



ATENEUM DE MANILA UNIVERSITY

GRADUATE SCHOOL OF BUSINESS

AGSB HEALTH, SAFETY AND CAMPUS ENTRY PROTOCOLS¹

I. REQUIREMENTS

Before entering and/or attending onsite classes in the AGSB, students must:

1. sign and upload a one-time Co-Responsibility and Co-Accountability Undertaking (see attached) <https://forms.gle/4EVf5vkTc5hEGFVS7>
2. accomplish and submit a one-time Health Declaration Form <https://go.ateneo.edu/health-undertaking-gsb>
3. register for a Blue Pass (for telemedicine services) on <https://bluepass.ateneo.edu>. For Blue Pass registration concerns, please email Ms. Shineth Hidalgo (stidalgo@ateneo.edu) or Ms. Maria Adelhaide Veloso (maveloso@ateneo.edu)
4. apply for valid gate pass stickers <https://bit.ly/APSCarStickerApplicationForm> (for those bringing their cars and parking at the APS basement) and campus access request for their drivers at least two (2) days before campus entry bit.ly/AGSBRequest. The link is open daily from 8 am to 4 pm.
5. present their student ID to Campus security beginning September 1, 2022. For student ID concerns, students may coordinate with Mr. Ral Lacsamana of the AGSB Registrar's Office (rlacsamana@ateneo.edu). Those who have yet to receive their IDs but have business to attend to on Campus must fill out the campus access request form bit.ly/AGSBRequest. For requests for multiple access, the form should be filled on a weekly basis indicating the exact dates of entry.

II. CAMPUS ENTRY

A. **Purpose and Capacity.** Campus entry and the use of campus facilities will be limited to those scheduled for official ACADEMIC activities such as face-to-face or hybrid classes, fulfillment of academic requirements (e.g. Strama defense, submission of credentials), and research. Campus entry and the use of campus facilities for organized NON-ACADEMIC activities require prior approval from the Office of the Dean. "NON-ACADEMIC activities" include but are not limited to student organization general assemblies and conventions, career fairs, special forum, and organization-related activities (e.g., recruitment of members, etc.).

B. Self-assessment²

(a) If you do not experience COVID-related symptoms nor have had COVID-related exposure, **then you may attend class onsite.**

¹This is subject to change at any time, based on future advisories from relevant government agencies (e.g. IATF, DOLE, DOH, LGUs, CHED). You may contact healthservices.aps@ateneo.edu for any concerns/queries.

²University/APS Protocols for Individuals Exposed to Confirmed or Probable COVID-19 Patients, 25 August 2022

(b) If you do not have **fever** (Temperature is less than 37.5°C), **cough** (onset 7 days or less) or **colds** (onset 7 days or less), and are not experiencing **three or more** of the following:

1. General weakness/fatigue
2. Headache
3. Body/muscle pains
4. Sore or itchy throat
5. Stuffed or Runny nose
6. Difficulty of breathing
7. Loss of appetite
8. Nausea and vomiting
9. Diarrhea
10. Loss of smell
11. Loss of taste
12. Altered consciousness

then you may attend class onsite.

(c) If you had exposure to a COVID-confirmed individual but such exposure did not occur between 2 days before the onset of such individual's symptoms and 5 days after the onset; or in case that the COVID-confirmed individual is asymptomatic, the exposure did not occur between 2 days before the such individual's positive test and 5 days after, **then you may attend class onsite.**

(d) If you had exposure occurred to such COVID-confirmed individual within the periods specified in (c) above, BUT (i) you DO NOT have maskless face-to-face exposure for more than 15 minutes at a distance of less than 1 meter, or (ii) you DO NOT live in the same dwelling with the person **then you may attend class onsite.**

C. **Entry Points.** The (1) Hidalgo Drive Entrance; (2) Rockwell Drive Entrance; or (3) Basement Parking are all open points of entry from 7:00 AM to 10:00 PM. Entrance points in the Salcedo Campus (1) HV Dela Costa St. Entrance; or (2) Bautista St. Entrance.

