



**INSTITUTIONAL POLICIES AND CONTROLS RELATIVE TO
HEALTH AND SAFETY STANDARDS**
(RE-OPENING OF DCSP CAMPUS FOR LIMITED FACE-TO-FACE CLASSES
DURING THE COVID-19 PANDEMIC)
(DCSP-HSSE-Pr-048)

Pursuant to **CHED COVID Advisory No. 7** dated May 24, 2020, or the Guidelines for the Prevention, Control and Mitigation of the Spread of Coronavirus Disease 2019 (COVID-19) in Higher Education Institutions, CMO 4 s 2020 – Guidelines on the Implementation of Flexible Learning, CHED-DOH Joint Memorandum Circular 2021-001, CHED-DOH Joint Memorandum Circular 2021-004, CMO 20 s 2021, IATF Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response, and other related issuances by the authorized government agencies, **DCSP as a Higher Education Institution (HEI)**, hereby adopts the following **Institutional Policies and Controls as part of the Health and Safety Standards of the College as it re-opens the campus for the Limited Face-To-Face Classes during the COVID-19 Pandemic.**

A. Coverage

1. All DCSP officials and personnel regardless of status who may be authorized to render work in the office;
2. Employees of service providers (e.g., security guards, caterers);
3. Students, visitors and guests transacting inside the College's premises;
4. Trainees with scheduled trainings/assessments at the Maritime or Culinary Training and Assessment Centers;
5. Suppliers, contractors and service providers, food service delivery, mail deliveries, transport service personnel, etc.; and
6. It covers all areas in the premises of DCSP including its vehicles and meeting venues.

B. Objectives

1. To protect the well-being of officials and employees, visitors, guest and other stakeholders;
2. To provide guidelines and procedures to mitigate risk as well as to reduce further contamination or exposure to hazards and COVID-19 virus.
3. To ensure that appropriate health and safety mechanisms are in place in the workplace;
4. To provide officials, employees, visitors, guests and other stakeholders with appropriate information and preparedness on occupational health and safety;
5. Enhance risk assessment to include personal risk factors and implement regular health checks and interventions as and when it is needed.

C. Increase Physical and Mental Resilience

1. The College shall provide psychosocial support to the workforce especially those showing mental and health concerns.
2. The College shall promote work-life balance especially in these trying times through proper scheduling of activities and workforce rotation.

D. Reducing transmission of COVID-19

1. Face Masks:
 - a. Face masks must be worn at all times;
 - b. Wearing of medical grade face masks (N88 Or N95 is highly encouraged);
 - c. Masks with vents should not be used;
 - d. Cloth masks may be used as long as worn with a filter such as tissue paper or other similar material and must be cleaned and washed daily;
 - e. Filters for cloth masks must be replaced and properly disposed of daily or after sneezing or coughing;
 - f. Hands must be washed /disinfected before and after replacing the filters; and

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g. Disposable masks must be disposed of properly after use.

2. Face Shields: (As when required)

- a. Face shields shall cover the entire face. If possible, these should cover the sides of the face and chin;
- b. Visor-type face shields shall not be allowed;
- c. Face shields and masks should always be worn together when interacting with colleagues, clients and/or visitors; and
- d. Face shields may only be removed according to the demands of the work or when the occupational safety and health of the employees so requires.

