



BOARD OF REGENTS

1 **MINUTES OF THE 140TH REGULAR MEETING OF THE USM BOARD OF**
2 **REGENTS HELD ON 03 JULY 2020 AT THE UNIVERSITY**
3 **OF SOUTHERN MINDANAO (USM) VIA ZOOM**
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7 **PRESENT:**
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- 10 **Dr. RONALD L. ADAMAT** - Chairperson
11 Commissioner, CHED
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14 **Dr. FRANCISCO GIL N. GARCIA** - Vice-Chairperson
15 President, University of Southern Mindanao
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18 **Hon. JOEL VILLANUEVA** - Member
19 Chairperson, Senate Committee on
20 Education, Culture & Arts
21 Represented by: **Hon. RALPH RYAN H. RAFAEL**
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23
24 **Hon. MARK O. GO** - Member
25 Chairperson, House Committee on Technical &
26 Higher Education
27 Represented by: **Hon. JOSE I. TEJADA**
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30 **Engr. MAHMUD L. KINGKING** - Member
31 OIC Regional Director, DOST XII
32
33
34 **Dir. TERESITA SOCORRO C. RAMOS** - Member
35 Regional Director, NEDA XII
36
37
38 **Prof. YVONNE V. SALILING** - Member
39 President, USM-MIT Alumni Association
40
41
42 **Dr. GEOFFRAY R. ATOK** - Member
43 President, USM Faculty Association
44
45
46 **Atty. REGERICK L. BENITO** - Member
47 Private Sector Representative
48
49
50 **Engr. FERNANDO B. SANTANDER** - Member
51 Private Sector Representative



BOARD OF REGENTS

1 revisions that will be included in the circular. It has to coincide with the circular.
2 Hon. Rafael moved for the approval and seconded by Hon. Saliling. The Board
3 passed

4 **Resolution No. 68**
5 **Series of 2020**

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7 Approving the health protocols for USM employees, students
8 and visitors, subject to revision based on full implementation of the
9 joint circular of CHED and DOH.

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11 **APPROVED**

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14 **f. Waiving the Entrance Examination for Incoming**
15 **Freshmen**

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17 The President provided a background on the matter. He informed the
18 Board that USM had already conducted its University Entrance Examination to all
19 prospect enrollees. However, in compliance with the pronouncement of
20 Chairperson De Vera on the waiving the College Entrance Exam, the University
21 intended to waived the entrance exam for those who qualified for the different
22 program offerings of the University. The Chair attested the policy to allow
23 students to be admitted in SUCs subject to the policies. He said that USM knows
24 better, thus, asked for the motion. Hon. Saliling moved for the approval of the
25 matter and duly seconded by the members. The Board passed

26 **Resolution No. 69**
27 **Series of 2020**

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29 Approving the waiving of the entrance examination for
30 incoming freshmen students, subject to criteria set by the
31 University.

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33 **APPROVED**
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CSW FORM

A. Proponent Office:
 Director for Instruction

B. Action Requested:
 - For approval

C. Rationale / Background of Information

Commission on Higher Education released COVID-19 advisory to all Higher Educational Institutions to fight against this pandemic. In response to the emergency situation caused by COVID-19 pandemic, the University shall adopt **UNIVERSITY HEALTH PROTOCOLS TO PREVENT SPREAD OF CoVID-19.**

This shall guide all employees, students and visitors who will enter the vicinity of the University.

A. Proponent Office:
 Director for Instruction

D. Supporting Documents

Administrative Council
 Proposal

E. Proposed Resolution for BOR/BOT Action

BOR Resolution

Approving the proposed university health protocols to prevent spread of covid-19 in compliance with the CHED COVID-19 advisories.

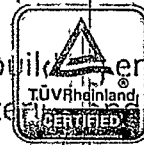
This shall guide all employees, students and visitors who will enter the vicinity of the University.

F. Recommending Approval

OFFICE	SIGNATURE	REMARKS
Director for Instruction	<i>[Signature]</i> DIR. ELSA GONZAGA	

E. Proposed Resolution for BOR/BOT Action

Approving the proposed university health protocols to prevent spread of covid-19 in compliance with the CHED COVID-19 advisories.



building.

