

8 August 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) had earlier announced the reversion to Phase 2 (Heightened Alert) from 22 July 2021 through 18 August 2021 to allow us to contain the outbreak of clusters in the community and minimise the risk of our healthcare capacity being overwhelmed while we ramped up our vaccination rates, particularly among seniors. Through the cooperation and efforts of everyone, the situation has stabilised. MTF has undertaken a mid-point review of the Phase 2 (Heightened Alert) measures, and will allow some easing of the measures in two steps. The first will take effect from 10 August 2021, and the second from 19 August 2021, if conditions remain stable. The MTF will also introduce a “vaccinate or regular test” regime for selected sectors, including settings with children 12 years and below. Please refer to the press release for more details: <https://www.moh.gov.sg/news-highlights/details/preparing-for-our-transition-towards-covid-resilience>

2 In line with the national posture, **we will phase in the resumption of some activities in SCCs from 10 August 2021 and 19 August 2021, if conditions remain stable.** 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. Children in SCCs are also more vulnerable as they are unable to be vaccinated at this point in time. Hence, we seek SCCs’ understanding and support that we will need to continue to remain vigilant and phase in the resumption of activities in SCCs in a cautious and calibrated manner. Please refer to Annex A for a summary of the changes from 10 August 2021.

### **“Vaccinate or Regular Test” Regime for SCC Staff**

3 Although Singapore’s vaccination rate is relatively high, we need to continue to expand our vaccine coverage to support our transition towards COVID-19 resilience. MTF will introduce a “vaccinate or regular test” regime for selected sectors, including settings with children 12 years and below. Vaccination and regular testing are especially important to keep our SCC community safe as there is currently no approved vaccine for children below the age of 12.

4 **We strongly encourage all medically eligible staff at SCCs to get vaccinated by 1 October 2021, if they have yet to do so.** Since the roll out of the vaccination exercise for SCC staff earlier this year, SCCs may wish to note that the Expert Committee on COVID-19 Vaccination has extended the use of the COVID-19 vaccines to groups such as pregnant women, breastfeeding women, cancer patients on active treatment and persons with Severe Cutaneous Adverse Reactions (SCAR). Staff may register for vaccination at [vaccine.gov.sg](https://vaccine.gov.sg). Those who wish to get a Moderna COVID-19 vaccine may walk into any of the community vaccination centres without a prior appointment. Please refer to the MOH website for details: <https://www.moh.gov.sg/news-highlights/details/no-prior-appointment-needed-at-moderna-vaccination-centres>

5 **As announced by MTF, from 1 October 2021, any unvaccinated staff will have to be tested with an Antigen Rapid Test (ART) twice a week. However, SCC staff may be subjected to tighter measures depending on MSF’s assessment of the risk of transmission in SCCs.** For the small group of SCC staff that remains medically ineligible for vaccines, the Government will subsidise their tests. More details on the testing regime for SCCs will be shared in due course.

### **Updated Safe Management Measures**

**From 10 August 2021**

### **a. Outdoor activities**

6 From 10 August 2021, SCCs may carry out outdoor activities in public spaces within the vicinity of the SCC **in small groups of no more than 5 persons (including staff) instead of 2**, in line with the increase in national group sizes. SCCs must ensure that there is safe distancing of at least 1 metre between groups and children remain cohorted by their classes/fixed groups within their class. Staff-child ratios for outdoor activities must be met.

7 SCCs must adhere to the following SMMs when carrying outdoor activities:

- i. **Classes going outdoors must be staggered.** There should be no mixing between classes when preparing to go out/return from outdoors.
- ii. **Children should not be brought to crowded spaces** which have high pedestrian traffic/crowds.
- iii. **Refrain from carrying out vigorous outdoor activities.** Children should wear masks or face shields outdoors, as far as possible.
- iv. **Children must practise hand hygiene before and after going outdoors.** This also applies to staff accompanying the children.

**From 19 August 2021**

### **b. Visitors in SCCs**

8 Visitors continue to be limited to those who are needed to support the running of SCCs (e.g. contractors) and those who need to perform necessary functions (e.g. MSF officers, auditors).

