

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

4 March 2020

To: All Student Care Centres' operators

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

The Ministry of Health has expanded its travel advisory for Singaporeans to defer all travel to Hubei Province in China and to defer non-essential travel to the following areas: (a) Mainland China; (b) Iran; (c) northern Italy¹; (d) Japan; and (e) the Republic of Korea. MSF strongly encourages student care staff and children to avoid travel to these areas during the upcoming March school holidays.

2 In addition, the Ministry of Health has extended the Stay-Home Notice (SHN) to the following returning groups, with effect from 4 March 2020, 11.59pm:

- a) Singapore residents (Singaporean Citizens and Permanent Residents) with recent travel history to Iran, northern Italy or the Republic of Korea within the last 14 days; and
- b) Long-term pass holders (Student's Pass, Dependant's Pass, and Long-term Visit Pass) and foreign employees issued with a work pass² with recent travel history to Iran, northern Italy or the Republic of Korea within the last 14 days.

¹ This refers to the 8 administrative regions of Aosta Valley, Piedmont, Liguria, Lombardy, Emilia-Romagna, Veneto, Friuli-Venezia Giulia and Trentino-Alto Adige/Südtirol.

² Work pass here refers to Work Permit, S Pass, Employment Pass, Personalised Employment Pass, EntrePass, Work Holiday Pass, Letter of Consent or In-Principle Approval.

Please refer to the press release from MOH for more details: <https://www.moh.gov.sg/news-highlights/details/additional-precautionary-measures-in-response-to-escalating-global-situation>

3 Persons under the SHN will have to remain in their place of residence at all times during the 14-day period. Those placed on the SHN will be required to monitor their health closely and avoid contact with others. They should seek medical attention promptly if they feel unwell.

UPDATED MEASURES (FROM 4 March 2020, 11.59pm)

4 Please see the updated measures below:

a. Leave of Absence/ Stay-Home Notice

| 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 (a) Mainland China (outside of Hubei³); (b) Iran; (c) northern Italy; or (d) Republic of Korea within the 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 the student care centre 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 (LOA) is not required for staff/ child living with a household member under SHN.</p> |

³ Travellers from Hubei province shall be subject to quarantine.

| S/N | Precautionary Measures | What Should Student Care Centres Do? | |
|-----|--|---|--|
| | | For Child | For Staff |
| 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 Facilities (GQF)⁴ | <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 the student care centre after the Quarantine Order expires and if he/she is well. | |
| 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 the student care centre if there is a household member under HQO • Grant child Leave of Absence (LOA), 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. | <ul style="list-style-type: none"> • Inform all staff to notify the student care centre if there is a household member under HQO • The centre can consider these precautionary measures: <ul style="list-style-type: none"> - Redeploy staff to administrative tasks; or - Grant Leave of Absence (LOA) aligned to the period of household member's HQO. • Immediately inform the school administration (for school-based Centres) or MSF (for community-based |

⁴ 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.

| S/N | Precautionary Measures | What Should Student Care Centres Do? | |
|-----|--|--|---|
| | | For Child | For Staff |
| | | <ul style="list-style-type: none"> Monitor affected child through regular telephone calls | Centres) of any staff living with a household member under HQO and any new LOA given to staff. <ul style="list-style-type: none"> Monitor affected staff through regular telephone calls |
| 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 | |

b. Travel Plans and Declarations [UPDATED]

With the evolving COVID-19 situation, student care centres are required to monitor the travel plans of staff and children closely, including travel to countries other than Mainland China. Student care centres should inform staff and parents to declare the following, if not already done:

- a) Of any intended travel plans by staff or enrolled children to other countries (including the city(s) of travel); and
- b) When a household member of enrolled child or staff is issued with a Home Quarantine Order

The updated travel and health declaration form for staff/ children at [Annex A](#) is for your adaptation and use.

Student care centres should require all visitors entering the centre to fill in a travel declaration. 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. The updated visitor declaration form is at [Annex B](#) for your adaptation and use.

c. Visitors in Student Care 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 centre (e.g. contractors) and agencies who need to perform necessary functions may enter the premises (e.g. MSF officers). If it is necessary to have a visitor in the centre, temperature checks and travel declarations should be obtained. Visitors who have visited (a) Mainland China; (b) Iran; (c) northern Italy; or (d) the Republic of Korea 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.

CONTINUATION OF CURRENT PRECAUTIONARY MEASURES

5 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. 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.

b. Health checks and temperature screening

Student care centres are to continue with health checks and temperature screening for all children, staff and visitors. Student care centres should increase the frequency of temperature taking for children and staff to twice a day (i.e. during arrival and at 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 the student care centre should check the instruction manual of the thermometer.

c. Cross deployment of staff

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

6 We strongly encourage student care centre operators and supervisors to share the information with your staff.

7 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.

8 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.

9 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



Yours faithfully

Siti Mariam Selamat (Ms)

Senior Assistant Director

Service Delivery and Coordination Division (SDCD)

Ministry of Social and Family Development



**TRAVEL AND HEALTH DECLARATION FORM
(For Staff/ Child)**

As part of precautionary measures to ensure the health and wellbeing of the children and staff in the student care centre, we seek your cooperation to complete this form and return it to the student care centre if you intend to travel to another country. Please inform the student care centre immediately should there be any change in the status of your declaration. Thank you.

Particulars:

Name:

Contact No.:

Child's name (if applicable):

Child's BC (if applicable):

Please tick accordingly:

1. Do you/ your child have plans to travel overseas in the next 6 months?

Yes

Please state country/ city/ province.

(For example, China (country)/ Wuhan (city) / Hubei (province); Japan (country)/ Osaka (city):

Please state travel period:

No

2. I/ My child am/ is living with a household member(s) under Home Quarantine Order (HQO) issued by the Ministry of Health.

Yes

Please state HQO period: _____

No

I, the undersigned, declare the above information to be true.

Name and Signature of Staff/ Parent

Date



**TRAVEL DECLARATION FORM
(For Visitors)**

As part of precautionary measures to ensure the health and wellbeing of the children and staff in the student care centre, we seek your cooperation to complete this form and return it to the student care centre. Thank you.

Particulars:

Name:

Contact No.:

Please tick accordingly:

1. Have you returned from the following countries within the last 14 days?

| | No | Yes |
|--|--------------------------|---|
| a. Mainland China | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Please state city/ province: <hr/> |
| b. Iran | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Northern Italy | <input type="checkbox"/> | <input type="checkbox"/> |
| (This refers to the 8 administrative regions of Aosta Valley, Piedmont, Liguria, Lombardy, Emilia-Romagna, Veneto, Friuli-Venezia Giulia and Trentino-Alto Adige/Südtirol) | | |
| d. Republic of Korea | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Other countries | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Please state country/ city/ province: <hr/> |

* We seek your understanding that visitors who have visited (a) Mainland China; (b) Iran; (c) northern Italy; or (d) the Republic of Korea within the last 14 days will not be admitted into the student care centre.

I, the undersigned, declare the above information to be true.

Name and Signature

Date