



# MCC F2F: Forward To Future

Transition Plan to Limited Face-to-Face



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## **General Terms**

CHED – Commission on Higher Education

CMC – Crisis Management Committee

Community members – all members of MCC including students, teachers, office and non-office staff

Contact tracing – the process of identifying all people that a COVID-19 patient has come in contact with in the last two weeks

Disinfection – the process of sanitizing using industrial-strength disinfecting agents, chlorine-based cleaners, isopropyl alcohol, other cleaning agents

F2F – face-to-face

Isolation room – designated place for the separation of a suspected covid-19 patient

LGU – local government units which include barangay and city or provincial offices

PPE – personal protective equipment with in this case includes face masks, face shields, gloves, etc.

PUI – person under investigation is any person who is suspect to have or display symptoms of the covid-19 virus

Quarantine - a state, period, or place of isolation in which people that have arrived from elsewhere or been exposed to infectious or contagious disease are placed

Reintegration – return of student to limited face-to-face setting

Social distancing – term used by IATF to indicate a distance of at least 1.5 meters physical distance from person to person

Testing – the act of determining the positivity or negativity of a person of covid-19 through swab-testing or RT-PCR (DOH, 2021)

## I. **Self-Assessment**

### A. Crisis Management Committee

Mabalacat City College established a Crisis Management Committee (CMC), approved through Board Resolution No. 62 series of 2021, herein attached as **Annex “A”**. The CMC, chaired by the College President, shall develop centralized decision-making in matters relating to MCC’s COVID-19 response, forming well-defined and systematized COVID-19 action plans, and the opening of limited face-to-face classes. The Committee is composed of representatives from the Planning and Legal Unit, Health Services Unit, Safety and Security Management, Management Information Systems Unit, Finance and Administration Office, Academic Affairs Office, Student Affairs and Support Services Office, Supreme Student Council and the Faculty Association.

The primary duties and responsibilities of the MCC-CMC are as follows:

- Conduct regular meetings/fora to discuss ongoing gaps, issues and concerns, and provide appropriate solutions thereof;
- Assess the readiness of the Institution to reopen for limited face-to-face classes;
- Take charge of the application to reopen;
- Disseminate appropriate and relevant information to stakeholders;
- Oversee the implementation of health and safety protocols
- Monitor and evaluate the compliance of MCC with the relevant memoranda and issuances of CHED;
- Take the appropriate measures when risks and impacts of COVID-19 may exist in the campus or surrounding communities (e.g. presence of suspected and confirmed cases have been reported);
- Manage and supervise daily campus-wide disinfection; and
- Execute other tasks relevant to minimizing the risks and impacts of COVID-19 as deemed necessary.

### B. Infrastructure

#### 1. Limited Face-to-Face Floor Plan

The floor plan for the conduct of limited face-to-face classes shows the classrooms, laboratories and other facilities that are in compliance with health and

safety protocols implemented by the Institution as well as its regulatory body, the CHED. Exhibits A.1 and A.2 below show the facilities available at MCC Main, while Exhibits B.1 and B.2 show facilities at MCC Dapdap.

- Traffic Flow
- Bubble OJT
- Restricted Area
- Isolation Facility
- Laboratories
- Simulation Room
- Lecture Room
- CR

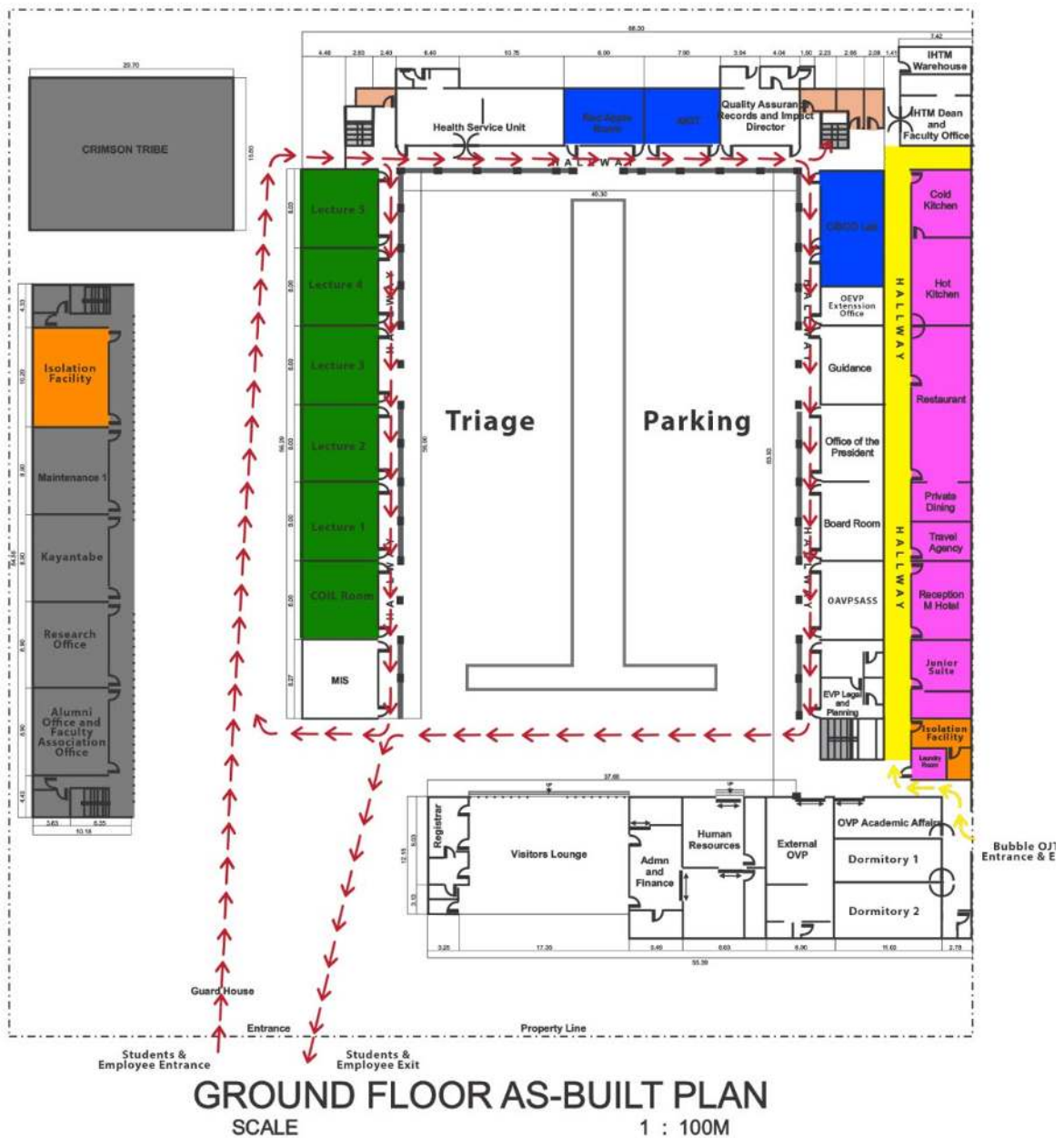
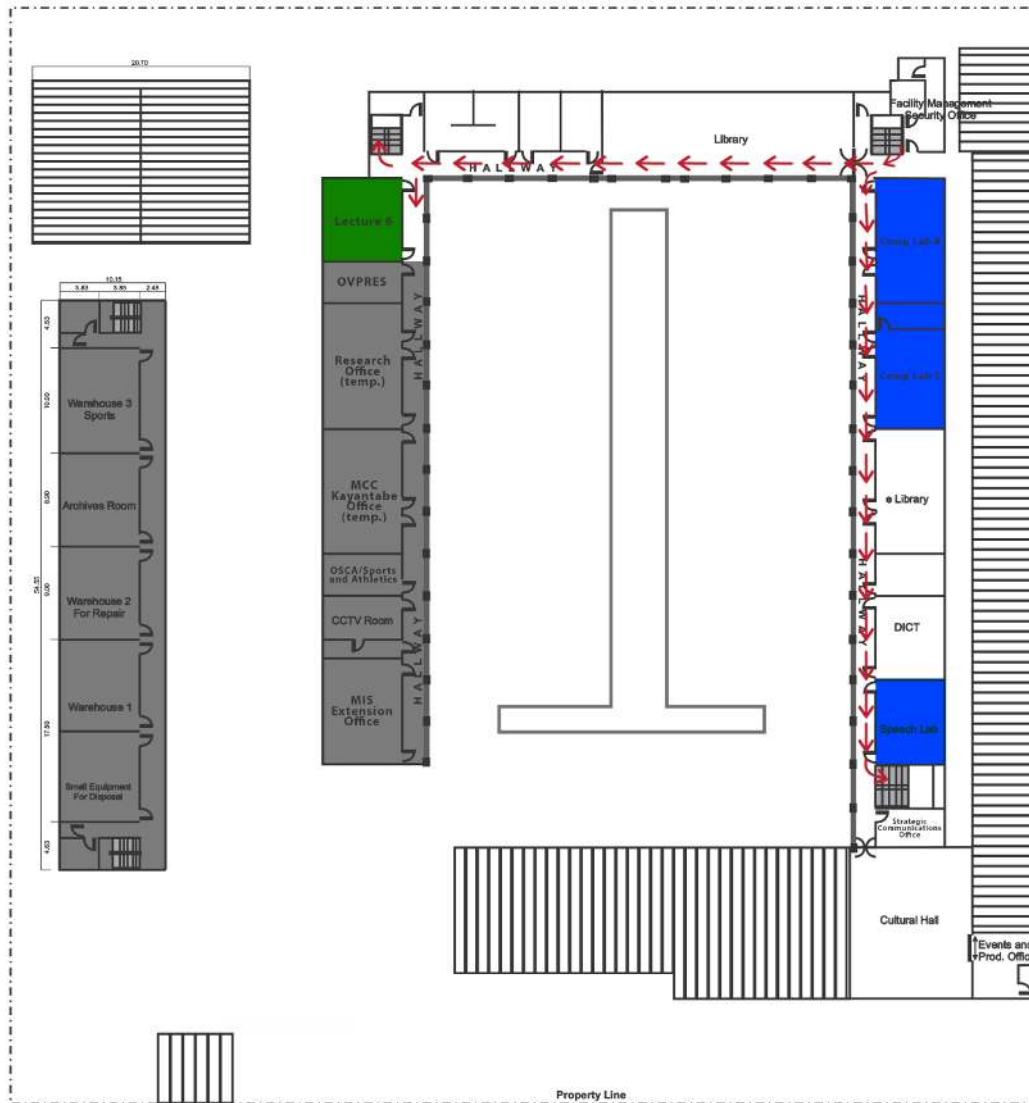


