



MEMORANDUM

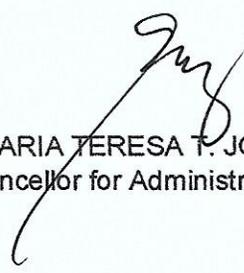
TO : UC COMMUNITY
FROM : OFFICE OF THE VICE-CHANCELLOR FOR ADMINISTRATIVE
AFFAIRS
SUBJECT : INCLUSION OF FRIENDS TEAHOUSE IN THE UNIVERSITY
ORGANIZATIONAL STRUCTURE
DATE : September 22, 2020

The university's membership in the Erasmus+ FRIENDS Project aims to strengthen our internationalization capabilities and to develop our students' global competence through the purposeful integration of intercultural dimensions into the university's formal and informal curriculum.

A key outcome of the project is the establishment of the FRIENDS TEAHOUSE, a multicultural hub for students and an extension of the International Linkages Office which is under the purview of the Office of the Vice-Chancellor for Business Development and Innovation.

For your information and guidance.

Thank you.


MARIA TERESA T. JOCHIN
Vice-Chancellor for Administrative Affairs

Noted and Approved by:


ATTY. MANUEL ELIJAH SARAUSAD
Executive Vice-Chancellor (Operations)/Chief Legal Counsel & Head, Legal Dept.



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Erasmus+ Programme
of the European Union



University of Cebu FRIENDS Teahouse Code of Conduct

The University of Cebu (“UC” for brevity) Teahouse is a multicultural hub and social space where students from different cultural backgrounds can meet, gather, create, share, interact and learn from each other. It is an extension of the International Linkages Office and aims to introduce intercultural and international dimensions into the university’s informal, i.e. extracurricular agenda.

The University of Cebu Teahouse Code of Conduct provides methods and options for managing students in the Teahouse. Thus, creating a safe, respectful and inclusive place so our students and faculty can contribute to living the UC graduate attributes and values, improving UC’s global brand and achieving sustainable FRIENDS Teahouse results.

- I. **Basic Safety and Health Standards.** As provided under the Omnibus Guidelines for the Implementation of Community Quarantine in the Philippines (“Omnibus Guidelines”) of the Inter Agency Task Force for the Management of Emerging Infectious Disease (IATF), DTI-DOLE Joint Memorandum Circular No. 20-04 series of 2020, DTI Memorandum Circular No. 20-44 and other COVID-related government issuances, the following shall be the minimum safety and health standards required to be observed in the UC Teahouse:

- A. **Mandatory Wearing of Face Masks and Face Shields and Basic Sanitation to Reduced Transmission of COVID-19**

- 1) No Face Mask, No Face Shield No Entry should strictly be practiced. Face Mask should be worn properly to cover the nose and the mouth and Face Shield should cover the entire face.
 - 2) Disinfection of hands using acceptable disinfectant (70%alcohol or alcohol based sanitizer) before a student or faculty shall be allowed to enter the establishment. If there is a washing station then everyone is mandated to wash the hands for 20 seconds with soap and water.
 - 3) Students or Faculty shall be required to step on foot baths provided at the entrance of the establishment.

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



- 4) Personnel or service staff, faculty and students must, at all times, wear face shields, face masks and practice social distancing. Use of alcohol or alcohol based sanitizer is highly encouraged.

B. Mandatory Temperature Check and Health Declaration Form

- 1) All individuals, upon entering the UC Teahouse premises, shall be required to accomplish the Health Declaration Form ("Annex A"), or any digital iteration thereof. The security staff or other responsible personnel shall immediately screen the accomplished form and perform a temperature check.
- 2) Body temperature of individuals who wish to enter the service area shall be taken. Temperature of more than 37.5 degrees Celsius and those with recognizable signs and symptoms of acute respiratory infection, e.g., fever, cough, colds, sneezing, and other influenza-like manifestations are not allowed to enter but shall be referred to the nearest medical practitioner or Barangay Health Emergency Response Team (BHERT).
- 3) The security staff or other responsible personnel on duty shall secure and store the accomplished health declaration forms and thereafter immediately forward the same to the designated University official or representative. Should an online health declaration form be used, the form should be electronically submitted to the University.
- 4) The Health Declaration Form shall be handled and processed in accordance with the Data Privacy Act and related issuances to ensure that -
 - a. Data collected should only include such necessary data proportional to the purpose of contact tracing;
 - b. The processing of personal data shall be transparent and that the data subjects shall be apprised of the reasons for such collection;
 - c. Reasonable and appropriate security measures and safeguards shall be implemented to protect the personal data collected;
 - d. The personal data collected shall be considered highly confidential; and



- e. The personal data shall be stored only for a limited period and shall be disposed of properly after thirty (30) days from date of accomplishment.

