
7 April 2020

Dear Colleagues

Maintaining a Safe and Secure Campus during Period of Suspension of Work Activities

With the enhanced safe distancing “circuit breaker” measures in place, I wish to inform you that we remain committed to working with you to make NUS a safe and secure campus.

1. As you are aware, from 7 April to 4 May 2020, all staff will be working from home except for certain core staff who provide essential services to the campus community. These essential services, which will continue during this telecommuting period, include:
 - Electricity, water and sanitary services
 - General waste collection, vector control and landscape maintenance
 - Air-conditioning for labs
 - Campus security

Staff requesting to be on NUS campuses to perform essential duties must obtain prior approval from their Cluster Head¹ to do so. The name of the coordinating person for each cluster will be provided to your Unit Incident Commander.

2. All research activities that cannot be conducted through telecommuting will be suspended; and only research staff involved in research specifically approved by Deputy President (Research and Technology), such as COVID-19 research, may continue on our campuses.
3. As many buildings on our campuses will be unoccupied during this period, the Office of Facilities Management (OFM) will be reducing or switching off other services in these buildings. This will be done only after consultation with Deans, Directors and Admin Heads. The affected services could include lifts and air-conditioning for admin offices.
4. With fewer staff on campus, the Office of Campus Security (OCS) will lock access-controlled doors across campus. Exceptions include premises occupied by essential services staff and COVID-19 researchers, as well as venues identified for student study and exams. OCS will provide access for OFM to carry out cleaning of facilities and essential maintenance services at locked premises.
5. As an additional security measure, Campus Security personnel may approach members of the community who are found to be on our campuses, and ask for the

¹ Academic - Prof Ho Teck Hua, Research - Prof Chen Tshuan, Enterprise - Prof Freddy Boey, Administration - Mr John Wilton and University Infrastructure - Prof Yong Kwet Yew.

reason for their presence. Staff who are not part of essential services or approved research activities, and who are not able to provide a valid reason for their presence on our campuses will have their particulars submitted to their Heads of Department as well as the Office of Human Resources.

As always, the safety of the community is our first priority. In the event of an emergency, please contact Campus Security at 68741616. For other COVID-19-related enquiries, please write to COVID-19@nus.edu.sg.

Prof YONG Kwet Yew
Senior Vice President (Campus Infrastructure)