

17 May 2021

Dear Student Care Centre Operators

## **REVISED PRECAUTIONARY MEASURES FOR STUDENT CARE CENTRES AGAINST COVID-19 (CORONAVIRUS DISEASE 2019)**

*This circular summarises all relevant measures from all COVID-19 related circulars issued by MSF to-date.*

On 14 May 2021, the Multi-Ministry Taskforce (MTF) announced that there is a need to tighten measures to decisively arrest the increasing number of cases in the community. In line with MTF's shift to Phase 2 (Heightened Alert), **we will further tighten safe management measures in Student Care Centres (SCCs) from Monday, 17 May to Sunday, 13 June 2021** to minimise the transmission of the virus.

2 Further to that, the Ministry of Education (MOE) announced on 16 May 2021 that **all schools will go on full home-based learning (HBL) from 19 May to 28 May 2021**. During this period, SCCs are to remain open, per your usual operating hours, to support working parents who have no alternative care for their children. However, parents who work from home or have alternative care arrangements, are strongly encouraged to keep their children at home during the period, where possible. Centres can only admit students who are **NOT** under Quarantine Order (QO), Stay-Home Notice (SHN), Leave of Absence (LOA) or Confirmed Cases.

3 We recognise that these revised measures will impact your Centre' operations but seek your understanding that they are necessary to protect the students and student care staff. In the upcoming weeks, it is of utmost importance that everyone be extra vigilant and take all necessary precautions against the spread of COVID-19 infections in Singapore. Please refer to Annex A for an overview of the changes from 17 May 2021.

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### **a. Tightened Entry of Visitors into Student Care Centres**

4 From 17 May to 13 June 2021, only visitors who are needed to support the running of Student Care Centres (e.g. contractors) and those who need to perform necessary functions (e.g. MSF officers, auditors) may enter the premises. Parents are not allowed into the student care premises.

5 Student Care Centres should defer non-essential services/deliveries by vendors at the Centres. They may designate a 'drop-off point' outside the Centre for deliveries by vendors and ensure proper sanitisation and wiping down of all goods and items that are delivered.

6 If it is necessary to have a visitor in the Student Care as allowed under paragraph 4, temperature checks and travel declarations must be obtained. Visitors should use the TT App on their mobile phones or TT token to check into SafeEntry at the Student Care Centres and keep a safe distance from staff and children.

### **b. Suspension of Supplementary Programmes**

7 From 17 May to 13 June 2021, student care centres are to suspend or move any programme involving external vendors online (e.g. tuition, enrichment programmes).

## COVID-Safe Behaviour

### c. Wearing of masks in Student Care Centres

8 **All Student Care staff and children are to wear masks in the Centres. From 17 May 2021, the use of face shields alone (without mask) by staff when conducting lessons will no longer be allowed.** Research has demonstrated that face shields cannot substitute masks in protecting the wearer from droplet infection. More importantly, face shields do not adequately prevent droplet spread if the wearer is infected. In line with MTF's latest direction, staff are no longer allowed to wear face shields alone (without mask) under any circumstance. Face shields should not be used as a substitute for mask wear, except for medical exceptions; or where the child is 12 years or younger.

### d. Student Grouping & Suspension of Outdoor Activities

9 From 17 May to 13 June 2021, student care centres are to continue to 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.

10 Student Care Centres are to space out seating arrangements and ensure a designated seat for each child and ensure that there is no mixing or combining of children across fixed groups.

11 Student Care Centres are to suspend all group work. If splitting a larger class/group into smaller groups for programmes and activities, the adult to child ratio should not be more than 1:20, where reasonably practicable to do so. Segregation of children by groups applies also to meal times and Centres are reminded that children should have meals in their respective classrooms. If meals have to be taken in a common dining space, SMMs such as staggered meal times, and cleaning of surfaces between classes must be adhered to. Where space constraints limit how far children can be seated apart, Centres can consider the use of desk shields / Plexiglass barriers. If desk shields/ Plexiglass barriers are used, Centres should ensure that they are wiped down and cleaned after every use.

12 Student Care Centres are to suspend all outdoor activities.

## COVID-Safe Classroom

### e. Suspension of large group activities (e.g. learning journeys, assemblies)

13 Activities conducted at external venues (e.g. field trips, learning journeys, swimming) and other large group activities (e.g. assemblies) will remain suspended until 13 June 2021.

### f. Staff meetings, training, practicum and social gatherings

14 Student Care Centres are to continue to conduct all staff meetings and training virtually, e.g. by using tele-conferencing facilities until 13 June 2021.

15 All social gatherings between staff (e.g. birthday celebrations, team bonding activities, etc.) will remain suspended until 13 June 2021. Operators 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).

