



TFC19 ADVISORY NO. 04, s. 2020

DATE: May 18, 2020

TO: Students, Faculty, Staff and Stakeholders of MPCFLC

FROM: Task Force CoVid-19

RE: **MPCF-Legazpi Health and Safety Guidelines under the General Community Quarantine**

On March 11, 2020, the Office of the President of Mariners Polytechnic Colleges Foundation of Legaspi 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 declaration of General Community Quarantine (GCQ) in the province as stated in the Executive Order No. 17 of the Provincial Government of Albay, and as approved by the national Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), the following guidelines for GCQ are hereby established:

1. **Health and Safety Practices.** All employees working as part of the Skeleton Workforce shall observe the following health and safety practices at all times:
 - 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 2 meters)
 - d. minimize movement within the campus
 - e. exercise respiratory etiquette by covering mouth and nose when coughing or sneezing
 - f. avoid unnecessary physical contact such as shaking of hands or touching of nose, mouth and eyes
 - g. avoid contact with animals and avoid consumption of raw or undercooked animal products
 - h. use of personal protective equipment when risk of exposure is high

2. **Persons Permitted to Enter the School Premises.** Only employees who are part of the Skeleton Workforce as determined by the Heads of Officers and the Human Resource Department shall be allowed to enter the school premises. Security personnel who are reporting for duty shall also be allowed.

Suppliers and contractors may be allowed to enter the school premises provided that they were given prior clearance by the Officer-in-Charge of the Physical Facilities Department and the Director of the Office of Financial Affairs.



The following persons are prohibited from entering the school premises:

- a. Employees who are not part of the Skeleton Workforce and those without authorization from their Head of Office and the Human Resource Director
- b. Employees who are part of the Skeleton Workforce but are residing in barangays with a known CoVid-19 positive patient, unless his/her community has been CoVid-19 free for three (3) consecutive weeks
- c. Persons with cough, colds, fever or flu-like symptoms or those who are unwell
- d. Students and alumni (below 21 years old and 60 years-old and above)
- e. Visitors

3. **Wearing of Face Mask and Face Shields.** A “No ID and No Facemask, No Entry” Policy shall be in place. All persons entering the school premises are required to wear their ID and face mask at all times.

Employees who are at the frontline services shall also wear face shields at all times, in addition to face masks.

4. **Thermal Scanning.** All individuals who intend to enter the school premises shall be subjected to Thermal Scanning outside the school entrances.

Anyone with a temperature of 37.5 °C shall not be allowed to enter the premises. Individuals who do not display symptoms related to fever shall be given 10 minutes to rest and shall be scanned again for temperature. If the temperature remains at 37.5 °C or higher, the individual shall be denied entry to the school premises.

Drivers and other individuals entering the school via vehicles shall also be subjected to thermal scanning.

5. **Use of Sanitizer, Foot Bath and Wheel Disinfection Bath.** After undergoing thermal scanning, all individuals entering the school premises must sanitize their hands and undergo foot bath at the school entrances. These procedures shall be facilitated by the Security Personnel.

Vehicles entering the school must also through a wheel disinfection bath provided at the entrance gate, in addition to existing security protocols.

6. **Entrance and Exit.** There shall be a designated Entrance Only and Exit Only areas at the Main Campus and Annex Campus.

Employees shall be directed to stay inside the Campus for the duration of their shift. Those who will exit the premises shall not be allowed to enter the school premises again for the rest of the day.



Use of Personal Gate Pass shall be suspended during the GCQ period until lifted.

- Limited Movement within the Campus.** All employees and individuals permitted to enter the school premises shall observe minimal movement within the school campus.

Employees shall be directed to remain in their respective offices throughout their shift and avoid unnecessary movement and physical interaction with other individuals.

Suppliers and contractors shall only be allowed outside of the school premises or at the holding area as authorized by the OIC of the Physical Facilities Department. Their movement shall be closely monitored by the Security Personnel or assigned Physical Facilities personnel. They shall only be allowed within the school premises until the completion of their respective transactions.

- Online transactions.** Online transactions shall be available to former students, alumni, visitors, suppliers and contractors.
- External Delivery Services.** Food delivery services and other delivery services addressed to the school shall be prohibited.
- Alternative Modes of Communication.** Everyone is advised to use SMS, phone calls, emails, and online messaging apps as an alternative mode of communication to limit physical contact.
- Meetings.** 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 2 meters be strictly observed.

Wearing of face masks during meetings is a must.

- Mariners' Café Services.** Employees are encouraged to bring their own food during their shift. However, the Mariners' Café may operate on a pre-order basis depending on the number of employees on shift. Food menu shall be available for ordering one day in advanced.

The cafeteria area shall be strictly for Mariners' Café personnel only.

Food shall be delivered by the assigned Mariners' Café personnel to offices during their delivery schedule. Employees shall provide and use their own utensils.

Further guidelines on the operations for the Mariners' Café under the GCQ shall be subsequently issued.



13. Mitigation and Monitoring. As part of our mitigation and monitoring measures, employees are advised to inform the School Nurse via SMS (College:0929-235-1652, SHS: 0965-480-8613) if:

- a. He/she has mild cough, flu-like symptoms or low-grade fever (37.5 °C or higher) or generally feels unwell during his/her work shift;
- b. He/she has mild cough, flu-like symptoms or low-grade fever (37.5 °C or higher) while staying at home;
- c. He/she has an immediate family member who is COVID-19 positive or
- d. exhibiting flu-like symptoms;
- e. He/she knows someone in the MPCF Community exhibiting flu-like symptoms,
- f. after encouraging the same person to report voluntarily.

In the event that an employee, student, or visitor show COVID-19 related symptoms while in the school premises, the School Nurse shall immediately isolate the patient in the designated Isolation Room.

Employees who feel unwell or exhibit symptoms of illness while on their shift shall immediately go to the School Clinic for intervention.

14. Regular Disinfection of Premises. The Physical Facilities Department shall conduct routine cleaning and disinfection, particularly of high contact surfaces.

Likewise, office occupants shall also conduct disinfection of their respective workspaces on a daily basis.

A general disinfection of the school premises shall be conducted once a month.

15. Posting of CoVid-19 Information Materials. Information materials regarding CoVid-19 shall be placed in conspicuous areas within the campus to help spread awareness and verified information regarding the virus and its prevention.

16. Sharing of 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.

For announcements and public advisories, you may visit the following official DOH channels:

Website: <https://www.doh.gov.ph/2019-nCoV>

Facebook: <https://www.facebook.com/OfficialDOHgov/>



17. 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.

(Sgd.) LESLIE MAE A. GAVERIA
Task Force CoVid-19 Chairperson

Noted by:

(Sgd.) MERLE JIMENEZ-SAN PEDRO
President, MPCF-Legazpi