



# MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 2<sup>nd</sup> SPECIAL MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON JULY 6, 2020, 2:00 P.M. VIA ZOOM (VIRTUAL)

**Present:**

**Chairperson:** Hon. Crisostomo C. Garbo

Mayor, Mabalacat City, Pampanga  
OIC MCC President

**Members:** Hon. Krizzanel C. Garbo

Chairperson, Committee on Education,  
Sangguniang Panlungsod, Mabalacat City,  
Pampanga

Imelda DP. Soriano, Ed.D.

Representative, ALCU-National

Ms. Irene Cristy M. Bacolod

President, MCC Faculty Association

Neil P. Rigdao

President, MCC Alumni Association

Rosanel L. Dimarucut

President, MCC Student Council

**Secretary:** Zenaida C. Mandal

BOT Secretary, Mabalacat City College

**Guests:** Michelle Aguilar-Ong

Chief Administrative Officer

Renato Dan Pablo II, DIT, CSPE

VPAA, Mabalacat City College

**RESOLUTION NO. 12**

Series of 2020

**APPROVING THE MABALACAT CITY COLLEGE NEW NORMAL POLICIES**

**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;

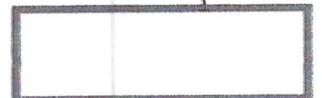
**WHEREAS**, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing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

**WHEREAS**, with the emerging new trends in education and learning, school policies must also adapt and catch up, especially where the health and safety of its stakeholders are at risk. Since there have been new normal practices and routines being standardized globally, it is important that these be concretized into policies first in order to fit the same in the organizational setting. These will set the boundaries and the operating procedures that will make the organization function safely and effectively and deliver its services immediately and efficiently. The policies will also establish the responsibilities and accountabilities for easier and immediate implementation of the set standards.



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**WHEREAS**, the following policies shall define the new normal for Mabalacat City College:

1. Policy on the Implementation of New Normal
2. Policy on Entertaining Visitors and Guests
3. Policy on Greeting and Handshakes
4. Policy on Meetings
5. Policy on Office Tools, Supplies and Personal Items
6. Policy on Physical and Social Distancing in the Office
7. Policy on Risk-Reduction from Covid-19
8. Policy on Waste Disposal of Hazardous Items
9. Policy on Work From Home Arrangement
10. Return to Work Policy

**WHEREAS, (A.) POLICY ON THE IMPLEMENTATION OF NEW NORMAL**

This policy will serve as a guideline on the day-to-day entry and exit procedure at MCC, delivery of services and conduct of transactions and maintenance and cleaning standards. This guideline was made to ensure the safety and health of all MCC personnel against Covid-19. (Please also read other policies related to new normal)

**1. Gate Procedure**

All personnel, students and guests should undergo foot bath, misting and thermoscan at designated area at the entrance. Only those below 37.5 C temperature shall be allowed to enter. People on cue should stay on marked floors to maintain social distancing. Personnel and guests should use their own ballpen to sign in. Any guest without a ballpen should leave his or her ID in the dropbox so that the guard can enter the information. ID can be collected upon exit. For personnel using biometric, they should apply alcohol before and after use. ID should also be in plain view to avoid conversation with the guard on duty. Same health protocol applies for exit. This gate procedure should be posted at the guard house.

**2. 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.

**3. Online Transactions**

All services such as request for TOR and credentials, admission inquiries, guidance services, medical consultation etc. should be available online. All responsible units for these services should have a clear workflow for the efficient implementation of such, digital platform to conduct these services and campaign strategy for its promotion.

**4. Procedures for transactions that require physical presence or face-to-face**

Social distancing of 2 meters should be strictly maintained. For exchange of cash, document or any material, it must be received 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.



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## 5. Delivery of Items

For any delivery, gate procedure should be followed. All items should be deposited at the designated area for sanitation or disinfection before inspection and receipt.

## 6. Cleaning Routine

All offices, rooms and surroundings of MCC shall be disinfected everyday after office hours. Sterilization shall also be done by assigned personnel every weekend. After sterilization, no one is allowed to enter in MCC until the resumption of the business week.

## 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. LAB PASS is required if used outside laboratory time. In the use of computer, One is to One shall be strictly enforced. No sharing of any lab/comp equipment and supplies such as flash drive and headset. FOR Laboratory Custodians: require all users to read Laboratory Rules before session starts. Laboratory Rules should be posted inside the room visibly.

