

**DLSU-D Community Guidelines as Precautionary Measures to Prevent the Spread of COVID-19  
as of February 28, 2020**

1. Everyone is encouraged to practice personal hygiene. Please refer to the Department of Health advisory.
2. Thermal scanners shall be used every day to check body temperature and to determine who will be advised to immediately seek medical attention from the nearest hospitals of their choice. For high school, it will be checked at the entrance gate of the HS complex. For college, upon entry on all university gates. (Magdalo, Magpuri, La Porteria San Benildo and Magtagumpay gate)
  - 2.1 Should the concerned individual register a temperature of 37.5 or higher, he or she will be advised to seek immediate medical assistance outside the university premises.
  - 2.2 For those serviced by the School Transport providers, temperature will be checked at the HS complex and will be escorted in an identified holding area until arrangements are made for their pick-up.
3. Those with coughs or colds are advised to seek medical assistance with their private physicians, especially if symptoms progress. Meanwhile, those who have experienced or witnessed such while in the campus are advised to visit the clinic immediately.
4. Guests and outside personnel with official meetings/attending functions in the University must be required by their host office/organizer to accomplish a Health Monitoring Form that must be submitted to the Clinic for clearance, before proceeding to the event.
5. For official travel/trips:
  - 5.1 All those who traveled to China and its administrative regions, South Korea, Italy, Japan and Iran (as a final destination or layover) must seek medical attention and undertake self-quarantine for 14 days from the time of arrival.
  - 5.2 **Those who travelled to other countries with confirmed COVID-19 cases shall be asked to take a leave for 3 days from the time of arrival. They must present a medical clearance that they have no flu-like symptoms before they are permitted to work. Otherwise, they must complete the 14-day self-quarantine at home from the day of arrival.**
  - 5.3 For faculty and students, online classes shall be maximized.
  - 5.4 For official or university related travels, quarantine period will not consume existing leaves for employees or allowable number of absences for students.
    - 5.3.1 Please refer to the Adjustment Measures for Academics and Research Memo sent thru email on February 5, 2020 by the OVCAR and kindly coordinate with your respective heads, deans, OVCS or your principal to be properly advised on the procedures that must be followed.
  - 5.5 All official trips to places mentioned above (China and its administrative regions, South Korea, Italy, Japan and Iran, as a final destination or layover) shall be deferred until further notice. Automatically, applications for official travel and even leave applications for personal travel to those places shall be disapproved.
  - 5.6 Lastly, official travel requests to countries with confirmed cases of COVID-19 will be subject to strict filtering and monitoring. The University is also appealing to those who have scheduled personal trips to these countries to put this on hold until further advice.