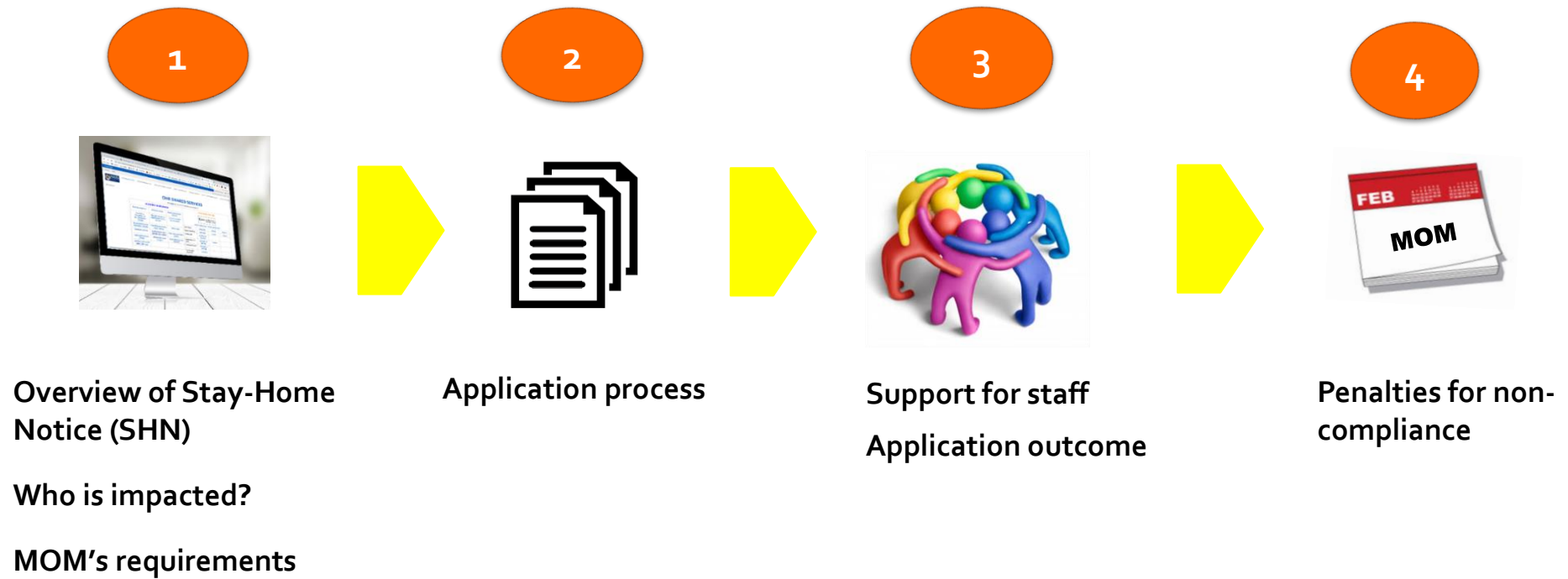


Stay-Home Notice and Ministry of Manpower's Requirements for

**Long-term pass holders and foreign employees issued
with a work pass with travel history to all countries**

OVERVIEW



Overview of SHN

Who is impacted?

MOM's requirements

Stay-Home Notice (SHN)

- SHN applies to all persons returning to Singapore after 18 Feb 2020, 2359 hours with a travel history in mainland China (outside of Hubei province); after 26 Feb 2020, 2359 hours with a travel history in South Korea (Daegu city or Cheongdo county); after 4 Mar 2020, 2359 hours with a travel history in South Korea, Iran and Northern Italy*; after 15 Mar 2020, 2359 hours with a travel history in Italy, France, Spain and Germany; after 16 Mar 2020, 2359 hours with a travel history in ASEAN countries^, Japan, Switzerland, or the United Kingdom; and after 20 Mar 2020, 2359 hours with a travel history in all countries within the last 14 days.
- Persons on the SHN are required to remain in their place of residence at all times for a 14-day period. Day of return is "Day 0".

This Advisory Applies to ...

While SHN also applies to staff who are Singapore residents and students, this advisory applies to:

- (1) Work pass and Dependents' Pass holders with travel history to all countries within the last 14 days.
- (2) New hires and academic visitors who hold an In-Principle Approval (IPA) issued by the Ministry of Manpower (MOM).

