



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

17 May 2020

MEMORANDUM NO. CCDP-22020-097

TO : All UP Manila Constituents

THROUGH : The Vice Chancellors, Deans, Directors and Heads of Units and Offices

SUBJECT : Guidelines on Modified Enhanced Community Quarantine

Metro Manila is still under **Modified Enhanced Community Quarantine (MECQ)** from **May 18-31, 2020**. Therefore, work arrangements will remain the same as when we were under the Enhanced Community Quarantine.

Work from home will continue. Skeleton work force is still expected to report in the CAD offices to ensure that essential and priority tasks are done.

The guidelines set forth in order to mitigate health risks and to minimize disease transmission should be followed:

- Wearing of face mask is mandatory
- Physical distancing in the office should be practiced
- Frequent hand washing and personal hygiene should be done; further, please refrain from touching surfaces and your face
- Use of foot bath placed at the entrance of each building
- Please subject yourself to thermal scan which is conducted by the guard
- Symptom check should be done by the INDIVIDUAL. An employee who has ANY of the following -- cough, colds, fever, diarrhea, loss of taste or smell, or flu like symptoms should NOT REPORT TO WORK, and should advise her/his immediate supervisor of her/his circumstance
- Outsiders/visitors should be entertained at the building entrance. They should not be allowed to enter the building premises/offices

The supervisors should request for an OFFICE ORDER from the Chancellor's Office for their staff who need to report to work. This will serve as their pass when they travel.

Our communication lines are always open for any suggestions to help make our work either onsite or from home more convenient. Please send your comments/recommendations to the Office of the Vice Chancellor for Administration at ovca@up.edu.ph.

STAY SAFE, everyone.

CARMENCITA D. PADILLA, MD, MAHPS
Professor and Chancellor