



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 1</b>

### LEARNING CONTINUITY PLAN A.Y. 2022-2023

#### Introduction

As the world slowly opens and all signs point to the endemicity of COVID-19, the great push of the Department of Health and the Commission on Higher Education is for the full implementation of face-to-face classes. It is in this light that Pangasinan Merchant Marine Academy is pleased to announce the Learning Continuity Plan that has been put in place for SY2022-2023.

Guided by the CHED Memorandum Order No. 04 Series of 2020 Guidelines for the implementation of Flexible Learning, Joint CHED-DOH Memorandum Circular No. 2021-004 Guidelines on the Implementation of LIMITED Face-to-Face Classes, CHED CMO No. 01 series 2022 Supplemental Guidelines to (JMC No. 2021-04), MARINA Advisory No. 2021-68 Guidelines on the Conduct of Training in accordance to Resolution No. 147 s. 2021 by the (IATF) Inter-agency Agency Task Force for the Management of Emerging Infectious Diseases Resolution No. 168-B series of 2022 which approved the recommendations of the Commission to repeal the provision to ensure medical insurance for students participating in face-to-face classes

#### **I. LEARNING MANAGEMENT SYSTEM**

1. The importance of continuity of learning amidst the pandemic is one of the main focuses of PAMMA, thereby various states of readiness has been adopted to ensure welfare and safety of students and teachers alike.
2. The conduct of teaching and learning has been put in place through the Flexible Learning Modalities with Blended Learning and Full Online Learning platforms.
3. The Flexible Learning modalities are aligned with the Outcomes-Based Educational approach which allows Blended Learning.
4. Students who are enrolled in any Maritime and Non-Maritime Programs during this 1<sup>st</sup> Semester A.Y. 2022-2023 have the options to select their own choices in attending classes under the following learning set-up:
  - a) **Full Online Learning** – Classes shall be conducted through institutional online Learning Management System Moodle Platforms (online application) for both synchronous and asynchronous.
  - b) **Blended Learning** - Online & Limited Face-to-Face classes shall be conducted wherein instructors and students are physically present in one classroom/laboratory facility with cyclical shifting or rotating of schedules wherein students are attending classes (50% face-to-face and 50% online) at the same time.



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 2</b>

5. Students who will choose the **Full Online Learning** will be joining online classes with LMS Moodle Platform, Google Meet and Google Classroom (as an additional option).
6. Students who will choose the **Blended Learning** will come to school once or twice a week to join the synchronous classes with limited face-to-face based on the cyclical shifting schedules assigned by the instructors and they are still required to join the online classes based on the assigned schedule.
7. Class sessions will be recorded and uploaded to the Google Classroom of instructors and will be shared to the students for their asynchronous learning.
8. Each subject will have a synchronous session followed by an asynchronous period and a consultation period.

### II. PLATFORMS, BOOKS/MODULES & LEARNING MATERIALS

- a) **LMS MOODLE** - is an e-Learning digital platform where students are given lesson packages created and uploaded by the instructors in the Moodle Software Application integrated in PAMMA's Website [www.pamma.edu.ph](http://www.pamma.edu.ph). During Moddle time, both student and instructor will be online.
- b) **GOGGLE MEET**- is where the instructors meets the students via Google Meet, where everyone is visible to all participants and have real-time discussions.
- c) **GOOGLE CLASSROOM** – the all-in-one place online application tool for the Instructors and students that can be access from anywhere on any device, it can also bring all together and manage multiple classes in one central destination and work simultaneously in the same document and recording session of the whole classes or connect face-to-face with Google Meet.
- d) **BOOKS AND MATERIALS** We cannot take away the tangible use of the Books/Modules and materials in the development of writing skills and sensory growth, therefore, the purchase of Books/Module and materials for each year level are still required. Other materials like workbooks, drawing plates, charts, etc. are still essential materials needed by the student for practical activities.

### III. Enrollment Procedures

#### 1. On-site Enrollment

- 1.1 The appointment system for enrollment process is set up and disseminated to inform the students/trainees that they shall only proceed to the institution during their scheduled day and time of appointment to avoid overcrowding.



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 3</b>

- 1.2 Upon enrolment all trainees/students shall fill up the provided **Personal Health Information Form** (PAMMA COVID19-001) with the personal information, health conditions and travel history such as mobile telephone number, email, and address where they are staying.
- 1.3 Enrollees are required to bring their personal disinfectant (alcohol or sanitizer), masks or face shields which shall be worn at all times while inside the school premises.
- 1.4 Enrollees shall be accommodated at the **One-Stop-Shop** located at the Registrar's office and together with the Cashier and Accounting personnel for one time processing of enrollment such as on-site Entrance Examination for freshmen and evaluation of admission requirements.

