



MINUTES OF MEETING

Type of Meeting: Virtual meeting Time Started: 2:00PM

Date and Venue: May 4, 2020 (Google meet) Time Ended: 3:37pm

Presided by (signature above full name): DR. ELWIN JAY V. YU

Prepared by (signature above full name): JAN ANA M. SALAR

Approved by (signature above full name): DR. ELWIN JAY V. YU

ATTENDEES

NO.	NAME	OFFICE
14	DR. ELWIN JAY V. YU	
15	DR. MERRY CHRIST'L SUPNET GUINOCOR	
16	MRS. JAN ANA M. SALAR	
17	PROF. MANOLO B. LORETO	
18	PROF. JESUSA MAGNO	
19	DR. LUZVIMINDA A. TAJOS	
20	DR. LUZVIMINDA A. DELA CRUZ	
21	MR. ERWIN DOREGA	
22	DR. MERLITA D. VELOSO	
23	MRS. JOLLY CONVERSION D. MARQUEZ	

(Insert additional line, if necessary)

AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	RESPONSIBLE PERSON
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The virtual meeting started around 2:15 pm presided by Dr. Elwin Jay V. Yu, Chief of Hospital I. The following agenda were discussed in the meeting:

A. How to prepare for the upcoming class in August 2020

1. Classroom set-up

- Follow strictly social distancing- at least 1 meter
- Make use of online classroom
- Modify the physical arrangements of the classrooms.
- As per Sir Loreto, they had a meeting with the different college deans and agreed on the following: flexible mode of delivery of learning materials, students with internet must go online, students without access to the internet printed modules are available.
- He also added that USSO and the Registrar's office will resurvey on the capacity of the different classrooms.
- Only half of the class will be accommodated in each classroom/ schedule classes by batch.
- Modular teaching must also be adapted by the different satellite campuses.
- The limitation identified is the internet connection.

2. Library

- Social distancing is easily observed.
- The area must have a proper and good ventilation



- Every rooms/offices with air conditioned units, exhaust fan must be turned on. If without exhaust, windows and doors must be opened. As per recommendation by CDC for good ventilation in a room, must have at least 12 air exchanges.

3. Dormitories

- The number of occupants in each rooms must be adjusted/reduced to half.
- Washing area must be installed outside the dorm.
- As per sir Loreto another scheme was being agreed on the schedule of classes: August to mid October, lectures will be conducted online, while mid October onwards, laboratory classes will be held, so students will be coming to the campus. It is expected that there are only a few occupants in the dorm during the first semester since online classes will be conducted.

4. Eateries and food establishments

- It is recommended that absolutely NO DINE IN, TAKE OUT ONLY.
- It is a must that food handlers wear face mask, gloves and hairnet.
- Owners of eateries must have health cards issued by the city health office and this should be strictly implemented.
- UHS will ask for the list of employees of every eateries and must present the medical certificate.
- Periodic checking of food establishments should be done twice a month as recommended by Sir Loreto. He also suggested that the College of Nursing will help in the inspection of the food establishments.
- Rolling vendors should meet with the IGP for recommendations. Separate guidelines shall be made.

5. Common areas for students (ecopark, oval)- how to limit movement of people

- Sir Loreto suggested that there must be a patrolling guards on those areas and he will request student organizations to help guard and discipline students.
- Students should be reminded on safety precautions (handwashing, wearing of mask, observe social distancing).

6. Sports activities

- Limit activities for big groups/big gathering (like football, basketball, fun run)
- Playing tennis and table tennis may be allowed (limit to 2 – 3 players only).
- Walking or jogging is allowed in the campus and must observe social distancing and wear mask.

7. Physical set-up (departments in the main campus and satellite campuses)

- Follow up GSD with the set up on the different departments in the main campus and satellite campuses. Installation of hand wash area (pedal: water and soap dispenser)
- Every building must have a hand washing area and footbaths
- Temperature taking is done at the main gate as suggested by Dr. Guinocor
- Foot-pedal dispenser for hand soap is placed at the main gates.
- Make guidelines for sanitation and disinfection for every office and classrooms.
- Schedule for next disinfection- c/o Dr. Yu
- Sir Loreto expressed his concern on the many entry points of the campus.
- Identify entry and exit points and this is the time to modify the campus.

All matters discussed will be finalized to come up with guidelines and copies will be sent to the members of the VSU Covid task force before sending it to the OP.



B. Other Matters:

- Dormitories of VSU Villaba and Tolosa Campuses were requested by their respective LGUs as quarantine facilities. Dr Guinocor advised Dr. Veloso and Sir Dorego to forward the letter of request to the Office of the President.
- It is emphasized that 24-hour curfew for senior citizens, students, pregnant women and individuals with co-morbidities.
- Mrs. Magno of College of Nursing asked about Hep B vaccination for Nursing students and where they can avail the vaccine. Dr. Yu will ask for the supply of Hep B vaccines.
- MS students who are for completion of their thesis and employees going back to work must present a medical certificate. Students and staff residing outside Baybay, their medical certificate must be issued from their respective RHUs then noted by UHS.
- Online enrolment using google forms will be used for the enrolment process.
- Medical for students will be done on the later part. The university physicians will focus on students with pre-existing conditions. Dr. Yu added that Google form for medical will be included in filling out in the online enrolment.
- For the enrollment process particularly the entrance medical examination, the medical form must be filled out by the students online. In addition to this, the actual medical examination will start soon as the classes start. The University Health Service will only cater 100 students for examination everyday (20 per batch). And lastly, students with pre-existing medical problem should secure a medical certificate from their attending physician indicating his/her medical condition, medications, limitations and special precautions

No other matters to discuss, the meeting ended at 3:37 PM.