C. Physical Distancing

- 1) Physical distancing of at least one (1) meter, or two (2) meters radius when possible, shall be observed at all times. This must be practiced in combination with the wearing of masks and face shields. In order to ensure the observance of physical distancing protocols, the area of operation shall be reconfigured so that only at most one-half of the full capacity shall be accommodated at any given time. For this purpose, at least one half of the usual number of computers inside the service area shall be used at any given time. In case of doubt the standard that only one student or faculty shall occupy two (2) square meters of available space in the service area shall be the minimum social or physical distancing guide.

D. Ventilation

- 1) Natural air flow exchange (opening windows, opening doors, using of electric fans, turning off air-conditioning units to reduce air recirculation) is highly encouraged. If possible, the installation of exhaust fans, installation of air filtration devices with High-Efficiency Particulate Air (HEPA) filters or the recalibration of building heat, ventilation and air-conditioning (HVAC) systems should be explored.

E. Regular Cleaning and Disinfection of Areas and Equipment

- 1) The Teahouse must provide transparent plastic shields to separate computer units and users from one another. This should be disinfected daily using alcohol based or chlorine-based disinfectant. Only one user shall be allowed to operate one computer at a time.
- 2) All frequently touched areas such as door knobs or handles, tables, chairs, etc. should be disinfected frequently if possible every 2 hours and the entire establishment shall be disinfected at the end of every operating day. All computer keyboards and frequently-touched areas in the computer cubicle shall be disinfected before and after every use by the students or faculty.



- 3) The Teahouse shall be required to present a garbage disposal system or proper segregation of waste.

II. Moral Behavior of Users

1. To establish a perfect harmony between the faculty, students, and staff in the UC Teahouse, everyone should recognize and value the diversity of student experiences and expectations, both academically and personally, in a fair and transparent manner. As such, all users shall always observe the university core values in their conduct inside the UC Teahouse. The core values of the university are: ICARE (Innovation, Camaraderie, Alignment, Respect, and Excellence).
2. In reference to item II (1), all users are required to comply with the requirements set down in this Code of Conduct. As such, users shall observe basic ethical principles that are general to all cultures inside the UC Teahouse: do no harm, make things better, respect others, be fair, and be loving.
 - a. Users shall do no harm to others. Users shall act and speak just enough to make their points clear. Kindness is a necessity.
 - b. Users shall promote in creating a community where people trust one another.
 - c. Users shall respect one another and each other's' differences.
 - d. Student users shall be responsible towards their professors and other student users. As such, the student shall not do the following:
 - i. Stealing the student users' material;
 - ii. Any acts of discrimination.
3. The UC Teahouse observes the conduct of fairness. Those who will not observe the UC Teahouse Code of Conduct shall be dealt with accordingly.

III. Scheduling on the Use of Computer Resource

- 1) The Teahouse shall be open to UC students and/or faculty from Monday to Friday between 8:30 AM to 5:30 P.M. Saturday morning by appointment only.
- 2) The Teahouse shall accept students and/or faculty based on the approved semestral schedule for their subjects. The following order of users shall be prioritized: international students, MOOC enrollees, and student leaders/students of recognized student organizations performing IaH and HafH tasks.
- 3) The International Relations Officer/International Linkages Coordinator shall be responsible for scheduling the usage of the resources in the Teahouse; assigning, changing, or reassigning students and/or faculty. The generated distribution list



shall be approved by the Academic Director with the recommending approval of the International Linkages Coordinator.

IV. On the Usage of Computers and other Available Resource

A. Before using the Computer Resource

- 1) The users shall reserve the use of the available Teahouse resource at least 2 days prior of the actual date of using. The users need to fill out the required reservation form. Once approved, the users will receive a message, allowing them to use the available Teahouse resource.

