1) **STAY-HOME NOTICE**

1. **What is a Stay-at-Home Notice (SHN)?**

   SHN was implemented by the Multi-Ministry Taskforce on COVID-19, and takes effect from 18 February 2020. Under the SHN, all persons returning to Singapore with travel history within mainland China (outside of Hubei) in the last 14 days are to remain in their place of residence at all times for a 14-day period. Those who fail to comply may face penalties and can be prosecuted under the Infectious Diseases Act. (See [Ministry of Health press release](https://www.moh.gov.sg/)).

   - All staff and students under SHNs are to declare their particulars [here](https://www.nus.edu.sg/) within 24 hours of their arrival in Singapore.

   - All staff and students are required to update their travel declarations to cover travel until **31 July 2020**.

2. **How does SHN work, and how will it affect me if I am served a SHN?**

   - From 18 February, 23:59 hours, SHNs will be issued by government authorities if you fall under the following criteria:

     (a) Singapore citizens and Permanent Residents with travel history to mainland China (outside of Hubei province) in the last 14 days; and

     (b) Long-term pass holders (i.e. Student’s Pass, Dependant’s Pass, Long-Term Visit Pass) and foreign employees issued with a work pass, with travel history in mainland China (outside of Hubei province) in the last 14 days.

   - If you fall within the categories above, you will be issued an SHN by the Immigration & Checkpoints Authority (ICA). If you have entered Singapore by an indirect route, you will be issued an **SHN by NUS** (see instructions below).
Regardless of your arrival route, if you fall within the categories above, you must declare your particulars here within 24 hours of your arrival in Singapore with the following information:
(a) Full name
(b) Staff No or Student No
(c) Department
(d) Mobile and Home contact numbers in Singapore
(e) Residential address in Singapore
(f) Date of arrival
(g) Whether you have been served an SHN by ICA

3. What restrictions are in effect during SHN?

During the period of the SHN, you are required to remain in your place of residence at all times for a 14-day period. Unlike the Leave of Absence, which allows returnees to leave briefly to buy meals and necessities, a person under SHN is not to leave his/her place of residence at any time. Support will be provided where needed.

You should also:

- Take your temperature twice daily (morning and afternoon) and declare them here. Photographs of the temperature readings should be taken and retained for seven days, in case of need for verification.
- Monitor your health closely and seek medical attention immediately if you are unwell.
- Minimise contact and avoid sharing personal items with others who are living with you.
- Avoid having visitors at your residence.
- Keep a record of persons you come into contact with.

You may resume regular activities after the 14-day period, i.e. Day 15, if you are well, without need for special medical clearance.¹

4. What forms of support will be available during my SHN period?

NUS will provide the following support and assistance to staff and students under SHNs. They include:

- Basic necessities: All food and necessities will be delivered to affected staff and students who are living in NUS hostels.
- Well-being: NUS staff will contact staff and students under SHNs regularly to provide emotional support and to check on their well-being.
- E-learning: E-learning will be implemented for affected students to ensure that there is no disruption to their studies.

¹ The date of return to Singapore is considered Day 0. The SHN will lapse after Day 14.
5. Are there any penalties for non-compliance to a SHN?

Government officers and NUS staff will regularly monitor staff and students under SHNs respectively to ensure that they are complying with the SHN. This would include random daily video calls which must be answered within one hour of the initial call; home visits, if there is no response, to ascertain their whereabouts and well-being. These home visits may be a precursor to the initiation of disciplinary proceedings.

Penalties for Non-Compliance

Those who flout the conditions of the SHN may face penalties including:

- Prosecution under Section 21A of the Infectious Diseases Act.
- Permanent Residents, as well as Long-Term Visit Pass holders, Dependant’s Pass holders and Student’s Pass holders, may have their Re-Entry Permit or passes revoked, or the validity shortened.
- Staff on work passes may have their passes revoked and be repatriated.
- For those with a child/ward who is a full-time student in Singapore, their child/ward might be subjected to disciplinary action, including suspension or dismissal. If the child/ward is a foreign student, he/she may have his/her Student’s Pass or Dependant’s Pass cancelled.
- Staff and students will also face disciplinary action in accordance to the NUS Code of Conduct and the NUS student disciplinary procedures. Please refer to Circular 4 for details.

