



COVID-19 PREVENTIVE MEASURES AND FRAMEWORK

NATIONAL CAMPUS • CAREER & TECHNICAL EDUCATION CENTER • CHUUK CAMPUS • KOSRAE CAMPUS • YAP CAMPUS • FSM FISHERIES & MARITIME INSTITUTE

INTRODUCTION

The College of Micronesia-FSM (COM-FSM) began its response to the COVID-19 pandemic in February 2020. An Emergency Management Team (EMT) consisting of the members of the college's Cabinet, deans, directors and coordinators, was activated to develop preventive measures and guidelines in order to respond to the ever-changing and ongoing threat of the COVID-19 global pandemic. On July 22, 2020, EMT adopted the COVID-19 Preventive Measures and Framework¹ which was designated Appendix G of the college's Emergency Management Plan (EMP), and implemented on August 3, 2020.

The college's COVID-19 Preventive Measures and Framework was considered a living (or dynamic) document designed or intended to be continually and regularly updated as the college continues to prevent the spread of COVID-19, and to address the unprecedented challenges exacerbated by this global pandemic. On July 9, 2021, EMT revisited the colleges' COVID-19 Preventive Measures and Framework, and develop the fall 2021 reopening plan for the college. Designated Appendix G.1² of the college's EMP, the reopening plan repealed, amended, modified, superseded and reinforced sections of the July 22, 2020, COVID-19 Preventive Measures and Framework or Appendix G of the college's EMP, including any other implementing directives and guidelines heretofore issued by the college relating COVID-19 preventive measures.

Pursuant to FSM-Congressional Resolution 22-23 passed by the 22nd Congress of the FSM and the ensuing decree issued by the FSM President mandating all individuals and organizations receiving money from the National Government to show proof of COVID-19 vaccination, the college's Board of Regents enacted B.P. No. 2300³ and B.P. 2301⁴ on September 17, 2021. Both policies provide if in the event that there is danger of an epidemic in the FSM⁵ from any communicable disease, and where there is an available recommended immunization, immunization becomes mandatory for all students.

On July 19, 2022, in response to the community transmission of COVID-19 detected⁶ in the States of Kosrae and

Pohnpei, the college's Acting President placed Kosrae Campus on COV CON 2, and National Campus and the Career & Technical Education Center (CTEC) on COV CON 3. The college's campuses in the States of Chuuk and Yap (FSM Fisheries & Maritime Institute and Yap Campus) continue to remain on COV CON 4.

On July 20, 2022, EMT convened to revisit and review the college's COVID-19 Preventive Measures and Framework, including any other implementing directives and guidelines heretofore issued by the college relating COVID-19 preventive measures. EMT agreed on the exigent need to introduce amendments, modifications, and improvements to the Appendices G and G.1 of the college's EMP in order to effectively adapt to and establish a more responsive approaches to the ever-changing and ongoing threat of the COVID-19 global pandemic.

Following the rapid spread of COVID-19 among the communities of both Pohnpei and Kosrae, the college's acting president elevated National Campus, CTEC, and Kosrae Campus to COV CON 1, while campuses in the States of Chuuk and Yap remain on COV CON 4 on July 24, 2022.

On July 26, 2022, EMT and the Cabinet adopted amendments, modifications, and improvements to the Appendices G and G.1 of the college's EMP.

On July 28, 2022, the college's acting president issued a directive which outlines several guidelines for National Campus, CTEC and Kosrae Campus for the duration of two weeks, effective July 28, 2022, to August 10, 2022.