3. Entry to the Campus

- a. A Disinfection Tunnel Booth is placed at the main entrance;
- b. Everyone shall pass to the disinfection tunnel booth before entering the school campus;
- c. Everyone shall have their hand washed and sanitized at the designated area.
- d. Temperature Checking
 - d.1. The security personnel shall conduct temperature scanning to all individuals entering the campus;
 - d.2. All persons found with normal temperature are allowed to enter to the school premises;
 - d.3. Any person found to have a temperature of 37.5 °C and above, shall be advised to take a rest for 5-10 minutes before a temperature re-scanning shall be conducted;
 - d.4. If the temperature reading result will be below the 37.5 °C after re-scanning, the person shall be allowed to enter the school premises; and
 - d.5. If the temperature reading result after re-scanning is 37.5 °C and above, the person shall not be allowed to enter the school premises and must provide a medical certificate before he/she may be allowed to enter.
- e. Detection using the Health Declaration Form/Management of Employees, Students, Faculty, Trainees and other Stakeholders who are suspected to have COVID-19
 - e.1. All individual entering the establishment shall be required to accomplish the Health Declaration Form as directed by the Department of Health (DOH) upon entry. The security personnel or other authorized personnel shall immediately screen the accomplished form.
 - e.2. If "Yes" to any item is answered or if with a temperature of more than 37.5C, the individual shall be denied entry and referred to the workplace isolation area for further evaluation of by the Safety Officer or authorized/qualified personnel from the College Clinic.
 - e.3. If "NO" to all items are answered and temperature is less than 37.5C, the individual shall be permitted entry.
 - e.4. The responsible personnel on duty shall immediately give the accomplished health declaration form to the HSSE Office for appropriate action and storage.
 - e.5. The Health Declaration Form shall be handled and processed in accordance with the Data Privacy Act and related issuances to ensure that:
 - e.5.1. Data collected should only include data needed for the purpose of contact tracing;
 - e.5.2. The processing of personal data shall be transparent and that the person involved shall be informed of the reasons for such actions;
 - e.5.3. Reasonable and appropriate security measures and safeguards, in accordance to the Data Privacy Policy of the College, shall be implemented to protect and secure the personal data collected;
 - e.5.4. The personal data shall be stored only for a limited period and shall be disposed properly after thirty (30) days from date of accomplishment;
- f. Safe Davao QR Code System
 - f.1. Individuals entering the campus shall present their DQR Code ID to the security personnel or have his/her DQR ID scanned through the DQR Scanner Application;
 - f.2. Once the DQR Scanner Application detected/confirmed the identity of an individual, he/she shall be allowed to enter the campus; or
 - f.3. NO DQR, NO ENTRY Policy will be implemented.

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4. Exit from the Campus using the Safe Davao QR Code System
 - a. Individuals moving out of the campus shall present his/her DQR Code ID to the security personnel or have his/her DQR Code ID scanned through the DQR Scanner Application;
 - b. Once the DQR Scanner Application detected/confirmed the identity of an individual, he/she shall be allowed to move out of the campus.
5. Movement inside DCSP Campus:
 - a. Everyone inside the campus must consistently observe physical distancing;
 - b. In any case, loitering around other offices without official transaction/s shall be strictly prohibited;
 - c. The use of messenger, telephone and other non-contact means of communication are encouraged;
 - d. Every office shall set a receiving area to transact business or receive documents with co-employees;
 - e. Drop box system may be implemented every office entrance;
 - f. The school canteen is set up for "al fresco" dining. The required minimum physical distancing of 1.5 meters shall be followed.
 - g. Talking with one another during meal/break time with no mask will be discouraged; and
 - h. Employees, students, trainees, and other clients are highly encouraged to bring their own eating utensils. Disposable utensils may be provided at minimal cost as an option to those without their own eating utensils.
6. Physical Distancing
 - a. Physical distancing of at least one and a half (1.5) meters shall be observed at all times. This must be practiced together with the wearing of masks and face shields.
7. Frequent Disinfection
 - a. Frequent hand washing with soap and water or the application of alcohol-based disinfectants shall be mandatory in all work places and is encouraged to be practiced at home.
8. Display of Signage or Visual Cues

Information, reading materials, or visual reminders relative to the following items shall be posted in conspicuous places:

 - a. Hand washing with soap and water, or use of hand disinfectants with alcohol-based sanitizers;
 - b. Advising employees to conduct surface disinfection in their work stations before the start of the shift, intermittently during shift and at the end of the shift; or
 - c. Discourage sharing of personal items between employees to prevent possible transmission.
9. Adequate Ventilation in the Workplace
 - a. Adequate ventilation should be strictly enforced in the workplace. Natural air flow through opening of windows and doors and turning off air-conditioning units, when possible are highly encouraged; and
 - b. Exhaust fans and air filtration devices may be installed.
10. Mandatory Advocacy Awareness-Raising Programs
 - a. To ensure proper implementation of these guidelines, the Health, Safety, Security and Environment Department – HSSE shall facilitate the conduct of webinars, virtual lectures, and training on COVID-19 prevention and control, including best practices to be attended by all employees, students, faculty, staff and the management.
11. Reduction of Contact
 - a. Most-at-risk-population (MARP) for COVID-19 in the workplace (e.g., senior citizens, pregnant women, individuals with underlying health conditions) and those below 21 years old may continue to observe work-from-home arrangements.
 - b. On a case-to-case basis or as the need arises, individuals identified in the previous item, may report to work and attend class.
 - c. Restriction of Mass Gathering:

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The College shall abide by the directives of IATF, DOH, LGU and any other authorized agencies of the government on mass gathering.

