Latest updates as of 3 Jun 2020:

RESUMPTION OF CAMPUS OPERATIONS

1. How will NUS resume its campus operations from 2 June 2020?

There will be four phases of reopening on NUS campuses:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 June to 19 July 2020</td>
</tr>
<tr>
<td>2a</td>
<td>20 July to 9 August 2020</td>
</tr>
<tr>
<td>2b</td>
<td>10 August to 31 December 2020</td>
</tr>
<tr>
<td>3</td>
<td>From 1 January 2021</td>
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</tbody>
</table>

RETURN-TO-WORK

2. What are the strategies and measures adopted by the University?

NUS has adopted the following approaches for the well-being and safety of our community.

A. Containment

i. Zoning across campuses will be introduced to reduce overcrowding, cross-interaction and prevent cross-infection. Staff and students are required to stay within their designated zones for all activities, including teaching, research, and residence on campus.

ii. Dedicated shuttle buses to and from each zone will be deployed to Kent Ridge MRT Station.

iii. Essential maintenance work and cleaning of buildings and offices will be carried out before staff return to work.

iv. Where possible, staff and students are advised to lessen contact with others in their daily activities or transactions so as to minimise cross-infection.

v. It will be part of our practice to clean and sanitise work stations, meetings areas, surfaces, and equipment before and after use.

vi. We are currently testing the usefulness of anti-microbial coatings on high-touch surfaces.
B. Decongestion

i. To reduce crowding on campus, administrative staff will telecommute as much as possible. Priority will be given to teaching and research staff who need to return to campus.

ii. Staff who need to be deployed physically on campus will be on alternate team-based work arrangements.

iii. Lab-based Research staff, PhD and Masters (Research) students will be on two shifts (Mondays to Saturdays: 7am to 1pm and 2pm to 8pm). There should be no intermingling between the two groups.

iv. Non lab-based Research staff and students will continue to telecommute.

v. Staff and students who are on campus must adhere to safe distancing measures and wear masks at all times. There must be 1.5m spacing at all venues and amenities, where possible.

vi. Safe distancing for dining in canteens and dining halls of Halls, Residential Colleges and Residences will be set at 2m.

vii. Research, and Executive and Administrative staff who are on alternate team-based work arrangements must wear the designated colour lanyards at all times and keep to the zones they are in while on campus.

3. What is the preparatory training pertaining to staff who are returning to work on campus?

All staff must attend the compulsory online training module OSHGEN11: COVID-19 Return-to-Workplace Training before returning to campus. The training video module is located in the LumiNUS (https://luminus.nus.edu.sg), under ‘MY MODULES’ in the ‘Non-Academic Modules’. This video is accessible to all NUS staff and students.

4. Can my 2019 annual leave be carried over to next year?

The Office of Human Resources has advised that up to 50% of your 2019 vacation leave can be carried over to 2021. Public holiday off-in-lieu will also be extended from the current 6 months till June of the following year. This will apply retrospectively from the 2020 Chinese New Year (CNY) Off-In-Lieu and you will have up to 30 June 2021 to clear the 2020 CNY Off-In-Lieu.

5. To support telecommuting, will everyone be provided a laptop from now on?

The management will look into department budgets and how we can utilise these funds for the procurement of laptops.

6. Do I still need to apply to Return-to-Campus for occasional work if I am not under the essential team?

You would need to seek support from your Supervising Officer, endorsement from your HOD and approval from your Cluster Head during phase 1 of post CB measures. Please apply through Ad-Hoc Request to Work on Campus From 2nd June 2020 onwards, Post Circuit Breaker Period.
7. In the latest circular, it is stipulated that vulnerable staff should continue to work from home until the end of the year. I think I might possibly belong to the vulnerable group, whom do I approach? Vulnerable staff should continue to work from home from 02 June 2020 till end of year 31 December 2020. More information has been shared with the Unit Incident Commanders (UICs) of each department. If you consider yourself to belong to the vulnerable group, please approach HR of your department or OHR for eligibility into this group.

8. My colleague and I are from the same team and have our food packed for dining. Can we eat in the office together? Staff should not eat in their cubicles as this would pose a health risk due to high bacterial count in the office. You are encouraged to eat in the canteen, at an outdoor area or pantry. You should maintain a 2 m distancing while dining.