UNIVERSITY HEALTH PROTOCOLS TO PREVENT SPREAD OF CoVID-19

ENTRY/EXIT CONTROLS

- 1. Entry of University personnel, students and visitors to the campus will be limited to the Main Gate. Upon entry, all persons are required to present the following:

Table with 3 columns: USM PERSONNEL, STUDENTS, NON-USM PERSONNEL. Lists required documents like VALID UNIVERSITY ARTA ID, VALID UNIVERSITY ID, PROOF OF APPOINTMENT, and VALID GOVERNMENT-ISSUED ID.

- 2. Temperature checks shall be done upon entry. Persons registering a temperature of 37.5° C shall be denied entry...
3. Vehicles owned by faculty, staff and students will only be allowed entry if they bear the USM Gate Pass sticker. Drivers and passenger/s must present all requirements stated above.
4. Entrance of private vehicles owned by USM guests will be allowed after showing a valid government ID and a GATE PASS will be issued.
5. Entrance of cargo trucks carrying ESSENTIAL GOODS will be allowed at the entrance gate near the Machinery Building.
6. USM-owned vehicles are available to ferry limited number of personnel to their workstations between 7am-9am and 1pm-3pm.
7. No public transport vehicles and delivery trucks will be allowed entry.
8. Maintain physical distancing of one (1) meter at all times.

BUILDING AND OFFICE PROTOCOLS

- 1. Footbath and handwashing stations shall be installed on the building entrance. Everyone will be required to practice hand hygiene before entering and leaving the building.
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- proper blowing of nose) is practiced by everyone. Used tissue or wet wipes used shall be disposed of properly at the end of the class in garbage bins inside the classroom. Infectious wastes like used gloves and face masks should be placed in a disposable transparent garbage bag and will be collected regularly by the garbage collector with proper PPE.
2. Offices shall have alcohol or any alcohol-based sanitizers ready for use by persons who enter offices. Installation of a foot operated sanitizer dispenser in each building is encouraged.
3. Offices that will require people to queue for transactions must place visual cues such as floor decals or colored tape to indicate where people should stand while waiting to ensure physical distancing of six (6) feet.
4. Frequently touched surfaces shall be regularly disinfected (doorknobs, tables, chairs, telephones, etc.). Shared resources (pens and pen holders, magazines, etc.) shall be removed.
5. Regular decontamination of building lobbies, corridors, and rooms shall be conducted.
6. When possible, frequent and proper handwashing shall be practiced. Directions on proper handwashing shall be posted on handwashing stations. Employees are encouraged to bring their own soap to avoid contamination.
7. Restroom usage shall also be guided by physical distancing requirements.

CLASSROOM

1. Everyone shall be required to wear face masks or face shields and must bring own sanitizers that contain at least 70% alcohol for disinfection. If the budget warrants, the face masks will be provided by the University.
2. Classroom shall be setup in such a way that proper physical distancing is maintained. Seats should face in the same direction.
3. The class size shall be divided into subsections of utmost 15-20 students per class depending on the size of the room to decongest the number of students inside.
4. The movement of the students will be controlled after each class by assigning them in a specific room. This allows the succeeding teachers to get into the assigned classroom.
5. For classrooms with two doors, the door at the front shall serve as the entrance. The student who goes in first shall occupy the last seat at the back followed in the same manner by the succeeding students. For rooms with one door, the faculty member shall be the last person to get in and the first person to go out, followed by the student nearest the door. Last student to get in shall occupy the seat nearest the door and shall be the first to get out.
6. Doors shall be kept open to avoid constant touching of doorknobs. Windows shall be kept open to improve circulation inside the room.
7. Ensure that proper etiquette (covering of mouth when coughing and sneezing or proper blowing of nose) is practiced by everyone. Used tissue or wet wipes used shall be disposed of properly at the end of the class in garbage bins inside the classroom. Infectious wastes like used gloves and face masks should be placed in a disposable transparent garbage bag and will be collected regularly by the garbage collector with proper PPE.
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7. Ensure that proper etiquette (covering of mouth when coughing and sneezing or

collector with proper PPE.

