

Our Ref: MSF 132-007-356A-2

5 February 2020

Dear Student Care Centre Operator /Supervisor

[NEW MEASURES] Key Information on Precautionary Measures for Student care centres – 2019 Novel Coronavirus (2019-nCoV)

In light of the latest developments in the 2019 Novel Coronavirus (2019-nCoV) situation, MSF will step up precautionary measures in all student care centres to ensure the health and well-being of all children and staff.

NEW MEASURES (WITH EFFECT FROM 5 FEBRUARY 2020)

- 2 With effect from 5 February 2020, all student care centres are to implement the following precautionary measures:
- a. Suspend large group and communal activities such as assemblies and mass celebrations. Children should proceed directly to classrooms when they arrive at the centre.
 - b. Suspend excursions and field trips to minimise risk of exposing children to large crowds. Daily outdoor play and learning can continue.
 - c. Continue with health checks and temperature screening for all children, staff and visitors. The frequency of temperature taking for children and staff shall increase to twice a day (i.e. during arrival and at dismissal).
 - d. Require all visitors entering the student care centre to fill in travel declaration. Ensure that visitors have not visited Mainland China within the last 14 days. 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. less than 30 minutes) can be excluded.

CONTINUATION OF CURRENT PRECAUTIONARY MEASURES

3 Student care centres are to continue with the current measures to safeguard the health and safety of centre staff and enrolled children. Here is a summary of the precautionary measures for student care centres and clarifications to common queries raised by student care centres, in response to the novel coronavirus situation.

		For Child	For Staff
1	Any staff or child who recently returned from Mainland China – the student care centre to place under Leave of Absence (LOA)	<ul style="list-style-type: none"> ▪ Grant 14-day Leave of Absence (LOA), from date of return to Singapore from Mainland China. ▪ Notify MSF of new LOA given. ▪ Monitor health of affected child/staff. ▪ Refer to FAQs on how to compute period of LOA. <p>Please note that with effect from 4 February 2020, student care centres should request staff and parents to indicate the City/Province in Mainland China that they had travelled / will travel to, as part of the travel declaration. (Eg. Wuhan -City; Hubei – Province)</p>	
2	Any staff or child who recently returned from Hubei (including Wuhan) – MOH to assess and place under Home Quarantine Order (HQO) or in Government Quarantine Facilities (GQF) **	<ul style="list-style-type: none"> ▪ Inform MSF of any staff or child placed under Quarantine Order by MOH. ▪ Staff or child will only return to student care after the Quarantine Order expires and if well. 	
3	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 the student care centre if there is a household member under HQO ▪ Grant child 14-day Leave of Absence, from the date of issue of household member's HQO. ▪ Inform MSF of any new LOA given to a child living with a household member under HQO. ▪ Monitor health of child. 	<ul style="list-style-type: none"> ▪ Inform all staff to notify the student care centre if there is a household member under HQO ▪ Student care centres can choose to consider additional precautionary measures such as: <ul style="list-style-type: none"> - Redeploy staff to administrative tasks - Grant 14-day Leave of Absence, from the date of issue of household member's HQO. ▪ Inform MSF of any new LOA given to a staff living with a household member under HQO. ▪ Monitor health of staff.

4	Any staff or child living with household members issued with a Leave of Absence (LOA)	<ul style="list-style-type: none"> • No action is required from the student care centre. • Staff/Child should be allowed to attend student care, if well.
5	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 if well.

**** 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.**

a. Difference between a Quarantine Order (QO) and a Leave of Absence (LOA)

A Quarantine Order is served to healthy individuals who have a higher risk of exposure to the virus, such as someone who has close contact with an infected person. Quarantine Orders have legal force, with severe penalties for non-compliance. Quarantine usually occurs in the home but can also be served in dedicated Government Quarantine Facilities (GQFs) or hospitals, should the individual not have suitable accommodation in Singapore.