9 Parents are not allowed into the student care premises. Parent-teacher conferences are to be carried out via teleconferences or online engagements (e.g. video conferencing). For parents of prospective students, they are not allowed entry during operating hours. SCCs are to substitute with alternatives (e.g. virtual tours and photos).

10 If it is necessary to have a visitor in the SCC as allowed under paragraph 8, temperature checks and travel declarations must be obtained. Visitors should check into SafeEntry at the SCC via TraceTogether and keep a safe distance of **at least 2 metres** from staff and children, where possible.

### **c. Supplementary programmes (i.e. tuition and or enrichment programme)**

11 External persons providing supplementary programmes remain limited to physically serve no more than 1 SCC. All higher risk, mask-off enrichment programmes (e.g. those involving wind instruments, swimming) remain suspended.

12 External persons conducting supplementary programmes must strictly adhere to the following SMMs for all supplementary programmes:

- i. Persons conducting the supplementary programme must engage children strictly within their existing classes/groups. Centres are not allowed to combine children from different levels or classes/groups for any programme session. Where children are split into smaller groups within their regular class/grouping, they should remain within the same groups when attending the supplementary programme and not mix.
- ii. Persons conducting the supplementary programme must ensure safe distancing during the sessions and conduct cleaning after each session. They must maintain a safe distance from children at all times and ensure children in the programme are seated at least 1 metre apart. They should also wash or sanitise their hands after each session. If a common space is used for the programme, the tables and high touch point areas should be wiped down and disinfected between each use by different classes/groups.

- iii. Persons conducting these supplementary programmes must use the TraceTogether (TT) App on their mobile phones or the TT token, at all times while they are in the SCC.

13 There will be no cap on the number of classes that persons conducting supplementary programmes can serve within the SCC. This is naturally limited, as they are usually at the SCC on selected days for short periods of time and cater only to selected children.

#### **d. External training**

14 **Face-to-face training of the hands-on aspect of Child First Aid (CFA) training may resume from 19 August 2021.** This is only applicable to SCCs, which need to send staff for training to meet the minimum requirement of staff with CFA. The theory aspect of the CFA course must continue to be delivered online. From 19 August 2021, face-to-face CFA training sessions are limited to no more than 5 persons per session and are subject to prevailing safe management measures such as the need to maintain 1 metre safe distancing, wearing of masks at all times and wiping down and disinfection of high touch-points and first aid equipment. Such face-to-face CFA training sessions should be conducted at the premises of the training providers.

15 **All other external training will continue to be carried out virtually until further notice.** Where online delivery of classes 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. This will apply to both Full Qualification and Continuing Professional Development (CPD) courses. The respective training providers will contact the course participants regarding any re-scheduling of classes.

#### **e. Practicums and Internships**

16 **All practicums and Internship may resume from 19 August 2021.** However, student teachers, within their centre, should cross up to **no more than 2 classes** as required for their practicum/internship. Student teachers must not be deployed to more than one centre or attend face-to-face sessions with other trainees at their learning institutes during the period of practicum/internship. Practicum and internship supervision must continue to be conducted online during this period.

#### **f. Staff meetings and internal training**

17 **SCCs are to continue to conduct all staff meetings and training virtually,** e.g. by using tele-conferencing facilities.

18 **All social gatherings between staff (e.g. birthday celebrations, team bonding activities, etc.) will remain suspended until further notice.** 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), including with colleagues from separate teams / shifts / SCCs.

#### **Conclusion**

19 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 SCCs 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).

20 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 Case, LOA and SHN by 5pm daily via <https://go.gov.sg/msf-report-loa> or via the QR code below. **We will continue to review the safe management measures in SCCs and update SCCs of any further developments.**



21 **We would like to remind SCCs to ensure that children, staff and visitors who are unwell (even those with slight symptoms) should not be allowed to enter the SCC 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