Exhibit A.1: MCC Main Ground Floor Level

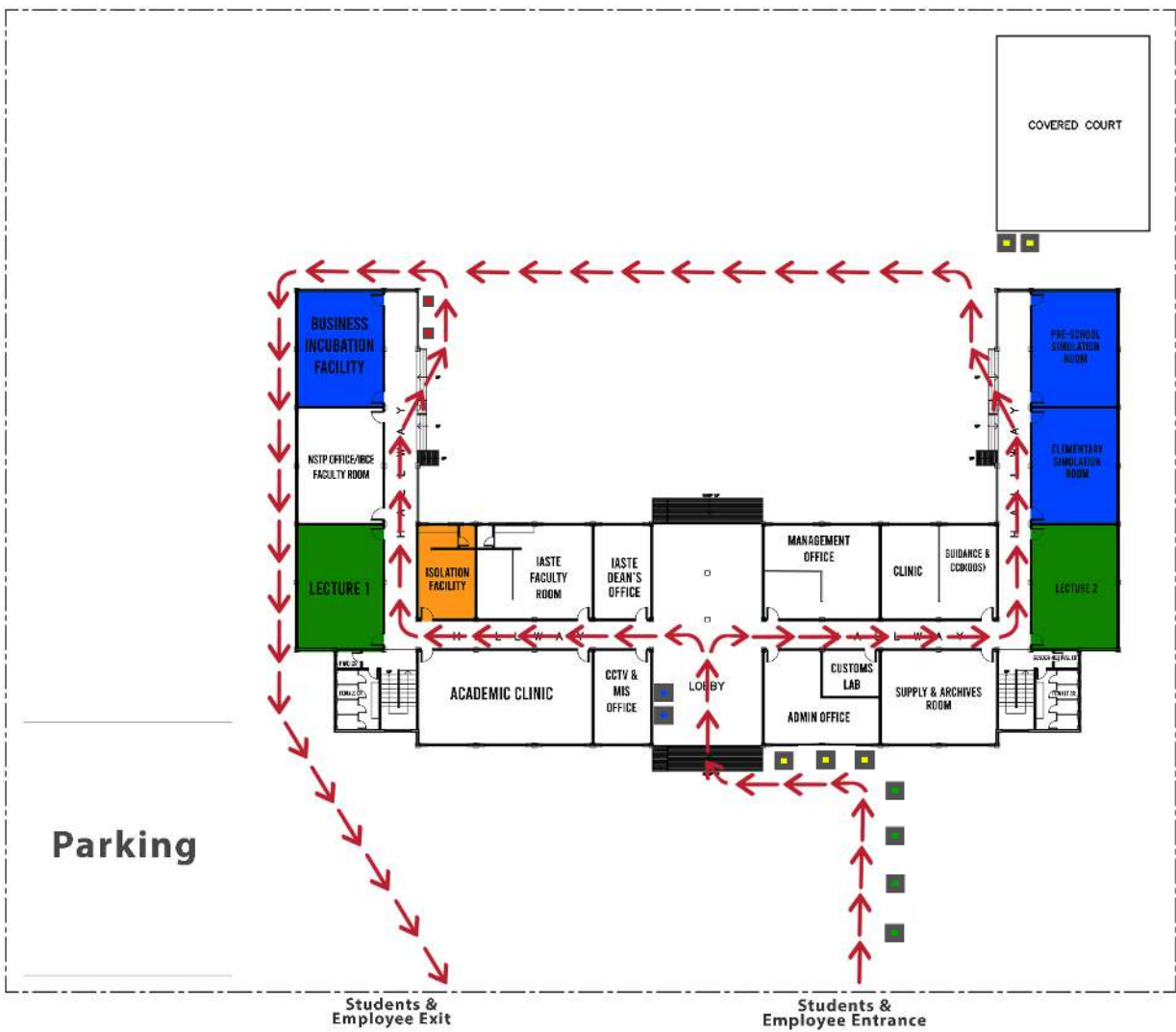
- Traffic Flow
- Bubble OJT
- Restricted Area
- Isolation Facility
- Laboratories
- Simulation Room
- Lecture Room
- CR



**SECOND FLOOR AS-BUILT PLAN**  
SCALE 1 : 100M

*Exhibit A.2: MCC Main Second Floor Level*

- Traffic Flow
- Restricted Area
- Lecture Room
- Laboratories
- Isolation Facility
- Student gate-in pass
- Student gate-out pass
- Sanitation Station
- Employee QR code scanner



## GROUND FLOOR AS-BUILT PLAN

Exhibit B.1: MCC Dapdap Ground Floor Level

- Traffic Flow
- Restricted Area
- Lecture Room
- Laboratories
- Isolation Facility
- Student gate-in pass
- Student gate-out pass
- Sanitation Station
- Employee QR code scanner



## SECOND FLOOR AS-BUILT PLAN

Exhibit B.2: MCC Dapdap Second Floor Level



## 2. Room Capacity per Area

Area	No.	Maximum Capacity
<b>MCC Main</b>		
Lecture Rooms	6	20 seats + 1 instructor
COIL Room	1	12 seats + 1 instructor
Library	1	20 students
e-Library	1	20 students
B Computer Lab	1	20 seats + 1 instructor
S Computer Lab	1	12 seats + 1 instructor
CISCO Lab	1	12 seats + 1 instructor
MAC Lab (Red Apple Room)	1	12 seats + 1 instructor
AIOT Lab	1	12 seats + 1 instructor
Speech Lab	1	12 seats + 1 instructor
Hometown Restaurant	1	20 students
Hot Kitchen	1	5 persons
Cold Kitchen	1	5 persons
VIP Lounge	1	5 persons
Travel Agency	1	5 persons
Front Office/Reception	1	5 persons
Junior Suite	1	5 persons
Laundry Room	1	3 persons
Tambayan	5	4 persons
Quadrangle	1	500 persons
Gym	1	150 persons (100 if used for sports activities)
Dormitories	2	20 students
Isolation Facility	2	1 person
<b>MCC Dapdap</b>		
Lecture Rooms (including simulation rooms)	10 (7 lecture; 3 SRs)	20 seats + 1 instructor

Academic Clinic	1	30 persons
CHEM Lab	1	20 seats + 1 instructor
BIO Lab	1	20 seats + 1 instructor
Lab Storage	1	2 persons
Computer Lab	1	20 seats + 1 instructor
Covered Court	1	800 persons
Customs Lab	1	5 persons
Isolation Facility	1	1 person

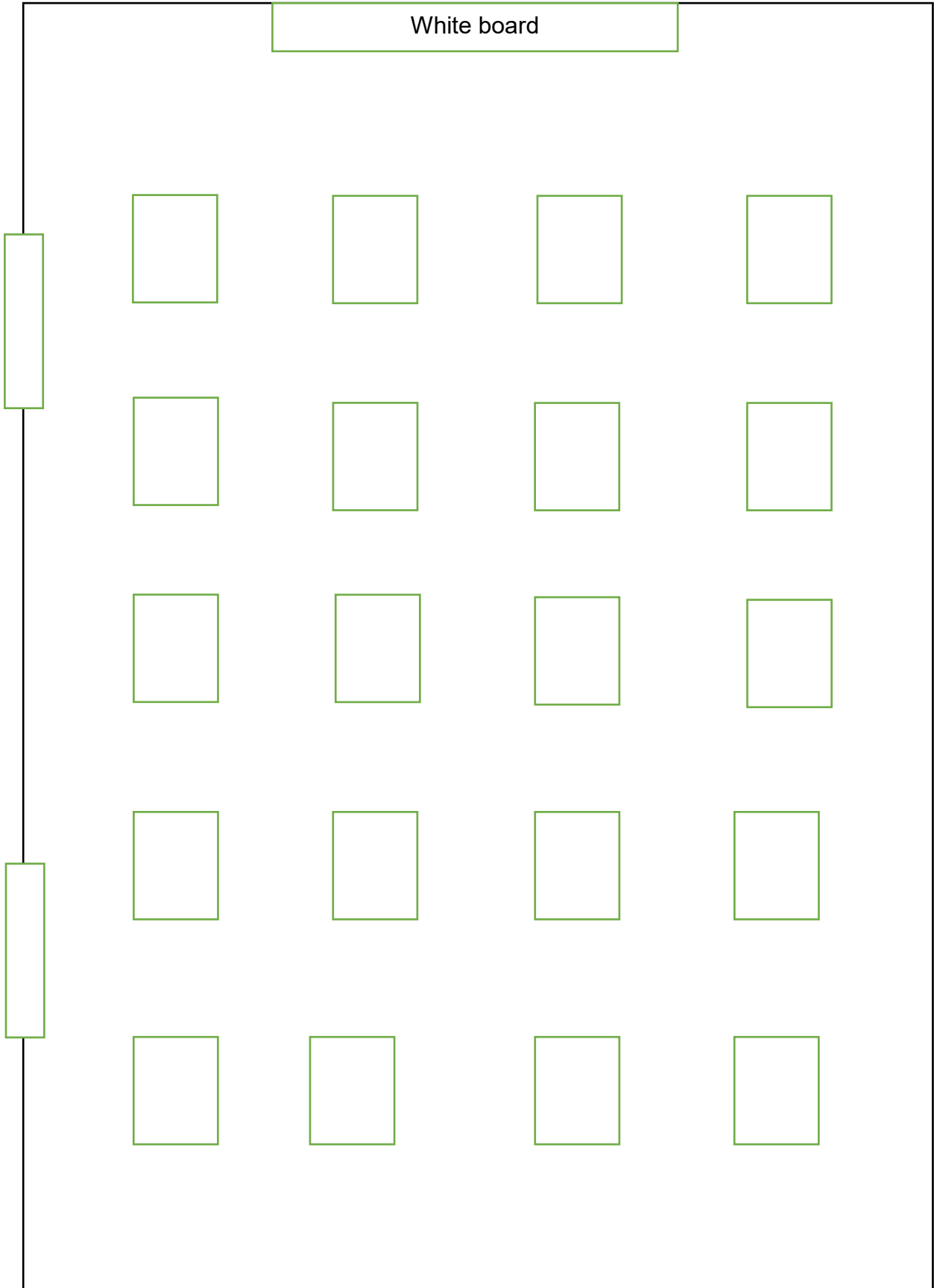
#### Student-led Group Discussions:

Student-led group discussions and consultations may be allowed in the student center, libraries and DigiHubs. The maximum number of student participants in any group activity is up to eight only.

### 3. Facilities Guidelines

- i. MCC shall maximize and improve natural ventilation in all rooms and common areas, with upgraded ventilation systems in line with the guidelines of the DOLE DO No. 224, series of 2021a.
- ii. MCC shall assess ingress and egress with physical distancing to determine the impact on the time needed for student movement between classrooms and building.
- iii. MCC shall require students to go straight to their assigned rooms upon entering the campus. If students arrive early and their rooms are not yet available, they shall be directed to go to the study hall/cafeteria/communal areas where physical distancing shall still be strictly observed. They shall not be allowed to loiter.
- iv. MCC shall require faculty and instructors to have seating plans indicating the assigned seats of students. Students shall not be allowed to sit just anywhere but will be utilizing the assigned seat throughout the semester.
- v. MCC shall implement a one-way foot traffic system to limit human intersection, contact, or interaction. There shall be markings on the floors indicating the directions and proper distancing to follow from the entrance gate to the room

- and within the room. MCC shall limit human intersection, contact, or interaction in the said areas.
- vi. MCC shall limit the movement of students including and will prohibit students from moving from one room/area to another without proper authority or reason.
  - vii. Classrooms/laboratories/communal areas/other school facilities, as well as equipment used by the students, shall be cleaned and disinfected at the end of each school day.
  - viii. MCC shall observe the following floor plan to ensure a physical distance of at least 1.5 meters is strictly observed.
  - ix. MCC shall have the maximum number of students present inside the classrooms, laboratories, libraries, gymnasiums, covered courts, and other facilities which will be used for limited face-to-face classes following the 1.5-meter physical distance and IATF-premised maximum venue capacity.
  - x. MCC shall ensure that the daily number of physically present students does not exceed the following limits:
  - xi. Only 18-20 students may be allowed to come on campus for skill acquisition, board work or demo. The rest of the class will join via online to watch students who are on face-to-face session.
  - xii. The classroom-seating plan will be as follows (next page):



## C. Academics

### 1. Learning Continuity Plan (MCC Flex and MCC Plus) and Delivery of Instruction

For the LCP for A.Y. 2021-2022, MCC plans to continue the strategies that were established in the prior academic year, but with the addition of the limited face to face classes that are mentioned here. As the threat of the covid-19 virus still looms and the World Health Organization has not yet reduced the world alert from pandemic level to endemic, MCC will still be following the stated learning delivery mode which here follows:

MCC will provide tablets for loan to students and wi-fi connections through the MCC DigiHubs which were set-up in locations identified to be near to the residents of the aforementioned students. The hubs will serve as pick-up and drop-off points for printed modules. Meanwhile, those who have online access and gadgets will attend their classes virtually by watching recorded videos of their professors/ instructors. The students would have the opportunity to meet their mentors during the scheduled consultation days or time.

