Safe ABCs for COVID-19 Safe Student Care Centres

Student care centres must ensure that the following safe management measures are clearly communicated to staff and are implemented well and consistently.

A. COVID-Safe *Access*

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	
To ensure Safe *A*ccess, student care centres are to implement the following measures to ensure that individuals who may pose a higher risk to transmission are not allowed access into the student care centre premises: a. **Restriction of staff and children allowed in student care centres - Leave of Absence/ Stay-Home Notice** ☑ Student care centres are not to allow staff and children on Quarantine Order (QO), Leave of Absence (LOA) and Stay-Home Notices (SHN) to enter the student care centre. See Annex A1 on Leave of Absence and Stay-Home Notices.			
b. **Restriction of persons conducting tuition and/or enrichment programme in student care centres** ☑ *[UPDATED]* With effect from 29 June 2020, student care centres may resume tuition and/or enrichment programmes. Student care centres are to strictly adhere to the following safe management measures for conducting tuition and/or enrichment programmes, on top of existing COVID-Safe ABCs. Student care centres must ensure that external persons conducting these programmes adhere to the safe management measures shown below. They should not start any programme if they are not ready to meet the required safe management measures yet.			

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	No	
i. Persons conducting the tuition and/or enrichment programme must be dedicated to a single centre; they may not enter the centre if they teach, conduct programmes/activities or work in any capacity at another centre.			
ii. Persons conducting the tuition and/or enrichment programme must engage children strictly within their existing classes/groups. Centres are not allowed to combine children from different levels or classes/groups for any programme session. Where children are split into smaller groups within their regular class/grouping, they should remain within the same groups when attending the tuition and/or enrichment programme and not mix.			
iii. Persons conducting the tuition and/or enrichment programme must ensure safe distancing during the sessions and conduct cleaning after each session. They must maintain a safe distance from children at all times and ensure children in the programme are seated at least 1 metre apart, where possible. They should also wash or sanitise their hands after each session. If a common space is used for the programme, the tables and high touch point areas should be wiped down and disinfected between each use by different classes/groups.			
iv. The student care centre should not conduct tuition and/or enrichment programmes which involve children not in the student care programme, within its premises during student care hours.			
v. If the student care centre runs any programme at its premises, outside student care hours, it should comply with safe management measures issued for such programmes. It must ensure that the classrooms, furniture and high touch point areas are cleaned and/or disinfected before being used for student care service.			

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	
vi. The student care centre can have up to 5 persons conducting tuition and/or enrichment programme at any one time, but no more than 10 persons in total per centre.			
vii. Volunteers engaged by the student care centre to conduct tuition and/or enrichment programme should adhere to the same safe management measures as above.			
c. Restriction of visitors allowed in student care centres ☑ Student care centres are not to allow visitors who are on QO, SHN, LOA or have travelled overseas within the last 14 days, to enter the centre. ☑ Parents are not allowed into the student care centre premises. All parent-teacher discussions are to be carried out via tele-conferences or online. For potential parents, they should also not be allowed entry during operating hours. Student care centres are to substitute with alternatives (e.g. virtual tours and photos). ☑ Defer non-essential services/deliveries by vendors at the SCC. ☑ Designate a 'drop-off point' outside SCC for deliveries by vendors and ensure proper sanitisation and wiping down of all goods and items that are delivered. ☑ If not possible to defer maintenance other facilities management work, SCC should check with service vendors to ensure that the personnel deployed to the SCC do not reside in foreign worker dormitories with confirmed cases. SCC to screen health status and travel history of all contractors entering the premises, record their details (name, NRIC/WP, contact numbers) and log details of locations visited within the centre and persons they were in contact with. When physically entering the premises, contractors			*Has a notice on visitor restriction been put up at SCC's entrance? See <u>Attachment I</u>* *Have the most updated health and travel declaration forms been placed at the SCC entrance to be completed by visitors? See <u>Attachment II</u>* *Have I identified non-essential services/ deliveries that can be deferred?* *For vendors making deliveries to the SCC, has a clear 'drop-off point' been designated?*

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	
should wear gloves and surgical masks. Staff and children should not have any contact with external contractors and should not be in the same room or location where the contracted work is being done. There should also be wiping down of the areas where works are carried out before opening up the space for children and staff.			

d. Health checks and temperature screening
 	
☑ _On arrival_: Student care centres are to continue with temperature screening and health checks for all children, staff and visitors.
 	
