/Program Coordinator must inform the Safety Officer.</p>	<p>Guard will call UHS to inform of the case.</p> <p>Safety Officer will file incident report.</p> <p>If UHS advised COVID Test, and test result is positive, follow instructions in F.</p>
<p>B. While inside the building or in class, student/instructor showed COVID-like symptoms.</p>	<p>Student/Instructor will proceed to ISOLATION area (gazebo near the exit at the back) and wait for transportation to UHS for further examination.</p> <p>Student/Instructor will follow the advice of UHS.</p>	
<p>C. While outside the building or in their respective residences, student/instructor exhibited COVID-like symptoms.</p>	<p>Student/Instructor must test for COVID.</p> <p>For Rapid Test:</p> <p>If negative, Student/Instructor must remain in their respective residences until the symptoms get better.</p> <p>For PCR:</p> <p>If negative, Student/Instructor can proceed with the class. Must provide a negative PCR result.</p>	<p>Safety Officer will file incident report.</p> <p>Instructor/Program coordinator or other faculty will monitor the status of the affected persons.</p>
<p>D. During field activities (excluding internship), student/instructor exhibited COVID-like symptoms.</p>	<p>Student/Instructor must follow contingency plan prepared for the field activity and immediately inform the instructor.</p> <p>The instructor must inform the Safety Officer.</p> <p>Before allowing the student/instructor to enter the department, student/Instructor must test for COVID.</p> <p>For Rapid Test:</p> <p>If negative, Student/Instructor must remain in their respective residences until the symptoms get better.</p> <p>For PCR:</p>	<p>Safety Officer will file incident report.</p> <p>Instructor/Program coordinator or other faculty will monitor the status of the affected persons.</p>

	<p>If negative, Student/Instructor must present the negative PCR result prior attending the class</p>	
<p>E. During internship, student registered higher than the temperature limit, showed COVID-like symptoms, tested positive in any COVID test</p>	<p>Student must follow health and safety protocols of host training establishment and immediately inform the instructor.</p> <p>The instructor must inform the Safety Officer.</p>	<p>Safety Officer will file incident report.</p> <p>Instructor will monitor the status of the students and update the Safety Officer</p>
<p>F. From A, B, C, or D</p>	<p>IF COVID Test is POSITIVE, Student/Instructor must inform the instructor/Program coordinator as soon as possible. The instructor/Program Coordinator must inform the Safety Officer for contact tracing to be conducted by the UPHS.</p> <p>The person who tested positive shall adhere to the instructions of UPHS and must provide a medical certificate/clearance and inform the Instructor/Program Coordinator before physically reporting to class.</p> <p>If this occurred immediately (1-3 days) after a F2F class, the entire class is classified as "close contact" and will go on home quarantine for 7 days. Symptoms should be monitored within 14 days and reported to the Safety Officer. Additional instructions by Safety Officer can be given depending on status of the "close contact" persons.</p>	<p>Safety Officer will assist the "patient" to be referred to UPHS.</p>
<p>G. Two (2) or more Students/instructors tested positive in any COVID test.</p>	<p>The test result should be reported immediately (within 1 hour) to the Department Administration /Safety Officer /Program Coordinator/Instructor.</p> <p>The Department will deliberate on appropriate action.</p>	<p>Appropriate action can include:</p> <p>converting to Online Mode only for the F2F classes</p> <ul style="list-style-type: none"> • for a certain duration • for all or select classes.

All information is based on the [F2F guidelines given by the University of the Philippines-Diliman](#).

H. Student/Instructor was informed/contact traced for "close contact" with a COVID positive person outside of class	Student/Instructor must inform the instructor/Program Coordinator. Student/Instructor will go on home quarantine for 7 days. Symptoms should be monitored and if exhibited, inform the Safety Officer.	Inform the Safety Officer if the student/instructor exhibited symptoms.
I. When the alert level in student's/instructor's area of residence changes.	Inform the instructor/program coordinator. The method of instruction will be adjusted in accordance with the alert level.	Class will revert to the contingency plan for course delivery.
J. When the alert level in UP changes.	Instructor will inform the students. The method of instruction will be adjusted in accordance with the alert level.	Class will revert to the contingency plan for course delivery.



All information is based on the F2F guidelines given by the University of the Philippines-Diliman (version 6).