

GUIDELINES FOR OFF-CAMPUS FACE-TO-FACE ENGAGEMENTS

- As part of the Integrated Ateneo Formation (InAF) Program, the Office for Social Concern and Involvement (OSCI) facilitates the social formation of undergraduate students through area engagements that provide meaningful encounters between students and members of marginalized communities as well as those who work to address issues of poverty.
- For SY 2024-2025, **the primary mode of engagements** for OSCI's three programs, Blinhi, NSTP11-Punla, and NSTP12-Bigkis **will be off-campus**. Some of the sections will have a combination of off-campus, on-campus and/or online engagements.
- Preparations have been made to ensure the health and safety of the students during the off-campus engagements. Most of the off-campus engagements have an OSCI Formator present throughout their stay in the community or institution, while others are handled by a deputized Ateneo employee.
- However, alternatives such as on-campus and online engagements will be provided if a student will not be able to go to an off-campus engagement. The on-campus engagements will be subject to the health protocols issued by the University.
- The conduct of off-campus face-to-face engagements must follow the General Guidelines on the Conduct of Off-campus Activities of the Ateneo de Manila University issued by the President's Council in October 2018, the Higher Education Guidelines for Off-Campus Activities, and the OSCI General Protocols.
- Below are guidelines for off-campus face-to-face engagements.

Pre-Engagement

Guidelines and Criteria for partners for off-campus engagements

- The formator coordinates with the leaders of the area partners to ensure that there are no active cases of highly contagious diseases (e.g., COVID-19) in the partner institution or within the community where the students will go for their area engagements. *Note that the formator will continue to coordinate with the leaders of the institution and community to ask about the situation in the area until early morning of the day of the engagement.*
- If there is a need to gather in one place, the venue for the engagements should be a well-ventilated multi-purpose hall, covered courts, or an open space.
- The partner institution/organization must have the capacity to transition to an online or on-campus set-up in the event that the off-campus engagement is not permissible.
- The area of engagement poses no threat to the security of students and the other stakeholders. Threats that disqualify areas include but are not limited to ongoing armed conflict, prevalent drug use, and recent disease outbreaks.
- The formator, through the help of the Assistant Director for Programs, will write a courtesy letter to the PNP and coordinate with them regarding the safety and security of the participants for the off-campus engagements.
- The formator-in-charge or the deputized Ateneo employee must have first-aid and medical emergency training.

Transportation Preparation

- The mode of transportation for this school year could either be public transportation, meet-ups, or hired vans or jeepneys depending on the route of the area.

- The formators will discuss with the students the route, designated place of assembly and drop-off point on campus, and the policies and reminders for commuting to and from the area.
- Drop-off or pick up outside the designated areas may be accommodated depending on the reason, and provided that a written request is made at least 2 days before the area engagement. The student's letter of request should be addressed to the OSCI director and noted by a parent or guardian.
- The formators, through the help of the Assistant Director for Programs, will coordinate with our transportation providers.
- The designated transportation coordinators from OSCI will ensure that the vehicles have franchises and the necessary permits from the LTFRB. Formators/deputies must double check/inspect if the drivers carry the required LTFRB special permits before leaving the assembly area.
- The transportation coordinators will coordinate with the transportation providers to ensure that vehicles are in good condition and that these are sanitized before the off-campus engagements.
- There should be a maximum number of 12 students per van and 18 students per jeepney.
- The driver should be willing to follow the prescribed safety protocols given by the program during the orientation.

Orientation for Participants from Partner Organizations and Communities

- Explain thoroughly the programs, protocols, and the processes that we are taking as precautionary measure for off-campus engagements:
 - risk assessment and management plan
 - adherence to government guidelines on highly contagious diseases
 - updating ourselves through news and advisory bulletins
 - data privacy protection
 - coordination with the LGU and PNP
- Explain the importance of being honest about one's health condition. If one is sick (e.g., flu, fever, headache, cough and colds), the person should not join the face-to-face engagement and should inform the area leaders who will then inform the formator-in-charge immediately. If there are active cases of highly contagious diseases (e.g., COVID-19) in the area, the face-to-face off-campus engagements will be canceled.
- Everyone is encouraged to observe hand hygiene at all times (e.g., use of hand sanitizer). The formators will also bring alcohol/hand sanitizer on the day of the off-campus engagement.

Guidelines for students joining off-campus engagements

- Students should have attended the program orientation and gone through the integration session to join the off-campus engagements.
- Students should have been cleared by the Office of Health Services (OHS) and the Office of Guidance and Counseling (OGC).
- Students will be given a letter to the parents explaining the program, the objectives of the area engagements, the alternatives to off-campus engagements, and the variety of measures that OSCI implements to ensure the safety of the students especially during off-campus engagements.
- Students must submit a signed Declaration and Undertaking and Reply Slip from their parents/guardians at least two weeks before the area engagement.
- Students will also be asked to fill out an information sheet and sign a conforme acknowledging that they have read, understood, and undertake to abide by the policies of the program for area engagements.

- Students who are not able to attend the preparatory sessions, not cleared by the OHS and OGC, and unable to submit the said requirements on time will not be allowed to join the off-campus engagements.
- The students will be reminded of the importance of being honest about one's health condition. If one is sick (e.g., flu, fever, headache, cough and colds), the person should not join the face-to-face engagement and should inform the formator-in-charge immediately.
- Everyone is encouraged to observe hand hygiene at all times (e.g., use of hand sanitizer).

Day of Engagement

Before Meet-up

- The formator will continue to coordinate with the contact person from the institution/community until early morning of the day of the engagement. The contact person will advise the formator if there's a case or probable case of COVID-19 and other highly contagious diseases in the area.
- Individuals who have any symptoms (fever, cough, colds, body ache) will not be allowed to join the activity
- In the event that there are active cases of highly contagious diseases (e.g., COVID-19) in the community/area, the face-to-face engagement will not push through.
- The formator will inform the students and the office about the cancellation of the off-campus engagements. The formator will set a new schedule for an alternative engagement.

During Meet-up

- Formator will once again check attendance and ensure that students have submitted their consent forms.
- Formator will once again check and ask if students have symptoms or are not feeling well.
- In the event that a student experiences any symptoms during meet-up, the student will not be allowed to join the off-campus engagement and will be asked to go to the OHS. The formator will coordinate with the OHS and assess the situation.

Going to the Area

- Formator should ensure that students and drivers observe health protocols.

In the Area

- Before the actual activity, the formator has to check attendance. In the event that an individual develops or experiences symptoms during the day of the engagement, the formator will coordinate with the area leaders and the OHS and assess the situation, i.e., exposure to the student experiencing symptoms and possibly cutting short the area engagement.
- In the event that there are active cases of highly contagious diseases (e.g., COVID-19) in the community/area, the face-to-face engagement will not push through.
- The formator, with the help of the area leaders, will make sure that health protocols are observed at all times.

Post-Engagement

- Students and participants from the areas will be reminded to inform the formator and the area leaders (for the participants) in case they start to manifest symptoms 1-2 days after the off-campus engagements.
- In the event that someone shows symptoms 1-2 days after the off-campus engagements, OSCI will inform the OHS and seek guidance on contact tracing.
- The formator will also coordinate with the area leaders for the contact tracing in the area.