¹Appendix G-COVID-19 Preventive Measures and Framework, COM-FSM Emergency Management Plan, July 22, 2020, <http://www.comfsm.fm/emp/2020-COVID-19-Preventive-Measures.pdf>

²Appendix G.1 of the COM-FSM Emergency Management Plan (pp. 41-47), July 9, 2021, http://www.comfsm.fm/vpa/er/Emergency-Management-Plan-Final_2_25_19_Updated_7222021.pdf

³Federated States of Micronesia

⁴Board Policy No. 2300, Mandatory Vaccination Policy for Employees, September 17, 2022, <http://www.comfsm.fm/Policy/Board-Policy/Chapter-2/BP2300-Mandatory-Vaccination-Policy-Employees.pdf>

⁵Board Policy No. 2301, Mandatory Vaccination Policy for Students, September 17, 2022, <http://www.comfsm.fm/Policy/Board-Policy/Chapter-2/BP2301-Mandatory-Vaccination-Policy-Students.pdf>

⁶FSM PIO, July 19, 2022, Community transmission of COVID-19 detected in the States of Kosrae and Pohnpei, <https://gov.fm/index.php/component/content/article/35-pio-articles/news-and-updates/623-community-transmission-of-covid-19-detected-in-states-of-kosrae-pohnpei?Itemid=177>

GET VACCINATED NOW
TO KEEP YOU SAFE AND PROTECT THOSE AROUND YOU

COVID-19 CONDITION OF READINESS

COV CON COV CON

1

More than 100 confirmed COVID-19 cases throughout the State. Widespread transmission.

2

10 to 100 confirmed COVID-19 cases. Established transmission. Second generation of cases of multi-foci of local cases.

3

1 to 10 confirmed COVID-19 cases.

4

Zero case but COVID-19 threat exists. Evidence of local transmission in Hawaii, Guam, Palau or the Marshall Islands.

5

Zero case and COVID-19 threat does not exist. All clear. Business as usual.

Appendix G of the college's EMP (p. 2), http://www.comfsm.fm/vpa/er/Emergency-Management-Plan-Final_2_25_19_Updated_7222021.pdf

SPREAD THE WORD. NOT A VIRUS.

SYMPTOMS OF CORONAVIRUS

Symptoms vary from person to person. Always check in with your doctor. Symptoms may appear 2-14 days after exposure. Seek medical advice if you have been in close contact with a person known to have COVID-19, or if you have recently been in an area with ongoing spread of COVID-19.



Coughing



Shortness of Breath



Fever

OR DO I HAVE SOMETHING ELSE?

INFLUENZA

- Fever
- Fatigue
- Body Aches
- Cough
- Worsening Symptoms

Call ahead before visiting your doctor

COLD OR ALLERGIES

- Itchy Eyes
- Stuffy Nose
- Sneezing

Poster credit: University of California, Irvine

Avoid the Three Cs



Be aware of different levels of risk in different settings.

There are certain places where COVID-19 spreads more easily:



Crowded places

with many people nearby



Close-contact settings

Especially where people have close-range conversations



Confined and enclosed spaces

with poor ventilation



The risk is higher in places where these factors overlap.

Even as restrictions are lifted, consider where you are going and #StaySafe by avoiding the Three Cs.

WHAT SHOULD YOU DO?



Avoid crowded places and limit time in enclosed spaces



Maintain at least 1m distance from others



When possible, open windows and doors for ventilation



Keep hands clean and cover coughs and sneezes



Wear a mask if requested or if physical distancing is not possible

If you are unwell, stay home unless to seek urgent medical care.

Poster credit: World Health Organization, Western Pacific Region

COVID-19 GUIDELINES AND PROTOCOLS

The following guidelines and protocols shall be construed to repeal, amend, modify, supersede or reinforce any section (or sections) of the July 22, 2020, Appendix G, and July 9, 2021, Appendix G.1 of the COVID-19 Preventive Measures and Framework under the college's Emergency Management Plan (EMP) or any other any other implementing directives and guidelines heretofore issued by the college relating COVID-19 preventive measures.

