

**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?<br>To tick |    | Guiding questions for Operators to plan and monitor implementation of measures |
|--|------------------|----|--|
|  | Yes              | No |  |
| <p>To ensure <b>Safe Access</b>, 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:</p> <p><b>a. Restriction of staff and children allowed in student care centres - Leave of Absence/ Stay-Home Notice</b></p> <p><input checked="" type="checkbox"/> 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 <a href="#">Annex A1</a> on Leave of Absence and Stay-Home Notices.</p> |                  |    |  |
| <p><b>b. Restriction of enrichment programme staff allowed into student care centres</b></p> <p><input checked="" type="checkbox"/> To minimise cross transmission between centres, student care centres are to continue suspending any programme involving external vendors or staff moving across centres.</p>   |                  |    |  |
| <p><b>c. Restriction of visitors allowed in student care centres</b></p>   |                  |    | <i>Has a notice on visitor restriction been put up at SCC's entrance?</i>      |

| Measures   | Done?<br>To tick |    | Guiding questions for Operators to plan and monitor implementation of measures   |
|--|------------------|----|--|
|  | Yes              | No |  |
| <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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).</p> <p><input checked="" type="checkbox"/> Defer non-essential services/deliveries by vendors at the SCC.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> If not possible to defer maintenance or 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 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.</p> |                  |    | <p>See <u>Attachment I</u></p> <p><i>Have the most updated health and travel declaration forms been placed at the SCC entrance to be completed by visitors?</i><br/>See <u>Attachment II</u></p> <p><i>Have I identified non-essential services/deliveries that can be deferred?</i></p> <p><i>For vendors making deliveries to the SCC, has a clear 'drop-off point' been designated?</i></p> |
| <p><b>d. Health checks and temperature screening</b></p> <p><input checked="" type="checkbox"/> <u>On arrival</u>: Student care centres are to continue with temperature screening and health checks for all children, staff and visitors.</p> <p>Besides health checks for visible symptoms, student care centres are to explicitly ask all children, staff and visitors the following questions during health checks:</p> <p>i. Are you unwell?</p>  |                  |    | <p><i>Have I briefed SCC staff on the required health checks and screening?</i></p> <p><i>Do I keep a record of the temperature taking log sheet for the staff and children?</i></p>   |

| Measures   | Done?<br>To tick |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures   |
|--|------------------|----|---|
|  | Yes              | No |   |
| <p>ii. Do you have a cough?</p> <p>iii. Do you have a sore throat?</p> <p>iv. Do you have a runny nose?</p> <p>v. Do you have shortness of breath?</p> <p>vi. Do you have a loss of sense of smell?</p> <p>vii. Are you unwell in any way (besides the above)?</p> <p>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?</p> <p>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.</p> <p><input checked="" type="checkbox"/> <u>During the day</u>: 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.</p> <p>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).</p> <p>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</p> |                  |    | <p>See <u>Attachment III</u></p> <p><i>Have I made these instructions available to staff for easy reference?</i></p> <p><i>Have I briefed SCC staff on the handling of a child or staff who is unwell?</i></p> <p><i>Have I prepared a sick bay, room or a suitable space for a child or staff is unwell?</i></p> |

| Measures   | Done?<br>To tick |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures                                |
|--|------------------|----|--|
|  | Yes              | No |  |
| 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.   |                  |    |  |
| <p><b>e. Contact tracing of staff, children and visitors</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> To help reduce the administrative load on student care centres, there is no need to check-out staff and children via SafeEntry.</li> </ul> |                  |    | <p><i>Has the SCC registered for SafeEntry?</i></p> <p><i>Have SCC staff been briefed on the use of SafeEntry?</i></p> |
| <p><b>f. Travel Plans and Declarations</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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:</li> </ul>  |                  |    | <p><i>Have I informed staff and parents of this requirement?</i></p>   |

| Measures   | Done?<br>To tick |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures                         |
|--|------------------|----|---|
|  | Yes              | No |   |
| <p>i. Of any intended/ updated travel plans by staff or enrolled children to other countries (including the city(s) of travel); and</p> <p>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.</p> <p>Student care centres should require all visitors entering the student care centre to fill in a travel declaration form.</p> |                  |    | <p><i>How frequently do I and other supervisors check on the well-being of staff while they are on SHN?</i></p> |