A Leave of Absence is issued as a precautionary measure to children and staff who are well, but have recently travelled to Mainland China; or for children living in households with person(s) under Quarantine Order. For staff living in households with person(s) under Quarantine Order, student care operators and supervisors may choose to consider additional precautionary measures such as redeploying the staff to a role with no direct contact to children or grant the staff a Leave of Absence. Those on a Leave of Absence should be socially responsible and comply with the Leave of Absence, to prevent possible transmission of infections. Persons put on a Leave of Absence should remain in their place of residence as much as possible during their leave of absence. They should avoid going to crowded places and attending social gatherings during their leave of absence, and monitor themselves for fever and respiratory symptoms such as cough and breathlessness.

b. Request Staff and Parents to provide travel plans and declarations related to family members on Home Quarantine Order

Student care centres should inform staff and parents to notify the student care centres of the following:

- a. Of any intended travel plans by staff or enrolled children to Mainland China; and
- b. When a household member of a enrolled child or staff is issued with a Home Quarantine Order

c. Inform parents or staff to notify the student care centre if they have household members who are under Home Quarantine Order

Student care centres should inform parents and staff to notify the centre when a household member of an enrolled child or staff is issued with a Home Quarantine Order. If student care centres would like to ask that parents submit a travel and health declaration, a sample form is attached for your adaptation and use. Sample letters for leave of absence are also attached for your adaptation and use, where relevant.

d. Can I allow a child who does not have a fever but has a runny nose or cough to attend school?

Student care centres are to remain vigilant and conduct health checks for all children, staff and visitors. Those who are unwell (i.e. have fever and/or flu-like symptoms such as runny nose, cough, shortness of breath) should be advised to see a doctor, and return to the student care centre when they have recovered.

However, student care centres can exercise discretion and allow children to attend student care under the following conditions:

- a. Known to have pre-existing conditions (e.g. sinus, asthma);
- b. Recovering from illness with a slight runny nose or occasional cough, and have no recent travel history to China.

e. Request Staff and Parents to provide travel plans and declarations related to family members on Home Quarantine Order

Student care centres should inform staff and parents to notify the student care centres of the following:

- c. Of any intended travel plans by staff or enrolled children to Mainland China; and
- d. When a household member of a enrolled child or staff is issued with a Home Quarantine Order

We have prepared **a letter to parents which student care centres should disseminate to parents by 5 February 2020 (Wednesday)**. The letter to parents aims to inform them of the precautionary measures taken in student care centres and request their full cooperation to abide to the measures.

FOR PARENTS (Updated)

- ✓ Please **disseminate** the updated letter to all parents in the centre by **5 February 2020 (Wednesday)**



Letter to
parent.pdf

f. Inform parents or staff to notify the student care centre if they have household members who are under Home Quarantine Order

Student care centres should inform parents and staff to notify the student care centre when a household member of an enrolled child or staff is issued with a Home Quarantine Order. If student care centres would like to ask that parents submit a travel and health declaration, a sample form is attached for your adaptation and use. Sample letters for leave of absence are also attached for your adaptation and use, where relevant.

g. Can I allow a child who does not have a fever but has a runny nose or cough to attend school?

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However, student care centres can exercise discretion and allow children to attend student care under the following conditions:

- c. Known to have pre-existing conditions (e.g. sinus, asthma);
- d. Recovering from illness with a slight runny nose or occasional cough, and have no recent travel history to China.

4 We strongly encourage student care operators and supervisors to read the list of Frequently Asked Questions (FAQs) in order to guide you in your operations. Please also share the information with your staff.

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

6 As the novel coronavirus 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. There is no need for student care centre staff to wear a mask during daily temperature screening and health checks. Extensive use of resources such as masks may also cause unnecessary anxiety among parents and raise expectation that children should be wearing masks daily.

7 MSF and the relevant agencies are monitoring the novel coronavirus situation closely and will provide regular updates. As we need to monitor and assess the situation in student care centres, we seek the cooperation of student care centres to report new cases of LOA. School-based student care operators are to report their issuance of LOA to the school administration. Community-based centres can report new cases of LOA to MSF by 2pm daily (one submission per person on LOA) using an e-form at <https://go.gov.sg/msf-report-loa> or access by the following QR code:



Yours faithfully

Ms Denise Low (Ms)

Director (Service Delivery and Coordination Division)

Ministry of Social and Family Development