



SPU Manila INTER-OFFICE BULLETIN

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A WORLD IN CRISIS: COVID-19: PART TWELVE

And so the pandemic goes on and on and on and on and on and on and on and on and on and on. And so the Enhanced Community Quarantine has now been changed to General Community Quarantine. But the numbers keep increasing and increasing and increasing and increasing and increasing and increasing and increasing and increasing and increasing and increasing:

COVID-19 CORONAVIRUS PANDEMIC

Last updated: May 25, 2020

Last updated: June 1, 2020

Coronavirus Cases:

Coronavirus Cases:

5,498,207

6,278,606

Deaths:

Deaths:

346,685

374,158

Recovered:

Recovered:

2,301,990

2,852,761

The top five countries most affected by the coronavirus are:

May 25, 2020-June 1, 2020

	<u>Confirmed Cases</u>	<u>Deaths</u>	<u>Recovered</u>
USA	1,686,436-1,837,170	99,300-106,195	451,702-599,867
Brazil	363,618-514,992	22,716-29,341	149,911-206,555
Russia	344,481-414,878	3,541-4,855	113,299-175,877
Spain	282,852-286,509	28,752-27,127	196,958-196,958
UK	259,559-274,762	36,793-38,489	N/A-N/A

It will be noted that Brazil now has the second highest number of COVID cases. Russia has significantly increased in the number of cases and overtaken Spain and the UK and that the latter has curiously still not reported any recoveries.

In the Philippines, these are the figures:


May 25, 2020-June 1, 2020

<u>Confirmed Cases</u>	<u>Deaths</u>	<u>Recovered</u>
14,035-18,086	868-957	3,249-3,909

SPU MANILA RESPONSE TO COVID-19 PANDEMIC

The guidelines below are the contingency measures that SPU Manila will adapt to ensure that we continue to deliver beyond our stakeholders' expectations, while also making decisions in a compassionate manner, prioritizing the safety of our employees.

Center for Research, Innovation, and Development
St. Paul University Manila



Policy Brief Series

Issue 29 Q3 2020

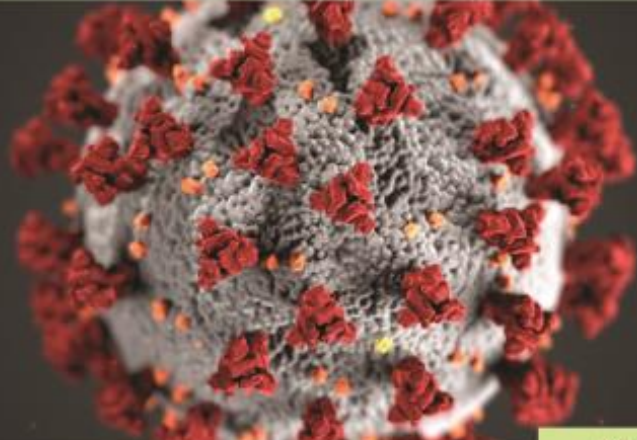


Photo retrieved from: fda.gov

Guidelines on Contingency Measures Adapted by St. Paul University (SPU) Manila under the Covid-19 Pandemic

COMMUNICATION

Employees are requested to submit their **active email, mobile number, Facebook (FB) and messenger accounts to the Human Resources (HR) Department**. Upon receipt of the information, employees are required to acknowledge it. It is also encouraged that all employees use the official email address of SPU Manila and the official FB page and Group Chat (GC).

SAFETY PRECAUTIONS

All employees are required to fill-out the **Health Declaration Form** before returning to duty so that the school healthcare personnel can make necessary assessment and recommendation on whether or not the employee is fit to work.

