

Ref: OSHE 020/20

CIRCULAR 17

2 April 2020

All Staff and Students

COVID-19: CONFIRMED CASE OF START-UP EMPLOYEE AND BUSINESS CONTINUITY PLANS

Dear Colleagues and Students

1. An employee of a start-up located at The Hangar, within the I³ building at Kent Ridge campus, tested positive for COVID-19 on Wednesday, 1 April 2020. The start-up employee, who is not a staff or student of NUS, was last on campus on 31 March 2020.
2. We have reached out to the individuals who were in close contact with the start-up employee. They will be served with Quarantine Orders by the authorities or asked to practise social distancing, in line with their physical proximity and duration of interaction with the start-up employee. These individuals are to monitor their health closely and seek immediate medical attention if they are unwell.
3. Thorough cleaning and disinfection have been carried out for the entire I³ building from Levels 1 to 5 and the building will be reopened tomorrow. All NUS staff at I³ have been asked to telecommute, where possible, in line with current University guidelines.

Business Continuity Plans

4. Since February 2020, all units in the University have initiated their respective Business Continuity Plans (BCPs) as a precautionary measure to address the rapidly developing COVID-19 situation. Different arrangements such as split teams, staggered working hours and telecommuting have been put in place to support the units' operations.
5. On 1 April 2020, NUS President Professor Tan Eng Chye asked all NUS units to update their BCPs and to provide the option of telecommuting for staff where possible, unless it involves the provision of essential services on our campuses (for example, security, health services, housing, IT and lab services). This option aligns with the latest approach from the Ministry of Manpower on encouraging companies to allow telecommuting for employees, where practicable, to mitigate the possible spread of the virus in the workplace.
6. The University, along with the rest of island, is concerned with the rising number of COVID-19 cases in Singapore. We must do everything we can to prevent the spread of the virus. This means observing safe distancing, maintaining good personal hygiene and being socially responsible.

7. If you have further questions, please email covid-19@nus.edu.sg or contact the management office of your department. Thank you.

Mr Yam Guan Shyh
Head, Emergency Management Division
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.
- 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.