- 8. Students who exhibit symptoms of infection with COVID-19 shall be advised to see a doctor for medical attention and for testing and observation. The student must be quarantined for at least 14 days at the USM dedicated isolation area.

LABORATORY

- 1. Hand sanitizers shall be placed in the entrance of laboratory rooms
- 2. Everyone shall be required to wear face masks or face shields.
- 3. The number of students inside the laboratory shall be limited to 15-20, and proper physical distancing maintained at all times. Laboratory classes that require more than 2.5 hours (e.g., anatomy) shall be scheduled during weekends. If necessary, both teacher and students shall take meals in the campus.
- 4. If possible, other laboratory activities may be conducted outdoors to avoid close physical contact.
- 5. In cases where close contact is unavoidable (e.g., surgical operations, group laboratory experiments), teacher should ensure that wearing of proper PPEs (sterile laboratory gowns, surgical masks, gloves, surgical caps, and footwear for room use) is observed.
- 6. Ensure that proper etiquette (covering of mouth when coughing and sneezing or proper blowing of nose) is practiced by everyone.

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FIELD LABORATORY

- 1. Everyone shall be required to wear face masks or face shields, and the proper PPEs appropriate for field work.
- 2. Students shall be required to bring their own hand sanitizers.
- 3. The number of students doing field work shall be limited between 15-20, and proper physical distancing is ensured by teacher at all times.
- 4. Teachers shall identify activities that may be done at home.
- 5. Ensure that proper etiquette (covering of mouth when coughing and sneezing or proper blowing of nose) is practiced by everyone.
- 6. Students who exhibit symptoms of infection with COVID-19 shall be advised to see a doctor for medical attention and for testing and observation. The student must be quarantined for at least 14 days.

MEETINGS AND GATHERINGS

- 1. Gathering sizes shall be governed by university restrictions to ensure proper physical distancing.

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PHYSICAL FITNESS

1. Exercise and sports activities are allowed in the campus grounds starting at 5:00 A.M. and will be restricted after 5:00 P.M.
2. Where feasible, meetings should be held in whole or in part using online collaboration tools (e.g., Zoom, Google Meet, Microsoft Teams, etc.). When allowed, in-person meetings are limited to the restrictions of gathering sizes, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.
3. Rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees.
4. Personnel are encouraged to communicate with colleagues and supervisors as needed by email, messenger, telephone or other technology.

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FOOD AND DINING

1. If obtaining food from canteens on campus or common meal areas, face masks/covering shall be worn when picking up food.
2. When eating in the work environment (office pantries, lunch rooms, office dining area, etc.), physical distancing shall be maintained. Individuals shall not sit facing one another. Eating alone is encouraged.
3. Tables and chairs shall be wiped down after every use.
4. Common break room food and beverage items shall not be used (e.g., shared coffee pots, shared water pitchers, etc.).
5. Reusable kitchenware (e.g., forks, plates) should not be used. Personnel are encouraged to use their own utensils.
6. Students who take meals inside the campus shall make use of the parks and other open spaces suitable for dining. Physical distancing be maintained at all times.
7. Personnel are encouraged to communicate with colleagues and supervisors as needed by email, messenger, telephone or other technology.

BUILDING CLEANING AND DISINFECTION PROTOCOLS

FOOD AND DINING

1. Enhanced cleaning protocols shall be enforced on all buildings for high-risk/high-touch areas (e.g., door handles, light switches, handrails, interior doors, common spaces, flat surfaces such as tables). Increased cleaning will be performed in restrooms in common areas. Hand sanitizer dispensers will be placed at entrance and exit points for buildings on campus.
2. If an individual in a building tests positive for COVID-19, the entire building shall be shut down and decontaminated properly. Whenever possible, the immediate space(s) occupied by the positive person will be deep-cleaned based on DOH protocols and will be re-opened once sanitized.
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