Prior Approval from MOM is Required

- (1) Approval from MOM is required **before affected pass holders enter Singapore**.
- (2) Application is to be submitted through the Office of Human Resources (OHR), facilitated by the respective HR Partners.

MOM requires applications from the following groups to be **deferred until further notice**: (a) Staff holding passport issued in Hubei who are currently overseas; or (b) who had travelled to Hubei within the last 14 days and are currently overseas, regardless of nationalities.

Work pass holders who had returned to Singapore before 18 Feb 2020, 2359 hours and are serving their 14-day Leave of Absence (LOA) must continue to serve out their LOA.

Work passes include Employment Pass, S-Pass and Training Employment Pass.

**Aosta Valley, Piedmont, Liguria, Lombardy, Emilia-Romagna, Veneto, Friuli-Venezia Giulia or Trentino-Alto Adige / Südtirol*

^Malaysia (only applies to air travel), Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Myanmar, Philippines, Thailand or Vietnam

Affected pass holders who arrive in Singapore without MOM's approval will have their work passes revoked immediately. Employer's work pass privileges will also be suspended.

2



Application process

Supporting documents

Submit the following to OHR through the HR Partners

- ✓ **Pass holder & SHN details** (e.g. personal, travel and SHN leave details) on **prescribed spreadsheet** enclosed. HR Partners must **submit the file to ohrsharedservices@nus.edu.sg with the subject header “COVID-19/SHN – Application for Approval (name of pass holder)”**, and resubmit whenever there are subsequent changes.
- ✓ **Residence address at which SHN is to be served**
 - Provide **full residential address including block number, street number, unit number and postal code**.
 - Ensure pass holder and HDB/private residential landlord have agreed to house the pass holder and dependents throughout the 14-day SHN, if applicable.
 - Should on-campus accommodation at PGPR be required, please contact Mr Rajavarman s/o Mathichandran, Conferences & Events Management Unit @ ceurm@nus.edu.sg or 66011723/ 97440074.
- ✓ **Singapore local mobile number** - Mandatory to provide a local mobile number for MOM to contact staff/academic visitor via Whatapps, and/or SMS for the duration of the SHN.

MOM's submission schedule can be found in **Annex A**.



Support for staff

Support for Staff under SHN

Provide name, position, email and mobile number of “**guardian**” from the department who will be responsible for the pass holder for the duration of the SHN. Responsibilities including the following (details available in **Annex B**) and the **guardian must be informed of the responsibilities before application for pass holder to enter Singapore is submitted to MOM for approval:**

- Ensure the pass holder complies with the SHN and check on the well-being of the pass holder at least once a day.
- Arrange to provide pass holder with food and other daily essentials as the pass holder will not be allowed to leave the residence.
- Notify them that if they need to consult a doctor for non-emergencies (such as cough or fever, follow-up visits for chronic conditions, refilling of prescriptions, etc), they should call University Health Centre (UHC) at 66015035 extension 5. A staff will attend to their enquiries and if necessary, refer them to a doctor for further medical advice. They should provide UHC with their guardian’s contact details if they need assistance to collect and deliver medication to them.
- Assist in collecting and delivering medicine dispensed by UHC.
- Advise them to call 995 directly for assistance for life-threatening cases such as cardiac arrest, active seizures, breathlessness, major traumas and stroke.

Where the SHN recipient is a research staff or academic visitor under project grants, the PI will perform the role of the guardian. If PI is unable to perform this role (e.g. PI is under SHN), HOD/HOD’s designee will assume this role.

For other categories of staff, HOD/HOD’s designee will perform the role of the guardian.

Application outcome

MOM's decision will be conveyed to OHR in an email. The email will be provided to pass holder, the guardian and the HR Partners.

If approved:

- (1) Pass holder **must arrive on the date of return approved by MOM.**
- (2) Mandatory to **present a print-out of the approval email before boarding the plane and at Singapore ICA checkpoint. ICA will issue a SHN to the pass holder at the Singapore ICA checkpoint.**
- (3) Dept must arrange to **pick the pass holder up from the airport to the HDB or private residential address** serving SHN. A list of transport providers provided by MOM is in **Annex C.**
- (4) Pass holder **must have a local mobile number before arriving in Singapore.**
- (5) Serve a **mandatory 14-day SHN** upon entering Singapore.
- (6) HR Partners must **within 24 hours** on pass holder's arrival **(a) complete the excel spreadsheet with confirmed SHN details and submit the completed file to ohrsharedservices@nus.edu.sg with the subject header: COVID-19/SHN – Information on arrival in Singapore (name of pass holder); (b) arrange for the SHN details to be updated by Leave Clerk in the staff leave system; and**
- (7) Pass holder must declare his/her personal particulars [here](#) **within 24 hours of his/her arrival in Singapore**

