



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

02 August 2021

MEMORANDUM NO. CCDP-2021 - 274

TO : All UP Manila Constituents

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

SUBJECT : Guidelines on Enhanced Community Quarantine (ECQ)

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Metro Manila is once again placed under the **Enhanced Community Quarantine (ECQ)** from **August 6-20, 2021**. Like in our previous work arrangements during ECQ, work from home (WFH) will be the default mode of work during the ECQ period:

**I. Work from Home**

- The daily time recording of the staff shall be done through the UPM DTRS apps.
- Daily accomplishments shall be reported through the same apps (DTRS).
- All online transactions and/or requests should be promptly acted upon and/or responded to.
- Daily symptom check should be done by the staff through UPM BESTS apps.
- COVID 19 algorithm for COVID 19 response should be followed the moment the staff experiences symptoms or gets exposed to a COVID 19 positive.

**II. Only those rendering essential and important services should work on-site**

- Travel passes should be requested from the Office of the Chancellor upon the recommendation of the head of units certifying that the staff will be rendering essential service. The request should also indicate the complete name, position and specific date of on-site work assignment.

**III. Observing the following four (4) pillars to mitigate disease transmission in the campus or in the community:**

**1. Physical distancing**

- Maintain a one (1) meter distance from others
- Refrain from interacting with people for more than 15 minutes
- Refrain from letting visitors enter the building premises
- Refrain from conducting face to face meetings

**2. Wear mask properly all the time**

- Refrain from touching your mask
- Be sure to properly dispose your masks
- Be sure you have an extra mask to replace soiled ones

**3. Personal hygiene**

- Frequent hand washing with soap and water should be observed
- Always have 70% alcohol with you and use it frequently
- Refrain from touching your face, surfaces, and others

#### 4. Self-symptom check

- Use the BESTS apps before reporting to work, reporting your condition accurately and truthfully. The UP Manila administration will be able to help you if symptoms and possible exposure are reported immediately through the BESTS.
- **Those who have symptoms or are exposed to a COVID positive, should not report to work** and use the BESTS apps for proper monitoring and guidance by the UPM Coordinator and the University Health Service.

A protocol is in place for those with symptoms and/or possible exposure to a COVID positive which is being supervised by the UP Manila COVID Response Coordinator through the Focal Persons of the units.

For queries, comments and recommendations, please contact the Office of the Vice Chancellor for Administration at [ovca@up.edu.ph](mailto:ovca@up.edu.ph).

For your guidance and compliance.

STAY SAFE, everyone!



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