CAMPUS ZONES

9. Where are the zones in NUS? Five self-sufficient zones have been created on NUS campuses, to minimise over-crowding and intermingling. Each zone has its own dining and study areas. Please see here for the zonal map.

10. How do I know which zone I am assigned to? Each staff and student is assigned to a zone based on his or her main Faculty/School/Department/Office. See NUS Zone Map for Re-opening Post COVID19 CB period.

Every hostelite is assigned a Study Zone (based on their faculty) and a Residential Zone (that is based on the location of their hostel). Hostelites are allowed to buy and dine at canteens and food outlets in their Study Zone with compliance to the Safe Distancing measures. They are allowed to buy only at specific/approved canteens and food outlets in their Residential Zone. Masters will let the hostelites know what these canteens are. While each hostel is within a particular zone, hostelites are allowed to travel to their Study Zone which may be different from their Residential Zone, to attend face-to-face lessons/visit laboratories where required.

Staff and students are free to move within their designated zones but are prohibited from crossing into other zones.

11. How long will this zoning last? The zoning would last minimally for 6 months (until the end of the year).

12. Can staff/students cross zones to go to University Health Clinic (UHC) for medical attention? UHC is in a neutral zone and all staff and students can go to UHC to seek medical attention.
13. **What is the arrangement for staff who have work exigencies across zones?**
If work exigencies need you to cross zones, you will need to seek approval from your HOD.

14. **My lab is located in Zone B. However, for my daily commute I need to alight at a bus stop in Zone A and walk to my lab. What should I do?**
The concept of zoning is to minimize mingling and cross zone infection. Minimize mingling with members of a different zone, avoid populated areas while getting to your destination. You can use your shortest and most direct travel route. Do not stop to meet up or chat with friends and other people from a different zone while on transit and avoid getting into the buildings and populated areas, like canteen.

15. **We are in Zone A but the FYP student working on the project belongs to a Department in Zone B. Can the student work on this project?**
You will need to check with your HOD/ Faculty Head or Dean on the arrangement.

16. **I am a staff/student staying in hostel. I need to travel from my hostel to my department located in another Zone. Can I use covered walkways?**
The spirit of zoning is to minimise mingling and cross zone infection. There are students and staff living on-campus accommodations in different zones. They do have to either travel by Internal Shuttle Bus, walk or by other means to get to their destinations. Hence, covered pathway or open path can be used as a passage for getting to the destination. Please do not stop to meet up or chat with friends and other people from other zones while on transit. Avoid getting into the buildings and populated areas like canteen etc.

17. **I am staying in hostel in Zone B, how do I get to my faculty in Zone C?**
If the faculty is close to you, then you are expected to walk to your faculty. If it is further away you may take the Internal Shuttle Bus and follow all the safe distancing rules.

**SAFE DISTANCING MEASURES**

18. **What are the Safe Distancing Measures I have to follow on campus?**
Staff and students who are on campus must adhere to safe distancing measures and wear masks at all times. Masks are only allowed to be removed for consumption of food and drinks. You are to practice good hygiene and wash your hands regularly.

   a. 1 m spacing between individuals when queuing in all venues (including queues in canteens, hostel dining halls and for other amenities).
   b. 1.5 m spacing between individuals in all study/workspaces and common areas eg. (eg. laboratories, offices, studios).
   c. 2 m spacing between individuals when dining in any location (eg. canteens, F&B outlets, dining halls, pantry).
SAFEENTRY

19. **Do I need to login to SafeEntry if I am a staff working at the same location every day?**
Yes, SafeEntry is for the purpose of contact tracing and therefore we need to know the locations visited by the person each day at the workplace. Staff, students and visitors are required to login and logout at SafeEntry when accessing any buildings in NUS. Staff and students residents of all on-campus accommodations need not login and logout at SafeEntry at their own residential buildings. Visitors beside login and logout at the SafeEntry, must also login to the Visitors Registration System when visiting at the NUS buildings.

20. **I am a resident on campus, do I need to check in and out using SafeEntry each time I step out of the hostel/residence?**
All residents on campus (staff, students & family members) need not check-in/out at their residential buildings at SafeEntry but they will need to check in and out if they are visiting other buildings in NUS.

21. **I have a visitor in my department who has scanned the SafeEntry, do they need to also register using the Visitor Registration System?**
All visitors must check in using Visitor Registration System and SafeEntry. SafeEntry captures time in and time out and a few key information about the individual. MOM requires workplaces to capture more information of its visitors which is done by the Visitor Registration System.