CLINIC SERVICES

- School clinic will be open from **7:00am to 5:00pm**
- All consults will be entertained via phone call and will be triaged depending on the need except in emergency cases such as fainting, loss of consciousness, seizures, severe pain, and accidents.
- Dispensing of medicines will continue, provided that a call prior to the visit to the clinic has been made.
- The use of warm compress in the clinic will be temporarily discontinued.
- Nebulization in the clinic will be prohibited. Employees with asthma are requested to bring their own Salbutamol puff or medicine.
- Use of clinic beds will only be reserved

<h4>Office Visitors</h4> <p>All visitors must undergo the same screening protocol for employees and must fill-out the "Visitor's Health Checklist Form."</p>	<h4>Additional Recommendation</h4> <p>All employees are advised to have their PNEUMOCOCCAL VACCINE and ANNUAL FLU VACCINE. The clinic will keep everyone posted about this once the suppliers are ready to accept orders and deliver.</p>
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EMPLOYEE GUIDELINES

- ✓ **ONLY Totally Asymptomatic** employees will be allowed to enter school premises.
- ✓ Employees with symptoms are requested to call in sick or consult the nearest healthcare facility.
- ✓ All employees are to use the **Pedro Gil** gate to enter and exit the school.
- ✓ The **Malvar Gate** will be exclusively for the SPC Sisters.
- ✓ The ideal body temperature allowed in the school premises is from **36.5°C to 37.2°C**.
- ✓ Body temperature from **37.4°C to 37.8°C** will be re-checked after two (2) minutes.
- ✓ Any employee with body temperature of more than **37.8°C** will be advised to go home.
- ✓ Clinic staff will be stationed in **Pedro Gil** covered booth from **6:30am to 9:30am**.
- ✓ All gate entrances will have a **70% solution alcohol pump**, but employees are requested to bring their own hand sanitizers or 70% alcohol spray.
- ✓ **NO MASK, NO ENTRY POLICY** shall be enforced until further notice.
- ✓ The use of face shields is optional. Security guards and clinic staff are required to wear them.
- ✓ Observe at least **ONE (1) METER** of physical distancing at all times.
- ✓ Employees are advised to bring their own foods for lunch and snack.
- ✓ The drinking fountain will be open at all times, but please provide your own water container.
- ✓ Avoid eating in big groups. Sharing of food is also discouraged.
- ✓ All types of delivery or online purchases will **NOT** be allowed in the school premises until further notice.

We will monitor incoming COVID-19 updates from IATF and amend and adjust these guidelines on a regular basis as the situation develops.

PHYSICAL SET-UP / INFECTION CONTROL

- A covered booth shall be provided at the Pedro Gil gate for triaging by the Clinic staff. This shall be manned by the nurse on duty, wearing the prescribed protective gear from 6:30 to 9:30 A.M. when most of the employees have reported to their respective offices.
- All exposed high traffic areas, such as the information, canteen, and bookstore, will be covered by protective shields, with either transparent acrylic or plastic cover.
- Additional trash cans with yellow garbage bags will be strategically placed within the campus for proper disposal of disposable masks, tissues, and gloves.
- Cleaning of regularly touched fixtures, like door knobs, light switches, chairs, tables, steel railings, and countertops, using hypochlorite solution (one part in 10 parts of water) will be done at least two times a day.
- Ultraviolet (UV) sterilization of offices and frequently used areas will be done on scheduled basis.

Meal Breaks

- Employees should inform the canteen personnel a day before if they will order food from the canteen to avoid long queue during meal time.
- There can only be a maximum of two persons per table in the canteen.
- Employees have to observe physical distancing of at least one meter in buying food.
- Employees are encouraged to take their snacks and lunch in the canteen but minimize socialization.
- Employees are encouraged to bring their own snacks and lunch.
- Employees are required to bring their own food containers and utensils.

FLEXIBLE WORK ARRANGEMENTS

- 1. Work From Home**
 - a. Eligibility**
 - Marketing Staff
 - CRID Staff
 - Guidance Counselors / Psychometrician
 - Network Administrators
 - Office staff with pre-existing illnesses or co-morbidities, such as hypertension, diabetes, cancer, with immunocompromised health status, or with high risk pregnancy (>60 or any age)
 - b. Work Hours**
 - minimum of 20 hours to a maximum of 30 hours per week from Monday—Friday.
 - availability to attend scheduled meetings and consultations
 - equivalent work-hours based on the extent by which pre-determined output-based projects are accomplished.
 - c. Compensation**
 - compensation based on the reduced pay for reduced work scheme
 - government mandated benefits deducted from salary
 - d. Reportorial Requirements**
 - Submission of a weekly work output to immediate head, who will forward it to the VP of the division and HR Head
 - e. Equipment/Supplies**
 - provision by SPU Manila of necessary supplies and equipment needed to deliver the expected output
 - permission from the University President if there is a need for office equipment or supply to be brought to the employee's house
 - property custodian properly informed and appropriate forms filled-out and submitted to her

