



San Sebastian College - Recoletos de Cavite

Office of the School President

Experience a Tatak Recoleta Tradition of Excellence and Community Life



Memo 1920 I032-B

01 June May 2020

TO : SSC-RdC Community
RE : COVID-19 PROTOCOL FOR SUSPECTED CASES

Greetings of Peace!

This protocol applies to SSC-RdC employees and students who suddenly, manifest symptoms related to Covid-19 while inside the campus in the course of their work or classes.

1. The sick person dials the local number of the clinic to inform the doctor on duty. The sick person does NOT go to the School Clinic.
2. The doctor evaluates the sick person at a place agreed by them. If the doctor's assessment is that the person's symptoms are related, for example, to ordinary flu only, the doctor may advise the sick person to go home and rest.
3. If the doctor suspects that the sick person has Covid-19, the doctor directs the suspected person to go to the campus' designated Isolation Room.
4. The nurse assigned to the Isolation Room does the following:
 - 4.1 Prepares the referral to a hospital or isolation facility.
 - 4.2 Inform the Department of Health, who will transport the suspected person to the referred hospital or isolation facility.
 - 4.3 Follows up the referred hospital or isolation facility to check if the sick person is confirmed to have Covid-19.
5. Informs the following persons once the suspicion is confirmed:
 - 5.1 Office Head in the case of an employee: Work stoppage in the employee's office will be declared by the Office Head. The office will be disinfected, and the employee's officemates will go through a 14-day self quarantine. The disinfected office may be used 24 hours by the other officemates who were not in contact with the employee.
 - 5.2 Academic head in the case of a student: His class will be called off immediately by the professor, and his/her classmates and professor, including those in his/her other classes, will undergo a 14-day self-quarantine. The classroom will be disinfected, and may be used after 24 hours by other classes.
6. Tele-consultation or consultation with the School's physicians will be available to officemates and students who will undergo self-quarantine.

In Caritas et Scientia.

FR RAFAEL B PECSON, OAR
School President

TOGETHER, we can do MORE!

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