



ATENEIO DE MANILA UNIVERSITY

LOYOLA SCHOOLS
Office of Student Activities

30 March 2022

TO : ALL STUDENT GROUPS AND ORGANIZATIONS

FROM : RALPH JACINTO A QUIBLAT
DIRECTOR

SUBJECT : GUIDELINES FOR LIMITED IN-PERSON STUDENT ACTIVITIES
ON CAMPUS

The Loyola Schools Office of Student Activities (LS OSA) is happy to announce that the Office of the City Mayor of Quezon City has granted the Loyola Schools the certification to conduct on campus extra-curricular and co-curricular student activities. This certification signifies that the Loyola Schools has complied with the requirements and guidelines set forth by the Quezon City Local Government to ensure the safety of students and personnel against the spread of COVID-19.

In line with this, LS OSA issues the attached Guidelines for Limited In-person Student Activities on Campus" to ensure that requisite health and safety protocols are strictly followed so we can prevent and control the spread of COVID-19 and ensure that we are able to continue with our on campus student activities.

LS OSA will start accepting project proposals through the LS OSA Portal (go.ateneo.edu/studentactivities-ls) starting Friday, 01 April 2022. Please contact the Student Affairs Professional/Formator assigned to your group/organization for proper guidance and coordination.

The world is still under a pandemic. The virus is still out there. As we gradually make our way back to the campus and experience living as a community once again, it is imperative that we comply with these guidelines and make necessary adjustments in the way we conduct our activities. Together, we can make this process worthwhile and fulfilling despite the limitations imposed by the necessary health and safety protocols.

LS OSA would like to applaud all the efforts of student groups and organizations in the last two years. Keeping your groups and organizations alive and thriving during a pandemic was not an easy feat. It took a lot of creativity, compassion, and commitment to pull through. And you all did it. Thank you very much for all your efforts and for sharing in our mission of formation.

GUIDELINES FOR LIMITED IN-PERSON STUDENT ACTIVITIES ON CAMPUS

BACKGROUND

The Commission on Higher Education (CHED) and the Department of Health (DOH) recently released a Joint Memorandum Circular No. 2021-004 or the **Guidelines on the Implementation of Limited Face-to-Face Classes for All Programs of Higher Education Institutions (HEIs) in Areas Under Alert Levels System for Covid-19 Response**.

Section IV. G. of said JMC talks about Co-curricular and Extracurricular Activities

“In-person and group-based co-curricular and extracurricular activities such as sports events, musical events, competitions, in-person graduation rites, ceremonies, among others, may be allowed subject to the approval of the concerned LGU, compliance with the applicable health protocols, and the conditions laid down under IATF resolutions and its succeeding issuances.

- 1. For areas under Alert Level 3, a maximum of 30% indoor venue capacity and 50% outdoor venue capacity for fully vaccinated individuals;*
- 2. For areas under Alert Level 2, a maximum of 50% indoor venue capacity and 70% outdoor venue capacity for fully vaccinated individuals; and,*
- 3. For areas under Alert Level 1, full indoor and outdoor venue capacity for fully vaccinated individuals.*

In the event of new IATF resolutions on the conduct of events or ceremonies, such is deemed part of the issuance and should be observed.”

These guidelines are promulgated in compliance with this Joint Memorandum Circular.

OBJECTIVES

In line with the gradual transition of the university to onsite work and classes, these guidelines are issued to ensure that student organizations observe the requisite health and safety protocols. All students are expected to strictly observe these guidelines while conducting limited face-to-face activities on campus. The University will likewise ensure that preparations are in place before students enter the campus.

SCOPE

These set of guidelines cover all student groups and organizations allowed to conduct limited in-person activities. As a general rule, only on campus student activities are allowed.

GUIDELINES

1. COMPLIANCE STATEMENT

- 1.1. The University shall comply with the guidelines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), Commission on Higher Education (CHED), Department of Health (DOH), the local government unit (LGU) and other relevant government agencies in determining the onsite capacity, while applying other flexible arrangements for those who cannot be accommodated onsite, provided that the required physical distancing of **ONE AND A HALF [1.5]** meters between individuals is observed at all times.
- 1.2. The University shall suspend all student activities in the Loyola Schools upon an IATF and/or LGU declaration of Alert Level 4.

