



8 June 2020

MEMORANDUM CIRCULAR NO. 63
Series of 2020

T O: All Outsiders Who Would Like to Transact Business at VSU and Concerned VSU Main Campus Staff

R E: Additional Health Protocols

For the safety of all concerned, the following health protocols must be strictly followed/implemented:

- Generally there shall be NO FACE to FACE transactions in any offices, departments and research centers however, should there be a need for external clients/outsideers to personally go to the various offices/units of VSU, he/she should first secure prior appointment with the concerned officials as to the specific date and time he/she is allowed to come. A confirmation of appointment either through text, message via messenger or email must be presented to the security on duty. Likewise the security on duty must confirm first with the concerned office of the appointment before they are referred to the nurse on duty for assessment. If cleared with the nurse on duty, a VISITOR'S PASS will be issued by the security guard and the visitor must log-in the visitor's logbook indicating their exact and complete address before he/she can proceed to his/her appointment.
- University officials are also advised that they should transact business only to those with VISITOR'S PASS. Any incoming guest without VISITOR'S PASS must first be referred to the Security Office and the University Health Services for appropriate action.
- For inter-office processing of documents, the logbook and the documents being submitted by the messenger of other units may be dropped at a drop box to be provided by the units concerned outside the office. The receiving clerk shall pick-up the documents with the logbook after seeing that the person who delivered the same have already left the premises and shall receive the documents by initialling the corresponding item in the logbook. Once completed, the receiving clerk will put the logbook again in the drop box for pick up by the person who submitted the same. Should there be further questions to ask the same should be done using a telephone and if not resolved, to seek appointment by phone or other modes to be allowed entry into the visitor's area. Appropriate PPE's (at the minimum face mask and gloves) must be used correctly by all University employees at the right time.
- VSU employees from the Satellite Campuses must present an updated certification from their Municipal Health Officer (MHO) that they are neither a suspect, probable or confirmed COVID-19 case (at least 5 days prior to their appointment), must at all times wear a face mask, and do hand washing at designated washing area prior to entry



- VSU employees in their respective offices and residents of VSU with medical concerns shall set an appointment with the UHS thru IP, telephone call or email prior to visit for proper triaging of cases. The UHS can be reached through the following numbers: 563-9196, 563-7510, 565-0607 or 565-0600 local 1047 or email at vsuhospital@gmail.com
- The General Services Office is hereby directed to immediately conduct an ocular survey of the different administrative offices providing frontline services and subsequently redesign/modify their offices/workplace to provide a visitor's area. The visitor's area must be provided with physical barriers in between client and must assure physical distancing for protection of all concerned.

For information, guidance and strict compliance.


EDGARDO E. TULIN
President