## B. COVID-Safe Behaviour

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

| Measures  | Done?<br>To tick |    | Guiding questions for Operators to plan and monitor implementation of measures   |
|---|------------------|----|--|
|   | Yes              | No |  |
| <p><b>a. Wearing of masks in student care centres</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All student care centre staff and children are to continue to wear masks in the student care centre. Disposable/reusable masks may be used as alternatives.</li> <li><input checked="" type="checkbox"/> Student care centres are to educate staff and children on proper mask wearing/removal and handling habits.</li> </ul>   |                  |    | <p><i>Have I informed parents to provide masks for their children to wear in the centre?</i></p> <p><i>Has staff been informed of this requirement?</i></p>  |
| <p><b>b. Conduct only small group activities within each class/groups</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Allocate children to fixed groups, with grouping in the following order of priority: <ul style="list-style-type: none"> <li>i. <b>classmates (in school of origin)</b></li> <li>ii. <b>school mates (i.e. grouping by schools)</b></li> <li>iii. <b>students from other schools, where reasonably practicable to do so.</b></li> </ul> <p>If children are grouped under (iii), reduce the number of schools in such mixed groupings, where possible.</p> </li> <li><input checked="" type="checkbox"/> 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.</li> </ul> |                  |    | <p><i>How will I organise the children in this SCC based on such groupings?</i></p> <p><i>Can the SCC accommodate all the children based on such groupings? If not, how will I manage the situation?</i></p> |

| Measures   | Done?<br>To tick   |   | Guiding questions for Operators to plan and monitor implementation of measures |  |  |  |   |
|--|--|---|--|--|--|--|---|
|  | Yes  | No  |  |  |  |  |   |
| <input checked="" type="checkbox"/> Children must remain in their small group and not switch between groups.<br><br><input checked="" type="checkbox"/> 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.  |  |   | <i>Have I informed SCC staff of these guidelines?</i>                          |  |  |  |   |
| <p><b>c. Ensure safe distancing between children and staff within each class/group</b></p> <table border="1"> <tr> <td style="background-color: #92d050;"><b>Programmes/ activities</b></td> <td> <input checked="" type="checkbox"/> Avoid programmes and activities that involve close physical contact among children and staff. Staff should avoid close physical contact with children e.g. hugs.<br/><br/> <input checked="" type="checkbox"/> Space out seating arrangements and ensure designated seat for each child.<br/><br/> <input checked="" type="checkbox"/> Arrange for children to queue 1m apart, where reasonably practicable to do so.               </td> </tr> <tr> <td style="background-color: #92d050;"><b>Meals</b></td> <td> <input checked="" type="checkbox"/> Children to have meals in their respective classrooms/bays. If meals have to be taken in a common dining space:               <ul style="list-style-type: none"> <li>• Staggered meal times with no mixing of classes/groups.</li> <li>• Seat children as far apart as reasonably practicable</li> <li>• Surfaces (e.g. tables, chairs or desk shields) to be wiped down cleaned before the commencement of meals for the next class/group.</li> </ul> </td> </tr> </table> | <b>Programmes/ activities</b>  | <input checked="" type="checkbox"/> Avoid programmes and activities that involve close physical contact among children and staff. Staff should avoid close physical contact with children e.g. hugs.<br><br><input checked="" type="checkbox"/> Space out seating arrangements and ensure designated seat for each child.<br><br><input checked="" type="checkbox"/> Arrange for children to queue 1m apart, where reasonably practicable to do so. | <b>Meals</b>   | <input checked="" type="checkbox"/> Children to have meals in their respective classrooms/bays. If meals have to be taken in a common dining space: <ul style="list-style-type: none"> <li>• Staggered meal times with no mixing of classes/groups.</li> <li>• Seat children as far apart as reasonably practicable</li> <li>• Surfaces (e.g. tables, chairs or desk shields) to be wiped down cleaned before the commencement of meals for the next class/group.</li> </ul> |  |  | <i>Have I informed staff of these guidelines?</i><br><br><i>Have I made these instructions available for them in hard copy, for easy reference?</i> |
| <b>Programmes/ activities</b>  | <input checked="" type="checkbox"/> Avoid programmes and activities that involve close physical contact among children and staff. Staff should avoid close physical contact with children e.g. hugs.<br><br><input checked="" type="checkbox"/> Space out seating arrangements and ensure designated seat for each child.<br><br><input checked="" type="checkbox"/> Arrange for children to queue 1m apart, where reasonably practicable to do so.                          |   |  |  |  |  |   |
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| Measures                  |   | Done?<br>To tick |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures |
|---------------------------|---|------------------|----|---|
|                           |   | Yes              | No |   |
|                           | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Administrative and non-teaching staff should refrain from interacting with children, as far as possible.</li> <li><input checked="" type="checkbox"/> Staff should not move to another bay to dine/collect lunch, where reasonably practicable to do so.</li> <li><input checked="" type="checkbox"/> In the process of delivering food, student care centres are to ensure contactless food delivery between bays, where reasonably practicable to do so.</li> </ul>  |                  |    |   |
| <b>Outdoor activities</b> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Refrain from carrying out vigorous outdoor activities during this period that involves close contact among children and staff.</li> <li><input checked="" type="checkbox"/> Practise hand hygiene before and after outdoor activities.</li> <li><input checked="" type="checkbox"/> Avoid using outdoor spaces which has high traffic flows/crowds.</li> </ul>   |                  |    |   |
| <b>Routine care</b>       | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Arrange for children to queue 1m apart when going to the toilet, where reasonably practicable to do so.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Minimise contact between children of different classes/groups during routine care, where reasonably practicable to do so.</li> </ul> |                  |    |   |

