



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME17
A.Y. 2021-2022

TO : THE THOMASIAN COMMUNITY
FROM : OFFICE OF THE SECRETARY-GENERAL
RE : WORK AND LEARNING ARRANGEMENTS DURING THE
IMPLEMENTATION OF ALERT LEVEL 3 IN THE NATIONAL
CAPITAL REGION
DATE : 3 JANUARY 2022

In compliance with IATF Resolution No. 155, series of 2021, dated 31 December 2021, escalating the alert level classification of the National Capital Region to Alert Level 3, effective 3-15 January 2022, the University shall observe the following work and learning arrangements **effective 5 January 2022 (Wednesday)**:

A. Work Arrangements:

Consistent with OSG Memo No. 04, dated 16 August 2021: "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 a department or unit and/or nature of work of each University staff.

- a. **Remote work/work-from-home** arrangement is *strongly encouraged*, provided that the University staff will be able to do work-from-home *effectively*.
- b. University staff required to render **onsite work**, including academic and support staff who are needed for the implementation of the limited face-to-face classes (LF2F), *shall comply with all health protocols and standards*.

B. Venue Capacity:

For fully vaccinated individuals, onsite work and LF2F classes for higher education shall be allowed at a maximum of **30% indoor** venue capacity and **50% outdoor** venue capacity.

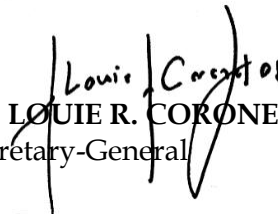
C. Vaccination Records:

1. The University shall observe the "**NO VAX CARD, NO ENTRY**" policy. University staff and students shall be required to show their vaccination cards at the entrance of each building.
2. Only **fully vaccinated individuals** are allowed onsite, whether for work or study.
 - a. Fully vaccinated individuals are those who are at least two (2) weeks past having received the second dose of a two-dose vaccine or the first dose of a single-dose vaccine.



- b. Those who are qualified to receive a booster dose are strongly encouraged to avail at the soonest possible time in anticipation of the requirement for a booster dose in order to be considered fully vaccinated.
3. University staff and students shall update their **COVID-19 vaccination records in ThoMedSS**¹ (<https://thomedss.ust.edu.ph/>), including their booster dose.
4. Once the vaccination records in ThoMedSS have been fully integrated into our **ID tapping system**, the University staff and students shall be required to tap their IDs to confirm their vaccination status and the completion of the health declaration form [*cf. OSG ME16 (26 November 2021)*].

Thank you.


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

¹ Thomasian Online Medical Services and Support