9 June 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.

The Multi-Ministry Taskforce (MTF) has announced efforts to strengthen public health actions to ringfence infected cases in the community early, given the **increased incidence of household transmission observed, and the increased transmissibility of the new variant strains**. In line with this, we will be enhancing safe management measures in Student Care Centres (SCCs). We recognise that these revised measures may impact SCCs and families but seek your understanding that it is **especially important that SCCs step up precautions against the spread of COVID-19 infections in Singapore given increased transmissibility of the new variants and there is currently no vaccine available for young children.**

2   As SCC premises are relatively more compact and children/staff are in close contact for a prolonged period, the impact of any transmission on SCCs and families is significant. Hence, it is important that we take preventative measures to reduce the risks of exposure, keep children and staff safe while in SCCs, and act speedily to guard against potential transmission.

COVID-Safe Access

1.   Leave of Absence (LOA)

3   **The following enhanced measures will take effect from Friday, 11 June 2021.** Please refer to Annex A for a summary of updated LOA measures.

When child/ staff is issued a Quarantine Order (QO) from Ministry of Health (MOH)

4   Currently, SCCs are only required to inform parents when a child or staff tests positive for COVID-19. MOH has observed increased incidence of household transmission with the new COVID-19 strains. In view of the increased risks of transmission, we will be taking the following added precautions even when there is a **child/ staff on quarantine:**

   a.   **If the child/ staff was in SCC at any point in time within 14 days before the start of QO[1]**, SCCs are to

   i.   **inform parents that a child/ staff in their child's class has been issued a QO** by MOH. To protect and respect the privacy of the child/ staff who is on QO, SCCs should only identify the class/group the child/ staff is from and not the individual.

   ii. **encourage parents to keep their child at home, if possible, until the child/ staff who is on QO receives a negative COVID-19 Polymerase Chain Reaction (PCR) or swab test result at his/her entry into quarantine** (this may take 3 – 5 days).

      A sample of the letter to parents is appended separately in the email (Appendix A) for SCCs' reference and use.

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[1] If staff/ child has been away from SCC for more than 14 days, there is no need to inform other parents that a staff/ child in the class is on QO.

b. **If the child/ staff was unwell in SCC at any point in time within 7 days before the start of QO[2]**, SCCs are to

   i. **issue LOA to the class/group (children and staff) of the child/ staff on QO.** The LOA will cover the period until the child or staff who is on QO receives a negative COVID-19 PCR test result, at his/her entry into quarantine (this may take 3 – 5 days). SCCs should check in on the health of the child/ staff on QO daily for the first few days.

   ii. **support the children/staff on LOA** by checking in on their health and wellbeing regularly. A sample of the LOA is appended separately in the email (Appendix B) for SCCs' reference and use.

   c. **If the child/ staff becomes unwell during QO and was in SCC at any point in time within 2 days before onset of symptoms[3]**, paragraph 4(b)(i) and 4(b)(ii) would apply.

Please refer to **Annex A1** for examples on these scenarios.

When child/ staff has a household member serving QO

5   Currently, SCCs are to issue LOA to a child if a household member is on Home Quarantine Order (HQO). This is because young children may not be able to take the necessary precautionary measures when living with a household member on HQO. For SCC staff with a household member on HQO, SCCs may choose to issue LOA or redeploy the staff to backend administrative tasks that do not require the staff's presence at the SCC. **With effect from 11 June 2021,** added precautionary measures will be taken for children and staff with household members on QO given MOH's observation of increased incidence of household transmission with the new COVID-19 strains. **SCCs are to issue LOA to children/ staff with household members on QO**:

   a. **If household member is serving QO at Government Quarantine Facilities (GQF).**

   • SCCs are to issue LOA to the child/ staff even while the household member on QO is still at home waiting to be sent to GQF for quarantine; or is already at GQF but pending test results.

