Latest updates as of 8 April 2020:

1) NEW SAFE DISTANCING MEASURES

1. What are the new measures implemented by the University in response to the “circuit breaker” restrictions imposed by the Singapore Government to control the spread of the virus from 7 April 2020 to 4 May 2020?

   a. **Academic Matters:** From Monday, 6 April 2020, all in-person classes will move to e-learning. In addition, all face-to-face examinations and tests will move to alternative modes of assessment (e.g., online examinations, tests, or assignments). Module lecturers will inform their students about the specific arrangements for their modules.

   NUS Libraries will be closed from Wednesday, 8 April 2020 to Monday, 4 May 2020. Students who do not have a suitable study environment at home and require special access to the Libraries or University Town Commons may email NUSHelps@nus.edu.sg from Monday, 6 April 2020.

   b. **Research Matters:** All research activities that cannot be conducted through telecommuting will be suspended from 7 April 2020 to 4 May 2020, except for research related to COVID-19. The Office of Deputy President (Research and Technology) is working closely with Faculties and Schools, as well as Research Institutes and Centres, on research continuity plans.

   c. **Residential Living:** Student residents who have a residence in Singapore are encouraged to move home. Those who would like to remain in the hostels will need to stay on until end of term, and not visit their homes during the period in which the circuit breaker is in place. Meals will continue to be served, but students have to take away their meals as dining rooms will be closed. Learning and study facilities in the hostels may be used, subject to safe distancing guidelines. There will be no social activity in the hostels.

   d. **Working From Home:** All staff, except for those working in essential campus operations, must telecommute until 4 May 2020. Colleagues performing essential operations include those in campus security, facilities management, health services, housing, IT as well as lab support for COVID-19 research and other selected projects.
e. **Essential Campus Services:** The shuttle bus services will continue to operate as usual. Selected food outlets will continue to operate with shortened operating hours. The University Health Services (Clinic) will continue to serve staff and students. The University Counselling Services will have counsellors on-site to attend to crises and walk-in cases. The NUS Helpline (Tel: 6516 7777) is available 24/7.

f. **Events and Activities:** All events and activities, including Co-Curricular Activities, workshops, seminars, fairs, exhibitions and concerts will be suspended until further notice.

g. **Daily Temperature Declaration:** All staff and students are still required to take their temperature in the morning and afternoon, every day, including weekends and public holidays and declare the temperature reading in the online system until further advised.

The above temporary restrictions, which will take place from 7 April to 4 May 2020, supersedes the earlier safe distancing measures implemented by the University as outlined in no. 2 below.

### 2. What are the latest safe distancing measures NUS will implement in light of COVID-19’s latest developments?

1. In line with the safe distancing measures announced by the Multi-Ministry Taskforce on 26 March 2020, the University has implemented the following measures at various venues on campus:

   a. At all venues on NUS campuses¹, including classrooms, study rooms, student lounges, meeting rooms, seminar rooms, function rooms, practice rooms, and performance theatres:
      - There is to be no more than 25 persons in each room.
      - Individuals in the room must observe physical distancing of at least 1 metre apart.

   b. At the following venues where tests and examinations will be held:
      - Classrooms: There is to be no more than 25 students and the seats must be placed at least 1 metre apart.
      - Lecture theatres and auditoriums: There is to be no more than 2 separate sections of 25 students, placed in alternate seats and alternate rows.
      - Sports halls: The hall is to be partitioned into sections of no more than 25 seats, with each seat to be placed 2 metres apart.

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¹ Applies to all NUS campuses, including Yale-NUS College, Bukit Timah Campus and Duke-NUS Medical School.
All venues are to be cleaned/wiped down after each examination session. Other tighter measures to be implemented include staggered arrivals of students for immediate entry into the examination venues, temperature declaration checks and staggered exits at the end of the examination.

c. At all offices on NUS campuses:
   • There is to be no more than 25 persons in each meeting or conference room.
   • Individuals must observe physical distancing of at least 1 metre.
   • In meeting and conference rooms, individuals must be seated at least 2 metres apart at the meeting/conference table.
   • Organisers of in-person meetings must use the Attendance Registration System (ARS) from Monday, 30 March 2020, to record the attendance of staff at these meetings, as well as to upload a photograph of the seating arrangement. The ARS is available here and a user guide on the ARS can be accessed here.

d. At all canteens, cafes, restaurants, dining halls and dining venues on NUS campuses:
   • You should not sit on a seat that is demarcated as not to be occupied;
   • You should stand at least 1 metre away from the next individual in a queue, if any; and
   • You are encouraged to take away your food (preferably in your own lunchbox), or to opt for food delivery.

e. Please refer to Circular 15 for more details on the safe distancing measures implemented by the authorities and the University.