2) COMPULSORY TRAVEL DECLARATION

1. Do I need to make travel declarations, and how do I do so?

You are required to update your travel declarations here to cover travel until 31 July 2020. Please update your declaration as soon as your travel plans are confirmed and whenever there are subsequent changes to your travel plans.

For Final-year students: If you have submitted your thesis, but have yet to graduate, or you are on part-time status, you will still need to make your travel declarations. You need not do so AFTER you have been conferred your degree, as you would be deemed to have completed your course of study. You will then be subject to visitor regulations should you visit the NUS campus thereafter.
3) **SUSPENSION OF CO-CURRICULAR ACTIVITIES ON NUS CAMPUSES**

1. Will I still be able to attend or take part in my co-curricular activities?

   NUS is taking a cautious and calibrated approach as the COVID-19 situation continues to evolve.

   Accordingly, to ensure the safety and wellbeing of our student and staff, NUS is suspending co-curricular activities (CCAs) and related events involving close contact from 26 February 2020. This suspension will be in effect until and including 22 March 2020, after which the suspension policy will be reviewed.

2. What kind of co-curricular activities are suspended?

   (a) Regardless of participation numbers, all CCAs and related events involving close physical contact (such as team sports training, dance practice, etc.) will be suspended.

   (b) The definition of “close contact” is anything that involves physical touch, or the physical presence of people less than 2 metres apart.

   (c) CCAs which can be modified to comply with these guidelines can continue.

   (d) Students may continue to carry out their own fitness training, but should avoid gathering as a group. They should also not train at other campuses or with outside teams.

4) **PRECAUTIONARY MEASURES AT RETAIL AND DINING FACILITIES ON NUS CAMPUSES**

1. Are retail and dining facilities still open in NUS, and what precautions are in place?

   To ensure that we maintain a high standard of public hygiene and for the wellbeing and safety of our community, the University has put in place the following precautionary measures at the various dining outlets on campus:

   - Only patrons with proper NUS identifications, and visitors who have completed temperature screening and are issued stickers, are permitted to buy food and drinks from our dining outlets.

   - You are encouraged to consume your meals within 30 minutes.
• If you prefer to take away your meal, we encourage you to bring your reusable lunch box.

• Practise good personal hygiene and wash your hands with soap before consuming meals.

• If you are unwell with fever or flu-like symptoms, you should seek medical attention immediately.

The Office of Campus Amenities ensures that our vendors adhere strictly to the advisories on sanitation and hygiene issued by the Singapore Food Agency and the National Environment Agency (NEA). Our dining outlets also comply to stringent food preparation standards and cleaning guidelines, such as cleaning and disinfecting surfaces including tables, ordering counters and handle bars regularly every day, as well as conducting a thorough clean-up at the end of each work day.

5) SAFETY AND HEALTH MATTERS

1. Is NUS still safe with the first confirmed case of COVID-19? Given the severity of the situation with a first confirmed case in NUS, why does the University not suspend classes as a way to ensure the safety and health of the students and staff, to avoid the risk of transmission?

The University has put in place precautionary measures to keep our students and staff safe and healthy, and to better mitigate the potential risks as we safeguard our community against COVID-19.

In light of the recent confirmation of an NUS faculty member having tested positive for COVID-19, additional precautionary measures have been implemented. These include:

• Thorough disinfection of the areas the professor had used or visited in the School of Design & Environment (SDE) on 10 February 2020. As an added precautionary measure, all high traffic areas such as hand railings, lifts, and lift lobbies around the affected premises have also been thoroughly disinfected.

• Immediate ramp up of the cleaning frequency at SDE, including enhanced cleaning from once to twice a day for the School’s studios and high traffic areas. We have also increased the cleaning frequency of restrooms in SDE from twice a day to four times a day.
• All classes in SDE will move to e-learning from 14 February 2020. Small group studio sessions, which cannot be replaced by e-learning, will be suspended. There are to be no in-person classes, tests, meetings or interactions between students and staff of SDE for the next eight days (14 to 21 February 2020) prior to recess week (22 February to 1 March 2020). This does not mean, however, that SDE will be physically shut. We are just implementing these additional measures to minimise interaction during this period.

