

## Article 12

# HEALTH, SECURITY, SAFETY PRACTICES AND PROCEDURES

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### Section 12.1 Health Protocols

Health practices among CCT students and teaching staff will strictly adhere to the National Center for Disease Control and Prevention (CDC), DOH Guidelines and CHED Memoranda, in the prevention, control and management of Covid-19.

#### Symptoms of Covid-19

Anyone can have mild to severe symptoms and older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes are at higher risk for developing more serious complications from COVID-19 illness. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus and they may suffer the following symptoms as** people with COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### Section 12.2. Risk Level

The risk levels that the faculty and students may encounter is categorized as follows:

- a. **Lowest Risk:** Faculty and students engage in virtual-only learning options, activities, and events.
- b. **More Risk:** Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
- c. **Highest Risk:** Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

### Section 12.3. Behaviors that Reduce Spread

- a. **Staying Home or Self-Isolating when Appropriate**
  - Students, faculty and staff who have been sick and with Covid-19 symptoms or have recently been exposed to someone with Covid-19 are required to stay home or self-isolate in their living quarter.
  - Virtual learning will be offered to those who are staying at home
- b. **Hand Hygiene and Respiratory Etiquette**
  - Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and wash hands or hand sanitize with alcohol immediately
  - Hand wash with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol
- c. **Cloth Face Coverings**
  - Wearing of face mask is a must upon entering the school campus
  - Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult.

- The use of face masks among students, faculty, and staff shall be reinforced by frequently reminding them not to touch the face covering and to wash their hands frequently.
- Awareness on proper use, removal, and washing of cloth face coverings shall be provided to all students, faculty, and staff through signage, virtual information, and pamphlets. ;
- Note: Cloth face coverings should **not** be placed on:
  - Babies and children younger than 2 years old;
  - Anyone who has trouble breathing or is unconscious;
  - Anyone who is incapacitated or otherwise unable to remove the cover without assistance;
  - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

**d. Adequate Supplies**

- Healthy hygiene behaviors shall be supported by providing adequate wash areas and no-touch foot pedal trash cans within the campus premises
- Students are required to bring with them soap and/or hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, and disinfectant wipes

**e. Signs and Messages**

- Signs shall be posted in highly visible locations (e.g., building entrances, restrooms, dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing face masks)

**Section 12.4 Maintaining Healthy Environments**

**a. Cleaning and Disinfection**

1. Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, faucets, grab bars, hand railings, bathroom stalls, and dining hall tables) within CCT facilities at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between uses.
2. If transport vehicles are used by the CCT, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings).
3. Safe and correct use and storage of cleaners and disinfectants, including storing products securely shall be ensured.
4. Personal items (e.g., cell phones, other electronics) and personal work and living spaces shall be kept clean by using disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
5. Adequate ventilation will be ensured when using cleaning products to prevent students or staff from inhaling toxic fumes.

**b. Shared Objects**

1. Sharing of items that are difficult to clean or disinfect are discouraged

- To minimize sharing of high-touch materials students shall be individually assigned, lab equipment, computers or limit use of supplies and equipment by one group of students at a time and clean and disinfect between uses.
- Sharing of electronic devices, books, pens, and other learning aids are discouraged.

**c. Ventilation**

1. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility.

**d. Water Systems**

1. All water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) shall be ensured as safe for washing
2. Faculty, staff and students are encouraged to bring their own water to minimize use and touching of water faucets.

**e. Modified Layouts**

1. Seating/desks in lecture halls shall be spaced at least 6 feet apart when feasible.
2. Distance learning shall be offered in addition to in-person classes to help reduce the number of in-person attendees.
3. Adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, skill building activities) should be practiced

**f. Communal Spaces**

1. To ensure everyone can stay at least 6 feet apart, in close shared spaces such as dining halls, game rooms, exercise rooms, and lounges, staggered use and restriction of the number of people allowed in at one time shall be implemented. Clean and disinfect between use shall be mandatory.
2. Physical barriers, such as plastic flexible screens, between bathroom sinks and between beds will be added especially when they cannot be at least 6 feet apart.

**Section 12.5 Food Service**

1. Grab-and-go options for meals shall be followed.
2. Individually plated meals (versus buffet or any self-serve stations) shall be served in the school canteen.
3. Use of disposable food service items (e.g., utensils, dishes) is recommended. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

**Section 12.6 Maintaining Healthy Operations**

**a. Protections for Students, Faculty, and Staff at Higher Risk for Severe Illness from COVID-19**

1. Limit exposure of faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) by offering them other options (e.g., virtual class and modified job responsibilities).
2. Students at higher risk for severe illness that limit their exposure risk shall be offered other class options(e.g. virtual learning opportunities)

**b. Gatherings**

1. Pursue virtual group events, gatherings, or meetings and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
2. Pursue options to convene sporting events and participate in sports activities in ways that reduce the risk of transmission of COVID-19 to players, families, coaches, and communities.
3. Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county).