Teahouse resources available for use:

- a) 2 desktop computers – installed in Work Area;
 - b) 1 copy machine – installed in Work Area;
 - c) 1 65" flat TV – installed in Meeting Room; and
 - d) 1 projector;
 - e) 1 camera with tripod
- 2) The Teahouse shall not allow any student or faculty to use its computer resource without the identity of the user being established. The intending user may establish his/her identity by producing a document which shall identify the users to the satisfaction of the Teahouse. Such document shall include the following:
 - a. Validated School ID or Present UC Study Load issued by the University
 - 3) The Teahouse shall keep a record of the users by requiring them to log in using the logbook. The users shall bring their own pens for safety and hygiene purposes. The authorized personnel of the Teahouse shall verify the users' credentials upon their entrance in the Teahouse.
 - 4) The authorized Teahouse personnel reserves the right to refuse anyone who are under the influence of alcohol, bringing alcoholic drinks, and to report any lewd acts inside the Teahouse.

B. During the Usage of Computer Resource

- 1) The computer facilities are available for FRIENDS teahouse related purposes only.
- 2) For classification purposes, there shall be two types of accounts available:
 - a. Student Accounts
 - i. Students must request access to the accounts from the UC Teahouse's designated or authorized personnel. It should be verified by the distribution list provided by the Academic Director as



referred to in Item II of this document.

b. Faculty Accounts

- i. Faculty members must request access to the accounts from the UC Teahouse's designated or authorized personnel. It should be verified by the distribution list provided by the Academic Director as referred to in Item II of this document.

- 3) The surfing of following related websites shall be blocked:
 - a. Containing pornographic or obscene materials;
 - b. Online Gaming Sites; and
 - c. Social Networking Sites (facebook, twitter, youtube, etc.)
- 4) All user computer(s) are closely monitored by the server.
- 5) Users shall not download any additional soft wares.
- 6) Set mobile devices to mute mode.
- 7) Users should not make deliberate attempts to harm, degrade, or negligently disrupt the performance of any computer and network resources.
- 8) Keyboard, mouse, headset should be properly handled, any damages to the mentioned-above will be charged to the students or faculty users.
- 9) Users shall always save their work on their removable devices.
- 10) Users shall handle their data appropriately and users are responsible for generating, creating, and/or altering sensitive data.
- 11) Any intentional misuse or abuse of computer facilities will be subjected to cancellation of computer privileges and appropriate disciplinary action.

C. After Using the Computer Resource

- 1) The UC Teahouse designated or authorized personnel shall be responsible for keeping the computers on freeze mode. The freeze mode will automatically delete all the saved files and virus that the computer received on the day. Thus, the computer will go back to its usual state the next working day.

V. Meeting Room Usage

- 1) Book the meeting room ahead through a Requisition Form from the UC Teahouse designated or authorized personnel.
- 2) Follow the appropriate norms of professional respect that are necessary to promote the conditions for free cultural and academic interchange.
- 3) Single intense and severe act of multiple persistent or pervasive acts that are demeaning, abusive, offensive, or create a hostile professional or workplace environment are not acceptable. Attendees are encouraged to immediately report related instances to UC Teahouse designated or authorized personnel.

VI. UC Teahouse Security



- 1) CCTV systems were installed, consistent with the CCTV Ordinance of the City.
- 2) Taking pictures inside the UC Teahouse shall be strictly prohibited. For documentation purposes of students, permission from authorized Teahouse personnel is required.

VII. Data Privacy

- 1) Students or Faculty data shall be treated as his/her private property. After using the computer resource, users must not attempt to access or make use of any other user's data without the permission of the user concerned.
- 2) UC Teahouse designated or authorized personnel reserves the right to access user's data for appropriate management purposes to have back up copies and to ensure system integrity.

VIII. Student and Faculty Discipline Proceedings

- 1) Student Discipline:
 - a. Proceedings for any violation of this UC Teahouse Code of Conduct may be instituted and undertaken by the UC's Disciplinary Committee.
- 2) Faculty Discipline:
 - a. Proceedings for any violation of this UC Teahouse Code of Conduct may be instituted and undertaken by the UC's Human Resource.
- 3) Responsible for any violation of this UC Teahouse Code of Conduct is expected to all users who will be accessing and using the available resource. Violation of any of the stipulations in this document shall result in the cancellation or restriction of privileges and appropriate action will be taken including possible loss of UC Teahouse resource privileges, suspension and/or expulsion.



ANNEX 1. Health Declaration Form

<div style="text-align: center;">  <p>University of Cebu – Bantad Campus DAILY HEALTH SYMPTOMS QUESTIONNAIRE</p> </div> <p>NAME: _____ Age: _____</p> <p><input type="checkbox"/> Teaching <input type="checkbox"/> Non- Teaching <input type="checkbox"/> Agency</p> <p>Department: _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2">HEALTH DECLARATION</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td rowspan="11">1. 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