• All professors and instructors in the University are strongly encouraged to provide e-learning alternatives where feasible, regardless of class size.

The University will closely monitor the situation, and will adjust our preventive measures as the situation evolves.

6) ABOUT DORSCON (DISEASE OUTBREAK RESPONSE SYSTEM CONDITION) ORANGE

1. What is DORSCON Orange?

In light of the evolving COVID-19 situation in the country, the Ministry of Health (MOH) has stepped up their risk assessment from Disease Outbreak Response System Condition (DORSCON) Yellow to Orange (See MOH press release). Under DORSCON Orange, the virus is severe and spreads easily from person to person, however, there is no widespread transmission in Singapore and the virus is being contained.

2. What are the new measures implemented for the campus community under DORSCON Orange?

a) Temperature taking for NUS staff, students and visitors

I. How will daily temperature taking be conducted for NUS staff and students?

From 10 February 2020, all staff and students, with the exception of those who are overseas, will be required to take their temperature morning and afternoon, every day, including weekends and public holidays and declare the temperature reading in an online system via the website: https://myaces.nus.edu.sg/htd/

The first declaration of the day must be completed before coming to campus, whether for class or work.
Those who do not have a personal thermometer may approach the management office of the Faculty/School/Research Institute or Centre/Administrative Department, or have your temperature taken at one of the centralised temperature screening stations on campus. The locations of the temperature screening stations are available here.

Any deviation from this daily temperature declaration requirement will be managed by exception by the respective management offices.

Staff and students will need to take photographs of the thermometer reading with a date-time stamp, and to retain the images for seven days, as they may be asked to upload the images for verification. The camera images from the mobile phone will have details of the date and time of when each image was taken. A date-time stamp app available at the mobile app store can also be considered.

Anyone with a fever (≥ 38°C), who is unwell or shows respiratory symptoms such as cough and runny nose should see a doctor immediately.

II. How will temperature screening be conducted for visitors?

All visitors to NUS buildings and offices will need to undergo temperature screening at the centralised temperature screening stations set up across NUS campuses (Kent Ridge Campus, Bukit Timah Campus and Duke-NUS Medical School).

III. How would staff and students be distinguished from visitors?

All NUS staff and students are required to display their staff card or student card on campus.

b) Implementation of E-Learning

I. How will classes on campus be affected?

• **Classes with more than 50 students:** E-learning will be implemented (i.e., no in-person classes will be conducted). Students should contact their respective course instructors directly about the e-learning arrangements for their affected classes.

• **Classes with 50 and fewer students:** Classes to continue as usual. For the first few days, instructors will enforce temperature checks before the start of class.
c) Large-scale events and activities

I. What is the advisory for large scale events and activities?

All events and activities on NUS campuses involving more than 50 participants are to be cancelled or deferred until further notice.

7) ABOUT COVID-19 (CORONAVIRUS DISEASE 2019)

1. What are coronaviruses?

(a) Coronaviruses (CoV) are a large family of viruses causing illnesses ranging from the common cold to pneumonia (a more severe lung infection).

2. How does COVID-19 spread?

(a) Routes of transmission have yet to be definitively determined, but human-to-human transmission is confirmed. Members of the public are advised to remain vigilant and observe good personal hygiene practices. The Ministry of Health (MOH) is closely monitoring the evolving situation and members of the public are advised to check the MOH website (www.moh.gov.sg) for regular updates.

3. What is considered “close contact”?

(a) Those who have had close contact are persons who have spent a prolonged period of time (about 30 minutes or more), within two metres with the infected individual.

(b) This group includes anyone who provided care for the infected individual, including a healthcare worker or family member, or who had other similarly close physical contact, as well as anyone who stayed (e.g. lived with, visited) at the same place as an infected individual.

4. What are the symptoms of the COVID-19 infection?

(a) The symptoms of the COVID-19 infection are similar to that of regular pneumonia. NUS advises its community to seek medical attention immediately and not report to work or attend classes if they display any
of these symptoms: cough, sore throat, breathlessness, fever (≥ 38°C) and runny nose.

