



ATENEIO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of Student Activities

3 September 2022

TO : ALL STUDENT GROUPS AND ORGANIZATIONS

**FROM : (SGD.) RALPH JACINTO A QUIBLAT
DIRECTOR**

**SUBJECT : [Updated] GUIDELINES FOR LIMITED IN-PERSON STUDENT
ACTIVITIES ON CAMPUS**

In line with the revised guidelines of IATF and the Memo from the University President dated 9 June 2022 (Memo # U2223-003), the Office of Student Activities enjoins all student groups to adhere to the GUIDELINES FOR LIMITED IN-PERSON STUDENT ACTIVITIES ON CAMPUS as attached.

This update includes the guidelines for limited access to the MVP Center for Student Leadership. The MVP Center will be available for access starting Monday, 05 September 2022.

For your information and compliance so that we can continue to keep ourselves and our entire community safe and healthy.

GUIDELINES FOR IN-PERSON STUDENT ACTIVITIES ON CAMPUS

OBJECTIVES

In line with the university's transition to onsite work and classes, these guidelines are issued to ensure that student organizations observe the requisite health and safety protocols. All students are expected to strictly observe these guidelines while conducting on-campus activities. The University will likewise ensure that protocols are in place to ensure everyone's safety.

SCOPE

These guidelines cover all student groups and organizations allowed to conduct in-person on-campus activities. In compliance with CHED guidelines, as of this writing, only on-campus student activities are allowed.

GUIDELINES

1. COMPLIANCE STATEMENT

1.1. 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 Health (DOH), the local government unit (LGU) and other relevant government agencies in determining the onsite capacity, while applying other flexible arrangements for those who cannot be accommodated onsite, provided that the required physical distancing of ONE METER between individuals is observed at all times.

1.2. The University shall suspend all student activities in the Loyola Schools upon an IATF and/or LGU declaration of Alert Level 4.

2. ON-CAMPUS ACTIVITIES

2.1. As enumerated in the [Office of the President's Memo # U2122-047](#) dated 18 December 2021, these are the events allowed on campus under each alert level:

Events/Activities	Level 5	Level 4	Level 3	Level 2	Level 1
1. Photo/video shoot for official university and school unit events	x	√	√	√	√
2. In-person religious gatherings	x	√	√	√	√
3. Conferences, meetings, seminars, and workshops	x	x	x	√	√
4. Project inaugurations	x	x	√	√	√
5. Art exhibits	x	x	x	√	√
6. Film and music production ¹ by university (or university-affiliated) groups	x	x	√	√	√
7. Non-contact sports activities (swimming, running, walking, biking etc.) for employees and campus residents	x	x	√	√	√
8. Non-contact sports activities (swimming, running, walking, biking etc.) for alumni, retirees and students	x	x	x	x	√
9. Contact sports activities (basketball, volleyball, football etc.) for employees and campus residents ²	x	x	x	√	√
10. Limited face-to-face university events	x	x	x	x	√
11. Small social events for members of the university community (less than 50 attendees)	x	x	x	√	√
12. Large social events for members of the university community (more than 50 attendees)	x	x	x	x	√
13. COVID-19 response related events/activities organized by an outside group.	√	√	√	√	√
14. Government-mandated undertakings (professional examinations, etc.)	x	x	√	√	√

2.2. Campus Access and Entry Protocols¹

2.2.1. As stated in the [President's Memo # U2223-013](#) dated 30 July 2022:

The Daily Health Declaration will no longer be required for campus access. In lieu of this form, all students and employees of the university are required to submit a one-time Declaration and Undertaking.

Our current Blue Pass system will continue to be in force for employees, Higher Education students, employees of auxiliary units, and regular campus visitors across all of our campuses until 31 August 2022. University ID's will be required effective 1 September 2022.

2.2.2. Only enrolled students may participate in on-campus student activities.

2.2.3. As proof of enrollment, students are required to wear and present their validated school IDs at all times.

2.2.4. Students who are enrolled but only in online classes will not be allowed to participate in on-campus student activities.

