

CIRCULAR 67a/2021: Guidelines for Administrative Staff COVID-19 Measures March 2021

Dear Staff members,

Following the national COVID-19 measures announced on 10 March 2021, please be informed of the following key messages:

1. Teleworking arrangements will be mandated and prioritised until 11 April while ensuring that all services keep running smoothly. Staff members who are teleworking solely for this interim 3-week period do not need to apply through the formal teleworking form. Employees are to seek guidance from their director or line manager for the required information about teleworking. The daily record keeping template is to be submitted to the respective reporting officer.
2. Over 90% of MCAST staff members have received the first dose of the COVID-19 vaccine. If you still have not submitted your online application and would like to apply, kindly follow CIRCULAR 40/2021: MCAST Staff Vaccine Eligibility.
3. The COVID-19 vaccination centre at the MCAST Campus in Paola opened on 11 March. We take this opportunity to thank colleagues and students of the nursing degree programme who have volunteered to work at the vaccination centre. The College is continuing to collaborate with the health authority to fight against COVID-19 and support the community by hosting the vaccination centre and providing space at its Paola Campus.

This is a developing situation, and we encourage you to regularly check your email and [intranet](#) for announcements and updates.

Finally, we understand that this is a difficult time for all of our staff members and students. We encourage you to keep reaching out to each other and [to ask for help](#) when needed.

Regards,
Philip Vella
Deputy Principal – Administration