

HIGHER EDUCATION UNIT
GUIDELINES FOR STUDENTS' COMPUTER HARDWARE
AND INTERNET USE AT MIRIAM COLLEGE

1. The student will submit a request to set a lab schedule using the Google Form (<https://bit.ly/HEUComputerUseForm>) with the College Staff of his/her respective college at least 2 days in advance, from 8:00 am – 3:30 pm. This will allow for assessment and verification of the documents the student is required to submit.

Computer Lab Assignment and Staff per College

COLLEGE	COMPUTER LAB	COLLEGE STAFF
CAS	Computer Lab A and B	Ms. July Tolilic (jtolilic@mc.edu.ph)
CBEA	Computer Lab D and PA 207	Ms. Chrissel Santos (csantos@mc.edu.ph) Ms. Liezl Basista (lbasista@mc.edu.ph)
CED School of Diplomacy	Computer Lab C	Ms. Krizza Santos (klsantos@mc.edu.ph) Ms. Marjorie Joyce Montalban (mmontalban@mc.edu.ph)

The lab schedule will remain tentative until the student has submitted the necessary documents (see below) for assessment and that verification has been completed.

2. The College Staff will plot the tentative reservation in their respective calendar and will email the Administrative Officer (AO), Ms. Gelai Cruz, the list of names and email addresses of students.
3. AO will send to the students the necessary documents:
 - A. Daily Health Checklist (DHC)
The form is accomplished and emailed to the AO one day before each scheduled use of the computer lab.

DAY BEFORE	ON THE DAY
The student will print and accomplish the DHC.	Student must bring the printed hardcopy of his/her DHC and must submit himself/herself to a temperature scan upon entry to the campus.
A soft copy should be emailed to the unit AO at heustudentservices@gmail.com	Write the temperature reading in the portion provided in the DHC and submit the DHC to the College Parking guard.

Persons who will bring and fetch the students to and from the school are also required to submit undergo temperature scan and accomplish the DHC.

B. Parent Authorization Form (PAF)

In printed form, this may be accomplished only once for the duration of the week provided that all the dates, within the same week, that the student will be in campus are specified in the form.

The PAF will be submitted to the College Entrance Guard before entering the building.

C. Other health documents may be required from the student as deemed necessary by the School Physician and the unit AO.

If the student is unable to provide a hardcopy on the day of her appointment, he/she may accomplish a hard copy of the form from the guards at the College parking lot.

4. The College Staff from the HEU is to supervise the computer laboratory for proper use and time schedule of approved user.
5. ICTO will clear and check the computer used to prepare for the next user. Disinfection of the area will also be done as scheduled.
6. Computer laboratories are open from 9:00 am to 4:00 pm from Tuesdays to Thursdays. The earliest students may enter the building is at 8:30 am and must promptly leave at 4:00 pm. This allows for the RSPC personnel to disinfect and sanitize the common areas as well as the laboratories the students use.

Time	Activity
9:00 am - 10:30 am	Block I
10:30 am - 11:00 am	Disinfection and ICTO Clearing
11:00 am - 1:30 pm	Block II
1:30 pm - 2:00 om	Disinfection and ICTO Clearing
2:00 pm - 3:30 pm	Block III
3:30 pm - 4:00 pm	Disinfection and ICTO Clearing

HEALTH AND SAFETY PROTOCOLS

1. Students with confirmed schedule:
 - a. Will undergo temperature scanning at the College parking lot.
 - b. Will note down their temperature on their printed DHC and will submit the said form to the College Parking guard.
 - c. Will submit to the College Entrance Guard the Permission Form upon entry to the building.

2. Students are required to:
 - a. Observe physical distancing in all areas in the campus
 - b. Wear face mask at all times while in campus
 - c. Wear face shield at all times while in campus
 - d. Bring their own personal supplies for disinfection (alcohol, tissue, etc.)
 - e. Bring their own headsets and microphones

3. Students are to be reminded on the following:
 - a. Single entry-exit policy.
 - b. Uni-directional way along the hallways.
 - c. Office-to-office transactions and visits are not allowed.
 - d. Appointments must still be set with the offices for transactions and walk-ins are not allowed.
 - e. Food services inside the campus is currently unavailable and that food deliveries are not permitted. Bookstore and duplicating services are likewise unavailable.