



San Sebastian College - Recoletos de Cavite

Office of the School President

Experience a Tatak Recoleta Tradition of Excellence and Community Life



Memo 1920 I032-D

01 June 2020

TO : SSC-RdC Community
RE : COVID-19 PROTOCOL FOR STUDENTS

Greetings of Peace!

1. **Screening at the Entrance of the Campus** (separate memo)
2. **Inside the Campus/During Classes**
 - 2.1 Change the face mask you wore while travelling from your house to the campus.
 - 2.2 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.
 - 2.3 Disinfect footwear using the footbaths at the entrance.
 - 2.4 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.
 - 2.5 Avoid touching frequently objects and surface (doorknobs, light switches, desktops, handrails, etc.) frequently touched by others. Avoid also touching your eyes, nose, and mouth.
 - 2.6 Wash your hands frequently with soap, or use frequently your personal hand sanitizer.
 - 2.7 Refrain from sharing your personal belongings with others.
 - 2.8 Observe one (1) meter distance between seats in classrooms, in queues, and in common areas (canteen, library, laboratories, corridors, etc.). to ensure compliance with social distancing, designated persons will frequently inspect areas where people usually gather.
 - 2.9 During snacks or lunch: Limit the time of your stay in the canteen to minimize contact with people.
 - 2.10 Strictly follow the one-way use of staircases and corridors to reduce direct contact with others.
 - 2.11 Wear a clean face mask before going home. Put inside a disposable paper bag the face mask you wore during the day while in the office. Do not put it inside your pocket or in a bag containing your other belongings. Dispose of the paper bag properly when you arrive home.
3. **Addressing Suspected Covid-19 Cases** (separate protocol)

In Caritas et Scientia.

FR RAFAEL B PECSON, OAR
School President

TOGETHER, we can do MORE!

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