



# San Sebastian College - Recoletos de Cavite

Office of the School President

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



Memo 1920 I032-C

28 May 2020

**TO :** SSC-RdC Community  
**RE :** COVID-19 PROTOCOL FOR SSC-RdC EMPLOYEES

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Greetings of Peace!

1. **Screening at the Entrance of the Campus** (separate memo)
2. **Before Entering the Office**
  - 2.1 Change the face mask you wore while travelling from your house to the campus.
  - 2.2 Avoid wearing long sleeves for ease of hand washing.
  - 2.3 Disinfect footwear using the footbaths, and use the no-touch hand sanitizer at the entrance of the office.
3. **While at Work**
  - 3.1 Always wear a face mask interacting with others. For health reasons, remove briefly your face mask to breathe some fresh air every now and then, but do so only when you are alone outside your office or away from a crowd.
  - 3.2 Make sure that your work station is one (1) meter away from other work stations.
  - 3.3 Avoid touching frequently objects and surface (doorknobs, light switches, desktops, handrails, etc.) frequently touched by others. Avoid also touching your eyes, nose, and mouth.
  - 3.4 Wash your hands frequently with soap, or use frequently your personal hand sanitizer.
  - 3.5 Refrain from sharing pens and other office supplies.
  - 3.6 Cover your nose or mouth with a tissue, instead of a handkerchief, when coughing or sneezing. Throw the used tissue in garbage bin with lids.
  - 3.7 Use the landline instead of going to another office for official business, unless your physical presence is needed in that office.
  - 3.8 Do not entertain or transact with anyone who does not wear a mask.
  - 3.9 Follow the one-way use of staircases and corridors to reduce direct contact with others.
4. **During Break Time and Lunch**
  - 4.1 Take your meals/snacks is your own work station, and disinfect it after use.
  - 4.2 Do not share your dishware and eating utensils.
  - 4.3 If you will take your lunch or snacks in the campus canteen, limit the time of your stay thee to minimize contact with people.
  - 4.4 To ensure compliance with social distancing, designated persons will frequently inspect areas where people usually gather.

**TOGETHER, we can do MORE!**

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5. **Before leaving the Office for Home**
  - 5.1 Disinfect your station.
  - 5.2 Wear a clean face mask before going home.
  - 5.3 Put inside a disposable paper bag the face mask you wore during the day while in the office. Do not put it inside pocket or in bag containing your other belongings. Dispose of the paper bag properly when you arrive home.
  
6. **Addressing Suspected Covid-19 Cases** (separate memo)

*In Caritas et Scientia,*

A handwritten signature in black ink, appearing to read "Rafael B Pecson".

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

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