| Measures  | Done?<br>To tick |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures   |
|---|------------------|----|---|
|   | Yes              | No |   |
| <p><b>d. No sharing of equipment</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Student care centres are to minimise cross-sharing of equipment, materials and toys across classes/groups.</li> <li><input checked="" type="checkbox"/> 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.</li> </ul>   |                  |    | <p><i>Have I informed staff of these guidelines?</i></p> <p><i>Have I made these instructions available for them in hard copy, for easy reference?</i></p>  |
| <p><b>e. Practise high levels of personal hygiene</b></p> <p>All staff and children are to maintain good personal hygiene such as:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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)</li> <li><input checked="" type="checkbox"/> Covering their mouth and nose with a tissue when sneezing or coughing, and to throw away the tissue immediately into a foot bin.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Not sharing food/ drinks, eating utensils, tooth brushes or towels with others.</li> <li><input checked="" type="checkbox"/> Avoid touching their eyes, nose and mouth</li> </ul> |                  |    | <p><i>Have I informed SCC staff of these guidelines?</i></p> <p><i>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?</i></p> |

| Measures   | Done?<br>To tick   |  | Guiding questions for Operators to plan and monitor implementation of measures |  |  |
|--|--|--|--|--|--|
|  | Yes  | No   |  |  |  |
| <p><b>f. Ensure high levels of environmental hygiene</b></p> <p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #76b82a; color: white; text-align: center; vertical-align: middle;"><b>Housekeeping / Refuse Management</b></td> <td style="background-color: #e1f5fe; padding: 5px;"> <p><u>Housekeeping</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Assign a team of staff to carry out cleaning and housekeeping <u>daily</u>.</li> <li><input checked="" type="checkbox"/> Disinfect frequently touched points such as handrails and door knobs with disinfectant <u>at least twice a day</u>.</li> <li><input checked="" type="checkbox"/> Clean and disinfect the tables, chairs, counter tops and shelves in the classrooms/bays, dining and activity areas with disinfectant <u>daily</u>.</li> <li><input checked="" type="checkbox"/> Clean and disinfect communal toys, equipment or gadgets <u>daily</u>.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Clean, wash and disinfect resources and materials <u>at least once a week</u>.</li> <li><input checked="" type="checkbox"/> Premises, furniture, furnishings and fittings should be well maintained and kept clean, free from mould and mildew.</li> <li><input checked="" type="checkbox"/> Outdoor space should be well maintained.</li> </ul> </td> </tr> </table> | <b>Housekeeping / Refuse Management</b>  | <p><u>Housekeeping</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Assign a team of staff to carry out cleaning and housekeeping <u>daily</u>.</li> <li><input checked="" type="checkbox"/> Disinfect frequently touched points such as handrails and door knobs with disinfectant <u>at least twice a day</u>.</li> <li><input checked="" type="checkbox"/> Clean and disinfect the tables, chairs, counter tops and shelves in the classrooms/bays, dining and activity areas with disinfectant <u>daily</u>.</li> <li><input checked="" type="checkbox"/> Clean and disinfect communal toys, equipment or gadgets <u>daily</u>.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Clean, wash and disinfect resources and materials <u>at least once a week</u>.</li> <li><input checked="" type="checkbox"/> Premises, furniture, furnishings and fittings should be well maintained and kept clean, free from mould and mildew.</li> <li><input checked="" type="checkbox"/> Outdoor space should be well maintained.</li> </ul> |  |  | <p><i>Have I informed the relevant staff of these guidelines?</i></p> <p><i>Have I made these instructions available for them in hard copy, for easy reference?</i></p> <p><i>Have I maintained an environmental cleaning schedule and up-to-date records?</i></p> |
| <b>Housekeeping / Refuse Management</b>  | <p><u>Housekeeping</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Assign a team of staff to carry out cleaning and housekeeping <u>daily</u>.</li> <li><input checked="" type="checkbox"/> Disinfect frequently touched points such as handrails and door knobs with disinfectant <u>at least twice a day</u>.</li> <li><input checked="" type="checkbox"/> Clean and disinfect the tables, chairs, counter tops and shelves in the classrooms/bays, dining and activity areas with disinfectant <u>daily</u>.</li> <li><input checked="" type="checkbox"/> Clean and disinfect communal toys, equipment or gadgets <u>daily</u>.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Clean, wash and disinfect resources and materials <u>at least once a week</u>.</li> <li><input checked="" type="checkbox"/> Premises, furniture, furnishings and fittings should be well maintained and kept clean, free from mould and mildew.</li> <li><input checked="" type="checkbox"/> Outdoor space should be well maintained.</li> </ul> |  |  |  |  |