d. Classroom Movement

1. Instructors should practice safe distancing in dealing with students who are asking for assistance;
2. Worksheets or other materials to be submitted to the instructor during laboratory hours should be untouched;
3. This is also the same when papers/materials will be returned to the students. A box per section/activity should be provided for storage of submitted materials. UV light cabinet for disinfection will be provided for the said documented materials;
4. Online submission is still strongly recommended for safety purposes;
5. Both instructors and students are prohibited from borrowing materials like ballpen, pencil, eraser, whiteboard marker, etc.;
6. Students are not allowed to roam around or stay longer in the campus before and after their classes. Students should only go to school for their scheduled laboratory classes and will go home once their class are done;
7. Instructors should not give collaborative activities inside and outside their laboratory classes;

e. Meal Hours

1. The College may adopt staggered or alternate meal schedule to lessen contact among its employees. Eating alone in the workstation is highly encouraged; or
2. Students are encouraged to bring their own food and use their own utensils.

f. Protocols in the Canteens and Dining Areas:

1. Dining in canteens may be allowed provided that employees and students shall strictly comply with the physical distancing of at least one (1.5) meter and shall be prohibited from talking with each other.
2. The College shall post or provide signage, physical barriers and such other means to ensure compliance with the minimum safety and health protocols.
3. Mask should be immediately worn after eating.
4. Use of communal items such as, but not limited to, dipping sauces and condiments, utensils, dispensers and straw dispensers shall be prohibited.
5. Serving of buffet meals and other similar set-ups shall be prohibited.
6. Students and teaching and non-teaching personnel are encouraged to bring food and drinks to avoid long queues at the school canteen. This to encourage the students to eat at their assigned seats inside their respective classrooms.
7. Students are not allowed to leave the campus premises between classes to buy food and drinks.
8. Food deliveries are not allowed.
9. The personnel at the school canteen must be fully vaccinated against COVID-19 and must wear PPE to ensure food safety.
10. Only packed food and drinks are allowed for selling.
11. The dining areas within and near the canteen are setup as outdoor dining or as dining al fresco.
12. The maximum number of occupants in the school canteen shall be based on the allotted spaces for individuals with the appropriate markings in each position/chair.

E. Management of Asymptomatic and Symptomatic Individuals at The Workplace

1. Remote Management of Cases and Close Contacts

- a. The College shall ensure that the employees, regardless of work arrangements, have access to telemedicine services, either through health maintenance organization (HMO), employer-initiated telemedicine services or Barangay Health Center.

2. Isolation and Referral

- a. The isolation facility which must be located near the entrance/s of the College campus or in a nearby facility. This shall be intended for employees, students and trainees needing further assessment due to elevated temperature, presence of flu-like symptoms, any yes answer to the health declaration, or exposure history to a COVID-19 case or probable case thereof; or

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- b. Arrangements with a temporary treatment and monitoring facility nearby or with the Barangay Local Government Unit for immediate referral of the person who need to be isolated.
3. Contact Tracing of Employees and Staff
 - a. Strict compliance with protocols established by DOH and LGU's for contact tracing of employees in close contact with a COVID-19 case, as specified in DOH Memorandum No. 2020-0189 entitled "Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID-19) Cases".
 - b. Close contacts or employees with exposure two (2) days before or within 14 days from onset of symptoms of a suspect, confirmed or probable case. Exposure shall be any of the following:
 1. Face-to-face contact with a confirmed case within one (1) meter and for more than 15 minutes, with or without mask.
 2. Direct physical contact with a confirmed case; or
 3. Direct care for a patient with probable or confirmed COVID-19 disease without using PPEs.
 - c. The HSSE department shall conduct contact tracing within the employee's workplace to identify close contacts. Workplace CCTV may be used to determine close contacts;
 - d. The identified employee who tested positive of COVID-19 shall be contacted/interviewed online or via phone to determine the other employees who had close contact with him/her.
 - e. The identified employees who had close contact with the person who tested positive of COVID-19 shall be contacted and to be monitored on a daily basis.
 - f. The HSSE department shall ensure that close contacts of employees whose RT-PCR test confirmed positive undergo a 14-day quarantine period.
 - g. During the 14-day quarantine, close contacts shall be required to regularly report any development, including new symptoms. Symptomatic employees should update the College regarding their COVID-19 test results from a nationally or locally accredited testing facility.
 - h. Close contacts who remain asymptomatic for 14 days may return to work without the need for a test.
 - i. The College shall provide work-from-home (WFH) arrangements for the close contacts when feasible.
4. Contact Tracing of Students, Trainees, Customers and Visitors:
 - a. All individual entering the establishments shall be required to completely accomplish the Health Declaration Form;
 - b. Health Declaration Form shall be surrendered daily to the HSSE department for future references and safekeeping for 30-days;
 - c. The College may explore the use of technology, such as the use of contactless forms;
 - d. Referral of symptomatic individuals shall be coordinated with the nearest health care facility as provided under the latest DOH interim guidelines.;
 - e. The College may collaborate with the national and/or local government testing efforts like drive-thru or walk-thru testing facilities.
5. COVID-19 Testing
 - a. Testing of Symptomatic and Close Contacts
 1. All employees, students, Trainees faculty and staff experiencing symptoms of COVID-19 and those who are close contacts with a COVID-19 POITIVE person must undergo a preliminary Antigen Test to be conducted by the School Nurse.
 2. If the result shows NEGATIVE, a certificate shall be given to the employees, student, faculty and staff.
 3. If the result shows POSITIVE, a confirmatory RT-PCR Swab test shall be done through LGU or private diagnostic centers.
 4. Symptomatic employees, students, faculty and staff with travel or with exposure to COVID-19 person shall undergo 14-day quarantine.
 5. Upon its completion and prior to resumption of work, the employee shall present a certificate of quarantine completion from the local health office.