To enhance the delivery of instruction, a more focused and more engaged interaction between professors/instructors and their learners will ensue. Hence, the conception of the MCC Plus with two (2) areas of focus:

- 1) Full Online Mode of Course Delivery; and
- 2) Transformation of DigiHubs into DigiHub Plus.

To sustain and improve quality of education, MCC now has sophisticated infrastructure, equipment, digital tools and e-library resources which students and mentors can utilize.

In order to lessen contact, modules will no longer be printed and distributed in the DigiHubs. All materials and activities will already be made available online, following the directives of the Commission on Higher Education (CHED) on the adoption of a Flexible Learning Scheme in the New Normal.

MCC will continue to offer its blended teaching and learning approaches through the following: Asynchronous online learning refers to the mode of learning that does not require real-time interaction, (Libasin et al., 2021), flexible learning which is

an innovative approach for delivering well designed, learner-centered, and interactive learning environments to anyone, anyplace, anytime by utilizing the attributes and resources of the Internet, digital and other modes of learning in concert with instructional design principles (Khan, 2007), with the use of a combination of digital and non-digital technology, (Magsambol , 2021).

The learning management systems (LMS) will integrate interactive learning environments and administration and facilitate customized online instructional materials, coordinating administration of instructors, users, courses, and content in a centralized and automated system (Ifenthaler, 2012).

Synchronous online learning process will happen in real time, requiring the engagement of the instructor and the students at the same time or accessing them from different locations, (Libasin et al., 2021).

MCC Plus will allow learning experiences of its students using various devices such as smartphones and computers with internet support in synchronous or asynchronous approaches. Lectures and discussions will still be delivered synchronously via MS Teams, MCC'S Conferencing Application and Learning Management System.

The uploaded materials in a particular course are accessible to all students enrolled on it. With MS Teams, the teacher can easily mark the activities and the students can see them immediately. MCC will also work on the additional utilization of another LMS which is the Region III-Learners' Academic Management Portal or R3LAMP. This academic management portal is one of the priority projects under the Central Luzon Regional Higher Education Action Plan (CLRHEAP) that aims to 1) effectively implement flexible learning; 2) encourage the maximum use of technology in teaching and learning; and 3) assist in LMS provision and training in response to the CMO No. 04, series of 2020.

Learning activities and assignments shall be accomplished by students during asynchronous sessions. On their asynchronous tasks, the students will be able to demonstrate their capability in using interactive technologies as they are given the freedom on their path towards self-directed learning opportunities.

The faculty members must prepare activities for discussion forums. The discussion forum allows students to discuss and learn from each other. This is a way of exposing the students in the created virtual community of the class.

The utilization of video recorded discussions can be integrated during synchronous sessions. The same material can be uploaded by faculty members for reference of students in their asynchronous sessions.

Edmodo will still be utilized by faculty as a free learning platform. All materials that were introduced in MCC Flex 1.0 and 2.0 shall still be used by faculty members.

Faculty members will provide their students a copy of their OBTLs on or before their first meeting via MCC's LMS. The faculty will create a link via Microsoft Forms where the students can confirm their receipt and understanding of the OBTL Plan. Consolidated data in excel form will be submitted to Institutes' Clerks who will consolidate the submissions of faculty to be forwarded to the OVPAA. The OVPAA must receive consolidated copies 15 days after the first day of the start of classes.

The Institutes' concerned shall reconfigure the conduct and assessment of actual demonstrations such as those in Physical Education courses, laboratory or skills-based courses such as Laboratory experiments, Programming, Culinary and Tourism. This reconfiguration will be part of the blended learning which will now include the limited face-to-face cyclical scheduling of classes mentioned here.

A 'Bubble-OJT' concept may be implemented to ensure that student interns can be properly mentored and guided in their respective practice of profession. The procedures on this concept is also stated here.

Faculty members will ensure that they observe proper decorum and must always look professional during synchronous sessions.

Faculty members are advised to wear their MCC shirts and Institutes' polo shirts during synchronous sessions. Casual and formal attire can also be used when said polo shirts are not available.

Students will be required to wear white shirts with or without collar during synchronous sessions.

For PE classes, students are required to wear their PE uniforms. Students will attend their classes/ synchronous sessions. As the instructor/professor delivers lectures and facilitates discussions, students are also expected to actively participate in the discussion and their online class participation shall be graded.

The instructor/professor must report excessive and unexplained absences to the Guidance Office for intervention. A student may be dropped with three (3) absences unless prior arrangements for make-up work are made.

The safety and security of both the faculty and students are given priority in the MCC Plus as the College requires the compliance by all to laws, rules, regulations, and policies governing these matters. Accessing information is restricted through the use of passwords and authentication of identification of faculty and students.

All sensitive information shall be safeguarded and shall be treated with utmost confidentiality. Provisions of the Student Handbook shall generally govern MCC students; however, due to the implementation of the flexible learning mode, some items in the handbook are adjusted to suit flexible learning. Continuity Plan (MCC Flex and MCC Plus) and Delivery of Instruction.

$$\text{Subject Grade} = \underline{\text{Midterm Grade} + \text{Final Grade}}$$

2

The Digital Communication Hubs (DCH) that were set-up in barangays of Mabalacat City have been transformed into DigiHub Plus (DH Plus), which are fully equipped with desktops wi-fi, books and other provisions that will serve as technical support for students.

Hence, these hubs shall serve as avenues for those who do not have access to Wi-Fi and for those who do not have gadgets for online synchronous classes.

The DigiHub Plus will also provide e-services such as online counselling, health consultation and library services.



## 2. Schedules of Laboratories

For the schedules of classes conducting limited face-to-face, please refer to the list below on specific classes per institute.

## 3. Cyclical Student Shifting Model

Teachers who have classes which can be conducted in a cyclical shifting schedule will note the following:

Only 18-20 students per class will be allowed to attend the limited face to face at any given time or schedule. Classes being conducted on campus will be recorded with the assistance of MIS personnel and aired live through the Zoom for the rest of the class to what remotely. During the on-site session, students will be given their assigned tasks that they can continue either synchronously or asynchronously at home for lesson continuation.

Once this first group is done, and the lesson is recorded, another group will be scheduled and called in to attend the on-site class. The whole process in the first paragraph will be done, and the whole cycle starts again. Below are additional guidelines on the cycle schedules.

- a. MCC shall adopt a cyclical student shifting system such as but not limited to the 4-17 or 4-10 model. Specific MCC classes will be conducting specific days of in-school classes and then the remaining scheduled days of off-campus (or home classes).
- b. During the cyclical student shifting system, MCC will ensure students shall only be on the campus during their designated schedules.
- c. MCC shall also adhere to the restrictions on mobility imposed by the IATF and/or the LGUs.

## 4. Class Schedules

### PROPOSED LIST OF COURSES FOR FACE TO FACE CLASSES

2nd Semester Academic Year 2021 – 2022

**Institute of Business and Computing Sciences**

Program	Year Level	Course Code	Course Description	No. Of Classes (50/class)	Cycle
BSA	1 <sup>st</sup> Year	BEAcctg 2	Fundamentals of Accounting - Part 2	6	1
		MgmtSci	Management Science	6	1
	2 <sup>nd</sup> Year	BeAcctg. 5	Intermediate Accounting 1	1	1
		StatAn	Statistical Analysis with Software Application	1	1
		BEStratCosma	Strategic Cost Management	1	2
	3 <sup>rd</sup> Year	BEAcctg7	Intermediate Accounting - Part 3	1	1
		Aud 1	Auditing and Assurance Principles	1	1
		Aud 2	Auditing and Assurance, Concepts and Application 1	1	1
		BEAdvac3	Accounting for Government and Non-Profit Organization	1	1
		Law 2	Business Laws and Regulations	1	2
		Internship	Internship Meeting/Monitoring	2	Cycle 1 & 2

	4 <sup>th</sup> Year	Review Classes	Review – Actual Courses for CPA Board Examinations	2	Cycle 1 & 2
BSCA	1 <sup>st</sup> Year	SCM 1	Introduction to Supply Chain Management	2	1
		Customs 2	Border Control and Security	2	1
		BeAcctg.1	Fundamentals of Accounting - Part 1	2	2
	2 <sup>nd</sup> Year	Tariff 4	Customs Appraisal and Assessment	2	2
	3 <sup>rd</sup> Year	Customs 6	Customs Proceedings	2	1
		CBME1	Operations Management with TQM	2	2
	4 <sup>th</sup> Year	Tariff 8	Competency Assessment in Tariff Laws	2	2
BSIT/ACT	1 <sup>st</sup> Year	IT21WEBTECH	Web Technologies	4	1
		IT21MMS	Multimedia Systems	4	2
		IT12COMORG	Computer Organization and Architecture w/ Assembly Language	4	1
		CC12OOP	Object-Oriented Programming	4	1

Program	Year Level	Course Code	Course Description	No. Of Classes (50/class)	Cycle
BSIT/ACT	2 <sup>nd</sup> Year	COMORG	Computer Organization and Architecture	3	1
		OS	Operating System Principles	3	1
		DBASE2	Advanced Database Management System	3	2
		NET2	Networking 2	3	1
	3 <sup>rd</sup> Year	DSTRUCT	Discrete Structures and Algorithms	4	2
		NET4	Networking 4	4	2
		MODEV	Mobile Game Development	4	2
		ITELE4	IT Elective 4	4	1
		ITELE5	IT Elective 5	4	1
		ITELE6	IT Elective 6	4	1

Note: Major Courses/Board Courses for BSA and BSCA, the rooms will be used for class discussions and face to face major examinations. For all IT courses, computer laboratories will be utilized.

**Institute of Hospitality and Tourism Management**

<b>PROGRAM</b>	<b>COURSE</b>	<b>Cycle</b>	<b>FACULTY HANDLING THE COURSE</b>	<b>YEAR LEVEL</b>	<b>SECTION</b>	<b>NUMBER OF STUDENTS</b>
BSHM	Kitchen Essentials and Basic Food Preparation (HPC-FOODPREP)	2	Harold Van A. Aquino	1st year	1A	52
BSHM	Fundamentals of Food Science & Technology (interface of food science and food service-preservation of food) (HMPE1)	2	Donald S. Rivera	3rd year	3A-3E	236
BSHM	Gastronomy (HMPE3)	1	Harold Van A. Aquino	3rd year	3A-3E	236
BSHM	Catering Management (HMPE4)	1	Donald S. Rivera	3rd year	3A,3B,3C	142
BSHM	Catering Management (HMPE40)	1	Roneo Mendoza	3rd year	3D,3E	94

BSHM	Foreign Language 2 (HPC8)	1	Leilani G. Maeda	3rd year	3A-3E	236
BSTM	Foreign Language 2 (TPC7))	2	Sunny Han	3rd year	3A-3C	124

### **Institute of Arts, Sciences and Teacher Education**

1. Flexible Learning with Cycle 1 and Cycle 2 will still be adapted.
  - a. SYNCHRONOUS – 3 hours (per week)
  - b. ASYNCHRONOUS – 3 hours (per week)
  - c. Consultation Hours – 6 hours (per week)
2. Face to Face for classes enumerated below provided guidelines for IATF protocol should be observed.
  - a. PE
  - b. NSTP
  - c. BSED Mathematics courses
  - d. Courses with computations
    - “Mathematics in the Modern World”
    - “Assessment of Learning”
  - e. Courses with laboratory units for BS Biology and BSED Science programs
3. Other courses not mentioned above will still be synchronous and asynchronous virtual classes.
4. Furthermore, MCC Dapdap limited face to face classes should be until 5:00 pm only for security concerns regarding the safety of students travelling from the campus.
  - i. Max no. of students per program will be 20.
  - ii. Total no. of students per shifting cycle will be 20.

