



Memo 1920 I032-A

01 June 2020

**TO : SSC-RdC Community**

**RE : COVID-19 PROTOCOL FOR SCREENING AT THE ENTRANCE  
OF MAIN CAMPUS**

-----  
Greetings of Peace!

*This protocol applies from 1 June 2020 up to 29 July 2020 only. An updated protocol for Main Campus will be issued within the last week of July for AY 2020-2021.*

**1. Campus Entrance: Gate 1 (7:00am-4pm)**

- 1.1 Pedestrians (School employees, students, staff, and visitors) enter the Main Campus using Gate 1, and proceed to the Thermal Scanning Area.
- 1.2 Vehicles enter the campus through Gate 4, and undergo tire disinfection before they are parked in the parking Area. After the vehicle is parked, its driver and passengers proceed to Gate 1, and proceed to the Thermal Scanning Area.

**2. Thermal Scanning Area and Checklist Area**

- 2.1 Observing proper physical distancing, all persons entering the campus fall in line to be scanned, and are given alcohol for disinfection after the scan.
- 2.2 If the thermal scan shows that a person's body temperature is less than 37.4°C,
  - 2.2.1 The person proceeds to the Checklist Area. After stepping on the footbath, the person approaches one of the nurses, who hands out a checklist for the person to fill up. The person returns the filled-up checklist to one of the nurses, who review it.
  - 2.2.2 if the person's responses in the checklist are in order, the nurse allows the person to enter the campus using the designated pathways.
  - 2.2.3 if the person's responses in the checklist need some clarification, the nurse directs the person to go to the Triage Area (Step 4 below).
3. If the thermal scan shows that the person's initial body temperature is more than 37.4°C, the attending nurse directs the person to go to the Holding Area temperature scan.

**4. Holding Area**

- a. After stepping on the footbath, the person enters the Holding Area, and sits on one of the chairs to rest for 5 minutes.
- b. After 5 minutes, the person approaches one of the nurses for temperature scanning for a second time.
- c. If the second body temperature is less than 37.4°C, the nurse directs the person to go to the Checklist Area to do Steps 2.2.1 to 2.2.3. above.
- d. If the second body temperature is still more than 37.4°C after 5 minutes of rest, the nurse directs the person to go to the triage Area for medical evaluation.

**TOGETHER, we can do MORE!**

Manila-Cavite Road, Sta. Cruz, Cavite City, 04100 Philippines  
(046)431-7011/(046)431-0861  
www.sscr.edu



# San Sebastian College-Recoletos de Cavite

Office of the School President

*Experience a Tatak Rekoleta Tradition of Excellence and Community Life*



## 5. Triage Area

- 5.1 If the doctor suspects that the person's fever is probably related to COVID-19, the doctor advises the person to go to a hospital for a check-up. The person leaves the campus through Gate 3.

After their work or classes, employees and students leave the campus through Gate 3.

*In Caritas et Scientia.*

**FR RAFAEL B PECSON, OAR**  
**School President**

**TOGETHER, we can do MORE!**

Manila-Cavite Road, Sta. Cruz, Cavite City, 04100 Philippines  
(046)431-7011/(046)431-0861  
[www.sscr.edu](http://www.sscr.edu)