2.2.5. Any student with a COVID-19 symptom shall not join onsite student organization activities and is advised to inform the Office of Health Services (OHS) on present symptoms as a proactive measure to prevent the possible spread of COVID-19.

2.2.6. Infrequent visitors to the campus (e.g. suppliers, guests, non-Ateneo student participants) must gain prior approval for their entry. Campus Access Request Forms must be properly filled up and submitted at least two days before the scheduled visit.

2.3 Organization Safety and Compliance Liaison Officer

2.3.1 A safety officer, formally known as an Organization Safety and Compliance Liaison Officer (OSCLO) must be assigned per on-campus activity of each student organization. **The OSCLO must be a bonafide member of the organization.** They will be the main point person to oversee, coordinate, and facilitate their organization's compliance to all pre-event requirements and assist their OSA Moderator and/or Formator in monitoring the organization's adherence to health protocols during the onsite activity. The main tasks of the OSCLO are:

2.3.1.1 To facilitate the accomplishment of the Self-Assessment Checklist on Readiness of Student Organization to Conduct Onsite Activities.

¹ Full updated guidelines on campus entry can be read through the [OP Memo # U2223-013](#)

2.3.1.2 To coordinate with and assist their moderator and/or OSA Formator in monitoring their organization's adherence to health protocols.

2.3.1.3 To inform and coordinate with the OHS as soon as possible should there be attendees that test positive for COVID-19 as well as other health-related emergencies not covered by these guidelines.

2.4 Approval and Scheduling of Onsite Student Activities²

2.4.1 Beginning 1st semester of SY 2022-2023, Activity Hours³ will be on Tuesdays and Fridays, 5:00-6:30PM.

2.4.2 Activities may be scheduled Mondays to Fridays, 8:00AM to 9:00PM, and Saturdays, 8:00-12:00PM.

2.4.2.1 Proposed activities that will be scheduled beyond these hours are subject to the approval of OSA and must be coordinated with campus security and other pertinent offices.

2.4.3 Student organizations that intend to conduct in-person activities on campus must accomplish the following:

2.4.3.1 Submit a project proposal to the Office of Student Activities (OSA) through the [OSA online submissions portal](#) and secure approval.

2.4.3.1.1 All student organizations and their project teams are advised to closely coordinate with their assigned OSA formator throughout the project planning and execution to ensure compliance with all points indicated in the Readiness Checklist (attached below).

2.4.3.2 Once the project proposal is approved. Student organizations are to coordinate with the Reservations, Events Management, and Logistics Section of the Administration Group of the Central Facilities Management Office⁴ to secure the needed venues and other logistics for the on-campus activity.

² Applicable to student orgs under the supervision of OSA. Registered organizations not under OSA (e.g. student arms of offices and unaccredited organizations) must coordinate with their moderator who will be responsible for the endorsement, approval, and supervision of their activities.

³ Activity Hours are schedules dedicated to student activities. No undergraduate classes may be conducted during these periods. Students may still hold activities outside activity hours.

⁴ Formerly the OADSAS - Campus Events Management office. Coordination may be done with Mr. Vince Cosmiano (vcosmiano@ateneo.edu), Section Head

- 2.4.3.2.1 Maximum capacity of campus facilities and other protocols on the request and reservation of logistics will be determined by their office.
- 2.4.3.2.2 Reservation of the Colayco Pavilion, Kostka Extension, and Doghouse is under OSA. To reserve these venues, write a letter of request addressed to the OSA Director and email this to osa.ls@ateneo.edu.⁵
- 2.4.4 Attendance to the approved on-campus activities should not be mandatory for members of the organization. Options must be made available by the organizing committee for members to participate in the activities off-site/online.
 - 2.4.4.1 Organizations that will invite outsiders on campus are required to submit a list of outsiders⁶ at least 3 days before the scheduled entry. The list will be considered as final upon submission.
- 2.4.5 Prior approval from the Office of Food Security and Quality Assurance (OFSQA) is required for activities that will serve food to more than fifty (50) participants.
- 2.4.6 No deviations from the pre-approved plans and procedures shall be made.