5. How long is the incubation period?

(a) Data from early cases in Wuhan suggests that the incubation period is up to 14 days. Those who have travelled to cities in mainland China with confirmed cases are advised to monitor their health closely for at least two weeks upon return to Singapore.

8) MEDICAL CARE

1. What should I do if I am displaying any of the following symptoms: cough, sore throat, breathlessness, fever (≥ 38°C) and runny nose?

(a) Do not report to work or attend classes.

(b) Put on a disposable surgical mask immediately.

(c) Visit a doctor immediately and declare your travel history and contact history (i.e. if you have been in close proximity contact with individuals who have recently visited mainland China).

(d) Inform your respective management office (Dean’s Office, hostel Master, Residential Advisor (RAD) etc.).

2. I may have had close contact with someone suspected of being infected with the COVID-19. What do I do?

- Please come forward and inform your respective Heads of Departments, Unit Incident Commanders, Hostel Masters or Residential Advisors if you may have encountered possible contact with a confirmed case. **You will be issued a “bridging LOA” for 14 days from the last known date of contact, as an interim measure, while contact tracing is being conducted by MOH.**

- Heads of Departments, Unit Incident Commanders, Hostel Masters or Residential Advisors should notify the Crisis and Emergency Management team if there are such cases.
3. Should I wear a disposable surgical mask or an N95 mask?

You need not wear a mask if you are well. For those who are sick, a disposable surgical mask is recommended as it helps reduce the spread of the virus. It is also more practical for the general public to use as compared to an N95 mask. The disposable surgical mask helps to block large particle droplets and splatter from reaching the wearer's mouth and nose, and reduce exposure of the wearer's saliva and respiratory secretions to others. People wearing N95 masks would find it difficult to breathe in these masks, if worn properly.

4. Will NUS be supplying face masks to all students and staff?

No, students and staff are required to obtain their own supplies for personal use. The University’s central stock of face masks is strictly meant for staff working in the front line (including health screening staff on duty).

9) LEAVE OF ABSENCE (LOA) MATTERS

1. What is LOA and when will LOA be granted?

(a) LOA is paid leave of absence over and above annual leave, and is granted to those who may have been exposed to an infectious individual (with the possibility of being infected), although they may appear well. Those granted with LOA should remain at home as a precautionary measure to prevent potential infection to others if they are found to be infected eventually. International students staying in the hostels should remain in their hostel rooms.

(b) Staff and students who have returned from mainland China in the last 14 days will be given official LOA.

2. What are the measures I am expected to comply with during LOA?

For Staff and STUDENTS on LOA at home:

(a) You must not come to NUS or attend classes on campus.

(b) You are to remain in your place of residence as much as possible during your LOA.

(c) Minimise visitors to your residence. You should maintain a record of persons you come into close contact with during your LOA.
(d) You may leave your place of residence to purchase daily necessities or to attend to important personal matters. However, you should minimise your time spent in public spaces and contact with other individuals, and return to your place of residence as quickly as possible. If necessary, you may opt for home delivery services or enlist the assistance of others for your daily necessities.

(e) You should avoid going to crowded places and attending social gatherings during your LOA.

For Students on LOA on campus:

(a) You are to remain in your own hostel room and must not leave your hostel.

(b) You are to avoid contact with other people. You are not permitted to bring other people to your room.

(c) You are permitted to leave your room for short period of time for activities such as doing your laundry, etc.

3. Who do I inform when I start my LOA?

Those who meet the conditions for LOA are to inform their respective heads as follows:

1. Staff: Inform your Head of Department by email. Please refer to this LOA link for further information

2. All students: Declare your travel history in the online travel declaration. You will be on a mandatory 14-day LOA. Your Faculty/School will be informed of your absence, and your professors will support you and minimise disruption to your studies.

3. Students staying in NUS hostels: Identify yourself to your hostel Master or RAD.

4. How do individual Department Leave Clerks record the LOA?

Staff returning from mainland China in the last 14 days and who are required to be on LOA will need to inform their supervisors via email on the following:

   - Arrival date in Singapore (Day 0).
- Dates away from campus (Day 1 DD/MM/YY to Day 14 DD/MM/YY).
- States/provinces travelled to in China in the last 14 days.