## 5. Bubble OJT – IHTM

Guidelines for the Practicum and on the job training (OJT) requires hours that a student needs to complete in order for him/her to complete the Practicum 1&2 courses. For the Face to Face training/OJT an estimate of 3-4 months of completion for 600 hours of duty, for the virtual training it will depend on the topics/modules that are incorporated to the training program (5 weeks estimate), for the bubble OJT program is around 10 days of exclusive and intensive training at the Mabalacat City College Campus.

## 6. Alternative OJT Programs

For the alternative OJT programs, students will be given four (4) options.

### a. Face-to-face/Actual Training

The Practicum Coordinators for each program explain the pre-pandemic scenario of Practicum Training and comparison to the new normal scenario. They also provide information to the students regarding the CHED CMO guidelines in conducting actual face-to-face that is compliant to the health and safety protocol of IATF, including the guideline of the Department of Tourism on the allowed enterprises (Hotel, Restaurant, travel agency, etc.) to accommodate and conduct actual training for the students. The possibility of the actual training is yet to be approved by the Mabalacat City local Government Unit and the MCC Administrators.

### b. Alternative OJT Program (Virtual Lab by: WIP and Cabin Crew Training by: OMNI Aviation):

The practicum coordinators distinguished the specifics of the Virtual Lab training of the Worldwide internship Philippines, duration, advantages, and cost. Previous training that the BSHM students underwent was from the WIP. The Cabin Crew Training Program also discussed topics, duration, and the corresponding fee. The duration of the virtual training is shorter compared to the usual face to face training because of the comprehensive inclusions and high-quality training experience which was also the alternative training of major Universities in the country like the UP-Diliman, UST, FEU, HAU, and AUF.

c. Alternative training (MCC Version):

This alternative training was utilized from the previous practicum students. It is composed of a series of webinar training sessions, which are from the Industry and are known professionals. The series of the program also includes the output of the students specifically for program skills, like cooking demonstration, tour guiding, tour package proposal, etc.

d. Bubble OJT

The last alternative program is the bubble OJT that was initiated by the sporting events like basketball leagues. Bubble OJT is defined as: A group of student trainees including trainer/s and essential support staff that form a defined training group variable number depending on the space of the facility as prescribed by LGU, CHED, and IATF for all training sessions. Members will be in isolation together (MCC Main Campus) and limit all socialization as much as possible to this group only. Members live in their normal community and do not integrate with other training groups or nodes. The 2 m distance is maintained at all times except where needed and approved for training. Duration of training on a bubble OJT will depend on the policy of the College Administrators, Dean, and Practicum Coordinators.

Students are reminded to update their curriculum regularly and check their portal grades to avoid issues on their status especially for them as graduating students.

A final output requirement of practicum will be required of the students which will entail corresponding points.

D. Student Support Services

1. **Health Services**

Onsite

a. Nursing Assessment & Medicine Dispensation

Students who turned ill during the limited face-to-face classes may come inside the Health Services Unit for proper nursing assessment. Based on the presenting symptoms, the Health Services Unit Personnel will give health



interventions—medicine dispensation and/or referral to higher institutions proper management of care.

b. Health Teaching & Counselling

Students with health-related questions may come inside the clinic and talk to the HSU Personnel for advice and what to do with their condition.

DIGIHUB/MCC+

a. MCC+ DigiHub Visit

The Health Services Unit Personnel will be visiting barangay digital hubs. During the barangay digital hubs visit, the student can consult their health concerns to the HSU Personnel on duty face-to-face. The Health Services Unit Personnel's schedule of visits to the barangay digital hubs will be posted on the HSU Facebook page so that the students may know the time of their consultation in the digital hub.

b. Kumustahan sa DigiHub

The HSU personnel would do their Digital Hub rounds to sit and talk with students in the different Barangays. The students may consult their health concerns with the HSU personnel—who are like a friend you may interact with in a coffee house.

Home Visitation

With mental health awareness being put into light during this time of pandemic quarantine, a Home-Visit is a must with students suffering from anxiety and depression.

This program is in collaboration with the Guidance Services Unit. The student will be assessed by the HSU personnel and the school counselors so as to make the best possible care plan and referral to institutions.

Online

a. e-Tanong kay Dok (e-consultation)

e-Consultation, an online platform thru the Health Services Unit Facebook Page, aims to help the student populace of Mabalacat City College. With a simple

Facebook message from the students describing their health problems the available Health Services Unit Personnel will answer immediately.

b. e-Referrals

Upon assessment of the student concerned, the Health Services Unit Personnel will refer to offices and higher institutions if the case is beyond their capabilities so as to provide the best possible care.

c. e-Medical & e-Dental Health Education

The Health Services Unit Personnel regularly posts health information in the HSU Facebook page. This health information is both medical and dental information that are ways of taking care of oneself during the “new normal.”

## 2. Guidance Services

a. Counseling and Consultation

Students on campus who need help and seek counseling can avail of the counseling service through walk-in appointments and referrals from faculty and students. Other potential clients are identified through the needs inventory results and academic records and are called-in through call slips to visit the Guidance Office.

For the individual counseling and consultation, a total of 3 students can be accommodated by the Guidance Associates at once. On the other hand, 5 students can be accommodated for a group counseling and consultation session. Other potential clients shall wait in the holding area located in front of the Guidance Office until ready to be accommodated.

More so, students who need help, support, and seek counseling but are not on campus can easily avail of the counseling and consultation services through online means. Students may walk-in via the Guidance Services Facebook page and MS Teams account of the Guidance Associates. Referral from faculty, students and other departments will be reached by the attending Guidance Associate through online platforms, SMS, and phone calls.

b. Kwentuhan Sessions (Focus Group Discussions)

Students who are required to attend the kuwentuhan sessions are identified through the results of their needs inventory. Once identified, coordination with the Deans/ Department Heads will take place and invitation to the students will be sent.

Students on campus will be invited to join the face-to-face kuwentuhan sessions which will be facilitated in the Guidance Services Office with a maximum of 5 students per session. Meanwhile, online kuwentuhan sessions will be conducted via MS TEAMS for the students in remote learning.

c. Information Service

The Guidance Services Office provides relevant personal, social and educational information that is not ordinarily provided through classroom instructions. This service is provided through the following medium:

- **Infographic Videos** with topics ranging from mental health, self-care, social support, coping strategies and the like will be played on the smart TV mounted in front of the Guidance Office for the face-to-face delivery of the mentioned service. Moreover, the infographic materials will be posted on the Guidance Services Facebook page.
- **Promotional materials** such as brochures and leaflets will be displayed in the Guidance Office ready for dissemination.

d. Kumustahan: Mental Health Check-In

- **Kumustahan Session (Routine Interview)** – to check-in on the students on campus, a scheduled individual kumustahan session will be communicated to the Department concerned and to the student. This kumustahan will aid in identifying students who have concerns that need to be addressed. Only 3 students will be scheduled per session. Also, an online kumustahan: mental health check-in will be conducted via MS TEAMS and/or SMS/phone calls for students in remote learning.
- **Box of Hearts** – a mental health check-in drop box will be placed in front of the Guidance Office. Different colored hearts will be used to help the students express their feelings each day.

### 3. Library

#### a. Guidelines on the Library Services

##### MCC Library

1. A first come, first served basis will be implemented. Fifteen (15) students at a time will be allowed inside the library.
2. Library users shall wash or sanitize their hands before entering the library premises. An alcohol spray will be provided at the circulation desk.
3. Time-in and time-out of the library users shall be monitored/recorded for contact tracing purposes.
4. Only allowed/marked tables and chairs shall be used by the library users.
5. Library users will leave the library materials used on the box located at the circulation desk for disinfection.
6. Library users must not take off their face mask, observe proper physical distancing, sneezing and coughing manners must be observed at all times while inside the library.

##### E-Library

1. A first come, first served basis will be implemented, twenty (20) students at a time will be allowed inside the E-library.
2. Library users shall wash or sanitize their hands before entering the E-library premises. An alcohol spray will be provided at the front desk.
3. Time-in and time-out of the library users shall be monitored/recorded for contact tracing purposes.
4. Only allowed/marked areas shall be used by the library users.
5. Gadgets shall be cleaned/disinfected before and after use.
6. Library users must not take off their face mask, observe proper physical distancing, sneezing and coughing manners must be observed at all times while inside the E-library.

#### b. MCC Library Services

##### i. Circulation Services

The Circulation services are responsible for lending books housed in the library and provide reference, research, and bibliographic services to library users.

##### E-Lending/Online Library Materials Request

Through this service, library users may request a copy or link of e-book, scanned copy of articles or chapter of the book (in compliance with the copyright law and fair use) and it will be sent via email and FB messenger.

MCC faculty and students can also borrow physical books that will be delivered to the nearest and accessible DigiHubs to the requesting student/s on the next working day or at a pre-arranged schedule.

### **Procedures on Borrowing Physical Book/s (on-site and online)**

1. Send your requests via email, chat (Facebook Messenger) and text message, or fill-out the MS Form (e-Lending/Library Materials Request Form) <https://forms.office.com/r/gpLy5z5D5t>
2. Wait for the notification of the library staff if the requested material is available and inform you of the schedule of pick up (MCC Dolores, Dapdap and DIGIHUBS).
3. They can borrow the book up to the period of two (2) weeks.

### **Procedures on Returning of Books**

1. Inform the library staff of your schedule for returning books/s.
2. Place the book inside the library drop boxes located at the guard house (MCC Dolores and Dapdap) and MCC DigiHubs.
3. Fill-out the MS Form (Book Returning Form) <https://forms.office.com/r/aEqDj7TXQS>
4. The library staff will acknowledge receipt of the returned book/s on the next working day via text message or FB messenger.

*\*Book/s will be disinfected and quarantined for a minimum of three days.*

#### ii. Reference Services

These services shall be geared toward making information available to library users.

### **Reference Assistance (on-site)**

1. Request assistance from the library staff.
2. Conduct reference interview.
3. Analyze type of service/s needed.
4. Direct library user on the available resources in the library.

### **Ask-a-Librarian Service (online)**

Library staff provides information services, answers inquiries, find answers to factual questions, help with search strategy, references to books, articles, web resources, etc. Students may avail of the service by sending a request via email, chat (FB messenger, and text message or by filling out the MS Form) posted on the MCC Library FB page <https://forms.office.com/r/Q3eMq4bmJD>

#### iii. Current Awareness Services

The Current Awareness Service is responsible for updating the library users by posting new acquisitions and relevant information about the library and its resources through a bulletin board.

THE LSU created the MCC Library FB page to disseminate relevant information thru posting of featured books, random reading motivations, supplementary information, links of OERs (Online e-Resources), and library updates/announcements.

#### iv. Tablet Loan Service

Enrolled students of MCC can borrow tablets in the library for their online classes and in accessing American Spaces, STARBOOKS, and other Open Educational Resources. Students may avail of the service by sending a request via email, chat (FB messenger, and text message or by filling out the MS Form) posted on the MCC Library FB page <https://forms.office.com/r/gGhs0nLt2R>

#### v. Online Library Instruction

Faculty and students may request library instruction/orientation on how to use the library and its resources. For scheduling and appointments library users may send requests via email, FB messenger and text message. Students may avail of the service by sending a request via email, chat (FB messenger, and text message or by filling out the MS Form) posted on the MCC Library FB page.

#### vi. Recreational Area

This area provides tablets (with links to e-resources and e-magazines), fiction books and board games. It also offers reading books for high school students where

they can read during their free time. The library's recreational area aims to cater and accommodate also the high school students in the community where the DigiHubs are located.

#### **4. Center for Character Development**

##### Distribution of Student Discipline Policies and Guidelines/ Online Decorum

The list of policies and guidelines that must be observed in the conduct of synchronous classes will be integrated in the e-handbook to be distributed in a pdf file format. This is a copy that could be downloaded and be read asynchronously.