Besides health checks for visible symptoms, student care centres are to explicitly ask all children, staff and visitors the following questions during health checks:
 	
   i.   Are you unwell?
   ii.   Do you have a cough?
   iii. Do you have a sore throat?
   iv. Do you have a runny nose?
   v.   Do you have shortness of breath?
   vi. Do you have a loss of sense of smell?
   vii. Are you unwell in any way (besides the above)?
   viii. Are there adult household members who are unwell with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath?
 	
Student care centres should not admit children, staff and visitors who are unwell, and recommend that they promptly seek medical attention. Children/Staff with adult household members who are unwell (with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath) are encouraged to stay home, if possible.
			Have I briefed SCC staff on the required health checks and screening?
			
			Do I keep a record of the temperature taking log sheet for the staff and children?
			See Attachment III
			
			Have I made these instructions available to staff for easy reference?

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	No	
☑ *During the day*: Student care centres should conduct another temperature taking and health check for both children and staff. i.e. total of two temperature taking/health checks while in the centre. The timing for these checks must be scheduled and not left to the discretion of individual staff. Student care centres should direct all staff who are unwell to leave immediately and promptly seek medical attention. Student care centres should advise staff not to clinic-hop. Where possible, operators/ principals must ensure that each staff visits only one clinic for check-ups if unwell. Otherwise, staff should inform the clinic of all recent doctor visits over the past 14 days for any symptoms that may be related to COVID-19 (including but not limited to typical symptoms such as fever, cough and shortness of breath). Children who report feeling unwell should be immediately isolated in the sick bay, and their parents/ guardians should be notified to bring them home as soon as possible. There should be no more than one unwell child in each sick bay. If there is more than one unwell child in the sick bay, the children should be spaced 2 metres or more apart and be given masks to wear. If staff need to interact closely with the sick children (i.e. <2 metres from child), they should wear a mask and practise hand hygiene after contact with the child. The sick bay should be sanitised and wiped down frequently, especially after every use.			*Have I briefed SCC staff on the handling of a child or staff who is unwell?* *Have I prepared a sick bay, room or a suitable space for a child or staff is unwell?*
e. Contact tracing of staff, children and visitors ☑ From 12 May 2020 onwards, student care centres are required to use SafeEntry to collect entry and exit information of visitors, staff and children to facilitate contact tracing. SafeEntry records will reduce the time required by MOH to identify potential close contacts of COVID-19 patients and mitigate the risk of new waves of infection. ☑ SafeEntry is only necessary for visitors who enter the student care premises and does not apply to parents dropping off or picking up children, school bus drivers etc.			*Has the SCC registered for SafeEntry?* *Have SCC staff been briefed on the use of SafeEntry?*

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	
☑ To minimise congestion at the entrance during arrival, student care centres may allow staff and children to enter first and to check-in using SafeEntry after the staff and children have settled in, if necessary. ☑ To help reduce the administrative load on student care centres, there is no need to check-out staff and children via SafeEntry.			
f. Travel Plans and Declarations ☑ With the evolving COVID-19 situation, student care centres are to continue monitoring 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 an enrolled child or staff is staying with a household member who is issued with a (i) Home Quarantine Order; or (ii) Stay Home Notice. ☑ Student care centres should require all visitors entering the student care centre to fill in a travel declaration form.			*Have I informed staff and parents of this requirement?* *How frequently do I and other supervisors check on the well-being of staff while they are on SHN?*

Student care centres are to implement the following to ensure that staff and children adopt COVID-Safe *B*ehaviour and norms to reduce the risk of transmission and ensure a safe environment within each class/group.

