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18 February 2020

To: All Student Care Centres' operators

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

The Ministry of Health has introduced a new “Stay-Home Notice” (SHN) for Singapore residents (i.e. Singapore Citizens and Permanent Residents) and long-term pass holders (i.e. Student’s Pass, Dependent’s Pass, Long-Term Visit Pass) returning to Singapore with effect from 18 February 2020, 11.59pm:

- a. All returning Singapore residents and long-term pass holders with recent travel history to China (outside Hubei^[1]) within the last 14 days will be issued a 14-day SHN. The SHN period will commence from the day of return to Singapore^[2].

^[1] Travellers from Hubei province shall continue to be subject to quarantine

^[2] The date of return to Singapore is considered Day 0. The SHN will lapse after Day 14.

- b. Persons under the SHN will have to remain in their place of residence at all times during the 14-day period. This is stricter than the existing Leave of Absence (LOA) regime, which had allowed returnees to leave their homes briefly, for example, for their meals or to buy household and other supplies.
- c. Those placed on the SHN will be reminded to monitor their health closely and avoid contact with others. They should seek medical attention promptly if they feel unwell.

2 Please refer to the press release from MOH for more details:
<https://www.moh.gov.sg/news-highlights/details/implementation-of-new-stay-home-notice>

^[1] Travellers from Hubei province shall continue to be subject to quarantine

^[2] The date of return to Singapore is considered Day 0. The SHN will lapse after Day 14.

UPDATED MEASURES (FROM 18 February 2020, 11.59pm)

3 With effect from 18 February 2020, 11.59pm, ICA will issue SHN to all Singapore Residents and long-term pass holders returning to Singapore from Mainland China. Student Care Centres will therefore not be required to grant LOA to Student Care Centre staff and children returning to Singapore from Mainland China. Please see the updated table appended below:

S/N	Precautionary Measures	What Should Student Care Centres Do?	
		For Child	For Staff
1	[UPDATED] Any staff or child who recently returned to Singapore and with travel history to Mainland China in last 14 days – Immigration and Checkpoints Authority (ICA) will issue SHN to all returnees	<ul style="list-style-type: none"> • Staff/ Parents of children will be advised by ICA to inform Student Care Centres of SHN issued • School-based Student Care Centres should notify the school administration of staff/child on SHN. Community-based Student Care Centres should notify MSF of such cases. • Monitor affected staff/ child through regular telephone calls <p>* A Leave of Absence is not required for staff/ child living with a household member under SHN.</p> <p>* With effect from 4 February 2020, Student Care Centres should request staff and parents to indicate the City/Province in Mainland China that they had travelled / will travel to, as part of the travel declaration. (E.g. Wuhan -City; Hubei – Province)</p>	
2	Any staff or child who recently returned to Singapore and with travel history to Hubei (including Wuhan) in the last 14 days – MOH to assess and place returnees under Home Quarantine Order (HQO) or in Government Quarantine	<ul style="list-style-type: none"> • School-based Student Care Centres should inform the school administration of any staff or child placed under Quarantine Order by MOH. Community-based Student Care Centres should notify MSF of such cases. • Monitor affected staff/ child through regular telephone calls • Staff or child should only return to Student Care Centre after the Quarantine Order expires and if well 	

S/N	Precautionary Measures	What Should Student Care Centres Do?	
		For Child	For Staff
	Facilities (GQF) **		
3	Any child or staff living with any household members under Home Quarantine Order (HQO) **	<ul style="list-style-type: none"> • Inform all parents to notify Student Care Centre if there is a household member under HQO • Grant child Leave of Absence, aligned to the period of household member's HQO • Inform the school administration (for school-based Centres) or MSF (for community-based Centres) of any new LOA given to a child living with a household member under HQO. • Monitor affected child through regular telephone calls 	<ul style="list-style-type: none"> • Inform all staff to notify Student Care Centre if there is a household member under HQO • Student Care Centres can consider these precautionary measures: <ul style="list-style-type: none"> - Redeploy staff to administrative tasks; or - Grant Leave of Absence aligned to the period of household member's HQO. • Immediately inform the school administration (for school-based Centres) or MSF (for community-based Centres) of any staff living with a household member under HQO and any new LOA given to staff • Monitor affected staff through regular telephone calls

