



6 December 2021

MEMORANDUM CIRCULAR NO. 127
Series of 2021

T O: All VSU Constituents

R E: Updated Health and Safety Protocol in VSU Pursuant to Executive Order No. 126 of the Baybay City LGU dated 18 November 2021

In view of the recent issuance of the Baybay LGU amending the measures and protocols of Baybay City against COVID-19, everyone is directed to follow the updated health and safety protocols in consonance with the Local Executive Order No. 126 of the City of Baybay (An Executive Order Amending the Measures and Protocols against COVID-19 in Baybay City) to wit:

Section 1. Strict Implementation of Social Distancing, Wearing of Facemasks, Handwashing and other Protocols

Everyone is advised to observe the strict implementation of social distancing and wearing of facemasks at all times while inside building premises, in enclosed areas, and in all public places inside the University. Hand washing as well as thermal scanning in the University's entrance must also be strictly followed.

Section 2. Entry to University Premises

Vaccinated VSU employees and household members living inside the university are given access to the campus. Household helpers are allowed entry to the campus after presentation of a valid vaccination card. As stipulated by the National IATF Resolution No. 148-B, s. 2021 (Nov. 11, 2021) and EO No. 126 of Baybay City, unvaccinated employees and household helpers will be allowed entry to the University after presentation of a negative (-) result for COVID-19 RT-PCR test done on a weekly basis. Doctor-prescribed medical interventions such as physical therapy and other-related interventions are allowed provided that there is proper coordination with the USHER and an approved permit from the Office of the President. Only fully vaccinated therapists are allowed entry. Senior Citizens and those with comorbidities may avail of the work-from-home subject to the verification and recommendation of the USHER. Those whose reason for unvaccination is medically related should secure a certification from the attending physician and the CHO for verification by the USHER.

Documents Required

In consonance with E.O. No. 126 of LGU Baybay, only fully vaccinated visitors/clients are allowed to enter the campus. Visitors must fill-up the visitor's logbook at the guard post for contact tracing purposes. All persons entering the campus shall present the following documents:

VSU Employees from Component Colleges: Approved Travel Order/Request signed by the President, VSU issued ID and vaccination card.

House helpers of VSU residents reporting to their employers on a daily basis: VSU issued ID and vaccination card.

Visitors/Clients: Upon entry they shall be required to present a valid ID and original LGU issued vaccination card or DOH vaccination certificate subject to Section 7 of this memorandum. Unvaccinated visitors/clients are required to present negative RT-PCR test result at least 72 hours on the day of the visit.

Section 3. Entry of Vehicles Carrying Shipment of Essential Goods and other Supplies for the University

Only trailers, cargo holds, wing vans, and other vehicles carrying shipment of essential goods and supplies intended for the University's use shall be allowed to enter the campus and shall be subjected to mandatory inspection and disinfection procedures by the guard-on-duty. The guard-on-duty shall inspect the content and open the cargo holds of trucks and closed vans. Prior to entry, the guard-on-duty should verify from the requesting office(s) for confirmation of the said delivery.

Drivers and helpers of the said vehicles must present valid identification cards and vaccination card. Personnel may be allowed to disembark from the delivery truck but shall not be allowed to enter the premises of the delivery area. Concerned units such as the Office of the Head of Supply & Property must designate an area for unloading of supplies and equipment and must disinfect the items before storage. Suppliers/contractors who were granted permission from the Office of the President to install or repair equipment/train university personnel are allowed entry subject to Sections 2 & 7 of this memorandum.

Section 4. Returning Employees, Residents and Immediate Family Members residing inside the campus

Returning employees, residents and immediate family members residing inside the campus must coordinate with the Barangay Health Emergency Response Team (Brgy. Pangasugan) and USHER prior to their return. Returnees must call and inform University Services for Health Emergency and Rescue (USHER) prior to their date of return to the University. Employee, resident and immediate family member is considered a returnee if they have travelled outside the region for more than three (3) days. The provisions stipulated in the LGU Baybay Executive Order No. 126, specifically Section 14, shall be applied to all returnees as follow:

"ROFWs, LSIs, and other Returnees of Baybay City

1. Coordination with the concerned Barangay Health Emergency Response Team (BHERT) shall be made by the returnee prior to arrival in the city;
2. Upon arrival, the returnee shall undergo a verification and recording of personal information, travel and other documents; and,
3. All returnees shall submit a photocopy of his/her vaccination card/certificate and identification card for proper recording and monitoring;