   • SCCs may lift the LOA of the child/ staff only after the household member who is on quarantine has been sent to the GQF and has a negative COVID-19 PCR test result at entry into quarantine. Once the household member serving QO has a negative test result, the child/ staff may return to SCC.

   • The child/ staff should seek medical attention promptly if they feel unwell during the period of LOA.

   b. **If household member is serving QO at home (i.e. HQO).**

   • For the child - The child is required to be on LOA (even if the test result of the household member at entry to quarantine is negative). The child may return to SCC only after the household member's QO ends and the household member has tested negative for COVID-19 at the end of their QO. In other words, the child will be on LOA from the time the household member is placed on home quarantine up to the completion of home quarantine and the household member's PCR test is negative.

   • For staff – SCCs to issue LOA to staff. SCCs may choose to lift the LOA and redeploy the staff to backend administrative duties (and avoid interacting with other staff and children) after the staff's household member who is on QO has a negative COVID-19 PCR test result at his/her entry into quarantine.

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[2] Fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath.
[3] Fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath.

When child/ staff or household member is undergoing mandatory COVID-19 tests

6   **With effect from 11 June 2021,** added precautionary measures will be taken for children/ staff and/or their household members who are required to undergo mandatory COVID-19 tests (e.g. due to potential exposure to COVID-19 cases such as the testing for all residents of a particular HDB block, workplace cluster):

     a. **If child/ staff is required to undergo mandatory COVID-19 tests.**
     SCCs are to issue LOA to the child/ staff until the child/ staff receives a negative COVID-19 PCR test result. Once the child/ staff has a negative test result, the child/ staff may return to SCC.

     b. **If child/ staff's household members are required to undergo mandatory COVID-19 tests.**
- For the child - SCCs should strongly encourage parents to keep their child at home until the household member has a negative COVID-19 PCR test result.
- For staff - SCCs should redeploy the staff to backend administrative tasks (without contact with other staff and children) until the household member has a negative COVID-19 PCR test result.

When a child/staff or household member is issued with Stay-Home Notice (SHN) in line with ICA's prevailing requirements

7   **With effect from 9 June 2021,** added precautionary measures will be taken for children/ staff and/or their household members who are issued SHN

     a. **If child/staff is issued SHN**

     Staff/ parents of children will be advised by ICA to inform SCCs of SHN. SCCs are to inform MSF on child/staff on SHN and monitor them through regular telephone calls.

     b. **If child/staff's household members are issued SHN[4]**

- For the child- SCCs are to issue LOA to child aligned to period of household members' SHN.
- For staff- SCCs are to issue LOA to staff (aligned to period of SHN) or redeploy staff to backend administrative tasks that do not require staff's presence at the SCC

8   SCCs are to remind parents to inform the SCC immediately once a child or household member:

     a. Has been issued with QO[5] or SHN
     b. Is undergoing mandatory COVID-19 tests
     c. Has been placed on LOA or phone surveillance

Please provide MSF with an update of staff and children on QO, Confirmed Case, LOA and SHN by 5pm daily via https://go.gov.sg/msf-report-loa.

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[4] If SHN is served at home.
[5] Includes child/staff or household members on Home Quarantine Order and Quarantine Order at Government Quarantine Facility.

COVID-Safe Behaviour

a. Wearing of masks in SCCs

9   As COVID-19 is spread predominantly through respiratory droplets from infected persons, and some may have very mild symptoms or may not show any symptoms, the wearing of masks is an important precaution we should all take. Masks prevent the expulsion of droplets from an infected person and reduces the transmission of droplets between persons.

