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Ref: OSHE 026/20

## CIRCULAR 23

19 June 2020

All Staff and Students

### **COVID-19: PHASE 2 AT NUS CAMPUSES**

As Singapore moves into Phase 2 of the reopening of the economy, you must still adopt the following safe management practices at the University:

- a. Employees who can work from home must continue to do so;
- b. Reduce physical interaction and ensure safe distancing, including working within your zone, in split teams or shifts;
- c. Observe SafeEntry at all buildings;
- d. Wear masks when you leave your hostels or homes;
- e. Monitor your health and temperature status.

The specific safe management practices that are applicable to NUS in Phase 2 are as follows:

#### **1. Access to Neutral Zones**

- a. The University is divided into five zones: A, B, C, D, E (click [here](#) for the zonal map). Staff and students are assigned to a work/study zone based on their main Faculty/School/Department/Office. Staff and students are free to move within their designated zones. They may cross into the neutral zones, but are prohibited from crossing into all other zones. Those who are staying on campus are designated a residential zone and a work/study zone, and may leave their residential zone to go to their work/study zone.
- b. Neutral zones are spaces for common usage. The access to these facilities are categorised:

##### **i. Type 1 – Time restriction: Access allowed to the facility during certain days of the week**

Type 1 facilities include:

- Swimming pools;
- Gyms;
- University Town sports facilities;
- Multipurpose sports halls and other indoor facilities e.g. badminton courts, basketball court;
- Outdoor sports facilities e.g. tennis courts, handball courts;
- Running track and field;

- Performing/dance studios;
- NUS Museum (when allowed to open).

NUS facilities are strictly for the use of NUS staff and students only. Visitors are not allowed to use these facilities. More details on the progressive opening of the facilities will be provided later.

The use of the facilities by zone is shown in the table below:

Days	UTown sports facilities & dance studios (UTown)	University Sports Centre and surrounding facilities, and CFA facilities (Kent Ridge Campus)	Sports facilities in Bukit Timah Campus
<i>Facility for use by staff/students from zone</i>			
Mon	B	A	D
Tue	C	B	D
Wed	A	C	D
Thu	C	B	D
Fri	A	C	D
Sat	B	A	D
Sun	7am – 1pm: E 2pm – 8pm: D	7am – 1pm: D 2pm – 8pm: E	D

ii. **Type 2 – Space restriction: Access allowed within a designated zone**

Type 2 applies to hostels. Each hostel is divided into micro zones with clear demarcation for use by staff/students from specific work/study zones within the hostel.

iii. **Type 3 – No time/space restriction: Controls upon entry**

The facility is not zoned and access is subject to registration via online digital entry, temperature taking, safe distancing and app for contact tracing.

Type 3 facilities are:

- University Health Centre
- Disability Support Office at Yusof Ishak House annex
- Student Service Centre at Yusof Ishak House
- Victim Care Unit (University Town)
- NUS IT Care service centre<sup>1</sup>

## 2. Safe Distancing

- You must maintain safe distancing of at least one metre at all times.
- Gatherings: A gathering of up to five (5) persons from the same work/study zone is allowed. All five individuals must observe safe distancing measures and zoning restrictions.
- Dining: Safe distancing in canteens, restaurants and dining halls:
  - A maximum of five persons per table from the same work/study zone is allowed; no sharing of tables with individuals who are not from the same group;
  - One metre separation between tables to be observed.

<sup>1</sup>For repair or servicing of computer hardware, staff and students may approach the IT counter in the Co-op outlet in their respective zone. The Co-op outlets are Bookhaven@UTown (Zone A), Co-op@LT 27 (Zone B) and Co-op@Forum (Zone C).

- d. Sporting activities: Safe distancing when exercising and playing sports:
  - i. Two metres between individuals;
  - ii. Three metres between individuals for indoors high intensity or high movement exercise;
  - iii. If there is more than one group (maximum five persons per group) sharing an indoor space, the groups must not interact, and must maintain a distance of three metres apart from one another at all times.