2. ON-CAMPUS ACTIVITIES

- 2.1. The University is preparing for blended student activities (a combination of onsite and online arrangement) for Alert Levels 1 to 3, and shall not exceed the stipulated onsite capacity as mandated by the IATF for the whole University, as well as in individual spaces and venues. Maximum onsite capacity per activity venue will be determined by the Office for Facilities and Sustainability (OFS).
- 2.2. As enumerated in the Office of the President's Memo # U2021-047 dated 18 December 2021, these are the events allowed on campus under each alert level:

EVENTS ALLOWED ON CAMPUS UNDER EACH ALERT LEVEL

Events/Activities	Level 5	Level 4	Level 3	Level 2	Level 1
1. Photo/video shoot for official university and school unit events	x	√	√	√	√
2. In-person religious gatherings	x	√	√	√	√
3. Conferences, meetings, seminars, and workshops	x	x	x	√	√
4. Project inaugurations	x	x	√	√	√
5. Art exhibits	x	x	x	√	√
6. Film and music production ¹ by university (or university-affiliated) groups	x	x	√	√	√
7. Non-contact sports activities (swimming, running, walking, biking etc.) for employees and campus residents	x	x	√	√	√
8. Non-contact sports activities (swimming, running, walking, biking etc.) for alumni, retirees and students	x	x	x	x	√
9. Contact sports activities (basketball, volleyball, football etc.) for employees and campus residents ²	x	x	x	√	√
10. Limited face-to-face university events	x	x	x	x	√
11. Small social events for members of the university community (less than 50 attendees)	x	x	x	√	√
12. Large social events for members of the university community (more than 50 attendees)	x	x	x	x	√
13. COVID-19 response related events/activities organized by an outside group.	√	√	√	√	√
14. Government-mandated undertakings (professional examinations, etc.)	x	x	√	√	√

¹For Alert Levels 2 & 3 — a “bubble” must be set up if the event duration is more than 3 days

²Varsity teams will have a different set of guidelines, as set by the appropriate supervisory and regulatory bodies

2.3. In the interest of self-care and the protection of the community, the following shall be observed:

- 2.3.1. As stated in the President’s Memo # U2021-047 dated 18 December 2021, *“anyone requiring regular campus access must enroll in the Blue Pass system which will serve as the health monitoring, campus access, and contact tracing system for the entire community.”*
- 2.3.2. In compliance with QCLGU guidelines, everyone entering the campus must truthfully accomplish the government-mandated Daily Health Declaration Form no more than 12 hours prior to each scheduled campus entry. These forms can be filled out through Blue Pass, the online Campus Access Request Form, or manually, at the gates.
- 2.3.3. Students who are not enrolled in the Blue Pass system must accomplish the student Campus Access Request (CAR) form to be allowed to enter the campus.
- 2.3.4. Organization members are required to be fully vaccinated at least fourteen [14] days before being allowed to enter the campus.
- 2.3.5. Any student with a COVID-19 symptom shall not join onsite student organization activities and is advised to inform the Office of Health Services on present symptoms as a proactive measure to prevent the possible spread of COVID-19.
- 2.3.6. An **Organization Safety and Compliance Liaison Officer (OSCLO)** must be assigned per onsite activity of each student organization. The OSCLO must be a bonafide member of the organization. They will be the main point person to oversee, coordinate, and facilitate their organization’s compliance to all pre-event requirements and assist their OSA Formator in monitoring the organization’s adherence to health protocols during the onsite activity.

2.3.7 The main tasks of the OSCLO are:

2.3.9.1 To attend the Coordination Meeting with the Organization Head, the Project Head of the project requested to be conducted onsite, and the OSA Formator assigned to their organization.

2.3.9.2. To facilitate the accomplishment of the Self-Assessment Checklist on Readiness of Student Organization to Conduct Onsite Activities and its submission to OSA.

2.3.9.3. To coordinate with and assist their OSA Formator, who will be present during the onsite activity, in monitoring their organization's adherence to health protocols.

2.4. Scheduling of Onsite Student Activities

2.4.1. All student groups and organizations need to follow a first-come, first-served system in requesting for approval to hold limited in-person activities on campus.

