Management of nCoV Outbreak
- Guidance on Visitor Registration

The purpose of the visitor registration is to facilitate contact tracing. Visitors refer to persons who are not permanent occupants of and have not been granted access to the office/facility. They may be other NUS staff or students, guests of NUS staff, external vendors/contractors/workers, or delivery persons.

Units can use any form of Visitor Registration; they can use their own online system or use a hardcopy log book / log sheet. Alternatively, units may make use of the Visitor Registration System developed by NUS IT. NUS IT will make available records of visitors for units using the Visitor Registration System, upon request. Units that use their own means to capture visitor details should safe keep their records for four weeks.

Visitor registration is **not required** for

- lessons in lecture theatres, tutorial and seminar rooms, and labs. Unless there are invited lecturers/speakers or staff or students who audit the lessons (and registration is required), data for students and faculty members can be drawn from the RO system.

- scheduled meetings and events involving a specific group of participants where the organiser maintains an attendance list (which could include external visitors, NUS students and students not from the same unit).

- events open to public (e.g., bazaars, career fairs, Open Day, NUSSU Rag Day, performances) unless the DORSCON level is elevated. However, if there are exhibitors, they are required to maintain a list of staff and helpers manning the respective booths or stations. Also, where possible, pre-registration is encouraged.

For repeat visits by the same person for the same office/facility on the same day, a single registration is sufficient on the first visit. Temperature declaration is also not required at this point in time.

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