Primers and FAQs in printed form shall also be available for students who will be transacting inside the campus premises once the government eased restrictions. These primers and FAQs can be found at strategic locations within the campus where students can easily see them like main entrance, student center, etc.

##### The Online Decorum of the Center for Character Development

As demanded by the current situation, the CCD was able to craft policies and guidelines or online decorum for the students. This was integrated in the content of the student handbook for students to refer to as they have concerns in the conduct of online classes.

These are to be found in the e-handbook to be released by the College after the students' general orientation.

##### General and Class Orientation on Student Discipline

As the College continues to embrace online synchronous sessions in the conduct of classes, the College will integrate student discipline, specifically on online decorum, both in the general assembly and the class orientation of the teachers on their first day of classes.

Hence, student discipline will be imposed strictly as it will be emphasized in both sessions.

**5. Student and Cultural Affairs**

a. Dropbox Station

Documents that are in need of fresh signature will be submitted through the MCC Main branch drop box

b. SASS Files Drive

A storage drive will be created and will be accessed by the student-leaders in the submission of proposals and activities for checking. It aims to help the student-leaders in the process of making their proposals. Documents are adjustable and can write comments within it.

c. Organization Orientation

The Student Organization representative conducts orientation and virtual meetings for the newly elected student-leaders. The orientation contains all information regarding proposal making, forms to fill-out and process of approval within the organization. This shall be conducted every before the start of the Academic year.

d. Student Council Activities

Student Council activities that will entail face-to-face setup shall be allowed by the college once government restrictions eased up, while still maintaining proper health protocols in its conduct.

e. MS Teams Accounts

Student Council and organization officers were given exclusive MS Teams accounts for the organization they represent. These will be used for student affairs meetings and assemblies as called by the SSC or the supervising unit of the student services.

**6. Sports and Athletics**

Varsity student's trainings are allowed in areas under Alert Levels 1 and 2. Sports activities with the supervision of the respective coaches are allowed to conduct



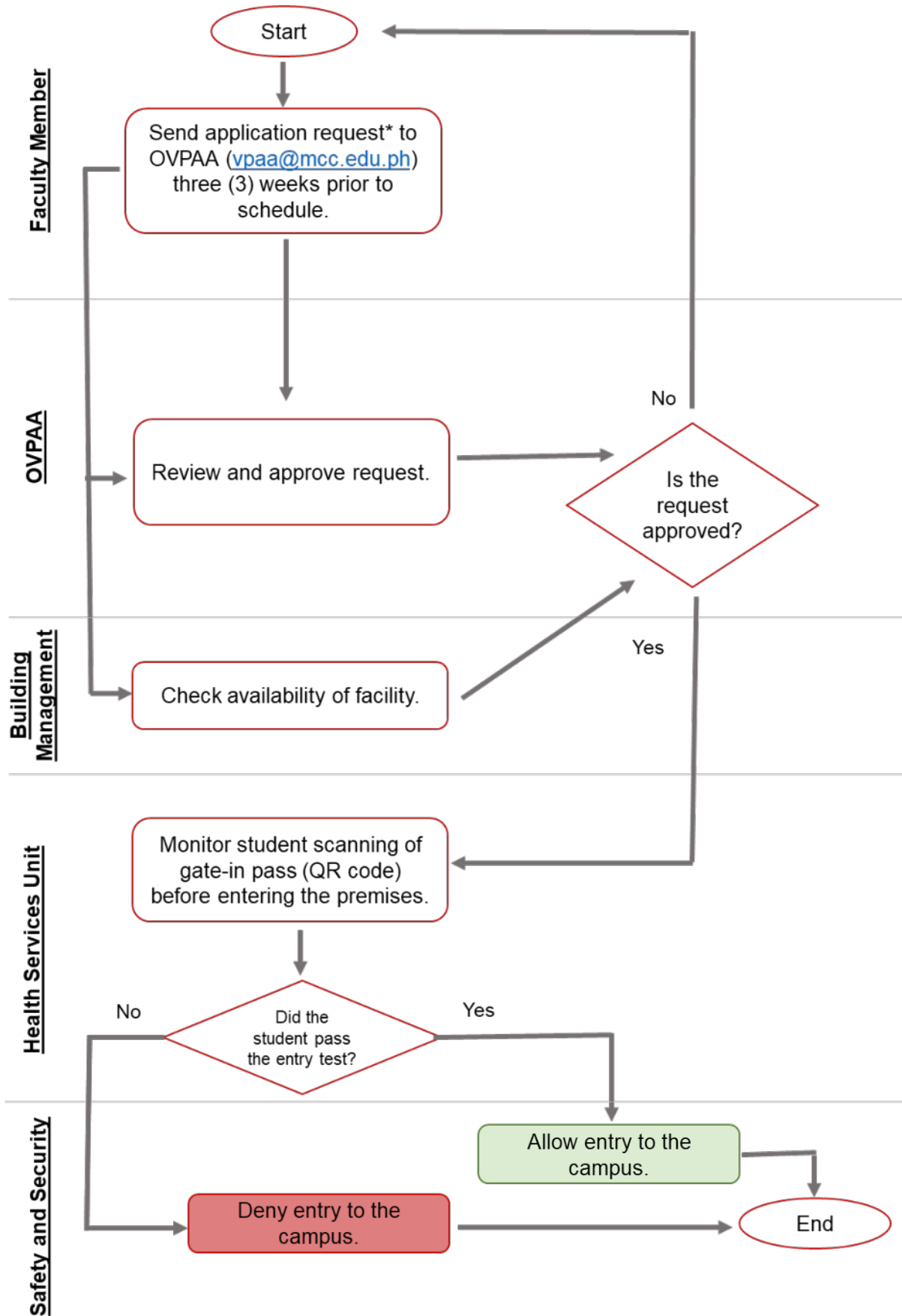
an on-site trainings on-off campus premises. Students with complete requirements requested by the school are allowed to attend in the activities. For on-campus training, limited face-to-face schedules given by the coaches are reserved throughout the sem. Consist of 6-8 hours training per week depending on the sports program submitted by the coach and maximum of 10 varsity players are required each session with the supervision of the coach. Safety protocols and social distancing will be monitored throughout the training.

Note:

1. For areas under Alert Level 3, a maximum of 30% indoor venue capacity and 50% outdoor venue capacity for fully vaccinated individuals;
2. For areas under Alert Level 2, a maximum of 50% indoor venue capacity and 70% outdoor venue capacity for fully vaccinated individuals; and,
3. For areas under Alert Level 1, full indoor and outdoor venue capacity for fully vaccinated individuals.

#### E. School-Based COVID-19 Surveillance

- Surveillance Team is composed of:
  1. Health Services Unit
    - Monitoring of daily headcount of students and employees in-campus.
    - Monitoring of securing of gate-in pass of students and employees
    - Preparing and submitting the Weekly COVID-19 Monitoring Report to the CHEDRO.
  2. Building Management
    - Regular checking and monitoring of the condition of facilities/areas.
    - Approving requests from students and/or faculty members in utilizing lecture rooms, laboratories and public spaces in the campus.
  3. Safety & Security
    - Monitoring and filtering of students/employees going in and out of campus premises.
    - Ensuring that students entering the campus have a prescheduled class/activity in-campus and have successfully completed the entry test.
  4. Management Information Systems (MIS) Unit
    - Ensuring smooth implementation of the COVID-19 Surveillance Database.
  5. Utilities
    - Monitoring the plotted schedule for the daily disinfection.
- Guidelines on the Request for Campus Entry
  1. Faculty Request (Lecture Rooms and/or Laboratories)



\*Application request to be submitted to the OVPAA shall be sent three (3) weeks prior to the scheduled date via e-mail (Outlook). It must include the following:

- Course
- Participants (Name of Faculty Member and Students)
- Inclusive Date(s) and Time
- Facility
- Purpose (e.g. skills demo, lab, exam, lab usage, etc.)

## 2. Student Request

Students may be allowed to enter the campus to use common areas and other facilities available for the conduct of limited face-to-face classes. They must request to schedule the utilization of the following common areas one (1) week prior to their desired date:

### MCC Main Campus

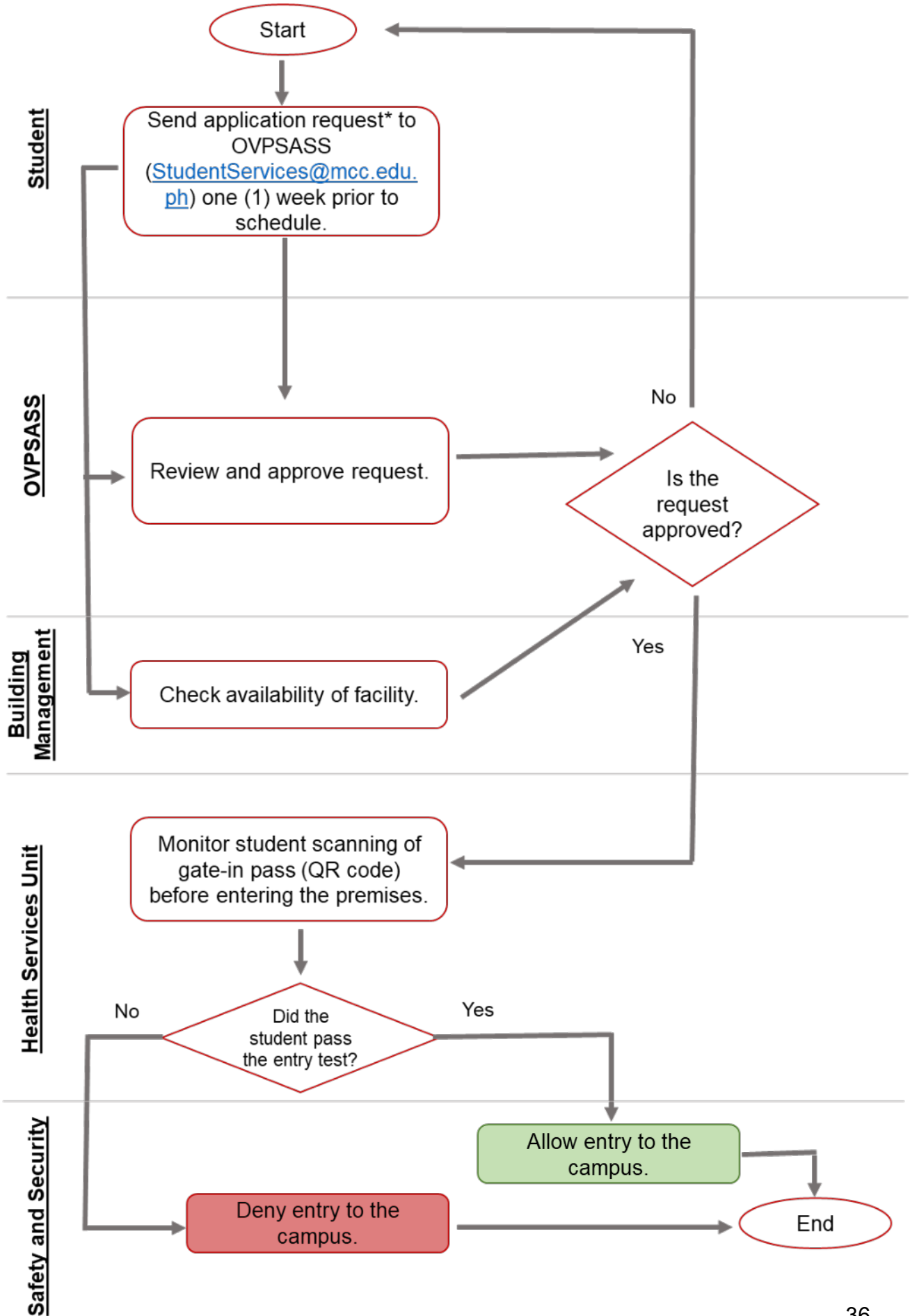
- Library
- E-Library
- Student Center
- Quadrangle
- Cultural Hall

### MCC Dapdap

- Academic Clinic
- Covered Court

Application for the requested facility shall be sent to [StudentServices@mcc.edu.ph](mailto:StudentServices@mcc.edu.ph) one (1) week prior to the desired date to use requested facility. The application request must include:

- Participant
- Purpose
- Date and Time
- Venue/Facility



- COVID-19 Surveillance Database

The COVID-19 Surveillance Database shall be established for the tracking, recording and monitoring of movement of students/employees going in and out of campus premises, both MCC Main and MCC Dapdap. The Database shall be used to collect pertinent data on suspect, probable and confirmed cases identified in-campus during the conduct of limited face-to-face classes. Note that such relevant data shall be reported by the HSU to the CHEDRO as part of the Weekly COVID-19 Monitoring Report, herein attached as **Annex “B”**. The Database may also be used to determine and monitor case clustering within the campus.

