



March 03, 2022

TO: All Employees
FR: Human Resources Department
RE: **Guidelines in the Gradual Return to Office (GRTO)**

Mapua University shall commence the Gradual Return to Office of its non-teaching personnel given the de-escalation to Alert level 1 and resumption of the Limited Face to Face classes. The Flexible Work Arrangement shall continue to be adopted as part of the continuing remedial measure on health & safety and business continuity for Covid-19 response. The GRTO guidelines also observe the CHED-DOH Joint Memorandum Circular No. 2021-004 and IATF Guidelines of February 27, 2022, implementing Alert level 1 system throughout NCR.

- I. **Scope:** All regular and full-time employees of Mapua University
- II. **Coverage & effectivity:** March 15, 2022

Teaching and Non-Teaching Personnel

“Only fully vaccinated teaching and non-teaching personnel of HEIS located in areas under Alert Levels 1, 2, and 3, shall be allowed to join the conduct of limited face-to-face classes. Those over sixty (60) years of age, with uncontrolled health risks (e.g., immunocompromised states and other comorbidities), and/or pregnant women intending to join limited face-to-face classes of the risk of contracting COVID-19 are advised to consider work-from-home arrangements instead.” (CHED-DOH JMC)

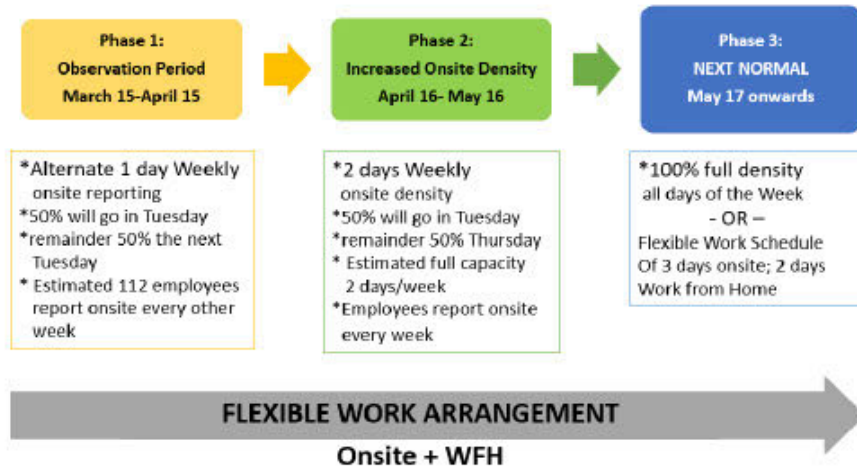
- III. **Flexible Work Arrangement-** shall be adopted by the University in maintaining school operations and supporting the government’s mandate on health protocols against the continuing cases of COVID-19 and its variants.

IV. Guidelines in the Gradual Return To Office (GRTO)

- a. *Effectivity- beginning March 15, 2022- all offices and non-teaching staff shall return to the office.*
- b. *Flexible Work Arrangement- follows the phased approach for safety and prevention of any untoward “community” surge of the Covid-19 variants in the initial reporting stages. Changes to the Flexible Work Arrangement will be communicated via the HR Bulletin anytime.*



Gradual or Phased Approach



Phase 1- Observation period (March 15 to April 15, 2022)

*In-campus reporting shall be observed once a week every **Tuesday** for all offices.*

c. *The Treasury Office and Campus Management Development & Operations (CMDO) shall continue to observe its current reporting schedule.*

d. *All other departments will observe the following staff distribution:*

1. *50% of the department workforce will report on the Week of March 15 while;*
2. *50% of the remaining workforce will alternately report on the following week of March 22.*
3. ***Once a week, these alternating reporting schedules shall repeat in the succeeding weeks.***
4. *Exception: department/ offices with bigger workspaces allowing the 1-meter social distancing may report simultaneously (or 100%) every **Tuesday**.*
5. *Employees may also report onsite anytime as necessary.*
6. *All Department Heads shall submit the names of their staff for the alternating weekly schedule on/ before March 09, 2022, to Ms. Beth Yap, Head of HR. Same with Phase 2.*

e. Phase 2 Increased Onsite Density (April 16 - May 16, 2022)



Assuming no surge is observed in the campus, **workforce density** shall be increased to 2 days/week or weekly reporting schedule.

1. 50% of the department workforce will report on Tuesdays, while the remaining 50% will report on Thursdays. And are repeated in the weeks that follow.
2. Similar to Phase 1, the exception would be department/offices with bigger workspaces allowing the 1-meter social distancing may report simultaneously (or 100%) every **Tuesday**.
3. Wait & see if all is ok.
4. This flexible work schedule may be adopted or modified/changed until further notice.

f. Phase 3- the Next Normal (May 17 onwards) – shall allow full 100% density and reporting schedules onsite or as further advised by Management.

g. Weekly Accomplishment Reports- for days worked from home or off-campus, everyone shall continue to submit the Weekly Accomplishment Report to the Heads, who shall monitor, review and confirm the same. The Weekly Accomplishment Report must be strictly implemented as the same is an auditable instrument.

h. Weekly Work From Home Trackers- the weekly Work from Home Trackers account for employee attendance & leaves monitoring and shall continue to be submitted by the Heads to HR. Employees reporting onsite shall continue to “tap” (ID cards) for attendance at designated kiosks at the start & end of shift/workday.