GUIDELINE 1. ENCOURAGE HEALTH PROMOTING BEHAVIORS, AND MAINTAIN HEALTHY FACILITIES

- A. Install hand hygiene and sanitation facilities, and provision of materials such as, but not limited to the following:
 1. Adequate and safe water supply
 2. Hand washing station or sink
 3. Soap and water or 70% Isopropyl (or Ethyl) Alcohol
 4. Hands-free trash receptacles, soap and towel dispensers and other similar hands-free equipment
 5. Other recommended and approved cleaning chemicals and disinfectants, including equipment
- B. Install visual cues or signages to communicate:
 1. Physical distancing of at least three feet distance
 2. Cough and sneeze etiquette
 3. Proper hand hygiene and control:
 - ▶ Face, eyes, nose, and mouth shall not be touched
 - ▶ Thorough hand-washing with soap and water for 20-30 seconds
 - ▶ In the absence of soap and water, use alcohol-based hand sanitizer (=60% alcohol) or isopropyl (or ethyl) alcohol. Hand sanitizer is not a replacement for good hand hygiene. Proper use and disposal of personal protective equipment (PPE)⁷
 - ▶ Other critical reminders
- C. Under COV CON 4 & 3, the wearing of acceptable⁸ facial coverings or masks when indoor on campus and on college-owned or rented facilities.
- D. Under COV CON 2 & 1, all college employees, students, affiliates, visitors or guests are required to wear at all times acceptable facial coverings or masks when on campus and on college-owned or rented facilities.
- E. Ensure adequate air exchange in enclosed (indoor) areas, including in college shuttle services (see ensuing guideline 3 for more details). Classroom desks, workstations in the computer and other labs are at least three feet apart.
- F. Ensure that cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products and equipment, and are performing standard, deep/reactive cleaning and disinfection of facilities.
- G. Conduct routine or scheduled cleaning and disinfecting of facilities, especially high touch surfaces, such as, but by any means not limited to, counters, doorknobs or door handles, light switches, desks, stair rails, keyboards, phones, toilets, faucets, sinks, etc., including vehicles.
- H. Advise (or require) college employees and students, including affiliates and visitors who intend to be on college campus to stay home if they have respiratory symptoms (e.g., coughing, sneezing, shortness of breath) and/or a temperature above 100.4°F or 38°C. College employees and students will be advised (or required) to leave work or class if they develop these symptoms while at the workplace or on campus.
- I. Set-up isolation areas or rooms for on campus resident students who exhibit respiratory symptoms (e.g., coughing, sneezing, shortness of breath) and/or a temperature above 100.4°F or 38°C. College nurse shall closely monitor the condition and/or status of the student, and if

deemed necessary shall coordinate with the local or state health services for referral and proper treatment.

- J. Advise students with medical conditions (e.g., asthma, diabetes, immunosuppressive drug therapy, including chronic systemic corticosteroid treatment, heart disease, and others) to consider additional health and safety measures, and recommend to schedule routine examination (or assessment) with the college's nurse.
- K. Designate facility for proper storage, collection, treatment, and disposal of used PPE and other infectious waste.
 1. Storage:
 - ▶ Designate an isolated area for containment/storage of the leak-proof yellow trash bag or container with used PPE
 - ▶ Secure the storage area so it is not frequented by the responsible college staff
 2. Collection, treatment, and disposal
 - ▶ Dispose of all used PPE in a separate leak-proof yellow trash bag or container with a cover properly labeled as "USED PPE"
 - ▶ Collect the leak-proof yellow trash bag or container regularly or twice a day (before and after working day) from designated/specific area to the general collection area for treatment and disposal
 - ▶ Require the utility staff to wear a medical-grade face mask and puncture-proof gloves when collecting or handling the leak-proof yellow trash bag or container
 - ▶ Treatment through disinfection or spraying of the collected wastes with a chlorine solution (1:10)
 - ▶ Disposal of the disinfected PPE with general waste to the final disposal facility

⁷PPE may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.