| Measures |   | Done?<br>To tick |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures |
|----------|---|------------------|----|---|
|          |   | Yes              | No |   |
|          | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Keep all rooms well-ventilated; open windows to allow plenty of fresh air into the indoor environment, where possible.</li> </ul> <p><u>Refuse management</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensure bins are covered at all times and cleared <u>daily</u>. Tie refuse contained in plastic bags properly before disposal.</li> <li><input checked="" type="checkbox"/> Clean up any refuse spillage (e.g. vomitus) <u>immediately</u> with dedicated equipment.</li> <li><input checked="" type="checkbox"/> Engage licensed waste contractors to remove refuse <u>daily</u>.</li> <li><input checked="" type="checkbox"/> Ensure that cleaning equipment are disinfected properly using diluted household bleach prior to re-use.</li> <li><input checked="" type="checkbox"/> Dedicated equipment should be provided for cleaning toilets and should not be used to clean the rest of the student care centre.</li> </ul> |                  |    |   |
|          | <p><b>Toilets and shower facilities</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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>.</li> <li><input checked="" type="checkbox"/> Provide adequate supply of toilet paper, paper towels (if provided) or hand dryers and liquid soap at all times.</li> </ul>  |                  |    |   |

| Measures |  | Done?<br>To tick  |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures |
|----------|--|---|----|---|
|          |  | Yes   | No |   |
|          |  | <input checked="" type="checkbox"/> Toilet fittings and fixtures should be free from grime, dirt and mould.<br><input checked="" type="checkbox"/> Taps and flush system should be in good working condition at all times.<br><input checked="" type="checkbox"/> Toilet floors should be cleaned and disinfected <u>twice daily</u> .<br><input checked="" type="checkbox"/> Toilet floors should be clean and dry, and toilets should not have a bad odour.<br><input checked="" type="checkbox"/> Toilets should be well ventilated.<br><input checked="" type="checkbox"/> All sanitary pipes and fittings should be in good working condition. |    |   |

### C. COVID-Safe Classrooms/Bays

To ensure COVID-Safe Classrooms/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?<br>To tick |    | Guiding questions for Operators to plan and monitor implementation of measures  |
|--|------------------|----|---|
|  | Yes              | No |   |
| <p><b>a. Safe distancing between classes/groups during drop off/ pick up times</b></p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Children from different classes/groups to use separate routes and entrances/exits, where available.</p> <p><input checked="" type="checkbox"/> Where school bus services are used:</p> <ul style="list-style-type: none"> <li>• Take children's temperatures prior to boarding.</li> <li>• Assign specific seat to each child.</li> <li>• Ensure each child wears a mask.</li> <li>• Alternate seating that is at least 1m apart for all children, where reasonably practicable to do so.</li> <li>• Ensure that the bus is cleaned and sanitised before children's use every time.</li> </ul> |                  |    | <p><i>Have I informed staff of these guidelines and requirements, and document them for staff's reference?</i></p> <p><i>Have staff planned and demarcated routes within SCC, demarcate queue spacing etc.?</i></p> <p><i>Have I informed bus operators of the measures to be implemented? How will I monitor they are implemented?</i></p> |