## 8. Hand washing Facility

There must be a handwashing facility in accessible areas within MCC. The School Health Office should be responsible for the encouragement of this practice.

## 9. Waste disposal

There should be a separate waste bin for face mask, gloves and any materials that might be contaminated. This waste bin must be properly sealed and disposed according to health and safety guidelines by trained personnel.

## WHEREAS, (B.) POLICY ON ENTERTAINING VISITORS AND GUESTS

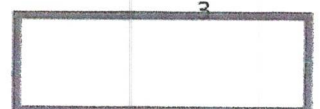
This policy provides protocols when accepting or accommodating visitors.

### Scope and Coverage

This policy shall cover all employees, personnel, students, guests and visitors.

### Protocols

1. Accepting or entertaining visitors and guests in school premises is highly discouraged.
2. If it is really necessary to have visitors and guests, their visits must first be requested *permission from the immediate Vice President supervising the event or person being visited*, to enter school premises at least five (5) days before the date of visit. All other details including the names of all visitors, age, if they have underlying sickness, purpose of visit and other details necessary to make the necessary precautions for their visit must be disclosed to the approving authority.



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3. The Office of the Vice President for Administration must be notified of the details of the visit once approved, at least three (3) days, to prepare all the necessary additional precautions for the visit. It shall brief the visitors or guests with the school safety precautions and practices prior to the visit, via e-mail, teleconference or videoconference.
4. All visitors and guests must wear masks at all times.
5. Any violation of safety protocols must not be tolerated and the visitors and guests shall be respectfully escorted to exit the school premises immediately.

### WHEREAS, (C.) POLICY ON GREETINGS AND HANDSHAKES

This policy provides guidelines on what would be the new norm on greetings and handshakes inside the school premises.

#### Scope and Coverage

This policy shall cover all employees, personnel, students, guests and visitors.

#### Guidelines

1. Handshakes, high fives, fist bumps, tapping of the back and other gestures that require physical contact shall not be allowed at all times.
2. Greetings between teachers and students may be made through waving of the hand, bowing or nodding.
3. Greetings to guests and visitors may be made through bowing or nodding.
4. Spoken greetings must be minimized and used only when circumstances call for it.
5. Masks shall be worn at all times.

### WHEREAS, (D.) POLICY ON MEETINGS

This policy provides the protocols in preparing and conducting work-related meetings.

#### Scope and Coverage

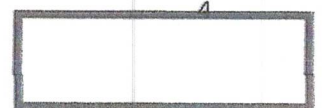
This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

#### 1. Protocols for Face-to-Face Meetings

Face-to-Face Meetings are highly discouraged but if physical presence is really necessary, the following protocols must be observed:

##### a. Preparation

- i. Notice of the Meeting must be sent via e-mail or other mobile or computer applications available.
- ii. All documents and written materials needed for the meeting must also be sent via e-mail or other mobile or computer applications available.



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- iii. Each participant must bring his or her own device to access the materials. If his or her device is not easily movable, he or she must print his or her own copy of the said materials.
- iv. Each participant must also bring his or her own items to be used for note taking. No sharing or lending allowed.

### b. Conduct of Meetings

- i. All participants must keep a distance of one (1) meter radius from each other.
- ii. The presenter must keep a longer distance since he or she is expected to speak for a longer period.
- iii. If votes need to be taken, the facilitator must require participants to simply raise their hands.
- iv. If votes are to be taken anonymously, the facilitator must require participants to send in their votes via e-mail or other mobile or computer applications available.

## 2. Protocols for Virtual Meetings

Teleconferencing is the preferred mode of meetings. The following protocols must be observed:

### a. Preparation

- i. Notice of the Meeting must be sent via e-mail or other mobile or computer applications available.
- ii. All documents and written materials needed for the meeting must also be sent via e-mail or other mobile or computer applications available.
- iii. Participants must have access to or provided with devices or facilities to attend the said meeting.

### b. Conduct of Meetings

- i. Participation may be via call, teleconference or videoconference.
- ii. Proof that the meeting has transpired and the participants to the meeting must be kept on record.
- iii. All matters discussed in the said meetings must be kept confidential. If being recorded, all participants must be made aware at the start of the meeting.
- iv. Participants are encouraged not to wear sleeveless, strapless, sandos and spaghetti straps during video conference meetings.
- v. Participants are discouraged from standing up or doing unnecessary movements when they are on video. They are encouraged to turn off their videos and/or microphones so as to keep other participants from being distracted.