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

## Summary of Revised Safe Management Measures (SMMs) in SCCs in Phase 2 (Heightened Alert) from 10 Aug 21

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

COVID-Safe ABCs	Tightened Safe Management Measures
<b>COVID-Safe Access</b>	<input checked="" type="checkbox"/> Strongly encouraged to conduct supplementary programmes (i.e. tuition and enrichment classes) that fall outside student care programme hours, or which involve external vendors, online. Supplementary programmes provided in-house during student care hours are permitted. If it is necessary for in-person supplementary programmes to continue, persons providing such programmes can only serve 1 SCC.
<b>COVID-Safe Behaviour</b>	<input checked="" type="checkbox"/> (From 10 August 2021) Group size for outdoor activities may increase from 2 to 5 persons (including staff) from the same class/fixed group.
<b>COVID-Safe Classroom</b>	<input checked="" type="checkbox"/> (From 19 August 2021) Resume in-person training for practical components of Child First Aid Training, capped at 5 participants per class; all other external training to remain online.  <input checked="" type="checkbox"/> (From 19 August 2021) Resume all practicums and Enhanced Internships; practicum and internship supervision to remain online.

## 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 (see updated Annex C)

- ☑ SCCs are not to allow staff and children on Quarantine Order (QO), Leave of Absence (LOA), Approved Absence (AA) and Stay-Home Notices (SHN) to enter the SCC.
- ☑ Children/ staff with household members undergoing a mandatory COVID-19 swab test will be required to be placed on LOA until the household member's test results return negative.
- ☑ Children/staff with household members (aged 6 years and above) who are unwell (with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath) must be placed on LOA until the unwell household member is tested negative for COVID-19 (either PCR or ART test).
- ☑ Children/staff who are issued with a Health Risk Warning (HRW) will be placed on LOA for the duration of the HRW. The child/ staff may return to school when they receive a negative exit polymerase chain reaction (PCR) test result. If SCC staff is issued HRW, they will be required to additionally undergo one self-administered antigen rapid test (ART) every 3-4 days for the duration of the HRW period.
- ☑ If a child/ staff has a household member(s) who has been issued with a Health Risk Warning (HRW), SCCs are to issue the affected child/ staff an LOA until the child/ staff's household member receives a negative entry polymerase chain reaction (PCR) test result.
- ☑ If a child/staff or any of their household members are issued with a Health Risk Alert (HRA), they will be allowed to attend SCC, if well. Children/ staff who receive HRA notifications are strongly encouraged to be tested and minimize their social interactions for the duration specified by MOH.
- ☑ SCCs are to inform parents if there is a child/ staff from the class who is on quarantine (issued with a QO) and was in SCC at any point in time within 14 days before the start of QO
  - To protect and respect the privacy of the staff/ child who is on quarantine, SCCs should only identify the class the staff/ child is from and not the individual.
  - Parents with children in the affected class should be strongly encouraged not to send their children to the SCC 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).
  - If the staff/child was recently unwell, SCCs are to issue LOA as per Annex C.
- ☑ Staff and children returning from QO or SHN will be tested as per the existing national policy for QO/SHN before returning to the SCC. Individuals will be informed directly by relevant government agencies on the necessary procedures.

## **b. Restriction of persons conducting supplementary programmes (i.e. tuition and enrichment programme) in student care centres**

- ☑ **[Updated]** Supplementary programmes that fall outside of the centre's student care programme hours, or which involve external vendors are strongly encouraged to conduct classes online. On-premise supplementary programmes provided in-house during student care hours is permitted.
- ☑ If there is a necessity for SCCs to continue with in-person supplementary programmes, external persons providing such programmes must be limited to physically serve no more than 1 SCC. All higher risk, mask-off enrichment programmes (e.g. those involving wind instruments) must be suspended during this period.
- ☑ **Persons conducting these supplementary programmes must engage children strictly within their existing classes/groups.** Centres are not allowed to combine children from different levels or classes/groups for any supplementary programme session. Where children are split into smaller groups within their regular class/grouping, they should remain within the same groups when attending the supplementary programme sessions and not mix.
- ☑ **Persons conducting these supplementary programmes must ensure safe distancing of at least 1 metre, preferably 2 metres, if practicable during the sessions and conduct cleaning after each session.** They must maintain a safe distance of at least 1 metre, preferably 2 metres, if practicable, from children at all times and ensure children in the programme are seated apart. They should also wash or sanitise their hands after each session. If a common space is used for the programme, the tables and high touch point areas should be wiped down and disinfected between each use by different classes.
- ☑ Persons conducting these supplementary programmes must use the TraceTogether (TT) App on their mobile phones or the TT token, at all times while they are in the SCC.
- ☑ The student care centre should not conduct supplementary programmes which involve children not in the student care programme, within its premises during student care hours.
- ☑ If the student care centre runs any programme at its premises, outside student care hours, it should comply with safe management measures issued for such programmes. It must ensure that the classrooms, furniture and high touch point areas are cleaned and/or disinfected before being used for student care service.
- ☑ The student care centre can have up to 5 persons conducting supplementary programme at any one time, but no more than 10 persons in total per centre.
- ☑ Volunteers engaged by the student care centre to conduct supplementary programme should adhere to the same safe management measures as above.