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	

a. Wearing of masks and shields in student care centres
 	
 ☑ *[UPDATED]* All student care centre staff are to continue to wear disposable or reusable masks in the student care centre. If there is close or prolonged contact between staff and children, they may wear both masks and face shields.
 	
 ☑ Student care centres are to educate staff and children on proper mask wearing/ removal and handling habits.
 	
 ☑ *[UPDATED]* Face shields will be allowed only for specific exempt groups or settings. The groups which can wear face shields are as follows:
 	
    i. Children 12 years and below, who may have difficulty wearing and keeping face masks on for prolonged period of time;
 	
    ii. Persons who have health conditions that may result in breathing or other medical difficulties when a mask is worn for a prolonged period of time; and
 	
    iii. Persons who are speaking to a group in a classroom or lecture-style setting, where they largely remain at the spot from which they are speaking and are able to maintain a safe distance away from any other persons.
			Have I informed parents to provide masks for their children to wear in the centre?
			
			 Has staff been informed of this requirement?

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	

b. Conduct only small group activities within each class/groups
 	
☑ Allocate children to fixed groups, with grouping in the following order of priority:
   i. **classmates (in school of origin)**
   ii. **school mates (i.e. grouping by schools)**
   iii. **students from other schools, where reasonably practicable to do so.**
 	
If children are grouped under (iii), reduce the number of schools in such mixed groupings, where possible.
 	
☑ Split a larger class/group into smaller groups for programmes and activities, where the adult to child ratio is not more than 1:20, where reasonably practicable to do so.
 	
☑ Children must remain in their small group and not switch between groups.
 	
☑ *[UPDATED]* Group activities of up to 5 children can be allowed whilst keeping to the same fixed group and seating arrangement, with 2 metres spacing between groups as a best practice. Groups should be allocated as per the order of priority stated above.
 	
☑ Within the small groups, staff are to speak softly. Everyone should keep their volume low. Actions such as speaking/singing loudly (like sneezing and coughing) increase expulsion of droplets that may contain viral particles and raise the risk of transmission of diseases like COVID-19.
			How will I organise the children in this SCC based on such groupings?
			
			Can the SCC accommodate all the children based on such groupings? If not, how will I manage the situation?
			
			Have I informed SCC staff of these guidelines?

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	No	
c. Ensure safe distancing between children and staff within each class/group			*Have I informed staff of these guidelines?*
Programmes/ activities ☑ Avoid programmes and activities that involve close physical contact among children and staff. Staff should avoid close physical contact with children e.g. hugs. ☑ Space out seating arrangements and ensure designated seat for each child. ☑ Arrange for children to queue 1m apart, where reasonably practicable to do so.			*Have I made these instructions available for them in hard copy, for easy reference?*
Meals ☑ Children to have meals in their respective classrooms/bays. If meals have to be taken in a common dining space: • Staggered meal times with no mixing of classes/groups. • Seat children as far apart as reasonably practicable • Surfaces (e.g. tables, chairs or desk shields) to be wiped down cleaned before the commencement of meals for the next class/group. ☑ Administrative and non-teaching staff should refrain from interacting with children, as far as possible. ☑ Staff should not move to another bay to dine/collect lunch, where reasonably practicable to do so. ☑ In the process of delivering food, student care centres are to ensure contactless food delivery between bays, where reasonably practicable to do so.			