D. **Personal Protective Equipment and Temperature Check.** A “NO MASK, NO ENTRY” policy is strictly enforced. Temperature checks are conducted at the entry points of the Rockwell and Salcedo Campuses.

E. **Vaccination Status.** COVID19 RT-PCR testing for unvaccinated individuals is waived under Alert Level. Unvaccinated or partially vaccinated individuals can now enter the campus without the need to present a negative COVID-19 RT PCR result.³

³ University Memo # U2223-013, 30 July 2022; APS Health Services Memo, 12 August 2022

III. STUDENT SAFETY OFFICERS

A. **Designation.** The Class Beadle (or another student) may be assigned as the Class Safety Officer.

B. **Duties.** The Student Safety Officers shall:

1. assist in the implementation of health and safety protocols on campus;
2. disseminate announcements from the Office of the Dean and the APS Health Services;
3. attend health and safety meetings; and,
4. directly contact the APS Health Coordinator (healthservices.aps@ateneo.edu) with any health and safety-related concern/query.

IV. PHYSICAL DISTANCING PROTOCOLS

A. General Measures

1. APS shall strictly implement physical distancing protocols for everyone while inside the school premises. The minimum physical distance for students attending onsite face-to-face classes shall be 1 meter.
2. APS shall utilize visual cues, floor markers, and protective barriers to further reduce close contact.

B. Onsite Academic Activities

1. Students shall not roam or loiter about campus and shall restrict their movements to the assigned venues for their academic activities.
2. The maximum permissible room occupancy capacity should always be observed. Adequate ventilation shall always be maintained (e.g., air purifiers in place must be turned on).
3. No onsite and group-based non-academic or extracurricular activities such as assemblies, sports events, among others, may be conducted on campus without prior approval.

C. Eating on Campus

1. The Canteen on Rockwell campus is open Monday to Friday 11 am - 8pm and Saturday from 8 am to 5 pm.
2. While we discourage eating on campus, you may do so in the cafeteria. Proper physical distancing should be maintained during meals. Minimize talking. No food sharing.

3. You must clean as you go. Please disinfect the tables and chairs used after eating and dispose of your trash in the designated receptacles.

V. COVID-RELATED SYMPTOMS ON CAMPUS

A. In General

1. Students, faculty, staff, and administrators who have tested positive for COVID-19, have COVID-19-related symptoms, or have had significant exposure to a confirmed COVID-19 case, shall stay home. They must NOT enter the campus or attend their face-to-face activity. They should seek a teleconsultation appointment with either the APS Health Services healthservices.aps@ateneo.edu or personal/family physician when immediate care is required.
2. All persons who experience COVID-related symptoms while on campus must keep their masks on and report the matter to the University Physician, APS Health Services or Class Beadles/Student Safety Officers. S/he should proceed to the isolation facility and wait for the Clinic personnel.
3. The APS Health Services personnel will assess if the isolated person is a SUSPECTED, PROBABLE or CONFIRMED CASE. Depending on the result of this assessment, the isolated person will be treated or referred to a physician. Isolated persons found to be a SUSPECTED, PROBABLE or CONFIRMED CASE will be asked to go home.
4. The University's Crisis Management Committee shall conduct a risk assessment of the situation and implement the applicable health and safety protocols, including, if necessary and not limited to contact tracing, lockdown protocol, cleaning and disinfection of facilities and suspension of classes and operations.

B. Contact Tracing Protocol

1. Once the APS Health Services confirms the status of the suspected COVID-19 case, they shall get in touch with all persons who may have been in contact with the suspected COVID-19 case. The APS Health Services shall inform all verified close contacts of a confirmed positive case within 24 hours.
2. The APS Health Services will monitor the health status of these verified close contacts for symptoms during the IATF-mandated quarantine period.