

IN THESE PANDEMIC TIMES...

SPU Manila issues new guidelines

Dear SPU Manila Community,

With the revision of the Community Quarantine from Enhanced Community Quarantine (ECQ) to Modified Enhanced Community Quarantine (MECQ) from April 12 to 30, 2021, the SPU Manila Administration hereby declares that work from home arrangements will still be in place in most offices. Employees are advised to coordinate with their immediate head for their work assignments, and the latter should inform the HR Head and the Vice-President of the Division about the agreed upon work arrangement. On the other hand, the following units may operate on a 50% capacity: Health Services, General Services, and other maintenance staff assigned in the different units—ICT, Finance, Registrar, Marketing, and Admissions.

In order to lessen the risk of exposure to the virus, employees coming from faraway places are encouraged to avail of the FREE dormitory facilities and transportation services (only for the month of April). Rest assured that the dormitory has been disinfected by professional cleaners. Interested employees may coordinate with Ms. Bing Morado and Ms. Abigail Valenzuela for dormitory and transportation concerns.

Below are the following health and safety protocols that must be observed at all times:

1. No face mask and face shield, no entry policy.
2. Face masks and face shields should be worn at all times, even inside the offices.
3. Social and physical distancing of at least one meter or two shall be observed at all times.
4. Stay-out employees are encouraged to bring extra clothes, to change into once inside the campus.
5. Clean and conduct surface disinfection in your work area before the start of your work, during, and at the end of the workday.
6. Frequent handwashing with soap and water or the application of alcohol-based disinfectants shall be mandatory when in the workplace and is encouraged to be practiced at home.
7. Sharing of personal items between employees is strongly discouraged to prevent possible transmission of the virus.
8. Shuttle service will be provided by the University following the designated pick-up and drop-off points and corresponding time schedules.
9. Once inside, except in cases of emergency, employees are advised to stay in their offices throughout the day. All are required to bring their own food provisions to avoid trips to nearby eateries.
10. Unless included in the list of those who are allowed to work onsite, no other employees will be allowed entry in the campus.
11. Face to face meetings inside the campus are strictly prohibited until April 30, 2021.
12. Staggered meal schedule must be observed.
13. Eating alone in your workplace is highly advised.

14. Sharing of food is not allowed.
15. Only asymptomatic employees are allowed to report to work.
16. Should an employee have even mild symptoms, he/she should call in sick and rest at home.
17. The Health Services should also be informed for proper medical advice and monitoring.
18. Accomplish E-triage one day before reporting to the campus.
19. Deliveries are not allowed.
20. For better air circulation in the offices, air conditioners should be turned off for at least one hour two times a day and doors and windows opened.
21. Employees who intend to report but are not in the list of essential offices must submit a request letter to the VP of their division for approval, duly endorsed by their respective Unit Heads. The approved request letter must be submitted before the intended work schedule via email at HRS (abautista@spumanila.edu.ph).
22. The Pedro Gil Gate will be used for the entry and exit of all employees.

PEAC holds zoom meeting

The Private Education Assistance Committee (PEAC) recently held a Town Hall on the Tertiary Education Subsidy program for AY 2019-20 and 2020-21.



Paulinian EDGE holds webinar

Paulinian EDGE held a webinar on Netnography and Network Analysis at 2:00 P.M., 17 April 2021.

Resource speaker at the webinar was Fr. Norman Melchor Pena, SSP, PhD, a faculty member of SPU Manila.



Academic services issues self-care tips

Dr. Marichen Dychangco, Vice President for Academic Services, shares the latest issue of the division's newsletter, PAULink, featuring "Home Care Is Self-Care" tips:

SPU MANILA ACADEMIC SERVICES NEWSLETTER
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Home Care is Self Care

Greetings Paulinians. The past month, we have been experiencing a surge in COVID positive cases and for most of us, the scare is inside our homes. This issue gives information on how we can help lessen infection at home and give home care in case we, or our loved ones get infected and show mild symptoms.

Home care is something we all need to embrace, be it during a pandemic or not. In the Nursing world, self-care and home care are what we may consider as essentials. This is a must for all of us – that we know what to do to prevent infection and care for ourselves. The information in this issue are taken from the talk of Dr. Anna Lisa Ong-Lim (Sanctuario de San Antonio Parish Webinar, April 10, 2021), DOH Guidelines and inputs from our School Physician Dr. Jen Cordero.