## **c. Restriction of visitors allowed in student care centres**

- ☑ Student care centres are not to allow visitors who are on QO, SHN, LOA, Health Risk Warning (HRW), Health Risk Alert (HRA), 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 of at least 2 metres 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).
- ☑ To minimise the number of casual visitors entering the SCC premises, SCCs should designate a 'drop-off point' outside the SCC for deliveries by vendors and ensure proper sanitisation and wiping down of all goods and items that are delivered.

#### 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?

*\* There have been some reported cases overseas of children being affected by Kawasaki-like disease with possible link to COVID-19. MOH has advised doctors to look out for these symptoms when children seek medical treatment. During health checks, SCCs should look out for general signs of children who are unwell, beyond typical COVID-19 symptoms.*

- ☑ SCCs must not admit children, staff and visitors who are unwell, and recommend that they promptly seek medical attention. SCC staff with flu-like symptoms (fever and/or cough, runny nose, sore throat, shortness of breath) are required to see a doctor and to produce a negative COVID-19 test result (ART or PCR) before being allowed to return to SCC.
- ☑ Children/Staff with household members (aged 6 years and above) who are unwell (with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath) are to be placed on LOA, until the unwell household member is tested negative for COVID-19 (either PCR or ART test).
- ☑ 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.

### c. Targeted testing of SCC staff

- SCC staff (including interns/ practicum students) diagnosed with Acute Respiratory Infection (ARI) will be tested for COVID-19. Staff/ interns/ practicum students should present their staff IDs or some form of documentation (e.g. email from SCC or training institution) for identification when seeing a doctor.
  - If a test is required, the staff/ intern/ practicum student will be referred to undergo a test at selected polyclinics, designated Public Health Preparedness Clinics (PHPCs) or Regional Screening Centres.
  - Results will be available within three working days and the staff/ intern/ practicum student will be notified via SMS notification or call by the doctor on the outcome of the results. While waiting for the result, the staff must remain at home and avoid contact with other persons.
- SCC children who are unwell with respiratory symptoms such as cough, sore throat and runny nose, should also see a doctor and be assessed for ARI. They may be issued a 5-day MC in the first instance, and be required to stay home during their 5-day MC. The school may issued AA for 5 days after the MC's date of expiry, if the children are unable to produce a negative COVID-19 test result (PCR or ART) by the end of their MC. The children are only allowed to return to the SCC after the 5 days AA or completed the PCR/ART and tested negative etc.
- External persons providing higher-risk, mask-off activities (e.g. music classes involving wind instruments) must adhere to safe management measures stipulated by Sport Singapore ([www.sportsingapore.gov.sg](http://www.sportsingapore.gov.sg)) or National Arts Council ([www.nac.gov.sg](http://www.nac.gov.sg)). This includes Fast and Easy Testing (FET) for sports and arts instructors (e.g. wind and brass instruments, speech and drama) who come into contact with unmasked participants in the course of their work. From 15 July 2021, such instructors are required to be on a regular FET regime (every 14 days) using tests such as antigen rapid test (ART), regardless of vaccination status.
- Testing of these enrichment instructors will be done outside the SCCs. SCCs will only need to check that they have completed their FET by checking the SMS notifications/records on HealthHub indicating the test results before allowing them entry for activities. Details can be found on the Sport Singapore and National Arts Council websites.