## 2. Online Enrollment

- 1.1 For Online enrolment, enrollees are invited to visit our website [pamma.edu.ph](http://pamma.edu.ph) and click the link provided therein for the online entrance examination for freshmen and application form for enrollment <https://forms.gle/ZfVdnYsYJ1ZdMqeC7> administered by the Registrar's Office including the online payment schemes.
- 1.2 Online procedures are also publish in our website <http://pamma.edu.ph/> and facebook page <https://www.facebook.com/groups/143227225759272/> and <https://www.facebook.com/plcposeidon/>.
- 1.3 **Student Assistance & Information Center** is set up, manned by our Students Affairs Office and SSC officers to cater any queries of our students, parents and guardians, the Response Team are very much active in communicating and in assisting our students and parents in all possible ways <https://www.facebook.com/pammasiac2020/>

## IV. Virtual Orientation of Students

1. The virtual orientation of Students shall be conducted every start of the semester prior to the start of their online classes.
2. The Orientation Program will be held online/ virtual because of coronavirus-related interferences. Administrators and the selected staff welcome students and conduct information sessions.
3. PAMMA prepares a highly structured and informative way of orienting the old and new students and transferees.
4. In line to the fulfillment to Learning Continuity Plan priorities, each of this objective aims:
  - a) To articulate the academic expectations of students with the available instructional resources emphasizing a mix of virtual learning and in-class learning;



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 4</b>

- b) To clearly introduce adjustment of the academic policies and procedures critical to their academic success amidst of the pandemic;
  - c) To communicate the school facilities provided for their academic enhancement are ensured following practices to reduce the spread of COVID-19;
  - d) To facilitate identification of benefits to their engagement of extracurricular activities;
  - e) To get acquainted to the school's culture by abiding Rules and Regulations;
  - f) To introduce that the elected Student leaders will gain valuable leadership experience responding to the realization of mission and vision of the institution; and
  - g) To define the importance of health and wellness in the course of fulfilment of their studies.
5. Deans, Program Heads and Instructors are required to conduct the virtual orientation of their respective students under their assigned subject/course program every start of the semester.
6. The students shall be oriented on the following guidelines and procedures:
- a) Health and Safety Prevention Protocols – Contingency Measures
  - b) Guiding principles in the creation of Learning Continuity Plan
  - c) The Nature of Flexible Learning Modalities for Online Classes
  - d) How to use and access the Moodle LMS
  - e) How to join the online classes at PAMMA Online Education Portal.

### V. Communication to Students and Schedule of Classes

1. Our ways of communication to our students are established thru our Moodle LMS, Short Message Service (SMS), Facebook messenger, Zoom Meeting and Google Forum.
2. Our Moodle LMS is integrated with system generated instant messaging for student-teacher interaction while having their on-line classes.
3. Schedule of Classes are according to the normal schedules from 8:00AM to 5:00PM Monday to Friday.
4. Other dissemination and important information will be posted in our homepage at the PAMMA online education portal website [pamma.edu.ph](http://pamma.edu.ph).
5. For other concerns and queries of students and parents/guardians, our **Student Assistance & Information Center** is set up, manned by our Student Affairs Office with the Registrar's Office, Program Heads, Deans and SSC officers, the response team are very much active in communicating and in assisting our students and parents in all possible ways in their Facebook pages: <https://www.facebook.com/pammasiac2020/>  
<https://www.facebook.com/plcposeidon/>  
<https://www.facebook.com/groups/143227225759272/>.



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 5</b>

### VI. REQUIREMENTS FOR LIMITED FACE-TO-FACE CLASSES

#### 1. Teaching & Non-Teaching Requirements

- Only fully vaccinated teaching and non-teaching personnel shall be allowed to join the limited face-to-face classes.
- Teaching and non-teaching personnel who are over sixty (60) years of age, with uncontrolled health risk and or pregnant women should not be allowed to join the face-to-face classes but considered to work from home.

#### 2. Students/Trainees Requirements

- Only fully vaccinated students are allowed to join the limited face-to-face classes;
- Parent/Guardian's consent is also required to join the limited face-to-face classes.