⁸Centers for Disease Control and Prevention (CDC). 29 June 2021. Your Guide to Masks. National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases. Retrieved on July 27, 2028, from <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/about-face-coverings.html#print>

GUIDELINE 2. ENSURE ADEQUATE AIR EXCHANGE IN ENCLOSED (INDOOR) AREAS

- A. Maximize natural ventilation through open windows.
- B. Use low-cost modifications to improve air flow i.e., addition of fans or exhaust fans.
- C. Identify multi-occupant spaces that are used regularly and are poorly ventilated. Air flow shall be controlled to ensure indoor CO₂ concentrations be maintained at or below 1,000 ppm in classrooms, computer labs, learning resources centers/libraries, science labs, and the like, and 800 parts per million (ppm) in offices. Since outdoor CO₂ concentration directly impacts the indoor concentration, it is critical to measure outdoor CO₂ levels when assessing indoor concentrations. Indoor CO₂ levels shall not exceed the outdoor concentration by more than about 600 ppm.
- D. Installation and regular maintenance of exhaust fans and air filtration devices with High-Efficiency Particulate Air (HEPA) filters. HEPA filter is an efficiency standard of air filter. Filters meeting the HEPA standard must satisfy certain levels of efficiency.

GUIDELINE 3. CAMPUS SECURITY AND SAFETY

- A. Implement a screening process and access control protocol for all individuals who desire, plan, want or may require access to any facilities on campus or college-owned, operated or rented facilities.
 1. Establish of a screening or triage area at different points-of-entry on campus or in any college-owned or rented facilities.
 - ▶ Health declaration or symptom assessment
 - ▶ Non-contact temperature check
 - ▶ Isolation area near points-of-entry for symptomatic individuals to avoid congesting and significant queuing
 - ▶ Separate entry and exit points in high traffic areas
 - ▶ Use of unidirectional markers
 - ▶ Installation of signages for queuing and unidirectional movement
 - ▶ Security log for contact tracing, if needs



- B. Require all college employees and students to wear (or display) their COM-FSM photo-identification cards at all times while on campus and/or on college-owned, operated, and rented facilities. The COM-FSM photo-identification card shall be updated to include proof of full vaccination.
- C. Require affiliates and visitors to show proof of full COVID-19 vaccination, and to wear acceptable facial coverings or masks (see ensuing Guideline 4.C).
- D. Require affiliates and visitors to wear COM-FSM issued identification badges when on campus and/or on college-owned or rented facilities after completing screening and/or security check. Affiliates and visitors shall be required to log out at the designated security exit point, and surrender the issued identification badges when leaving the campus.
- E. Implement campus traffic and parking management protocol.
- F. The college reserves the rights to deny access to campus facilities to college employees and students including affiliates, guests or visitors who exhibit respiratory symptoms (e.g., coughing, sneezing, shortness of breath) and/or a temperature above 100.4°F or 38°C.

GUIDELINE 4. ENFORCE BOARD POLICY NO. 2300 AND BOARD POLICY NO. 2301, AND ANY COLLEGE ISSUED DIRECTIVE PURSUANT TO THESE POLICIES

- A. Require all college employees and students to be fully-vaccinated⁹ with COVID-19 vaccine. Encourage all college employees and students to get their COVID-19 booster shots.
- B. Enrollment into in-person (or face-to-face) classes requires that a student is fully COVID-19 vaccinated. A student who is not fully-vaccinated (or partially vaccinated¹⁰) may only register for online classes offered by the college.
- C. Require all college employees and students to wear (or display) their COM-FSM photo-identification cards at all times while on campus and/or on college-owned, operated, and rented facilities. The COM-FSM photo-identification card shall be updated to include proof of full vaccination.
- D. Participation in in-person co- and extra-curricular, sports and recreational or in any college-sponsored or hosted events either on campus or off campus requires one to be fully-vaccinated.
- E. Access or use of the college facilities¹¹ shall require one to be fully-vaccinated.

⁹In general, people are considered fully-vaccinated: (a) two weeks after their second dose in a two-dose series, such as Pfizer-BioNTech, Moderna (mRNA-173), Oxford/AstraZeneca, Sinopharm, and Sinovac, or (b) two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. The college abides with the with the reasonable accommodation provisions of the American with Disabilities Act (ADA), religious exceptions, and other US federal laws. As such, college employees and students who cannot get COVID-19 vaccination due to a disability, medical or health challenges, or sincerely held religious belief, practice or observe, must a request for exemption, and approval of the exemption.