2.5 Limited Access to MVP Center Org Rooms

- 2.5.1 Org rooms are open for general use (tambay, meetings, etc.)⁷ from Monday to Friday, at 8:00 to 11:00 AM (morning slot) and 1:00 to 4:00 PM (afternoon slot).
- 2.5.2 The two orgs that share the same org room must come to an agreement on which org will take the morning slot and which will take the afternoon slot. This agreement may change per day depending on the need of each org.
- 2.5.3 All orgs are required to submit a list of ten (10) authorized key borrowers who will also serve as their org room OSCLO (safety officer). This list may be updated at the start of each semester.⁸
 - 2.5.3.1 No other individuals may borrow their org room's key outside of

⁵ Reservation of the OSA -managed venues are done after the project proposal is approved.

⁶ Download the template of the list [here](#).

⁷ Beginning 5 September 2022

⁸ Org heads are instructed to email OSA their list of official key borrowers using [this template](#). The list must be uploaded in the Google Drive folder provided by COA-M.

these ten authorized key borrowers.

2.5.3.2 A student may only be designated as OSCLO in one (1) org room only.⁹

2.5.3.2 At least one (1) OSCLO must be present at the org room while the room is being used.

2.5.4 The maximum room capacity will be posted on the walls of the rooms. The org room OSCLO is responsible for monitoring the room capacity.

2.5.5 All orgs are expected to follow the minimum public health standards, as well as any and all safety protocols, while using their org rooms.

2.5.6 MVP Center security personnel are instructed to monitor compliance of everyone using their org rooms. Violators shall be locked out and not allowed to use the room for a specified time duration.

2.6 The following minimum public health standards shall be enforced:

- Wear face masks at all times
- Maintain a 1-meter radius between individuals at all times
- Wash hands as frequently as possible
- Ensure adequate ventilation in enclosed venues
- Dispose of all waste at designated collection bins
- All existing (i.e., pre-pandemic) policies on safety and health, including the 'NO SMOKING RULE', the consumption of alcoholic beverages and prohibited substances, the observance of traffic and parking rules, etc. remain in effect.

3. VIOLATIONS

Any violations of these guidelines shall be grounds for disciplinary action. In case of any deviation from the approved plan by the organization, the LS Office of Student Activities may immediately suspend the conduct of the activity. The LS OSA may also impose a preventive suspension on the organization to conduct limited face-to-face on campus activities pending investigation of any violation.

4. EFFECTS OF FUTURE ADVISORIES

These guidelines are subject to change at any time, based on future advisories from relevant government agencies (e.g. IATF, DOLE, DOH, LGUs, CHED, and/or DepEd).

⁹ For health, safety and security purposes, no student will be allowed to act as OSCLO / Authorized key borrower in more than one (1) org room.

Self-Assessment Checklist on Readiness of
Student Organization to Conduct On-campus Activities

Areas of Assessment

	1. The project proposal has been approved by OSA.
	2. All logistical matters have been coordinated with and approved by the Reservation, Events Management, and Logistics Section of Central Facilities Management Office (CFMO).
	3. There is a designated safety officer, known as Organization Safety and Compliance Liaison Officer (OSCLO) who will be the main point person to oversee and coordinate and facilitate submission of all applicable Health Compliance Requirements and monitor the organization's adherence to health protocols.
	4. All attendees to the activity have been pre-registered. A complete list of outsiders has been submitted to OSA and relevant offices.
	5. Health and safety protocols have been clearly written and disseminated to all attendees of the event.
	6. There is adequate supply of sanitation and disinfection products provided in the event space. There are sanitation and disinfection protocols.
	7. There is a written communication plan for attendees of the event and their indicated persons to contact in case of emergency.
	8. Attendees have been informed that they are required to bring a Personal Hygiene Kit, which may contain alcohol or hand sanitizer, cleansing wipes, extra face mask, and/or hand soap.