2.4.2. Students may schedule their activities within designated Activity Hours, during which no academic classes (synchronous and asynchronous) shall be held. Activity Hours are Mondays, 5:00 to 6:30 PM and Fridays, 5:00 to 6:30 PM.

2.4.2.1 Activities that will occur during Activity Hours must finalize their schedule at least 2 weeks in advance to provide enough time for preparation of university personnel.

2.4.2.2 All students must make their way outside the campus by 630 PM. Students will be given 30 minutes to completely exit the campus. Strictly no students must be inside the campus by 700 PM.

2.4.3. Student activities may also be scheduled outside the activity hours in order to meet the activities' critical objectives, subject to the approval of OSA.

- 2.4.4. As a general rule, each student organization is allowed to conduct only one (1) on campus activity once every two (2) weeks. No student organization will be permitted to conduct two on campus activities on the same week as well as two on campus activities on consecutive weeks.
- 2.4.5. Should scheduled organization activities overlap, a maximum of three (3) student activities by three (3) different student organizations are allowed to be conducted simultaneously in different venues inside the campus. A total of six (6) student organizations may conduct one on-campus activity each within one week.

PROTOCOL

- 3.1. Student organizations that intend to conduct face-to-face activities on campus must accomplish the following:
- 3.1.1. Submit a project proposal to the Office of Student Activities (OSA) through the OSA online portal and secure approval.
- 3.1.2. Set an online Coordination Meeting with the assigned formator to discuss the implementation of the approved activity. The following people must be present in the meeting:
- Organization Head
 - Project Head/s
 - Compliance and Safety Liaison Officer
- 3.1.3. Ensure that the project organizing committee complies with all points indicated in the Readiness Checklist (attached below).
- 3.2. Event attendance shall be predetermined and pre-registered. Strictly no walk-ins will be allowed.
- 3.2.1. There shall be no registration onsite/no registration area at the venue.
- 3.2.2. Attendance to the approved on-campus activities should not be mandatory for members of the organization. Options must be made available by the organizing committee for members to participate in the activities off-site/online.

- 3.3. No deviations from the pre-approved plans and procedures shall be made.
- 3.4. Food is not allowed during on-campus student activities. Food deliveries shall not be allowed. Attendees are highly encouraged to eat prior to going to the on-campus activity.
- 3.5. The following minimum public health standards, as indicated in the Office of the President's Memo # U2122-047, shall be enforced onsite:
 - Wear face masks at all times (face shields are optional)
 - Maintain a 1.5-meter radius between individuals at all times
 - Wash hands as frequently as possible
 - Keep face-to-face close interactions between individuals to no more than 30 minutes
 - Ensure adequate ventilation in enclosed venues
 - Regularly clean high contact surfaces (knobs/handles, transaction windows, switches, etc.)
 - Dispose of all waste at designated collection bins
 - All existing (i.e., pre-pandemic) policies on safety and health, including the 'NO SMOKING RULE', the consumption of alcoholic beverages and prohibited substances, the observance of traffic and parking rules, etc. remain in effect.

4. CONTACT TRACING

- 4.1. The Loyola Heights Campus will follow contact tracing protocols prescribed by the Quezon City LGU. Aside from having their personal QR codes scanned upon entry into the Loyola campus, everyone will be required to use Blue Pass to scan the Location ID QR codes of each building that they enter. These Location ID QR codes will be posted at the designated entrances of each building.
- 4.2. Students notified by designated university contact tracers must cooperate in answering the routine questions that will be asked of them. The information gathered during contact tracing will be strictly used for such purpose only.

5. VIOLATIONS

Any violations of these guidelines shall be grounds for disciplinary action. In case of any deviation from the approved plan by the organization, the LS Office of Student

Activities may immediately suspend the conduct of the activity. The LS OSA may also impose a preventive suspension on the organization to conduct limited face-to-face on campus activities pending investigation of any violation.

6. These Guidelines are consistent with the **CHED-DOH Joint Memorandum Circular No. 2021-004** issued on 15 December 2021 and The **Health Protocols and Guidelines for Campus Access, the Use of University Facilities, and Holding of Events on Campus** (Memo #U2122-047) Released by the Office of the President on 18 December 2021.
7. These guidelines may be subject to change based on the advisories released by the IATF, DOH, LGU, and/or the appropriate government agency and the guidelines and protocols issued by the Office of the President and the Office of the Vice-President of the Loyola Schools.