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6. Conduct of Simulations and Drills

- Prior to the reopening of DCSP campus for the limited face-to-face classes, the College shall conduct simulations and drills of the human traffic system, crowd management, and classroom management, and implementation of the Health and Safety protocols. These simulations and drills shall be included in the Audio Video Presentation (AVP) to be submitted to CHEDRO XI.
- The College through the HSSE department shall establish/formalize a plan on how to conduct drills on fire, bomb threat, earthquake, and other emergencies adherent to health and safety protocols most especially physical distancing and use of PPE.
- Health and safety marshalls are identified and considered as part of the crisis management committee. One (1) health and safety marshall is designated per occupied building with the primary task of monitoring the strict implementation and observance of the health and safety protocols at all times.

7. Contingency Plan for COVID-19 Cases

- Employees, Student, Faculty or Staff who are identified as suspect/probable/confirmed COVID-19 cases shall immediately be escorted to the designated Isolation Area inside the campus (Near Entrance Driveway) while waiting to be transported to a health facility or his/her home;
 - The College through the institutional health officer 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.
 - The College shall provide the necessary assistance to ensure the safe transport of the individual. The City Health Office, Department of Health, or Local Government Unit may be requested to do such actions.
 - 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. The College shall transport him/her to a health facility, monitor his/her condition, and regularly update his/her family if possible.
 - The individual shall be evaluated by the appointed surveillance officer or health officer who is knowledgeable on:
 - How disease spreads;
 - How to identify disease symptoms;
 - How to protect themselves;
 - Environmental cleaning and disinfection procedures; and
 - When to contact health officials or occupational health services.
 - A risk assessment of the situation shall be conducted by the Surveillance Officer together with the members of the Crisis Management Committee and implements 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.
- The clinic personnel attending the patient should wear appropriate Personal Protective Equipment – PPEs before conducting assessment and contact tracing;
- A written recommendation or phone call about the case shall be facilitated and forwarded to the Department of Health – DOH for further evaluation and confirmation of symptoms and case monitoring of the patient;
- If needed, the patient should be transported to the identified local health care provider (Southern Philippines Medical Center – SPMC);
- Safe transfer of the patient shall be handled by the ambulance provided by the identified local health care provider (SPMC and 911);
- The College Clinic is task to keep track on the case of the referred patient;
- In case the patient will be admitted, the clinic personnel shall write a referral letter to the College Administration to facilitate information to the parents/immediate family or guardian;
- In case of death of the patient who was confirmed having COVID-19, a letter/information shall be sent by the clinic personnel to the College Administration to facilitate information to the parents/immediate family or guardian;

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- i. In case of COVID-19 Pandemic Outbreak, the Contingency Plan is specified in DCSP-HSSE-PR-050.
- j. Decontamination of Classrooms and Offices.
 - The classrooms/Offices shall be decontaminated with appropriate disinfectant;
 - All occupants of any classrooms or offices with person showing suspicious symptoms and was referred to DOH for further evaluation and confirmation of symptoms (if there will be any) shall automatically be placed under 14-days home quarantine before they will be allowed to go back to their respective class or offices.