### 3. Return to the Workplace

#### a. All Staff

- i. All staff (Academic, Research and Executive & Administrative) who can work from home should continue to do so, even on days when they are allowed on campus, until further notice.
- ii. Staff should seek approval from their Heads of Department if they would like to work on campus outside of their non-stipulated day(s) or shift. They are to submit their request via the [NUS Emergency website](#) from 29 June 2020.

#### b. Academic Staff

Academic Staff may return to campus to teach, including e-learning and in-person classes, and conduct research-related activities. From 22 June 2020, Academic Staff are allowed on campus for research with the following revised schedule:

- i. Lab-based colleagues will be allowed to be back on campus three days per week, based on the last digit of their staff number:
  - 3, 5, 6, 7, 8 – Monday to Wednesday;
  - 0, 1, 2, 4, 9 – Thursday to Saturday'
- ii. Non-lab-based colleagues will be allowed back on campus two days per week, based on the last digit of their staff number:
  - 3, 5, 7 – Monday and Tuesday;
  - 1, 2, 9 – Wednesday and Thursday;
  - 0, 4, 6, 8 – Friday and Saturday.

#### c. Research Staff

Research Staff refers to Research Fellows, Research Assistants, PhD students, MSc (Research) students and research-active Laboratory Technologists.

- i. Research staff must not cross zones.
- ii. Research staff who need access to the laboratory should continue to work on a shift basis (*refer to SDPPVO 26 May 2020*).
- iii. In Phase 2a, a research group may choose other split-team operations, e.g., alternate days, alternate weeks, etc., with proper declarations. Faculties/Institutes are to maintain and update these declarations.
- iv. Faculties/Institutes should minimise intermingling of staff and maximise safe distancing within each research group and among them.
- v. Researchers in the same shift can participate in team meetings in small groups of no more than five persons, with safe distancing.
- vi. Faculties/Institutes may make arrangements to transfer consumables and equipment from zone to zone, provided that the relevant public health and safety regulations are adhered to, and detailed records are maintained.

- vii. All existing research work for COVID-19 is considered critical and will continue with full access being granted to PIs and their research staff. Such researchers should be sensitive to the health and safety of other researchers on split teams working shifts, especially when using common laboratory areas.

**d. Executive & Administrative Staff**

- i. Executive and Administrative staff, who have obtained prior approval to be on campus, are to be divided into two teams: Blue Team and Orange Team.
- ii. The on-campus workdays for the Orange Team are the odd dates of month (e.g. 1 July, 3 July, 5 July, etc.), and the on-campus workdays for the Blue Team are the even dates of the month (e.g. 2 July, 4 July, 6 July, etc.).
- iii. The effective date for the alternate work day arrangement is 22 June 2020. This may not be applicable for certain services, such as security, which have their own shift system.

**4. Vulnerable Staff**

- a. Vulnerable staff (or exception cases) are defined as:
  - i. Staff aged 60 years and above;
  - ii. Those who are immunocompromised or have concurrent medical conditions such as obesity (BMI > 31), hypertension, diabetes, chronic heart and lung diseases, kidney diseases on dialysis, hypercoagulable states, cancer, or patients on drugs that cause immunosuppression;
  - iii. Staff who are looking after aged parents;
  - iv. Pregnant women.
- b. They should pay special attention to the Ministry of Health's [health advisory](#) and take greater care to avoid exposure to COVID-19 infection.
- c. Vulnerable staff, particularly women who are pregnant, should discuss their work arrangements with their Heads of Departments.

- 5. We seek your cooperation to adhere to the safety measures in place to keep our community safe as we gradually resume our campus operations in the reopening of the Singapore economy. If you have further questions, please email [COVID-19@nus.edu.sg](mailto:COVID-19@nus.edu.sg) or contact the management office of your department. Thank you.

Dr Peck Thian Guan  
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](#).
- Updates from the Dean of Students can be seen [here](#).
- Please refer to the [Ministry of Health](#) for the latest information on the COVID-19 situation in Singapore and the [Ministry of Foreign Affairs](#) for travel advisories.