10   We recognise that some children may have difficulties wearing a mask or face shield, for example, children with special needs and younger children. There may also be times during the day where it may not be practical or safe for children to wear masks/ face shields (e.g. during meals, nap time). **As a precautionary measure, SCCs should position children further apart from one another (at least 1 metre apart) when there are children without a mask or face shield.** Where space constraints limit how far children can be seated apart, SCCs must use desk shields / Plexiglass barriers. If desk shields/ Plexiglass barriers are used, SCCs must ensure that they are wiped down and cleaned after every use.

b. Ensure good ventilation in premises

11   To minimise the risk of COVID-19 transmission for the health and wellbeing of all children and staff, SCCs must ensure that the indoor premises of the SCC are adequately ventilated.   As communicated on 28 May 2021, SCCs are advised to implement the following measures to improve ventilation of your premises:

> **a. For SCCs located in air-conditioned premises <u>with</u> mechanical ventilation provision (e.g. centralised air-conditioning system)**
>
>> i.   Contact your building owner or facilities managers to ensure that:
>> - Ventilation systems are adequate and in good working order.
>> - Air Handling Unit (AHU) uses high-efficiency filters (at least MERV14 or F8 is recommended) to treat recirculated air.
>> - They adhere to the recommended measures in the Guidance Note issued by BCA, NEA and MOH (dated 25 May 2021) to enhance ventilation and air quality in indoor spaces, through the proper operations and maintenance of air-conditioning and mechanical ventilation (ACMV) systems.
>>
>> ii.   Increase ventilation in premises with limited ventilation:
>> - Open operable windows and doors as frequently as possible, unless outdoor/outside air quality is poor.
>> - Consider positioning fans at windows to blow air outwards and increase air exchange.
>> - Operate exhaust fans (e.g. in toilets, kitchens) at full capacity to expel air from indoor spaces. Keep windows and other openings (e.g. back door) around exhaust fans closed to avoid short-circuiting of air flow.
>> - Consider using portable air purifiers for localised air cleaning as an interim measure where ventilation is limited. Please note that air cleaning does not replace the need for adequate ventilation. Regular surface cleaning and disinfection should also continue, as portable air purifiers do not remove surface contamination.
>
> **b. For SCCs located in enclosed air-conditioned premises <u>without</u> mechanical ventilation provision (e.g. split-unit air-conditioners)**
>
>> i.   Increase ventilation and enhance air exchange:
>> - Open operable windows and doors as frequently as possible, unless outdoor air quality is poor.

- Operate exhaust fans (e.g. toilet, kitchen) at full capacity to expel air from the indoor space. Keep windows or other openings (e.g. back door) around exhaust fans closed to avoid short-circuiting of air flow.

ii. Consider installing window-mounted exhaust fans to enhance ventilation:
- If installing window-mounted exhaust fans, SCCs should check with the supplier that the fan system provides the minimum air changes specified in Singapore Standards SS553[6].
- SCCs should also request that the contractor aligns the air supply and exhaust system to provide uni-directional airflow in a poorly ventilated space.

iii. Consider using portable air purifiers for localised air cleaning in enclosed spaces as an interim measure:
- Portable air purifiers should be equipped with high-efficiency air filters such as HEPA filters, which are effective at removing virus aerosols.
- Ensure that the size and number of portable air purifiers are adequate for the space. SCCs can check with their supplier, if unsure.
- If the portable air purifier has an ozone generation function, turn it off to avoid excessive exposure to ozone levels and by-products, which may be hazardous to health.
- Please note that air cleaning does not replace the need for adequate ventilation. Regular surface cleaning and disinfection should also continue, as portable air purifiers do not remove surface contamination.

c. **For SCCs located in naturally ventilated premises**

i. Increase natural ventilation with fans:
- Keep windows and/or doors open at all times, unless outdoor air quality is poor or the weather condition does not allow.
- Position fans at windows to blow air outwards and increase air exchange.
- Operate exhaust fans (e.g. toilet, kitchen) at full capacity to expel air from the indoor space. Keep windows or other openings (e.g. back door) around exhaust fans closed to avoid short-circuiting of air flow.

ii. Consider installing window-mounted exhaust fans to enhance ventilation:
- If installing window-mounted exhaust fans, SCCs should check with the supplier that the fan system provides the minimum air changes specified in SS553.
- SCCs should also request that the contractor aligns the air supply and exhaust system to provide uni-directional airflow in a poorly ventilated space.