2. Under the Safe-Distancing Regulations, any person who is guilty of an offence under the Regulations shall be liable on conviction to a fine not exceeding $10,000 or to imprisonment for a term not exceeding 6 months, or both. Disciplinary action by the University will also be taken against staff and students.

3. You are encouraged to download TraceTogether, an app which can help stop the spread of COVID-19 through community-driven contact tracing. If you had close contact with a COVID-19 case, regardless if you know the person, the app will help contact tracers to reach you more quickly.
2) **TRAVEL ADVISORY & RESTRICTIONS**

1. How does the recent announcement by the Ministry of Health (MOH) that a 14-day Stay-Home Notice (SHN) will be issued to returning Singaporeans, Permanent Residents, Long Term Pass holders and short term visitors from all countries, with effect from Friday, 20 March 2020, 11.59pm affect NUS?

In Circular 14 sent on 19 March 2020, staff and students returning on Thursday, 19 March and Friday, 20 March 2020 from travel to countries not under the current Quarantine Order (QO), Stay-Home Notice (SHN) or Leave of Absence (LOA) list must adhere to 14 days of *social distancing*. They must *work from home (for staff) and do e-learning (for students)* with *immediate effect*. Affected staff and students must stay away from NUS campuses during this 14-day period. These measures will also apply to all visitors from these countries to NUS. Visitors are to serve their Quarantine Order, Stay-Home Notice, Leave of Absence or social distancing off campus, at their own expense.

(a) All *inbound* travel:

**TABLE A:**
**UPDATED PRECAUTIONARY MEASURES FOR STAFF, STUDENTS AND VISITORS**

<table>
<thead>
<tr>
<th>Country/Province</th>
<th>Precautionary Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hubei province</td>
<td>QO</td>
</tr>
<tr>
<td>Mainland China (excluding Hubei province), Iran and Republic of Korea</td>
<td>SHN</td>
</tr>
<tr>
<td>France, Germany, Italy and Spain</td>
<td>• Return date on 14 Mar or 15 Mar: 14-day LOA</td>
</tr>
<tr>
<td></td>
<td>• Return date on or after 16 Mar: 14-day SHN</td>
</tr>
<tr>
<td>Brunei, Cambodia, Indonesia, Japan, Laos, Myanmar, Philippines, Switzerland, Thailand, UK and Vietnam</td>
<td>• Return date on 15 Mar or 16 Mar: 14-day LOA</td>
</tr>
<tr>
<td></td>
<td>• Return date on or after 17 Mar: 14-day SHN</td>
</tr>
<tr>
<td>Canada, Mexico, Turkey, USA and all other <em>Schengen countries</em> not listed above</td>
<td>• Return date between 17 Mar and 20 Mar: 14-day LOA</td>
</tr>
<tr>
<td></td>
<td>• Return date on or after 21 Mar: 14-day SHN</td>
</tr>
<tr>
<td>Country/Province</td>
<td>Precautionary Measures</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| All other countries not listed above | • Return date on 17 Mar or 18 Mar: 7-day social distancing  
• Return date on 19 Mar or 20 Mar: 14-day social distancing  
• Return date on or after 21 Mar: 14-day SHN |
| Malaysia | BY AIR:  
• Return date on 15 Mar or 16 Mar: 14-day LOA  
• Return date on or after 17 Mar: 14-day SHN  
BY LAND OR SEA:  
• Return date on or after 19 Mar: 14-day LOA |

(b) All outbound travel:

- Staff and students are advised to defer all travel abroad with immediate effect.

- If you must travel, please seek the approval of your supervisors or the management office of your department (for official travel). Please also stay alert to the latest COVID-19 news in the countries you are visiting, as well as related advisories from the Ministry of Health (MOH) and the Ministry of Foreign Affairs (MFA). Singaporeans should also e-register their overseas travel with MFA.

- Staff who departed Singapore after Sunday, 15 March 2020 (date of Circular 12) for countries in Table A above are required to use their personal annual leave to serve the 14-day SHN or 14-day LOA, subject to extenuating circumstances.

- Please declare your upcoming travel plans (for up to 31 July 2020) in the Overseas Travel Declaration system by 31 March 2020. If you do not intend to travel during this period, you are also required to indicate this in the system. You must also update your travel declaration if there are any subsequent changes to your travel plans.

- Students who do not declare their travel plans will not be able to access LumiNUS.