**c. Telework and Virtual Meetings**

1. Encourage telework for as many faculty and staff as possible, especially employees at higher risk for severe illness from COVID-19.
2. Replace in-person meetings with video- or tele-conference calls whenever possible.
3. Virtual support services shall be provided to students.
4. Use of flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) shall be done to establish social distancing (maintaining distance of approximately 6 feet) between people

**d. Travel and Transit**

1. Non-essential travel shall be limited in accordance with national and local regulations and guidance.
2. Students, faculty and staff who use public transportation or ride are encouraged to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members) or to commute during less busy times and clean their hands as soon as possible after their trip.

**e. Designated COVID-19 Point of Contact**

1. Designate an administrator or office to be responsible for responding to COVID-19 concerns. All CCT students, faculty and staff should know where and how to contact the Clinical staff

**f. Communication Systems**

1. Put systems in place for:
2. Students, faculty and staff who report to the CCT Clinic office if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days
3. Faculty, staff, students, families, and the public shall be notified on any restrictions in the CCT to limit COVID-19 exposure (e.g., limited hours of operation).

g. **Leave (Time Off) and Excused Absence Policies**

1. Sick employees and students shall be excused and allowed to stay home and away from others in accordance with the governing policies of the local government.

h. **Staff Training**

1. Staff shall be virtually trained on all safety protocols and social distancing is maintained during training.

i. **Recognize Signs and Symptoms**

1. Faculty, staff, and students shall be tasked to conduct and record daily self-checks (e.g., temperature screening and/or symptom checking).
2. Health checks should be done safely and respectfully, and in accordance with any applicable national privacy and confidentiality laws and regulations. .

j. **Support Coping and Resilience**

1. Employees and students shall be encouraged to refrain from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
2. Promotion on eating healthy, exercising, getting sleep and finding time to unwind shall be executed.
3. Talk only with people whom they trust about their concerns and how they are feeling.

**Section 12.7 Preparing for When Someone Gets Sick**

a. **Isolate and Transport Those Who are Sick**

1. Faculty, staff, and students should not come to the CCT if they are sick, if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
2. Immediately separate faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath). Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are
3. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

b. **Clean and Disinfect**

1. Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
2. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use of disinfectants storing products securely away from children.

c. **Notify Health Officials and Close Contacts**

1. In accordance with applicable national and local laws and regulations, The CCT shall notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality of the affected person.

2. Those who have had close contact with a person diagnosed with COVID-19 shall be informed to stay home and self-monitor for symptoms,

### Section 12.8 Security and Safety Policy

To ensure the safety and order of the students, faculties and guests of the college inside the campus, the Office of the Dean of Student Affairs (OSAS) came up with security policy and procedures of the College.

#### A. Definition of Terms:

1. Security Personnel – the security guard (chief of the Security guard), the discipline officer, the Dean of the Student Affairs and Services.
2. Administration – College President, College Registrar, Director of Safety (Civil) and Security Services
3. Evaluating Officers – the Discipline Committee, Guidance Counsellor (as advisor)

#### B. Tagaytay City EMERGENCY HOTLINES:

Philippine National Police	(046)-413-1282
Tagaytay Ospital ng	(046)-483-2160
Tagaytay City Rescue (TCDRRMO)	(046)-483-0446
Tagaytay City Bureau of Fire Protection	(046)-483-1193
TOPS-Tagaytay Office of Public Safety	(046)-682-0299
Meralco	(046)-413-4100
Tagaytay City Water District	(046)-413-1312

#### C. Security and Safety Protocols:

1. Security Guard must have its daily log book to document the ENTRY and EXIT of vehicles (indicate the plate number and manufacturer/type of vehicle) in the campus.
2. They must also have a separate log book for incident/crime report.
3. Record and monitor the visitors in a log book which
  - a. Include the time of arrival, Name, agency, address, person to be visited, purpose, time of exit;
  - b. The security personnel will give a visitor's slip to all visitors entering the campus (*the VS is to be signed by the CCT personnel visited*);
  - c. This slip will be turned over by the security personnel to the Office of the Student Affairs at the end of the day for proper encoding.
4. Students will be allowed to enter the campus only with proper uniform and ID card. [cf. Section 4.3 School Uniform; Sec. 4.4 Wearing of ID card]
5. The campus gate should always be closed to control the entry of vehicles.