Measures			Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
			Yes	No	
	Outdoor activities	☑ *[UPDATED]* Children can engage in outdoor play or activities, in groups capped at 5 children, with fixed composition of group members allocated based on the order of priority shown below and with 2 metres spacing between groups as a best practice: i. classmates (in school of origin) ii. school mates (i.e. grouping by schools) iii. students from other schools, where reasonably practicable to do so. ☑ Practise hand hygiene before and after outdoor activities. ☑ Avoid using outdoor spaces which has high traffic flows/crowds.			
	Routine care	☑ Arrange for children to queue 1m apart when going to the toilet, where reasonably practicable to do so. ☑ Limit showering to only on need-to basis (e.g. child has soiled himself or had skin disorder) to minimise use of common spaces. Rinse showers/contact areas carefully after showering each child before use by another child. ☑ Minimise contact between children of different classes/groups during routine care, where reasonably practicable to do so.			
d. No sharing of equipment ☑ Student care centres are to minimise cross-sharing of equipment, materials and toys across classes/groups.					*Have I informed staff of these guidelines?*

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	
☑ Equipment should be assigned individually within the class/group, if reasonably practicable to do so, and to be wiped down and cleaned after each use.			*Have I made these instructions available for them in hard copy, for easy reference?*
e. Practise high levels of personal hygiene All staff and children are to maintain good personal hygiene such as: ☑ Washing their hands immediately upon entering the student care centre. Thereafter all children are to change from their school uniform to their student care uniform, or a fresh/clean set of home clothes. This requirement should be observed by all children, including those who arrive later at the student care centre (e.g. due to after-school activities) ☑ Covering their mouth and nose with a tissue when sneezing or coughing, and to throw away the tissue immediately into a foot bin. ☑ Washing their hands regularly with soap, especially before eating or handling food, after toilet visits, or when hands are dirtied by respiratory secretions after coughing or sneezing. ☑ Not sharing food/ drinks, eating utensils, tooth brushes or towels with others. ☑ Avoid touching their eyes, nose and mouth			*Have I informed SCC staff of these guidelines?* *Have I informed parents to ensure that their child(ren) brings the student care uniform or a fresh set of home clothes to be worn in the SCC, as part of heightened personal hygiene practice?*

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	
f. Ensure high levels of environmental hygiene Student care centres are to step up cleaning of the student care centre premises and ensure high levels of environmental hygiene which includes the following: **Housekeeping / Refuse Management** Housekeeping ☑ Assign a team of staff to carry out cleaning and housekeeping <u>daily</u>. ☑ Disinfect frequently touched points such as handrails and door knobs with disinfectant <u>at least twice a day</u>. ☑ Clean and disinfect the tables, chairs, counter tops and shelves in the classrooms/bays, dining and activity areas with disinfectant <u>daily</u>. ☑ Clean and disinfect communal toys, equipment or gadgets <u>daily</u>. ☑ Wipe down and clean outdoor play equipment, especially high touch items, <u>between sessions / after each group</u>. Carry out regular cleaning/wash down of equipment. ☑ Clean, wash and disinfect resources and materials <u>at least once a week</u>. ☑ Premises, furniture, furnishings and fittings should be well maintained and kept clean, free from mould and mildew. ☑ Outdoor space should be well maintained.			*Have I informed the relevant staff of these guidelines?* *Have I made these instructions available for them in hard copy, for easy reference?* *Have I maintained an environmental cleaning schedule and up-to-date records?*

Measures			Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
			Yes	No	
		☑ *[UPDATED]* Keep all rooms well-ventilated. Open windows to allow plenty of fresh air into the indoor environment, where possible. Student care centres may consider installing high efficiency air filters in air handling units, or use portable air cleaners for localised air cleaning. Refuse management ☑ Ensure bins are covered at all times and cleared <u>daily</u>. Tie refuse contained in plastic bags properly before disposal. ☑ Clean up any refuse spillage (e.g. vomitus) <u>immediately</u> with dedicated equipment. ☑ Engage licensed waste contractors to remove refuse <u>daily</u>. ☑ Ensure that cleaning equipment are disinfected properly using diluted household bleach prior to re-use. ☑ Dedicated equipment should be provided for cleaning toilets and should not be used to clean the rest of the student care centre.			
	Toilets and shower facilities	☑ Disinfect frequently touched areas such as water taps, door/ towel holder/ cistern handles, seats and cover flaps, wash basins, door knobs, buttons and switches with disinfectant <u>twice daily</u>. ☑ Provide adequate supply of toilet paper, paper towels (if provided) or hand dryers and liquid soap at all times.			

