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13 March 2020

Dear Student Care Operators

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

In light of the rapid spread of the virus across Europe, the Ministry of Health (MOH) advises Singaporeans to **defer all non-essential travel to Italy, France, Spain and Germany**. Singaporeans are also advised to **exercise caution when travelling to all countries affected by COVID-19, especially those which have exported cases (see Annex A)**. This includes travel to our neighbouring countries like Indonesia and the Philippines and those further afield like Japan and the United Kingdom.

2 The Ministry of Social and Family Development (MSF) **strongly advises all student care centre staff and children to not travel overseas, including travel to neighbouring countries during this period**, 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. Please note that all travellers will be subject to the prevailing travel measures imposed by their destination countries, and those imposed by Singapore upon their return to Singapore.

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

- a. With effect from 15 March 2020, 11.59pm: Singapore residents (Singaporean Citizens and Permanent Residents), Long-term pass holders (Student's Pass, Dependant's Pass, and Long-term Visit Pass) and foreign employees issued with a work pass¹ with recent travel history to (i) Mainland China (outside of Hubei²); (ii) France; (iii) Germany; (iv) Iran; (v) Italy; (vi) the Republic of Korea; and (vii) Spain within the last 14 days; and
- b. With immediate effect: Travellers entering Singapore and exhibiting fever and/or other symptoms of respiratory illness are required to undergo a COVID-19 swab test at the checkpoints and will be issued a SHN, regardless of travel history.

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-and-spread-of-covid-19-cases>

4 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 15 March 2020, 11.59pm)

5 Please see the updated measures below:

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 Travellers from Hubei province shall be subject to quarantine.

a. Leave of Absence/ Stay-Home Notice

S/N	Precautionary Measures	What Should Student Care Centres Do?	
		For Child	For Staff
1	[UPDATED] Any staff or child who recently returned to Singapore and with travel history to (a) Mainland China (outside of Hubei); (b) France; (c) Germany; (d) Iran; (e) Italy; (f) the Republic of Korea; and (g) Spain within the last 14 days – Immigration and Checkpoints Authority (ICA) will issue SHN to all returnees	<ul style="list-style-type: none"> Staff/ Parents of children will be advised by ICA to inform the student care centre of SHN issued. Inform MSF of such cases. Monitor affected staff/ child through regular telephone calls. <p>* A Leave of Absence (LOA) is not required for staff/ child living with a household member under SHN.</p>	
2	[NEW] 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 the student care centre of SHN issued 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)³	<ul style="list-style-type: none"> Student Care Centres should inform MSF of such cases. Monitor affected staff/ child through regular telephone calls. Staff or child should only return to the student care centre after the Quarantine Order expires and if he/she is 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 the student care centre if there is 	<ul style="list-style-type: none"> Inform all staff to notify the student care centre if there is

³ 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
		<p>a household member under HQO</p> <ul style="list-style-type: none"> • Grant child Leave of Absence (LOA), 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 household member under HQO. • Monitor affected child through regular telephone calls 	<p>a household member under HQO</p> <ul style="list-style-type: none"> • The centre can consider these precautionary measures: <ul style="list-style-type: none"> - Redeploy staff to administrative tasks; or - Grant Leave of Absence (LOA) aligned to the period of household member's HQO. • Immediately inform MSF 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. Large group and communal activities [UPDATED]

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 in school, 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. 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. early intervention providers, FLAIR teachers, contractors) and agencies which 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 (a) Mainland China (outside of Hubei⁴); (b) France; (c) Germany; (d) Iran; (e) Italy; (f) the Republic of Korea; and (g) Spain within the last 14 days should not be admitted into your centre.

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

CONTINUATION OF CURRENT PRECAUTIONARY MEASURES

6 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:

- i. Kindergartens – To carry out temperature screening twice a day (i.e. during arrival and at dismissal)
- ii. Child care centres – To carry out temperature screening three times a day (i.e. during arrival, in the afternoon and at dismissal)

⁴ Travellers from Hubei province shall be subject to quarantine.

* 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. Cross deployment of staff

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

c. 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, especially those which have exported cases (see Annex A). Student care centres should inform staff and parents to declare the following, if not already done:

- a) Of any intended/ updated travel plans by staff or enrolled children to other countries (including the city(s) of travel); and
- b) 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 C 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.

7 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.

8 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.

9 MSF and the relevant agencies are monitoring the COVID-19 situation closely and will provide regular updates. As we need to monitor and assess the situation in Student Care Centres, we seek operators' and supervisors' cooperation to provide MSF with an update of staff and children on LOA or 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



Yours faithfully

Siti Mariam Selamat (Ms)
Senior Assistant Director
Service Delivery and Coordination Division

COUNTRIES/REGIONS WITH KNOWN AND POTENTIAL EXPORTED CASES

- Mainland China
- Egypt
- France
- Germany
- Hong Kong
- India
- Italy
- Indonesia
- Iran
- Israel
- Japan
- Malaysia
- Philippines
- Republic of Korea
- Spain
- Thailand
- United Kingdom
- United States

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**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"/>
		Please state city/ province: _____
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. Republic of Korea	<input type="checkbox"/>	<input type="checkbox"/>
g. Spain	<input type="checkbox"/>	<input type="checkbox"/>
h. Other countries	<input type="checkbox"/>	<input type="checkbox"/>
		Please state country/ city/ province: _____

* We seek your understanding that visitors who have visited (a) Mainland China; (b) France; (c) Germany; (d) Iran; (e) Italy; (f) the Republic of Korea; and (g) Spain within the last 14 days will not be admitted into the student care centre.

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

Name and Signature

Date

**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