The email should be copied to the respective Head of Department, department secretary and Human Resource (HR) leads and partners, after which the department leave clerk will then update the LOA in the HR leave system. Instructions on updating the LOA in the system for department leave clerks are available at here.

5. **How long is the LOA?**

(a) Day 0 is the day of return to Singapore. You may return to work or attend classes on Day 15 if you did not develop any symptoms during the 14 days (Refer to Question 1iv for symptoms).

(b) Staff and students on LOA need not report to work or attend classes for 14 days upon return to Singapore from mainland China.

6. **What if I am served a Quarantine Order (QO) by the Singapore government?**

As indicated in the MOH's FAQs, staff served with a QO will be deemed to be on paid sick leave. The period away will be treated as part of the staff’s hospitalisation leave eligibility under their employment contracts or agreements.
7. My department has staff who are not able to return to Singapore from China because of city lockdown by the Chinese authorities. Do I need to record their absence?

Departments should keep track of such cases. As soon as the return date is known, department leave clerks should record the period away in the HR’s system as indicated here.

8. If I’m a student, what happens to my lessons when I go on LOA?

Our professors will do their utmost to support you and minimise disruption to your studies. Special arrangements will be made to ensure that your assignments and teaching materials are available online. You will not be penalised for missing class activities during your LOA.

9. What does a hostel resident need to do if he or she is on LOA upon return from mainland China?

1. Identify yourself to your hostel Master or Residential Advisor (RAD).

2. If you have a home in Singapore, you must isolate yourself at home for 14 days upon return to Singapore.

3. If you do not have a home in Singapore, you will be isolated in an individual room for 14 days upon return to Singapore.

4. Please stay in your room at all times and put on a mask if you need to use the washroom.

5. You will be given leave of absence from work or studies during this period, and arrangements for this will be made by your Faculties and Schools.

6. You will be provided with a thermometer and face masks, and arrangements will be made for food to be delivered to you. Your hostel will brief you on the arrangements.

7. Disposable surgical masks will be provided to those under social isolation, and they should be worn at all times if there is a need to move out of the quarantine area.

8. Exercise caution and attention to personal hygiene.

9. Monitor personal health for the next 14 days upon return to Singapore.
10. Take your temperature daily and report via this website.

11. If you fall ill during the period of isolation, immediately inform your hostel Master or RAD, etc., or the management office of your department.

12. Your hostel representative will keep in touch with you. Your hostel will also provide a contact for any urgent matters.

10. Do I need to complete the full 14 days of quarantine if I have tested negative for COVID-19?

Yes, staff and students who are on LOA and who have tested negative for the COVID-19 must also remain in their place of LOA isolation (home or individual hostel rooms) to complete the full 14 days of quarantine, as required by the University.

11. What do I do when I know a staff or student did not comply with mandatory LOA?

(a) For Staff: Report to the immediate supervisor or escalate it to the Head of Department. Email: ohrsharedservices@nus.edu.sg

(b) For Students: Report to the academic supervisor or escalate it to the Head of Department. Email: osaresponds@nus.edu.sg

(c) Staff and students who believe there has been a breach of LOA protocols and procedures, can make an anonymous report at the following platform: https://ap1.rivosafeguard.com/tools/portal/accidents/LogAnonymous.aspx?24E54898176347409006

12. What are the sanctions for breach of LOA and social isolation?

For students

(a) Effective 29 January 2020, students on social isolation in NUS Hostels (Halls, Residential Colleges and Residences) will need to acknowledge and sign on a set of rules and instructions.

(b) Under the NUS Statutes and Regulations, Statute 6, Discipline with Respect to Students, the University can impose immediate suspension of one month for offenders who:
1. Fail to comply with regulations set in the OSHE circular for students who returned from mainland China in the last 14 days including breaking quarantine, attending classes during LOA, and not seeing a doctor when unwell (cough, sore throat, breathlessness, fever, runny nose).

2. Make false travel declaration or fail to declare travel history to mainland China in the last 14 days.

(c) Student offenders will be referred to the NUS Board of Discipline, who may impose an immediate suspension for up to one month. Repeat offenders may be suspended for a semester or longer, and may even be expelled from the University.

