

8 March 2021

Dear Student Care Operators

COVID-19 VACCINATIONS FOR STUDENT CARE CENTRE (SCC) STAFF FROM SCC WHICH ARE NOT REGISTERED WITH MSF AS OUR STUDENT CARE FEE ASSISTANCE (SCFA) ADMINISTRATOR

Thank you for your valued contributions to supporting our nation's fight against the COVID-19 pandemic and ensuring that SCCs remain safe for our children.

2 On 14 December 2020, Prime Minister Lee announced that the first batch of COVID-19 vaccines would arrive in Singapore at the end of December last year, with plans to vaccinate the population progressively in the following months.

3 The objective of the COVID-19 vaccination strategy is to protect Singaporeans and long-term residents, so that Singapore can gradually return to a post-COVID new normal, safely re-open our economy and resume normal activities. Getting vaccinated is one of the tools in conjunction with other public health measures such as Rostered Routine Testing to detect infection early, minimise the risk of spread of COVID-19, and prevent large clusters from occurring in the community.

4 All employees who are on the frontline and/or providing a service of critical importance to the functioning of Singapore are invited to participate in the COVID-19 vaccination programme. COVID-19 vaccines are free for Singaporeans and long-term residents (including those on Employment or S-Pass as well as work pass holders) who are currently in Singapore. **As SCC staff care for and are in close prolonged contact with children who are not eligible for vaccination, we are extending the invitation to all SCC staff to be vaccinated so that we can protect our children in the community.**

5 For SCCs which are neither registered with nor have received a notification from MSF on the vaccination exercise, your Centre may participate in the vaccination exercise if the SCC is able to provide and fulfil **ALL** of the following:

- a) Confirmation that centre is registered under Singapore Standard Industrial Classification (SSIC) code 88912 ("child/student care services for school-going children")¹;
- b) Documentation of the centre's programme as an SCC, which should include:
 - i. structured programme to care for children aged 7-14 years old, which includes homework supervision, care components of at least 3 hours, and provision of shower facilities²;
 - ii. provision of meals or snacks; and
 - iii. The Centre's enrolment form³
- c) Agreement to sign a declaration that the centre is primarily providing student care services for school children aged 7-14. Please complete and sign the attached Declaration form in **Annex A.**

¹ Print screen or screen capture reflecting the centre's SSIC code. The centre's SSIC code may be obtained by logging in to BizFile+ at <https://www.bizfile.gov.sg/> using your CorpPass credentials.

² Description of student care programme and activities. To highlight the daily schedule/timetable; activities conducted or programmes offered; facilities (e.g. study area, gaming room, dining room, shower facilities etc.) available; meal arrangements/menu and schedule, and other relevant details.

³ A copy of your centre's enrolment form which is given to the students when they enrolled in the SCC.

What do SCCs need to do

6 As part of the preparatory work for the vaccination of the student care sector, we seek your assistance to **submit the following particulars of all your staff⁴ via <https://go.gov.sg/nonscfascstaffdetails> by 12 March 2021:**

- a. Name of staff
- b. NRIC/FIN of staff
- c. Email of staff
- d. Mobile number of staff
- e. Whether staff is programme or non-programme staff
- f. Attach the supporting documents mentioned in Paragraph 5.

It is important that you submit the particulars of all your staff accurately so that your staff can receive an SMS notification to schedule an appointment for vaccination, once the vaccination exercise commences. Vaccination is by appointment only. To minimise unnecessary delay, Centres will need to ensure that all required information and attachments are submitted, before we can proceed with the assessment.

6 We will send a further circular on the exact date when the vaccination exercise for SCC staff will commence and SCC staff may start to book their vaccination appointments.

7 Before the vaccine is administered, there will be a screening process at the Vaccination Centre to help determine if any staff falls into categories that should not yet receive the vaccine. The COVID-19 vaccines are not recommended for pregnant women, severely immunocompromised persons, and children under the age of 16 years for now, until more efficacy and safety data become available for these subgroups. It is also not advisable for those with a history of anaphylaxis or severe allergic reactions to receive the COVID-19 vaccine.

8 For more information on the vaccination programme, please refer <https://www.moh.gov.sg/covid-19/vaccination> and <https://www.vaccine.gov.sg/faq>. Additional student care-specific FAQs are also attached at Annex B.

