



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

18 September 2020

MEMORANDUM NO. CCDP 2020-203

TO : The Deans, Directors and Heads of Units, and All Concerned

SUBJECT : UPM COVID-19 Response Flow, Coordinator and Focal Persons

---

As we embrace the new normal amidst the still increasing COVID-19 cases, UP Manila has come up with a flow process that will serve as a guide for the faculty, REPS, administrative staff, and students in dealing with possible COVID-19 infection or possible exposure to a COVID-positive case. (Please see attached algorithm)

Further, we have appointed a UP Manila Coordinator, Ms. Sheila Ozaeta of the Office of Anti Sexual Harassment and College/Unit Focal Persons to assist employees and students who show symptoms of COVID-19 infection. (Please see attached list of College/Unit Focal Persons)

It is essential to continue using the BESTS apps, whether you have symptoms or none. This apps will help you determine if you should be reporting to work or not. It also enables you to enter the system in the COVID-19 response flow.

If you think you have symptoms or exposure and have used BESTS, your immediate supervisor / focal person will be alerted and will give you a call to find out about your condition and to help determine if you need to stay home or to consult with the University Health Service (UHS). You may also report your condition directly to the designated focal person in your college/unit or to the UP Manila Coordinator who are expected to afford you the support and assistance that you might need in such circumstances.

If for any reason you are not comfortable in divulging your condition to anyone, this will be respected, but we hope that you decide otherwise and consider the greater good of reporting your case. Rest assured that your inputs in the BESTS apps, and the report you send to the Focal Person or to the UPM Coordinator will be handled with utmost confidentiality and data privacy protection.

While these are being put in place to respond to employees and students with COVID-like conditions, we would like to once again remind everyone on the basic ways by which we can help mitigate the transmission of the virus:

1. Always wear your mask properly, together with your face shield. Be sure to dispose your soiled masks properly. Employees reporting to work may request surgical masks from their Administrative Officers.
2. Always practice personal hygiene. Frequent hand washing and spraying your hands with alcohol, while refraining from touching surfaces and your face should be practiced all the time. Have your workplace disinfected regularly (2-3x a week) through coordination with our service provider.

3. Physical distancing should be in place at work, with one (1) meter distance from one another. Face to face transactions should be minimized to less than 15 minutes duration. No mass gatherings; eating together is discouraged.
4. Ensure good ventilation in your work area. Open your windows and doors to permit natural air exchange.
5. Always check your temperature before heading to work and input this in your BESTS app. Report any symptoms you are experiencing. Refrain from going to work if you think you have COVID-like symptoms and/or exposure.

Ultimately, our hope in putting up these systems and reminders is to enjoin everyone to help put an end to this pandemic, in our own little way, by acting like somebody who might have the virus and sincerely wanting to avoid transmitting it to others --- in our home, community and work place.



Carmencita D. Padilla, MD, MAHPS  
Professor and Chancellor

w/ attachments.