## WHEREAS, (E.) POLICY ON OFFICE TOOLS, SUPPLIES AND PERSONAL ITEMS

This policy provides guidelines on the use of office supplies when employees and personnel are required to physically report to work.



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## Scope and Coverage

This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

## Guidelines

1. All employees/personnel will be issued necessary office supplies for the completion of work or tasks.
2. It is strongly encouraged that all office-issued and personal-owned office supplies, especially if left in the office or desk must be properly labelled with the name of the recipient/owner, for convenient tracing.
3. No lending and sharing of office and personal supplies, like staplers, pens, and other tools/items, like utensils and cutleries.
4. If lending is inevitable for some reason or if needed, items should be disinfected before and after transfer.

## WHEREAS, (F.) POLICY ON PHYSICAL AND SOCIAL DISTANCING IN THE OFFICE

This policy provides the protocols to be maintained inside the school offices and other rooms to minimize contact rate:

## Scope and Coverage

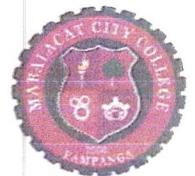
This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

### 1. Protocols in the Work Premises

- a. Doors should be kept open to prevent the need to handle door knobs.
- b. Certain areas may not be used by being taped-off so as to allow physical distancing.
- c. Whenever possible, employees and personnel must eat in their individual work areas. Packed meals are encouraged.
- d. Face masks must be worn at all times, except when eating or drinking. Conversations with masks off during meal times are highly discouraged.

### 2. Protocols in Minimizing Physical Contact

- a. Communications, as much as possible, must be made through teleconferencing, and other computer/mobile applications like, viber, messenger, and e-mail.
- b. Physical handling or transfer of documents must be minimized. Transfer of scanned copies through virtual means is highly encouraged.
- c. Work areas must be rearranged to ensure physical distancing at the minimum of one (1) meter radius space between employees/personnel.
- d. The number of persons inside an enclosed space such as a room or hall must be limited.
- e. Movement within and across areas must be reduced and minimized.
- f. Mingling among employees is prohibited.



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## WHEREAS, (G.) POLICY ON RISK REDUCTION FROM COVID-19

This policy provides protocols and standards for reducing the risk of infection or spread of COVID-19 in the school premises, as adopted from the DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19.

### Scope and Coverage

This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

### 1. Protocols in the event that a person in the school premises is suspected of having COVID-19

- a. The person shall immediately proceed to the isolation area designated in the workplace and never remove his/her mask;
- b. Clinic personnel attending to the suspected person should wear appropriate PPEs and if needed should require the transport of the suspected worker 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. Hospitals will report to the DOH the suspected person.
- c. The work area must be decontaminated:
  - i. Work areas must be decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol-based disinfectant);
  - ii. After decontamination of the work area, work can resume after 24 hours; and
  - iii. Persons present in the work area of the suspected person shall go on a fourteen (14) days home quarantine with specific instructions from the clinic staff on monitoring of symptoms and possible next steps. If a suspected person has a negative result, those who were sent home for quarantine may be allowed to report back to work.

### 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)

- a. The Clinic personnel must advise the person to take prudent measures to limit the spread of communicable diseases, as follows:
  - i. Stay at home and keep away from work or crowds;
  - ii. Take adequate rest and take plenty of fluids;
  - iii. Practice personal hygiene to prevent spread of disease; and
  - iv. Seek appropriate medical care if there is persistent fever, when difficulty of breathing as started, or when he/she becomes weak.

## WHEREAS, (H.) POLICY ON WASTE DISPOSAL OF HAZARDOUS ITEMS

This policy provides guidelines when disposing of used masks, gloves and other protective items against CoVid-19.

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### Scope and Coverage

This policy shall cover all employees, personnel, students, guests and visitors.

### Guidelines

1. Separate garbage bins for used face masks, gloves and other protective items must be deployed in the different areas of the school, where though accessible, must not be near places where people are staying or working, where food is prepared or sold, or where water sources are.
2. The bins must have a label and a cover but should not require hand contact to dispose of hazardous items.
3. Step-by-step disposal of used masks, gloves and other protective items must be posted near the bins.
4. All persons must strictly follow the proper disposal of hazardous items at all times. These items must not be thrown in bins that are not intended for the same.
5. Disposal of the garbage for hazardous items must follow safety protocols of the local government.

