



Dear SMU Community,

On 19 March 2020, Ministry of Education (MOE), Ministry of Social and Family Development (MSF) and Early Childhood Development Agency (ECDA) announced that they will issue a 14-day Leave of Absence (LOA) to students and staff of schools, preschools and student care centres who have returned from overseas on or after 14 March 2020. This is an additional precautionary measure to protect the education system, given that students and staff may have travelled during the March holiday period.

2. On 20 March 2020, MOM also encouraged employers to similarly impose LOA for all employees returning to Singapore between 14 and 20 March 2020 if they have not been issued with a Stay-Home Notice (SHN). This is to protect workplaces from the risk of further transmission.

#### **Extension of LOA Protocol To Enhance Social Distancing**

3. As import risks are now significant, the University also requires faculty, staff and students returning from overseas between 14 to 20 March 2020 to take a 14-day LOA. The LOA requirement will commence with immediate effect. Those returning from overseas will start their 14-day LOA on the day they arrive in Singapore (i.e. considered as “day zero”). They will not be allowed to come onto campus while they are on LOA. For faculty, staff and students returning to Singapore after 20 March 2020 at 2359hrs, they will be placed on SHN as previously announced. A summary of the key requirements for returnees are as follows:

	<b>LOA</b>	<b>SHN</b>
<b>Issued to</b>	All returnees between 14 March 2020 to 20 March 2020, 2359hrs	All returnees from overseas with effect from 20 March 2020, 2359 hrs. Prior to 20 March 2020, SHNs were issued to returnees from affected countries.
<b>Requirements</b>	Stay home. Not allowed to come to campus.	Stay home <u>at all times</u> . Not allowed to come to campus.
<b>Breaches</b>	Disciplinary action will be taken for breach of the LOA.	Disciplinary action will be taken for breach of the SHN. Action may also be taken by authorities under the Infectious Diseases Act.

4. It is critical that we all do our part in helping to protect the well-being and safety of our University community. As such, if you are aware of anyone on LOA/SHN who is not adhering to the requirement that they stay away from our campus, please let us know through the Office of Safety and Security via email: [oss@smu.edu.sg](mailto:oss@smu.edu.sg).

#### **Travel Declaration**

5. You are required to make a fresh travel declaration and do the following:
  - a. Please submit your travel declaration as accurately as possible via [https://traveldeclar.intranet.smu.edu.sg/log\\_travel\\_preface.asp](https://traveldeclar.intranet.smu.edu.sg/log_travel_preface.asp) for **any** travel plans you have. Steps will now be taken to encourage all faculty, staff and students to submit their travel declarations, which may include daily reminders. Do note that after the reminders, those who still have not done their travel declaration submissions may have access restrictions to online portals or the blocking of their access card.
  - b. In the event that you are not travelling, a nil return must be submitted as well on the same portal.
  - c. Where there are changes to your travel plans, a **new** travel declaration must be re-submitted.

### **Enhanced Screening Measures**

6. We will also be implementing the following enhanced measures for the well-being and safety of our community.

#### Temperature screening

7. With effect from Monday, 23 March 2020, all visitors, faculty, staff and students are required to have their temperature taken at temperature-taking stations that have been set up before entering the building. As part of this measure, lifts and turnstiles will be reprogrammed to allow entry via level 1 of each building. While there may be some delays, there will be directional signs to guide you. Signs will also be put up to advise persons who are unwell and have symptoms of fever, cough and sore throat against entering the buildings.

#### Advisory before commencement of classes

8. Students and participants at all courses conducted by the University should expect to be asked by their instructors at the start of every class whether they have a fever, cough, sore throat, running nose, or any other signs of being unwell. If you do and even if the symptoms are mild, you must leave the class immediately and seek medical attention.
9. We recognise that these measures will result in some inconvenience and appreciate both your understanding as well as your willingness to adapt to these changes. We thank you for your support in all Covid-19 related measures taken thus far, and look forward to you continuing to play your part to keep our community safe.

**SMU Crisis Executive Group**