The Database shall include the following variables:

1. Name of HEI
2. Name of Program
3. Courses and Year-Levels
4. No. of Students
5. Name of Student
6. Sex
7. Age
8. Vaccination Status
9. Presence of any comorbidity or disability
10. Name of Personnel/Faculty Member Present
11. Student/Teaching Personnel/Non-Teaching Personnel Identifier (ID No.)
12. No. of TP/NTP
13. Room No./Facilities to be Used
14. Schedule
15. Date symptom detected
16. Date of testing
17. Date of release of the result
18. Result of test

Below is a sample data input in the Surveillance Database for facilities:

Facility	8 AM - 9 AM	9 AM - 10 AM	10 AM - 11 AM	11 AM - 12 NN	12 NN - 1 PM	1 PM - 2 PM
	MCC MAIN					
COIL Room	Course: BEAcctg 2 Participants: Faculty - Mr. Juan Dela Cruz Students- 1)Ana Cruz, 2) Andres Garcia, 3) Maria Dizon Purpose: Exam				Disinfection Schedule	
Max. Capacity: 12 students + 1 instructor						
Lecture 1						
Max. Capacity: 20 students + 1 instructor						
Lecture 2						
Max. Capacity: 20 students + 1 instructor						

## II. General Guidelines

Note that directives pertaining to students and instructors or professors are applicable to both campuses: Dolores and Dapdap, unless otherwise stated.

### A. Participants

1. MCC will regularly communicate with community members about use of PPE or face masks, contact tracing, hygiene promotion and access to functioning water, sanitation and hand washing facilities, social distancing, transportation to and from school (where applicable), disinfection and ventilation of classrooms, safe food preparation, proper waste disposal, and prevention of stigma and discrimination.
2. Only students with complete vaccines, signed waiver and a valid health insurance policy or PhilHealth shall be allowed to join face-to-face classes. Note that the health insurance shall cover medical expenses related to COVID-19.
3. All students entering the campus premises are required to wear MCC uniform only (e.g. school uniform, PE uniform). They shall also present their School ID or their Certificate of No ID, in the absence of their School ID.
4. Students with co-morbidities, regardless of their course, shall automatically join the online class. No student shall be forced to join the face-to-face classes.

### B. Preliminaries

1. A general assembly shall be held for students and parents informing them of the guidelines for the limited face-to-face in the second semester of AY 2021-2022.
2. Inspection of all rooms must be done prior to the opening of classes, with CMO to check if it adheres to social distancing and other health protocols. This walk through will be done with the Executive Committee, the Deans and Health Officers for the final inspection.
3. All students joining the limited face-to-face classes must accomplish their LF2F Application via the Student Portal. They shall fill in the necessary

details, upload required documents (PhilHealth Number/Insurance Policy Number and Vaccination Card), and sign the Commitment and Waiver Form.

4. A simulation of operations shall be carried out before the opening of classes. This will include students and professors.

### C. Courses

1. Only courses with major examinations, laboratories, board works, and skill demonstrations are allowed for limited face to face. It may not necessarily be for the whole duration of the semester. Blended learning is the preferred delivery of instruction. Modules that can still be delivered via online will remain online.
2. All courses that can be carried out via lecture shall be delivered online.
3. For schedules of face-to-face classes, *see I-C.4.*
4. Teachers of classes that will opt to do face to face shall submit a schedule and line up of eligible students to the Dean. The Dean will then submit the request two or three weeks in advance.
5. The request will have to be approved by the OVPAA, HSU, and Building Management for all the necessary preparations for the building, materials, and other class needs.

### D. OJT/Capstone

1. Bubble OJT may be considered for IHTM and IT. (*See I-C.5-6 for the guidelines for OJT*)
2. Gender sensitivity on groupings shall be considered. (All males or all females). Ten students comprise of one batch of OJT.
3. If opted, each OJT student must render 5 days to earn 120 hours.
4. All hours of their stay in MCC under the OJT program shall be considered as official required hours.
5. The OJT professors shall also be part of the bubble and on rotational basis. One batch is to one professor.
6. SASS department will provide relaxation and wellness program for OJT students.

### E. Blended Classes

1. Face-to-face classes must be done in batches. Only 18 to 20 students must be allowed to come on campus for skill acquisition, board work or demo. The rest of the class will join via online to watch students who are on face-to-face session. Examinations may be done on a cyclical/rotational schedule basis.
2. Classes in open areas are encouraged, while still following proper physical distancing.
3. Student-led group discussions and consultations may be allowed in the student center, libraries and DigiHubs as long as they do not exceed the capacity of 8 students at a time.

### F. Health and Safety Protocols

1. HSU will conduct health and safety orientation with students during the general assembly. This will include proper behavior inside MCC, do's and don'ts in the new normal and health protocols in the campus and what to do in case of emergency.
2. HSU and Academic Affairs will conduct the same orientation to parents and MCC teaching and non-teaching personnel on the gradual re-opening of the campuses.
3. A healthy and safe campus commitment must be downloaded and returned with signature on their first face-to-face class at MCC.
4. Rapid antigen test must be conducted to all bubble OJT participants a day before their scheduled OJT.
5. Sanitation will be done in between classes.
6. All collaterals on health and safety protocols will be posted in all classrooms and common areas.
7. A 2-minute health protocol video before every class must be played to remind them of all the protocols.



## G. Policy on the New Normal

### 1. No Face Mask, No entry

Anyone without a proper face mask will not be allowed to enter MCC. Improvised face mask such as handkerchief or any piece of cloth with unsecured clasp shall not be considered as face mask.

### 2. Gate Procedure for Students

#### **MCC Main**

#### A. Campus Entry

1. Wear their face mask at all times, and other personal protective equipment (PPE) as may be required by the IATF.
2. Connect to the ITSS Wi-Fi.
3. Scan their Gate-In QR Code at the designated stations near the campus and accomplish the entry test.
4. Have their temperature checked by the HSU personnel by the Gate-In QR Code stands. Note that anyone with a temperature of 37.5 degrees Centigrade or higher will not be allowed to enter, even after a 5-minute rest.
5. Present their entry test result to the guard-on-duty.
6. Proceed to the handwashing facility to disinfect their hands.
7. Go to their assigned class/laboratory/facility. Note that he/she may approach the concierge by the gym for inquiries.
8. Scan QR code before entering assigned room.

#### B. Campus Exit

1. After class dismissal, student must proceed immediately to the guard house to record their gate-out before leaving the campus.
2. Students are not allowed to loiter inside the campus, especially beyond their scheduled class and/or activity inside the campus.

## **MCC Dapdap**

### **A. Campus Entry**

1. Wear their face mask at all times, and other personal protective equipment (PPE) as may be required by the IATF.
2. Connect to the ITSS Wi-fi.
3. Upon entry, proceed to the nearest available Gate-In QR Code stand to accomplish the entry test.
4. Have their temperature checked by the HSU personnel by the Gate-In QR Code stands. Note that anyone with a temperature of 37.5 degrees Centigrade or higher will not be allowed to enter, even after a 5-minute rest.
5. Present their entry test result to the guard-on-duty at the lobby.
6. Proceed to the nearest alcohol station to disinfect hands.
7. Go to their assigned class/laboratory/facility. Note that he/she may approach the concierge at the lobby for inquiries.
8. Scan QR code before entering assigned room.

### **B. Campus Exit**

1. After class dismissal, student must proceed immediately to the designated Gate-Out QR Stand near the Business Incubation Facility (left-wing) to record their gate-out before leaving the campus.
2. Students are not allowed to loiter inside the campus, especially beyond their scheduled class and/or activity inside the campus.

## **3. Gate Procedure for Employees**

### **MCC Main**

#### **A. Campus Entry**

1. Wear their face mask at all times, and other personal protective equipment (PPE) as may be required by the IATF.
2. Have their temperature checked. Note that anyone with a temperature of 37.5 degrees Centigrade or higher will not be allowed to enter, even after a 5-minute rest.

3. Scan their QR code on the QR code scanner by their office to log their attendance and accomplish their entry test. Note that employees who fail to meet any of the entry requirements must immediately report to the Clinic for assessment.
4. Disinfect hands with alcohol after logging in.

B. Campus Exit

1. Scan his/her QR code by their office to log out after his/her scheduled work hours. Employees shall not loiter inside the campus after work hours.

**MCC Dapdap**

A. Campus Entry

1. Wear their face mask at all times, and other personal protective equipment (PPE) as may be required by the IATF.
2. Have their temperature checked. Note that anyone with a temperature of 37.5 degrees Centigrade or higher will not be allowed to enter, even after a 5-minute rest.
3. Proceed to the lobby to log their attendance and accomplish their entry test. Note that employees who fail to meet any of the entry requirements must immediately report to the Clinic for assessment.
4. Disinfect hands with alcohol after logging in.

B. Campus Exit

1. Scan his/her QR code at the lobby to log out after his/her scheduled work hours. Employees shall not loiter inside the campus after work hours.

4. Transaction within the College

Social distancing of two (2) meters should be strictly maintained. For exchange of cash, document or any material, it must be received by the personnel with a gloved hand. If there is no glove, it must be left in the nearest table or drop box in front of the office and shall be picked after sanitation.

Cashless transactions are preferred to avoid physical contact.

#### 5. Cleaning/Disinfection Routine

- All offices and common shall be disinfected every Tuesday and Friday.
- All classrooms, laboratories and facilities shall be disinfected after every use of different class groups. However, if the same group will be using the area on the same day, the area shall be disinfected by the end of the work day.
- After sterilization, no one is allowed to enter in MCC until the resumption of the business week.
- Signages for the disinfection status of the classroom/laboratory/facility shall be posted.

#### 6. Classrooms/Laboratories

- MCC shall identify the classrooms/laboratories to be occupied with due consideration of foot traffic and adequate ventilation.
- MCC shall assess classroom/laboratory ingress and egress with physical distancing to determine impact on the time needed for student movement between classrooms.
- MCC shall require students to go straight to their assigned rooms upon entering the campus. Students are not allowed to loiter.
- MCC shall require faculty/instructors to have seating plans indicating the assigned seats of students. Students shall not be allowed to sit anywhere and shall stay in the assigned seat throughout the semester.
- Students shall always wear their face mask inside the classrooms/laboratories.
- Students must always scan QR code before entering any classroom, laboratory or facility.
- MCC shall implement a one-way human traffic system to limit human intersection, contact or interaction. There shall be markings on the floors indicating the directions and proper distancing to follow from the entrance gate to the room and within the room.
- Students are allowed to stay inside the school premises for 4.5 hours only.

#### 7. Laboratory Maintenance

- Laboratories shall be disinfected after every session and shall be closed if unused.