For Fully Vaccinated Individuals:

- a. Undergo a physical examination and an assessment by the personnel of the BHERT;
- b. All belongings and personal effects of the returnee shall be subject to disinfection and decontamination procedures;

- c. Those deemed to have no symptoms of COVID-19 at the time of the physical examination and assessment will be allowed to go home;
- d. Those fully vaccinated individuals who show COVID-like symptoms, as determined by the BHERT, shall be admitted to the Ligtas COVID-19 Center at the New Baybay City Hospital, and shall undergo an RT-PCR Swab Test;
- e. Those referred to in item *D* above who tested "Negative" for the RT-PCR Swab Test shall be made to undergo a 3-day home quarantine;
- f. Those referred to in item *D* above who tested "Positive" for the RT-PCR Swab Test shall be admitted to the Ligtas COVID-19 Center for treatment; and,
- g. Fully vaccinated returnees admitted for treatment at the Ligtas COVID-19 center shall not be discharged from the center unless they have obtained a "Negative" result from the RT-PCR Swab test. Fully vaccinated individuals discharged from the facility shall no longer undergo any home quarantine.

Individuals who are NOT Fully Vaccinated:

- a. Undergo a physical examination, a Rapid Antibody Test, and an assessment by the personnel of the City Health Office (CHO);
- b. All belongings and personal effects of the returnee shall be subject to disinfection and decontamination procedures;
- c. Those who tested "Negative" for the Rapid Antibody Test shall undergo a 5-day quarantine in a barangay facility or an accredited hotel;
- d. Those who tested "Positive" for the Rapid Antibody Test or those who show COVID-like symptoms, as determined by the CHO, shall be admitted to the Ligtas COVID-19 center at the New Baybay City Hospital, and shall undergo an RT-PCR Swab Test;
- e. Those referred to in item *D* above who tested "Negative" for the RT-PCR Swab Test shall undergo a 5-day quarantine in a barangay facility or an accredited hotel;
- f. Those referred to in item *D* above who tested "Positive" for the RT-PCR Swab Test shall be admitted to the Ligtas COVID-19 Center for treatment;
- g. Returnees admitted for treatment at the Ligtas COVID-19 Center shall not be discharged from the center unless they have obtained a "Negative" result from the RT-PCR Swab Test. Those discharged shall no longer undergo home quarantine."

The USHER contact numbers are as follow: 09430430874, 563-9196, 565-0607, and 565-0600 (local 1047).

Section 5. Official Travels

Official travels are now allowed subject to the approval of the Office of the President and in compliance with the travel requirements of their destination. Those allowed to travel must subject themselves for medical assessment at the USHER upon their return, prior to reporting back to office. The Security Office must also submit the list of employees going out of the campus on official travel to USHER on a daily basis.

Residents of VSU are also encouraged to minimize movement or travel in and out of the University except for essential travels.

Section 6. Regulation on Business Establishments

Restaurants and eateries in the VSU market are allowed to operate provided that,

- a. All staff and customers are be fully vaccinated;
- b. Minimum health protocols like wearing of facemask, handwashing and social distancing are strictly observed;
- c. Only eateries assessed and issued certificate of compliance by USHER will be allowed to operate; and
- d. Eatery owners comply to random testing for COVID-19 among their employees to contain spread of COVID-19.

Other business establishments within the VSU market are allowed to operate provided that:

- a. All staff and customers are fully vaccinated;
- b. Minimum health protocols like wearing of facemask, handwashing and social distancing are strictly observed; and
- c. Only business establishment assessed and issued certificate of compliance by USHER will be allowed to operate.

Section 7. External Clients/Guests

Generally, Face-to-Face transaction is discouraged in all offices/departments/centers. Should personal appearance be a must, external clients must secure and abide the following:

1. Approved appointment from the office concerned (written, text message or email).
2. Compliance with mandatory health protocol such as body temperature checking, handwashing, and travel history assessment by the nurse-on-duty.
3. Present a vaccination card/certificate.
4. Present a negative (-) COVID-19 RT-PCR test result for those unvaccinated individuals, taken at least 72 hours before entry.

