



19 October 2020

MEMORANDUM CIRCULAR NO. 97

Series of 2020

T O: All VSU Constituents

R E: Additional Protocols Against COVID-19 effective October 20, 2020

In relation to the ongoing efforts on contact-tracing, verification, and testing by Baybay IATF and VSU USHER to mitigate and contain the spread of COVID-19 in the city, this office fully supports the implementation of EO 79 s. 2020 of LGU Baybay in the university and hereby order the following additional protocols for a limited period effective October 20 (12:01 am) until October 24, 2020 (12:00 midnight) or until further notice.

- Entry and exit to/from VSU campus:
 - a. Non-VSU residents (covering employees of VSU, PCC, and, ATI employees, live-out house helpers) are not allowed to enter the campus.
 - b. VSU residents are prohibited to go outside the campus, except for emergency cases. Those Authorized Persons Outside of Residence (APOR) or working outside of VSU or Baybay City are discouraged to go outside the campus, otherwise, upon return to VSU they are required to submit Medical Certificate and negative rapid test result conducted within seven (7) days from entry into the University and shall be subjected to mandatory 14-days quarantine at quarantine facility and seven (7) days home quarantine at their respective residences in Baybay.
- Employees (regular, casual, part-time, and JO) who are non-VSU residents are directed to be on work-from-home arrangements starting October 20 until 23, 2020. All Unit Heads are directed to arrange assignments for their staff during this period. Due to the nature of work, utility workers, messengers, drivers, laborers, and other skilled workers will be on excused absence also.
- Employees who are residents inside the university may opt for a work-from-home arrangement.
- Frontline employees from USHER, ODRRM and Hostel are directed to report in full force. While the staff of Guest House, Garbage Collection, Power Plant and Electrical Office, Water Utility Office, and animal caretakers shall identify a skeleton workforce to continuously deliver essential services. Supervisors of these units shall arrange the respective accommodation of their staff inside the campus for the duration of this memorandum.

- VSU Market stalls are allowed to operate with strict implementation on wearing facemasks, social distancing, temperature thermal scanning upon entry, and other minimum health standards. Cafeteria operation is allowed to operate on a take-out or order basis only. Dine-in in the cafeteria is strictly prohibited.
- This order shall affect the VSU Main campus only.

For the guidance and strict compliance of all concerned.


EDGARDO E. TULIN
President