



Dear SMU Community,

In view of the evolving COVID-19 (Coronavirus Disease 2019) situation, the Ministry of Health (MOH) on 18 March 2020 sent an advisory for Singapore residents to defer all travel to reduce the risk of contracting COVID-19 infection while overseas. Given the number of new imported cases and the significant number of persons still travelling abroad, the increasing risk of new imported cases to Singapore of COVID-19 cannot be ignored. The expansion of the travel advisory therefore is to reduce the risk of being infected with the virus when abroad, and spreading it when they return. In this regard, the latest measure announced by MOH on 18 Mar 2020 also requires all returnees to undergo a 14-day Stay- Home Notice (SHN) period. This precautionary measure will safeguard the well-being of our community and ensure that the University continues to function.

SHN Measures

2. From 20 March 2020, 2359 hours, all Singaporeans, Permanent Residents, Long Term Pass holders and short term visitors entering Singapore will be issued a 14-day SHN. Persons under SHN will have to remain in their place of residence at all times for 14 days after entering Singapore. For persons issued with a SHN, the relevant academic and work arrangements will be made during the period that you are on SHN.

3. As import risks are now significant, the University also requires staff, faculty and students returning from overseas between 19 to 20 Mar 2020 to take a 14-day Leave of Absence (LOA).

4. The tripartite partners – the Ministry of Manpower (MOM), the National Trades Union Congress (NTUC) and the Singapore National Employers Federation (SNEF) – have also issued an advisory to employers with regard to the treatment of employees who travel outside Singapore during this period of pandemic whether it is **for work or otherwise**. For staff and faculty, we would like to keep you informed of the University's HR policy arising from the advisory before implementing them. [The policy is attached with this message.](#)

Actions required for SMU Community

5. In the meantime, you are required to do the following if you have not done so:
- a. Please submit your travel declaration as accurately as possible via https://traveldeclar.intranet.smu.edu.sg/log_travel_preface.asp for any trips from now until 31 July 2020. Steps will now be taken to encourage all staff, student and faculty to submit their travel declarations, which may include access restrictions to online portals or the blocking of your 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.

Other Social Distancing Measures

6. Beyond the above measure of implementing SHNs, we have also introduced physical social distancing measures in our campus facilities.

SMU Libraries, Study Lounges & Study Spaces

7. Visual reminders/posters have been put up in our SMU Libraries and study lounges to remind users to practise social distancing and to sit at least 1 metre apart. In addition to these visual reminders, we will also be making arrangements to reduce the seating capacity at our libraries and study lounges. This will be done by removing some of the furniture as well as demarcating 'No Seating' areas to create social distance between users. Furthermore, adjustments to the operating hours of these facilities will be made as part of the overall effort to enhance social distancing. Staff and campus patrols will also be reminding you to maintain social distance.

Campus Facilities

8. We are working closely with our tenants to adopt similar measures at their establishments. This might translate to spending a shorter time at the F&B outlets, sitting further from each other or even having to pack and take away your meals.

Personal Responsibilities

9. Staff, faculty and students are reminded to practise good hygiene habits and social responsibility by seeking medical attention and not coming to campus when ill or exhibiting symptoms such as fever, cough, sore throat etc. We recognise that the measures introduced to ensure that we stay safe in the face of COVID-19 may cause some inconvenience. On this note, we express our appreciation to you for your support in all COVID-19 related measures taken thus far and look forward to your continued contribution to our efforts in ensuring the well-being and safety of our community.

SMU Crisis Executive Group