### d. Contract tracing of staff, children and visitors

- All Student Care staff and visitors must use the Trace Together (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.
- All Student Care Centres must deploy the SafeEntry Gateway devices. Please refer to the SafeEntry website ([go.gov.sg/gateway-overview](http://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.

### e. Travel Plans and Declarations

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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.

- ☑ 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; (ii) Stay Home Notice and (iii) Leave of Absence or phone surveillance.
- ☑ 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. Face shields alone (without mask) will not be allowed for staff even when conducting lessons and safe distancing can be ensured. Face masks must be used by all staff.
- ☑ 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.
- ☑ 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. SCCs can exercise some flexibility in securing compliance for these groups. 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; and

- 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,

**b. Conduct only small group activities within each class/group**

- ☑ 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.
- ☑ 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.
- ☑ Children must remain in their small group and not switch between groups. Segregation of children by class applies also to meal times and SCCs 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, SCCs must use desk shields / Plexiglass barriers. If desk shields/ Plexiglass barriers are used, SCCs should ensure that they are wiped down and cleaned after every use.
- ☑ 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**

<p><b>Programmes/ activities</b></p>	<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>
<p><b>Meals</b></p>	<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. 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.</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>
<p><b>Outdoor activities</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>[Updated]</b> From 10 Aug 2021, SCCs may carry out outdoor activities in public spaces in small groups of no more than 5 persons (including staff) from the same class/group. SCCs must ensure that there is safe distancing of at least 1 metre between groups. Staff-child ratios for outdoor activities must be met.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Children should not be brought to crowded public spaces, which have high pedestrian traffic/ crowds.</li> <li><input checked="" type="checkbox"/> Staff and children to practise hand hygiene before and after outdoor activities.</li> </ul>

<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.
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**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 **at least every 2 hours** 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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Assign a team of staff to carry out cleaning and housekeeping <u>daily</u>.</li> <li><input checked="" type="checkbox"/> Disinfect frequently touched points such as handrails and door knobs with disinfectant <u>at least twice a day</u>.</li> </ul>
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	<ul style="list-style-type: none"> <li>☑ 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>☑ Clean and disinfect communal toys, equipment or gadgets <u>daily</u>.</li> <li>☑ 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>☑ Clean, wash and disinfect resources and materials <u>at least once a week</u>.</li> <li>☑ Premises, furniture, furnishings and fittings should be well maintained and kept clean, free from mould and mildew.</li> <li>☑ Outdoor space should be well maintained.</li> <li>☑ 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>☑ Ensure bins are covered at all times and cleared <u>daily</u>. Tie refuse contained in plastic bags properly before disposal.</li> <li>☑ Clean up any refuse spillage (e.g. vomitus) <u>immediately</u> with dedicated equipment.</li> <li>☑ Engage licensed waste contractors to remove refuse <u>daily</u>.</li> <li>☑ Ensure that cleaning equipment are disinfected properly using diluted household bleach prior to re-use.</li> <li>☑ 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>☑ 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>☑ Provide adequate supply of toilet paper, paper towels (if provided) or hand dryers and liquid soap at all times.</li> <li>☑ Toilet fittings and fixtures should be free from grime, dirt and mould.</li> <li>☑ Taps and flush system should be in good working condition at all times.</li> <li>☑ Toilet floors should be cleaned and disinfected <u>twice daily</u>.</li> <li>☑ 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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**g. 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:

