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Office of the University President

OP Memorandum Order No. 005
Series of 2022

TO: ALL SLSU EMPLOYEES

SUBJECT: REITERATION OF SOME OF THE IMPORTANT UNIVERSITY PROTOCOLS IN PREVENTING THE SPREAD OF COVID-19 AND ITS VARIANTS IN THE WORKPLACE WITH REFERENCE TO OP MEMORANDUM ORDER NO. 155 s.2021 and BOR RESOLUTION NO. 55 s.2021

FROM: (SGD) PROSE IVY G. YEPES, Ed.D.
University President

DATE: JANUARY 18, 2022

As discussed during the Crisis Management Committee (CMC) meeting held on January 18, 2022, the following protocols are hereby reiterated with the aim of preventing the spread of COVID-19 and its variants in the workplace with reference to OP Memorandum Order No. 155 s.2021 and BOR Resolution No. 55 s.2021:

1. employees showing signs of cough, cold, fever, diarrhea, joint pains and other flu-like symptoms shall not report to work and are advised for check up with RHU and to rest until symptoms subside. Their absences will be chargeable against the remaining sick leave credits in the case of regular employees, while absent in the case of Part-Time faculty and Job Order workers. Moreover, upon resumption, concerned employees shall present a medical certificate/clearance to the CMC that they are fit to work already. The immediate supervisors are directed to constantly monitor the conditions of the concerned employees;
2. whenever possible, use of air-conditioning system is discouraged. Instead, employees are encouraged to use electric fans or have their windows and doors open to maintain good ventilation. This goes true with the service vehicles while in use;
3. all employees shall adopt a staggered meal schedules to further restrict contact among co-employees. Eating alone in the workstation is highly encouraged. Moreover, everyone is encouraged to bring their own provisions to refrain from buying outside the workplace.

These protocols will be adopted while waiting for the release of an Executive Order from the province placing the province of Southern Leyte under a certain alert level number.

For your information, guidance and widest dissemination.