### WHEREAS, (I.) POLICY ON WORK-FROM-HOME ARRANGEMENT

This policy provides guidelines and expectations for work-from-home arrangement in line with the Civil Service Memorandum Circular No. 10, series of 2020 - Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic.

### Scope and Coverage

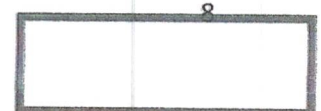
This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

### Definition of Work-From-Home ("WFH")

It refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.

### Parameters

1. WFH may be allowed for the following tasks:
  - a. Research
  - b. Policy formulation/review/amendment;
  - c. Project work, including but not limited to, drafting of proposals/project studies/training modules;
  - d. Data encoding/processing;
  - e. Adjudication of cases or review of cases, including legal work;
  - f. Budget planning and forecasting;
  - g. Recording, examination and interpretation of financial records and reports;
  - h. Evaluation and formulation of accounting, auditing and management control systems;
  - i. Computer programming;
  - j. Database maintenance;
  - k. Design work/drafting of drawing plans;
  - l. Preparation of information materials;
  - m. Sending/receiving e-mail;







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- n. HR tasks, e.g. computation of leave credits, preparation of payroll, etc., as the case may be; and
- o. Other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.

2. Employees or personnel who are under 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, including those who reside with the aforementioned, shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.

3. To facilitate the implementation of the work-from-home arrangement, the agency head shall ensure the following:

- a. The employees/personnel are given tasks to be performed to the full extent possible in terms of man-days per work week.
- b. Employees/personnel under work-from-home shall make themselves available during the work hours that they are at home.
- c. Only employees who have access to or are provided with any communication equipment or facility may be allowed this arrangement. They should have the following to be submitted to Human Resource Management Office:
  - i. An active mobile number
  - ii. Viber or FB Messenger account
  - iii. E-mail account

4. Appropriate measures such as Pledge of Confidentiality of Information, Data Encryptions, etc. are in place to ensure protection of data used and processed by the employees pursuant to the Data Privacy Act of 2012.

5. The confidential and proprietary information are protected and secured at all times.

### WHEREAS, (J.) RETURN TO WORK POLICY

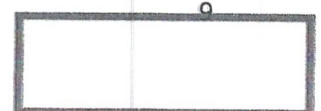
This policy provides guidelines on employees who return to work after recovery from COVID-19, being suspected or categorized as probable COVID-19 case, as adopted from Department Memorandum No. 2020-0220: Interim Guidelines on the Return-to-Work issued by the Department of Health on May 11, 2020.

#### Scope and Coverage

This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

#### Guidelines

1. The employee or personnel must present to the Human Resource Management Office (HRMO) the Certificate of Quarantine Completion duly issued by the step-down care facility or local health office, whichever is applicable based on the latest DOH guidelines



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on reintegration of suspect, probable and confirmed COVID-19 cases, upon return to work.

2. The HRMO must keep the previous health condition of the said employee confidential.
3. The school administrators must ensure that the said employee or personnel shall not be discriminated against, bullied or be the subject of hostility of co-workers and students.


**RESOLVED:** It is therefore resolved that Guidelines in the Admission Process for A. Y. 2020-2021 be approved by the Board of Trustees.

**NOW, THEREFORE, BE IT RESOLVED,** as it is hereby **RESOLVED** by the Board of Trustees, through its 2<sup>nd</sup> Special Meeting herein assembled to approved the Mabalacat City College New Normal Policies.


**APPROVED** this 6th day of July 2020.

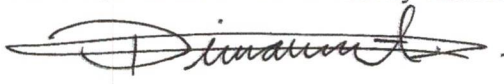
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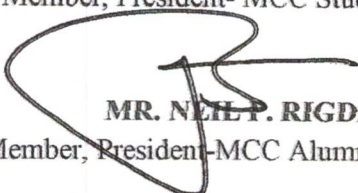
  
**HON. CRISOSTOMO C. GARBO**  
 City Mayor/BOT Chair

  
**HON. KRIZZANEL C. GARBO**  
 Member, Chairperson-Committee on Education  
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 Member, President-MCC Alumni Association

Prepared by:

  
**MS. ZENAÍDA C. MANDAL**  
 Board Secretary  
 MCC, Mabalacat City