9 If you have any enquiries or require assistance, please call the SCC hotline at Tel: 6354 8487 (8.30am to 6pm daily).

Thank you.

Yours faithfully,

Denise Low (Ms)

Director

Service Delivery and Coordination Division

Ministry of Social and Family Development

⁴ Includes all programme and non-programme staff (e.g.: cooks, cleaners, administrators), relief staff, and regular vendors.



VACCINATION EXERCISE FOR NON-REGISTERED STUDENT CARE CENTRES⁵

Background:

As mentioned in the main circular, the vaccination exercise applies to all SCCs that are providing student care services for school children. In order for us to include your centre under the vaccination exercise, non-SCFA Administrator SCCs which are not previously known to MSF are required to provide MSF with the following:

- a. Confirmation that centre is registered under Singapore Standard Industrial Classification (SSIC) code 88912 (“child/student care services for school-going children”);
- b. Documentation of the centre’s programme as an SCC, which should include:
 - i. structured programme to care for children aged 7-14 years old, which includes homework supervision, care components of at least 3 hours, and provision of shower facilities;
 - ii. provision of meals or snacks; and
 - iii. A copy of the Centre’s enrolment form
- c. Declaration that the centre is providing student care services⁶ for school children aged 7-14

Please **complete and sign this form** as part of the declaration that the centre is providing student care services for school children aged 7-14.

⁵ Non-registered SCCs are centres that are not registered with MSF to administer Student Care Fee Assistance (SCFA) subsidies.

⁶ Student care services are broadly defined as a) having a structured after-school programme for children aged 7-14 years old (which includes homework supervision, care components of at least 3 hours, and provision of shower facilities), and b) providing meals or snacks to children enrolled in the centre.

PARTICULARS OF THE SCC

Name of SCC : _____

Address : _____

: _____

S ()

Contact person (Supervisor of SCC) : _____

Designation : _____

Telephone no. : _____

Mobile no. : _____

E-mail address : _____

PARTICULARS OF THE ORGANISATION OPERATING THE SCC (“ORGANISATION”)

Registered name : _____

Registered address : _____

: _____

S ()

Contact person : _____

Designation : _____

Telephone no. : _____

Email address : _____

Type of organisation:

- Social Service Agency (SSA) Commercial Others (specify: _____)

RCB (ACRA) registration no. and date : _____
(for sole proprietorship, company and partnership)

ROS registration no. and Date (for SSA) : _____

Type of premises the SCC is operating out of:

- | | |
|--|--|
| <input type="checkbox"/> HDB void deck | <input type="checkbox"/> Community Centre |
| <input type="checkbox"/> Government Building | <input type="checkbox"/> Private premises |
| <input type="checkbox"/> Civil Defence Shelter | <input type="checkbox"/> Others (specify: _____) |

Start date of operation : _____

Total usable floor area⁷ : _____ sq m

Maximum capacity⁸ : _____ (at any point in time)

Monthly SCC fee : _____ (with GST)

(indicate any variations in fee,
if applicable)

: _____ **(without GST)**

Holiday surcharge (if any) : _____ per full day of service

Miscellaneous charges (if any) : _____

Hours of operation : _____ (Mon – Fri)

: _____ (Sat)

: _____ (school holidays)

No. of days SCC is closed in a month (other than public holidays) : _____

⁷ Usable floor area includes only the activity area for students and does not include ancillary areas such as kitchen, store, toilets and staff office/sick bay.

⁸ Maximum Capacity of the centre is calculated using this formula: *Centre's usable floor area (meters square) divided by 3*. For example, 90 m² = maximum capacity of 30 students at any point in time.

SCC OPERATIONS

Data provided should be as at 1 Mar 2021.

Enrolment

Total enrolment	
Enrolment breakdown, by citizenship	No. of Singapore Citizen (SC):
	No. of Permanent Resident (PR):
	No. of Non-SC/PR:
Enrolment breakdown, by age	Pri 1 to Pri 3:
	Pri 4 to Pri 6:
	Sec 1 to Sec 2:
Waiting list (if any)	

Number of Staff

Programme staff	
(1) Supervisor	
(2) Teachers	
(3) Assistant teachers	
Support staff	
(1) Administrator	
(2) Cook/Cleaner	
Other staff	
Total number of staff	
Number of staff on work passes and permits	

DECLARATION

I, the undersigned, declare that I am duly authorised to submit this form, and make this declaration on behalf of the Organisation.

