



San Sebastian College - Recoletos de Cavite

Office of the School President

Experience a Tatak Recoleta Tradition of Excellence and Community Life



Memo 1920 I032-E

01 June 2020

TO : SSC-RdC Community

RE : CAMPUS ENTRY GUIDELINES AS OF JUNE 1, 2020

Please note the following guidelines in entering our campus beginning Monday June 1, 2020:

1. Under the General Community Quarantine (GCQ) status of the city, **entrance to our campus remains restricted to those with permission and official business transactions**. Students are still not allowed to enter the campus. To enter the campus, all employees need to ask permission from respective Division Head, who in turn will get clearance from the School President. The request to enter the campus should be submitted at least two days before the intended date of entry. This procedure will allow us to control the number of people in campus, regulate the contact and interaction among them, as a critical precaution against possible spread of the virus.
2. We will allow transaction with the finance office for tuition fee payment by parents, and their entry will be regulated as well.
3. **For the next two weeks, works and operations in campus will be kept at the minimum covering the following activities:** preparations for the incoming AY2020-2021 (recruitment, admission, registration, curriculum design, IT services, training in new learning and teaching, etc.), finance, human resources, health protocols, community, PPO works, supply procurement, security and other assignments required by the School Board with the approval of the School President.
4. Our Office for Safety and Security in coordination with the Center for Medical-Dental Clinic have installed **safety and screening protocols for entry**. Please cooperate with these measures to be implemented at the gates of our campus. Wearing of the masks and bringing of the health kit (face masks, hand sanitizer, alcohol, hand towel) is required. Body temperature will be checked, and an information checklist will be filled up. Further examination and consequent health procedures might be required. Vehicles will be disinfected.

These guidelines are effective beginning Monday, June 1, 2020, until the release of new guidelines (which will be based on measures promulgated by the City Government and school authorities).

We thank everyone for your cooperation as we prioritize keeping our campus safe and healthy during these critical times of the pandemic.

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