S/N	Precautionary Measures	What Should Student Care Centres Do?	
		For Child	For Staff
4	Any staff or child living with household members issued with a Leave of Absence (LOA)	<ul style="list-style-type: none"> • No action is required from the Student Care Centre • Staff/Child should be allowed to attend Student Care Centre, if well 	
5	Any staff or child who has recently returned from other countries	<ul style="list-style-type: none"> • No action is required from the Student Care Centre • Staff /Child should be allowed to attend Student Care Centre, if well 	

*** Note that information on persons placed under HQO or in GQF must be kept **strictly confidential and disclosed only to persons on a need-to-know basis**. Information should not be disclosed to other children/parents/external parties.*

CONTINUATION OF CURRENT PRECAUTIONARY MEASURES

4 Student Care Centres are to continue with the current measures to safeguard the health and safety of Student Care Centre staff and children. Here is a summary of the precautionary measures for Student Care Centres in response to the COVID-19 situation.

a. Travel Plans and Declarations

Student Care Centres should inform staff and parents to declare the following:

- i. Of any recent travel history by staff or enrolled children to Mainland China;
- ii. Of any intended travel plans by staff or enrolled children to Mainland China – Ministry of Health advises all travellers to defer all travel to Hubei Province and non-essential travel to Mainland China; and
- iii. When a household member of a enrolled child or staff is issued with a Home Quarantine Order

Student Care Centres should require all visitors entering the Student Care Centre to fill in a travel declaration. Ensure that visitors have not visited Mainland China within the last 14 days. Parents/Guardians who are at the

Student Care Centre to pick up and drop off their child for a short period of time (i.e. < 30 minutes) can be excluded.

b. Large group and communal activities

Student Care Centres are to:

- i. Suspend large group and communal activities such as assemblies and mass celebrations. Children should proceed directly to classrooms when they arrive at the Centre.
- ii. Suspend excursions and field trips to minimise risk of exposing children to large crowds. Daily outdoor play and learning can continue. -

c. Health checks and temperature screening

Student Care Centres are to continue with health checks and temperature screening for all children, staff and visitors. Centres should increase the frequency of temperature taking for children and staff to twice daily (during arrival and dismissal).

* Please note that a child is generally considered to have a fever if the body temperature is above 37.5°C. This depends on the method of temperature taking and Student Care Centres should check the instruction manual of the thermometer.

d. Visitors in Student Care 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 Centres (e.g. contractors) and agencies who need to perform necessary functions may enter the premises. If it is necessary to have a visitor in the Centre, temperature checks and travel declarations should be obtained. Visitors who have visited Mainland China within the last 14 days should not be admitted into your Centre. Student Care Centres should also ensure that the visitor log is maintained, in the event of contact tracing. Parents can still drop off and pick up their children.

e. Cross deployment of staff

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

6 Student Care Centres should encourage staff and children to observe good personal hygiene practices, and ensure the premises, equipment, materials and toys are kept clean.

7 As the COVID-19 situation may persist for a duration of time, Student Care Centres should use your resources such as surgical masks and sanitizers sensibly, and only when necessary. Only individuals who are recovering from an illness need to wear a mask.

8 MSF and the relevant agencies are monitoring the COVID-19 situation closely and will provide regular updates. As we need to monitor and assess the situation in Student Care Centres, we seek operators' and supervisors' cooperation to provide MSF with an update of staff and children on LOA or SHN by 2pm daily (one submission per person on LOA/SHN) via <https://go.gov.sg/msf-report-loa> or via the QR code below.



Thank you.

Yours faithfully

Siti Mariam Selamat (Ms)
Senior Assistant Director
Service Delivery and Coordination Division (SDCD)
Ministry of Social and Family Development