

GUIDELINES FOR ONSITE WORK

1. OBJECTIVES:

In line with the return to the next normal for work onsite, these guidelines are issued to ensure that employees observe the requisite health and safety protocols as issued by the Office of the University Physician and Clinic, and the Occupational Safety and Health Committee (OSHC).

All employees are expected to strictly observe these guidelines while working onsite and follow the identified work schedule for their school, department, or office to prevent and control the spread of COVID-19 and ensure business continuity. The University will likewise ensure that preparations are in place before employees report onsite and commit to the strict implementation of these guidelines.

2. SCOPE:

All employees who are allowed to work onsite.

3. GUIDELINES:

3.1 The University shall comply with the guidelines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), Commission on Higher Education (CHED), Department of Education (DepEd), where applicable, Department of Labor and Employment (DOLE), the local government unit (LGU) and other relevant government agencies in determining the onsite capacity, while applying work-from-home or other flexible work arrangements for those who cannot be accommodated to be working onsite, provided that the required physical distancing of ONE AND A HALF [1.5] meters between employees is observed at all times.

The University shall suspend onsite work, except essential work, in any of our campuses that will be covered by an IATF and/or LGU declaration of Alert Level 4.

3.2 Onsite Work

3.2.1 The University is preparing for blended work (a combination of work onsite and Work-from-Home) for Alert Levels 1 to 3, and shall not exceed the stipulated onsite capacity as mandated by the IATF for the whole University, as well as in individual offices. Maximum onsite capacity per office space will be determined by the Central Facilities Management Office (CFMO).

3.2.2 All employees on full workload will be assigned onsite work as a measure of fairness and equity. However, in the interest of self-care and the protection of the community, the following shall be observed:

3.2.2.1 Employees are enjoined to be fully vaccinated at least fourteen [14] days before being allowed to report for work

onsite.

- 3.2.2.1.1 Proof of vaccination shall be presented prior to initially reporting for onsite work and whenever required by a University Authority.
- 3.2.2.1.2 Acceptable proof is either the Vaccination Card or Vaccination Certificate.
- 3.2.2.2 In the event an employee cannot or refuses to be vaccinated, he/she will be required to undergo RT-PCR Test through testing facilities officially accredited by the University (see Annex A) at his/her own expense, once every two weeks, prior to being allowed to report for work subject to a result of a negative test for COVID-19. If found positive for COVID-19, the usual protocols shall be strictly observed. The negative test result must be presented to the employee's immediate supervisor prior to reporting for work onsite, and a copy of which shall be submitted to the Office of the University Physician and Clinic to form part of the employee's official medical record.
- 3.2.2.3 Any employee with a COVID-19 symptom shall not report for onsite work and shall immediately inform his/her immediate supervisor and the Office of the University Physician and Clinic on present symptoms and interactions on campus on the past fourteen (14) days as a proactive measure to prevent the possible spread of COVID-19.
 - 3.2.2.3.1 Prior to Reporting Onsite. An employee with a COVID-19 symptom must schedule an online consultation with the Office of the University Physician and Clinic and seek clearance prior to reporting onsite.
 - 3.2.2.3.2 While Working Onsite. In case an employee manifests a COVID-19 symptom while in the campus, he/she has the responsibility to inform his/her supervisor. In turn, the supervisor shall immediately isolate the employee and inform the Office of the University Physician and Clinic for instructions and subsequent disposition.
 - 3.2.2.3.3 An employee who will not follow the instructions issued by the Office of the University Physician and Clinic may be subject to disciplinary action for violating the provisions of the Code of Discipline on Health, Safety and Security.
 - 3.2.2.3.4 Again, in the interest of self-care and for the protection of the community, co-employees are instructed to report to the OSHC, the Office of the University Physician and Clinic, CSMO,

and/or one's immediate supervisor an employee who manifests symptoms of COVID-19 but reported for onsite work.

3.2.3 Scheduling of Onsite Work. Schools, departments or offices need to follow a rotational schedule of one week onsite work, one week work from home for employees on full workload. A rotational schedule per group shall also be observed by employees who are on reduced workload and whose work can only be performed onsite. This rotational schedule shall be strictly implemented to avoid cross-infection if a positive COVID-19 case crops up and to ensure that the delivery of onsite services and operations are not put on hold.

