

9 February 2020

Dear Staff Advisors and Students

## **GUIDELINES FOR EVENTS ORGANISED BY STUDENT ORGANISATIONS (2019-nCoV)**

The following precautionary measures are mandatory for events organised by student groups. All organisers are to meet up with their respective staff advisors to review the guidelines as soon as possible or in any case, 2 weeks before the event.

1. The following will apply from 10 Feb 2020:
  - a. All events/activities involving more than 50 participants are to be cancelled or deferred.
  - b. For events/activities 50 or fewer, the following must be carried out:

### Pre-event

- **Maintain a registration list** with contact details of all participants, which includes NUS students, staff and external visitors. For events where it is not feasible to capture participants' registration (e.g. bazaar), we ask student groups to consider cancelling or postponing the event. Use NUSync for this purpose.
- **Send a reminder to all registered participants (including organisers/performers etc) not to attend** the event if they are unwell, placed on Leave of Absence (LOA), or have recent travel history to mainland China, in particular Hubei province, within the last 14 days. Anyone who fails to comply with this will be turned away from the event.
- Ensure that the event venues are **well-ventilated**.
- Ensure sufficient supplies and manpower for temperature screening. Supplies include contactless thermometer (e.g. forehead thermometer or ear thermometer), surgical gloves, surgical masks and disinfectant (spray or wipe type). Study layout of the venue and ensure that there is only one entrance. Ensure that there is a space away from the crowd for those with fever to sit and wait for the second temperature taking (see below).

### Event Day

- **Display prominent notices** at entrances to the event and at registration, to remind participants not to attend the event if they are unwell, placed on Leave of Absence (LOA), or have recent travel history to mainland China within the last 14 days.
- If Pre-registration is not done, set up a registration counter to capture contact details of participants. You may create the Travel Declaration and Registration form following this [template](#) and guide. If you do not have access to NUSync, you may use the centralised NUSync form, [see here](#).

- Set up space for temperature screening. Those manning temperature screening must put on surgical masks and wear gloves.
- Temperature screening must be carried out if external parties are involved. Anyone with a temperature of 38 degrees Celsius and above should be given a surgical mask to put on and be taken aside to assigned space. His temperature is to be taken again after 10 minutes. If the second reading of the temperature is below 38 degrees Celsius, he may be allowed to participate in the event. Otherwise he should be advised to seek medical attention immediately and his/her particulars must be collected.
- **Deny entry to participants** who are unwell with fever or respiratory symptoms such as cough or shortness of breath, individuals on LOA, or individuals with recent travel history to mainland China within the last 14 days. In the event of non-compliance by participants for on-campus events, please contact Office of Campus Security at **6874 1616**.

#### Post Event

- **Maintain registration and contact details of participants in accordance with the PDPA guidelines for at least 30 days** in the event that contact tracing is required.
2. While the above precautionary measures may introduce inconveniences, we seek the understanding from staff advisors and students that these steps are necessary in keeping our campuses safe.
  3. My daily UPDATES can be [found here](#). NUS circulars, FAQs, emergency contact numbers, and useful links on the novel coronavirus situation are available at [emergency.nus.edu.sg](https://emergency.nus.edu.sg).
  4. Contact OSA at [osaresponds@nus.edu.sg](mailto:osaresponds@nus.edu.sg) if you any questions.

These guidelines are designed to keep us safe. Thank you for cooperating with us.

Associate Professor Leong Ching  
Dean of Students