| Measures   | Done?<br>To tick |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures  |
|--|------------------|----|--|
|  | Yes              | No |  |
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> 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.</li> </ul>   |                  |    | <p><i>Have I informed parents of the staggered drop-off or pick-up times?</i></p>  |
| <p><b>b. Segregate children/ staff by bays/ floors/ classes during the day</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Ensure that children do not interact with children from different classes/groups along walkways, corridors or common spaces, where reasonably practicable to do so.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Stagger classes in their use of common areas and facilities (e.g. toilets, halls, common areas) to avoid mixing between classes.</li> <li><input checked="" type="checkbox"/> Staff must not be cross-deployed across centres or to more than 2 classes/groups within the same centre.</li> </ul> |                  |    | <p><i>Have I informed staff of these guidelines?</i></p> <p><i>How will I monitor the implementation of these measures in the SCC?</i></p> |

| Measures   | Done?<br>To tick |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures |
|--|------------------|----|---|
|  | Yes              | No |   |
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> When deploying relief or auxiliary staff, centres must ensure that the staff does not teach, conduct programmes/activities or work at another centre.</li> <li><input checked="" type="checkbox"/> 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.</li> </ul> |                  |    |   |
| <p><b>c. Suspend large group activities</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Suspend large group and communal activities e.g. assemblies.</li> <li><input checked="" type="checkbox"/> Suspend all celebrations for special events such as birthdays, graduation concerts, birthdays etc.</li> <li><input checked="" type="checkbox"/> Suspend excursions and field trips that expose children to large crowds.</li> </ul>   |                  |    |   |
| <p><b>d. Suspend inter-class/group programmes</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Suspend extra-curricular activities and enrichment classes with immediate effect unless the provider can put in place measures to avoid co-mingling.</li> <li><input checked="" type="checkbox"/> Suspend inter-class/group programmes involves bringing children across multiple classes/groups into one group</li> </ul>  |                  |    |   |

| Measures   | Done?<br>To tick |    | Guiding questions for<br>Operators to plan and<br>monitor implementation<br>of measures |
|--|------------------|----|---|
|  | Yes              | No |   |
| <p><b>e. Suspend staff meetings, training and social gatherings</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Staff are not to socialise or congregate in common areas, such as staff lounge and pantry.</li> <li><input checked="" type="checkbox"/> 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.</li> </ul> <p><i>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: <a href="https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures">https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures</a></i></p> |                  |    |   |

## Leave of Absence/ Stay Home Notice Requirements

| S/N | Requirement   | What Should Student care centres Do?  |   |
|-----|---|---|---|
|     |   | For Child   | For Staff   |
| 1.  | <p><b>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)</b><br/> <i>- ICA will issue SHN to all returnees</i></p>  | <ul style="list-style-type: none"> <li>• Staff/ Parents of children will be advised by ICA to inform student care centres of SHN issued</li> <li>• School-based student care centres should notify the school administration of staff/child on SHN</li> <li>• Community-based student care centres should inform MSF of staff/ child on SHN</li> <li>• Monitor affected staff/ child through regular telephone calls</li> </ul> |   |
| 2.  | <p><b>Any child or staff staying with any household member under:</b><br/> <b>a. Home Quarantine Order (HQO);</b><br/> <b>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.</b></p> | <ul style="list-style-type: none"> <li>• Inform parents to notify student care centre if there is a household member under HQO; <ul style="list-style-type: none"> <li>- SHN</li> <li>- Grant child LOA, aligned to the period of household member's HQO/ SHN</li> </ul> </li> <li>• School-based student care centres should notify the school administration of</li> </ul>  | <ul style="list-style-type: none"> <li>• Inform staff to notify student care centre if there is a household member under: <ul style="list-style-type: none"> <li>- HQO</li> <li>- SHN</li> </ul> </li> <li>• Student care centres can consider these precautionary measures: <ul style="list-style-type: none"> <li>- Grant LOA aligned to the period of household member's HQO/ SHN; or</li> </ul> </li> </ul> |

| S/N | Requirement  | What Should Student care centres Do?   |   |
|-----|--|--|---|
|     |  | For Child  | For Staff   |
|     |  | <p>any LOA given to child</p> <ul style="list-style-type: none"> <li>• Community-based student care should notify MSF of any LOA given to child</li> <li>• Monitor affected child through regular telephone calls</li> </ul> | <ul style="list-style-type: none"> <li>- Redeploy staff to administrative tasks</li> <li>• School-based student care centres should notify the school administration of any LOA given to staff</li> <li>• Community-based student care should notify MSF of any LOA given to staff</li> <li>• Monitor affected staff through regular telephone calls</li> </ul> |
| 3.  | <b>Any staff or child living with household members issued with a Leave of Absence (LOA)</b> | <ul style="list-style-type: none"> <li>• No action is required from the student care centre</li> <li>• Staff/Child should be allowed to attend student care centre, if well</li> </ul>                                       |   |