Self-Assessment Checklist on Readiness of Student Organization to Conduct On-campus Activities	
Name of Org	
Areas of Assessment	
	1. There is a designated Organization Safety and Compliance Liaison Officer (OSCLO) who will be the main point person to oversee and coordinate and facilitate submission of all Health Compliance Requirements and monitor the organization's adherence to health protocols.
	2. Meeting with the OSA Formator was conducted, attended by the organization head, project head, and OSCLO.
	3. All attendees to the activity have been pre-registered. Students not enrolled in the Blue Pass system have received campus entry approval through accomplishment of the Student Campus Access Request (CAR) form.
	4. All activity participants/stakeholders have been provided a copy / are made aware of the policies, procedures, and health and safety protocols that are strictly observed inside the campus. (Available at the OSA Portal.)
	5. Signed Letter of Undertaking submitted to OSA. (OSA Template available at the OSA Portal.)
	6. There is a written physical distancing protocol in place and a layout of the event space accommodating the physical distancing protocol, including details on arrival, registration, waiting period, bathroom use, and egress.
	7. There is adequate supply of sanitation and disinfection products provided in the event space. There are sanitation and disinfection protocols.
	8. There is a written communication plan for attendees of the event and their indicated persons to contact in case of emergency. Pre-registration must require attendees to indicate an emergency person to contact and contact information in case of an emergency.
	9. Attendees have been informed that they are required to bring a Personal Hygiene Kit, which may contain alcohol or hand sanitizer, cleansing wipes, extra face mask, and/or hand soap.

**LOYOLA SCHOOLS
STUDENT ACTIVITIES COMMUNITY**

**CO-RESPONSIBILITY AND CO-ACCOUNTABILITY UNDERTAKING FOR STUDENT GROUPS
AND ORGANIZATIONS IN THE CONDUCT OF STUDENT ACTIVITIES**

This Undertaking is an affirmation of the commitment of the members of the Loyola Schools Student Activities Community to protecting the health, safety, and well-being of everyone involved in the conduct of student activities. This is an affirmation of our shared values of cura personalis and magis and a living out of our mission to be Persons for Others. This Undertaking serves to supplement our existing responsibilities under the pertinent University and Loyola Schools policies including, but not limited to, the Declaration and Undertaking which we are asked to accomplish in Blue Pass - the University's campus access, health monitoring, and contact tracing application.

As we transition into limited face-to-face student activities, guided by the IATF, DOH, CHED, and other government and University regulations, we must diligently and responsibly abide by these regulations in order to protect each other, and accept individual responsibility for our collective personal and community safety. In consideration of the foregoing, we, the officers and members of the student group/organization indicated below, understand and acknowledge that:

1. As members of a Filipino, Catholic, and Jesuit University, we are committed to the endeavor of promoting the safety and well-being of all the members of the Loyola Schools and the University community.
2. My group/organization will observe the necessary precautionary measures, including provisions for safety and those outlined in the Guidelines for Limited In-person Student Activities On Campus, to minimize health risks and help safeguard the welfare of our members, our fellow students, faculty, professionals, non-teaching staff that will be involved in our activities.
3. We have full knowledge of and understand the risks associated with conducting student activities onsite.
4. We will make adjustments to our daily lives and routines and develop new habits to enable student activities to take place as safely as possible. In doing so, we will treat each other with compassion, respect, and understanding.
5. The risk of becoming exposed to or infected by COVID-19 may arise from the actions, omissions, or negligence of each of our individual selves and/or others.
6. We are all expected to adhere to public health measures and school protocols to help reduce this risk for everyone.
7. We are all in a public health crisis and it is our responsibility to act responsibly and be accountable for our actions that may affect the larger community.
8. By signing this Undertaking, we affirm that we fully understand all the foregoing responsibilities and associated risks and we undertake to perform our duties and responsibilities diligently and responsibly.

Name and Signature of Organization:

Name and Signature of Organization Head:

Name and Signature of Project Head:

Name and Signature of OSCLO:

Date:

With the conformity of:

Name and signature of Organization Moderator:

Date: