



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

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A.Y. 2021-2022

TO : THE ADMINISTRATORS OF THE ACADEMIC UNITS

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : UPDATED HEALTH AND SAFETY PROTOCOLS
DURING IN-PERSON SOLEMN INVESTITURE RITES
AND COMPLETION CEREMONIES

DATE : 8 JUNE 2022

The Central Committee on University Events, in consultation with the UST Health Service and the Office of the Vice-Rector for Academic Affairs, issues the following *updated* health and safety protocols inside the campus, especially to be strictly observed during the *in-person* Solemn Investiture Rites and Completion Ceremonies. *Please see the attached file for reference.*

To ensure our collective participation in observing the said health and safety protocols, outlined below are specific responsibilities:

Responsibilities of Parents/Guardians/Guests:

- **Submit the vaccination record** at least two (2) days before the event.
- Non-vaccinated parents, guardians, or guests requesting to attend the Solemn Investiture Rites or Completion Ceremonies must **present a negative RT-PCR or antigen test result** taken within 24-48 hours before the event.
- **Download the StaySafe.PH apps** prior to the event and **update the Health Declaration Checklist** on the day of the Solemn Investiture Rites.

Responsibilities of Students:

- **Upload the vaccination record** via ThOMedSS.
- **Present the screenshot of the Health Declaration** upon entrance at the venue of the Solemn Investiture Rites or Completion Ceremonies.

Responsibilities of Academic Unit's Ushers and Marshals

- Ensure that minimum public health standards are being followed such as a) physical distancing of at least one (1) meter; b) wearing of well-fitted mask at all times, and c) presentation of an updated health declaration checklist (e.g., StaySafe or ThoMedSS) prior to entry by all event participants.
- Ensure that those who are entering the venue are on the list of expected attendees, who must submit their vaccination cards or valid RT-PCR/antigen results prior to the event.



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- Remind all event participants to undergo temperature screening prior to entry. Those with body temperature higher than 37.5 °C must be led to a waiting area. They are advised to wait for a few minutes before the retaking of body temperature. If the high temperature reading persists, the concerned person(s) should be ushered to the UST Health Service.
- Ensure that attendees should proceed straight to the venue after the screening process and should not be allowed to loiter inside the event venue.
- Ensure that at least a one (1) - meter distance between movable chairs, or one (1) - seat apart between fixed chairs, is observed between families (i.e., the graduate/graduating student and his/her companions). Those coming from the same household may sit closer to each other but should be separated from those coming from other households.
- Ensure that the seat plan prepared by the academic unit is strictly followed by the event participants.

Responsibilities of the Academic Unit's Graduation Committee:

- Carry out a post-event evaluation to include a monitoring of those who developed symptoms two (2) days after the Solemn Investiture Rites or Completion Ceremonies through the following:
 1. Immediately after the event, send email to all graduates who attended the event and remind them to accomplish ThOMedSS for the next three (3) days.
 2. Require all University staff to accomplish ThOMedSS on a daily basis, whether they are working onsite or working-from-home.

As a community that consciously promotes public health, we enjoin everyone to adhere to the aforementioned health and safety protocols.

Thank you.


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