#### D. Health protocols:

1. During the pandemic period: wearing of face mask (no face mask, no entry); checking of temperature (by digital thermal scanner); spraying of 70% rubbing alcohol; frequent hand washing; physical distancing, will be strictly implemented.

2. The DOH health protocols for the Covid-19 pandemic will be enforced
  - a. the public must remain vigilant and practice the infection prevention and control measures, such as proper use of PPEs, physical distancing, and proper hygiene, to help limit the spread of the virus.

#### **E. Parking Area:**

1. Parking is provided only for CCT College and Senior High administrators, instructors and visitors who have appointment for the day.
2. Only vehicles with authorized CCT sticker are allowed to park inside the campus.

#### **F. Incident Reporting Policy and Procedures (cf. Art. 8, Code of Discipline)**

1. Community members, students, faculty, staff, and guests are encouraged to report all crimes accurately and promptly, by victims and witnesses to the appropriate Campus Security personnel, and the appropriate police and law enforcement agencies as soon as possible.
  - a. If this is not possible for some reason, the crime should be reported to the Chief Security Officer, the Dean of OSAS, College Registrar and/or the College Dean immediately.
  - b. These individuals will notify the College President as well as the appropriate law enforcement officials.
  - c. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings should be reported to Campus Security guard.
2. The Discipline Officer will handle all the untoward incidents that happen inside the campus and inform the Chairman of the Discipline Committee. The Chairman of the Discipline Committee will then inform the College President.

#### **G. Alcohol and Drug Policy**

A policy to ensure the safety of the employees and students while at work and school and eliminating poor job performance, inefficient operations college rule violations, and unethical behavior concerning usage of drug and alcohol drinking is written in Art. 9 (Offenses and Sanctions]

#### **H. On Curfews [cf. Section 2.11]**

1. College curfew is designed to assist in the overall security of the campus. All students are not allowed in the school campus after 6:30pm until 6:00am, Saturday, Sunday and holidays. Vehicles are not permitted to enter the campus after curfew.
2. No vehicles will be allowed on campus during curfew hours, unless permission is acquired from the Office of the College President.
3. Visitors will not be allowed to enter the campus after closing.

#### **I. Off-Campus Conduct**

1. Untoward activities that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates the college Policy.
2. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the attention of the Dean of Student Affairs and Services or the Discipline Committee and Administrator's attention immediately.

### **Section 13.9 Emergency Situations and Procedures**

#### **a. Fire**

##### **In the event of fire:**

1. Pull the fire alarm to warn others.
2. Call campus security, if possible, and provide them with as much information as possible.
3. Attempt to extinguish the fire **ONLY** if it is very small and you know how to do it safely.
4. If the extinguisher does not put out the fire within a minute, leave immediately.
5. Assist the disabled in exiting the building.

6. Once outside, move to a clear area upwind, if possible, at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crew
7. If not in immediate danger, remain at the scene to direct security officers or firefighters to the fire.
8. **Do not return to an evacuated building unless told to do so by a police officer.**
9. Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews to your location.

#### **b. Earthquake**

Although earthquakes are not common in this area, Tagaytay is close to the fault line. Hence, the following guidelines shall be followed in case such an event occurs.

##### **1. Basic guidelines for an earthquake:**

- a) Do not attempt to exit a building or vehicle
- b) If in an office or room:
  - i. Get under a table or desk or brace yourself in an interior doorway.
  - ii. If no desks, drop to knees, fold arms close to knees and bury your face in your arms, use notebooks or jackets for added protection for your head.
  - iii. Stay clear of windows, bookcases, refrigerators, light fixtures, or other heavy objects which might slide or fall.
- c) If in a hallway, take the following actions:
  - i. Get in an interior doorway, brace yourself against the side jambs (post or surface of a doorway).
  - ii. Drop to knees, fold arms close to knees, bury your face in your arms, use notebooks, or jackets for added protection of your head.
- d) If outdoors, move away from buildings, power lines, utility poles, and other structures.
- e) In an automobile, stop in the safest place available, preferably an open area away from power lines, light poles, and trees.
- f) Stay in the vehicle for the shelter it offers.

##### **3. After a significant\* earthquake:** (a situation where property damage or personal injury may be sustained)

- a) Most importantly **remain calm**.
  - i. In case of a significant\* earthquake, evacuate buildings after the initial shock and things settle down, be alert of aftershocks and move to a sports field or a space way from trees.
- b) Take clothing as weather dictates.
- c) Remain at assembly areas until given instructions by emergency personnel.
- d) **Do not reenter buildings unless authorized by emergency personnel!**