TRACETOGETHER APP (Note: Not an NUS APP)

22. **I am a Huawei Phone user, I am unable to download the TraceTogether App recommended by NUS.**
TraceTogether App will only function properly if it is downloaded from the App/Play Store, so Huawei users that don't have access to the Play Store are unable to use the App. Though they might be able to download the App from the App Gallery, they won't be able to receive an OTP. TraceTogether Team are working on a fix to solve this issue and MOE will let us know if they have any updates.

23. **I am an iPhone/iPad user, my Apple ID is not registered as Singapore and I am unable to download TraceTogether App.**
Currently, TraceTogether is only available in Singapore, Malaysia, US and UK stores. TraceTogether Team is working to make TraceTogether to be available in all App/Play stores and aim to do so for the next release. Please stay tuned for updates.

24. **I am an iPhone/iPad user, even though I am able to download and use the TraceTogether App, it stops detecting the location once I close the App to access other applications.**
For iOS users, they have to keep the App open. If they need to take calls or send texts, they should do so and reopen TraceTogether when they are done. TraceTogether Team is working to let the App function properly in the background and MOE will let us know if they have any updates.

**MANDATORY WEARING OF MASKS**

25. **How does the new regulation of mandatory wearing of masks affect staff and students?**
Staff who are working on campus are to wear masks when they leave their homes, and at all times during the course of their work on campus. Students residing in hostels and students coming to campus must wear masks once they leave their hostel rooms and homes respectively. Masks must be worn at all times on campus, except when eating or drinking; having teleconferencing alone in a room during home-based learning or in the office; student inside his/her hostel room; staff alone in his/her own (single occupancy) office; while engaging in strenuous exercises.

26. **Will the university provide me with masks every day, or will masks only be issued to those who work on front lines?**
As resources are limited, surgical masks will only be issued to front line staff. You are advised to wear your own masks or masks provided by the government while you are on campus. You are to adhere to the mandatory requirement of wearing a mask once you leave your house/apartment/hostel room.

27. **Can I remove my mask to eat, drink, or take medication?**
Yes, you may do so, but must immediately put your mask back on after eating, drinking or taking medication. Please ensure that safe distancing measures are strictly complied with (e.g. maintain 2m physical separation with others while dinning).

28. **I have a medical issue that does not allow me to wear a mask. How can I return to campus?**
Please inform HR of your condition. Your department will assess together with a medical professional on alternatives such as using a face shield, or re-assign you to different job duties, or to work from home.

29. **Under what circumstances am I allowed to remove mask?**
The wearing of masks is not required in the following situations:
   a. Having a meal;
   b. A student inside his/her own hostel room;
   c. A staff occupying his/her personal (single occupancy) office;
   d. While in the course of employment, when an activity that requires no mask to be worn, or that it must be removed in order for other equipment may be used or worn. Examples of such activities include welding, riding a motorcycle.

30. **Can I only wear Face Shield instead of the Face Mask?**
In general, Face Mask cannot be replaced by Face Shield. Please refer to following MOH link.

OVERSEAS TRAVEL

31. I am a student who have been issued a student pass. What should I do next?
Student pass holders (STP) holders, and those who have been granted In Principal Approval (IPA) for STP, who plan to enter Singapore from any country must obtain Ministry of Education (MOE)'s permission before they commence their journey. Those who have been granted IPA for STP, should submit their applications to NUS, who will then forward their application to MOE.

If permission is granted, applicants will be issued an approval letter of entry by MOE that is valid for two weeks. They must produce this approval letter of entry to airline staff upon check-in at the departure airport, and to the immigration officer at the checkpoint upon arrival in Singapore.