<p><b>SCCs in air-conditioned premises with mechanical ventilation (ACMV) e.g. centralised air-conditioning system</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Contact your building owner or facilities managers to ensure that:</b> <ul style="list-style-type: none"> <li>○ Ventilation systems are adequate and in good working order.</li> <li>○ Air Handling Unit (AHU) uses high-efficiency filters (at least MERV14 or F8 is recommended) to treat recirculated air.</li> <li>○ 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.</li> </ul> </li> <li><input checked="" type="checkbox"/> <b>Increase ventilation in premises with limited ventilation:</b> <ul style="list-style-type: none"> <li>○ Open windows and doors as frequently as possible, unless outdoor/outside air quality is poor.</li> <li>○ Consider positioning fans at windows to blow air outwards and increase air exchange.</li> <li>○ 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.</li> <li>○ Consider using portable air purifiers for localised air cleaning as an interim measure where ventilation is limited.</li> </ul> <p>Please note that <u>air cleaning does not replace the need for adequate ventilation</u>. Regular surface cleaning and disinfection should also continue, as portable air purifiers do not remove surface contamination.</p> </li> </ul>
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<p><b>SCCs in enclosed air-conditioned premises without mechanical ventilation (e.g. split-unit air-conditioners)</b></p>	<ul style="list-style-type: none"> <li> <input checked="" type="checkbox"/> <b>Increase ventilation and enhance air exchange:</b> <ul style="list-style-type: none"> <li>○ Open operable windows and doors as frequently as possible, unless outdoor air quality is poor.</li> <li>○ 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.</li> </ul> </li> <li> <input checked="" type="checkbox"/> <b>Consider installing window-mounted exhaust fans to enhance ventilation:</b> <ul style="list-style-type: none"> <li>○ 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.<sup>2</sup></li> <li>○ SCCs should also request that the contractor aligns the air supply and exhaust system to provide uni-directional airflow in a poorly ventilated space.</li> </ul> </li> <li> <input checked="" type="checkbox"/> <b>Consider using portable air purifiers for localised air cleaning in enclosed spaces as an interim measure:</b> <ul style="list-style-type: none"> <li>○ Portable air purifiers should be equipped with high-efficiency air filters such as HEPA filters, which are effective at removing virus aerosols.</li> <li>○ Ensure that the size and number of portable air purifiers are adequate for the space. SCCs can check with their supplier, if unsure.</li> <li>○ 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.</li> </ul> <p>Please note that <u>air cleaning does not replace the need for adequate ventilation</u>. Regular surface cleaning and disinfection should also continue, as portable air purifiers do not remove surface contamination.</p> </li> </ul>
<p><b>SCCs located in naturally ventilated premises</b></p>	<ul style="list-style-type: none"> <li> <input checked="" type="checkbox"/> <b>Increase natural ventilation with fans:</b> <ul style="list-style-type: none"> <li>○ Keep windows and/or doors open at all times, unless outdoor air quality is poor or the weather condition does not allow.</li> <li>○ Position fans at windows to blow air outwards and increase air exchange.</li> <li>○ 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.</li> </ul> </li> </ul>

<sup>2</sup> Singapore Standard SS553: Code of Practice for Air Conditioning and Mechanical Ventilation in Buildings.

	<input checked="" type="checkbox"/> <b>Consider installing window-mounted exhaust fans to enhance ventilation:</b> <ul style="list-style-type: none"> <li>○ If installing window-mounted exhaust fans, SCCs should check with the supplier that the fan system provides the minimum air changes specified in SS553.</li> <li>○ SCCs should also request that the contractor aligns the air supply and exhaust system to provide uni-directional airflow in a poorly ventilated space.</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. 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.
- ☑ 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.
- ☑ **[Important to note] 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. SCCs should strive to deploy core staff across classes such that distinct groups can be ring-fenced in the event of a confirmed case. SCC Operators should manage their movements and avoid visiting too many classes/groups and being in close proximity to staff and children across classes/groups. The Operator may consider using CCTVs or assign senior teachers to help monitor the different classes/groups.
- ☑ **[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 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] From 19 August 2021, face-to-face training of the hands-on aspect of Child First Aid (CFA) training may resume.** This is only applicable to SCCs which need to send staff for training to meet the minimum requirement of staff with CFA. The theory aspect of the CFA course must continue to be delivered online. Face-to-face CFA training sessions are limited to no more than 5 persons per session and are subjected to existing safe management measures such as the need to maintain 1 metre safe distancing, wearing of masks at all times and wiping down and disinfection of high touch-points and first aid equipment. Such face-to-face CFA training sessions should be conducted at the premises of the training providers.
- ☑ **All other external training will continue to be carried out virtually until further notice.** Where online delivery of classes 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. This will apply to both Full Qualification and Continuing Professional Development (CPD) courses. The respective training providers will contact the course participants regarding any re-scheduling of classes.
- ☑ **[Updated] From 19 August 2021, all practicums and Internships may resume.** However, student teachers, within their centre, should cross up to **no more than 2 classes** as required for their practicum/internship. Student teachers must not be deployed to more than one centre or attend face-to-face sessions with other trainees at their learning institutes during the period of practicum/internship. Practicum and internship supervision must continue to 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.