Conclusion

12   The safe management measures updated for the above are set out in Annex B for reference by SCC operators. 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, Monday to Friday).

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

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[6] Singapore Standard SS553: Code of Practice for Air Conditioning and Mechanical Ventilation in Buildings.

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

15 The recent cases in Singapore show that we must continue to be vigilant in our fight against COVID-19. **We would like to remind SCCs that children, staff and visitors who are unwell (even those with slight symptoms) should not be allowed to enter the SCC premises and should 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

Denise Low (Ms)
Director
Service Delivery and Coordination Division (SDCD)
Ministry of Social and Family Development

Updated requirements on Quarantine Order (QO) / Leave of Absence (LOA) / Stay-Home Notice (SHN)

S/N	Requirement	What Must SCCs Do?	
		If <u>Child or Staff</u> is …	If <u>Household Member</u> of Child or Staff is …
Quarantine Order			
1.	Under <u>Home</u> Quarantine Order (HQO)	**[New]** • Inform parents/staff to notify SCC if child/staff is under QO. • SCC should: - **If the affected child/staff was in SCC at any point in time within 14 days before the start of QO,** inform parents from the same class/group that a child/staff is on QO. <u>Strongly encourage parents to keep their children at home until the child/ staff on QO tests negative</u> for their entry swab test. - **If the affected child/ staff was unwell in SCC at any point in time within 7 days before the start of QO,** <u>grant LOA to children/ staff from the same class/group until the child/ staff on QO tests negative</u> for their entry swab test. - **If the affected child/ staff becomes unwell during QO and was in SCC at any point in time within 2 days before onset of symptoms,** <u>grant LOA to children/ staff from the same class/group until the child/ staff on QO tests negative</u> for their entry swab test. - Monitor affected child/ staff through regular telephone calls. • Inform MSF of any child/staff on QO / LOA	• Inform staff/parents to notify SCC if there a household member on HQO; • SCCs should: - **Grant LOA to child** aligned to period of household member's HQO; and - **[Updated] Grant LOA to staff** if there a household member on HQO. <u>SCCs may choose to lift the LOA and redeploy the staff to backend administrative duties (and avoid interacting with other staff and children) after the staff's household member who is on QO tests negative</u> for their entry swab test. - Monitor affected child/ staff through regular telephone calls • Inform MSF of any child/ staff on LOA
2.	Serving Quarantine Order (QO) at Government Quarantine Facilities (GQF)		**[New]** • Inform staff/parents to notify SCC if there a household member on QO; • SCCs should: - **Grant LOA to child/ staff until the household member is conveyed to GQF <u>and</u> tests negative for their entry swab test**; Child/ staff may return to SCC only after the household member receives a negative test result and has been conveyed to GQF. - -

S/N	Requirement	What Must SCCs Do?	
		If <u>Child or Staff</u> is …	If <u>Household Member</u> of Child or Staff is …
			- Monitor affected child/ staff through regular telephone calls • Inform MSF of any LOA given to a child/ staff
3.	**Undergoing <u>mandatory</u> COVID-19 swab test required by MOH and awaiting results.** **E.g. swabbing exercise due to potential exposure to COVID-19 cases**	**[New]** • Inform parents/ staff to notify SCC if child/ staff is required to undergo a mandatory swab • SCCs should: - **Grant LOA to child/ staff until child/ staff receives a negative test result.** - Monitor affected child/ staff through regular telephone calls • Inform MSF of any LOA given to a child/ staff	**[New]** • Inform parents/ staff to notify SCC if there is a household member who is required to undergo a mandatory COVID-19 swab test. • SCCs are advised to: - **Encourage parents to keep their children at home** until the household member receives a negative test result - **Redeploy staff to backend administrative tasks** that do not require staff's presence at the SCC until the staff's household member tests negative - Monitor affected child/ staff through regular telephone calls
Stay-Home Notice			
4.	**Issued with SHN in line with ICA's prevailing requirements** *Centres may refer to <u>www.ica.gov.sg /covid-19</u> or <u>https://safetravel.ica.gov.sg</u> for the latest border control measures and public health requirements*	• Staff/ Parents of children will be advised by ICA to inform SCCs of SHN • Inform MSF of child/ staff on SHN • Monitor affected child/ staff through regular telephone calls	**[New]** • Inform parents/ staff to notify SCC if there is a household member on SHN; • *(* If SHN is served at home)* SCCs should: - **Grant LOA to child** aligned to period of household member's SHN; or - **Grant LOA to staff (aligned to period of SHN) or redeploy staff to backend administrative tasks** that do not require staff's presence at the SCC

