



Universidad de Sta. Isabel  
Elias Angeles Street  
4400 City of Naga, Philippines  
Website: [www.usi.edu.ph](http://www.usi.edu.ph)

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For: All Administrators, Personnel, and Students  
Re: University Response Protocol for Covid-19 Prevention/ Incidence

Guided by government mandates through concerned government agencies specifically, the Department of Health (DOH), Commission on Higher Education (CHED), Department of Education (DepEd), Department of Labor and Employment (DOLE) and the Local Government of the City of Naga; the Universidad is compelled to act accordingly to curb the eminent dangers posed by Covid-19.

We seek everyone's fervent attention, participation and cooperation to carry out measures to prevent the spread of the virus now felt in the Philippines' National Capital Region.

We invoke every aspect of your consciousness to please follow the preventive measures and observe procedures hereby outlined:

1. All travels abroad and or areas already identified with confirmed cases of Covid-19 should be coordinated with the USI-DRRM Team whose office is temporarily based at the VP, SDSL Office. This is to ensure that necessary procedural precautions are followed upon return.
2. Report Covid-19 concerns to the USI-DRRM Team especially when it is related to prevention of the spread of the disease.
3. Everyone is expected to carry alcohol-based hand sanitizer with at least 60% alcohol in their pockets for sanitation purposes.
4. Everyone is encouraged to bring their own eating utensils when availing canteen products.
5. As a reminder, the University (*from CDC, WHO, DOH*) recommends everyday preventive actions to help prevent the spread of the virus, including:
  - Avoid close contact with people who are sick.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Stay home when you are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Avoid going to crowded places or wear facemask to protect yourself if you need to go to such places.
  - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - Eat properly cooked and nutritious food daily.
  - Drink plenty of water and take vitamins regularly.
6. The Administration through its various units shall do its part:
  - The University Health Services Unit shall ensure that alcohol is provided in major University gates, and soap is provided in frequently used water stations in the University.
  - The Office of Student Affairs shall disseminate accurate information to school personnel, learners, and parents on the nature of the CoViD-19, ways of transmission, signs and symptoms, and precautionary and safety measures, through orientations/meetings, information campaigns, posting of EIC materials in strategic places in school and social media, and other school activities using the collaterals developed by the DepEd Public Affairs Service accessible at <https://www.deped.gov.ph/stopncov>, where videos and collaterals released by the WHO and DOH are also available for reference.
  - The various academic units shall intensify health education in the classroom, giving emphasis on personal hygiene, including hand washing, cough etiquette and proper use of masks, consumption of safe and nutritious foods, and environmental sanitation.
  - The University Food Services Unit shall exercise due diligence in serving properly cooked and nutritious food.
  - The General Services Unit shall regularly disinfect and clean frequently touched objects and surfaces such as handrails, door knobs and the like.
  - Heads of offices shall ensure that their respective offices are cleaned and disinfected accordingly.
7. Everyone is expected to conscientiously exercise SELF RESTRAINT, to observe 14 days quarantine after travel to places with identified and confirmed Covid-19 cases, and to consult a doctor and stay home when sick with any respiratory like- illness.
8. We reserve the right to refuse entry to students, personnel, and guests exhibiting symptoms of respiratory ailments (fever, cough, colds, sneezing)

Original signed



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## Travel Advisory

(TRAVEL to MM, other local or international places with confirmed cases of covid-19

Effective today, March 13, 2020, travel (official or personal) by students and personnel to Metro Manila, other local or international places with confirmed cases of covid-19 is highly discouraged.

If travel is inevitable, coordination with DRRM Team is required to ensure that the following necessary procedural precautions are followed upon return.

1. Fill out a waiver that upon return from travel the student/ personnel will report to the USI Health Services Department (MSH) for health/ physical assessment.
2. Learners, teachers, and other personnel evaluated by the USI Health Services Department /referred to other hospitals shall strictly observe the advice of the health personnel/hospital, including the possibility of home quarantine. (See attached LAW ON QUARANTINE.)
3. The student /personnel with travel history will be considered PUMs (Persons Under Monitoring) by the USI Health Services Unit (USI Clinic).
4. The condition of the learner, teacher, and other personnel should be closely followed up by the USI Health Services Unit (clinic), Dr. Glenda Icaro (member task force KALMA) in coordination with USI Health Services Department (MSH). Upon completion of the self-quarantine period, the PUM will be issued a clearance by the USI Health Services Department (MSH)

This advisory is for strict and monitored compliance.

## Oratio Imperata: Prayer against COVID-19

God our Father,  
We come to you in our need  
To ask your protection against the 2019 N-Corona Virus,  
That has claimed lives  
And has affected many.