¹⁰See the definition of "fully-vaccinated." Partially vaccinated may either mean: (a) receiving only the first dose in a two-dose series; (b) receiving the second dose in a two-dose series or a dose in a single dose vaccine less than two weeks before date of the first day of instruction.

¹¹College facilities shall include, but by no means limited to, learning, training, and recreational facilities, the dining hall, shuttle services and transportation, buildings either owned or rented by the college, and others.

GUIDELINE 5. ON- AND OFF-CAMPUS COLLEGE HOSTED AND SPONSORED ACTIVITIES

- A. Under COV CON 4 and 3, continue to hold or organize college-hosted events including college-sponsored co-curricular, and other recreational activities for students; provided health and safety guidelines including physical distancing requirements are followed. Participation into these college-hosted or sponsored events, co-curricular, and other recreational activities require one to be fully-vaccinated, and if needed, to submit a physician-certified health certificate.

- B. Under COV CON 4 and 3, college recognized student clubs and organization may organize on- and off-campus activities; provided health and safety guidelines including physical distancing requirements are followed. A student club may submit for review and approval its request to hold or organize an activity through the Director of Student Life or the designated Student Services Coordinator at the state campuses, along with its COVID-19 compliance protocol. Participation into these college recognized student club-hosted or sponsored activities require one to be fully-vaccinated, and if needed, to submit a physician-certified health certificate.
- C. Under COV CON 2, only on campus co-curricular activities are allowed; provided health and safety guidelines including physical distancing requirements are followed, and with no more than 10 participants. Participation into these college recognized student club-hosted or sponsored activities require one to be fully-vaccinated, and if needed, to submit a physician-certified health certificate. Approval of these activities is vested to the college's president (or designee).
- D. Under COV CON 1, all college-hosted or sponsored events, co-curricular, and other recreational activities for students, and student club-organized activities are suspended.

GUIDELINE 6. OPERATIONS, FUNCTIONS, AND SERVICES

- A. Instructional Affairs (Under COV CON 1)
 1. Faculty should make all residential (in-person or face-to-face) courses available on CANVAS for students or faculty who may need to quarantine. Students should attend the residential (in-person or face-to-face) class as scheduled unless quarantine is required.
 2. Workplace based learning such as practicum and clinical may continue as long as agency allows, and nursing students sign waiver.



3. Cooperative Research and Extension (CRE) shall:
 - ▶ Conduct trainings in well ventilated rooms or outdoors
 - ▶ Encourage wearing masks, especially if the training is indoors
 - ▶ Limit number of participants to allow for social distancing of three feet apart.
 - ▶ Staff must be vaccinated; promote vaccinations in communities where trainings are held
 - ▶ Reschedule trainings if communities are experiencing more than five COVID-19 cases at one time.
4. Operations, functions and services under COV CON 4, 3, and 2 shall be carried out pursuant to the college's COVID-19 Preventive Measures & Framework under Appendices G and G.1 of its EMP.

"The Omicron variant is spreading quickly and has the potential to impact all facets of our society. CDC's updated recommendations for isolation and quarantine balance what we know about the spread of the virus and the protection provided by vaccination and booster doses. These updates ensure people can safely continue their daily lives. Prevention is our best option: get vaccinated, get boosted, wear a mask in public indoor settings in areas of substantial and high community transmission, and take a test before you gather."

~CDC Director, Dr. Rochelle Walensky

IF YOU TEST POSITIVE FOR COVID-19, ISOLATE

Everyone, regardless of vaccination status.

- Stay home for five days
- If you have no symptoms or your symptoms are resolving after five days, you can leave your house.
- Continue to wear a mask around others for five additional days.
- If you have a fever, continue to stay home until your fever resolves.