S/N	Requirement	What Must SCCs Do?	
		If <u>Child or Staff</u> is …	**If <u>Household Member</u> of <u>Child or Staff</u> is …**
			- Monitor affected child/ staff through regular telephone calls • Inform MSF of any LOA given to a child/ staff
Leave of Absence/Phone Surveillance			
5.	**Issued with Leave of Absence (LOA)**	• Can only return to SCC after the LOA duration has ended. • Monitor affected child/ staff through regular telephone calls	• Can attend SCC if well. However, SCCs are to be more vigilant in their health checks (including checks on health of family members*) and safe distancing
6.	**Placed on phone surveillance by MOH**	• Can attend SCC if well. However, SCCs are to be more vigilant in their health checks (including checks on health of family members*) and safe distancing.	*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).*

Worked Examples on Calculation of Leave of Absence (LOA)

Example 1: Child is on HQO/QO at GQF

- John was issued QO by MOH on 4 June 21. As long as John was in the SCC between 21 May and 3 Jun 21 (i.e. 14 days prior to 4 June 21), the SCC is to inform parents of children from the same class/group that a child is on QO and strongly encourage the parents to keep their children at home until John's PCR test result, upon placement on quarantine, is negative i.e. negative result for first swab test.

- If John was unwell while he was in the SCC from 28 May 21 to 3 June 21 (i.e. any point in time within 7 days before start of QO), the SCC is to grant LOA to children/ staff from the same class/group. The duration of LOA is up to the period of John's first swab test results. If his test result is negative, the LOA is lifted.

- If John becomes unwell during QO (e.g. on 5 Jun 21), the SCC needs to check if he was at the Centre 2 days before onset of symptoms (i.e. 3 Jun to 4 Jun 21). As John was in the SCC on 3 Jun 21, the Centre is to grant LOA to children/ staff from the same class/group who had contact with John on 3 Jun 21. The duration of LOA is up to the period of John's first swab test results. If his test result is negative, the LOA is lifted. However, if John only becomes unwell on 8 June, which is more than 2 days from when he was last at the SCC (i.e. 3 June), the children/staff from the same class/group need not be placed on LOA.

Example 2: Household Members of Child is on HQO

- John's father was issued QO from 1 Jun to 14 Jun 21. The SCC is to issue LOA to John from 1 Jun to 14 Jun 21.

Example 3: Household Members of Staff is on HQO

- Sally is a staff of the SCC. Her mother was issued QO from 1 Jun to 14 Jun 21. The SCC is to issue LOA to Sally from 1 Jun to 14 Jun 21. However, the SCC may lift the LOA and redeploy Sally to backend administrative duties (and avoid interacting with other staff and children) after her mother is tested negative for her first swab test.

Example 4: Household Members of Child is on QO at GQF

- John's father was issued QO from 1 Jun to 14 Jun 21. The SCC is to issue LOA to John from 1 Jun to 14 Jun 21. John may return to SCC only after his father receives a negative test result and has been sent to GQF.

Example 5: Household Members of Staff is on QO at GQF

- Sally is a staff of the SCC. Her mother was issued QO from 1 Jun to 14 Jun 21 and she was sent to GQF. The Centre is to issue LOA to Sally from 1 Jun to 14 Jun 21. Her mother's first swab result was negative on 6 Jun 21. With this, the SCC may lift the LOA and Sally can return to her usual duties at the SCC on 7 Jun 21, including interacting with the children.

