



MPCF-Legazpi Guidelines on COVID-19

On March 11, 2020, the Office of the President of Mariners Polytechnic Colleges Foundation of Legazpi City (Albay) Inc., issued Memorandum No. 03, s. 2020 creating Task Force COVID-19 in response to the urgent and pressing concern surrounding COVID-19 as a National Health Emergency.

In view of the Department of Health's raising of the COVID-19 Alert System to Code Red Sub-Level 2 last March 12, 2020, Task Force COVID-19 hereby recommends the following guidelines for school administrators, students, faculty, staff and other members of the MPCF Community for strict implementation upon the resumption of classes and shall remain effective until lifted:

GENERAL GUIDELINES:

To effectively manage and address the threat of the COVID-19 in MPCF, the following guidelines are hereby imposed:

- 1. Health and Safety Practices.** All students, faculty and staff are advised to:
 - a. stay healthy, get enough rest, and observe a healthy lifestyle.
 - b. practice the 20-second proper handwashing using soap and running water.
 - c. strictly observe social distancing (at least 1 meter) and minimize movement within the campus.
 - d. exercise respiratory etiquette by covering mouth and nose when coughing and sneezing.
 - e. avoid unnecessary physical contact such as shaking of hands or touching of nose, mouth, and eyes.
 - f. avoid contact with animals and avoid consumption of raw or undercooked animal products.
 - g. use personal protective equipment when the risk of exposure is high.
- 2. Thermal Scanning.** Everyone entering the School premises including alumni, suppliers, and visitors shall undergo thermal scanning. Persons with a temperature of more than 37° C shall not be allowed to enter the school premises.
- 3. Use of Sanitizers.** The use of alcohol or hand sanitizers at the main entrances is mandatory for everyone. Liquid soap and sanitizers are also available at the school canteen, biometrics stations, and in all comfort rooms within the campus.
- 4. Travel Declaration Form.** As part of the school's precautionary measure against COVID-19, only students, alumni and visitors with urgent and essential transactions with the school shall be permitted to enter.

Security personnel shall provide a Travel Declaration Form to all alumni and visitors to fill-out. Those with history of travel outside the Bicol Region, shall automatically



be barred from entering the school premises, and shall be advised to complete the 14-day self-quarantine period. All forms shall be submitted immediately by the Security personnel to the School Nurse.

Employees and students shall inform the School Nurse through text or email (please refer to Annex C) if they have travelled outside the Bicol Region after March 1, 2020. An electronic copy of the Travel Declaration Form can be downloaded from the school's website.

- 5. Alternative Communication Channels.** Everyone is advised to use SMS, phone calls, emails, and online messaging apps as an alternative mode of communication to limit physical contact. Contact details of the school and the key offices are listed in Annex C of this guideline.

Offices are encouraged to conduct teleconferences in lieu of face-to-face meetings whenever possible. It is strongly advised that face-to-face meetings be kept brief, and social distancing of at least 1 meter be strictly observed.

- 6. Transactions with Offices.** Only urgent transactions with key offices shall be permitted.

Transactions with the Registrar's Office and key offices shall be done in their respective designated areas. Security personnel shall escort visitors to these areas to minimize movement within the campus. Visitors shall only be allowed within the school's premises until completion of their respective transactions.

- 7. Alternative Payment Methods.** Transactions with the Office of Financial Affairs shall be done through cash deposit or online banking. Verification shall be made through the use of email, phone calls, and/or social media messaging apps (please refer to Annex B for the list of Bank Accounts).

- 8. Morning and Afternoon Colors.** Due to the suspension of classes, Morning and Afternoon Colors shall be temporarily waived.

Should suspension of classes be lifted before the end of the semester, Prayers and National Anthem shall be played through the Public Address system, and shall be observed inside the classroom.

- 9. Work-related Travels.** All work-related travels outside the province are suspended until lifted. Employees with approved travel orders within the province are advised to limit their contact with other individuals to prevent risk of exposure, and must return immediately after completing their transaction.

- 10. Mitigation and Monitoring.** As part of our mitigation and monitoring measures, students and employees are advised to inform the School Nurse via SMS (College: 09292351652, SHS: 09654808613) if:



- a. He/she has mild cough, flu-like symptoms or low-grade fever (37° C or higher).
- b. He/she has an immediate family member who is COVID-19 positive or exhibiting flu-like symptoms.
- c. He/she knows someone in the MPCF Community exhibiting flu-like symptoms, after encouraging the same person to report voluntarily.

Persons who met any of the above-mentioned criteria are advised to seek further medical attention.

In the event that an employee, student, or visitor show COVID-19 related symptoms while in the school premises, the School Nurse shall:

- a. provide the patient with a face mask to prevent the risk of spreading the infection;
- b. immediately isolate the patient in the designated Isolation Room (Main Building – College Student Lounge); and
- c. refer the patient to Tent One of Bicol Regional Training and Teaching Hospital (BRTTH) for treatment.

11. Self-quarantine. Students and employees who are advised to observe self-quarantine measures for fourteen (14) days are encouraged to:

- a. Follow the Self-Quarantine policy of the Provincial Government of Albay as per EO No. 007, s. 2020 (please refer to Annex D).
- b. Observe minimal interaction with family members within the household to reduce risk of infecting others.
- c. Report to the barangay that they are undergoing self-quarantine.