We pray for your grace  
For the people tasked with studying the nature and cause  
Of this virus and its disease  
And of stemming the tide of its transmission.  
Guide the hands and minds of medical experts  
That they may minister to the sick  
With competence and compassion,  
And of those governments and private agencies  
That must find cure and solution to this epidemic.

We pray for those afflicted  
May they be restored to health soon.

Grant us the grace  
To work for the good of all  
And to help those in need.

Grant this through our Lord, Jesus Christ, your Son,  
Who lives and reigns with You, in the unity of the Holy Spirit,  
God, forever and ever. Amen.

Mary Help of all Christians, pray for us.  
St. Raphael the Archangel, pray for us.  
St. Rock, pray for us.  
St. Lorenzo Ruiz, pray for us.  
St. Pedro Calungsod, pray for us.

*Source: Catholic Bishops Conference of the Philippines*

**UNIVERSIDAD DE STA ISABEL COVID-19 RESPONSE PROTOCOL**

	CODE GREEN	CODE ORANGE	CODE RED
SITUATIONER	<p>Rising number of Confirmed COVID-19 CASES in the Philippines</p> <p>Local transmission and death recorded in Metro Manila</p> <p>No confirmed cases in the Bicol Region</p> <p>PUIs and PUMs in Naga City</p> <p>1 or more students/ personnel/parents considered PUM(Persons Under Monitoring) with history of travel from abroad or MM</p>	<p>Rising number of Confirmed COVID-19 CASES in the Philippines</p> <p>Confirmed case of corona virus infection in the Bicol Region</p> <p>1 or more students/ personnel/parents with or without history of travel considered PUI (Persons Under Investigation)</p>	<p>Rising number of Confirmed COVID-19 CASES in the Philippines</p> <p>Confirmed case of corona virus infection in the Bicol Region</p> <p>Confirmed case of corona virus infection in Naga city</p> <p>Confirmed case of corona virus infection in USI.</p>
RECOMMENDED RESPONSE	<p>Follow Info campaign on precautionary/preventive measures earlier disseminated in the Department Assemblies (Copies floated via social media and portal)</p> <p>USI precautionary measures in place (alcohol at gates and soap/water at water stations.)</p> <p>Regularly disinfect areas of converge in the campus.</p> <p>Gate screening for all</p> <p>Establish cordoned passage to accounting office, admissions, testing centers, and registrar</p> <p>Issue travel advisory (TRAVEL TO MM, other local and international places with confirmed cases of covid-19)</p> <p>If travel is inevitable, coordination with DRRM Team is required to ensure that necessary procedural precautions are followed upon return.</p> <p>Contact Tracing of PUMs and PUIs</p> <p>Mandatory Self- Quarantine for PUMs</p> <p>Issue advisory to units to re-assess activities involving large number of participants.</p>	<p><b><u>Code Green Response +</u></b></p> <p>Intensive Preventions Campaign</p> <p>Campus-wide disinfection</p> <p>Gate screening for all</p> <p>Mandatory Self- Quarantine for PUMs and PUIs with strict monitoring by the USI Health Services Unit</p> <p>Practice Social distancing</p> <p>Regulate visitors' entry especially those with travel history</p> <p>Cancel/ postpone activities involving large number of participants.</p> <p>Report to concerned government agencies</p>	<p>Coordinate with relevant agencies of government</p> <p>Shift to Alternative Mode of Delivery of Instruction: Google Classroom/ Virtual Classroom</p>
TO DO	<p>Pull out of Bus. Practicum students/ Nursing Students from deployment /hospital duty (Alternatives should be discussed on the level of the deans and VPA)</p> <p>All students and personnel exhibiting flu-like symptoms will be asked to go home. (Those with history of travel or living w/ relatives with history of travel will have to seek clearance from family doctor or city health office upon return.)</p> <p>No suspension of Classes</p> <p>Do not panic or hoard</p> <p>Be Vigilant</p> <p>Pray fervently include (Oratio Imperata- attached) in daily community prayers.</p>	<p>Cancel classes of PUI student /closure of office of PUI personnel</p> <p>Report to concerned government agencies</p> <p>Do not panic or hoard</p> <p>Be Vigilant</p> <p>Pray fervently include (Oratio Imperata- attached) in daily community prayers.</p>	<p>Cancel Classes and Work</p> <p>Monitor via social media/ portal/ government pronouncements and updates</p> <p>Do not panic or hoard</p> <p>Be Vigilant</p> <p>Pray fervently include (Oratio Imperata- attached) in daily family/ community prayers.</p> <p><b>Note: Mandates from concerned government agencies supersedes this protocol</b></p>