All students must submit a health declaration via the SG Arrival Card (SGAC) e-Service within 3 days prior to the date of their arrival in Singapore. They are to update and resubmit their declarations prior to arrival in Singapore if they have recently visited a hospital, had contact with a COVID-19 case, and/or if there is any change in their health status and/or travel history. They are required to show their health declaration acknowledgement email to the ICA officers. For Frequently Asked Questions on Entry Approvals, please click the following link.
http://nus.edu.sg/registrar/docs/info/academic-activities/registration/FAQ_for_Entry_Approval.pdf

32. I am an overseas student/staff, do I need to serve Stay-Home-Notice (SHN) if travelling from another country?
Stay-Home Notice (SHN) will be issued to all travellers, including Singapore residents (Singapore Citizens and Permanent Residents), Long-Term Pass Holders (Student’s Pass (STP), Dependant’s Pass, Long-Term Visit Pass (LTVP) and Work Pass) and short-term visitors who are granted entry into Singapore.

a. During the period of the SHN, from 9 April 2359 hours, it is mandatory for all returnees (whether SC/PR/LTVP holders) to serve their SHN in designated facilities assigned by the government.

b. All foreigners holding ICA-issued Long-Term Passes (i.e. Long-Term Visit Pass (LTVP) or Student’s Pass (STP), or In-Principle Approval (IPA) letters for LTVP/STP, who plan to enter Singapore from any country must obtain permission for entry from the relevant agency before they commence their journey. LTVP/STP and In Principal Approval (IPA) for LTVP/STP holders who are granted entry into Singapore will be issued with a 14-day Stay-
Home Notice (SHN). As of 2 Jun 2020, foreign passengers may only transit through Singapore if they are on repatriation flights arranged by their governments.

### Singapore’s measures for inbound travelers in relation to COVID-19 situation

<table>
<thead>
<tr>
<th>Travel history (including transits) in the last 14 days in countries/regions</th>
<th>For Residents (Singapore citizens, permanent residents)²</th>
<th>Long-term pass holders/In-Principle Approval (IPA) holders (Student's Pass, Dependant’s Pass, Long-Term Visit Pass, Work Pass)¹</th>
<th>For short-term visitors²</th>
</tr>
</thead>
<tbody>
<tr>
<td>All countries/regions</td>
<td>14-day Stay-Home Notice</td>
<td>14-day Stay-Home Notice</td>
<td>Not allowed entry</td>
</tr>
<tr>
<td>With valid approval letter for entry³</td>
<td>Without valid approval letter for entry³</td>
<td>Not allowed entry</td>
<td></td>
</tr>
</tbody>
</table>

33. **I have just arrived from overseas, when do my SHN commence?**
The 14-day SHN period commences immediately from the time it is issued when you arrive at Singapore and it will be in effect for that day and 14 days subsequent thereto. It will end at 12pm on the 15th day. For example, if you arrive on 1 April, the SHN will cease to have effect on 15 April, 12 pm. This is in line with the period of Home Quarantine Order (HQO) issued by MOH.

34. **I am a student, can I choose to fly back to my home country and pursue an online study?**
Student should contact his/her Faculty Dean’s office, his/her Academic Supervisor for coordination on such matters. With reference to travel, Government travel restrictions policies will apply. Given the fluidity of the evolving COVID-19 situation globally and locally, while we expect international travel to resume in the last quarter of 2020, this is contingent upon circumstances improving. Please declare your travel plans at Overseas Travel Declaration.

35. **Can I travel to visit family members overseas?**
It depends on the Government travel restrictions policies. Please declare any travel plans at Overseas Travel Declaration.

### OVERSEAS TRAVEL DECLARATION

36. **I am a staff and have declared my travel plans previously. Do I need to declare again?**
All NUS Staff have to declare travel plans, unless you have been previously exempted. You have to declare your completed travels and/or travel plans, or no plan to travel for the period from 01 June 2020 to 30 September 2020. Your declaration is to be completed by 30 June 2020.
The previous declaration that you have submitted is still available on the system. Kindly review the declarations and delete the ones that are not currently applicable (e.g. if not travelled due to restrictions).

37. **I am a student joining this Semester, do I need to declare my travel plans?**
All incoming students and students proceeding to AY 2020 Semester 1 must declare their completed travels and/or travel plans, or no plan to travel for the period from 01 June 2020 to 30 September 2020 at **Overseas Travel Declaration**, failing which they will not be able to access the following key student online systems or services:

- LumiNUS access will be blocked from 8 June 2020 onwards.
- The following services under Edurec access will be blocked from 22 June 2020 onwards:
  - Research Scholarship stipend disbursement (if applicable)
  - Enrolling for modules
  - Viewing Student Status Letter
  - Viewing exam results/Academic Advisement report
  - Viewing Unofficial Transcript
  - No Official Transcript
  - Withholding Conferment letter and degree scroll (if applicable)
- ModReg access will be blocked from 23 Jul 2020 onwards.
- Student residents will not be allowed to check into their rooms.

