



ARELLANO UNIVERSITY
SCHOOL OF LAW



From : OFFICE OF THE DEAN
To : ALL CONCERNED
Date : MAY 26, 2023
Subject : COVID-19 GUIDELINES FOR THE ONSITE FINAL EXAMINATIONS

The AUSL Medical and Dental Clinic has issued "COVID-19 Guidelines for the Onsite Final Examinations" attached herewith for your information and guidance.

For your strict compliance.


Domingo M. Navarro
Dean



FROM: AUSL MEDICAL CLINIC
TO: ALL CONCERNED
DATE: MAY 25, 2023
SUBJECT: COVID-19 GUIDELINES FOR THE ONSITE FINAL EXAMINATION

To maximize the educational, well-being and health benefits for students, professors, staff, and the wider community, to reduce the risk of COVID-19 transmission, and to help prevent a new outbreak of COVID-19 in the community, please be guided accordingly.

1. Screening

a. Online Health Declaration



This form can be accessed through the AIMS Portal
(arellanolaw.edu)

1. All examinees are required to submit the duly accomplished Health Declaration Form online 2 days (48 hours) prior to the date of examination.
2. Answer all survey questions honestly and accurately.
3. The Health Declaration Form is only valid for 48 hours from the date of submission.
4. A confirmation reply will be sent through email after submission of the response.
5. Present your email confirmation to the guard on duty at the gate.



6. Those experiencing signs and symptoms of common colds and flu, refer to Section b.
7. Those who have received a status of “not cleared” through email are instructed to contact the Clinic Team immediately for instructions.
8. Only students with scheduled exam for the day will be allowed inside the premises, except for urgent concerns with the Dean or other academic members.

b. Persons with Comorbidities, Pregnant, Denied Entry, Confirmed Covid-19 case, with Close Contact, with Symptoms and others

1. Students who are at risk, with co-morbidities, pregnant, or immunocompromised, and who opt not to take the exam due to health and safety considerations should inform their professors.
2. In accordance with the AUSL student handbook, students who were not able to take the final examination may take the aforementioned during the scheduled final examination of the same subject next semester.

(Page 39, no. 2. The Failure to take the final examination for a valid reason shall be the only ground for the giving of a grade on incomplete (INC) to the student. This shall automatically be converted to a 68% after one (1) year should the student fail to complete such grade preferably within the next succeeding semester. It shall be the duty of every student to follow-up and secure all his grades from the Registrar’s Office)

3. Persons with signs and symptoms of common cough and colds will be required to present a negative RT PCR Test or Covid-19 Antigen swab test result together with the confirmation email to the guard at the gate.
4. The RT PCR Test or Covid-19 Antigen Swab test must have been conducted by any DOH accredited testing facilities or laboratories and must be valid for 24-48 hours after specimen collection.



c. Persons Considered Recovered from Covid-19 infection or Completed the Quarantine/Isolation period without symptoms

1. Persons under this section must provide a Medical Certificate from their private physician or from BHERT (Barangay health Emergency Response Team of their respective LGU that they have completed the required isolation/quarantine period.

2. Campus Protocol

a. Upon Entry

1. Present you School ID or any valid government issued ID to the guard on duty at the gate together with a screenshot or printed confirmation email of the Health Declaration Form, and a negative COVID-19 Swab test result (if required). Those who have not received the ID card from the ITC, may present the certificate of registration form together with any valid government issued ID to the guard on duty at the gate.
2. All persons entering the AUSL campus should submit to non-contact temperature check. Any examinee with a temperature of 37.5°C or higher will be advised to take a rest for 5-10 minutes. If the temperature changes to below 37.5°C, the examinee will be allowed entry to take the examination. However, if the temperature remains more than 37.5°C, the examinee will immediately be isolated and will be assessed by the Medical Team.
3. Contingency Protocol: If the person (patient) is medically stable, the person (patient) may be advised to leave if:
 - i. He/She is able to go home without the need for assistance;
 - ii. He/She has his/her own private car and is able to drive;
 - iii. The residence of the person (patient) is just a walking distance from the campus and said person (patient) is able to go home on his/her own;
 - iv. With fetcher;



If the person (patient) is medically stable but is too sick or infirmed to go home on his/her own, the local barangay will be contacted to ensure safe transport.

4. Contingency Protocol: If the person (patient) is not medically stable, the person (patient) may be referred to the nearest hospital depending on the result of the risk assessment.

b. During the Examination

1. Be at the examination waiting area at least 15 minutes prior to the start of the examination.
2. Examinees are encouraged to use the restroom prior to the start of the examination to minimize movement during the examination. Only 6 persons are allowed inside the restrooms.
3. Wear the proper face mask **inside the classrooms** during the exam. The face mask must cover the nose and the mouth. **Wearing of masks indoors is optional except during the examination and when in crowded areas inside the buildings.**
4. Practice social distancing.
 - i. Students, Professors, Proctors, and Employees are required to practice social distancing by maintaining a distance of at least 1 meter away from another person.
 - ii. Students are required to maintain the “one seat apart” rule during the examination.
5. Wash Hands and Use Hand sanitizer frequently.
 - i. Hand Sanitizers, alcohol, and liquid soaps are provided at designated areas around the campus and inside AUSL school premises.
6. Loitering is prohibited. Avoid general crowding.
 - i. Holding areas



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Batibot Area- for MMS Building, RH Building, HH Building,
Review room and Lair

Outside High School Canteen- for FCJ new and FCJ old
building.

- ii. Entrance / Exit
The TAFT Gate will be used only for ENTRY and the
DONADA Gate will be used only for EXIT.

- 7. Students are advised and encouraged to bring their own food.
Outdoor dining may be allowed at the Batibot area and Ground floor
of the FCJ New building.

c. After Examination

- 1. Self-monitoring is encouraged for 5 days from the day of
examination. Notify the school clinic thru phone (02 8404-30-89 to
93 loc.24) or email ausclinic@arellanolaw.edu upon knowledge of
Covid 19 infection.

3. Isolation

- a. Immediate isolation shall be required for any individual manifesting
symptoms of COVID-19, such as continuous cough, runny nose or colds,
and fever, even if the person had presented a negative swab test result.

4. Disinfection

- a. Full Disinfection will be done a day prior to the start of the examination
period and after the last exam of the day.
- b. Supplementary Disinfection will also be done at the beginning of the day at
common areas, corridors, and classrooms.



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- c. The disinfection shall primarily focus on classrooms, chairs, tables, and other furniture and fixtures, which shall be facilitated by the janitorial or maintenance personnel.

- d. There will also be disinfection of classrooms in between scheduled examinations.

All individuals must assure, to the best of their ability, that they are COVID-19 free; have not been exposed to potential carrier; or have not been tagged as suspect or probable case before entering the AUSL premises.

For your information and guidance.

Atty. Judy Anne Y. Yulo, MD
Medical Director, AUSL Clinic

Copy Furnished:
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