



Guidelines Related to the Community Engagement Activities of the Community Organizers and NSTP Faculty of the CCEHDP During the COVID-19 Pandemic

Rationale

The CCEHDP is the servicing arm of the Academic Community of the DLSMHSI that provides a link between the Institution and the neighboring local communities in the City of Dasmariñas and other nearby municipalities. In the fulfillment of its functions, a great part of this necessitates maintaining constant communication and good working relationship with the people in the partner communities and assuring the continuity of the community projects and programs with these communities, which is being done in close collaboration with the faculty and students of the different Colleges of the Institution.

It is quite unfortunate that the current situation of COVID-19 pandemic, which our country and the international communities have been experiencing, has brought a lot of limitations in meeting our goals. The adequate and appropriate delivery of the services to the partner communities is now being challenged. Hence, this implies the need to employ strategic and innovative means to still be able to meet the objectives for both the Institution and the partner communities without comprising the health of the various stakeholders involved.

Purpose of the Guidelines

This set of guidelines may be used to regularly evaluate and monitor the planning and the conduct of local community engagement activities, these being part of the function of the CCEHDP. Furthermore, this aims to maintain compliance in observing the safety measures necessary to prevent and control COVID-19 in the workplace as advocated by the DTI and DOLE. (DTI and DOLE on Workplace Prevention and Control of COVID-19, 30 April 2020)

Coverage

These Guidelines shall apply to all Academic Teaching Faculty (Community Organizers and NSTP Faculty Members) of the CCEHDP who will be conducting fieldwork activities and other community engagement undertakings in the partner communities.

Conditions to be considered prior to any community engagement:

1. IATF declaration of the level of quarantine status in the City of Dasmariñas
2. IATF declaration of the level of quarantine status in the partner communities
3. Incidence of COVID-19 cases in the City of Dasmariñas
4. Incidence of COVID-19 cases in the partner community
5. Wellness status of the personnel

Pre-departure Guidelines

1. The team shall meet at least 2 weeks before the intended fieldwork to determine or to clarify the purpose or objective of the activity, to plan and to discuss the details of the activity, including the assessment of the needed resources.
2. Coordination with the community leaders or any significant person in the partner community shall take precedence before the actual community engagement. The CO delegated in that community should be fully aware of the recent significant events happening in the community that would affect the plan of activities.





3. The Chair/s of the CCEHDP shall prepare and submit a letter to the Director for endorsement to the Vice Chancellor for Academics. This letter shall contain the details of the community engagement which may include the following: date and time of the intended activity, purpose of the activity, the number of personnel who shall be involved, the names of these personnel, materials and expenses for the activity, and more importantly, status of COVID-19 in the partner communities.
4. The Director shall seek the approval of the VCA prior to any community engagement activity.
5. All personnel who shall be involved in the intended community engagement shall review the Protocols of the DOH and the DLSMHSI for the Prevention and Control of COVID-19. He or She shall be required to fill up the Health Checklist provided by the Institution on the day of the departure to the community.
6. The Chair/s of the CCEHDP shall prepare the necessary documents needed for the activity, which may include Transportation Ticket and the Request for the PPEs, like face mask and face shield, and alcohol (70% isopropyl).
7. Any personnel with flu-like symptoms and/or fever shall not be allowed to join the team.
8. A maximum of 7 personnel shall be allowed to ride in the passenger seats of the van at any point in time. Their attendance shall be recorded in the office logbook.
9. Only the official vehicle of the DLSMHSI shall transport the personnel to the place/s of destination. Loading of personnel shall be at the designated area inside the DLSMHSI. Pick up at various points is highly discouraged. Temperature shall be checked before getting in the vehicle. Hands shall be sanitized with alcohol or hand sanitizer with alcohol.
10. All personnel shall be equipped with their own PPEs. Everyone shall wear their face masks at all times, except when eating. These face masks must be changed after 6 hours of continuous use.
11. All personnel involved in the community work shall be given a brief orientation related to the activity to be conducted, to include reiteration of the minimum health standards set by the DOH and the DLSMHSI which shall be strictly observed at all times:
 - a. Sick personnel shall not be allowed in the vehicle. He or She shall be advised to seek medical assistance for proper assessment and treatment.
 - b. Physical and social distancing of at least 1 meter shall be maintained. Only 2 people shall be allowed to sit in each row of the van.
 - c. Face mask shall be worn, except when eating.
 - d. Sneezing or coughing etiquette shall be strictly observed.
 - e. Keep hands washed or sanitized, especially before leaving the DLSMHSI campus and upon arrival at the campus.
 - f. Hydration shall be maintained, taking a minimum of 8 glasses of water daily.
 - g. Lengthy discussion in an enclosed space such as inside the van shall be minimized.

While in Transit and During Community Engagement

1. The Chair for the Community Health Development Program (CHDP) or the Chair of the Service Learning Projects (SLP) shall be the Person-in-Charge (PIC) of the Team from the time of departure to the time of arrival back to the DLSMHSI campus. All concerns related to the activity shall be directed to the PIC. In the absence of the Chair/s, the Director shall appoint a PIC among the group of personnel leaving the campus.
2. All personnel shall strictly observe the minimum health standards stated above.
3. Stop-over during transit shall only be allowed to attend to personal needs. Drive-thru is highly discouraged.
4. Courtesy call to and consultation with the Punong Barangay and other significant stakeholders in the community precedes conduct of a new project.
5. A written approval from the Punong Barangay shall be sought prior to conduct of activities that shall require assembly of the community residents, taking into consideration the IATF Protocol and Guidelines for community gatherings.





6. Activities to be conducted shall be done in an open space.
7. Participants shall be advised to wear mask at all times. Body temperature shall be monitored upon registration and hand sanitation shall be practiced before proceeding to the activity site and after attending the activity.
8. Gatherings shall be brief and shall not necessitate activities that would require physical contacts.

Post-Community Engagement

1. All personnel shall be dropped off at the designated area inside the DLSMHSI. Unloading at other points shall be allowed on certain occasions upon the approval of the PIC.
2. They shall properly dispose of their used face masks in the designated trash bin.
3. Before getting off the vehicle, the personnel shall change face mask, sanitize hand with 70% alcohol and/or immediately wash hand with soap and water at the nearest washroom.
4. The personnel shall change upper garment before entering the office assignment. He or She is strongly advised to have full head and body bath at home before joining the rest of the family members.
5. The PIC shall submit an accomplishment report to the Director at least 2 days after the actual community engagement, to include how it was conducted and how the stakeholders participated during the activity.
6. All personnel involved shall immediately inform the PIC of any feeling of unwellness or illness after the community engagement. He or She shall be triaged accordingly.

Prepared:

Maria Corazon E. Gurango, MD, MPH, FPAFP
Director
July 6, 2020

Approved:

Juanito O. Cabanias, LPT, PhD
Vice Chancellor for Academics

