



24 August 2021

MEMORANDUM CIRCULAR NO. 88
Series of 2021

T O: All VSU Constituents

**R E: Updated Health and Safety Protocol in VSU Pursuant to
Executive Order No. 118 of the Baybay City LGU dated 23 August 2021**

In view of the developments arising in relation to our fight against COVID-19 pandemic especially the threat of the delta variant, everyone is directed to follow the updated health and safety protocols in consonance with the Local Executive Order No. 118 of the City of Baybay (An Executive Order Prescribing Heightened COVID-19 Measures and Protocols in Baybay City from 23 August 2021 to 5 September 2021), to wit:

Section 1. Curfew in the University

The University strictly imposed the 8:00 PM-5:00AM curfew. In addition, students and those 18 years old below and senior citizens who are 65 years old and above, those with immunodeficiency, comorbidities or other health risks and pregnant women are prohibited from leaving their homes and or enter the University premises. Fully vaccinated senior citizens are allowed to leave their homes to engage in physical exercises and attend the Holy Mass only from 5:00AM-9:00AM and 4:00 PM- 7:00PM, for seeking medical attention, and buying essential goods and medicines.

Section 2. 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 and face shields at all times while inside building premises and in enclosed area and the use of face mask in all public places/area inside the University. Hand washing as well as thermal scanning in the University's entrance points, must also be strictly followed.

Section 3. Entry to University Premises

Only VSU employees, household members living inside the university and house helpers of VSU residents will be given access to the University. Non-employees and all other visitors/clients are not allowed to enter the campus at this time unless they are on an official business subject to undergo external clients/guests protocol (Section 9).

Documents Required

Without prejudice to the procedures, all persons entering the campus shall present the following documents:

VSU-Main Campus Employees: All VSU employees, including family members and their household helpers, shall be required to present an ID and BC QR code before they are granted access inside the campus.

VSU Employees from Component Colleges: Approved Travel Order/Request signed by the University President, VSU issued ID and BC QR code.

House helpers of VSU residents reporting to their employers on a daily basis: VSU issued ID and BC QR code.

Those who come from areas considered hot spot for COVID-19 as determined by the local IATF must present a certificate of non PUM/PUI valid for 7 days from the date of issue.

Section 4. Entry of Private Vehicles and Motorcycles Owned by VSU Employees inside the Campus

Private vehicles owned by VSU employees who are not residing in the campus are allowed entry in the University. In cases where the driver is not a member of the VSU workforce, such a person will be given access for the sole purpose of conducting and fetching VSU employees to and from his/her workplace only. He/she is required to present BC QR code and VSU Gate Pass which can be secured from the Office of the President.

Back riding or pillion riding on motorcycles inside the University is allowed for married couples, and common-law husband and wife only provided that they can present either copy of Marriage Certificate, ID bearing the same family name and or Barangay Certification.

Section 5. 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 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 QR code issued by the City IATF. Those coming from places outside the island of Leyte shall be required to present a negative "RT-PCR" test result issued within 72 hours from entry into the University. 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 or the supply office must designate an area for unloading of supplies and equipment and must disinfect the same before storage.

All vehicles shall be subjected to disinfection procedures and inspection by the guard on duty.

Section 6. VSU Employees Returning to Work

Returning faculty and staff, especially those under the work-from-home scheme since March 2020 must abide with the following protocols upon entering to the University:

Returning employees must call and inform University Services for Health Emergency and Rescue (USHER) prior to their date of return to the University.

USHER contact numbers: 563-9196; 565-0607;565-0600 local 1047

Requirements needed prior to Return-To-Work:

- Approved work from home work arrangement
- Medical certificate issued by the USHER (fit to return to work)

Returning employees with complete requirements must set an appointment with the USHER. During the appointment schedule employees must proceed directly to the USHER for issuance of Medical Certificate that he/she is fit to return to work upon travel history assessment and physical examination.

Returning employees must present his/her Medical Certificate issued by the USHER to his/her Department/Office Head prior to the resumption of work. No employee must be allowed to return-to-work without a Medical Certificate issued by the USHER. Department/Office Heads are requested to inform the USHER immediately on any faculty and staff who return to work from the WFH arrangement that did not provide the necessary documents.

Employees residing outside of Baybay City are encouraged to stay/seek temporary residence within the city or within the University for the duration of the modified general community quarantine period to minimize the risk of Covid-19 infection. Employees coming from outside of Leyte Island must coordinate with Baybay City Health Operation Center (OPCEN) and inform USHER for his/her return and are required of a negative RT-PCR test result.

For those employees quarantined because of work related exposure or having signs and symptoms related to COVID-19 and with proper coordination with USHER are considered on excused absence from work.

Section 7. Official Travels

Generally, official travels are not allowed; however, in extraordinary cases, official travels may be granted only upon the approval of the University President. Travel requests shall be approved only when the documents stipulated in OP Memorandum Circular No. 56, Series of 2020 are met. Official travel within the Baybay City and is for one (1) day only need not pass through USHER for evaluation.

Residents of VSU are also encouraged to minimize movement or travel in and out of the University except when buying basic goods or necessities, medicines, and medical consultations to reduce the risk of COVID-19 exposure.

Section 8. Regulation on Business Establishments

Restaurants and eateries in the VSU market are allowed to operate on a “Take Out” operation only.

Section 9. External Clients/Guests

Generally, No Face to Face transaction shall be allowed in all offices/departments/centers.

Should personal appearance be a must, external clients must secure and abide the following:

- Approved appointment from the office concerned (written, text message or email).
- Compliance with mandatory health protocol such as body temperature checking, handwashing, and travel history assessment by the nurse on duty. Clients/Guests coming from cities/municipalities outside of the island of Leyte must present a "negative" Covid-19 RT PCR result conducted within seventy-two (72) hours from entry into the university.

Section 10. Inter-Office Processing of Documents

Logbook and other documents being submitted by the messenger to other unit/s shall be deposited at a drop box provided by the unit/s concerned. The receiving clerk then initials the corresponding item in the logbook as proof that the documents have been received. The logbook will be returned in the drop box for pick up by the concerned messenger. Minimum contact must be observed.

Section 11. Use of Accommodation, Venue and Recreational Facilities

Accommodation and venue facilities are still temporarily closed.

Physical exercises like jogging, biking, and walking inside the campus are allowed for VSU employees and VSU residents only provided that minimum public health protocol standard, such as social distancing, wearing of face masks or face shields, is observed.

Swimming in the beach is not allowed.

Section 12. Large Gatherings and Meetings

Large gatherings or meetings inside the campus are prohibited. Should there be an important gathering, an approval from the Office of the President must be secured and health protocols such as social distancing and wearing of face masks and face shields must be strictly imposed.

Section 13. Component Colleges

Component Colleges may adopt the provisions of this guideline that are in consonance with their LGU's health protocol.


Section 14. Penalty for Violations

Without prejudice to the prosecution for violation of other laws and regulations, VSU employees caught violating the provisions of this and 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 15. Effectivity

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

For the guidance and compliance of everyone.


EDGARDO E. TULIN
 President