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16 March 2020

To: All Student Care Centres' operators

Enhanced Precautionary Measures for Student Care Centres Against COVID-19 (Coronavirus Disease 2019) – Updated Travel Advisory and Stay-Home Notice

In view of the global COVID-19 situation, the Ministry of Health (MOH) has announced additional precautionary measures to further reduce the risk of importation of COVID-19 to Singapore.

2 With immediate effect, MOH advises Singaporeans **to defer all non-essential travel abroad**. This advisory will apply for 30 days, and will be reviewed thereafter. This is to reduce the risk of Singaporeans contracting the infection while overseas during this global pandemic. All travellers will be subject to the prevailing travel measures imposed by their destination countries, and those imposed by Singapore upon their return home.

3 As mentioned in our earlier circular dated 13 March 2020, Ministry of Social and Family Development (MSF) strongly advises **all student care centre staff and children to not travel overseas, including to neighbouring countries during this period**. This is to protect the health and wellbeing of everyone in student care centres. Those who have made plans to travel during the upcoming March school holidays are advised to review their plans. As the COVID-19 situation remains uncertain and continues to evolve, student care centre staff and children are also advised to review their travel plans for the coming months.

4 In addition, MOH has **extended the Stay-Home Notice (SHN)** to include the following groups:

- a. *With effect from 16 March 2020, 11.59pm*: All travellers (including Singapore residents, Long-term pass holders (i.e. Student's Pass, Dependant's Pass, Long-Term Visit Pass), foreign employees issued with a work pass¹ and short-term visitors entering Singapore with **recent travel history to ASEAN countries², Japan, Switzerland, and United Kingdom within the last 14 days³**. In addition, 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. They may also be swabbed for testing for COVID-19, even if asymptomatic. This is because of the risk of community transmission in these countries and evidence of cases that have been imported from these countries into Singapore.

¹ Work pass here refers to Work Permit, S Pass, Employment Pass, Personalised Employment Pass, EntrePass, Work Holiday Pass, Letter of Consent or In-Principle Approval.

² List of ASEAN countries: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand, Vietnam. Does not apply for land and sea crossings with Malaysia; separate arrangements are being worked out by a bilateral joint working group with Malaysia.

³ The SHN will not apply to travellers transiting in Singapore without leaving the transit area.

- b. As previously announced, residents and long-term pass holders returning from mainland China (outside Hubei province⁴), Iran, Italy, France, Germany, Republic of Korea, and Spain will continue to be issued a 14-day SHN upon return to Singapore, while short-term visitors from these areas will not be allowed to enter or transit through Singapore.

Please refer to the press release from MOH for more details:

<https://www.moh.gov.sg/news-highlights/details/additional-precautionary-measures-to-prevent-further-importation-of-covid-19-cases>

- 5 Persons under the SHN will have to remain in their place of residence at all times during the 14-day period. Those placed on the SHN will be required to monitor their health closely and avoid contact with others. They should seek medical attention promptly if they feel unwell.

UPDATED MEASURES (FROM 16 March 2020, 11.59pm)

- 6 Please see the updated measures below:

(a) Leave of Absence/ Stay-Home Notice

S/N	Precautionary Measures	What Should Student Care Centres Do?	
		For Child	For Staff
1	<p>[UPDATED] Any staff or child who recently returned to Singapore and with travel history to the following countries within the last 14 days, with effect from 16 March 2020, 11.59pm:</p> <ul style="list-style-type: none"> i. Mainland China (outside of Hubei) ii. France iii. Germany iv. Iran v. Italy vi. Japan vii. Republic of Korea viii. Spain ix. Switzerland x. United Kingdom xi. ASEAN countries <p>- Immigration and Checkpoints Authority (ICA) will issue SHN to all returnees</p>	<ul style="list-style-type: none"> • Staff/ Parents of children will be advised by ICA to inform student care centres of SHN issued • School-based student care centres should notify the school administration of staff/child on SHN. • Community-based student care centres should inform MSF of staff/ child on SHN • Monitor affected staff/ child through regular telephone calls <p>Note:</p> <p>For those who returned to Singapore <u>before</u> 16 March 2020, 11.59pm and who are well, they should be allowed to return to work/ school. Student Care Centres may consider taking additional precautionary measures in a calibrated manner (e.g. re-deploy staff to administrative tasks, carry out activities for children in smaller groups, step up frequency of cleaning and temperature taking)</p>	

⁴ Persons returning from Hubei province are subject to quarantine.

