



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME25  
A.Y. 2021-2022

**TO :** THE THOMASIAN COMMUNITY

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

**RE :** WORK AND LEARNING ARRANGEMENTS  
AND INSTITUTIONAL HEALTH PROTOCOLS  
DURING THE IMPLEMENTATION OF ALERT LEVEL 1

**DATE :** 1 MARCH 2022

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In compliance with the IATF's<sup>1</sup> Amended Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response, dated 27 February 2022, placing the National Capital Region (NCR) under **Alert Level 1**, effective March 1-15, 2022, and in consultation with the Office of the Vice-Rector for Academic Affairs (OVRAA), Human Resource Department (HRD), Health Service and Facilities Management Office, the University shall observe the following **adjustments** on *onsite* work and learning arrangements, health protocols, and retrofitting of facilities **effective 1 March 2022 (Tuesday)**:

**A. WORK ARRANGEMENTS**

- **Principle-Based Work Arrangements**<sup>2</sup> shall remain to be the guide in determining whether University staff shall work onsite, work from home (WFH), or do hybrid work.
- A gradual transition from WFH to hybrid work to full onsite work, compliant with health protocols and standards, is *encouraged* in order to establish new work systems and practices compatible with improvements in the pandemic situation.
- HRD will issue a communication to all offices concerning work arrangements.

**B. LIMITED FACE-TO-FACE CLASSES (LF2F)**

- The expansion of LF2F classes to more programs shall *continue* subject to the approval of the University Crisis Management Committee (UCMC).
- Preparations for off-campus activities, particularly internships, practicum and fieldwork, in compliance with the requirements of government regulatory agencies and consistent with institutional policies, shall likewise commence.
- OVRAA will issue a communication to all offices concerning learning arrangements.

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<sup>1</sup> COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF)

<sup>2</sup> OSG Memorandum No. 4, dated 16 August 2021.



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**C. INSTITUTIONAL HEALTH PROTOCOLS**

**1. Requirements when Accessing the Campus**

- In addition to the **minimum health requirements** (i.e., body temperature check and digital health declaration via the [StaySafe.Ph](#) applications and [ThoMedSS<sup>3</sup>](#)), the existing *No Vax Card, No Entry* policy will remain to be enforced.

**2. Protocols while On-Campus**

- While on-campus, observing **physical distance** and frequent **hand sanitation** must be accompanied by **wearing well-fitted masks**, preferably a *surgical mask*.
- Wearing a **face shield** is *optional*, but must be worn when entering the **UST Hospital and Health Service**.

**3. Students' Preparations before joining LF2F Classes**

- An initial **RT-PCR screening** shall be required *only* for programs with **internship in the UST Hospital**.
- A **quarantine period of seven (7) days** will be required for all those who have history of international and local travel outside NCR.

**4. Booster Vaccines**

- For the time being, **fully vaccinated individuals** are defined as 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.
- However, qualified individuals are strongly encouraged to avail of **booster dose vaccines** for added protection and in anticipation of health protocol requirements in the future.

**D. RETROFITTING OF FACILITIES**

- In coordination with the academic, administrative, and research units, the Facilities Management Office (FMO) shall continue **retrofitting facilities** consistent with the existing government regulations.

Thank you very much for your cooperation.

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

<sup>3</sup> Thomasian Online Medical Services and Support (ThoMedSS)