

# WHAT TO DO IF YOU THINK YOU MAY HAVE COVID-19?

**Summary:** This flowchart summarizes the instructions for all UP Manila Employees/Students or BNOc volunteers who think they may have COVID-19

**Created by:** Diana R. Tamondong-Lachica

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**Do I have SYMPTOMS?**  
 Any of the ff: fever, cough, shortness of breath  
**OR**  
 Any 2 of the ff: sore throat, diarrhea, muscle pain, headache, unusual fatigue, loss of smell or taste



**Do I have HIGH RISK EXPOSURE?**  
 Household contacts (>1 hr)  
 Carpool with COVID+ (>1 hr)  
 Eating with COVID+ (>15min)  
 Exposure to COVID+ (>15 min, <1 meter)  
 Caring for, doing aerosolizing procedure, running CODE BLUE to COVID+ without proper PPE

OR

Yes

Yes

**Do I self-ISOLATE or self-QUARANTINE?**  
 Isolate if you are sick and Quarantine if you have been exposed. *Either way, you should:*

- Separate yourself from other household members (at least 2 meters)
- Wear face mask around people
- Wash hands often
- Disinfect surroundings regularly
- Monitor for new or worsening symptoms

**Step 1.**  
**DO ISOLATE SELF.**  
 Do not go to school/work.

**Step 2.**  
 Report symptoms in BESTS app.

**Step 3.**  
 NOTIFY  
 College/Area/Unit  
 FOCAL PERSON\*

**Who is our COLLEGE/UNIT/AREA Focal Person?**  
 Please see table in the next page

**Step 4a**  
 CONTACT the  
 UNIVERSITY HEALTH  
 SERVICE (UHS)\*\*

OR

**Step 4b**  
 CALL BNOc Hotline  
 155-200

**You will be instructed and guided on:**

1. Need for swabbing for SARS-CoV2 RT PCR
2. Need for admission (focal person will endorse you to the PGH Command Center)
3. Quarantine/isolation to home or designated area (while awaiting and once results are in)
5. Need for swabbing of your possible contacts
6. When you are cleared to return to work/school

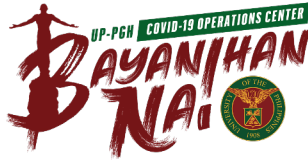
**We understand that you are worried.**  
 We have designated a UPM Coordinator to assist you get the help and care you need.

**Step 5.**  
 Report symptoms daily on  
 BESTS app  
 (bests.upm.edu.ph)

**IMPORTANT CONTACT DETAILS.** 4.

**UHS:** mobile 09617321764 (7am - 3pm) **trunkline** 85548400 local 6102 **email** hs.uppgh@up.edu.ph  
**PGH Command Center:** 09665492755, 09323390827 or 85548400 locals 2039 and 2084  
**UPM Coordinator:** 09311890449





Unit	Focal Persons for the COVID-19 Response in UP Manila		
	Admin Staff	Faculty & REPS	Students
CPH	Anna Marie Demeterio	Gayline Manalang	Robert Medina
CM	Lucia Juguan	Abner Chan	Maria Antoinette Gonzales
NTTCHP	Frederick Dantes	Nina Yanilla	Julieta Germar
CAS	Carlota Surat	Carlota Surat	Jeff Mancera
CAMP	Rizza Florentino	Kristofferson Mendoza	Hannah Marie Albert
CP	Elsie San Diego	Joanna Orejola	Edwin Ruamero
SHS PALO	Loreta Soledad	Meredith Labarda	Meredith Labarda
BALER		Robelita N. Varona	Robelita N. Varona
KORONADAL		Elizabeth Liba	Elizabeth Liba
CD	Caye Paras	Elmer Escoto	Ethel Escultura
CN	Fely Perla Cervantes	John Joseph Posadas	Efrelyn Lellamo
NIH	Janet Tolentino	Angelo dela Tonga	
CAD	Norina Esmillarin/ Head of Office alerted by BESTS	Norina Esmillarin/ Head of Office alerted by BESTS	