2. I declare that the Organisation is providing student care services⁹ for school-going children aged 7 to 14.

3. I further declare that the information stated in this form and all supporting documents submitted (e.g. SSIC code, programme timetable, menu of the SCC, and copy of the Centre's enrolment form) are true and correct to the best of my knowledge, information and belief.

4. I understand that nothing in this form shall be construed as an endorsement from the Ministry of Social and Family Development (MSF) for the student care services provided by the Organisation and/or by the SCC.

5. I agree to notify MSF in the event:-

- a. There are any changes to the information provided under the section, "Particulars of the SCC"; or
- b. The Organisation and/or the SCC decide to cease the provision of student care services.

6. I understand that MSF may request for further information as and when required.

Name of authorised representative : _____

NRIC No. : _____

Designation : _____

Signature/Company Stamp : _____

Centre Address : _____

Contact Tel : _____

Date : _____

⁹ Student care services are broadly defined as a) having a structured after-school programme for children aged 7-14 years old (which includes homework supervision, care components of at least 3 hours, and provision of shower facilities), and b) providing meals or snacks to children enrolled in the centre.



**Frequently Asked Questions
on Vaccination of Student Care Centre Staff
– COVID-19 (Coronavirus Disease 2019)**

8 March 2021

OVERVIEW ON VACCINATION OF STUDENT CARE CENTRE (SCC) STAFF

1. Why are SCC staff prioritised for the vaccination?

The objective of the COVID-19 vaccination strategy is to protect Singaporeans and long-term residents, so that Singapore can gradually return to a post-COVID new normal, safely re-open our economy and resume normal activities. Getting vaccinated is one of the tools in conjunction with other public health measures such as Rostered Routine Testing to detect infection early, minimise the risk of spread of COVID-19, and prevent large clusters from occurring in the community.

As the Student Care sector takes care of children who are not yet medically eligible for vaccination, vaccination has therefore been prioritised for the Student Care sector.

2. Who are invited for the vaccination?

The invitation for vaccination is extended to any staff who are working in the SCC and have close and sustained contact with children. This includes the following:

- Centre Operators
- Teachers
- Assistant teachers
- Non-programme staff (e.g. cooks, cleaners, administrative staff)
- Any relief staff deployed in the SCCs
- New staff who have been employed by the SCCs
- Vendors (i.e. bus driver, bus attendant) who has regular contact with the children

3. Will the invitation for vaccination be extended to vendors which provide external enrichment programmes in the centre need to be vaccinated?

Our priority is to focus efforts on vaccinating all SCC staff as they are essential to the operations of the SCCs, and have constant close contact with the children.

The vendors are eligible for the vaccination if they have regular contact with the children (e.g. at least one contact with the children within a week). Please be assured that all Singaporeans and Long-Term residents will have the opportunity to receive the vaccination in time.

For school-based SCCs, please work directly with the school administrators to identify which vendors and contractors should be invited for vaccination with the SCC staff.

4. Will the invitation for vaccination be extended to personnel providing contract services (e.g. outsourced security, delivery men, repair men)?

Our priority is to focus efforts on vaccinating all SCC staff as they are essential to the operations of the SCCs, and have constant close contact with the children. As personnel providing contract services who have minimal interactions with the children, there is no need to include them in the list of staff to be vaccinated at this juncture. Please be assured that all Singaporeans and Long-Term residents will have the opportunity to receive the vaccination in time.

5. Is it compulsory for all staff to be vaccinated?

It is important for us to achieve as high a level of population coverage as possible, to provide protection for the majority of our population. A population with high vaccination coverage against COVID-19 will indirectly protect those who are unable to receive COVID-19 vaccination (e.g. severely immunocompromised individuals, subgroups such as children where safety data is not available), as the risk of transmission of the disease will be greatly reduced.

We understand the apprehension that some staff may have with regard to the vaccination. As the student care sector takes care of young children who are not eligible for vaccination, we strongly encourage all staff to take up the invitation to be vaccinated when it is their turn to do so, so that they can protect the children under their care and also better protect themselves.

6. Can staff who choose not to be vaccinated continue to work in the SCCs?

It is important for us to achieve as high a level of population coverage as possible, to provide protection for the majority of our population. A population with high vaccination coverage against COVID-19 will protect themselves and indirectly protect those who are unable to receive COVID-19 vaccination (e.g. severely immunocompromised individuals, subgroups such as children where safety data is not available), as the risk of transmission of the disease will be greatly reduced.