[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 of Child or Staff</u> is ...
<b>Quarantine Order</b>			
1.	<b>Under <u>Home Quarantine Order (HQO)</u></b>	<ul style="list-style-type: none"> <li>• Inform parents/staff to notify SCC if child/staff is under QO.</li> <li>• SCC should: <ul style="list-style-type: none"> <li>- <b>If the affected child/staff was well in SCC within 14 days before the start of QO, inform parents from the same class that a child/staff is on QO. <u>Strongly encourage parents to not to send their children to the SCC until the child/ staff on QO tests negative</u> for their entry swab test.</b></li> <li>- <b>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 until the child/ staff on QO tests negative</u> for their entry swab test.</b></li> <li>- <b>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</u> until the child/ staff on QO tests negative for their entry swab test.</b></li> </ul> </li> <li>- Monitor affected child/ staff through regular telephone calls.</li> <li>• Inform MSF of any child/staff on QO / LOA</li> </ul>	<ul style="list-style-type: none"> <li>• Inform staff/parents to notify SCC if there a household member on HQO;</li> <li>• SCCs should: <ul style="list-style-type: none"> <li>- <b>Grant LOA to child</b> aligned to period of household member's HQO; and</li> <li>- <b>Grant LOA to staff</b> if there a household member on HQO. <i>After the staff's household member who is on QO tests negative for their entry swab test, SCCs may choose to lift the LOA and redeploy the staff to backend administrative duties (avoid interacting with other staff and children).</i></li> <li>- Monitor affected child/ staff through regular telephone calls</li> </ul> </li> <li>• Inform MSF of any child/ staff on LOA</li> </ul>
2.	<b>Serving Quarantine Order (QO) at Government Quarantine Facilities (GQF)</b>	<ul style="list-style-type: none"> <li>- Monitor affected child/ staff through regular telephone calls.</li> <li>• Inform MSF of any child/staff on QO / LOA</li> </ul>	<ul style="list-style-type: none"> <li>• Inform staff/parents to notify SCC if there a household member on QO;</li> <li>• SCCs should: <ul style="list-style-type: none"> <li>- <b>Grant LOA to child/ staff until the household member is conveyed to GQF <u>and tests negative for their entry swab test</u></b>; Child/ staff may return to SCC only after the household member receives a negative test result and has been conveyed to GQF.</li> </ul> </li> </ul>

