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CIRCULAR 11

02 May 2021

NUS Staff

Dear Colleagues

COVID-19: UPDATE ON NUS SAFE MANAGEMENT MEASURES

1. In view of the prevailing local COVID-19 situation and tightening of COVID-19 measures announced by the Singapore Government, NUS will be implementing the following updates to its safe management measures (SMM).

Work arrangements from 4 to 23 May 2021

2. All staff except for those who are involved in examinations, laboratory operations and essential work, are to work from home from Tuesday, 4 May, to Sunday, 9 May 2021.
3. Following the WFH week, a split team arrangement (Blue and Orange teams) is to be implemented from Monday, 10 May, to Sunday, 23 May 2021. Blue team will work in the office in the week of 10 May 2021, and Orange team in the office in the week of 17 May 2021. Staff may request to return to work on campus outside their designated work day by seeking permission from their Head of Department using the online ad-hoc request to work on campus form on the emergency website. Heads of Faculties and Schools, Research Institutes and Centres, Administrative Units, as well as Halls of Residence, Residential Colleges and Student Residences will need to ensure that up to half of their staff work from home in Singapore at any one point in time.
4. Staggered reporting as well as staggered lunch times should be explored for those who are working in office. Cross deployment and unnecessary physical interaction between teams should also be avoided. Scheduled workshops for DLP and AI, however, will still proceed with SMM in place.
5. These work arrangements will be adjusted accordingly from time to time depending on the evolving COVID-19 situation.

Meetings and external visitors

6. Staff meetings (both with internal and external parties) should be virtual, whenever possible. If in-person meetings are needed, please avoid large group meetings. SMM must be strictly adhered to at all times.

Social gatherings

7. Social events/gatherings in the workplace are to be cancelled or deferred. Staff are reminded that they should reduce social interactions, as advised by the Government.

Health Declarations

8. Staff must continue to monitor their health and declare this on uNivUS. They should also ensure that they are logged on to NUS WiFi when on campus. All staff must download and use the TraceTogether app with Bluetooth turned on, or use the TraceTogether token.

Other SMM measures

9. Staff are reminded to observe all SMM measures, including the following:
 - a. Wearing a mask at all times when you leave your place of residence.
 - b. Maintaining a safe distance of at least 1 metre.
 - c. Staff who are unwell with fever or flu-like symptoms must not come to work, and should see a doctor immediately. Please update your health status in the Health and Temperature Declaration System and inform your reporting manager if you are given medical leave and/or have been administered the COVID-19 swab test.
 - d. Always maintain good personal hygiene practices to reduce the risk of infection.

COVID-19 vaccination

10. We urge all staff who are medically eligible to take up the vaccination when offered. 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.
11. 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.
12. 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.