Example 6: Child/Staff is undergoing mandatory COVID-19 swab test required by MOH and awaiting results.

- John is required to undergo a mandatory swab test. The SCC is to give John an LOA up to the period when John receives a negative test result.

Example 7: Household member of child is undergoing mandatory COVID-19 swab test required by MOH and awaiting results.

- John's mother is required to undergo a mandatory swab test. The SCC is to encourage John's mother to keep John at home until she receives a negative test result.

Example 8: Household member of staff is undergoing mandatory COVID-19 swab test required by MOH and awaiting results.

- Sally's mother is required to undergo mandatory swab test. The SCC is to redeploy Sally to backend tasks/job role (e.g. administrative work) that do not require her presence at the SCC until her mother receives a negative test result.

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 *A*ccess

To ensure Safe *A*ccess, 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:

☑ **Restriction of staff and children allowed in student care centres - Leave of Absence/ Stay-Home Notice/ Quarantine Order**

☑ **[Updated]** 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. See **updated Annex A** for details.

☑ **[Updated]** SCCs are to inform parents if there is a child/ staff from the class who is on QO and was in SCC at any point in time within 14 days before the start of QO
   o To protect and respect the privacy of the staff/ child who is on QO, SCCs should only identify the class/group the staff/ child is from and not the individual.
   o Parents should be strongly encouraged to keep their child at home until the child or staff who is on QO receives a negative COVID-19 Polymerase Chain Reaction (PCR) test result at his / her entry into quarantine (this may take 3 – 5 days).
   o If the staff/child was recently unwell, SCCs are to issue LOA as per updated **Annex A**.

☑ 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.

☑ **Restriction of persons conducting tuition and/or enrichment programme in student care centres**

☑ **[Updated]** All face-to-face tuition lessons and enrichment activities that fall outside of the centre's student care programme hours, or which involve external vendors, must stop or be shifted online until 13 June 2021 (or further notice) . On-premise tuition and enrichment activities provided in-house during student care hours is permitted.

a. **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.

☑ 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).

b. 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.

c. **Contract tracing of staff, children and visitors**

☑ **From 21 May 2021, all Student Care staff and visitors must use the TT App on their mobile phones or TT token to check into SafeEntry[7] at Student Care Centres and at all times, while in the Centres**.

☑ **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) 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.

d. **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 *B*ehaviour

Student care centres are to implement the following to ensure that staff and children adopt COVID-Safe *B*ehaviour 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

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[7] 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.

mattresses are spaced apart during nap times. Children should also be assigned their own mattresses and use mattress covers.

☑ **[Updated]** There may be times during the day where it may not be practical or safe for children to wear masks/ face shields (e.g. during meals, nap time). As a precautionary measure, SCCs must position children further apart from one another (at least 1 metre apart) when there are children without a mask or face shield. Where space constraints limit how far children can be seated apart, SCCs must use of desk shields / Plexiglass barriers. If desk shields/ Plexiglass barriers are used, SCCs must ensure that they are wiped down and cleaned after every use.

☑ 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. Face shields alone (without mask) will not be allowed for staff from 21 May 2021 even when conducting lessons and safe distancing can be ensured. Face masks must be used by all staff.

b. **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.**

☑ 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.

☑ 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**

Programmes/ activities	☑ Avoid programmes and activities that involve close physical contact among children and staff. Staff should avoid close physical contact with children e.g. hugs.
	☑ Space out seating arrangements and ensure designated seat for each child.
	☑ Arrange for children to queue 1m apart, where reasonably practicable to do so.

