

Ref: OSHE 003/21

CIRCULAR 2

03 February 2021

NUS Staff

Dear Colleagues

**REVISED WORK ARRANGEMENTS FOR ALL NUS STAFF**

Following the issuance of Office of Safety, Health and Environment's (OSHE) [Circular 1](#) dated 18 January 2021, we note that the number of students on campus has been increasing steadily. This has led to high crowd density at the canteens and other common spaces on campus.

With the up-coming Lunar New Year festive weekend, we can also expect more social interactions and outings among our staff and students outside of campus. Government has also implemented tighter guidance given a slight increase of community cases in past weeks.

With these considerations in mind, we will be implementing the following work arrangements, which apply to all staff, with effect from **Monday, 8 February 2021**:

1. Staff whose work can be done from home

Heads of Faculties and Schools, Research Institutes and Centres, Administrative Units, as well as Halls of Residence, Residential Colleges and Student Residences can exercise the flexibility of having up to half of their staff to work from home in Singapore at any one point in time. This is provided that the following prerequisites can be met:

- a) Clear deliverables to be defined for the employees; and
- b) Reporting Managers (RMs) are able to assess effectiveness and productivity of their staff who are working from home.

Examples of split team arrangement that Heads could consider include alternating their teams on weekly or daily basis. Heads should ensure that the split team arrangement is strictly adhered to, and there is no cross-deployment or physical interaction between teams. There should also not be any social interaction between teams outside of work.

There is no change to the work arrangement for vulnerable colleagues. Colleagues who are vulnerable or living with vulnerable family members may make arrangements with their RMs to continue working from home. Similarly, other staff members in need of flexibility to work from home should discuss their individual situations with their RMs or Heads.

## 2. Staff working on campus

There are staff whose work or related activities cannot be conducted from home. This includes student-facing staff where face-to-face teaching and training are required, laboratory work, and others.

For staff who work on campus, Heads are reminded to ensure the following safe management measures are followed:

a) **Staggered work hours** (to reduce the load on public transport)

Days	Team 1	Team 2	Team 3	Team 4	Team 5
Monday to Thursday	7:30am to 5:00pm	8:00am to 5:30pm	8:30am to 6:00pm	9:00am to 6:30pm	9:30am to 7:00pm
Friday	7:30am to 4:30pm	8:00am to 5:00pm	8:30am to 5:30pm	9:00am to 6:00pm	9:30am to 6:30pm

Please refer to the University's existing [Flexible Work Arrangement](#) policy to guide these considerations.

b) **Staggered lunch hours** (to reduce crowd density at eating places)

Team 1	Team 2	Team 3
11 am to 12 noon	12 noon to 1 pm	1 pm to 2pm

c) Maintain safe distancing of 1 metre in the office and ensure a maximum crowd density of 50 persons per venue.

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. It remains mandatory to show the green pass under NUSafe app for the following:

- a) Purchase of food and drinks at canteens and food outlets; and
- b) Sports, recreation and performing arts facilities on campus.

Please show your staff card to the bus captain as you board the internal shuttle buses.

As we work together to manage the health and safety of the NUS community, 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.

These work arrangements will be adjusted accordingly from time to time depending on the evolving COVID-19 situation. 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](mailto:COVID-19@nus.edu.sg) if you have questions related to safe management measures on our campuses.

Thank you, and we take this opportunity to wish our Chinese colleagues a Happy and Prosperous Lunar New Year, and all others an enjoyable time during the upcoming festive holiday break.

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](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.