



COVID-19 Safety and Health Administrative Procedures for Employees

This document outlines the contexts typifying the classification of individuals specifically employees in relation to their degree of exposure to COVID-19 virus and the corresponding procedures that must be observed and/or implemented.

1. An employee with symptoms while within University premises

- 1.1. The concerned employee reports experienced symptoms to the University Health Clinic (UHC) via email or telephone. UHC conducts a non-contact checkup on the employee.
- 1.2. Thereafter, in any stage of the scenario, UHC conducts contact tracing and may require concerned employee with RT-PCR or Antigen Test.
- 1.3. Based on the aforementioned procedures, UHC attends to the medical needs of the concerned employee. UHC places the employee at a designated isolation room while inside the campus.
- 1.4. UHC informs the concerned employee, the immediate head, and Human Resource Management Office (HRMO) on medical recommendations.
- 1.5. UHC continues to monitor the health condition of the concerned employee. The General Services Office (GSO) and HRMO are provided with a report on the monitoring made on the employee.
- 1.6. Before returning to work, the employee is required to send via email at univhealthclinic@dlsud.edu.ph at least one of the following:
 - 1.6.1. BHERT Clearance
 - 1.6.2. Medical Certificate from Private Physician
 - 1.6.3. Other documents as needed
- 1.7. Once the medical clearance and documents have been verified and authenticated by UHC, a certification is issued by UHC to the concerned employee attesting that the employee is fit to attend the onsite work. HRMO, GSO, and the unit head are copy furnished with the certification.



2. An asymptomatic and fully vaccinated employee exposed to a confirmed positive

- 2.1. UHC conducts a non-contact check-up on the concerned employee who has been exposed to a confirmed positive.
- 2.2. If the concerned employee is asymptomatic and fully vaccinated, UHC does not require observation of a quarantine period. Instead, UHC advises the employee to self-monitor for potential occurrence of symptoms within 14 days. In the event that symptoms occur, concerned employee must inform immediately UHC via email on current health status.
- 2.3. UHC continuously monitors the health status of the concerned employee. UHC provides GSO and HRMO with a report on the monitoring made on the employee.

3. An asymptomatic but partially or unvaccinated employee exposed to a confirmed positive

- 3.1. UHC conducts a non-contact check-up on the concerned employee who has been exposed to a confirmed positive.
- 3.2. If the concerned employee is asymptomatic but unvaccinated or partially vaccinated, UHC may require the employee to be placed under quarantine. The quarantine period is determined by the University Physician. Likewise, in any stage of the scenario, UHC conducts contact tracing and may advise RT-PCR or antigen Test.
- 3.3. Based on the aforementioned procedures, UHC attends to the medical needs of the concerned employee. UHC places the employee in an identified isolation room while inside the campus.
- 3.4. UHC informs the concerned employee, the respective immediate head, and HRMO on medical recommendations.
- 3.5. UHC continues to monitor the health condition of the concerned employee. UHC provides GSO and HRMO with a report on the monitoring made on the employee.
- 3.6. Before returning to work, the employee is required to send via email at univhealthclinic@dlsud.edu.ph at least one of the following:
 - 3.6.1. BHERT Clearance
 - 3.6.2. Medical Certificate from Private Physician
 - 3.6.3. Other documents as needed



3.7. Once the medical clearance and documents have been verified and authenticated by UHC, a certification is issued by UHC to the concerned employee attesting that the employee is fit to attend the onsite work. HRMO, GSO, and the unit head are copy furnished with the certification.

4. A symptomatic employee exposed to a confirmed positive

- 4.1. UHC conducts a non-contact checkup on an employee who has been exposed to a confirmed positive.
- 4.2. If the concerned employee is symptomatic, UHC may require isolation. The isolation period is to be determined by the University Physician. Likewise, in any stage of the scenario, UHC conducts contact tracing and may advise RT-PCR or antigen Test.
- 4.3. UHC informs the concerned employee, the respective immediate head, and HRMO on medical recommendations.
- 4.4. UHC continues to monitor the health condition of the concerned employee. UHC provides GSO and HRMO with a report on the monitoring made on the employee.
- 4.5. Before returning to work, the employee is required to send via email at univhealthclinic@dlsud.edu.ph at least one of the following:
 - 4.5.1. BHERT Clearance
 - 4.5.2. Medical Certificate from Private Physician
 - 4.5.3. Other documents as needed
- 4.6. Once the medical clearance and documents have been verified and authenticated by UHC, a certification is issued by UHC to the concerned employee attesting that the employee is fit to attend the onsite work. HRMO, GSO, and the unit head are copy furnished with the certification.

5. A confirmed positive employee

- 5.1. The concerned employee immediately reports the matter to respective immediate head and to UHC.
- 5.2. The RT-PCR or Antigen Test result is submitted to UHC.
- 5.3. UHC conducts contact tracing.
- 5.4. UHC informs concerned employee, immediate head, and HRMO on recommendations. GSO is copy furnished.



- 5.5. UHC continues to monitor the health condition of the concerned employee. UHC provides GSO and HRMO with a report on the monitoring made on the employee.
- 5.6. Before returning to work, the employee is required to send via email at univhealthclinic@dlsud.edu.ph at least one of the following:
 - 5.6.1. BHERT Clearance
 - 5.6.2. Medical Certificate from Private Physician
 - 5.6.3. Other documents as needed
- 5.7. Once the medical clearance and documents have been verified and authenticated by UHC, a certification is issued by UHC to the concerned employee attesting that the employee is fit to attend the onsite work. HRMO, GSO, and the unit head are copy furnished with the certification.

Suspension of work and classes

The University adheres to government declaration on suspension of work and classes due to COVID-19.

In the absence of government declaration, the University, upon the recommendation UHC and GSO, may suspend work and classes on a granular level or campus-wide depending on the number of cases within campus, in the city, and/or province, the gravity of community transmission, and the number of hospitalizations in the city.

UHC recommends the number of days of work and class suspension based on the aforementioned circumstances.

For inquiries related these procedures, please email gso@dlsud.edu.ph and univhealthclinic@dlsud.edu.ph.

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