
Ref: OSHE 034/20

CIRCULAR 29

24 November 2020

All Staff and Students

COVID-19: AN UPDATE ON STAY-HOME NOTICE AND OVERSEAS TRAVEL DECLARATION

Stay-Home Notice

1. As of 23 November 2020, with the exception of Australia, Brunei, New Zealand, Vietnam, Mainland China, Hong Kong, Macao and Taiwan, travellers who return from all other countries/regions are required to serve their Stay-Home Notice (SHN) at a SHN Dedicated Facility by default. However, some travellers may have an opt-out option, or in very rare cases, be granted permission to serve their SHN at home, if they have strong and valid reasons to do so.
2. To minimise the risk of transmission on campus, staff and students residing in the same household, with a Person-under-Stay-Home-Notice (PSHN) **who has been granted exception to serve his or her SHN at home, will be required to go on Leave of Absence (LOA)**. The LOA requirement **does not apply** if the PSHN returned from a lower-risk country (i.e. Australia, Brunei, New Zealand, Vietnam, Mainland China, Hong Kong, Macao and Taiwan) where the person is required to serve SHN at his/her own accommodation. Staff and students can refer to the [summary of SHN and swab requirements for travellers](#) for more information.
3. In addition to the requirements stated in [OSHE Circular 27](#) dated 29 September 2020, all staff and students have to declare if there is a household member who is returning, or has returned, to Singapore from the high risk countries (as defined by the authorities) and is required to serve his/her SHN at home (same place of residence as the staff/student).

The staff/student should declare the following information **via email** to the Dean's Office/Department Head/Supervisor:

- a. The SHN period that the household member is required to serve;
 - b. The country that the household member visited and returned from; and
 - c. A photograph of the SHN document issued by the authorities, which states clearly the name of the PSHN as well as the period and place of SHN.
4. The process for LOA issuance is as follows:
 - a. Faculties and Departments review and verify the accuracy of the information.
 - b. The Dean's Office/head of department/supervisor then engages its HR partners or Student Admin staff to inform the Office of Human Resources (OHR) or Registrar's Office (RO) on the LOA issuance.
 - c. OHR or RO updates the records in the system and issues the LOA to the staff/student.
 - d. The staff/student receives an email from OHR or RO instructing that he/she is on LOA for the same period as the family member serving SHN in the same household.
 5. Similar to the LOA arrangement for staff with household members who are unwell, those who are placed on LOA should continue with their regular duties at home.

Overseas Travel Declaration

6. Presently, all staff and students are required to declare their travel plans in the Overseas Travel Declaration (OTD) system from 1 June 2020 to 31 December 2020. 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). **You are strongly advised to continue to declare your travel plan(s) beyond 31 December 2020, for the period from 1 January 2021 to 30 June 2021.**
7. If you had previously declared 'No Travel' for the period from 1 June 2020 to 31 December 2020, the OTD system will extend your declared 'No Travel' status beyond 31 December 2020 till 30 June 2021.

Advocating Safe Travel

8. All staff and students travelling to Singapore should check the [Immigrations and Checkpoints Authority website](#) regularly for the most updated information on health and border control measures for incoming travellers, including SHN requirements. Since the start of the COVID-19 pandemic, Singapore Citizens and Permanent Residents do not require prior approval to enter Singapore.

Singapore is now on our journey towards Phase Three, and the Government is adopting a risk-managed approach in border control measures, so as to facilitate more travel while minimising the impact on public health. Please note that from 17 November 2020 2359 hours, to reduce the risks of importation, **all inbound travellers who are not Singapore Citizens or Permanent Residents, will need to take a COVID-19 Polymerase Chain Reaction test within 72 hours before departure. (Those from lower-risk countries/regions are exempted from this test).** These travellers will be required to serve their SHN upon arrival in Singapore and be tested at the end of their SHN.

9. Even as Singapore eases its border control restrictions, we would advise that staff and students travel overseas only if absolutely necessary, during the year-end vacation period. This is in view of the uncertainty of prevailing border restrictions and re-entry into Singapore, which are subject to the COVID situation in Singapore, as well as in the country of departure; expenses incurred for a stay at a dedicated SHN facility; and COVID-19 testing, all of which will not be subsidised or supported by the University.
10. For COVID-19 matters, please email: 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.
- 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.