F. Crisis Management Committee

1. The College shall establish a Crisis Management Committee. The composition of the committee, functions and specific tasks of the members are specified in the Learning Continuity Plan of the College (DCSP-QMS-LCP-Pr-001).

G. Notification and Reporting

1. Reporting of COVID-19 test results to the DOH shall be done in accordance with DOH Administration Order No. 2020-0013, entitled "Revised Guidelines for the Inclusion of COVID-19 in the List of Notifiable Diseases for Mandatory Reporting to the Department of Health".
2. Even before testing. HSSE department must report COVID-19 positive employees, symptomatic employees, and their close contacts, to the local health office having jurisdiction over the workplace and the Barangay Health Emergency Team (BHET) of their place of residence.

H. Disinfection and Closure of Buildings / Workplace

1. Classrooms/laboratories/communal areas/other school facilities including the tools/equipment used by the students shall be cleaned and disinfected at the end of each school day.
2. Offices must be cleaned and disinfected every after office hour. Alcohol dispensers are available in every office entrance as well as in the classrooms and laboratories.
3. If one (1) confirmed case of COVID-19 is detected in the workplace, the concerned department shall be disinfected with an appropriate disinfectant solution. The conduct of a comprehensive disinfection by specialist may be recommended.
4. The building or office must be locked down for 24 hours prior to disinfection to lessen the transmission to sanitation personnel. During the disinfection process, all doors and windows should be opened to maximize ventilation. The building may only be opened 24 hours after the disinfection process.
5. Personal Protective Equipment – PPE must be worn by the nurse on duty when assisting a client with manifestation or symptoms of COVID-19. It is also be worn by the in-charge of the housekeeping managing the sanitation and disinfection process of the facilities. The following PPE's to be worn are as follows but not limited to:
 - Gowns/Apron – protect skin and inner clothing
 - Mask and respirators – protect mouth and nose from airborne infectious agents.
 - Goggles – protect eyes
 - Face shields – protects face, mouth, nose and eyes.
 - Head caps – protect hair from attachment of bacteria.
 - Surgical Gloves – protects hands from any contamination.
6. Using chemical solutions

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- a. If one confirmed case of COVID-19 is detected in the workplace, the concerned department/facility shall be disinfected with an appropriate disinfectant solution (0.5% bleach solution). The conduct of a comprehensive disinfection shall be done by the trained assigned housekeeping personnel;
- b. During the disinfection process, all doors and windows should be opened to maximize ventilation;
- c. The College uses special chemicals for the disinfection of the facilities. Precautionary measures shall be observed and applied during the process. The wearing of appropriate PPE is strictly required.
- d. Office/room disinfection includes:
 - Door handles/knobs including outside
 - Light switches
 - Common use counter tops
 - Instructor and facilitator stations
 - Tables, desks, and high-touch areas
 - Stairway handles

7. Using UV light

Ultraviolet (UV) light is a form of light that is invisible to the human eye. It occupies the portion of the electromagnetic spectrum between X-rays and visible light. Unlike chemical approaches to water disinfection, UV light provides rapid, effective inactivation of microorganisms through a physical process. When bacteria, viruses and protozoa are exposed to the germicidal wavelengths of UV light, they are incapable of reproducing and infecting.

a. UV Light Room Disinfection:

- a) Placed the UV light machine on the center of the office;
- b) Turned the timer with the desired time (min. 10mins / max. 30min) depending on the size of the room.
- c) Make sure the all windows are half open. This is to reduce the undesired odor from the UV light.
- d) Leave the area when the UV light is ON and do not let anyone to go inside or to go near when the UV light is in operational mode.
- e) The UV light will automatically turn-off after it reach the set time. It is important to give at least 5 minutes before you can go back inside the office/room to unplug it, this is to give ample time to reduce the undesired odor from the UV light inside the office/room;

b. UV Light Disinfection Cabinet:

- a) Place your documents inside the UV cabinet before turning on.
- b) Close the UV cabinet properly.
- c) Plug the UV Cabinet to turn on the standby power (RED).
- d) Press the START button to start 5 minutes disinfection (GREEN).
- e) The UV cabinet will automatically turn-off after it reach the 5 minutes, and give at least 3-5 minutes before you open the UV cabinet to eliminate ozone smell.
- f) Unplug the UV cabinet.

c. **Safety Reminders:**

Take necessary precautions to avoid being exposed directly to the UV light which can be harmful. Wearing of appropriate Personal Protective Equipment -PPE is strictly required.

