

Ref: OSHE 001/21

CIRCULAR 1

18 January 2021

NUS Staff

Dear Colleagues

WORKING ON CAMPUS, SAFELY

We are now in the second week of Semester 2 of Academic Year 2020/21, and would like to thank colleagues for continuing to observe safe management measures on our campuses.

With the resumption of physical classes with group sizes of not more than 50, we have seen the return of more students to our campuses (about 80% of our almost 4,000 modules have an enrolment of not more than 50). The return of our administrative colleagues to office has been essential to smooth campus operations, and to support academic, research and entrepreneurial activities of our faculty and students.

Flexible work arrangements for the vulnerable

In a circular from the Office of Safety, Health and Environment (OSHE) dated 15 December 2020, staff were informed that the split team arrangement would cease in Phase 3, except for critical functions such as campus security, campus infrastructure, NUS IT and senior management. Moreover, colleagues who are vulnerable or living with vulnerable family members may make arrangements with their Reporting Managers (RMs) to continue working from home.

We recognise that there may be other specific instances where staff members would need to work from home. For such ad-hoc requests, RMs may exercise discretion in reviewing these cases, in line with our current HR practice. For a longer term duration, the University has an existing Flexible Work Arrangement policy to guide these considerations. Staff members in need of this flexibility should discuss their individual situations with their RMs, and Heads of Department, if required.

Managing the crowd density on campus

To keep the campus free from overcrowding, OSHE conducts regular density assessments on our campuses. At present, despite ending the split team arrangement, the percentage of our workforce physically present on campus is about 44%. OSHE will continue to monitor crowd density on campus to ensure that the health and safety of our community is not compromised, even as we maintain an optimal level of operational efficiency.

Staying safe and healthy on campus

To help the University further manage crowd density and facilitate contact tracing, we ask that staff members download the TraceTogether mobile app and log onto NUS WiFi when

on campus. NUS is one of the few institutions in Singapore where we do not have to scan QR codes whenever we enter a different building on campus; and this is made possible because of our WiFi coverage which replaces the need to use SafeEntry.

Heads of Faculties and Schools, Research Institutes and Centres, Administrative Units, as well as Halls of Residence, Residential Colleges and Student Residences are to work with their Incident Commanders to implement the following safe management measures for their staff:

- a. Maintain safe distancing of 1 metre in the office and ensure a maximum crowd density of 50 persons per venue;
- b. Stagger different lunch hours for example, 11 am to 12 noon for one group, 12 noon to 1 pm for a second group, and 1 pm to 2pm for a third group;
- c. Practise staggered work hours to better manage crowd density, especially on public transport.

Even as we resume full operations, please remember to monitor and report your health and temperature status on uNivUS app once a day (to be done before entering campus), and wear a mask when you leave your home.

Please approach the HR Partner or the management office of your unit if you have HR-related questions. You can check with your Incident Commander or email COVID-19@nus.edu.sg if you have questions related to safe management measures on our campuses.

Thank you.

Mr Kevin Chua
Chief People Officer

Dr Peck Thian Guan
Senior 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.