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27 January 2020

To: All Student Care Centres' operators

NEW PRECAUTIONARY MEASURE: LEAVE OF ABSENCE FOR STUDENT CARE CENTRE STAFF AND CHILDREN RETURNING FROM CHINA

Most Student Care Centres will re-open on 28 January 2020. **The Ministry of Social and Family Development (MSF) will be stepping up precautionary measures for Student Care Centres** to ensure the health and wellbeing of all children and staff in these Centres, in view of the evolving Wuhan coronavirus situation in China.

Travel Advisory

2 As the novel Coronavirus (2019-nCoV) situation in China continues to evolve, the Ministry of Health advises travellers to **defer all non-essential travel to Mainland China**.

- a) **Student Care Centre employees** who intend to travel overseas, or have returned from overseas in the last 14 days, should declare their travel plans and travel history to their Centres promptly, and follow other instructions from the Student Care Centre.
- b) **Families with children enrolled in Student Care Centres** who intend to travel overseas, or have returned from overseas in the past 14 days, should declare their travel plans and travel history to their children's Student Care Centres promptly, and follow other instructions from the Centre.

Leave of Absence for Student Care Centre employees & children returning from China

3 To safeguard the health of all members of the Student Care community, Student Care Centres are to implement a **Leave of Absence (LOA) of 14 days for employees and enrolled children returning from Mainland China** –

- a. **on and from 28 January 2020,**
- b. **as well as those who returned within the last 14 days** (i.e. from 14 Jan to 27 Jan 2020).

4 This means that any Student Care Centre employee or enrolled child returning from Mainland China during this period, should not attend student care at the Centre for 14 days from the date of their return to Singapore, as a precautionary measure.

They should:

- a. declare their travel history to the Student Care Centre;
- b. not report to the Centre during the 14-day period;
- c. monitor their health and seek medical attention promptly if feeling unwell.

Illustration: The date of return to Singapore would be considered Day 0. The Student Care Centre employee or enrolled child may then return to the Centre on Day 15. What this means is:

- i. If you return to Singapore from Mainland China on 28 Jan 2020 (Day 0), you may return to the Centre on 12 Feb 2020 (Day 15).
- ii. If you return to Singapore from Mainland China on 3 Feb 2020 (Day 0), you may return to the Centre on 18 Feb 2020 (Day 15).
- iii. If you had returned to Singapore from Mainland China on 14 Jan 2020 (Day 0), you may return to the Centre on 29 Jan 2020 (Day 15).

5 Student Care Centres should provide paid Leave of Absence for affected employees, and monitor their health closely during LOA.

6 For parents of affected children, who need financial assistance or support during this period, they should approach the nearest Social Service Office¹ or call the ComCare Hotline at 1800-2220000.

¹ Please refer to <https://www.msf.gov.sg/dfcs/ssso/>

7 Student Care Centre operators and supervisors should remain vigilant and conduct health checks for all children, employees and visitors. Parents and visitors who are unwell (i.e. have fever or flu-like symptoms) should not enter the Centres' premises. Student Care Centres should also continue to ensure good environmental hygiene and monitor the health of all employees and children in the centre.

Submit staff or child's travel declaration to MSF

8 Student Care Centres that receive travel history declarations from their employees and/or enrolled children, who are then placed on Leave of Absence, should email to MSF_Student_Care@msf.gov.sg their information, as follows:

- a. Name of centre
- b. Address of centre
- c. Name and contact details of:
 - i. Centre's operator
 - ii. Centre's supervisor
- d. Name of child who submitted declaration (if applicable)
 - i. Contact details of child's parents
 - ii. Country of travel, province / cities travelled to
 - iii. Period of travel
- e. Name of staff who submitted declaration (if applicable)
 - i. Contact details of staff
 - ii. Country of travel, province / cities travelled to
 - iii. Period of travel

9 If you require any assistance or clarifications, please email: MSF_Student_Care@msf.gov.sg or contact the respective Student Care Officer (SCO) assigned to your postal code area.

Yours faithfully

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Director

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