IF YOU WERE EXPOSED TO SOMEONE WITH COVID-19, QUARANTINE

If you: Have been boosted **OR** Completed the primary series of Pfizer or Moderna Vaccine within the last six months **OR** Completed the primary series of J&J vaccine within the last two months

- Wear a mask around others for 10 days.
- Test on day five, if possible.
- If you develop symptoms get a test and stay home.

If you: Completed the primary series of Pfizer or Moderna vaccine over six months ago and are not boosted **OR** Completed the primary series of J&J over two months ago and are not boosted **OR** Are unvaccinated

- Wear a mask around others for 10 days.
- Stay home for five days. After that continue to wear a mask around others for five additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day five if possible.
- If you develop symptoms get a test and stay home

B. Enrollment Management and Student Services

1. Under COV CON 4 and 3, all operations, functions and services under the purview of the department for EMSSS are accessible by students, other college employees, affiliates, guest or visitors in-person. However, certain services are also available online through the virtual offices set-up for those offices.
2. Under COV CON 2, all operations, functions and services under the purview of the department for EMSSS are accessible by students, other college employees, affiliates, guest or visitors in-person; however, delivery of these functions and services are limited over-the-counter to limit, if not to avoid, person-to-person contact. Certain services continue to be available online through the virtual offices set-up for those offices.
3. Under COV CON 1, all functions and services under the purview of the department for EMSSS are accessible online through the virtual offices. Within 24 hours from the declaration of the college's President placing the college or a campus on COV CON 1, all EMSS offices shall have virtual office set up to continue their

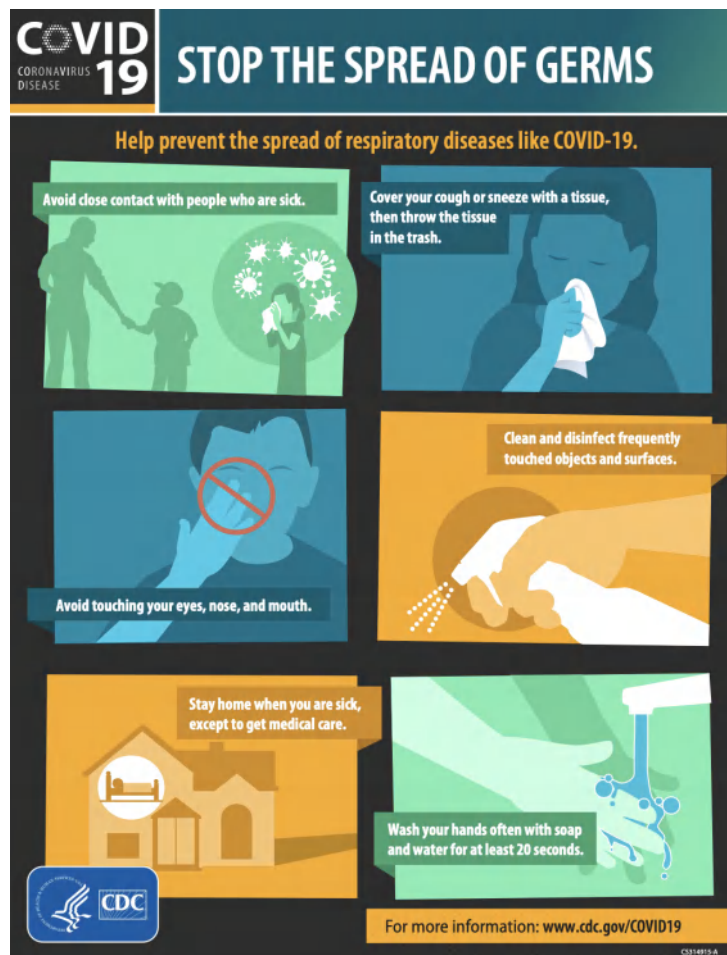
services to the students, other college employees, affiliates, guest or visitors.

