



21 July 2020

**MEMORANDUM CIRCULAR NO. 77**  
Series of 2020

**T O: VSU Constituents**

**R E: Updated University Health and Safety Protocols against COVID-19**

In view of the developments arising in relation to our fight against COVID-19 pandemic and our preparation for the coming 1<sup>st</sup> Semester SY 2020-2021, everyone is directed to adhere to the updated health and safety protocols in consonance with Local Executive Order No. 70 and 70A of the City of Baybay, to wit:

**Section 1. Curfew in the University**

The University strictly imposed the 9:00PM-5:00AM curfew. In addition, students 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, except to engage in physical exercises and attending Holy Mass only from 7:00AM-9:00AM, 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 at all times inside the University. Handwashing, 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 and house helpers of VSU residents will be given access inside the University. Non-employees and all other visitors 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 8).

**Section 3a. Documents Needed Prior to Entry**

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 before they are granted access inside the campus.

**VSU Employees from Component Colleges:**

- Approved Travel Order/Request signed by the University President
- Updated certification from their City/Municipal Health Officer signifying that they are neither a suspect, probable or confirmed COVID-19 case (at least 5 days prior to their appointment)
- Border pass from city/municipality of origin



**House helpers of VSU residents reporting to their employers on a daily basis:**

- Certification from his/her barangay stating that such person is a resident of the said barangay and is not a Suspect, Probable, or a Confirmed case of COVID-19 with a seven (7) day validity.

**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 can still be given access for the sole purpose of conducting and fetching VSU employees to and from his/her workplace only. A Gate Pass must be secured from the Office of the President for non-resident VSU employee's vehicle.

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.

All vehicles shall be subjected to disinfecting procedures and inspection by the Guard on duty.

**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 certification from his/her barangay or from their City/Municipal Health Officer stating that such person is a resident of the said barangay/city/municipality and is not a Suspect, Probable, or a Confirmed case of COVID-19 with a seven (7) day validity.

All vehicles shall be subjected to disinfecting 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:

1. 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*
2. Requirements needed prior to Return-To-Work (compliant to Section 13. Authorized Persons Outside of Residence (APOR) EO 70-A of Baybay City):
  1. Health certificate issued by their Health Officer or Local Chief Executive stating that such person is not a Covid-19 Suspect, Probable, or Confirmed case or Person Under Monitoring (PUM) or a Person Under Investigation (PUI) in the City.
  2. A "negative" Covid-19 rapid test result conducted within seven (7) days from entry into the city.
3. 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, physical examination, and review of Covid-19 test result.
4. Returning employees must present his/her Medical Certificate issued by the USHER to his/her Department Head prior to the resumption of work. No employee must be allowed to return-to-work without a Medical Certificate issued by the USHER.
  5. Employees residing outside of Baybay City are encouraged to stay within the city or within the University for the duration of the community quarantine period to minimize the risk of Covid-19 infection. Those who do not wish to stay in the city shall still be allowed entry into the University, however, must comply with Section 13 of EO 70-A of Baybay City concerning Authorized Persons Outside Residence (APOR).

### **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.

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. External Clients/Guests**

Generally, No Face to Face transaction shall be allowed in all offices/departments/centers. Should personal appearance a must, external clients must secure and abide the following:

- Approved appointment from the office concerned (written, text message or email)
- Health certificate issued by their Health Officer or Local Chief Executive stating that such person is not a Covid-19 Suspect, Probable, or Confirmed case or Person Under Monitoring (PUM) or a Person Under Investigation (PUI) in the City.
- 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 Baybay must present a "negative" Covid-19 rapid test result conducted within seven (7) days from entry into the city.

### **Section 9. Inter-Office Processing of Documents**

Logbook and other documents being submitted by the messenger of other units may be dropped at a drop box provided by the units concerned. The receiving clerk then initials the corresponding item in the logbook as proof that the documents have been received. The logbook will be put again in the drop box for pick up by the concerned messenger. Minimum contact must be observed.

### **Section 10. Use of Accommodation, Venue and Recreational Facilities**

Accommodation, venue and recreational facilities such as basketball, volleyball, and tennis courts 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 standard such as social distancing, wearing of facemasks or face shields are observed.



**Section 11. Large Gatherings and Meetings**

Large gatherings or meetings inside the campus are prohibited and shall only be allowed when urgently necessary. Should there be an important gathering, health protocols such as social distancing and wearing of facemasks must be strictly imposed.

**Section 12. Transport Services during the General Community Quarantine Period**

The University will continue to provide transport services for VSU employees within Baybay and Albueria, Leyte, during the community quarantine period. However, IATF and DoTr guidelines for public transport operations must be strictly followed. Please refer to OP Memorandum Circular No. 61, 2020, for health and safety protocol.

For guidance and strict compliance of all concerned.

  
**EDGARDO E. TULIN**  
President