### VII. Instructor's Responsibility

- Only **25 students** shall be allowed by the instructor to attend the limited face to face classes inside the classroom in order to strictly observe the (1.5 meters apart) guidelines of the IATF Management of Emerging Infectious Diseases.
- Regular health checking before every start of class (**temperature check**) must be conducted by instructors/assessors to their respective trainees/students.
- Health and safety briefing must be conducted before the start of classroom activities.
- Maintaining and checking of students/trainees **Health Monitoring Form** (PAMMA-COVID19-002).
- Face masks shall be worn by the instructors and students at all times especially during classes.
- Physical distancing of at least 1.5 meters apart must be observed at all times.
- Practical activities needing physical presence (if cannot be avoided) shall be kept with the following conditions;
  - Participants – limit maximum of 10 participants
  - Duration – limit to 15-30 minutes only
- By reducing the number of course intake to half or less, members per group will also be reduced (Maximum of 4 members per group).

Man: Machine ratio:

- Simulator workstation/Mini Bridge and Tabletop Computer- 1:1
- Full Mission Bridge & Engine Simulator 1:4
- Man to Machine/equipment 1:1 ratio



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 6</b>

### VIII. Students/Trainees Personal Responsibility

1. The following guidelines and rules shall be observed in all times or if deem necessary by all students and trainees as follows:
  - a) Accomplish the **Health Monitoring Form** (PAMMA COVID19- 001) during the period or before the start of classes/training.
  - b) Wearing of facemask and appropriate PPE suits during laboratory exercises
  - c) Observance of at least 1.5 meter physical distancing while inside the school campus and inside the classrooms.
  - d) Toilet break during classes and laboratory assessment is allowed on "one at a time" basis to avoid crowding in the washroom or toilet room.
  - e) Lunch break – students are encouraged to bring their own meal, along with their own utensils and drinking water containers. It is best to eat alone on their respective sits in the classroom. If they opt to have their lunch break at canteen or communal area 15minutes limited time is allowed.
  - f) The use of water dispensers by the trainees/students and staff must also be limited, It is recommended to bring their own drinking water to reduce the risk of contamination.
  - g) If the student/trainee develops any symptoms (align with the COVID 19) such as but not limited to mild cough or fever during or just after the training must submit himself to the PAMMA Crisis Management Technical Team for immediate action.

### IX. FULL FACE-TO-FACE Training at the PAMMA Training Center

1. All BSMT & BSMARE students who have completed the classroom instructions (CCI) after the final term shall continue to take their mandatory training courses through face-to-face with a maximum intake capacity of (24) trainees per course provided that trainees/candidates shall observe the implemented health and safety protocols and entry requirements as follows:
  - 1.1 Trainees must be fully vaccinated.
  - 1.2 Must undergo the pre-employment medical examination from the accredited medical clinic/hospital.
  - 1.3 Must undergo the implemented medical entry requirement such as Antigen Rapid Test and medical check-up to be conducted by the school physician and medical personnel of the PAMMA Training Center prior to the start of training.





## PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

### LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 7</b>

#### X. School Entry Protocols

- a. Upon entry at the main gate, the **Security Officers** shall implement the following protocol to all trainees/students, employees and visitors to prevent/stop the spread of COVID-19.
- b. All students and visitors shall be required to proceed to the TRIAGE AREA at the Covered Court (Gym) for screening of the following:
  - 1) Wearing of face mask upon entry at the main entrance and while inside the school premises.
  - 2) Submit to temperature checking of not more than 37.5
  - 3) Spray alcohol/sanitizer on both hands; and
  - 4) **Daily logbook entry** with the names, address and contact details of all employees and visitors for contact tracing.
  - 5) Fill up and maintain their **Personal Health Information Form** (PAMMA COVID19- 001) with the personal information on health conditions and travel history
- c. To maintain the contact tracing documentation requirements, Teaching and Non-Teaching Employees must observe the following:
  - a) All Faculty members and non-teaching personnel shall also fill up and maintain their **Personal Health Information Form** (PAMMA COVID19- 001) with the personal information on health conditions and travel history to be monitored by the Deans and Department Heads and to be submitted to the **Safety Officer** every end of the week.
  - b) **Faculty members** shall also maintain a **Logbook/Attendance Record** to their respective students/trainees attending the limited Face to Face classes and laboratory Activities according to their assigned schedule of classes.



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 8</b>

### **I. CONTINGENCY MEASURES**

#### **1. Management Responsibility**

- 1.1 To ensure of PAMMA's readiness for the reopening of limited face-to-face classes, the management shall compose a Crisis Management Technical Committee headed by the school President and VP's with the following Members:

- a) School Physician
- b) Safety Officer
- c) Planning Officer
- d) Information Officer
- e) Surveillance Officer
- f) Health & safety Marshalls
- g) Nurses and Head nurse
- h) Representatives from Faculty & Student Council

#### **2. Crisis Management Technical Team**

- 2.1 The Crisis Management Technical Team is responsible for the readiness, implementation and monitoring of all the requirement for the Limited Face-to-Face Classes with the following functions:

- a) To prepare, evaluate and monitor the compliance of Flexible Learning modalities and readiness for the limited face-to-face classes as implemented in the Learning Continuity Plan.
- b) To disseminate appropriate and relevant information to the Instructors, Teaching and Non-Teaching Employees, Parents/Guardians, students and other stakeholders.
- c) To oversee the strict implementation of community health and safety protocols of PAMMA.
- d) To conduct a regular COVID-19 Surveillance program as follows:
  - a) To conduct a room to room daily surveillance from time to time by the appointed safety marshals to monitor the strict implementation of health and safety protocols.
  - b) Collection of pertinent data on suspected, probable and confirmed cases identified during the conduct of limited face-to-face classes.
  - c) Maintain the case-based listing of students and teaching and non-teaching employees in the database.





# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 9</b>

- 2.2 To take appropriate measures when risk and impact of COVID-19 may exist in the school campus when COVID-19 suspected and confirmed cases among the employees and or students have been reported during the conduct of limited face-to-face classes according to the implemented **Community Engagement and Coordinated Emergency Response** (5.0) in this manual.
- 2.3 To ensure that Medical personnel must be always on duty during hours of school operation.

## II. RETROFITTING OF CLASSROOMS & SIMILAR INFRASTRUCTURES

### 1. Work Areas/Offices

- 1.1 Offices work stations physical arrangement as to its fixtures, tables and chairs are arranged in compliance with the 1.5 meter or 1 table apart distancing.

### 2. Classrooms, Laboratory Rooms & Course Intake Limitations

- 2.1 All classrooms and common areas were retrofitted to improved ventilation systems with adequate air exchange (intake and exhaust air) in line with the DOLE DO No. 224-21 Guidelines on Ventilation for Workplaces to Prevent and Control the Spread of COVID-19 and effectively observed the 1.5 meter apart seating arrangement as follows:

INSTRUCTOR						
1		2		3		4
5		6		7		8
9		10		11		12
13		14		15		16
17		18		19		20
21		22		23		24
			25			

- 2.2 Only **25 students** shall be allowed by the instructor to attend the limited face to face classes inside the classroom during classroom theory in order to strictly observe the (1.5 meter apart) guidelines of the IATF Management of Emerging Infectious Diseases



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 10</b>

2.3 Face masks, and appropriate PPE shall be worn by the trainees/students at all times, physical distancing of at least 1 meter apart must also be observed at all times.

2.4 **For Laboratory Activities**, reducing the number of course intake to half or less shall be observed, maximum of 4 members per group is recommended.

Man: Machine ratio:

- Simulator workstation/Mini Bridge and Tabletop Computer- 1:1
- Full Mission Simulator 1:4

2.5 Man to Machine/equipment 1:1 ratio is recommended during the conduct of laboratory exercises and/or competency assessment.

2.6 Limit role playing activities if possible. The trainees/Students should be given ample time to perform the exercises, one trainee/student at a time (if applicable).

### 3. School Clinic & Isolation Rooms

3.1 Isolation room and School Clinic are provided where someone who is feeling unwell or has symptoms of COVID 19 can be safely isolated as follows:

a) **School Clinic** – with appropriate medical supplies must be ready to accommodate medical emergencies.

b) **Isolation Rooms** - for safe isolation for persons with suspected COVID-19 symptoms.

3.2 Medical personnel are always on duty.

3.3 The facilities must be cleaned and hygienic at all times.

### 4. Health & Safety Information, Promotion and Dissemination Materials

4.1 Posters, signage and other informative materials on key areas (like corridors, walls, bulletin boards, doors) to serve as a reminder to everyone in order to prevent the exposure and transmission of Covid- 19 within the school premises, this includes but not limited to;

- (a) Promotion of proper hand washing
- (b) Importance of Social Distancing
- (d) Importance of wearing of facemask
- (e) Observance of "New Normal" society.

4.2 Installed Markings shall always be observed to practice social or physical distancing of at least 1.5 meter radius space (sides, back and front)



## PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

### LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 11</b>

#### 5. Community Engagement and Coordinated Emergency Response

- 5.1 The PAMMA Management shall arrange its **Preparedness and Immediate Response** with the Dagupan City Local Government Unit and Health Office and Barangay Health Emergency Response Team (BHERT) in case someone in the institution becomes ill with symptoms of COVID- 19 (dry cough, fever, and malaise) to prevent infection at the school premises.
- 5.2 If a trainee/student or employee develops even a mild cough or low-grade fever (i.e. a temperature of 37.5 C or more) during office hours and or just after the classes, training and or practical assessment, they should be immediately isolated to the isolation area of the school.
- 5.3 The PAMMA Management shall immediately inform and coordinate with the Barangay Health Emergency Response Team (BHERT) and proper coordination with the Dagupan City Local Government Unit and Health Office for immediate and safe transfer/transport of the sick individual from the Institution to the city health facility.
- 5.4 While waiting for referral and transport of the sick individuals, immediate separation of students/trainees and teaching and non-teaching staff with fever and respiratory infection from others preferably at the covered court as the well-ventilated holding area with handwashing facility with soap and water, alcohol-based hand rub, tissue paper, and no-touch trash can. This means avoiding close contact (less than 1 meter) with other people.
- 5.5 The PAMMA Management shall declare immediate suspension of classes/training activities and inform the Dagupan City Local Government Unit and Local Chief Executive of the DOH in accordance with the DOH Department Circular No. 2020-42 Interim Guidelines on 2019 Novel Corona Virus Acute Respiratory Disease Response in schools and HEIs (Level 3) of the Annex D Appropriate Level of Response.
- 5.6 During the suspension of classes, all students/trainees and employees, will then be required to;
  - stay at home and self-isolate
  - avoid close contact with other people, including family member
  - Call and inform the PAMMA Management, teaching or non-teaching staff for updates.
  - Submit or report to community health center or hotline.
- 5.7 Keep promoting the message that during the period of suspension, students/trainees and employees need to stay at home even if they have only mild symptoms of COVID-19 (mild cough or low-grade fever 37.5 C or more or if



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	<b>COVID19 REF. 001-2022</b>	Reviewed by	<b>QAR</b>
Issue No.	<b>02</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>July 18, 2022</b>	Page No.	<b>Page 12</b>

they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection)

- 5.8 Lifting of suspension and resumption of classes/training must be after 14 calendar days from the date of suspension with the proper approval from the Local Health Authorities.
- 5.9 The records of implementation of the said guidelines must be made available during the conduct of monitoring and/or surveillance.
- 5.10 The Safety Officer is responsible for the implementation and monitoring of all the health protocols at all times.

### 6. Catch up plan for affected Face-to-Face Classes during suspension.

- 6.1 Providing continuity of learning is important when unexpected events happen due to COVID-19.
- 6.2 During the suspension of face-to-face classes, the full online classes must be continuously conducted by the instructors according to their assigned regular schedule of blended learning. Those who were assigned to attend the cyclical face-to-face classes shall be required to continuously join the online classes during the period of suspension with the following continuity plan:
  - 6.2.1 All classes shall be conducted through institutional online Learning Management System (Moodle Platforms) with timetable of activities.
  - 6.2.2 Timetables are published on the school website and sent out through Google Classroom/Meet by the instructors.
  - 6.2.3 Instructors shall send a daily welcome to all students and outline the learning for the day through their chosen platform such as google meet, Facebook messenger, Zoom meeting and text messaging as their contact details for questions/feedback.
- 6.3 Prior to the resumption of classes, the school must undertake the general cleaning of the school facilities such as disinfection of chairs, desk, doors, toilets, lavatories, and garbage bins. The management shall ensure the provision of water, soap, and other supplies needed for proper hygiene.
- 6.4 Upon lifting of suspension, the limited face-to-face classes shall be resumed immediately based on the assigned cyclical shifting schedule and shall be extended for at least 14 days including Saturdays in order for the instructors and students to catch up the affected face-to-face classes during the suspension period particularly the programs with hands-on practical activities.





# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

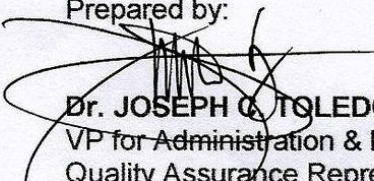
*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## LEARNING CONTINUITY PLAN A.Y. 2022-2023

Document Code	COVID19 REF. 001-2022	Reviewed by	QAR
Issue No.	02	Approved by	PRESIDENT
Revision Date	July 18, 2022	Page No.	Page 13

This updated Learning Continuity Plan with the integrated Contingency Measures shall be implemented starting the 1<sup>st</sup> Semester of the School Year 2022-2023 as also part of PAMMA's Quality Manual (Level 3), all previous issuances, Post ECQ Operation Plan 2020, Learning and Contingency Plan 2021 are hereby deemed modified or superseded.

Prepared by:

  
Dr. JOSEPH C. TOLEDO

VP for Administration & Maritime Affairs  
Quality Assurance Representative

Revision Date: July 18, 2022

Approved by:

  
Dr. GUILLERMO B. DELA CRUZ, JR.

President, Member of the Board of Trustees