We understand the apprehension that some staff may have with regard to the vaccination. As the student care sector takes care of children who are not eligible for vaccination, we would like to strongly encourage all staff to take up the invitation to be vaccinated when it is their turn to do so, so that they can protect the children under their care.

Notwithstanding this, we recognise that some staff may not be able to take the vaccination (e.g. are pregnant, have a history of severe allergic reaction, have a weak immune system due to various reasons such as cancer). As such, staff who do not receive the vaccination can still continue to work in the SCCs.

7. Can the staff receive another (non-COVID-19) vaccine at the same time as COVID-19 vaccine? How long does he / she have to wait before getting other vaccines?

There is no data on administering COVID-19 vaccine at the same time as other non-COVID-19 vaccines (e.g.: Measles, Mumps and Rubella (MMR) Vaccination). A minimum interval of 14 days is recommended before or after any other vaccines i.e. other vaccines should not be administered 14 days or less before the first dose; or 14 days or less after the second dose of a COVID-19 vaccine.

8. Where can staff retrieve their vaccination records?

The staff will receive a hardcopy vaccination card after the 1st dose of vaccination. The staff may also retrieve the records from Health Hub app.

REGISTRATION FOR THE VACCINATION

9. How do staff register for the vaccination?

All staff will receive an SMS invitation to register for the vaccination and schedule an appointment via the National Appointment System. It is therefore critical that the SCCs submit the required particulars of all staff accurately by **12 March 2021**.

a. Submission of staff particulars (for community-based SCCs)

Stand-alone or Operators with 2 or fewer SCC branches: Submit your staff particulars via <https://go.gov.sg/sccstaffdetails> by **12 March 2021**. We wish to highlight that it is important to provide an up-to-date mobile number as an SMS alert will be sent to this number. It is also important to provide the personal email address of the staff as confirmation of the vaccination appointment will be sent to this email address.

Operators with 3 or more SCC branches: MSF will coordinate with the respective headquarters (HQ) to submit the staff particulars centrally. There is no need for these operators to submit via <https://go.gov.sg/sccstaffdetails>.

b. Registration process

Individual staff will receive an SMS alert which contains a unique link (with a 10-digit code) to the registration page.

- i. Click on the link and fill in the NRIC in the registration page
- ii. Answer the health questionnaire
- iii. Select the preferred vaccination location and appointment dates for both doses
- iv. A confirmation email will be sent to the staff once the information is successfully submitted.

10. What are the opening hours of the vaccination centres?

In general, the vaccination centres are open daily from about 8am to 10pm (last registration at 9pm). Staff can view the exact hours and appointment slots when they register for the vaccination in the system. Staff who are concerned that they may suffer mild side effects may wish to consider taking the vaccination during the weekends so that they have more time to rest.

11. If I am unable to make it for their appointments, can I reschedule the appointment?

You may reschedule your appointments using the same booking link in the original SMS.

12. What if I am on medical leave or unwell? Should I still go for the vaccination?

Please do not go for the appointment. You should only take the vaccination when you are well.

If you have not taken your 1st dose, cancel and rebook both appointments using the same booking link issued by SMS. If you have taken your 1st dose and wish to reschedule your 2nd dose, please call MOH at 1800 333 9999.

13. How long can I take to decide on the vaccination?

We would like to strongly encourage all staff to take up the invitation to be vaccinated once they receive the SMS alert.

You will have 30 days from receipt of the SMS to schedule an appointment via the booking link. Within the 30 days, you will have priority to schedule your appointment. If you have not booked a slot within the 30-day time limit, but are still keen to be vaccinated, you may re-register your interest and will be notified to make an appointment when there are slots available. You can re-register by clicking on the same unique link in the original SMS notification.

Please note that the 30-day limit applies to the time window given to make an appointment. It does not mean that you must be vaccinated within 30 days of receiving the SMS.

14. Are SCCs expected to monitor vaccination take-up of their staff?

We would like to strongly encourage operators to check in with their staff if they have registered for their vaccination, and to encourage their staff to go for their vaccinations. It is important for Singapore to achieve as high a level of population coverage as possible, to provide protection for the majority of our population including those who are unable to receive COVID-19 vaccination (e.g. children).