3.2.3.1 The onsite schedule will be piloted for three months prior to its full implementation in May 2022.

3.2.3.2 Scheduling of the workforce complement will have to be arranged by the office head with mindful consideration for operations and delivery of services, as well as the circumstances of employees during the pilot run.

Should a supervisor assigned to, say, Group A intend to monitor Group B, he/she should go on a 14-day quarantine first before joining Group B onsite.

3.2.3.3 Onsite office work may be scheduled between 7:00 a.m. and 9:00 p.m.

3.2.3.4 Employees reporting onsite shall maintain the 8-hour work schedule broken into two (2) sets of four (4) hours each with a non-compensable break in between of one (1) hour for meals. This is in compliance with the Labor Code provision on meal periods.

Lunch breaks of employees in the same office will be scheduled on a staggered basis between 11:00 a.m. and 2:00 p.m. to ensure that physical distancing is strictly observed in the common areas like the pantry. Eating in a service area is not allowed. Employees are requested to eat in a private area if one's lunch break is not between 12:00 noon to 1:00 p.m. All fresco dining spaces will be provided in designated areas in the campus where employees can spend their lunch break.

3.2.4 Access to the Campus for Onsite Work.

3.2.4.1 All employees are required to register to the BluPHR in order to generate their respective QR code which they will use in entering the campus. The employee QR code will also facilitate contact tracing for the University.

All employees will need their QR code to access certain facilities on campus.

The QR code does not replace the Ateneo ID which should be always worn by employees while onsite.

3.2.4.2 The University shall implement a one-time campus entry and exit per day except for employees whose work requires them to do fieldwork.

3.2.5 Onsite Office Transactions

3.2.5.1 To ensure safety of all personnel, all transactions shall be done online primarily through email during office hours. Offices are encouraged to designate drop boxes where documents can be claimed and transmitted.

3.2.5.2 Limited face-to-face transactions are to be scheduled strictly by appointment only (depending on nature of the transaction) and for a maximum of thirty [30] minutes while maintaining physical distancing of ONE AND A HALF [1.5] meters in a well ventilated area. Preferred mode for meetings is still online.

3.3 Application of Leaves and Clearance upon Return to Work

3.3.1 When an employee manifests COVID-19 symptoms, he/she shall go on sick leave (if available) based on the instructions of the Office of the University Physician and Clinic or his/her personal physician as rest is paramount for a quick recovery. In this case, no online or work-from-home arrangement will be allowed. The employee must file a leave until fully recovered and well enough to be certified by the Office of the University Physician and Clinic as fit-to-work. Likewise, an employee who opted to consult his/her personal physician will have to present a medical certificate as fit-to-work to his/her supervisor and submit a copy to the Office of the University Physician and Clinic.

3.3.2 If an employee feels well enough to continue working at home, such employee may request to be allowed to render work-from-home from his/her immediate supervisor in writing (an email will suffice) with concurrence of the Office of the University Physician and Clinic.

3.4 Suspension of Onsite Work

3.4.1 The University may suspend work onsite for the entire workforce or segments of the workforce if there are localized COVID-19 cases as advised by the Office of the University Physician and Clinic and the OSHC.

3.4.2 If one group is asked to go on quarantine, the other group may be called upon to report onsite even if they are currently scheduled to be on work from home.

3.5 Contact Tracing

- 3.5.1 Some employees will be trained in conducting contact tracing and may need to be shifted to do this function, either partially or totally, in case follow through contact tracing needs to be done.
- 3.5.2 Employees notified by designated contact tracers must cooperate in answering the routine questions that will be asked of them. The information gathered during contact tracing will be strictly used for such purpose only. An employee who refuses to cooperate or provides false or misleading information may be subject to disciplinary action for violating the provisions of the Code of Discipline on Health, Safety and Security.
- 3.6 These guidelines are consistent with the guidelines released by the OSHC and the Office of the University Physician and Clinic.
- 3.7 Furthermore, these guidelines may be subject to change based on the advisories released by the IATF, DOLE, LGU, and/or the appropriate government agency.

Approved:

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