4. Under COV CON 3 and 2, the college's residence halls and adjacent on campus facilities shall be placed under a COVID-19 bubble.
5. Under COV CON 1, the entire college campus shall be placed under a COVID-19 bubble. Staff assigned in the residence halls and the campus security and safety continue to report to work to carry out their functions in maintaining the security and safety of individuals inside the COVID-19 bubble, including the college's facilities. Other EMSS staff may be allowed to report to work in order to carry out essential works, provided health and safety guidelines and requirements are followed.

C. Institutional Effectiveness and Quality Assurance (Under COV CON 1)

1. Office of Institutional Effectiveness
 - ▶ No in person visits to office. Virtual meetings where necessary.
 - ▶ All data requests should be done via Helpdesk to OIE Group for tickets
 - ▶ All other matters can be done via email or phone.
 - ▶ Personnel to wear mask to protect self and others.
 - ▶ Practice social distancing.
2. Graphics and Publication
 - ▶ No in person visits to office. Virtual meetings where necessary.
 - ▶ All data requests should be done via Helpdesk to Publications and Graphics Group for tickets.
 - ▶ All other matters can be done via email or phone.
 - ▶ Avoid all events if possible. If necessary for photo ops, wear mask and practice covid protocols.
 - ▶ Personnel to wear mask to protect self and others.
 - ▶ Practice social distancing.

Continued to page 5



Poster credit: Centers for Disease Control and Prevention (CDC)