16 All external training will revert to being carried out virtually from 17 May to 13 June 2021. , Where online delivery of classes (e.g. hands on aspect of Child First Aid training) is not immediately possible, the classes will be rescheduled until adjustments are made for them to be delivered online, or to a later date altogether.

17 Suspend trainees' practicum attachment to the SCCs from 17 May to 13 Jun 2021.

### g. TraceTogether-Only SafeEntry and SafeEntry Gateway

18 The implementation of TraceTogether-only SafeEntry (TT-only SE) has been brought forward from 1 June 2021 to 17 May 2021. **From 17 May 2021, all Student Care Centre staff and visitors must use the TT App on their mobile phones or TT token to check into SafeEntry at the Student Care Centres and at all times, while in the Centres.** Scanning of SE-QR codes with the phone camera and Singpass App will be discontinued. To ease the transition, ID check-ins will be retained until **31 May 2021**.

19 **From 15 June 2021, it will be mandatory for all Student Care Centres to deploy SafeEntry Gateway (SEGW) devices.** This will facilitate a more seamless check-in experience and ensure that TT tokens are functioning. Please refer to our circular on the SEGW for more details.

### Conclusion

20 The safe management measures updated for the above are set out in Annex B for reference by SCCs. Please share the information with your staff. **School-based SCC operators are advised to continue to refer and adhere to the safe management measures issued by the school administration.** If you require assistance, please contact your respective Student Care Officer or call the SCC hotline at Tel: 6354 8487 (8.30am to 6pm daily).

21 As we need to monitor and assess the situation in SCCs, we seek operators' cooperation to continue to provide MSF with an update of staff and children on QO, Confirmed Cases, LOA and SHN by 5pm daily via <https://go.gov.sg/msf-report-loa> or via the QR code below.



22 For school-based SCCs, please continue to notify the school administration of staff/child on LOA or SHN. **We will continue to review the safe management measures in SCCs and update Student Care Centres of any further developments.**

23 The recent cases in Singapore show that we must continue to be vigilant in our fight against COVID-19. **We would like to remind Student Care Centres to ensure that children, staff and visitors who are unwell (even those with slight symptoms) should not be allowed to enter the preschool premises and advised to promptly seek medical attention.** Let us work together as a community during this period of heightened alert because as SG United, we can beat the virus together, and ensure a safe environment for children and staff.

Yours faithfully

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Ministry of Social and Family Development

### Further Resumption of Programmes in SCCs (17 May – 13 Jun 2021)

(\* We will continue to monitor the situation closely and update Student Care Centres of further developments)

COVID-Safe ABCs	Change in Safe Management Measures
<b>COVID-Safe Access</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> External visitors restricted to only those needed to support the running of student care centres and those who need to perform necessary functions. Parents are not allowed into the student care premises.</li> <li><input checked="" type="checkbox"/> Student Care Centres should defer non-essential services/deliveries by vendors.</li> <li><input checked="" type="checkbox"/> Suspend or move all tuition/enrichment programmes by external vendors online.</li> </ul>
<b>COVID-Safe Behaviour</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> To continue segregating children by fixed groups and space out seating arrangements and ensure a designated seat for each child. Adult to student ratio is no more than 1:20.</li> <li><input checked="" type="checkbox"/> Suspend all group work and outdoor activities.</li> <li><input checked="" type="checkbox"/> All staff to wear masks only; face shields alone (without mask) will not be allowed.</li> </ul>
<b>COVID-Safe Classroom</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> From 17 May 2021, all Student Care staff and visitors must use the TT App on their mobile phones or TT token to check into SafeEntry at Student Care Centres and at all times, while in the Centres.</li> <li><input checked="" type="checkbox"/> From 15 June 2021, it will be mandatory for all Student Care Centres to deploy SafeEntry Gateway (SEGW) devices.</li> <li><input checked="" type="checkbox"/> Deployment of relief or auxiliary staff capped 1 student care centre.</li> <li><input checked="" type="checkbox"/> All external training to move online.</li> <li><input checked="" type="checkbox"/> Suspend trainees' practicum attachment to the SCCs.</li> <li><input checked="" type="checkbox"/> Extend suspension of large group activities, as well as physical staff meetings and internal training</li> </ul>

## Safe Management Measures for COVID-Safe SCCs: COVID-Safe ABCs

SCCs must ensure that the following safe management measures (SMMs) are clearly communicated to staff, and are implemented well and consistently:

### A. COVID-Safe Access

To ensure Safe Access, student care centres are to implement the following measures to ensure that individuals who may pose a 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/ Quarantine Order

- 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 C](#) on Leave of Absence and Stay-Home Notices.
- Staff and children returning from QO or SHN will be tested as per the existing national policy for QO/SHN before returning to the student care centre. Individuals will be informed directly by relevant government agencies on the necessary procedures.

