

## More Details on Vaccination/Testing Requirements

Monday, Aug 9, 2021, 9:44AM

Dear Colleagues,

Following our [announcements](#) on vaccination and regular testing requirements for the Fall Term, we are providing further details as follows:

### Coverage:

The requirements apply to University members who enter campus regularly, including students, staff, University residents (i.e. staff family members, domestic helpers), regular visitors and contractors. Children under 12 are exempted from this requirement.

### Requirements:

Starting **September 1, 2021** members will be required to present a valid electronic Campus Access Pass (CAP) for accessing campus upon fulfilment of vaccination / testing and system submission requirements. The Vaccination / Testing Reporting System (VTRS) will be launched on **August 16 for staff's input**. More details on the VTRS will be provided later this week.

Members will need to be either vaccinated or tested every two weeks, and upload relevant records to VTRS to receive the CAP. For members undergoing regular testing, the System will generate new due dates for submitting testing results and send reminders to the concerned members. Records submitted are only accessible by designated staff of the Campus Medical Clinic, who will verify submitted documents.

If staff members have family members / domestic helpers living on campus, they are responsible for registering them and declaring their vaccination / bi-weekly testing status in the VTRS. Uploading of vaccination / testing records of family members / helpers is not required.

### ***Vaccination***

For members who are fully vaccinated, they will receive a CAP that is valid until December 31, 2021. Members who have received one dose locally, their CAP will be valid for 30 days from the vaccination date. This should allow them adequate time to complete the second dose. If they fail to complete the second dose within 30 days, they will be required to submit regular testing results to VTRS until they have taken the second dose. Depending on the pandemic situation, arrangements after December 31, 2021 will be reviewed and announced by the end of the year.

Members currently outside Hong Kong are highly recommended to have a full course of COVID-19 vaccines officially recognized by their own country or region before traveling to Hong Kong. Those who have done so should submit official vaccination records issued by their home country or region to VTRS. If members outside Hong Kong really cannot have a full course of vaccination in their home country or region, they may choose not to take any vaccine at home and take a full course of vaccine after they arrive in Hong Kong. In that case, they will have to undergo regular testing starting from September 1, until they receive their first dose. Those who have already received partial vaccination, e.g. one dose out of two, at their home country or region are **strongly advised to complete their vaccination before coming** to Hong Kong. Otherwise there may be long delays in completing their vaccination due to case-by-case assessments required by the Department of Health, which may also result in an extended period of testing until their vaccination is completed.

### ***Testing***

All test results are valid for 14 days counting from the date of test as Day 1. Members are required to upload test results and input dates of test in the VTRS. The first due date for all members will fall on **August 31**; hence the **first submitted test result must NOT bear a date earlier than August 19**. After the input is received, the VTRS will calculate the next due date, i.e. 14 days after last test date (e.g. September 14 if a member last conducted the test on August 31). The new due date will become the valid date that is shown on the CAP.

If the due date falls on a day when a staff is physically away from campus, e.g. on leave (sick, annual, special) or business trip, he / she is responsible for inputting a new date in the VTRS with supporting documents uploaded. The staff concerned must perform the test before he / she returns to campus.

#### Consequences of Non-Compliance by Staff:

Two system reminders will be sent to the staff members before the submission due date. Staff concerned should talk to DH or delegate if there is any question or concern. If the staff does not respond and submit relevant records by the due date, a system notification will be sent to the staff and copied to his / her DH or delegate; the concerned staff's **access to campus and campus facilities with access control (e.g. library, sports facilities, etc.) will be denied immediately until the University's requirements are satisfied.**

In case the staff concerned has genuine difficulties in timely complying with the regular testing requirement to receive a valid CAP to return to work on campus, relevant DH or delegate may allow him / her to work from home with pay for a maximum of two days, and to submit a test result within the 2-day grace period.

Within the grace period, DH or delegate should communicate with the staff concerned to better understand the staff's reasons or difficulties of non-compliance, and try to come up with a mutually agreeable solution which may include:

- Approving the staff to take their accrued annual leave with pay, until a test result is submitted; or
- Approving the staff to take no-pay leave for up to 7 calendar days (following the University's established procedures) until a test result is submitted.

Under usual circumstances, the 2-day grace period and no-pay leave will not be given to staff members who repeatedly fail to comply with the regular testing requirement. Extending the 2-day grace period may be considered under exceptional circumstances for well justifiable reasons with special approval of the Vice-President for Administration and Business or the Director of Human Resources. If falsified information / record is found to have been submitted by any member, the matter will be handled in accordance with University's established mechanism and may result in disciplinary actions.

#### Government / University Support:

Members who cannot take vaccine due to medical reasons may collect rapid test kits for free at or near the Campus Medical Clinic during University office hours starting from August 23. Members will need to **upload relevant medical certificate to VTRS at least one day before** and present their University ID for test kit collection. However, NO free test kits will be provided to family members and domestic helpers.

Staff in Band 1 & 2 who are required to do testing may purchase rapid test kits at a discounted price at the Souvenir Shop and seek 50% reimbursement from their Department / Unit. Rapid test kits will be on sale to other members of the University at the Souvenir Shop later if stock is available. Results of deep throat saliva tests, currently [offered for free by the Government](#) will also be acceptable.

More information is available at the University [COVID-19 website](#). The above requirements will be reviewed and adjusted as needed in response to the pandemic situation.

Questions / Enquiries:

If you have questions, please send your enquiries to the following contacts:

- Vaccination / testing requirements: [safety@ust.hk](mailto:safety@ust.hk)
- Personnel matters: [hroffice@ust.hk](mailto:hroffice@ust.hk)
- General issues on compliance: your supervisor / DH

Thank you in advance for your cooperation. Let us all do our share to protect public health and campus safety!

Warm regards,

TC Pong, Vice-President for Administration and Business  
Samuel Yu, Director of Health, Safety and Environment