For staff

(d) Non-compliance by staff offenders will be dealt with in accordance with the NUS Code of Conduct for Staff. The penalties for non-compliance are as follows:

1. Immediate suspension for 7 days or such longer period at half pay in accordance with the Employment Act.

2. Disciplinary proceedings will be instituted under which sanctions imposed may include extended suspension and financial sanctions in accordance with the Staff Disciplinary Procedures and Sanctions Policy. For repeat offenders, the sanctions may also include contractual termination or summary dismissal in accordance with the Staff Disciplinary Procedures and Sanctions Policy.

10) TRAVEL ADVISORY

1. Are there any travel restrictions for visitors from mainland China and with PRC passports?

From 1 February 2020, 2359h, all new visitors to Singapore with recent travel history to mainland China within the last 14 days will not be allowed entry into Singapore, or to transit through Singapore. There will also be restrictions on visitors with PRC passports. Please refer to the Ministry of Health (MOH) press release for details.
2. Can staff and students still proceed with their planned overseas trips to mainland China, or travel overseas for personal or official trips?

Going overseas for personal or official trips

(a) Staff and students with planned overseas trips to mainland China from January to July 2020:

1. Please defer your official travel to mainland China with immediate effect.

2. You are strongly encouraged to defer your personal trips to mainland China.

(b) If you are intending to travel overseas for personal or official trips between January and July 2020:

1. It is mandatory to submit your personal and official travel plans here.

2. If you have previously submitted your travel plans, you need not resubmit your plans.

3. You will not be able to log on to LumiNUS until you have made a travel declaration.

3. Do I need to report to my Faculty/School/Department if I am transiting through a mainland China airport?

No, you need not declare if you are transiting through a mainland China airport if you did not leave the airport. However, if you believe you have been in close proximity contact with an infected individual, immediately inform your respective heads and take the necessary steps as addressed in the prevailing NUS circulars.
11) GOVERNMENT QUARANTINE FACILITY AT PRINCE GEORGE’S PARK RESIDENCE

1. What is a Government Quarantine Facility (GQF) and where is the NUS GQF located?

A cluster of four blocks at NUS’ Prince George’s Park Residences (PGPR) has been activated as a GQF.

There are similar facilities at the Nanyang Technological University and Singapore Management University. They are part of the Singapore Government’s response plan for emergencies.

The GQF is for housing healthy individuals issued with Quarantine Orders (QO) by the authorities. NUS international students under quarantine will be transferred by the authorities to the PGPR GQF. Transportation services by Office of Campus Amenities are activated when the need to transfer Persons Under Quarantine (PUQs) from one location to another arises.

2. Will I be at risk staying so close to the GQF housing PUQs? What are the precautionary measures that NUS will take to prevent any form of contact between PUQs and residents at PGPR and the wider NUS community?

As of 28 January 2020, according to MOH, people returning from Hubei province will be issued with QOs. NUS international students with QOs will be quarantined in the PGPR GQF.

PUQs at the GQF are healthy individuals who show NO symptoms and fall under the quarantine criteria established by the authorities (see MOH’s 28 January 2020 press release here).

Persons served with QOs are required to stay in their designated rooms at all times within the allocated quarantine period and are not allowed to use common facilities within the GQF. QOs have legal force, with severe penalties for non-compliance.

PUQs who have tested negative for the COVID-19 while serving their QOs must still remain in the GQF to complete the full 14 days of quarantine, as required by MOH.

There will be no visitors, and food and all necessary supplies will be delivered to them. Security staff are guarding the PGPR GQF so that PUQs will not be in contact with anyone except dedicated staff who will look into their essential needs such as food.
The only people who are allowed to enter and leave are trained staff who are looking after the quarantined individuals, such as cleaners, delivery persons for food and essential items. These trained and rostered staff will be provided with personal protective equipment, such as masks, as advised by MOH, and will observe a high level of personal hygiene protocols when in contact with the PUQs.

If any quarantined individuals are showing any symptoms, they will be transferred immediately by special ambulance to designated hospitals for further evaluation.

PUQs who need any assistance may contact their hostel representative. They will also be given a hotline number to call.

As at 21 Feb 2020