S/N	Precautionary Measures	What Should Student Care Centres Do?	
		For Child	For Staff
2	Any staff or child who recently returned to Singapore and who exhibits fever and/or other symptoms of respiratory illness and undergo a COVID-19 swab test at the checkpoints, regardless of travel history - Immigration and Checkpoints Authority (ICA) will issue SHN	<ul style="list-style-type: none"> Staff/ Parents of children will be advised by ICA to inform student care centres of SHN issued School-based student care centres should inform the school administration of staff/ child on SHN Community-based student care centres should inform MSF of staff/ child on SHN Monitor affected staff/ child through regular telephone calls 	
3	Any staff or child who recently returned to Singapore and with travel history to Hubei (including Wuhan) in the last 14 days – MOH to assess and place returnees under Home Quarantine Order (HQO) or in Government Quarantine Facilities (GQF) ⁵	<ul style="list-style-type: none"> School-based student care centres should inform the school administration of any staff or child placed under Quarantine Order by MOH. Community-based student care centres should notify MSF of such cases. Monitor affected staff/ child through regular telephone calls Staff or child should only return to student care centre after the Quarantine Order expires and if well 	
4	Any child or staff living with any household members under Home Quarantine Order (HQO)	<ul style="list-style-type: none"> Inform all parents to notify student care centre if there is a household member under HQO Grant child Leave of Absence, aligned to the period of household member's HQO Inform the school administration (for school-based centres) or MSF (for community-based centres) of any new LOA given to a child living with a 	<ul style="list-style-type: none"> Inform all staff to notify student care centre if there is a household member under HQO Student care centres can consider these precautionary measures: <ul style="list-style-type: none"> - Redeploy staff to administrative tasks; or - Grant Leave of Absence aligned to the period of household member's HQO.

⁵ Note that information on persons placed under HQO or in GQF must be kept **strictly confidential and disclosed only to persons on a need-to-know basis**. Information should not be disclosed to other children/parents/external parties.

S/N	Precautionary Measures	What Should Student Care Centres Do?	
		For Child	For Staff
		household member under HQO. <ul style="list-style-type: none"> • Monitor affected child through regular telephone calls 	<ul style="list-style-type: none"> • Immediately inform the school administration (for school-based Centres) or MSF (for community-based Centres) of any staff living with a household member under HQO and any new LOA given to staff. • Monitor affected staff through regular telephone calls
5	Any staff or child living with household members issued with a Leave of Absence (LOA) or Stay Home Notice (SHN)	<ul style="list-style-type: none"> • No action is required from the student care centre • Staff/Child should be allowed to attend student care centre, if well 	
6	Any staff or child who has recently returned from other countries	<ul style="list-style-type: none"> • No action is required from the student care centre • Staff /Child should be allowed to attend student care centre, if well 	

b. Visitors in student care centres [UPDATED]

Student care centres are to restrict casual visitors to minimise the risk of community transmission. Only visitors who are needed to support the running of student care centres (e.g. contractors) and agencies who need to perform necessary functions may enter the premises (e.g. MSF officers). Parents can still drop off and pick up their children.

If it is necessary to have a visitor in the centre, temperature checks and travel declarations should be obtained. Visitors who have visited the following countries within the last 14 days should not be admitted into your centre:

- i. Mainland China
- ii. France
- iii. Germany
- iv. Iran
- v. Italy
- vi. Japan
- vii. Republic of Korea
- viii. Spain

- ix. Switzerland
- x. United Kingdom
- xi. ASEAN countries⁶

Student care centres should also ensure that your visitor log is maintained, in the event of contact tracing. The updated visitor declaration form is at [Annex A](#) for your adaptation and use.

CONTINUATION OF CURRENT PRECAUTIONARY MEASURES

7 Student care centres are to continue with the current measures to safeguard the health and safety of student care centre staff and children. Here is a summary of the precautionary measures for student care centres in response to the COVID-19 situation.

a. Health checks and temperature screening

Student care centres are to continue with health checks and temperature screening for all children, staff and visitors. Student care centres should not admit children, staff and visitors who are unwell (i.e. have fever and/or flu-like symptoms such as runny nose, cough, shortness of breath). Student care centres should increase the frequency of temperature taking for children and staff to twice a day (i.e. during arrival and at dismissal)

* Please note that a child is generally considered to have a fever if the body temperature is above 37.5°C. This depends on the method of temperature taking and student care centres should check the instruction manual of the thermometer.

b. Large group and communal activities

To reduce the risk of local transmission, student care centres are encouraged to limit large group activities and gatherings, where possible. Student care centres are to:

- i. Suspend excursions and field trips to minimise risk of exposing children to large crowds. Daily outdoor play and learning for the children should continue.
- ii. Suspend large group and communal activities such as assemblies and mass celebrations. Measures that student care centres can take include the following:
 - Children to proceed directly to classrooms when they arrive at the centre, where possible
 - Programmes and activities to be carried out in small groups
 - Children to have their meals in their classrooms or to stagger meal times
- iii. Encourage parents to drop off and pick up their children outside the centre. Advise parents to stand further apart from one another while waiting outside the student care centre to pick up their children.

c. Cross deployment of staff

⁶ Does not apply for land and sea crossings with Malaysia; separate arrangements are being worked out by a bilateral joint working group with Malaysia.