I. Senior Citizens/Persons with Comorbidities and Pregnant Women

Senior Citizens are encouraged to work from home per CHED-DOH & IATF guidelines) under Alert level 1. Should the senior citizen prefer to work on campus, a signed waiver shall be submitted to HR.

Persons with comorbidities who wish to be exempt from onsite reporting may email HR and submit supporting medical certification for Clinic records.

Pregnant women are exempt and will shall continue to work from home.

i. **Vaccination ID** – compliance to vaccination ID is a must. All employees are enjoined to submit to HR c/o Ms. Heidee Gonzales a scanned copy of their complete vaccination doses for uploading in the system, which can be accessed every time an employee reports to campus.



j. Daily Health Checklist- all employees must comply with the Daily Health Checklist, accessible via online/link or QR Code and observe the following:

- i. *Employees with cough, colds, and elevated temperatures above 37.5 (degrees centigrade) shall not be admitted to campus.*
- ii. *All employees must present their Vaccination ID Card upon entry to the campus (or found in the system).*
- iii. *Unvaccinated employees shall log in to the guard's record book and shall be monitored by the Clinic.*
- iv. *All unvaccinated employees must show a negative Antigen Test (available at the Clinic, with charge) taken every other week and shall continue to be monitored by same.*
- v. *Inter-department visits are allowed only on important & urgent matters.*
- vi. *Social distancing of 1 meter shall continue to be observed in all offices and common areas. Gatherings and/meetings beyond the capacity of the room following social distancing are discouraged.*
- vii. *Pantries shall continue to be closed (except when heating one's food). Everyone shall eat at their designated work areas and observe strict cleanliness.*
- viii. *Due to the sizes of our lavatories, access shall be by 2-3 persons at a time only.*

V. Attendance & Timekeeping for Payroll under Alert Level 1:

- a. Attendance and Time Keeping- shall continue to be the basis for payroll consistent with Policy. Thus, any schedule change must be duly endorsed by the Heads and coordinated with HR c/o Mr. Art Marcelo, Mgr. and Heidee Gonzales for monitoring.
- b. A workday constitutes eight (8) hours of productive time with one (1) hour lunch break. Under Alert Level 1 and interzonal transportation operating at full capacity, the official reporting time shall resume from 8:00 am to 5:00 pm Mondays to Fridays.

Contingent to the work-from-home arrangement, everyone is expected to extend work beyond the regular office hours and receive/answer



phone calls & emails even before 8:00 am and/or after 5:00 pm for exigency.

- c. "Tapping for attendance" - failure to "tap" for attendance resulting in no entry in the attendance record is considered an absence unless justified by the Head by email to HR, consistent with the Policy on Timekeeping.
- d. Both the "Tapping of Attendance" and the weekly "Accomplishment Report **shall complete** the monthly attendance of employees and basis for payroll.
- e. Any gap in the days (whether present on the campus but forgot to 'tap' for attendance or failure of the Head to endorse & submit the weekly attendance tracker to HR) may result in an absence.
- f. Faculty with Admin Duties (w/full de-loading) are likewise required to submit the **Weekly Accomplishment Report** to their Heads.
- g. Payroll Coverage (Non-Teaching):

Month Payroll	Date Covered	Pay-out Schedule
1st half	1 st - 15 th of the month	5th
2nd half	16 th - 30 th of the month	20th

- h. University Shirts – may be worn onsite under the Flexible Work Arrangement.
- i. Employees working onsite beyond 6:00 pm must have authorization from the Head of **Campus Management Development & Operations, Ms. Garet Camacho, VP**, to have ample time in cleaning & disinfecting of all offices and floors daily.

VI. **Absences & Leaves under the FWA or any IATF Alert Levels:**

- a. Absences, whether VL or SL shall continue to follow the leave policy. Otherwise, shall result in absences without leave and deducted from payroll accordingly.
 - b. An employee is deemed absent when he/she is unavailable for work or scheduled to be physically present at the campus or has failed to submit/deliver the output expected of him/her by their immediate superior. However, such absence shall be considered "with pay" if supported with either a vacation or sick leave, as the case may be, duly approved by his/her superior.



- c. **Refusal to Work** - in cases where an employee refuses to work even under the modified work arrangement as required by his/her Head, such absences shall be charged against the employees' leave credits or deducted from payroll and/or subject to applicable labor laws.

VII. Amended Health Protocol under Alert Level 1 (IATF February 27 Guidelines)

Under Alert Level 1, the IATF guidelines pose no restrictions in terms of indoor and outdoor capacities. Everyone can undertake intrazonal and interzonal travel without regard to age and comorbidities.

Testing protocols shall be implemented, consistent with national guidelines, for unvaccinated individuals or have higher exposure risk pursuant to IATF Resolution No. 148-B and No. 149, s. 2021. In addition, testing using RT-PCR shall be recommended and prioritized for: Priority Groups A2 (persons above 60 years old) and A3 (persons with comorbidities) and Priority Group A1 or healthcare workers. Testing shall be optional for other groups not stated above. It shall not be recommended for asymptomatic close contacts **unless symptoms will develop** and should **immediately** isolate regardless of test results. Instead, **symptom monitoring** is recommended. Should testing still be used, testing should be done at least 5 days from the day of last exposure. Meanwhile, testing using antigen tests shall be recommended only for symptomatic individuals and in instances wherein RT-PCR is not available, consistent with previously issued guidelines.

Any deviation to the above provisions shall be by approval of Management or subject to the provisions of the Employee Manual.

For everyone's information & guidance.



EVP/COO & Treasury