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.
Non-compliance with any of the control measures implemented by the Singapore authorities is subject to prosecution under the Infectious Diseases Act; and work passes, student passes and re-entry permits may be revoked or have their validity shortened.

Please also note that non-compliance with measures introduced by NUS to prevent the spread of the novel coronavirus is considered an offence, and disciplinary action will be taken against staff and students. All non-compliance will be dealt with in accordance to the NUS Code of Conduct and the NUS student disciplinary procedures. The penalties for non-compliance are outlined in Circular 4.

2. What are the arrangements for Malaysian staff and students in light of the Movement Control Order?

- Malaysian staff without a Singapore residential address may choose to work from home for the period that the Movement Control Order is in place. Staff residing in Singapore (with a Singapore residential address) have been asked to stay in Singapore for the period of the Movement Control Order.

- Students residing in Malaysia are to do e-learning during the two-week travel restriction and consult with their course instructors to ensure that there is no disruption to their studies.

3) STAY-HOME NOTICE

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

SHN was implemented by the Multi-Ministry Taskforce on COVID-19. Under the SHN, all persons returning to Singapore with travel history to affected countries listed in the SHN column of Table A above 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 MOH press releases here and here).

- All staff and students under SHNs are to declare their particulars here 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?

- SHNs will be issued by government authorities if you fall under the following criteria:

  (a) Singapore citizens and Permanent Residents with travel history to affected countries (see Table A above) 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 to affected countries (see Table A above) 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. after 12 noon on Day 15, if you are well, without need for special medical clearance.²

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.

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 The date of return to Singapore is considered Day 0. The SHN will lapse after Day 14.
4) SUSPENSION OF OFFICIAL OVERSEAS PLACEMENTS

1. With the rise of COVID-19 cases reported across the world, are official overseas placements affected?

The Ministry of Education together with the Institutes of Higher Learning have suspended all official overseas placements, including all internships and exchange programmes, until end-July 2020. The Global Relations Office, as well as Faculties and Schools will be in contact with the affected students.

5) 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’ co-curricular activities (CCAs) and related events involving close contact will be further suspended until and including Sunday, 10 May 2020, after which the suspension policy will be reviewed.

During this suspension period:

- All CCA activities are to be capped at 25 participants

- Regardless of participation numbers, all CCAs and related events involving close physical contact (such as team sports training, dance practice, etc.) are suspended. The definition of “close contact” is anything that involves physical touch, or the physical presence of people less than 2 metres apart

- No external participants are to be involved - this would also apply to all community service projects

6) 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.

7) 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 is daily temperature conducted for NUS staff and students?

All staff and students are required to take their temperature in the morning and afternoon, every day, including weekends and public holidays and declare the temperature reading in an online system. The
first declaration of the day must be completed before you come to campus, whether for class or work.

Your compliance will be monitored for the safety of our community. Declaring your temperature is one of our control measures and any non-compliance may be dealt with in accordance with the NUS Code of Conduct and the NUS student disciplinary procedures.

A new exemption request feature will also be incorporated into the online temperature declaration system on Monday, 23 March 2020. Exemptions can be granted on the following grounds:

- Staff/student is overseas;
- Staff/student has declared his/her temperature reading at his/her own workplace (i.e. interns, part-time students and adjunct/seconded staff);
- Staff seconded to another organisation;
- Staff with joint appointment at the National University Hospital or SingHealth; and
- Long term leave (e.g. maternity leave, sabbatical leave).

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.

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 temperature of 38°C or higher, or who has respiratory symptoms, e.g. cough, sore throat or runny nose (not due to pre-existing conditions) must not come to campus. You should wear a mask and immediately seek medical attention.

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 25 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 25 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 25 participants are to be cancelled or deferred until further notice.

8) ABOUT COVID-19 (CORONAVIRUS DISEASE 2019)

1. What are coronaviruses?

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?

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 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?

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?

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

9) 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 any of the affected countries in Table A).

(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?

Wearing of masks will not be discouraged. 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).

10) LEAVE OF ABSENCE (LOA) MATTERS

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

(a) LOA, for qualifying cases, 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 affected countries (see Table A above) 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. Staf: 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 affected countries (see Table A above) 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 the affected country/countries 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 respiratory symptoms, such as cough and runny nose, during the 14 days.

(b) Staff and students on LOA need not report to work or attend classes for 14 days upon return to Singapore from affected countries (see Table A above).

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 affected countries where there has been a lockdown. 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 affected countries?

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 affected countries (see Table A above) 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 affected countries (see Table A above) 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.

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?

NUS international students served 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 8 April 2020