

**Pre-Arrival Notification for Stay-Home Notice (SHN)
for New Students**

<<To be on PEIs' letterhead>>

Dear << Name >>,

Based on our records, you have recently travel history and are due to arrive in Singapore on << date, time >>, on << flight details >> to begin your programme with <PEI>. This note provides pre-arrival notification of the requirement to comply with a Stay-Home Notice (SHN), as you would have travelled within the last 14 days of your planned arrival in Singapore.

Background

2. With immediate effect, all returning Singaporeans, Permanent Residents, Long Term Pass holders and short-term visitors¹ entering Singapore will be issued a 14-day SHN. They will have to provide proof of the place where they will serve the 14-day SHN, for example, a hotel booking covering the entire period, or a place of residence they or their family members own. Persons under SHN will have to remain in their place of residence at all times for 14 days after entering Singapore.

3. This is a further precautionary measure Singapore is undertaking to minimise the risk of additional imported cases of COVID-19, as community transmission of COVID-19 in these countries have increased. For more information on the SHN, please visit <https://www.moh.gov.sg/news-highlights/details/implementation-of-new-stay-home-notice>.

Stay-Home Notice

4. The 14-day SHN period will commence from the day after your return to Singapore². During this period, you are required to comply with the requirements as detailed in **Annex A**.

5. To ensure compliance with the SHN, our institution will implement surveillance and enforcement measures. **Students who violate the SHN will face disciplinary actions, as they put the well-being of the wider community at risk.** We will also consider further penalties for egregious and/or repeat offenders, including expulsion. Students may also be prosecuted under Section 21A of the Infectious Diseases Act, and face the revocation/shortening of re-entry permit and long-term visit passes.

6. The Immigrations and Checkpoints Authority (ICA) will issue the SHN when you enter Singapore. Upon return to Singapore, you should inform us at << phone or email >> within 24 hours of your arrival, and confirm the following:

¹ Short-term visitors with recent travel history to mainland China, France, Germany, Iran, Italy, Republic of Korea, and Spain are not allowed to enter or transit in Singapore.

² The date of return to Singapore is considered Day 0. For example, for persons returning on 19 February 2020, their SHN would commence on 20 February 2020, and be in effect until 4 March 2020. Their SHN would lapse on 5 March 2020.

- a. Contact number in Singapore
- b. Residential address in Singapore (that you will be serving out the SHN at)
- c. Whether you have been served the SHN by ICA

Acknowledgement of Pre-Arrival Notification

7. Please acknowledge receipt of this pre-arrival notification by << date >>, via << email/link >>. You should confirm the following details:

- a. NRIC/FIN
- b. Contact number in Singapore
- c. Residential address in Singapore
- d. Date of return to Singapore, and flight details

8. You may also contact << PEI contact >> at << phone >> or << email >> if you have further queries. Thank you.

Yours sincerely,

<< sign-off by PEI >>

WHAT YOU SHOULD DO WHEN ON STAY HOME NOTICE

1. You must remain in your place of residence at all times throughout the entire 14-day period of the SHN. Do not leave your residence, even if it is to purchase food and essentials. If necessary, you may opt for home delivery services or enlist the assistance of others for your daily necessities.
2. You should not have visitors at your residence, and you should minimise contact with others. You should maintain a record of persons you come into close contact with during this period.
3. The Singapore Government agencies (MOE, ECDA, MOM and Immigration & Checkpoints Authority) may contact you via phone.
4. Foreign employees issued with a work pass must download the WhatsApp app on their mobile phone. This is to enable video calls. You must respond within 1 hour when contacted by phone calls, WhatsApp or Short Message Service (SMS).

CHECK FOR SYMPTOMS

5. Monitor yourself twice daily for fever (i.e. $\geq 38^{\circ}\text{C}$) and respiratory symptoms such as cough and breathlessness.

OBSERVE GOOD PERSONAL HYGIENE

6. Maintain good personal hygiene, including regular hand washing with soap and water. Flush the toilet after use, and wash your hands before and after handling food or eating, and after going to the toilet.
7. Do not touch your face.
8. Cover your mouth when coughing or sneezing.
9. Maintain good indoor ventilation.
10. Carry out frequent cleaning of your place of residence.
11. Do not share food, crockery, utensils and other personal hygiene items.