Meals	- Children to have meals in their respective classrooms/bays. If meals have to be taken in a common dining space:
	
	   i. Stagger meal times with no mixing of classes/groups.
	
	   ii. **[Updated]** Seat children as far apart as reasonably practicable. SCCs must use desk shields / Plexiglass barriers where space is more restricted. If desk shields/ Plexiglass barriers are used, ensure that they are wiped down and cleaned after every use.
	
	   iii. Surfaces (e.g. tables, chairs or desk shields) to be wiped down cleaned before the commencement of meals for the next class/group.
	
	- Administrative and non-teaching staff should refrain from interacting with children, as far as possible.
	
	- Staff should not move to another bay to dine/collect lunch, where reasonably practicable to do so.
	
	- In the process of delivering food, student care centres are to ensure contactless food delivery between bays, where reasonably practicable to do so.

Outdoor activities	☑ Student Care Centres may carry out outdoor activities in public spaces in small groups of no more than 2 persons (including staff). Student Care Centres must ensure that there is safe distancing of at least 1 metre between groups. ☑ Refrain from carrying out vigorous outdoor activities that involve close contact among children and staff during this period. Children should wear masks at all times. ☑ Classes going outdoors must be staggered. There should be no mixing between fixed groups when preparing to go out/return from outdoors. Keep classes separate when outdoors. ☑ Children should not be brought to crowded public spaces, which have high pedestrian traffic/ crowds. ☑ Staff and children to practise hand hygiene before and after outdoor activities.
Routine care	☑ Arrange for children to queue 1m apart when going to the toilet, where reasonably practicable to do so. ☑ 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. ☑ 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:

Housekeeping / Refuse Management	Housekeeping
	☑ Assign a team of staff to carry out cleaning and housekeeping <u>daily</u>.
	☑ Disinfect frequently touched points such as handrails and door knobs with disinfectant <u>at least twice a day</u>.
	☑ Clean and disinfect the tables, chairs, counter tops and shelves in the classrooms/bays, dining and activity areas with disinfectant <u>daily</u>.
	☑ Clean and disinfect communal toys, equipment or gadgets <u>daily</u>.
	☑ 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.
	☑ Clean, wash and disinfect resources and materials <u>at least once a week</u>.
	☑ Premises, furniture, furnishings and fittings should be well maintained and kept clean, free from mould and mildew.
	☑ Outdoor space should be well maintained.
	☑ 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. Refuse management ☑ Ensure bins are covered at all times and cleared <u>daily</u>. Tie refuse contained in plastic bags properly before disposal. ☑ Clean up any refuse spillage (e.g. vomitus) <u>immediately</u> with dedicated equipment. ☑ Engage licensed waste contractors to remove refuse <u>daily</u>. ☑ Ensure that cleaning equipment are disinfected properly using diluted household bleach prior to re-use. ☑ Dedicated equipment should be provided for cleaning toilets and should not be used to clean the rest of the student care centre.
Toilets and shower facilities	☑ 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>. ☑ Provide adequate supply of toilet paper, paper towels (if provided) or hand dryers and liquid soap at all times. ☑ Toilet fittings and fixtures should be free from grime, dirt and mould. ☑ Taps and flush system should be in good working condition at all times. ☑ Toilet floors should be cleaned and disinfected <u>twice daily</u>. ☑ Toilet floors should be clean and dry, and toilets should not have a bad odour. ☑ Toilets should be well ventilated. Keep toilet exhaust fans running at full capacity for longer operating hours to enhance ventilation ☑ All sanitary pipes and fittings should be in good working condition.

g. **[New] Ensure good ventilation in SCC premises**

To minimise the risk of COVID-19 transmission for the health and wellbeing of all children and staff, SCCs must ensure that the indoor premises of the SCC are adequately ventilated. SCCs are advised to implement the following measures to improve ventilation of your premises:

SCCs located in air-conditioned premises with mechanical ventilation	☑ **Contact your building owner or facilities managers to ensure that:** 　o Ventilation systems are adequate and in good working order. 　o Air Handling Unit (AHU) uses high-efficiency filters (at least MERV14 or F8 is recommended) to treat recirculated air.