If rejected:

- (1) **Resubmit application** for MOM's approval. Updated documents required by MOM are to be submitted through the HR Partners.
- (2) **Do not arrange for applicant to travel to Singapore if application is rejected.**



Penalties for non-compliance

Penalties for Non-Compliance

MOM will regularly monitor pass holders under SHNs to ensure that they are complying with the SHN. This would include random daily video calls which must be answered **within one hour of the initial call**; home visits, if there is no response, to ascertain their whereabouts and well-being. These home visits may be a precursor to the initiation of disciplinary proceedings.

Those who flout the conditions of the SHN may face penalties including:

- Prosecution under Section 21A of the Infectious Diseases Act.
- Long-Term Visit Pass holders & Dependant's Pass holders may have their Re-Entry Permit or passes revoked, or the validity shortened.
- Staff on work passes may have their passes revoked and be repatriated.

Staff will also face disciplinary action in accordance to the NUS Code of Conduct and the NUS student disciplinary procedures. Please refer to [Circular 14](#) for details.

Remain Contactable and Responsive

Pass holders are advised to remain contactable and responsive. If MOM is unable to reach the pass holder, NUS will need to assist with contacting the pass holder which includes obtaining the mobile number at which the pass holder is reachable. Assistance from the HR Partners, department and guardian will be sought for, as applicable.

A response needs to be provided to MOM within the stipulated time, which is **typically within 24 hours on weekdays or the given 72 hours on Friday nights and weekends**.

Additional important points to note

1. **Compulsory travel declaration** – Update your travel declarations [here](#) to cover travel **until 31 July 2020**. Please update your declaration as soon as your travel plans are confirmed and whenever there are subsequent changes to your travel plans.
2. **Update contact details and residential address** - Provide your contact details via eServices at NUS Staff Portal at <https://my.intranet.nus.edu.sg/iri/portal/addresscontact> (via Staff Portal > Eservices > Common Services > Personal Data > Address & Next of Kin).
3. **Academic visitors** - Although academic visitors are not staff, they may be sponsored a Training Employment Pass (TEP) by NUS for their visit to Singapore. The SHN applies if they have travel history to all countries within the past 14 days, and the same duty of care has to be extended to them. Should a SHN be required, the host from the department will assume the role of the guardian during the duration of the SHN.
4. **Work pass holders who had returned to Singapore before 18 Feb 2020, 2359 hours and are serving or had served their Leave of Absence (LOA)** - Submit MOM's LOA form to your HR partners or leave clerks. HR Partners/ leave clerks are to update the LOA in the staff leave system immediately, and submit the LOA acknowledgement form to ohrbox5@nus.edu.sg.
5. **NUS circulars, FAQs, emergency contact numbers, as well as useful links on the coronavirus situation** are available at emergency.nus.edu.sg.
6. Please refer to the [MOH website](#) for the **latest information on the COVID-19 situation in Singapore**.

Submission schedule

Application for Approval

Submissions to request for MOM's approval open daily from 12:01pm and close at 12pm the next day. Requests received during this period are for arrivals within 10 days after the submission closes. For example, for arrivals in Singapore from 2 Mar 2020 to 11 Mar 2020, you can submit the request from 29 Feb 2020, 12:01pm to 1 Mar 2020, 12pm.

Applications will be processed on a first-come-first-served basis.

Applications submitted:


- By 12pm: Will receive the outcome on the same day.
- After 12pm: Will receive the outcome the next day.

Updated as of 4 March 2020

Annex B

Employer's responsibilities

Employers are responsible for all new and existing foreign employees (including those they employ with a Letter of Consent).

Before  [requesting for MOM's approval](#), please take note of your additional responsibilities as an employer:

Before your foreign employees leave for Singapore, you must:

- Ensure a [suitable place of residence](#) has been secured for them to complete their 14-day Stay-Home Notice ([SHN](#)) at. If they are serving their SHN at a private residence or [HDB](#) flat, you must obtain the landlord's written consent to house them throughout the 14-day SHN. This must be done by your company directly, and not left to the foreign employees. Alternatively, you can arrange alternative housing such as hotels or dormitories.
- Ensure they have a SIM card with a Singapore telephone number for MOM to contact them. This can also be arranged at the airport when they arrive.