38. **I am currently overseas and I do not know when I could return to Singapore, what should I declare in the system?**

Step 1: Declare as the FIRST option ‘I declare that I did not travel on or after 1 June, and have no plans to travel from now until 30 September 2020.’

- I declare I did not travel on or after 1 June, and have no plans to travel from now until 30 September 2020.
- I declare I plan to travel sometime between 1 June and 30 September 2020.
- I declare I am currently overseas and will be returning / coming to Singapore before 30 September 2020.
- I declare I am currently overseas and will be returning / coming to Singapore after 30 September 2020.

Step 2: Subsequently, when the travel plan is confirmed, do the declaration again with the new travel plan by selecting either of the button as shown below and follow the online prompts.

*You have earlier submitted your travel declaration(s) for the period of 1 June - 30 September.*

- Select this option to review/edit the declaration(s) made earlier.
- Select this option to make a new declaration.

39. **I have not confirmed/bought my flight bookings and cannot submit the Overseas Travel Declaration (OTD) form by the deadline, can you please extend the deadline?**
The deadline of OTD declaration is to facilitate the securing of the Entry Approval from the Singapore Government for you to return/come to Singapore from overseas, especially so for the starting of the new semester. Without the Entry Approval, you will not be allowed to take your departure flight and will be denied entry into Singapore upon arrival.

If you have not confirmed your flight to Singapore, do declare your Overseas Travel as per in the question above.

Or, if you are not able to provide flight details at the point of making your travel declaration in OTD, you should first look at all available flight routes and advisories on any travel restrictions before providing an indicative flight date. You should enter “ASAP – within two weeks” in the flight details field. If you are granted an Entry Approval, you must be prepared to enter Singapore within two weeks of the date the Entry Approval Letter is issued to you. For Frequently Asked Questions on Entry Approvals, please click the following link.
http://nus.edu.sg/registrar/docs/info/academic-activities/registration/FAQ_for_Entry_Approval.pdf

HEALTH DECLARATION (Renamed from the Daily Temperature Declaration)

40. I have heard that there is a new mobile App that I can declare my temperature. What is it?
Staff and students are encouraged to install the “uNivUS” app through the App Store for iOS, or Google Play for Android for their twice daily declaration of their health and temperature status. They can also continue to do so via the existing Daily Temperature Declaration.

41. I am a student staying in NUS hostel, do I need to declare my temperature daily?
All students staying in hostels must declare their health and temperature status twice a day.

42. I am a staff, I was previously exempted from declaring my temperature in system. Am I still exempted?
All staff must declare their health and temperature status twice a day unless they have been previously exempted by their HODs. All staff previous self-exemptions in the health & temperature declaration are no longer valid with effect from 31 May 2020, 8pm. As the system now does not allow staff to do self-exemption, they will need to seek approval from their HODs for the exemption.

43. Why do I now need to declare the health status of my household members?
This is a preventive measures to safeguard the community. If staff or students, or any member of their household, are showing symptoms of COVID-19 and/or having fever, these staff and students should not come to campus or report for work. They are to seek medical attention immediately and report their condition...
and the doctor’s diagnosis/confirmation of the sick person to their offices/supervisors.

44. **I am a student NOT staying in NUS Hostel, do I need to take my temperature daily?**
All students who come to campus must declare their health and temperature status in the morning before they arrive on campus. However, students are strongly advised to monitor their own health and temperature twice daily.

45. **I am a student, I self-exempted myself from declaring my temperature in the system. Am I still exempted?**
All students who come to campus must declare their health and temperature status in the morning before they arrive on campus. Students staying in hostels must declare their health and temperature status twice a day.

46. **I am a student who is not coming to campus, do I need to declare my temperature twice daily?**
Students who do not come to campus need not declare their temperature on the system. However, students are strongly advised to monitor their own health and temperature twice daily. If you come to campus for any reason, you must declare your health and temperature status in the morning before you arrive on campus.

**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.

**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 ($\geq 38^\circ$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.

MEDICAL CARE

1. What should I do if I am displaying any of the following symptoms: cough, sore throat, breathlessness, fever ($\geq 38^\circ$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?

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).

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**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. 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 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.

As at 3 June 2020