

Ref: OSHE 009/21

CIRCULAR 7

31 March 2021

NUS Staff

Dear Colleagues

REVISED WORK ARRANGEMENTS & COVID-19 VACCINATION

Work arrangements from 5 April 2021

1. The Singapore Government recently announced a further easing of COVID-19 safe management measures, including a shift from working-from-home as a default to a more flexible and hybrid way of working.
2. NUS will be implementing the following work arrangements with effect from Monday, 5 April 2021:
 - a. 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 75% of staff return to work on campus. Split team arrangements are no longer mandatory. Revised work arrangements that Heads could consider include staff working from home 1–2 days a week.
 - b. Reporting Managers (RM) and Heads are encouraged to consider appropriate measures for colleagues who are vulnerable¹, particularly colleagues who have yet to be vaccinated, to reduce their exposure to infection risk. Such measures could include enabling them to continue to work from home, allowing them to travel to/from work at off-peak timings or redesigning their role.
 - c. Staff members who are in need of flexibility to work from home should discuss their individual situations with their RMs or Heads.
3. Staff working on campus must continue to observe the prevailing safe management measures, including the following:
 - a. Staggered work hours, to reduce crowding/exposure on public transport. Please refer to the University's revised [Flexible Work Arrangement policy](#) to guide these considerations.
 - b. Staggered lunch hours, to reduce crowd density at eating places. Please check *Crowd Insight* in the uNivUS app and avoid crowded canteens.
 - c. Monitoring and reporting your health and temperature on uNivUS app once a day (to be done before coming to campus).

¹ [https://www.moh.gov.sg/docs/librariesprovider5/advisories/advisory-on-vulnerable-group-\(moh\).pdf](https://www.moh.gov.sg/docs/librariesprovider5/advisories/advisory-on-vulnerable-group-(moh).pdf)

- d. Wearing a mask when you leave your place of residence.
- e. Maintaining a safe distance of at least 1 m in the office and ensuring a maximum crowd density of 50 persons per venue.
- f. Downloading the TraceTogether mobile app and/or carrying your TraceTogether Token wherever you go.

These work arrangements will be adjusted accordingly from time to time depending on the evolving COVID-19 situation.

4. It is mandatory for NUS staff to download the uNivUS app and to log on to NUS WiFi with their mobile devices when on campus. This will allow the University to manage crowd density and carry out contact tracing if required.

COVID-19 vaccination

5. The COVID-19 vaccination programme aims to protect Singapore residents against COVID-19, as well as to safeguard businesses and jobs through the progressive re-opening of Singapore. It is a key measure to reduce the risk of community transmissions and complements other safe management measures implemented by the Government and our University. The vaccination programme has now been extended to those within the age group of **45 to 59 years old**.
6. We encourage all staff who are medically eligible to take up the offer of vaccination. Please also encourage your family members and friends to go for their vaccination. Eligible persons can register their interest for vaccination at <https://www.vaccine.gov.sg/>. MOH will send out SMSes to the registrants as soon as there are vacant slots available for booking.

Please continue to adopt good personal hygiene practices to reduce the risk of infection. See a doctor immediately if you have fever or have flu-like symptoms. Please update your health status in the Health and Temperature Declaration System and inform your RM if you are given medical leave and/or have been administered the COVID-19 swab test.

Let's work together to reduce the risk of virus transmission, and to ensure the safety and well-being of our loved ones as well as the NUS community.

Please approach your HR Partner or the management office of your Faculty, School or Department if you have HR-related questions; and check with your Incident Commander or email COVID-19@nus.edu.sg if you have questions related to safe management measures on our campuses.

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.