- 2. Work Rotation**
 - a. Eligibility**
 - Maintenance Staff
 - Office Staff
 - Maintenance Staff and Office Staff with pre-existing illnesses or co-morbidities, such as hypertension, diabetes, cancer, or with immunocompromised health status or with high risk pregnancy (>60 or any age)
 - Librarian
 - Social Workers
 - b. Work Hours**
 - A minimum of 20 hours to a maximum of 30 hours per week
 - An option to report weekly or bi-weekly
 - c. Compensation**
 - The compensation is based on the reduced pay for reduced work scheme
 - Government mandated benefits to be deducted from salary
 - d. Reportorial Requirements**
 - Submission of a weekly work output to immediate head, who will forward it to the VP of the division and HR Head
 - e. Accommodation & Transportation**
 - Free accommodation to employees under this work arrangement on a weekly or bi-weekly basis
 - Free shuttle service provided by the university on a weekly basis to fetch and bring back the employees at designated pick-up and drop-off points.

CLIENT TRANSACTIONS

- 1. Office of the Registrar**
Revised procedures for document requests
 All document requests must be filed via registrarspum@gmail.com
 - a. Requester makes the necessary document request via email.
 - b. Email administrator responds by asking basic information from the requester, including the quantity and type of document being requested and mode of delivery of the document.
 - c. Email administrator confirms the request, bills the requester, and provides SPU Manila bank details for payment.
 - d. Requester pays for the document request and sends copy of deposit slip for confirmation.
 - e. Finance Office makes the necessary confirmation.
 - f. Records clerk processes and releases the document request.

If the document request is made through telephone call, complete information should be gathered, as well, and should follow the email document request procedure by making successive calls for follow up.

Claiming of Documents

If via courier:

- a. Records clerk sends parcel for delivery.
- b. Records clerk admin informs the requester via e-mail of tracking number of the parcel.

If via personal appearance:

- a. Requester makes necessary appointment on when to claim the documents personally. If the scheduled appointment cannot be fulfilled, requester should inform the office a day before the appointment.
- b. Documents requested to be claimed shall be prepared by the records clerk for releasing a day before the appointment schedule.
- c. Requesters claiming documents on appointed date are subject to temperature check at the Pedro Gil gate, must wear masks, and must bring their own pen and other official supplies needed (i.e. envelope).
- d. If possible and feasible, we will allocate one box where the requests are to be placed and claimed at the Pedro Gil gate.

Information Dissemination

- The Health Services will utilize the official Facebook Page for posting of updates, reminders, and other health concerns, especially about COVID-19.
- Strategically placed posters inside the campus will serve as reminders for the following:
 - Hand washing
 - Cough and sneeze etiquette
 - Proper disposal of waste
 - Physical distancing
 - Proper use of face mask
- **DOH HOTLINE (02) 8-661-7800 local 1149 to 1150**

- 3. Work Schedule for Essential Workers**
 - a. Eligibility**
 - Lay Managers
 - Compensation and Benefits Assistant
 - Accounting Assistant
 - Stay-in Maintenance and Office Staff
 - b. Work Hours**
 - Maximum of 40 hours a week.
 - c. Compensation**
 - Compensation based on regular salaries
 - d. Reportorial Requirements**
 - Submission of a weekly work output to immediate head, who will forward it to the VP of the division and HR Head
 - e. Accommodation & Transportation**
 - Free accommodation to employees under this work arrangement
 - Free shuttle service provided by the university on a weekly basis to fetch and bring back the employees at designated pick-up and drop-off points

- 2. Human Resource Office**
 Requests for the following documents must be done via official email of SPU Manila:
 - a. Certificate of Employment
 - b. Application for Leave
- 3. Trainings**
 - Employee trainings will be done through webinars, online TESDA courses, and posting of short video clips and modules.