- Marichen A. Dychangco, PhD, RN

HOME CARE KIT

Let us keep one kit at home at all times

PERSONAL PROTECTIVE EQUIPMENT (PPE)	CLEANING AND DISINFECTION SUPPLIES	MONITORING SUPPLIES	MEDICATIONS
<ul style="list-style-type: none">✓ mask✓ face shield✓ disposable gown✓ hair protective covering✓ gloves	<ul style="list-style-type: none">✓ 70% isopropyl alcohol✓ disinfecting wipes✓ bleach solution prepared daily (45 ml bleach in 1000 ml water)✓ garbage bag for disposal	<ul style="list-style-type: none">✓ Thermometer✓ BP apparatus✓ pulse oximeter	<ul style="list-style-type: none">✓ for fever✓ Cough✓ Colds✓ supplements (Vitamin C and Zinc)

Love begins by taking care of the closest ones - the ones at home.

- Mother Teresa

For COVID-19 Home Care Algorithm , please see <https://www.facebook.com/photo/?fbid=10226338145624318&set=a.10202060913748694>

PAULink 0000 | Marichen Dychangco, Lourna Tegay, Claud Alambra, Joanne Popanes, Eva Navarro, and Rhaj Cochena [@PAULink](#) | Jen Cordero

CONDITIONS FOR HOME CARE

PATIENT QUALIFICATIONS

if you observe the following from your family member or yourself, you may be considered for home care:

- no risk factors such as other illnesses like diabetes, hypertension and asthma;
- no shortness of breath, meaning you are able to inhale and exhale with comfort and ease;
- able to speak comfortably without difficulty of breathing and without getting tired;
- respiratory rate is less than 30 breaths per minutes while at rest. Count the number of rise of your chest for one full minute;
- oxygen saturation using the pulse oximeter is 94% or more. The highest level is 100%.

CAREGIVER QUALIFICATIONS

the person caring for the person infected with the virus needs to be safe as well, so the caregiver must:

- always wear the PPEs when serving food, taking the temperature and other vital signs, or anytime when coming in contact with the patient. Dispose the PPEs properly in a separate garbage bag, labeled properly as infectious;
- not be someone with co-morbidities or risk factors;
 - keep a record of the patient's vital signs such as temperature, respiratory rate and oxygen saturation. Other signs expressed by the patient must also be recorded BUT it would be best if the patient takes his vital signs by himself. and just keep a record so as to limit contact with the caregiver;
- NOT ALLOW visitors and entry of other family members living in the same house in the designated room for the patient;
- maintain good hygiene at all times;
- boost immunity;
- use dedicated utensils, linens and other home equipment. Wash and disinfect as applicable.

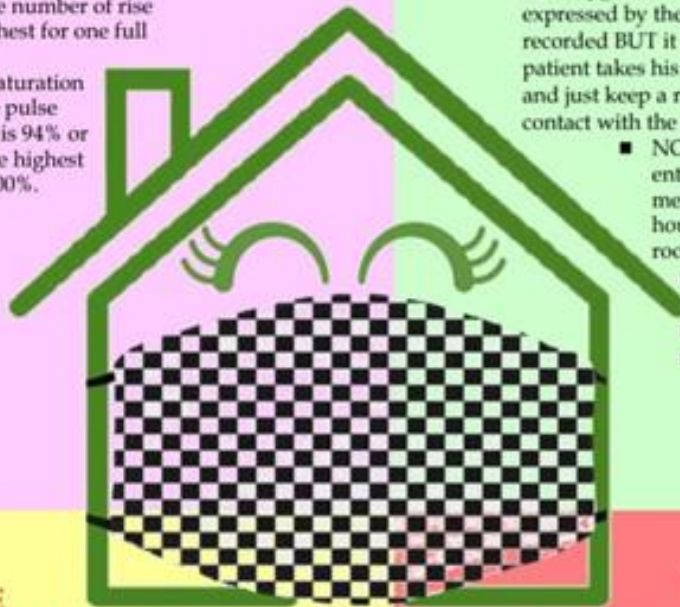
HOME QUALIFICATIONS

make sure you have the following in your home before you can consider home care:

- separate room with bathroom ;
- good airflow in the room meaning there are windows which can be opened without infecting another person;
- separate room has its own door and this door must always be closed.

COMMUNITY SUPPORT

- The family should have a designated health care provider, family physician or relative in the medical field that you can contact and update in case the need arises.
- Please have the contact number of your barangays because they will be the nearest ones that you can ask help from.
- Keep the numbers of your LGU and ONE COMMAND HOSPITAL at home.
- All these numbers MUST be visible to everyone.



CONDOLENCES

The Paulinian Family condoles with Carmenchu Cammayo (HS 64) on the death of her husband, Oscar; Genevieve Korionoff (AB 77) on the death of her husband, Doan; the Riate sisters on the passing of their brother, Florentino.

