



Republic of the Philippines
BULACAN STATE UNIVERSITY
Office of the Vice President for Administration and Finance
City of Malolos, Bulacan
Telephone Numbers (044) 9197800 – 9197899 local 1020
Email Address: ovpaf@bulsu.edu.ph

August 15, 2021

CECILIA S. NAVASERO-GASCON, Ph.D.
University President

Thru: **Ms. LAURA G. LLARENA**
Executive Secretary

Dear President Gascon:

The evolution of a more transmissible variant of the Covid-19, Delta or B.1.617.2, warrants a more stringent health protocols for the University. The 2020 BulSU Health Protocols is hereby revised with emphasis on essential measures to be taken by the BulSU Community-Administrators, Faculty, Non-academic personnel, students, clients and other stakeholders.

The following are the proposed guidelines for the BulSU Health Protocols 2021:

Upon entry to the campus

1. To guarantee the proper monitoring of the entry and exit of all stakeholders in the Main Campus (Administrators, Faculty, Non-academic personnel, students, clients and other stakeholders), **gate 2 will be the temporary entry and exit point**. Gate 4 will be accessed solely for delivery purposes. All other gates will be closed.
2. **Only one entry and exit point** will be used for each External Campus.
3. A **contact tracing app** shall be provided in all entry points of the campuses, as well as in its major buildings and offices. All incoming employees/ students/ visitors are encouraged to scan the App before being allowed entry inside the campuses/ offices. If unable to access the App, a logbook shall be provided in every entry point/ office/ unit for the employee/ student/ visitor's use, with the following information:

Name
Address
Contact number
Time of visit

A template for the logbook will be provided by the Infirmary for uniformity via the official University Gmail accounts.

4. **All Non-VSL** (Without Designation) and **Non-Regular** (Part-time) Faculty Members who wish to enter any BulSU premises must secure an

Authorization from the College/ Campus Dean, at least two (2) days before the expected date of entry into the campus.

5. **A list of those who will be allowed entry shall be submitted by the office of the College/ Campus Dean or VC for Student Affairs or Chancellors to their respective Infirmery unit for consolidation. The consolidated list shall then be provided to the Security personnel or guard-on-duty in all entry points of the campus to ensure only those in the list will be allowed entry into the campus.**

List of Visitors with Permission from the _____> College/Campus _____> guard-on-duty
respective offices Infirmery

A template for the appointment logbook will be provided by the Infirmery for uniformity via the official University Gmail accounts.

During Office Visits

6. All visitors (non-VSLs, non-regular faculty, students, clients, etc.) shall secure and accomplish a Client Disclosure Form from their respective Infirmery units before doing any transactions. Once cleared by the Infirmery unit, a visitor's pass or clearance will be provided to the visitor. NO clearance from the Infirmery unit, NO transaction.

It is the responsibility of the concerned office/ unit to ensure that the employee/ student/ visitor presents a visitor's pass before they can be attended to, otherwise, they should instruct the employee/ student/ visitor to obtain their visitor's pass from the Infirmery.

7. The **contact tracing app or logbooks will be used in ALL OFFICES** for contact tracing purposes. It will be applied to all internal and external visitors of offices, including those who will transmit documents from office to office. **Every transaction will entail the use of logbooks.** Each individual shall bring their own ballpen for login purposes.
8. Further, all employees/ students/ visitors allowed entry are discouraged to enter any office/ unit for their transactions. It is recommended that they inform the guard-on-duty of their transaction and office of concern and stay in the open area (in front of the Cashier's/ Registrar's Office). A personnel from the concerned office will attend to them after being notified by the guard-on-duty.
9. All employees who are physically reporting for work shall minimize inter-office visits in the University to prevent the spread of the virus. Eating in communal areas are not suggested. Employees are also discouraged to engage in conversation, as well as prolonged face to face interaction with co-workers and clients.

For students

10. **All students are discouraged from entering the main/ external campuses.** However, in cases of exigencies, proper Authorization shall be secured from their respective Vice Chancellor for Student Affairs Office or Chancellors **at**

least two (2) days before the expected date of entry into the campus before they will be allowed entry.

A list of those who will be allowed entry shall be submitted by the office of the College/ Campus Dean or VC for Student Affairs or Chancellors to their respective Infirmary unit for consolidation. The consolidated list shall then be provided to the Security personnel or guard-on-duty in all entry points of the campus to ensure only those in the list will be allowed entry into the campus.