S/N	Requirement	What Must SCCs Do?	
		If <u>Child or Staff</u> is ...	If <u>Household Member of Child or Staff</u> is ...
			<ul style="list-style-type: none"> <li>- Monitor affected child/ staff through regular telephone calls</li> <li>• Inform MSF of any LOA given to a child/ staff</li> </ul>
<b>Stay-Home Notice</b>			
3.	<p><b>Issued with SHN in line with ICA's prevailing requirements</b></p> <p><i>*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</i></p>	<ul style="list-style-type: none"> <li>• Staff/ Parents of children will be advised by ICA to inform SCCs of SHN</li> <li>• Inform MSF of child/ staff on SHN</li> <li>• Monitor affected child/ staff through regular telephone calls</li> <li>• <b>[Updated]</b> Staff will be encouraged to self-isolate for another 7 more nights at own accommodation after the end of SHN, and only physically return to the SCC on Day 22. A negative ART/PCR should be produced before returning to the SCC.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform parents/ staff to notify SCC if there is a household member on SHN;</li> <li>• (<i>* If SHN is served at home</i>)</li> </ul> <p>SCCs should:</p> <ul style="list-style-type: none"> <li>- <b>Grant LOA to child</b> aligned to period of household member's SHN; or</li> <li>- <b>Grant LOA to staff (aligned to period of SHN) or redeploy staff to backend administrative tasks</b> that do not require staff's presence at the SCC.</li> <li>- Monitor affected child/ staff through regular telephone calls</li> </ul> <ul style="list-style-type: none"> <li>• Inform MSF of any LOA given to a child/ staff</li> </ul>
<b>Health Alerts by MOH</b>			
4.	<p><b>Undergoing <u>mandatory</u> COVID-19 swab test required by MOH and awaiting results.</b></p> <p><b>E.g. swabbing exercise due to potential exposure to COVID-19 cases</b></p> <p><i>* excludes the Rostered Routine Testing that is carried out in some</i></p>	<ul style="list-style-type: none"> <li>• Inform parents/ staff to notify SCC if child/ staff is required to undergo a mandatory swab</li> <li>• SCCs should: <ul style="list-style-type: none"> <li>- <b>Grant LOA to child/ staff until child/ staff receives a negative test result.</b></li> <li>- Monitor affected child/ staff through regular telephone calls</li> </ul> </li> <li>• Inform MSF of any LOA given to a child/ staff</li> </ul>	<ul style="list-style-type: none"> <li>• Inform parents/ staff to notify SCC if there is a household member who is required to undergo a mandatory COVID-19 swab test.</li> <li>• SCCs are advised to: <ul style="list-style-type: none"> <li>- <b>Grant LOA to child/ staff</b> until household member receives a negative test result.</li> </ul> </li> <li>• Monitor affected child/ staff through regular telephone calls.</li> </ul>

S/N	Requirement	What Must SCCs Do?	
		If <u>Child or Staff</u> is ...	If <u>Household Member of Child or Staff</u> is ...
	<i>sectors (e.g. airline crew, construction)</i>		
5.	<b>Health Risk Warning (HRW)</b>  Persons identified to be a casual contact of a COVID-19 case, or have visited specific higher-risk hotspots on the same day as a COVID-19 case	<ul style="list-style-type: none"> <li>Inform parents/ staff to notify SCC if child/ staff is issued HRW</li> <li>SCCs should:               <ul style="list-style-type: none"> <li>- <b>Grant LOA to child/ staff for the duration of the HRW.</b></li> <li>- <b>Child/ staff may return to school when they receive a <u>negative exit (second) PCR test result.</u></b></li> <li>- SCC staff are required to additionally undergo one self-administered antigen rapid test (ART) every 3-4 days for the duration of the HRW period.</li> </ul> </li> <li>Inform MSF of any LOA given to a child/ staff</li> </ul>	<ul style="list-style-type: none"> <li>Inform parents/ staff to notify SCC if there is a household member is issued HRW.</li> <li>SCCs are advised to:               <ul style="list-style-type: none"> <li>- <b>Grant LOA to child/ staff until household member receives a <u>negative entry (first) PCR test result.</u></b></li> </ul> </li> <li>Monitor affected child/ staff through regular telephone calls</li> </ul>
6.	<b>Health Risk Alert</b>  Persons identified to have visited hotspot areas or their vicinity	<ul style="list-style-type: none"> <li>Inform parents/ staff to notify SCC if child/ staff is issued HRA</li> <li>Child 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</li> <li>Staff who receive HRA notifications are encouraged to go for testing and monitor their health closely.</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>Leave of Absence/Phone Surveillance</b>			
7.	<b>Issued with Leave of Absence (LOA) or Approved Absence (AA)</b>	<ul style="list-style-type: none"> <li>Can only return to SCC after the LOA or AA duration has ended.</li> <li>Monitor affected child/ staff through regular telephone calls</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
8.	<b>Placed on phone surveillance by MOH</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li><i>* Child/ staff should be placed on LOA if any of their household members (aged 6 years and above) is unwell (with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of</i></li> </ul>

S/N	Requirement	What Must SCCs Do?	
		If <u>Child or Staff</u> is ...	If <u>Household Member of Child or Staff</u> is ...
			<i>breath), until the unwell household member is tested negative for COVID-19 (either PCR or ART test).</i>



**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.