provision (e.g. centralised air-conditioning system)	○ They adhere to the recommended measures in the Guidance Note issued by BCA, NEA and MOH to enhance ventilation and air quality in indoor spaces, through the proper operations and maintenance of air-conditioning and mechanical ventilation (ACMV) systems. ☑ **Increase ventilation in premises with limited ventilation:** ○ Open operable windows and doors as frequently as possible, unless outdoor/outside air quality is poor. ○ Consider positioning fans at windows to blow air outwards and increase air exchange. ○ Operate exhaust fans (e.g. in toilets, kitchens) at full capacity to expel air from indoor spaces. Keep windows and other openings (e.g. back door) around exhaust fans closed to avoid short-circuiting of air flow. ○ Consider using portable air purifiers for localised air cleaning as an interim measure where ventilation is limited. Please note that air cleaning does not replace the need for adequate ventilation. Regular surface cleaning and disinfection should also continue, as portable air purifiers do not remove surface contamination.
SCCs located in enclosed air-conditioned premises without mechanical ventilation provision (e.g. split-unit air-conditioners)	☑ **Increase ventilation and enhance air exchange:** ○ Open operable windows and doors as frequently as possible, unless outdoor air quality is poor. ○ Operate exhaust fans (e.g. toilet, kitchen) at full capacity to expel air from the indoor space. Keep windows or other openings (e.g. back door) around exhaust fans closed to avoid short-circuiting of air flow. ☑ **Consider installing window-mounted exhaust fans to enhance ventilation:** ○ If installing window-mounted exhaust fans, SCCs should check with the supplier that the fan system provides the minimum air changes specified in Singapore Standards SS553.[8] ○ SCCs should also request that the contractor aligns the air supply and exhaust system to provide uni-directional airflow in a poorly ventilated space. ☑ **Consider using portable air purifiers for localised air cleaning in enclosed spaces as an interim measure:** ○ Portable air purifiers should be equipped with high-efficiency air filters such as HEPA filters, which are effective at removing virus aerosols. ○ Ensure that the size and number of portable air purifiers are adequate for the space. SCCs can check with their supplier, if unsure. ○ If the portable air purifier has an ozone generation function, turn it off to avoid excessive exposure to ozone levels and by-products, which may be hazardous to health. ○ Please note that air cleaning does not replace the need for adequate ventilation. Regular surface cleaning and disinfection should also continue, as portable air purifiers do not remove surface contamination.
SCCs located in naturally	☑ **Increase natural ventilation with fans:**

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[8] Singapore Standard SS553: Code of Practice for Air Conditioning and Mechanical Ventilation in Buildings.

ventilated premises	- Keep windows and/or doors open at all times, unless outdoor air quality is poor or the weather condition does not allow. - Position fans at windows to blow air outwards and increase air exchange. - Operate exhaust fans (e.g. toilet, kitchen) at full capacity to expel air from the indoor space. Keep windows or other openings (e.g. back door) around exhaust fans closed to avoid short-circuiting of air flow. ☑ **Consider installing window-mounted exhaust fans to enhance ventilation:** - If installing window-mounted exhaust fans, SCCs should check with the supplier that the fan system provides the minimum air changes specified in SS553. - SCCs should also request that the contractor aligns the air supply and exhaust system to provide uni-directional airflow in a poorly ventilated space.

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. **[Updated]** Strongly encourage children to refrain from talking on the bus.
    vii. 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.

☑ **[Updated]** Stagger classes in their use of common areas and facilities (e.g. toilets, halls, common areas) to avoid mixing between classes, with scheduled cleaning in between use as far as possible.

☑ **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.

☑ 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:

o Children must remain within their respective classes/ groups; there must be no mixing of classes/groups.
o Staff and children are to wear masks during the celebration.
o There must be safe distancing among staff and children at all times.
o 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.
o 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.

☑ 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]** Trainees' practicum attachment to the SCCs are to be deferred till 13 Jun 2021 (or further notice). Practicum and internship supervision may be conducted online during this period.

☑ 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