



# ARCHAEOLOGICAL STUDIES PROGRAM

University of the Philippines  
Albert Hall, Lakandula St., Diliman, Quezon City 1101  
Tel. (632) 981-8500 loc. 2446 Email: asp@upd.edu.ph



## POST-ECQ Guidelines ASP Students and Guests

Ensuring the safety and well-being of the community is paramount. This document has been prepared based on the **UP Diliman Post-ECQ Guidelines** to ensure that the ASP community is safe and COVID-19 free.

The post-ECQ team of ASP is composed of **Dr Michael Herrera** (head of the team), **Jane Carlos** (URA Representative), **Ara Padilla** (Administrative Staff), and **Dr Lee Anthony Neri** (Acting Director). The team is tasked to monitor the proper implementation of these guidelines and to keep the ASP community safe. The Team will also immediately report to the OVCAA any situation that may affect the health and safety of the unit's personnel. It is also expected to monitor the well-being of personnel who are working from home.

Contact details of the team are as follows:

<b>Dr Michael Herrera</b>	<a href="mailto:michaelcat2000@yahoo.com">michaelcat2000@yahoo.com</a> ; 0917-100-9530
<b>Jane Carlos</b>	<a href="mailto:carlosjaneb@yahoo.com">carlosjaneb@yahoo.com</a>
<b>Ara Padilla</b>	<a href="mailto:aravpadilla@gmail.com">aravpadilla@gmail.com</a>
<b>Dr Lee Anthony Neri</b>	<a href="mailto:leeeneri@yahoo.com">leeeneri@yahoo.com</a>

### A. ASP STUDENTS AND VISITORS

1. ASP students who unavoidably need to work in ASP (laboratories and other work stations) can do so between **9:00 AM to 3 PM weekdays**. However, to maintain effective physical, we can only allow a limited number of individuals to come in depending on where they will work on the premises. Thus, students are required to contact **Dr. Michael Herrera** (using the contact details in Page 1) if they need to work inside the premises of Albert Hall;
2. All visitors of ASP are **by appointment only**. When visiting ASP, please follow the guidelines below:
3. If you came from a Barangay that was under Extreme ECQ or strict monitoring (as advised by DOH or LGU) two weeks before the post-ECQ period, please **REFRAIN** from visiting ASP. Arrange another means to transact your business;
4. Subject yourself to a no-touch temperature scan at the entrance of Albert Hall. Anyone with a temperature of **37.8 degrees Celsius or higher** after two (2) takes will be **DISCOURAGED** to enter the premises;
5. Disinfect by soaking shoes on the doormat with disinfectant;

6. Allow the guard to sanitize your hands with alcohol;
7. **AVOID** handshakes or touching surfaces within the premises;
8. Maintain physical distancing of a least two (2) meters;
9. Wait in the receiving area of the ASP Lobby until your contact person approaches you; and
10. We **DISCOURAGE** prolonged face-to-face meetings.

## **B. ASP LIBRARY**

The ASP Library will temporarily reduce its operating hours or limit services to limit the possible spread of contagion. But it will implement mixed WFH and physical reporting work arrangements. The ASP Library will be open **once per week every TUESDAY 9:00 am-5:00 pm for the next 6 weeks after the ECQ.**

For safety, the following measures will be followed:

1. A designated **Library Return Box** will be placed near the Guard's Station (every **M, W, Th, and F**) for books in circulation due for return. This Box will be placed inside the ASP Library on a **Tuesday** when it is open.
2. Returned books/materials will be placed in isolation in a designated quarantine area for a minimum of seventy-two (72) hours. Books under quarantine should **NOT** be handled by anyone except the ASP Librarian or authorized staff.
3. The use of disinfectant (Clorox and the like) is **NOT** recommended as this will damage books and other paper-based materials.
4. Staff handling returned books should, at all times, wear gloves, face masks, and other protective gear.
5. To check-out books, message the librarian using Messenger ([https://web.facebook.com/pg/asplib/about/?ref=page\\_internal](https://web.facebook.com/pg/asplib/about/?ref=page_internal)). This will be prepared for you by the librarian. And you can collect it every **Tuesday**;
6. The following online services and information systems shall remain accessible or be made available to the UP Diliman constituents thru online means:
  - a. Search of the Online Catalogue (<https://ilib.upd.edu.ph>) and other local databases (IPP: <https://ipp.mainlib.upd.edu.ph>, IPN: <https://ipn.mainlib.upd.edu.ph>).
  - b. Access to online resources (e.g., subscribed foreign electronic databases, journals, open access e-resources) via remote access login/password or remote access platform (e.g., ExProxy: <https://ezproxy.upd.edu.ph>).
  - c. Access to UP Publications, including electronic theses, dissertations (thru the Institutional Repository: <https://repository.mainlib.upd.edu.ph>).
7. Controlling/ limiting user admission inside the ASP Library;
  - a. In this six (6) week period, the reading areas will accommodate **ten (10)** users only per day.
  - b. Accommodating users **by appointment only**.
  - c. Restrict access to non-UP users
8. Guidelines for keeping a safety Covid-19 free environment will be followed inside the library;

- a. Physical distancing of at least two (2) meters
  - b. Wearing of mask
  - c. Hand sanitizing
  - d. Correct sneezing and coughing etiquette
9. Cleaning and disinfection will be done in the library with increased frequency;
  10. Alcohol dispenser will be provided in designated areas inside the library; and
  11. Staff and clientele must wear a face mask all the time whilst inside the library.

### **C. COMMON AREAS IN ALBERT HALL**

This includes the **Student's Lounge, Lecturer's Room, garden, tea area, hallways, and toilets**. All members of the ASP community using these areas must try to follow the guidelines below to keep Albert Hall safe and CoVID-19 free.

1. Keep the number of people using Student's Lounge at a minimum, at most **three (3)** at a time;
2. Keep the number of people using the Lecturer's Room at a minimum, at most **three (3)** at a time;
3. Always maintain a physical distance of at least two (2) meters;
4. Wear your PPEs all the time;
5. Avoid loitering in the student lounge;
6. Face-to-face interaction must be kept at a distance and should be done quickly;
7. Minimize talking to people and wear a mask;
8. Keep a reasonable distance when eating;
9. Protect those who are of advance age, immunocompromised, and have underlying health issues;
10. Observe good hygiene. Wash regularly with soap and water for at least 20 seconds and avoid touching MEN (mouth, eyes, and nose); and
11. Be mindful of touching toilet facilities, doorknobs, faucets, reading materials, computers, and handles of cabinets, equipment, appliances, and bags.

### **D. OTHER RECOMMENDATIONS**

To ensure that ASP remains safe during the post-ECQ period and beyond, we put forward the following recommendations:

1. Temporary storage/holding areas of wastes will be disinfected regularly. Storage areas should be clean, secure, and protected from the elements, pests, and disease vectors. Individual bags of wastes should be **properly-labelled** before storage while waiting for collection.
2. All students and visitors going to ASP are advised to observe the following self-care measures to prevent COVID-19:

- a. The universal wearing of masks (and other PPE as appropriate)
- b. Wash hands frequently with soap and water or with alcohol-based sanitizers;
- c. Maintain proper physical distancing;
- d. Avoid touching MEN (mouth, eyes, and nose)
- e. Daily disinfection routine;
- f. Daily checks for symptoms
- g. Cover mouth and nose with a bent elbow or tissue paper when coughing or sneezing. After which, dispose of the tissue immediately and wash your hands;
- h. When feeling unwell or if there is cough, fever, sore throat or difficulty in breathing, stay at home and seek medical attention.

Thank you very much!

ASP Post-ECQ Team