Section 8. Use of Accommodation, Venue and Recreational Facilities

Accommodation and venue facilities are allowed to operate provided guests and visitors are fully vaccinated and the facility is assessed and recommended by USHER to operate and approved by the University President. All letter requests shall indicate the nature of activity/party, number of guests, attestation that all guests are fully vaccinated or negative RT-PCR result (Section 2) and compliance of health protocol as described in Section 1.

VSU Hostel shall retain its function as the quarantine facility of the University.

Jogging, biking, and walking inside the campus are allowed for vaccinated VSU employees and VSU residents only, provided that minimum public health protocol standard, such as social distancing and wearing of face masks are observed. Swimming in the beach is allowed. In the initial implementation of this new policy, tennis, badminton, and sepak takraw courts are allowed for those fully vaccinated VSU employees and their dependents as well as VSU retirees following VSU mandated health protocols. Crowding or congregation in groups are strictly prohibited.

Section 9. Large Gatherings and Meetings

Large gatherings or meetings inside the campus are allowed provided that all participants, food caterers and personnel of other service providers are FULLY VACCINATED. An approval from the Office of the President upon the recommendation of USHER must be secured and health protocols such as handwashing, social distancing and wearing of face masks must be strictly imposed.

Section 10. Handling of Symptomatic Employees

All employees must fill-out the Daily COVID-19 Checklist. For those without access to internet and gadgets, they must fill-up the printed checklist form and submit this to their respective health status coordinators. Department/Unit-based health status coordinators must facilitate filling-up of the checklist and ensure proper coordination with USHER. Employees with signs and symptoms of COVID-19 must immediately inform their department/unit head and USHER.

All request for work-from-home due to medical concerns must be evaluated and recommended by USHER. No employee will be allowed to work-from-home without recommendation and evaluation from USHER. Medical Certificates will only be issued to employees who have properly coordinated and were assessed by USHER. Absence due to medical reasons that was not coordinated with USHER is considered unofficial.

Section 11. Health Services

Health Services shall continue to operate. Patients coming from outside the University are allowed medical consultation at USHER provided that they are negative for COVID-19 Rapid Antigen Test. Those who tested positive will be referred immediately to Baybay City Ligas COVID-19 Center. Measures to cut the chain of viral transmission shall be strictly followed. The cost of the Rapid Antigen Tests, including Personal Protective Equipment (PPE) shall be borne by the patient.

For non-emergency cases, patients must first set an appointment with USHER for proper triaging and evaluation. The outpatient clinic only operates on Monday-Friday (excluding Holidays) with the following schedule:

1. Respiratory and Gastrointestinal Cases
 - Monday and Thursday: 8:00 am- 11:00 am and 1:00pm - 4:00 pm.
2. Non-Respiratory and Gastrointestinal Cases
 - Tuesday and Friday: 8:00 am- 11:00 am and 1:00pm - 4:00 pm.
3. Well Baby, AME, Medical Requirements for OJT/Sports/Seminar/Convention/Request for Prescription of Maintenance Medications.
 - Wednesday: 8:00 am- 11:00 am and 1:00pm - 4:00 pm.
4. Pre-natal Consultation
 - Fridays: 1:30 PM – 5:00 PM
5. Minor Surgery (Non-emergency/Ambulatory Clinical Surgery)
 - As the need arises
6. Annual Medical Examination for Staff and Students
 - Monday - Friday: 8:00 AM - 11:00 AM; 1:00 PM - 4:00 PM

Note: Walk-in patients, especially those with COVID-19 symptoms, will be accommodated even beyond the above schedule, only after all other patients in the outpatient clinic have been attended to.

For appointments: **Tel. No.:** (053) 563-9196; 565-0600 **local** 1047; 09430430874; email: usher@vsu.edu.ph and VSU USHER (Official Facebook page).

Section 12. Component Colleges

Component Colleges shall adopt the provisions of this guideline in consonance with the health protocol issued by their respective LGUs.

Section 13. Penalty for Violations

Without prejudice to the prosecution for violation of other laws and regulations, VSU employees caught violating the provisions of this memorandum circular and the previous memorandum circulars issued by this office shall be held administratively liable. Non-VSU employees caught violating these provisions will be dealt with accordingly in proper courts.

Section 14. Effectivity

Previous memorandum circulars and other issuances which are inconsistent with this memorandum circular are deemed amended and superseded. This memorandum shall take effect effective immediately unless otherwise revoked.

For the guidance and compliance of everyone.



EDGARDO E. TULIN
President