Measures		Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
		Yes	No	
	☑ Toilet fittings and fixtures should be free from grime, dirt and mould. ☑ Taps and flush system should be in good working condition at all times. ☑ Toilet floors should be cleaned and disinfected <u>twice daily</u>. ☑ Toilet floors should be clean and dry, and toilets should not have a bad odour. ☑ *[UPDATED]* Toilets should be well ventilated. Keep toilet exhaust fans running at full capacity for longer operating hours to enhance ventilation ☑ All sanitary pipes and fittings should be in good working condition.			

C. COVID-Safe *C*lassrooms/Bays

To ensure COVID-Safe *C*lassrooms/Bays, it is critical that children and staff stay within a fixed group and designated spaces to minimise any risk of cross-transmission across classes/groups, in the event of a confirmed COVID-19 case in the student care centre.

Student care centres are to implement the following measures to ensure **minimal interaction/ mixing between children and staff from different bays/ floors/ classes**.

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	No	
a. Safe distancing between classes/groups during drop off/ pick up times ☑ Children are to proceed directly into student care centre on arrival. Do not combine classes/groups during arrival and departure periods. If children need to be located in a combined space, children of the same class/group must be assigned a specific zone within the area at least 2m apart from other class/group and children from different classes/groups should preferably be in the same space for less than 30 minutes. There should be no mixing of children from different bays/ floors/ classes. ☑ Children from different classes/groups to use separate routes and entrances/exits, where available. ☑ Where school bus services are used: • Take children's temperatures prior to boarding. • Assign specific seat to each child. • Ensure each child wears a mask. • Alternate seating that is at least 1m apart for all children, where reasonably practicable to do so. • Ensure that the bus is cleaned and sanitised before children's use every time.			*Have I informed staff of these guidelines and requirements, and document them for staff's reference?* *Have staff planned and demarcated routes within SCC, demarcate queue spacing etc.?* *Have I informed bus operators of the measures to be implemented? How will I monitor they are implemented?*

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	
☑ Student care centres must engage parents to put in place staggered drop-off and pick-up times for classes/groups to prevent the formation of queues and crowding at student care centres. To facilitate this, student care centres have the flexibility to make adjustments to existing timetables. ☑ Student care centres to demarcate queues; parents/guardians to stand at least 1 m apart. Student care centres are to inform parents to not mingle with one another after pick-up, and to not engage in long conversations with staff. Parents can dialogue with staff via telephone / emails.			*Have I informed parents of the staggered drop-off or pick-up times?*
b. Segregate children/ staff by bays/ floors/ classes during the day ☑ Keep children within their own bays/floors/classes. Ensure there is no mixing of children from different bays/ floors/classes. Consider 'soft barriers' or markers to help with demarcation. ☑ *[UPDATED]* For any room used by the SCC, the maximum class size should not exceed 50 people at any one time (inclusive of staff). Operationally, SCCs should continue to determine the actual class size based on the implementation of safe management measures; ☑ Ensure that children do not interact with children from different classes/groups along walkways, corridors or common spaces, where reasonably practicable to do so. ☑ Stagger classes/groups going outdoors, no mixing between classes/groups when preparing to go out/return from outdoors. Keep classes/groups separate during outdoor play. ☑ Stagger classes in their use of common areas and facilities (e.g. toilets, halls, common areas) to avoid mixing between classes.			*Have I informed staff of these guidelines?* *How will I monitor the implementation of these measures in the SCC?*