After your foreign employees arrive in Singapore, you must:



- Ensure they fully comply with the [additional conditions imposed for the SHN period](#).
- Explain and ensure they understand the [additional conditions](#) they need to comply with.
- Arrange to send them from the airport directly to their place of residence to serve the 14-day SHN immediately upon arrival in Singapore.
- Ensure they download WhatsApp on their mobile phones and respond to MOM's phone calls, WhatsApp video calls or SMSes within 1 hour during the 14-day SHN period. This includes ensuring that their prepaid cards are sufficiently topped up and they are able to make video calls using WhatsApp.
- Arrange to provide them with food and other daily essentials during the SHN period as they are not allowed to leave their residences.
- Arrange for non-emergency medical needs (such as follow-up visits for chronic conditions, refilling of prescription, etc.) so that they do not need to leave their residences during this period.

If you are unable to fulfil the obligations above, you should not bring your foreign employees into Singapore.

Work pass holders' responsibilities towards their dependants who are not employed

As a work pass holder, you are responsible for your dependants if they are not employed (i.e. not issued a work pass, including Letter of Consent).

If you wish to bring them in, please request for MOM's approval using the respective links below:

For	Who must submit the request
 Dependants of Employment Pass (EP), S Pass or Personalised Employment Pass (PEP) holders (who have an employer)	Employer
 Dependants of PEP holders (who do not have an employer) or EntrePass holders	PEP or EntrePass holder

Please note that you have additional responsibilities as follows.

Before your dependants arrive in Singapore, you must:

- Ensure they have a SIM card with a Singapore telephone number for MOM to contact them. This can also be arranged at the airport when they arrive. If not practicable, you should be contactable through a local mobile number and answer on your dependant's behalf.

After your dependants arrive in Singapore, you must:

- Ensure they comply with the mandatory 14-day Stay-Home Notice (SHN) upon arrival in Singapore.
- Explain and ensure they understand **what they need to do during the SHN period**.
- Arrange to send them from the airport directly to their place of residence to serve the 14-day SHN immediately upon arrival in Singapore.
- Inform or help them to download WhatsApp on their mobile phones. If not practicable, you can do so on their behalf.
- Arrange to provide them with food and other daily essentials during the SHN period as they are not allowed to leave their residences.
- Arrange for non-emergency medical needs (such as follow-up visits for chronic conditions, refilling of prescription, etc.) so that the dependants do not need to leave their residences during this period.

If you are unable to fulfil the obligations above, you should not bring your dependants into Singapore.

Penalties for non-compliance

Employers, foreign employees and their dependants have a collective duty to ensure that the SHN is complied with.

MOM will not hesitate to take enforcement measures against any parties who do not comply with the requirements stated here. Measures include criminal proceedings, work pass revocations and withdrawal of work pass privileges.

What pass holders (foreign employees and their dependants) must do during the 14-day SHN

Pass holders must:

- Not leave their place of residence.
- Download WhatsApp on their mobile phones and reply to MOM's phone calls, WhatsApp, video calls or SMSes within 1 hour.
- Not have any visitors to their place of residence and must minimise contact with others.
- Maintain a record of persons they come into close contact with.
- Act responsibly based on advisories issued by the Singapore Government.

MOM's approved transport operators

	Transport Operator	Contact Number	Email Address
1	Bedok Transport Pte Ltd	6284 3032	enquire@bedoktransport.com
2	Diamond Coach Singapore Pte Ltd	6909 7832/ 9329 9907	booking@diamondcoach.com.sg
3	Koh Bus Transport Service Pte. Ltd.	6896 6848	sales@kohbus.sg Rates and online booking: https://forms.gle/8FEnyhSTGkdH2bwk8
4	Tiong Heng Transport Pte Ltd	6339 5885	enquiry@tiongheng.com.sg
5	Tong Tar Transport Service Pte Ltd	6261 5537	transport@tongtar.com
6	Westpoint Transit Pte Ltd	6863 0880	sales@westpointbus.com.sg
7	Woodlands Transport Services (Only shuttle bus to hotels in city or limo/maxicab to <u>one</u> location)	Online booking https://changi.groundtransportconcierge.com	