#### b. Restriction of persons conducting tuition and/or enrichment programme in student care centres

- [Updated]** From 17 May to 13 June 2021, Student Care Centres are to suspend or move any programme involving external vendors online.

#### 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.
- An SCC should **NOT** allow any child who is not enrolled in its centre, or who attends another branch's SCC, to enter its premises during operating hours. This follows the restrictions to entry by staff of other centres to minimise the risk of contamination across 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 the Student Care Centres (e.g. contractors) and those who need to perform necessary functions (e.g. MSF officers) may enter the premises. If it is necessary to have a visitor in the student care centres, temperature checks and travel declarations must be obtained. Visitors should keep a safe distance from staff and children.
- All parents remain restricted from entering the student care premises. Parent-teacher discussions are to be carried out via teleconferences or online (e.g. video conferencing). For parents of prospective students, they must also not be allowed entry during operating hours. Student Care Centres are to substitute with alternative methods of engagement (e.g. virtual tours and photos).

#### 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.

- ☑ ***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.

Children who are unwell with respiratory symptoms such as cough, sore throat and runny nose, should also see a doctor and be assessed for acute respiratory infection (ARI). They may be issued with a 5-day MC in the first instance, and be required to stay home during the 5-day MC. If the children are well at the end of the MC period, they can return to school and student care. If the symptoms persist, they should return to the same doctor for follow-up assessment, including whether testing is required.

#### **e. Contract tracing of staff, children and visitors**

- ☑ **[Updated]** From 17 May 2021, all Student Care staff and visitors must use the TT App on their mobile phones or TT token to check into SafeEntry<sup>1</sup> at Student Care Centres and at all times, while in the Centres.

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<sup>1</sup> 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.

- ☑ **[Updated]** From 15 June 2021, all Student Care Centres must deploy the SafeEntry Gateway devices. Please refer to the SafeEntry website ([go.gov.sg/gateway-overview](https://go.gov.sg/gateway-overview)) for more details.
- ☑ 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.

#### 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.

## 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.

#### a. Wearing of masks and shields in student care centres

- ☑ 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. Staff should wear a face mask that closely covers the nose and mouth (i.e. without leaving a gap between mask and face), particularly when attending to children in situations where safe distancing cannot be maintained (e.g. helping a child with homeworking or during toileting).
- ☑ The students are not required to wear a mask during their naps as it may not be safe to do so (e.g. risks of suffocation). However, the student care centre should ensure the children's mattresses are spaced apart during nap times. Children should also be assigned their own mattresses and use mattress covers.
- ☑ 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. **[Updated]** Face shields alone (without mask) will not be allowed for staff from 17 May 2021 even when conducting lessons and safe distancing can be ensured. Face masks must be used by all staff.

**b. [Updated] Suspend group work**

- 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.**
- [Updated]** If children are grouped under (iii), reduce the number of schools in such mixed groupings, where possible. Student Care Centres are to ensure that there is no mixing or combining of children across fixed groups and space out seating arrangements and ensure a designated seat for each child.
- [Updated]** 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.
- 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.

**c. Ensure safe distancing between children and staff within each class/group**

<b>Programmes/ activities</b>	<ul style="list-style-type: none"> <li><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.</li> <li><input checked="" type="checkbox"/> Space out seating arrangements and ensure designated seat for each child.</li> <li><input checked="" type="checkbox"/> Arrange for children to queue 1m apart, where reasonably practicable to do so.</li> </ul>
<b>Meals</b>	<ul style="list-style-type: none"> <li><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>i. Stagger meal times with no mixing of classes/groups.</li> <li>ii. Seat children as far apart as reasonably practicable</li> <li>iii. 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> </li> <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>	<input checked="" type="checkbox"/> <b>[Updated]</b> Suspend all outdoor activities that involve close contact among children and staff.
<b>Routine care</b>	<input checked="" type="checkbox"/> Arrange for children to queue 1m apart when going to the toilet, where reasonably practicable to do so. <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. <input checked="" type="checkbox"/> 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.
- 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.

