

Ref: OSHE 030/20

CIRCULAR 27

29 September 2020

All Staff and Students

**COVID-19: UPDATES TO LEAVE OF ABSENCE AND OVERSEAS TRAVEL**

**1. Staff/Students with household members having symptoms of acute respiratory infection (ARI) or fever**

- a. Currently, staff/students with household members having **ARI symptoms or fever** must make the necessary declaration in the Health Declaration System on the [NUS emergency website](#) or via the uNivUS app<sup>1</sup>. The staff/student must stay and work/study from home for the first three days of the household member's medical leave period. In addition, he/she must inform his/her Faculty/Department Office/supervisor of the doctor's diagnosis/confirmation, and the household member's COVID-19 swab test result (if applicable); and seek clearance and instruction from his/her Faculty/Department Office/supervisor to return to campus.
- b. With effect from 29 September 2020, the staff/student must also submit a copy/photograph of the household member's medical leave certificate to his/her Faculty/Department Office/supervisor, and he/she will be given Leave of Absence (LOA) for the same period as the household member's medical leave period. The staff/student must work/study from home and not come to campus within the household member's medical leave period, or when the household member receives a negative result for the swab test (where medical leave is not extended), whichever is sooner.

**2. Staff/Students residing in the same household as a Person Under Quarantine (PUQ)**

- a. In view of the relatively higher risk of infection between a PUQ and household members, staff/students residing in the same household as a PUQ on a Home Quarantine Order (HQO) will be given LOA for the duration of the household member's HQO period.
- b. The staff/student is to inform his/her Faculty/Department Office/supervisor when a household member is issued with HQO, and submit a copy/photograph of the HQO.

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<sup>1</sup> Please refer to [OSHE Circular 21](#) for more information on the uNivUS. This app can be downloaded from the App Store for iOS, or Google Play for Android.

- c. The staff/student must not come to campus and should serve the LOA at home, until the household member has completed his/her HQO.

### 3. Overseas Travel

- a. Overseas Travel Declaration (OTD)

- i) All staff and students were required to declare their travel plans in the [OTD system](#) for the period from 1 June 2020 to 30 September 2020 previously. You will need to update your OTD declaration only if there are changes to your previously declared travel plan(s), to declare any new travel plan(s); and as and when you have confirmed your travel plan(s).
- ii) If you declared 'No Travel' for the period from 1 June 2020 to 30 September 2020 previously, the OTD system will extend your declared 'No Travel' status for the period from 1 October 2020 to 31 December 2020.

- b. Given the dynamic border control measures, students are advised not to travel home during the year-end vacation period, in view of the significant costs that they will incur upon re-entering Singapore such as their stay at a dedicated Stay-Home Notice facility and COVID-19 testing, and any other prevailing costs at the point of re-entry. In addition, re-entry approval for student's pass holders is not guaranteed, and there may be delay should there be changes in the COVID situation in Singapore or their home countries.

4. For COVID-19 matters, 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](#).
- Please refer to the [Ministry of Health](#) for the latest information on the COVID-19 situation in Singapore.