12. Data Privacy and Confidentiality. All information of persons under monitoring and investigation due to COVID-19 shall be handled by the Task Force COVID-19 with professionalism and utmost confidentiality.

13. Sharing of COVID-19 Related Information. Everyone is encouraged to avoid sharing unconfirmed news and to stay informed about the latest updates on the COVID-19 through the official websites and social media account of Mariners' Legazpi, Local Government Units, DOH, and regulatory agencies such as CHED and DepEd.

Posters and information materials on proper hygiene practices and COVID-19 updates, shall be displayed in prominent areas and social media accounts of the school.

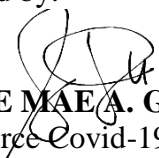
14. Cleaning and Sanitation of the School Premises. The Physical Facilities Department shall conduct routine cleaning and disinfection, particularly of high contact surfaces.

15. Conduct of Student Activities. Should suspension of classes be lifted before the end of the semester, all off-campus student activities shall be suspended until lifted.



- 16. Guidelines per Department.** Department Heads are directed to issue specific guidelines pertaining to the operations of their respective offices vis-à-vis precautionary measures against COVID-19.
- 17. Work Arrangements.** A separate guideline on work arrangements shall be issued by the Task Force COVID-19 in congruence to the directives and advisories of the LGU and appropriate government agencies.
- 18. Information/Update Dissemination.** Updates may be issued by the Task Force COVID-19 from time-to-time pursuant to regular updates and advisories coming from relevant government agencies through the school's website and official social media account.

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President



Annex A

Institutional Response to COVID-19 Scenarios

Scenario	No COVID-19 positive case in the Province of Albay	With COVID-19 positive case in the Province of Albay
He/she has mild cough, flu-like symptoms or low-grade fever [37 C or more]	<p>The Clinic Nurse shall:</p> <ol style="list-style-type: none"> provide the student or employee with a face mask to prevent the risk of spreading the infection and initial medication; advise the student or employee to seek further medical intervention with their private physicians. 	<p>The Clinic Nurse shall:</p> <ol style="list-style-type: none"> provide the student or employee with a face mask to prevent the risk of spreading the infection and initial medication; immediately take the student or employee to the designated Isolation Room refer the student or employee to the Tent One of Bicol Regional Training and Teaching Hospital (BRTTH) for treatment.
He/she has an immediate family member COVID-19 positive		<p>The Clinic Nurse shall:</p> <ol style="list-style-type: none"> advise the student or employee to take necessary precautions provided by the DOH and observe self-quarantine for 14 days
He/she is living with a family member who is exhibiting flu-like symptoms	<p>The Clinic Nurse shall:</p> <ol style="list-style-type: none"> advise the student or employee to take necessary precautions to avoid getting sick 	<p>The Clinic Nurse shall:</p> <p>advise the student or employee to take necessary precautions provided by the DOH and observe self-quarantine for 14 days</p>



<p>He/she has travel history from COVID-19 infected areas starting from the release of these guidelines</p>	<p>The Clinic Nurse shall:</p> <ul style="list-style-type: none">a. advise the student or employee to take necessary precautions provided by the DOH and observe self-quarantine for 14 days	<p>The Clinic Nurse shall:</p> <ul style="list-style-type: none">a. advise the student or employee to take necessary precautions provided by the DOH and observe self-quarantine for 14 days
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Annex B

Mariner's Legazpi Bank Accounts (for cash deposits and online banking)

RCBC

Bank Account No: 1309-00567-4

Account Name: Mariners' Polytechnic Colleges Foundation

DBP

Bank Account No: 410-615-1

Account Name: Mariners' Polytechnic Colleges Foundation

BDO

Bank Account No: 004250341251

Account Name: Mariners' Polytechnic Colleges Foundation



Annex C

Contact Details

Mariners' Polytechnic Colleges Foundation of Legaspi City (Albay) Inc.

Phone No.: (052) 482-0997
Email Address: mpcflc@gmail.com
Website: www.marinerslegazpi.edu.ph
Facebook page: <https://www.facebook.com/marinerslegazpi.ph/>

Task Force CoVid-19

Mobile No. (Globe): 0965-351-1409
Mobile No. (Smart): 0929-235-1652

VP for Administration

Mobile No.: 0927-384-5265
Email: academics.mpcflc@gmail.com

VP for Academic Affairs

Mobile No.: 0929-223-0274
Email: milaesparrago@yahoo.com

Human Resource Dept.

Mobile No.: 0917-110-7577
Email: julie.nieva30@gmail.com

School Registrar

Mobile No.: 0935-885-0321
Email: normavillanueva210@yahoo.com.ph

Office of Financial Affairs

Mobile No.: 0918-688-6183
Email: acctg.mpcflc@gmail.com

Office of Research and Extension Services

Mobile No.: 0905-787-6195



Email: mpcflc.ores@gmail.com

Office of Student Affairs and Services

Mobile No.: 0965-351-1409

Email: mpcflc.sas@gmail.com

Physical Facilities Dept.

Mobile No.: 0917-566-0435

Email: stephanusdino@yahoo.com