- All computers in laboratories should be gently wiped with anti-bacterial cloth after usage with careful attention on keyboard and mouse.
- Loitering is strictly not allowed.
- A maximum of 4.5 hours per student is allotted for the usage of the laboratories.
- Sharing of any lab/computer equipment such as thumb drive or headset is strictly prohibited.

#### 8. Library Services

- Students, faculty and staff shall wash or sanitize their hands before entering the library facilities.
- For purposes of facilitating contact tracing, the names, time-in and time-out of students, faculty and staff shall be recorded.
- Students must scan QR code before entering the library and e-library in MCC Main, and the Academic Clinic at MCC Dapdap.
- Tables and chairs shall be marked to inform the students, faculty and staff where to sit and not to sit.
- Physical distancing of at least 1.5 meters shall strictly be observed inside the library.
- MCC will determine the maximum time limit a student, faculty or staff can stay inside the library and the number of times he/she can enter the library per day.
- If books, journals, library materials are borrowed and brought home or taken outside the library, there shall be a dedicated drop box for their return. These books shall be properly cleaned/sanitized/disinfected before they are released again for circulation.
- Commonly shared computer units shall be cleaned and disinfected before and after every use.
- MCC shall encourage their students, faculty, and staff to use online library services instead of physically going to the library.

#### 9. Handwashing & Disinfection

- All MCC stakeholders are encouraged to wash their hands frequently.
- Handwashing facilities are found in the accessible areas of the College (entrance, lavatories, comfort rooms & exit).
- Moreover, alcohol dispensers are visibly and strategically placed around the campus.

#### 10. Waste Disposal

The black colored waste bin is for the disposal of face mask, gloves and other materials that might be contaminated. This waste bin shall be properly sealed and waste shall be properly disposed according to health and safety guidelines by trained personnel.

#### 11. Meals

- Students shall not be allowed to leave the campus between classes to take a break or buy food. Each person shall only be permitted one entry and one exit per day.
- Students will be allowed to bring their food. However, sharing of food is strictly prohibited.
- Communal dining will not be allowed.
- The designated dining areas are the Student Tambayan, following the maximum capacity, and the student's designated seat inside the lecture room.

#### 12. One-Way Traffic

MCC would strictly implement a one-way traffic scheme. The one-way traffic scheme aims to minimize contact among individuals by implementing an entry only and exit only gate and doors. (Please refer to the foot traffic plan, see I-B.1)

#### 13. Leaving the School Premises

- Students, faculty and staff shall leave the campus immediately after their classes or office.
- MCC shall have a designated exit gate or point. Students, faculty and staff can only pass through this gate to leave the campus.
- MCC shall regularly remind students, faculty and staff on how to be safe on their way home.
- MCC shall coordinate with the LGU of Mabalacat City on crowd management outside the school premises.
- Students and employees must secure their Gate-out Pass by tapping their loaned tablet/smart phone on the QR code posted.

### H. Limitations on Activities

- Off-Campus Activities

Off-campus activities for the completion of course requirements (i.e., National Service Training Program [NSTP], internship/practicum/training, fieldwork, etc.) will be upon the approval of the LGU. Coordination with MCC and the LGU will be in place to ensure ease of doing business and effective government service delivery.

- **Co-curricular and Extracurricular Activities**

In-person and group-based co-curricular and extracurricular activities such as sports events, musical events, competitions, in-person graduation rites, ceremonies, will be referred to the approval of the LGU, complying with all applicable health protocols, and the conditions laid down under IATF resolutions and its succeeding issuances.

### **III. Communication Plan**

#### **A. Communication Policies and Guidelines**

##### **Notification and Referrals in Coordination with LGUs and DOH**

##### **Rationale:**

The impact of COVID-19 on people would rely in part on the quality of communication regarding health risk and danger. Strategic planning includes proper and clear guidelines for communication during a pandemic. Ignorance of communication guidelines can jeopardize effective strategies in carrying out proper safety procedures in an organization. These guidelines present a basic framework for effective communication for carrying out limited face-to-face classes during the pandemic (Reddy, & Gupta, 2020).

The chain of communication will be as follows:

1. Teacher or college personnel detects and confirms positive case.
2. Teacher or college personnel reports to the HSU and the immediate supervisor of their respective department.
3. HSU places the individual in the holding room for immediate isolation.
4. HSU informs the VPAA. VPAA informs the president.
5. HSU calls parents/guardians for pick-up of the suspected individual.

6. HSU calls and informs the LGU of Mabalacat City.
7. OVPAA and HSU, in coordination with the President, decide on the continuation or cancellation of limited face-to-face based on the severity of the case.

**B. Health & Safety Campaigns**

- All health & safety reminders will be made available online via MCC's social media pages/accounts and in-campus.
- Directional markers will be installed in all areas to ensure one-way foot traffic flow.
- Audio-visual presentations shall be played before and after every class.
- Health and safety reminders shall also be sent to all students via Smart InfoCast and e-mails.

**C. Contact Tracing Mechanism**

**1. Case Detection In-Campus**

In cases where there are suspect or confirmed COVID-19 cases in the campus, the student (PUI) will be assisted by an HSU personnel for isolation in the designated isolation facility/holding area, while awaiting transport from campus. The personnel who first suspected or detected such case shall immediately communicate to the following:

- i. Head of the CMC
- ii. Parent/s or guardian/s of the student for transportation to and from home/health facility.

MCC will then inform:

- i. Building Safety Officer for the disinfection proceedings
- ii. Local Government Unit (barangay, city hall CHO/RHU for contact tracing)
- iii. CHEDRO

Contact tracing and testing of individuals that were identified in close contact with the PUI will be initiated. This procedure will be thoroughly coordinated to the head of CMC, and vice president for academic affairs, VP Admin, and Health Services Unit.



It is important to note that should a student be isolated, he/she shall immediately be tested upon isolation. If the COVID-test result is positive, all close contacts of said student, especially classmates, must be sent home immediately. On the other hand, if the test came back negative, the student must be sent home for quarantine and/or further observation.

## 2. Case Detection Off-Campus

In cases where the suspected COVID-positive student is detected outside of the campus, his/her parents or guardian(s) are required to communicate directly to MCC through Student Affairs (SASS), HSU, or VP for Academic Affairs regarding this detection. The process of testing and contact tracing will then begin following the above-mentioned protocols on case reporting, contact tracing and testing. This is in accordance to RA 11332, or the “Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act”.

Contact tracing will be done in the following procedure:

- i. Contact tracing, testing, and disinfection of facilities will be reported to the Health Services Unit, Dean, CMC Head and the VPAA.
- ii. Class roster and attendance will be gathered from the program head or attendance keeper for the class. QR scanners will electronically keep track of the time students can be in campus.
- iii. All students that were in contact with the PUI, within the past 5 days will be asked to go through testing.
- iv. All students who were exposed to the PUI will be asked to self-quarantine for 5 days after the testing.
- v. Immediate deep cleansing and disinfection will be ordered in the campus, on all possible areas where the PUI has attended

## 3. Reintegration upon Recovery

A student or employee who has successfully recovered from COVID-19 or has completed the quarantine procedures and duration of 14 days will be required to present a medical clearance or negative RT-PCR test to the school before

reintegrating into the MCC limited F2F classes. This reintegration will also be reported to the Guidance Office.

#### 4. HSU Contact Tracing Mechanism

The MCC Health Declaration System is used as the primary contact tracing of the College. This system would enable the HSU personnel to facilitate the contact tracing of the people in contact with a suspected person.

- All people within close proximity (in the same classroom/laboratory) of a suspected person is to be considered a direct contact and therefore must follow the home quarantine scheme (as explained in the *Contingency plans once MCC is Compromised, see IV-A*).
- If symptoms of COVID-19 were developed by the direct contacts, the HSU Personnel would refer the contact to the Rural Health Unit for confirmatory swab testing.

#### D. Monitoring and Evaluation

For the implementation of limited face-to-face classes for all programs, MCC shall submit monitoring and evaluation (M&E) reports to the respective CHEDRO to ensure that compliance with health and safety protocols are sustained. MCC shall submit the Weekly COVID-19 Monitoring Report and other M&E reports as may be requested by the concerned CHEDRO and LGU.

CHED composite team may conduct random inspections in order to determine compliance of directives.

### **IV. Contingency Plan**

MCC shall have a contingency plan ready to be implemented when students, faculty, or staff are identified as suspect/probable/confirmed COVID-19 cases while inside the campus.

The contingency plan shall be tested and continuously refined, with representatives from the LGU, such as but not limited to the local health officer, local epidemiology and surveillance unit, and/or local disaster risk reduction and

management officer, involved in the development, scenario-based planning, and simulation of the plan.

The contingency plan shall include the following minimum measures:

1. The individual shall be transferred immediately to an isolation room (refer to floor plan) inside the campus while waiting to be transported to a health facility or his/her home.
2. MCC shall notify at once the individual's family member or guardian who shall be requested to transport him/her to a health facility or back to his/her home. MCC shall provide the necessary assistance to ensure the safe transport of the individual.
3. If the students and teaching and non-teaching personnel live in a dormitory/boarding house and do not have a family member/guardian living nearby, he/she shall not be allowed to return to the dormitory/boarding house. MCC shall transport him or her to a health facility, monitor his/her health condition, and regularly update his/her family if possible.
4. The individual shall be evaluated by the appointed medical or health and safety officer who is knowledgeable on:
  - i. How disease spreads;
  - ii. How to identify disease symptoms;
  - iii. How to protect themselves;
  - iv. Environmental cleaning and disinfection procedures; and
  - v. When to contact health officials or occupational health services.
5. The Crisis Management Committee or equivalent committee of MCC shall conduct a risk assessment of the situation and implement the appropriate health and safety protocols such as, but not limited to, contact tracing, cleaning, and disinfection of facilities, or suspension of classes and operations.
6. In case where a DigiHub is contaminated or has been reported with a positive case, the following steps shall be followed:
  - i. The adult in charge will immediately inform and call the MCC hotline to the HSU, the barangay official in the locality.
  - ii. HSU will inform the Admin Office for the order of temporarily closing and disinfecting the hub.
  - iii. MCC will inform the parent/guardian of the student who got infected, and will await transport or will proceed home for required quarantine.
  - iv. LGU will conduct appropriate contact tracing and testing in the locality. MCC health personnel is responsible in

informing the RHU of the specific individual for contact tracing and monitoring.

- v. MCC will keep a record of all the quarantine days for the student and will follow steps in the re-integration of student in the school activities.

Upon the determination of the institution of its compliance with the foregoing, MCC shall notify the CHEDRO concerned of its intention to re-open its campus, DigiHub, for one, some, or all of its programs for limited face-to-face classes prior to the start of the semester or proposed reopening date. Such notification shall be accompanied by the (1) Accomplished Self-Assessment Checklist on the Readiness of HEIs to Reopen Campuses for Limited Face-to-Face Classes and (2) a Notarized Affidavit of Undertaking to the concerned CHED Regional Office (RO). In addition to the Self-Assessment Checklist and Affidavit of Undertaking, MCC may secure clearance from the LGU concerned.

#### A. Contingency Plans once MCC is compromised

1. Protocols in the event that a person in school premises is suspected of having COVID-19:
  - The person shall immediately proceed to the isolation area designated in the workplace and never remove his/her mask
  - HSU personnel attending to the suspected person should wear appropriate PPEs and, if needed, should require the transport of the suspected person to the nearest hospital. School protocols for transport to suspect COVID-19 cases and for PCR testing, should be in place including providing for ambulance conduction.
  - The area must be decontaminated:
    - The room must be decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol-based disinfectant)
    - After decontamination of the room, the operations of the room can resume after 24 hours
    - Persons present in the room of the suspected person shall go on a 14 days home quarantine with specific instructions from the HSU personnel on monitoring of symptoms and possible next steps. If the

suspected person has a negative result, those who were sent home for quarantine may be allowed to report the next day.