Content prepared by: HR Services and Unit Heads
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Dr. Ma. Encarnacion Dychangco, Vice President for Academic Services, released the second issue of the SPU Manila Academic Services Newsletter, which was launched on May 5, 2020.

The online bulletin, called PAULink, seeks to ensure that the Paulinian community is properly informed of important announcements during the COVID-19 pandemic.

SPU MANILA ACADEMIC SERVICES NEWSLETTER
JUNE 1, 2020 | VOLUME 1 NUMBER 2

PAULink

3 I's of Flexible Learning :
SPU Manila's Response to Humanizing Online Classes

INPUT-BASED INSTRUCTION
 The faculty facilitates the classes through inputs in the form of ppt with audio, videos, learning briefs (LP), articles (15-30 minutes)

INTERACTIVE REINFORCEMENT
 the class is given time to interact, interface and discuss through various means (30 minutes)

INDEPENDENT LEARNING
 the student is allowed to pace himself/herself in determining his learning and expected output.

The two (2) surveys we did last April and May 2020 showed similar results as experienced by our students and faculty.

These honest and authentic data made it possible for the team to come up with strategies to address the concerns and hopefully improve the implementation of classes during COVID.

the 3 I's Model of Flexible Learning addresses these concerns.

WHAT HAPPENS IN THE CLASSES DURING COVID?

01 Every student will be given a **Digitized Learning Packet (DLP)** for every subject – you will find everything you need to walk you through the class in the DLP. This will add structure during the pandemic.

02 Every class will be limited to short online classes for **MUST KNOW** topics, and remote learning for **NEED TO KNOW** and **NICE TO KNOW**.

03 Classes will be delivered online or remote only on Tuesdays until Thursday. Fridays will be for Student Services and Christian Formation sessions.

04 Every subject will have a maximum of three (3) major outputs. All will be self-paced.

05 Learning Briefs (LB) will be given to supplement learning specially for those with poor connection

06 No FA or failing grade will be given during COVID. Students will be given time to complete classes and outputs one semester after the implementation of classes through remote learning

TOPIC	# OF SESSIONS	MODE OF LEARNING	MEDIUM
MUST KNOW	3	ONLINE	Video/audio/ Face-to-Face through a platform/ Module/ Learning Brief (LB)
NEED to KNOW	2-4	REMOTE	Learning Brief (LB), Research work, article reading/Film showing
NICE to KNOW	2	REMOTE	Article reading/Film showing/Book reading

"I believe the foremost element for it being humanized is the academic team. It's because of the unending support and understanding we receive from our "elders" - our teachers, chairs, and deans." - PAULINIAN STUDENT, 2nd Year

3I's Flexible Learning Model and Survey by : SPU Manila Learning Model Team

HUMANIZING Online Classes The PAULINIAN Way

By : Gertrude Lea Montengro with Claudine Alhambra , College of Arts, Sciences and Education

As we approach the third quarter of the year, we get to listen to arguments on whether or not to open classes despite the unavailability of the COVID-19 vaccine. But whatever the argument is, one consideration is constant – the wellbeing of the students. By wellbeing, I do not only mean their health but their overall welfare. Given the proper guidance in online classes, the presence of teachers can significantly contribute to this.

Ever since the community quarantine started, I have been in the belief that inside our hearts and minds, it is our students whom we constantly think of. I am one with the other teachers who silently asked, "Paano yung mga bata?" (How about the students?) We know deep inside that they will be the ones who will suffer the most in this time of uncertainty. Now more than ever, we are urged to answer to our call of duty as educators the best way we can.