For College/Campus Deans and Office/Unit Heads

11. The College/ Campus Deans and Office/ Unit Heads are directed to report to their respective Infirmary Units the health status of employees/ personnel under their supervision, particularly those showing signs or symptoms related to Covid-19 for proper monitoring and possible assistance. Their privacy shall be of utmost consideration.

For the Security Services

12. The Security Services are enjoined to strictly implement the Health Protocols **WITHOUT FAIL.**

All employees/ students/ visitors allowed entry shall directly proceed to their College/Campus Infirmary unit, where a Client Disclosure Form must be accomplished before being issued a visitor's pass. The Visitors Pass shall be presented to the personnel of the office/unit concerned and will serve as their Clearance to proceed with their intended transaction. The visitor's pass shall be signed by the attending employee and shall be surrendered by the employee/ student / visitor to the guard-on-duty when they leave the campus.

The Security personnel/ guard-on-duty shall ensure the submission of the signed visitor's pass before allowing the employee/ student/ visitor to leave the campus.

General Reminders

13. **NO FACE MASK, NO FACE SHIELD = NO ENTRY** (for employees physically reporting for work)
14. **NO FACE MASK, NO FACE SHIELD, NO AUTHORIZATION/ NOT ON THE LIST = NO ENTRY** (for visitors/ employees/ students)
15. **NO FACE MASK, NO FACE SHIELD, NO AUTHORIZATION, NO VISITOR'S PASS = NO TRANSACTION** (for visitors/ employees/ students with appointments)
16. **NO APPOINTMENT=NO ENTRY**
17. Facebook pages of the different campuses are available to assist the BulSU Community with their health and/or medical concerns. For more information about the activities of your respective BulSU Infirmaries, feel free to check the ff:
MAIN CAMPUS -- <https://www.facebook.com/bulsuclinicmain>
MENESES CAMPUS -- <https://www.facebook.com/bulsumenesesclinic/>
BUSTOS CAMPUS -- <https://www.facebook.com/bulsubustosclinic/>
HAGONOY CAMPUS -- <https://www.facebook.com/BULSUHCINFIRMARY/>

SARMIENTO CAMPUS -- <https://www.facebook.com/Bulsu-Infirmary-Sarmiento-Campus-1347498115354217/>

18. The nurses of the university shall conduct regular monitoring and rounds to ensure that everyone is observing the health protocols.
19. Employees experiencing COVID19-like symptoms (fever, colds, cough, sore throat, loss of taste, loss of smell and difficulty of breathing) are advised to stay at home and will not be allowed to report for work. They shall inform their Direct Supervisor and their respective Infirmery units of their condition for monitoring and possible assistance. Upon return to work, they are advised to report immediately to their respective Infirmery units.
20. During consultation with the University Physician or nurses, proper disclosure of the real health status of the employee should be made in order to arrive with a more accurate assessment.
21. All violators of the BulSU Health Protocols shall be issued a notice of violation. **A maximum of three (3) violation slips per employee will prompt the Infirmery to submit the names of the violators to their immediate supervisor for appropriate action. Continuous violations committed by the same employee shall be reported to the Vice-Presidents concerned for further necessary action under governing rules and laws on such acts.**
22. The curfew hours enforced by the IATF shall be observed to regulate the mobility and movement of persons during the standardized and unified hours across cities and municipalities.

The abovementioned guidelines are established to safeguard the regular transactions of the various offices within the University. All these reminders, if not practiced and applied, will be meaningless. We urge the BulSU Community to contribute in addressing the spike of the Covid-19 by observing the minimum health protocols in and out of the campus.

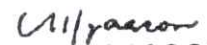
We request the **Offices of the Chancellors** to reach out to the Colleges and Campuses and support the implementation of the Health Protocols as we try to create a safe and healthy atmosphere in our institution.

We would like to emphasize that these protocols are guided by the IATF policies and Proclamation No. 922 or the Declaration of State of Public Health Emergency Throughout the Philippines.

We are hoping that this proposal will merit your favor.

Sincerely,

 08/15/2021
JAIME P. PULUMBARIT, Ph.D.
Vice President for Administration and Finance

APPROVED/DISAPPROVED

CECILIA N. GASCON, Ph.D.
University President

"Indifference and neglect often do much more damage than outright dislike."--JK Rowling.