



## **COVID-19 Health and Safety Administrative Procedures for Students**

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

### **1. A student with symptoms while within University premises**

- 1.1. The concerned student, parent/s of the student or faculty member handling the student reports experienced symptoms to the associate dean/associate principal, administrative services and student affairs. The associate dean/associate principal, administrative services and student affairs informs the University Health Clinic (UHC) via email or telephone. UHC conducts a non-contact checkup on the concerned student.
- 1.2. Thereafter, in any stage of the scenario, UHC conducts contact tracing and may advise concerned student with RT-PCR or Antigen Test.
- 1.3. Based on the aforementioned procedures, UHC attends to the medical needs of the concerned student. UHC places the student at a designated isolation room while inside the campus.
- 1.4. UHC informs the concerned student, parent/s of the student, and respective associate dean/associate principal, administrative services and student affairs on the medical recommendations.
- 1.5. UHC continues to monitor the health condition of the concerned student. The respective associate dean/associate principal, administrative services and student affairs, and General Services Office (GSO) are provided with a report on the monitoring made on the student.
- 1.6. Before being allowed to attend onsite classes, the concerned student is required to send via email at [univhealthclinic@dlsud.edu.ph](mailto: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 student attesting that the student is fit to attend the onsite classes. Respective associate dean/associate principal, administrative services and student affairs, and GSO are copy furnished with the certification.

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

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

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

- 3.1. UHC conducts a non-contact check-up on the concerned student who has been exposed to a confirmed positive.
- 3.2. If the concerned student is asymptomatic but unvaccinated or partially vaccinated, UHC may require the student 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 student. UHC places the student in an identified isolation room while inside the campus.
- 3.4. UHC informs the concerned student, parent/s of the student, and respective associate dean/associate principal, administrative services and student affairs, and GSO on medical recommendations.
- 3.5. UHC continues to monitor the health condition of the concerned student. The respective associate dean/associate principal, administrative services and student affairs, and GSO are provided with a report on the monitoring made on the student



3.6. Before being allowed to attend onsite classes, the concerned student is required to send via email at [univhealthclinic@dlsud.edu.ph](mailto: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 student attesting that the student is fit to attend onsite classes. Respective associate dean/associate principal, administrative services and student affairs, and GSO are copy furnished with the certification.

#### **4. A symptomatic student exposed to a confirmed positive**

4.1. UHC conducts a non-contact checkup on the concerned student who has been exposed to a confirmed positive.

4.2. If the concerned student 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. Based on the aforementioned procedures, UHC attends to the medical needs of the concerned student. UHC places the student in an identified isolation room while inside the campus.

4.4. UHC informs the concerned student, parent/s of the student, and respective associate dean/associate principal, administrative services and student affairs, and GSO on medical recommendations.

4.5. UHC continues to monitor the health condition of the concerned student. The respective associate dean/associate principal, administrative services and student affairs, and GSO are provided with a report on the monitoring made on the student.

4.6. Before being allowed to attend onsite classes, the concerned student is required to send via email at [univhealthclinic@dlsud.edu.ph](mailto:univhealthclinic@dlsud.edu.ph) at least one of the following:

- 4.6.1. BHERT Clearance
- 4.6.2. Medical Certificate from Private Physician
- 4.6.3. Other documents as needed



4.7. Once the medical clearance and documents have been verified and authenticated by UHC, a certification is issued by UHC to the concerned student attesting that the student is fit to attend onsite classes. Respective associate dean/associate principal, administrative services and student affairs, and GSO are copy furnished with the certification.

### **5. A confirmed positive student**

5.1. The concerned student, parent/s of the student or faculty member handling the student immediately reports the matter to respective college dean/principal and UHC.

5.2. The RT-PCR or antigen Test result is submitted to the UHC.

5.3. UHC conducts contact tracing.

5.4. UHC informs the concerned student, parent/s of the student, and respective associate dean/associate principal, administrative services and student affairs, and GSO on medical recommendations.

5.5. UHC continues to monitor the health condition of the concerned student. The respective associate dean/associate principal, administrative services and student affairs, and GSO are provided with a report on the monitoring made on the student.

5.6. Before being allowed to attend onsite classes, the concerned student is required to send via email at [univhealthclinic@dlsud.edu.ph](mailto: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 student attesting that the student is fit to attend onsite classes. Respective associate dean/associate principal, administrative services and student affairs, and GSO are copy furnished with the certification.



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### **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](mailto:gso@dlsud.edu.ph) and [univhealthclinic@dlsud.edu.ph](mailto:univhealthclinic@dlsud.edu.ph).

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