To minimise the risk of transmission between student care centres, student care centre operators should limit the deployment of staff across centres, where possible.

d. Travel Plans and Declarations

With the evolving COVID-19 situation, student care centres are required to monitor the travel plans of staff and children to all countries closely. Student care centres should inform staff and parents to declare the following, if not already done:

- i. Of any intended/ updated travel plans by staff or enrolled children to other countries (including the city(s) of travel); and
- ii. When a household member of enrolled child or staff is issued with a Home Quarantine Order

The updated travel and health declaration form for staff/ children at Annex B is for your adaptation and use.

Student care centres should require all visitors entering the student care centre to fill in a travel declaration. Parents/Guardians who are at the student care centre to pick up and drop off their child for a short period of time (i.e. < 30 minutes) can be excluded.

8 We strongly encourage student care centres operators and supervisors to share the information with your staff.

9 Student care centres should encourage staff and children to observe good personal hygiene practices, and ensure the premises, equipment, materials and toys are kept clean.

10 As the COVID-19 situation may persist for a duration of time, student care centres should use your resources such as surgical masks and sanitizers sensibly, and only when necessary. Only individuals who are recovering from an illness need to wear a mask.

11 MSF and the relevant agencies are monitoring the COVID-19 situation closely. As the global situation continues to evolve, we will continue to review the measures needed to keep our student care centre community safe and provide regular updates. As we need to monitor and assess the situation in student care centres, we seek student care centre operators' and supervisors' cooperation to provide MSF with an update of staff and children on LOA and SHN by 2pm daily (one submission per person on LOA/SHN) via <https://go.gov.sg/msf-report-loa> or via the QR code below.



Annex A

**TRAVEL AND HEALTH DECLARATION FORM
(For Staff/ Child)**

As part of precautionary measures to ensure the health and wellbeing of the children and staff in the student care centre, we seek your cooperation to complete this form and return it to the student care centre if you intend to travel to another country. Please inform the student care centre immediately should there be any change in the status of your declaration. Thank you.

Particulars:

Name:

Contact No.:

Child's name (if applicable):

Child's BC (if applicable):

Please tick accordingly:

1. Do you/ your child have plans to travel overseas in the next 6 months?

Yes

Please state country/ city/ province.

(For example, China (country)/ Wuhan (city) / Hubei (province); Japan (country)/ Osaka (city):

Please state travel period:

No

2. I/ My child am/ is living with a household member(s) under Home Quarantine Order (HQO) issued by the Ministry of Health.

Yes

Please state HQO period: _____

No

I, the undersigned, declare the above information to be true.

Name and Signature of Staff/ Parent

Date

**TRAVEL DECLARATION FORM
(For Visitors)**

As part of precautionary measures to ensure the health and wellbeing of the children and staff in the student care centre, we seek your cooperation to complete this form and return it to the student care centre.

Thank you.

Particulars:

Name:

Contact No.:

Please tick accordingly:

1. Have you returned from the following countries within the last 14 days?

	No	Yes
a. Mainland China	<input type="checkbox"/>	<input type="checkbox"/>
b. France	<input type="checkbox"/>	<input type="checkbox"/>
c. Germany	<input type="checkbox"/>	<input type="checkbox"/>
d. Iran	<input type="checkbox"/>	<input type="checkbox"/>
e. Italy	<input type="checkbox"/>	<input type="checkbox"/>
f. Japan	<input type="checkbox"/>	<input type="checkbox"/>
g. Republic of Korea	<input type="checkbox"/>	<input type="checkbox"/>
h. Spain	<input type="checkbox"/>	<input type="checkbox"/>
i. Switzerland	<input type="checkbox"/>	<input type="checkbox"/>
j. United Kingdom	<input type="checkbox"/>	<input type="checkbox"/>
k. ASEAN countries*	<input type="checkbox"/>	<input type="checkbox"/>

* List of ASEAN countries: Brunei
Darussalam, Cambodia, Indonesia, Lao
PDR, Malaysia, Myanmar, Philippines,
Thailand, Vietnam

l. Other countries	<input type="checkbox"/>	<input type="checkbox"/>
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Please state
country/ city/
province:

We seek your understanding that visitors who have visited the following countries within the last 14 days will not be admitted into the student care centre:

- a. Mainland China
- b. France
- c. Germany
- d. Iran
- e. Italy
- f. Japan
- g. Republic of Korea
- h. Spain
- i. Switzerland
- j. United Kingdom
- k. ASEAN countries^

I, the undersigned, declare the above information to be true.

Name and Signature

Date

^ Does not apply for land and sea crossings with Malaysia; separate arrangements are being worked out by a bilateral joint working group with Malaysia