



ARELLANO UNIVERSITY
SCHOOL OF LAW



From : OFFICE OF THE DEAN
To : ALL CONCERNED
Date : October 19, 2022
Subject : Covid-19 GUIDELINES FOR THE ONSITE MIDTERM EXAMINATIONS

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

For your strict compliance.


DOMINGO M. NAVARRO
DEAN



ARELLANO UNIVERSITY
SCHOOL OF LAW



Medical and Dental Clinic

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Tel Nos. 404-30 89 to 92 loc. 24

Dear Professors,

Greetings!

As we all know, the government progressively eased the lockdown, with most containment restrictions removed and businesses re-opened. However, the pandemic is not over yet. The Covid-19 virus is an unstable virus that changes rapidly and limits our ability to predict what will become of it next. As such, Arellano University School of Law (AUSL) needs to continue in assisting the government in preventing the spread of infection and a new outbreak.

Our University is a community of more than a thousand students, and hundreds of faculty members and employees, and ever since the government and the Legal Education Board had allowed limited face to face classes, AUSL is now faced with a huge task of protecting the lives of its entire academic populace from the threat of Covid-19 infection. Accordingly, AUSL has decided not to carry out purely face to face classes but will implement a flexible mode of learning. This scheme is a combination of online, offline, open learning, face to face learning, and other modality of classes acceptable to both the members of the faculty and students.

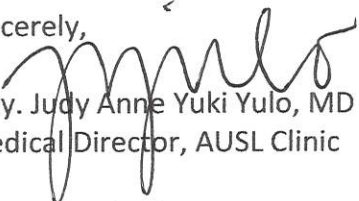
October 21, 2022 will be the start of the onsite midterm examinations. This will be the first face to face activity since the start of the pandemic, which is a part of the implementation of the flexible mode of learning in dealing with the new normal. The onsite midterm examinations will end on October 30, 2022.

As part of the University's continuing commitment in ensuring the safety of everyone, I am writing to remind you of some important AUSL's safety protocols regarding Covid-19. Attached to this letter under "Covid-19 Guidelines for The Onsite Midterm Examinations" ("Guidelines"), are important details about these safety measures and other ways to protect yourselves and others while inside the campus.

With stringent measures to prevent the spread of Covid-19 infection, I would like to request for your assistance in reminding your students the proper implementation and observance of the AUSL's health and safety protocols while inside the campus during the onsite midterm exams. If we would let our guards down, we will be wasting the lessons we have learned from the two years of living with the pandemic.

Your health, safety, and well-being as well as that of our students, and employees are the University's paramount concern. Thank you for your dedication and service as we all work together to overcome this pandemic and look forward to resuming our normal daily lives.

Sincerely,


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

Copy Furnished:

Atty. Gabriel Dela Peña
Executive Director, AUSL

Dean Domingo M. Navarro

Vice Dean Erik C. Lazo

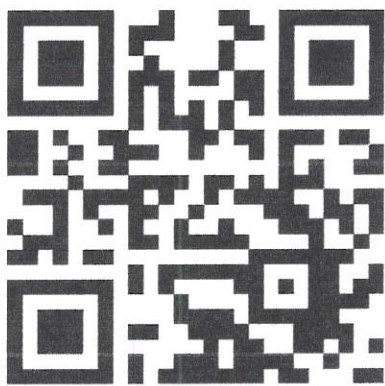


From: AUSL MEDICAL CLINIC
To: ALL CONCERNED
Date: OCTOBER 18, 2022
Subject: COVID-19 GUIDELINES FOR THE ONSITE MID-TERM EXAMINATION

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, professors, and proctors 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 with history of travel abroad within the past 7 days, refer to Section b.
7. Those experiencing signs and symptoms of common colds and flu, refer to Section c.



8. Those who have received a status of “not cleared” through email are instructed to contact the Clinic Team immediately for instructions.
9. Only examinees, professors, and proctors 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 History of Travel Outside the Country

1. Persons with history of travel abroad within the past 7 days are required to present a negative RT PCR Test or Covid-19 Antigen swab test result to the guard on duty at the gate. 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 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 midterm examination will have a midterm examination grade equivalent to Final Exam grade minus 10.

(Page 39, no. 3. Students who fail to take the Mid-term examination for any valid reason as scheduled shall not be given special midterm examinations. The final examination grade of a student , to be deducted by 10 points, shall be treated as the mid-term examination grade.)

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.

d. 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 your 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. Professors who would opt not to serve as proctors during the onsite midterm examination should submit the names of the person who would be substituting them at least 2 days prior to the examination to email address jhodoctor170@yahoo.com. Said names should also be submitted to the guard on duty at the gate. Said substitutes should also complete the Health Declaration form and show the confirmation reply to the guard on duty at the gate as well as any valid government issued ID and a negative swab test result (if applicable).
3. 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.
4. 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.

5. 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. Follow the maximum capacity in each restrooms.
3. Wear the proper facemask (medical grade) at all times. The face mask must cover the nose and the mouth. Masks may be taken off only at open areas or outdoors.
 - i. Single mask for KN95 and N95
 - ii. Double mask for surgical masks
 - iii. Copper masks, masks with vent/valve and cloth masks are prohibited
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
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.
 - iii. After The Last exam schedule, the TAFT Gate may be used for exit



7. Follow the directional floor markings and signages along the corridors, hallways, and stairs.
8. 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 or email 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 and without 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.
- 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.

The University highly recommends everyone to practice isolation 48 hours before the exam.



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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.

A handwritten signature in black ink, appearing to read 'Judy Anne Yulo'.

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