



TAU TASK FORCE AGAINST COVID-19

Resolution no. 01, s. 2022

WHEREAS, the alert level of COVID-19 in the province of Tarlac is Level II effective on February 16-28, 2022;

WHEREAS, based on the guidelines issued by the IATF, Alert Level II refers to areas whereas the transmission is low and decreasing, healthcare utilization is low, or case counts are low but increasing, or case counts are low and decreasing but total bed utilization rate and intensive care unit utilization RATE IS INCREASING;

WHEREAS, it is the duty and utmost responsibility of the TAU Administration to ensure that the delivery of services to its clientele and stakeholders are actively served;

WHEREAS, the attainment of quality services through efficient and effective performance of duties and responsibilities by all employees in the University is also considered, hence, this working arrangement is proposed:

1. Alternative Work Arrangement of Employees

- 1.1. **All non-teaching employees regardless of status** shall report daily in the University;
- 1.2. Faculty working arrangement and protocols will be as follows:
 - 1.2.1. **Deans, Assistant Deans, Directors, Assistant Directors and other Detailed Faculty** shall report physically at least three (3) times per week;
 - 1.2.2. **Department Chairs** shall report physically at least two (2) times per week;
 - 1.2.3. **Faculty with other Designation not stated above including Research/ Project Leaders and Members** shall report physically as per request of the dean/ director/ research/ project leader;
 - 1.2.4. **Faculty on fulltime teaching status** will be under work from home arrangement and may only enter the University upon request (duly approved by the Task Force) by his/ her immediate supervisor;
 - 1.2.5. College deans are advised to submit the work schedule of their faculty on or before February 24, 2022 (Thursday) at the Human Resource



Management Office (HRMO) for consolidation and record purposes, to be forwarded to the University President for his approval;

1.2.6. When it is exigent, **faculty who are scheduled to work from home** shall be recalled to physically report to the University;

1.2.7. When working from home, faculty shall ensure that he/ she can be contacted anytime for official purposes;

1.2.8. All request for entry shall be for approval by the University Task Force Against COVID-19;

1.2.9. Filing of appropriate leave of absence shall be applied when one cannot perform their tasks even they are scheduled to work from home; and

1.2.10. Filing of appropriate travel order shall be applied even if the employee is working from home.

2. Monitoring of Attendance

2.1. The **“one entry, one exit policy”** is still in full execution, except for emergency cases;

2.2. All employees entering the University shall be subjected to health declaration, temperature check and disinfection (handwashing/ hand sanitation, foot bath) prior to entry to the campus;

2.3. The implementation of Bundy Clock shall be followed effective on **March 1, 2022 (Tuesday)**;

2.4. All bundy clocks will be stationed in the triage for easy monitoring;

2.5. **Only “time-in” in the morning and time-out” in the afternoon** will be reflected in the official time card;

2.6. Official timecard with control number shall be given by the Human Resource Management Office to employees;

2.7. Submission of timecard and accomplishment report shall be as follows;

2.7.1. All tenured employees (permanent and temporary) shall submit their official timecard and accomplishment report within three (3) working days after the end of each month; and



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- 2.7.2. All Contract of Service (COS) and Job Order (JO) personnel shall submit their official timecard and accomplishment report within the following working day after every cut off (every 5th to 19th day of the month and every 20th to 4th day of the following month).
- 2.8. Entries in the official timecard shall be transferred by the employee in the Daily Time Record Form (one copy only); however, three copies are required for Official receiving RATA and/ or honorarium; and
- 2.9. Timecards and DTRs shall be signed by the immediate supervisor and VP concerned and by the University President for the Administrative Council members.

3. Safety Protocols

- 3.1. All employee shall wear facemask and shall be subjected to health declaration, temperature check and disinfection (hand sanitizer or hand washing, foot bath) prior to entry to the campus;
- 3.2. Wearing of face shield is voluntary;
- 3.3. Ensure that at least a 1-meter distance shall be observed all the times;
- 3.4. Only employees who has no any symptoms of COVID-19 (sore throat, head ache, fever, diarrhea, muscle pains or any other flu-like symptoms, or when the members of their household has COVID-19 symptoms) will be allowed to the University;
- 3.5. Employees who, or when any member of his/ her household has any flu-like symptoms are advised not to report to work; he/ she shall report this to his/ her immediate supervisor, and to the TAU Medical and Dental Services for medical advice and monitoring.

He/ she shall also work from home when applicable. In cases where work from home is not applicable due to the nature of their functions and responsibilities in the University, the immediate supervisor may devise a workable/ alternative



arrangement by which this can be compensated when the concerned employee is allowed to report to the University.

However, habitual reporting of the employee that he/ she has a recurring symptom/s shall be advised to file their leave of absence, and will be reported to the concerned Rural Health unit for appropriate action.

NW WHEREFORE, IT RESOLVED AS IT IS HEREBY RESOLVED, that this resolution be submitted to the University President for his approval, and that an appropriate Office Memorandum shall be issued in order to disseminate these guidelines and take effect immediately.

MEMBERS OF THE TAU TASK FORCE AGAINST COVID-19

MARK JASON E. FEBRERA, R.N. <i>Safety Officer</i>	RONIMO G. UBALBO <i>Operations Officer</i>
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APPROVED:

MAX P. GUILLERMO, Ph.D.
University President