5. Using Thermal Smoke/Fogging:

Thermal fogging is the process by which disinfectant solution is suspended within the air for a period of time in order to disinfect the surfaces of dust particles and inaccessible parts of a building.

- a. Thermal fogging turns cleaning solutions into heated fog that can get in between unreachable surfaces of the /room;
- b. Carefully fill the fogging machine tank cylinder with the special chemical solution, make sure that there is no leak;

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- Carefully install the butane gas at the back thread of the fogging machine by turning it clockwise to lock and counter clockwise to unlike, make sure that there is no leak;
- Turn the knob to open the butane gas line and press the igniter to start the heating process;
- Wait until the first smoke will be release;
- Slowly and gradually press the smoke pump lever to release the smoke;
- Leave the window half open and the door is close;
- If the office/room is fully airconditioned, leave the AC unit ON in order for the fog chemical penetrates the AC filters;
- Make sure to wear the proper Personal Protective Equipment PPE when operating the fog machine;
- Aim the smoke to the base line of the facilities inside the office/room;
- Sweep the nozzle from left to right;

Safety Reminders:

- Wearing of appropriate Personal Protective Equipment -PPE is strictly required.*
- Make sure to install properly the butane gas cylinder to avoid leakage;*
- Carefully take precautionary measure when refilling the fogging chemicals; and*
- Do not touch the heating ring and the nozzle to avoid burn injury.*

I. College Procedure on The Implementation of Safe Davao QR System

- The College shall procure the necessary devices that can read QR codes (e.g. Smart Phone);
- Internet connection shall be provided or made available in areas where scanning is to be done;
- The College prints and posts the DQR codes at the entrance and exit points. Several copies of the DQR codes may be posted to avoid long queues. Customers have the option to scan the posted codes using the DQR web app scanner upon entering and leaving the campus;
- The College may also do the scanning using the DQR web app scanner found on the Safe Davao QR site.
 - To access choose LOGIN at the top menu. Type the establishment username and password. Select the establishment scanner option to activate the DQR scanner app.
 - Scan the customer's DQR codes.
 - To start scanning the DQR codes of customers who are coming in, just select the "Entrance" option of the DQR scanner app and scan their DQR codes. This will register their time-in.
 - To scan customers who are going out just select the "Exit" option and then scan their DQR codes. This will register their time-out.
 - Select the right option before scanning to ensure accuracy of the data that will be recorded.
 - Once the customer's DQR code had been scanned, the system will display on screen the photo and detail of the customer. This will allow the College to verify the identity of the customer.

J. General Guidelines on the School and Classroom Physical design

- Signages and markings are available and visible in all places in the College to observe safe spacing. Safety distancing guides, such as tape, paint, or chalk on floors or sidewalks and signs on walls to ensure that employees, students, and other stakeholders visiting the school remain at the acceptable physical distancing in lines, hallways, sanitation facilities (toilets), and at other times.
- The laboratory rooms/classrooms are designed to make sure that safe distancing will be followed. One and a half (1.5) meters from each other is a must to observe safe spacing. However, in areas where 1.5 meters is not possible, barriers are installed.
- Some laboratory activities may be assigned to other available classrooms to make sure that limited students will use the facility and safe distancing will be observed.
- Physical barriers are placed between workstations/areas when possible and appropriate.
- Physical cues such as tape, chalk, and markings are provided to guide spacing.
- Ventilation is an important part of maintaining good indoor air quality and reducing transmission of respiratory diseases. Ventilate with as much outside air as possible before, during, and after occupancy, and while cleaning and disinfecting. Open widows when possible.

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| Issue Date | Dec. 1, 2020 | Prepared by: | Reviewed by: | Approved by: |
| Revision Status | 2 | ALBERTO S. ALONSO III HSSE Manager | JUFFREY L. VALDEZ Quality Assurance Manager | GLORIA S. URIARTE College President |
| Revision Date | January 3, 2022 | | | |



DMMA COLLEGE OF SOUTHERN PHILIPPINES
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7. One way circulation in hallways, classrooms, and school facilities. Staff are assigned to monitor hallway, classroom, and facility traffic to ensure physical distancing guidelines are followed.
8. Procedures in the implementation of Laboratory activities/exercises and Assessment are formalized and incorporated in the Learning Continuity Plan of the College.

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