
Ref: OSHE 006/20

31 January 2020

All Staff and Students

IMPORTANT ADVISORY ON WUHAN CORONAVIRUS (2019-nCoV) – CIRCULAR 4

Dear Colleagues and Students

Please take note of the following information pertaining to staff and students of NUS.

Latest

- The World Health Organization has declared that the outbreak of the Wuhan coronavirus (2019-nCoV) constitutes a Public Health Emergency of International Concern.
- **From 1 February 2020, 2359h, all new visitors to Singapore with recent travel history to mainland China within the last 14 days will not be allowed entry into Singapore, or to transit through Singapore. There will also be restrictions on visitors with PRC passports. Please refer to the [latest Ministry of Health \(MOH\) press release](#) for details.**
- All the confirmed cases in Singapore to date are Chinese nationals who travelled from Wuhan. There is no evidence of community spread of the Wuhan virus in Singapore, according to [MOH](#).

Leave Of Absence

- **All staff (teaching, research as well as administrative staff) returning from mainland China are required to be on a mandatory 14-day Leave Of Absence (LOA).** All affected staff will need to inform their supervisor via email. Day 0 is the day of return to Singapore and they may return to work on Day 15 if they did not develop any symptoms during the 14 days. Please refer to this [link](#) for further information. (Please access the link via WebVPN <https://webvpn.nus.edu.sg>)
- **Students** returning from mainland China are required to be on a mandatory 14-day LOA. Day 0 is the day of return to Singapore and you may attend classes on Day 15 if you did not develop any symptoms during the 14 days. Your Faculty/School will be informed of your absence, and your professors will support you and minimise disruption to your studies.

It is mandatory to submit your personal and official travel history and travel plans between January and March 2020 [here](#).

Breach of LOA

Please note that not complying with any of the control measures implemented by NUS is considered an offence and disciplinary action will be taken against staff and students. Some examples of non-compliance are, but not limited to, falsely declaring or failing to declare travel history and plans, not complying with isolation procedures, reporting for work or attending classes during LOA, and not seeing a doctor and/or not reporting to the University when experiencing symptoms.

All non-compliance shall be dealt with in accordance with the NUS Code of Conduct and NUS student disciplinary procedures. The penalties for non-compliance are as follows:

For Staff

Offence	Disciplinary Procedures and Possible Sanctions for Staff
First Offence	<ul style="list-style-type: none">- Immediate suspension for 7 days or such longer period at half pay in accordance with the Employment Act.- Disciplinary proceedings will be instituted under which sanctions imposed may include extended suspension, financial sanctions and termination of eligibility for University housing (if applicable) in accordance with the Staff Disciplinary Procedures and Sanctions Policy. (Please access the link via WebVPN https://webvpn.nus.edu.sg)
Second Offence	<ul style="list-style-type: none">- Suspension and sanctions as above.- Sanctions may also include contractual termination or summary dismissal in accordance with the Staff Disciplinary Procedures and Sanctions Policy. (Please access the link via WebVPN https://webvpn.nus.edu.sg)

For Students

Offence	Disciplinary Procedures and Possible Sanctions for Students
First Offence	<ul style="list-style-type: none">- Immediate suspension for up to 1 month.- A hearing by the Board of Discipline (BOD) may be conducted to determine further sanctions.
Second Offence	<ul style="list-style-type: none">- Immediate suspension for up to 1 month.- Termination of hostel Housing Agreement (if applicable).- A hearing by the BOD which may determine further sanctions, including suspension or expulsion from NUS.

Visitor registration at NUS Campuses

All visitors will have to provide their contact details, including mobile numbers, when they arrive at NUS units. This is to facilitate contact tracing if the need arises. Unit Incident Commanders have been given a Visitor Registration Log Sheet to record visitor information.

For events and activities that include the public, please inform them of the University's visitor guidelines and remind the participants of MOH's health advisories.

If visitors are not feeling well, please advise them to put on disposable surgical masks and to seek immediate medical attention.

Stay Updated

NUS circulars and FAQs on the University's precautionary measures in relation to the Wuhan virus situation can be found at emergency.nus.edu.sg.

Daily updates from the Dean of Students are available [here](#).

Let us work together during this crucial period to ensure the health and safety of all staff and students.

If you have any further questions, please contact the management office of your department.

Thank you.

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