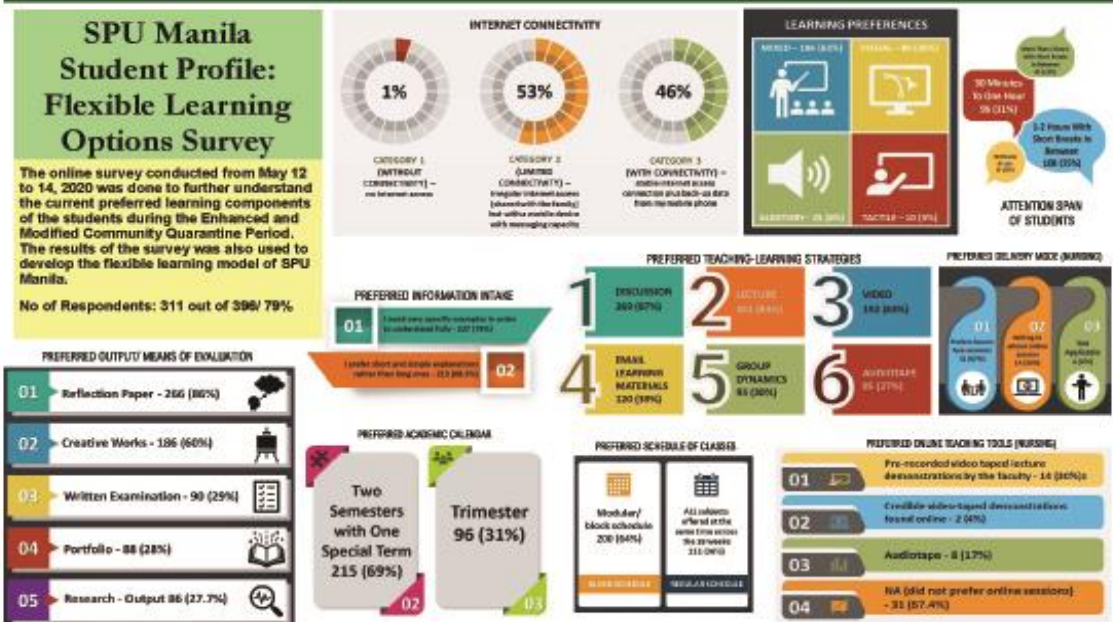
- ♥ For me, that is providing our presence –
 - ✓ by making them laugh,
 - ✓ giving them expanded opportunities, and even,
 - ✓ extended deadlines.
- ♥ I teach them informally, while assuring that they get the essence of the lessons by making them relate their learnings.
- ♥ I let them narrate their experiences by contextualizing our lessons in the light of this pandemic. Through these and other similar efforts by my co-faculty, it is hoped that the students alleviate their fears and frustrations, and eventually resolve them.

Our online classes can be venues where students get to release tensions or get to be excited, regardless of the subject matter we teach. On my part, I also get to feel their joy, their sadness, and their hope. Our students need us now. Let us not underestimate our capability to motivate and encourage our students even without our physical presence. WE ARE, AFTER ALL, FRONTLINERS OF EDUCATION.

In trying times like this, when the young seem helpless, it is imperative that they stay positively preoccupied. They need to be provided with a learning opportunity even through a simple platform like group chat. Teachers then need to respond by making online practices and strategies not only to target intellectual competence, but also to deliver "a more powerful sense of instructor and social presence," says education expert Whitney Kilgore.

I can't help but feel bad about those who had to discontinue online classes because of limited resources. It was as if a vacuum was created because these students were suddenly left alone to fend for themselves. I would like to believe that our Paulinian students are fortunate not only because they have the resources to continue distant learning, but also because they have their teachers – just to feel a semblance of normalcy because their teachers did not abandon them. This makes me proud, even though there are shortcomings. Shortcomings can always be improved; but as far as humanizing online classes is concerned, we at least have this covered.

Despite our countless complains about our unreliable data or WIFI connection and old computers, technology is not our foe. As soon as we start genuinely accepting this, no barrier can stop us with this mission. It is clear to see that Christ's charity has urged us Paulinian educators and will continue to urge us whether there is a pandemic or none.



PAULink TEAM : Marichen Dychangco, Lourna Tagay, Claud Alhambra, Joanne Popanes, Eva Navarro, and Rhej Cachero

CONDOLENCES

The Paulinian Family condoles with the family of Priscilla Canizares, HS 1957.