**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

**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:

<b>Housekeeping / Refuse Management</b>	<b>Housekeeping</b> <input checked="" type="checkbox"/> Assign a team of staff to carry out cleaning and housekeeping <u>daily</u> . <input checked="" type="checkbox"/> Disinfect frequently touched points such as handrails and door knobs with disinfectant <u>at least twice a day</u> .
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	<ul style="list-style-type: none"> <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> <li><input checked="" type="checkbox"/> 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.</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> <li><input checked="" type="checkbox"/> Toilet fittings and fixtures should be free from grime, dirt and mould.</li> <li><input checked="" type="checkbox"/> Taps and flush system should be in good working condition at all times.</li> <li><input checked="" type="checkbox"/> Toilet floors should be cleaned and disinfected <u>twice daily</u>.</li> <li><input checked="" type="checkbox"/> Toilet floors should be clean and dry, and toilets should not have a bad odour.</li> </ul>

	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Toilets should be well ventilated. Keep toilet exhaust fans running at full capacity for longer operating hours to enhance ventilation</li> <li><input checked="" type="checkbox"/> All sanitary pipes and fittings should be in good working condition.</li> </ul>
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## 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.**

### 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 SCC engages bus services:
  - i. The ferried children must be going to only one SCC unless they are from the same school. Children from different schools and SCCs should not mix. If this arrangement is not feasible, the bus operator should assign seats to students based on their student care centre e.g. children going to Centre A to be allocated seats in the front rows, whereas those in Centre B assigned to seats in the rows behind.
  - ii. Take children's temperatures prior to boarding.
  - iii. Assign specific seat to each child.
  - iv. Ensure each child wears a mask.
  - v. Alternate seating that is at least 1m apart for all children, where reasonably practicable to do so.
  - vi. Ensure that the bus is cleaned and sanitised before children's use every time.
- 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.

**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.
- ☑ 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 in their use of common areas and facilities (e.g. toilets, halls, common areas) to avoid mixing between classes
- ☑ **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.
- ☑ **[Updated]** Relief or auxiliary staff may only serve 1 student care 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.

**c. Suspend large group activities**

- ☑ Suspend large group and communal activities e.g. assemblies.
- ☑ Suspend excursions and field trips that expose children to large crowds

**d. Celebration of special events such as birthdays, National Day**

- ☑ Student care centres may conduct celebrations (e.g. birthdays, National Day) only at class level/fixed groups, and must ensure that the following safe management measures are adhered to:
  - Children must remain within their respective classes/ groups; there must be no mixing of classes/groups.
  - Staff and children are to wear masks/ face shields during the celebration.
  - There must be safe distancing among staff and children at all times.
  - Classes should minimise actions such as singing loudly as they increase expulsion of droplets that may contain viral particles and raise the risk of transmission of diseases like COVID-19. Children and staff must also avoid sharing a microphone.
  - External visitors remain disallowed (e.g. parents must not be invited to attend the celebration).
  - If there are birthday cakes, there must be no blowing of candles.

**e. Staff meetings, training, practicum and social gatherings**

- ☑ Internal staff meeting, and training should be conducted virtually.
- ☑ **[Updated]** All external training should be conducted online. Where online delivery of classes (e.g. hands on aspect of Child First Aid training) is not immediately possible, the classes will be rescheduled until adjustments are made for them to be delivered

online, or to a later date altogether. The respective training providers will contact the course participants regarding any re-scheduling of classes.

- ☑ **[Updated]** Suspend trainees' practicum attachment to the SCCs.
- ☑ Employers must not organise or encourage large scale social gatherings (e.g. parties, celebrations (e.g. birthdays), team bonding activities, D&D, gala dinners, etc.) within or outside the Student Care Centres.
- ☑ Staff should minimise socialising or congregating in groups at common areas, such as staff lounge and pantry, including during meals or breaks.
- ☑ There should be no cross-deployment or interaction between employees in different teams or SCCs, even outside of work.

*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 (LOA)/ Stay Home Notice (SHN) Requirements

S/N	Requirement	What Should Student care centres Do?	
		For Child	For Staff
1.	<p><b>Any staff or child with travel history and issued with Stay-Home Notice (SHN) in line with ICA's prevailing requirements</b></p> <p>*Centres may refer to <a href="http://www.ica.gov.sg/covid-19">www.ica.gov.sg/covid-19</a> or <a href="https://safetravel.ica.gov.sg">https://safetravel.ica.gov.sg</a> for the latest border control measures and public health requirements</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 Home Quarantine Order (HQO).</b></p>	<ul style="list-style-type: none"> <li>Inform parents to notify student care centre if there is a household member under HQO</li> <li>Grant child LOA, aligned to the period of household member's HQO</li> <li>School-based student care centres should notify the school administration of any LOA given to child</li> <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>Inform staff to notify student care centre if there is a household member under: <ul style="list-style-type: none"> <li>- HQO</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; or</li> <li>- Redeploy staff to administrative tasks</li> </ul> </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.	<p><b>Child or staff living with household members on Leave of Absence (LOA) or phone surveillance</b></p> <p><b>OR</b></p> <p><b>Child or staff on phone surveillance</b></p>	<ul style="list-style-type: none"> <li>Can attend student care if well. However, student care centres are to be more vigilant in their health checks (including checks on health of family members*) and safe distancing</li> </ul> <p><i>* Child/Staff should stay at home if any of their adult household members is unwell (with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath).</i></p>	