2. Protocols in the event that a person is sick or has fever but is not suspected of COVID-19 (e.g. urinary infection, wound infection or any diseases not related to lungs or respiratory tract)
  - The HSU personnel will advise the person to take prudent measures to limit the spread of communicable diseases, as follows
    - Stay at home and keep away from crowds
    - Take adequate rest and take plenty of fluids
    - Practice personal hygiene to prevent spread of disease
    - Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when he/she becomes weak.
3. The HSU Personnel would inform all offices concerned regarding the situation.
4. Referral of the suspected person and the direct contacts to the Guidance Services Office for Mental Health Awareness.

## B. Isolation & Holding Area

The Holding area of the person suspected with a communicable shall be at the **Standard Room and Room 105 New Building** for MCC Main and **Extension Room (former Canteen)** for MCC Dapdap. The room and its hallway shall to be sealed off once there is an occupant. After the suspected person is transported, proper disinfection measures should be in place.

The Holding area of the contacts of the suspected person would be the same room where they had classes. The room would be sealed off while they are still within the College premises. The occupants of the rooms in proximity with the sealed off rooms are to be instructed to stay put while and not leave their room while the contacts of the suspected person are transported out of the College. Once the transport of the contacts of the suspected person is done, the disinfection of the sealed off room is to take place. Once the disinfection is done, the occupants of the rooms in proximity to the sealed off room may go out as well.

The HSU Personnel will educate the students (close contact of the suspect), while they are held for their safety and are waiting for further instructions, in the Holding Room.

**C. Reintegration of a person who has recovered from COVID-19**

- The HSU Personnel, together with the GSO Personnel, would initiate a Social Stigma Consciousness and anti-bullying Awareness Seminar (Virtual or face-to-face) for all to increase the level of understanding on the experiences of person who suffered from COVID-19.
- The person who has recovered from COVID-19 must present his/her Medical Certificate to the Health Services Unit.
- The HSU Personnel would refer the person to the Guidance Services Office for debriefing and reintegration procedures.

**D. Preventive Suspension and Reopening Protocols**

The implementation of limited face-to-face classes shall be preventively suspended then reopened based on the following scenarios:

<b>Scenario</b>	<b>Preventive Suspension</b>	<b>Reopening Protocol</b>
The locality of the HEI is reclassified to Alert Level 4 or 5.	Automatic preventive suspension for the entire MCC.	Reclassified to Alert Level 3 or better.
The locality of the MCC under granular lockdown.	Automatic preventive suspension for the entire MCC.	Granular lockdown is lifted.
School / building / classroom lockdown for case clustering. “	The preventive suspension will be based on the assessment and decision of the Crisis Management Committee (CMC) of MCC and upon consultation with the Local	Continue limited face-to-face classes after completing contact tracing and disinfection activities and quarantine period for the confirmed and suspected cases.

	Task Force against COVID-19.	
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Annexes

**Annex A – Board Resolution No. 62, s. 2021: Creation of the Crisis Management Committee**



Republic of the Philippines  
Province of Pampanga  
Mabalacat City



**MABALACAT CITY COLLEGE**

FROM THE MINUTES OF THE 5<sup>th</sup> SPECIAL MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON NOVEMBER 11, 2021 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

**PRESENT:**

*Chairperson* - Hon. Crisostomo C. Carbo Mayor, Mabalacat City, Pampanga

*Vice Chairperson* - Dr. Michelle Aguilar-Ong College President

*Members -*

*Carbo*

Hon. Krizzanel C. Carbo Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City, Pampanga

Dr. Imelda DP. Soriano Representative, ALCU-National

Ms. Rebecca Q. Lising President, MCC Faculty Association

Mr. Niel P. Rigdao President, MCC Alumni Association

Mr. Denmark R. Blancas President, MCC Student Council

*Jimmo*

*Secretary of the Meeting -*

Atty. Charmaine P. Lansangan-Venturina

x-----x

**RESOLUTION NO. 62**  
Series of 2021

**CREATION OF THE CRISIS MANAGEMENT COMMITTEE**

*Atty. G*

**WHEREAS**, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

**WHEREAS**, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College;

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## MABALACAT CITY COLLEGE

**WHEREAS**, Article II section 7 (L), of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod of Mabalacat City empowers the Board of Trustees to fix a reasonable amount of tuition and matriculation fees, graduation fees, miscellaneous fees, laboratory fees and all other special fees and charges;

*J. Cruz* **WHEREAS**, The COVID-19 pandemic forced academes to shift from holding face-to-face classes to adapting flexible learning as it was found the safest and most feasible approach in ensuring learning continuity.

*J. Cruz* **WHEREAS**, the Commission on Higher Education and Department of Health issued a Joint Memorandum Circular (JMC) No. 2021-001 which shall serve as a guide for Higher Education Institutions intending to hold face-to-face classes during Covid-19 pandemic;

**WHEREAS**, As stated in the JMC, a College Crisis Management Committee is required to be created as the centralized decision-making body in relation to COVID-19 matters;

**WHEREAS**, As stated in the JMC, the Institution shall conduct a daily campus-wide disinfection to ensure that all tools and facilities necessary in conducting limited face-to-face classes are thoroughly sanitized and disinfected;

*J. Jimeno* **BE IT RESOLVED**, That the Board of Trustees of Mabalacat City College (MCC) approves the creation of the Mabalacat City College Crisis Management Committee in compliance to the requirements of the DOH-CHED Joint Memorandum Circular No. 2021-001;

**RESOLVED FURTHER**, That the members of the Crisis Management Committee are as follows:

1. Chairperson - College President
2. Members:
  - a. Representative from the Planning and Legal Unit
  - b. Representative from the Health Services Unit
  - c. Representative from the Safety and Security Management Unit
  - d. Representative from the Management Information Systems Unit
  - e. Representative from the Supreme Student Council
  - f. Representative from the Faculty Association
  - g. Representative from the Finance and Administration Office
  - h. Representative from the Academic Affairs Office
  - i. Representative from the Student Affairs and Support Services Office

*[Handwritten signature]*

**RESOLVED FURTHER**, That the said Committee shall develop centralized decision making in matters relating to MCC's COVID-19 response, forming well-defined and systematized COVID-19 action plans, and **the opening of limited face-to-face classes**;

**RESOLVED FURTHER**, That the duties and responsibilities of the Committee and its members will be as follows:

- Conduct regular meetings/ fora to discuss ongoing gaps, issues and concerns, and provide appropriate solutions thereof;
- Assess the readiness of the Institution to reopen for limited face-to-face classes;
- Take charge of the application to reopen;
- Disseminate appropriate and relevant information to stakeholders;

*[Handwritten signature]*

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## MABALACAT CITY COLLEGE

- Oversee the implementation of health and safety protocols
- Monitor and evaluate the compliance of HEI with JMC No. 2021-001;
- Take the appropriate measures when risks and impacts of COVID-19 may exist in the campus or surrounding communities (e.g. presence of suspected and confirmed cases have been reported);
- Manage and supervise daily campus-wide disinfection; and
- Execute other tasks relevant to minimizing the risks and impacts of COVID-19 as deemed necessary.

**RESOLVED FINALLY**, That a copy of this resolution be furnished to the concerned offices.

**APPROVED** this 11th day of November 2021.

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Approved by:

**HON. CRISOSTOMO C. GARBO**  
Chairperson, Mayor of the LGU of Mabalacat City

**DR. MICHELLE AGUILAR-ONG**  
Vice Chairperson, College President

**HON. KRIZZANEL C. GARBO**  
Member, Chairperson - Committee on Education  
Sangguniang Panlungsod of the LGU of  
Mabalacat City

**DR. IMELDA DP. SORIANO**  
Representative, ALCU - National

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## MABALACAT CITY COLLEGE

**MS. REBECCA Q. LISING**

Member, President - MCC Faculty Association

**MR. NIEL P. RIGDAO**

Member, President - MCC Alumni Association

**MR. DENMARK R. BLANCES**

Member, President - MCC Student Council

RESOLUTION NO. 62

Series of 2021

APPROVAL OF THE OPENING OF LIMITED FACE-TO-  
FACE CLASSES FOR THE 2<sup>ND</sup> SEMESTER OF AY 2021-  
2022

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**Annex B – Weekly COVID-19 Monitoring Report**

(HEI Letterhead)

**WEEKLY COVID-19 MONITORING REPORT**

Dates/Period Covered: \_\_\_\_\_

Table 1. Data and Information on COVID-19 Cases and Vaccination Against COVID-19 for Students Attending Limited Face-to-face Classes Per Program

Complete Name of HEI	Program	Total No. of Students Attending Limited Face-to-face Classes	Cumulative No. of Suspected COVID-19 Cases (Students)	Cumulative No. of Probable COVID-19 Cases (Students)	Cumulative No. of Confirmed COVID-19 Cases (Students)	No. of Confirmed COVID-19 Positive Cases for the Reporting Week (Students)	General COVID-19 Classification (Asymptomatic, Mild, Moderate, Severe, or Critical)	Cumulative No. of Recovered COVID-19 Positive Cases (Students)	No. of Recovered COVID-19 Positive Case for the Reporting Week (Students)	Cumulative No. of Fully Vaccinated Students Attending Limited Face-to-face Classes

Table 2. Data and Information on COVID-19 Cases and Vaccination Against COVID-19 for Teaching Personnel Attending Limited Face-to-face Classes Per Program

Complete Name of HEI	Program	Total No. of Teaching Personnel Attending Limited Face-to-face Classes	Cumulative No. of Suspected COVID-19 Cases (Teaching Personnel)	Cumulative No. of Probable COVID-19 Cases (Teaching Personnel)	Cumulative No. of Confirmed COVID-19 Cases (Teaching Personnel)	No. of Confirmed COVID-19 Positive Cases for the Reporting Week (Teaching Personnel)	General COVID-19 Classification (Asymptomatic, Mild, Moderate, Severe, or Critical)	Cumulative No. of Recovered COVID-19 Positive Cases (Teaching Personnel)	No. of Recovered COVID-19 Positive Case for the Reporting Week (Teaching Personnel)	Cumulative No. of Fully Vaccinated Teaching Personnel Attending Limited Face-to-face Classes

Table 3. Data and Information on COVID-19 Cases and Vaccination Against COVID-19 for Non-Teaching Personnel Attending Limited Face-to-face Classes Per Program

Complete Name of HEI	Program	Total No. of Non-Teaching Personnel Attending Limited Face-to-face Classes	Cumulative No. of Suspected COVID-19 Cases (Non-Teaching Personnel)	Cumulative No. of Probable COVID-19 Cases (Non-Teaching Personnel)	Cumulative No. of Confirmed COVID-19 Cases (Non-Teaching Personnel)	No. of Confirmed COVID-19 Positive Cases for the Reporting Week	General COVID-19 Classification (Asymptomatic, Mild, Moderate, Severe, or Critical)	Cumulative No. of Recovered COVID-19 Positive Cases (Non-Teaching Personnel)	No. of Recovered COVID-19 Positive Case for the Reporting Week	Cumulative No. of Fully Vaccinated Non-Teaching Personnel Attending Limited

		face Classes				(Non- Teaching Personnel)	Severe, or Critical)	Teaching Personnel)	(Non- Teaching Personnel)	Face-to- face Classes

Table 4. Actions taken by the HEI for confirmed COVID-19 cases

Information on Confirmed COVID-19 Case/s	Actions Taken

Table 5. Actions taken by the HEI for Case Clustering

Information on COVID-19 Case Clustering	Actions Taken

Table 6. Actions taken by the HEI for Granular Lockdown

Information on Granular Lockdown	Actions Taken

Prepared by:

Certified Correct by:

Name and Signature of the Institutional Surveillance Officer

Name and Signature of Chair of the Crisis Management Committee of  
the HEI