

Ref: OSHE 019/20

CIRCULAR 16

30 March 2020

All Staff and Students

**COVID-19: CONFIRMED CASES ON CAMPUS AND ENHANCED SAFE DISTANCING MEASURES FOR STAFF AND STUDENTS**

Dear Colleagues and Students

1. We would like to inform you that two staff who were last on campus on 20 March 2020 have tested positive for COVID-19. The staff concerned are currently receiving medical treatment. Our colleagues are in regular contact with them, to provide the necessary support. We wish our affected colleagues a speedy recovery.
2. Staff and students who were in close contact with the staff concerned have been placed on Quarantine Orders. They are well and in good spirits. They have been asked to monitor their health closely, and to seek immediate medical attention should they feel unwell. Our colleagues are in regular contact with the affected staff and students.
3. Thorough cleaning and disinfecting have been carried out in the areas on campus that were visited by the staff concerned.

**ADHERING TO SAFE DISTANCING MEASURES**

4. The Infectious Diseases Act has been updated to give legal force to the safe distancing measures [announced by the Multi-Ministry Taskforce](#) on 26 March 2020. It is important that you strictly observe the following:
  - a. At all venues on NUS campuses<sup>1</sup>, 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.

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<sup>1</sup>:
    - 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<sup>1</sup>:
    - 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.
5. We ask that you strictly adhere to the safe distancing measures introduced by the authorities as well as NUS. It is vital that every member of the community behaves in a socially responsible manner, for the health and wellbeing of the campus community, as well as your loved ones.
  6. **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.**
  7. Please 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.
  8. If you have further questions, please email [covid-19@nus.edu.sg](mailto:covid-19@nus.edu.sg) or contact the management office of your department. Thank you.

Dr Peck Thian Guan  
Director  
Office of Safety, Health and Environment

**Stay updated:**

- NUS circulars, FAQs, emergency contact numbers, as well as useful links on the COVID-19 situation are available at [emergency.nus.edu.sg](https://emergency.nus.edu.sg).
- The latest NUS-related news, research and commentaries on COVID-19 are available [here](#).
- Updates from the Dean of Students can be seen [here](#).
- User guide on the Attendance Registration System is available [here](#).
- Please refer to the [Ministry of Health](#) for the latest information on the COVID-19 situation in Singapore and the [Ministry of Foreign Affairs](#) for travel advisories.

<sup>1</sup> Applies to all NUS campuses, including Yale-NUS College, Bukit Timah Campus and Duke-NUS Medical School.