

SMU Classification: Restricted

SMU Classification: Restricted



## EMERGENCY PREPAREDNESS

HEALTH AND TRAVEL ADVISORY



Dear SMU community,

As part of MOE's guidance for a ministry-wide emergency preparedness initiative, SMU had earlier communicated a series of measures that took immediate effect for all members of the SMU Community. As we better understand the disease and seek to also minimise disruption, the measures have been revised (changes are italicised for easy reference) which similarly takes immediate effect:

- a. Cancellation of all existing and upcoming official trips to China, Hong Kong, Macau and Taiwan;
- b. Putting up of travel declaration for our past and upcoming travel plans (both personal and official) from 1<sup>st</sup> Jan 2020 to 31<sup>st</sup> Mar 2020. This should be done via [https://traveldeclar.intranet.smu.edu.sg/log\\_travel\\_preface.asp](https://traveldeclar.intranet.smu.edu.sg/log_travel_preface.asp). *You will need to make a declaration even if you do not have any travel plans;*
- c. Temperature taking for travellers returning from China for 14 days upon return. This should be done via [https://tempdeclar.intranet.smu.edu.sg/log\\_temp.asp](https://tempdeclar.intranet.smu.edu.sg/log_temp.asp); and
- d. Leave of Absence (LOA) for all faculty, students *and student-facing staff (broadly, those whose work require either contact or interaction for a significant duration)* returning from mainland China *as the nature of our classes puts faculty, some staff and students in much closer contact*. In this regard, all *faculty, students and student-facing staff* returning from mainland China will be required to take a 14-day leave of absence from classes and work. This will also apply to those who have already returned to Singapore but are still within this 14-day period. *If you are unsure whether you need to take a 14-day leave of absence, you may check with OSS at [oss@smu.edu.sg](mailto:oss@smu.edu.sg).*

2 For *faculty and student-facing staff*, this 14-day leave of absence will be documented as unrecorded leave. This will not have any impact on your annual

leave entitlement. As for students who are affected, the schools and instructors would support you by providing special arrangements which include online materials, classes, video conferencing, and supplemented with coaching if necessary. Those affected by this requirement will receive more detailed instructions.

3 *This arrangement may be reviewed and updated, depending on the situation.*

### **Prinsep Street Residence (PSR) as a Government Quarantine Facility (GQF)**

4 We also take this opportunity to keep you updated on developments at PSR. The local authorities have asked that a block within PSR be used as one of several Government Quarantine Facilities (GQF). This block will serve as a quarantine facility for SMU's international students staying at PSR or any other international student from SMU who might be issued with a Quarantine Order (QO). Similar measures have also been implemented at hostels in NUS and NTU to support the national effort.

5 **Should you be wondering if this was done because of a PSR resident having been infected with the virus, we would like to assure you that there has been no such incident.**

6 While we continue to monitor the situation for any significant developments, we advise you to stay vigilant and consider adopting these simple measures. <https://www.healthhub.sg/live-healthy/471/keepyourhandsclean>. You can also stay up to date on the situation in Singapore through the website of the Ministry of Health at <https://www.moh.gov.sg/2019-ncov-wuhan>

7 We very much seek your kind understanding and cooperation. Together, let us help keep our SMU community healthy.

**Office of Safety & Security**

**Office of Safety & Security**  
**Singapore Management University**  
**80 Stamford Road #B1-64**  
**Singapore 178902**  
**Microsite: [smu.sg/SMUoss](https://smu.sg/SMUoss)**  
**Email: [oss@smu.edu.sg](mailto:oss@smu.edu.sg)**