3. Information Technology Office
 - ▶ Personnel to wear mask to protect self and others. Practice social distancing.
 - ▶ All requests for support can be made via Helpdesk for faculty/staff/students at every campus.
 - "Info Tech" for technical, hardware, and networking issues or assistance.
 - "Web Support" for online services related issues or assistance.
 - ▶ Limit students/staff to offices. Service one person at a time. IT National: One person at a time at the counter when servicing customers (laptop distribution, and etc). Other customers can wait outside for their turn.
 - ▶ Wear mask when on support calls, washing/sanitizing hands after every visit.
 - ▶ Operations, functions and services under COV CON 4, 3, and 2 shall be carried out pursuant to the college's COVID-19 Preventive Measures & Framework under Appendices G and G.1 of its EMP.
- C. Administrative Services (Under COV CON 1)
 1. Office of the VP for Administrative Services (VPAS)
 - ▶ Appointment-based services. College employees, students, affiliates, guests or visitors are advised to call the VPAS secretary to schedule an appointment with the VPAS.
 - ▶ Preferred all transaction to be done one line or through emailing.
 - ▶ Operations, functions and services under COV CON 4, 3, and 2 shall be carried out pursuant to the college's COVID-19 Preventive Measures & Framework under Appendices G and G.1 of its EMP.
 2. Business Office's services
 - ▶ Payroll for employees will continue to be issued to all every pay period following established protocols for masks requirement when picking up checks. Encourage employees to switch to direct deposit to avoid catching the virus while picking up checks at the Business Office.
 - ▶ Implementation of the Microix Program regarding Purchase orders and PR has started with trainings last week and this week. We will set up more trainings for administrators, VPs, and directors, and those who initiate and approve purchase orders to be done via the Microix online approval.
 - ▶ Business office employees will cover for those whom contracted the virus and required to stay home as per our protocols.
 - ▶ All visitors to follow the established social distancing mark on the floor when visiting the Business and also will apply to other campuses as well.
 - ▶ Vendors seeking services from the business office will follow all established protocols with regards to use of masks, hand sanitizer upon entry into the Administration Building, and follow the social distancing marks on the floor.
 - ▶ No one will be allowed to enter the Business Office as the door will be locked at all times and all services will be handled at the front.
 - ▶ All other businesses like filing of allotment forms, and other business transactions will be done through the front window only.
 - ▶ Operations, functions and services under COV CON 4, 3, and 2 shall be carried out pursuant to the college's COVID-19 Preventive Measures & Framework under Appendices G and G.1 of its EMP.
 3. Bookstore's services
 - ▶ Strictly no face mask no entry at the Bookstore.
 - ▶ Strictly only two persons at the same time inside the Bookstore with three feet apart.
 - ▶ Strictly sanitize your hands before you enter the Bookstore and sanitize your hands when you leave the Bookstore.
 - ▶ Pens are available if you need to sign your invoice, however, you may opt to bring your own pen.
 - ▶ Request of textbook/supplies can be sent through email to bookstore@comfsm.fm or melayug@comfsm.fm or you may call phone no. 320-2480 ext. 194.
 - ▶ Delivery of textbook/supplies to the offices/departments will be limited to only bulk orders. If you will get a piece or couple of supplies, please pick up at the Bookstore.
 - ▶ As an extra precaution, any received deliveries such as boxes, packages, and mails from outside vendor/store, Bookstore will leave it untouched for 12 hours, so please request at least 3 days prior to the time you need the supplies as we still have to do the Price Analysis and do the entries in the Point of Sale System (POS).
 - ▶ Bookstore National Campus' operation hours will have a restricted hours to support the delivery of essential items to those living within the restricted area of the College, therefore, Bookstore will opens at 9:00 A.M. to 1:00 P.M. and will deliver items from 1:00 P.M. to 3:00 P.M.
 - ▶ Bookstore Online Store will be accessible starting August 1, 2022. Students may pre- order their textbook, supplies, and other course materials. Enclosed is the steps on how to create an account for the Online Store.
 - ▶ Operations, functions and services under COV CON 4, 3, and 2 shall be carried out pursuant to the college's COVID-19 Preventive Measures & Framework under Appendices G and G.1 of its EMP.
4. Human Resources Office
 - ▶ All meetings of the HRO will be conducted online using zoom link to also include the other State campuses.
 - ▶ All HRO businesses will require the use of mask while receiving services through the established windows.
 - ▶ Contracts, ASC loan and filing of forms will be done electronically and be signed also via electronic PDF format. All administrators will obtain their capacity to review and sign all HRO documents via electronic means.
 - ▶ Part time employee asking for employment verification- email copies of all contracts to hro@comfsm.fm.
 - ▶ Employee orientation will be conducting virtually through Zoom, employee must have access to computer and supervisor of employee to enable access
 - ▶ All documents for HRO to be email to hro@comfsm.fm. No hard copies, scanned copies must be legible.
 - ▶ HRO will email or share large files through Dropbox and signatories must also sign and forward to the next destination and not return to HRO. This is especially for PAs as I signed first.
 - ▶ Operations, functions and services under COV CON 4, 3, and 2 shall be carried out pursuant to the college's COVID-19 Preventive Measures & Framework under Appendices G and G.1 of its EMP.
5. Property Management & Procurement Office (PPMO)
 - ▶ For mail services, PPMO requires that people use the phone system to call in and find out if they have mail prior to coming to the office to claim the mails.
 - ▶ All Purchase orders and Purchase requests will be given priority to go through the Microix system of approval to be done online to avoid movement of personnel.
 - ▶ For picking up mails, we request all to stay at the door and the staff will hand the mail to you.
 - ▶ For staff request for vehicle usage, we encourage all requests to be called in prior to the schedule trip so PPMO staff will facilitate the handover of the vehicle key.
 - ▶ Operations, functions and services under COV CON 4, 3, and 2 shall be carried out pursuant to the college's COVID-19 Preventive Measures & Framework under Appendices G and G.1 of its EMP.
6. Facilities and Maintenance
 - ▶ Maintenance service requests can be done through email to: ami@comfsm.fm copy to mendiolaf@comfsm.fm, and alfredo@comfsm.fm, or direct line 320-3374 or 320-2480 ext. 202 or 201.
 - ▶ Campus Security Personnel will facilitate all bus transport loading to ensure all are following social distancing protocols.
 - ▶ Operations, functions and services under COV CON 4, 3, and 2 shall be carried out pursuant to the college's COVID-19 Preventive Measures & Framework under Appendices G and G.1 of its EMP.

