



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME16  
A.Y. 2021-2022

**TO :** ALL UNIVERSITY STAFF  
*(Administrative officials, teaching and non-teaching academic staff, research staff, and support staff)*

**FROM :** OFFICE OF THE SECRETARY-GENERAL

**RE :** VACCINATION REQUIREMENT FOR UNIVERSITY STAFF WORKING ON-SITE

**DATE :** 26 NOVEMBER 2021

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The Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) released **Resolution 148-B** stating that:

**“In areas where there are sufficient supplies of COVID-19 vaccines as determined by the National Vaccines Operation Center (NVOC), all establishments and employers in the public and private sector shall require their eligible employees who are tasked to do on-site work to be vaccinated against COVID-19. Eligible employees who remain to be unvaccinated may not be terminated solely by reason thereof. However, they shall be required to undergo RT-PCR tests regularly at their own expense for purposes of on-site work.”**

The University, through the Office of the Vice-Rector for Academic Affairs, Health Service, and Human Resource Department, shall implement the aforementioned government regulation through the following guidelines:

**1. On Work Arrangements**

Consistent with OSG Memo no. 04, AY 2021-2022, *“Principle-Based Work Arrangements in the New Normal for University Staff,”* heads of departments and units shall determine the work arrangements of their staff, appropriate to the nature of operations of their respective units and/or the nature of work of each University staff.

- a. **Work-from-Home:** If *remote work/work-from-home* arrangement is implemented, appropriate technological devices should be available and stable internet connection should be provided to work effectively. University staff without these provisions at home will need to work on-site.
- b. **On-site Work:** University staff required to render on-site work—including academic and support staff who are needed for the implementation of limited face-to-face classes—shall comply with all health protocols and standards including, but not limited to, those released by the IATF, DOH, DOLE, DTI, CHED, and DepEd as applicable.



## 2. On Vaccination

- University staff who are still unvaccinated are strongly encouraged to avail of **COVID-19 vaccines in the soonest possible time** through their local government units (LGUs), the City of Manila (using UST as their address for registration purposes only), or any other sources available to them.
- University staff may take advantage of the *Bayanihan, Bakunahan National Vaccination Days* from 29 November 2021 (Monday) to 1 December 2021 (Wednesday) to receive their COVID-19 vaccines, preferably with brands that have dose/s that will be completed in a shorter time.
- University staff who **miss work due to their vaccination schedule** shall not be considered absent provided they file the appropriate leave of absence together with *proof of vaccination*.

## 3. On the Thomasian Online Medical Services and Support (ThoMedSS)

- All University staff shall update their **immunization details** in the Thomasian Online Medical Services and Support (ThoMedSS) of the UST Health Service, including their **vaccination records** for COVID-19 as soon as possible.
- Those who remain unvaccinated based on records shall receive **reminders** to do so whenever they access the Gurus PATIO and the UST Support Staff Access Portal (USSAP).

## 4. On Reporting On-site

Effective **18 January 2022 (Tuesday)**, two weeks after the resumption of work for the second term of AY 2021-2022, only **fully vaccinated** University staff shall be allowed to work on-site. Fully vaccinated individuals are those who have completed the full dose of a COVID-19 vaccine (2 doses for most brands, 1 dose for Janssen).

### a. On Entering the Campus

- University staff shall be required to tap their **IDs on the ID locators** situated at the entrance of each building and use the **thermal scanners**.
- The following University staff shall not be allowed to enter the buildings:
  - 1) Those who have *no* or *incomplete* vaccination records.
  - 2) Those who failed to accomplish the *daily health declaration* on ThoMedSS prior to coming on-site.
  - 3) Those who have been detected to have *symptoms*.
  - 4) Those who have been declared with *exposure to COVID-19* positive cases.
- University staff who need to acquire a **new ID** shall coordinate with the head of their department, who in turn, shall prepare a list of those requiring new IDs and communicate the same to STePs.

### b. On Unvaccinated or Partially Vaccinated University Staff

- Eligible University staff who remain unvaccinated or partially vaccinated shall be required to present a **negative RT-PCR** test every *five* (5) working days, at their own cost, to be allowed to work on-site.

- c. University staff required to work on-site but remain unvaccinated or partially vaccinated and cannot submit RT-PCR test results shall file the appropriate leave of absence. If leave credits have been consumed, they shall file for a leave of absence without pay.

**5. On the Observance of Minimum Health Protocols**

All University staff rendering onsite work shall:

- a. Strictly implement the DOLE and DTI Guidelines on *Workplace Prevention and Control of COVID-19*, as provided in OSG Memo no. 04, AY 2021-2022;
- b. Comply with the allowed proportion based on quarantine regulations in observing *physical distancing* in their work areas; and
- c. Observe *cyclical cohorting*, whenever possible in order to facilitate contact tracing in the presence of COVID-19 infection.

Thank you for your cooperation.

God bless you and stay safe!

  
FR. LOUIE R. CORONEL, O.P., EHL  
Secretary-General