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	
☑ *[UPDATED]* Staff must not be cross-deployed across centres. As far as possible, core programme staff should not be deployed to more than 2 classes/groups within the same centre. The only exception is for Mother Tongue Language (MTL) teachers, where there may be staff constraints. MTL teachers may therefore engage more than 2 classes, subject to the following measures: ▪ Teachers deployed across classes must engage children strictly within the existing classes. They are not allowed to combine children from different classes for each MTL session. Where children are split into smaller groups within their regular classes/groupings, they should remain within the same groups when attending the MTL sessions and not mix. ▪ Teachers deployed across classes must ensure safe distancing and cleaning after each session. They must maintain a safe distance from children at all times and ensure children in the programme are seated at least 1 metre apart, where possible. They should also wash or sanitise their hands after each session. If a common space is used for the programme, the tables and high touch point areas should be wiped down and disinfected between each use by different classes. ☑ When deploying relief or auxiliary staff, centres must ensure that the staff does not teach, conduct programmes/activities or work at another centre. ☑ Non-teaching staff, e.g. cleaners and administrative staff need to refrain from interacting with children, where reasonably practicable to do so. For example, cleaners to clean classrooms/bays when the children are not present.			

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	No	
c. Suspend large group activities ☑ Suspend large group and communal activities e.g. assemblies. ☑ Suspend all celebrations for special events such as birthdays, graduation concerts, birthdays etc. ☑ Suspend excursions and field trips that expose children to large crowds.			
d. Suspend inter-class/group programmes ☑ Suspend extra-curricular activities and enrichment classes with immediate effect unless the provider can put in place measures to avoid co-mingling. ☑ Suspend inter-class/group programmes involves bringing children across multiple classes/groups into one group.			
e. Suspend staff meetings, training and social gatherings ☑ Conduct all internal and external staff meetings virtually, e.g. by using tele-conferencing facilities. If there is a critical need for physical meetings to proceed, staff should limit the number of attendees and shorten their duration. There should be clear physical spacing of at least 1m between persons at all times. ☑ Staff are not to socialise or congregate in common areas, such as staff lounge and pantry.			

Measures	Done? To tick		Guiding questions for Operators to plan and monitor implementation of measures
	Yes	**No**	
☑ Operators/ principals should not organise social gatherings outside the workplace and also remind their staff not to socialise outside of the workplace, both during or outside working hours (e.g. going out together for lunch, dinner breaks or drinks), including with colleagues from separate teams / shifts / student care centres. *For more details on requirements for safe management measures at the workplace after Circuit Breaker, please refer to the advisory by the Ministry of Manpower: https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures*			

Leave of Absence/ Stay Home Notice Requirements

S/N	Requirement	What Should Student care centres Do?	
		For Child	**For Staff**
1.	**Any staff or child with travel history in the last 14-days from all countries will be issued a 14-day Stay-Home Notice (SHN)** *- ICA will issue SHN to all returnees*	• 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	
2.	**Any child or staff staying with any household member under:** **a. Home Quarantine Order (HQO);** **b. Stay-Home Notice (SHN): (i) Who has returned from any country to Singapore from Wednesday, 25 March 2020, 11.59pm; or (ii) Who were issued SHN due to other circumstances e.g. working in construction sector.**	• Inform parents to notify student care centre if there is a household member under HQO; - SHN - Grant child LOA, aligned to the period of household member's HQO/ SHN • School-based student care centres should notify the school administration of	• Inform staff to notify student care centre if there is a household member under: - HQO - SHN • Student care centres can consider these precautionary measures: - Grant LOA aligned to the period of household member's HQO/ SHN; or

S/N	Requirement	What Should Student care centres Do?	
		For Child	**For Staff**
		any LOA given to child • Community-based student care should notify MSF of any LOA given to child • Monitor affected child through regular telephone calls	- Redeploy staff to administrative tasks • School-based student care centres should notify the school administration of any LOA given to staff • Community-based student care should notify MSF of any LOA given to staff • Monitor affected staff through regular telephone calls
3.	**Any staff or child living with household members issued with a Leave of Absence (LOA)**	• No action is required from the student care centre • Staff/Child should be allowed to attend student care centre, if well	