

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

4 February 2020

To: All community-based Student Care Centres' operators

Leave of Absence (LOA) for Student Care Centre employees & children returning from China via FormSG

On 27 January 2020, the Ministry of Social and Family Development (MSF) has sent out advisories to Student Care Centres (SCC) to implement a **Leave of Absence (LOA) of 14 days for employees and enrolled children returning from Mainland China –**

- a. **on and from 28 January 2020,**
- b. **as well as those who returned within the last 14 days** (i.e. from 14 Jan to 27 Jan 2020).

2 Currently, all community-based SCC Operators' reporting of this LOA to MSF is through email. To streamline the reporting of LOA status, we have prepared an e-form at <https://go.gov.sg/msf-report-loa> to report new cases of LOA to MSF from today onwards (Tuesday 4 Feb 2020). The form can also be accessed by the following QR code:



3 We seek your cooperation to submit the LOA (if any) by 2pm daily on weekdays (each submit for each person on LOA, i.e. if there are 5 persons on LOA, you will need to submit the form 5 times).

4 For LOAs that have been sent earlier (prior to 4 Feb), you do not need to re-submit again.

5 Some points to note for the new e-form:

- If you have made an error in your submission, please submit a new form with the correct details. MSF will take the latest submission as the point of reference based on the date and time submitted.
- If you need to edit the details of submission you have made previously or to delete a submission, please contact your MSF point-of-contact.

6 If you require any assistance or clarifications, please email: MSF_Student_Care@msf.gov.sg or contact the respective Student Care Officer (SCO) assigned to your postal code area.

Yours faithfully

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Ministry of Social and Family Development