

29 March 2022

Dear Student Care Operators

## **Revised Measures for Student Care Centres (SCCs) Against COVID-19 (Coronavirus Disease 2019)**

*This circular summarises all relevant measures from all COVID-19 related circulars issued by MSF to-date.*

As daily case numbers have continued to decline steadily, the Multi-Ministry Taskforce (MTF) announced on 24 March 2022 that it is now timely to gradually transit towards living with COVID-19. Please refer to the MTF press release: <https://www.moh.gov.sg/news-highlights/details/easing-of-community-smms-and-border-measures>

2 While we have observed more infection cases amongst young children, the data from the Ministry of Health continues to show that COVID-19 is a mild disease in children<sup>1</sup>. Thus, in line with the national transition towards COVID-19 resiliency, we are updating the safe management measures (SMMs) for SCCs. The revised measures are to support the learning and development of children, and to allow flexibility in manpower deployment. Notwithstanding these revised measures, we urge SCCs to remain vigilant towards risks of infection, to ensure our centres remain safe for the children and staff.

### **COVID-Safe Access**

#### **a. Lift restriction on enrichment programme providers**

3 Currently, external persons providing in-person enrichment classes may serve no more than 4 SCCs. **From 29 March 2022**, there will be **no cap on the number of SCCs** the external persons providing such programmes may serve. These service providers must continue to be fully vaccinated.

4 **From 29 March 2022, mask-off enrichment programmes (e.g. those involving wind instruments) may resume**, subject to prevailing SMMs stipulated by Sport Singapore (for all sport or physical activity classes: <https://www.sportsingapore.gov.sg/COVID19/Safe-Management-Measures>) and National Arts Council (for dance classes, playing of instruments that require the intentional expulsion of air, e.g. wind/brass instruments: <https://www.nac.gov.sg/support/covid-19>).

### **COVID-Safe Behaviour**

#### **b. Outdoor activities**

5 Currently, children may go for outdoor activities within the vicinity of the SCCs so long as they are in small groups of 5 (including staff), with safe distancing between each group. **From 29 March 2022, SCCs may carry out outdoor activities in public spaces by class**

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<sup>1</sup> For Omicron, 0.018% of cases aged 0-4 years old and 0.013% of unvaccinated cases aged 5-11 years old had illness requiring oxygen supplementation or ICU care. There were no fully vaccinated cases aged 5-11 years old with severe illness.

**(without breaking into smaller groups). Vigorous gross motor activities outdoors may also resume from 29 March 2022. Do note the following measures in para 6. Staff-child ratio must be met (para 7).**

- 6 SCCs must adhere to the following SMMs when conducting outdoor activities:
- a. Staff and children are encouraged to wear a mask when outdoors and engaged in less strenuous outdoor activities (e.g. taking a walk in the neighbourhood) for personal protection.
  - b. When conducting vigorous outdoor activities, staff and children can be without a mask but the **children should be organised into groups of no more than 10 pax per group (including staff)<sup>2</sup>**. SCCs are required to maintain 1 metre safe distancing between groups where masks are off, to minimise transmission in mask-off setting.
  - c. Classes going outdoors must be staggered. There should be no mixing between classes when preparing to go out/return from outdoors. Keep classes separate when outdoors.
  - d. Children should not be brought to crowded public spaces, which have high pedestrian traffic/ crowds.
  - e. Staff and children shall practise hand hygiene before and after outdoor activities.

## COVID-Safe Classroom

### c. Broader grouping of children

- 7 Currently, SCCs are to allocate children to fixed groups, with grouping in the following order of priority to minimise risk of cross-transmission across groups:
- i. Same household
  - ii. Classmates (in school of origin)
  - iii. School mates (i.e. grouping by schools)
  - iv. Students from other schools, where reasonably practicable to do so

Currently if splitting a larger class/group into smaller groups for programmes and activities, the adult to child ratio should also not be more than 1:20, where reasonably practicable to do so.

**From 29 March 2022, SCCs may segregate their children by bay or level while keeping to the adult to child ratio of not more than 1:25.** This arrangement will allow SCCs to deploy manpower more flexibly based on a larger cohort group (i.e. by bay or level) to (a) facilitate the delivery of core programmes, and (b) combine children when necessary during arrival/dismissal times or supplementary programmes.

### d. Cross-centre deployment of staff

8 Currently, SCC staff are restricted from cross-centre deployment. **From 29 March 2022, SCCs may deploy staff across SCCs** to facilitate the delivery of core programmes, as well as manage staff absenteeism, when needed (e.g. staff affected by COVID-19, on MC, etc.).

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<sup>2</sup> The class could have more than 1 group of 10 pax outdoors at any one time.

#### **e. External training**

9 Currently, only face-to-face training of the hands-on aspect of Child First Aid (CFA) training is allowed. With the lifting of restriction on cross-deployment of personnel across SCCs, **face-to-face delivery will be extended to all forms of external training from 29 March 2022.**

#### **f. Practicums and internships**

10 **From 29 March 2022, all interns can move across centres as needed to facilitate their learning. Practicum and internship supervisors can visit multiple SCCs (instead of a fixed 4 SCCs maximum, currently).**

#### **g. Internal staff meetings and training**

11 **From 29 March 2022, SCCs may hold internal staff meetings and training in-person, subject to the following SMMs:**

- a. Masks shall be worn at all times during the meeting or training.
- b. While national SMMs do not impose safe distancing or capacity limits for mask-on activities, SCCs are encouraged to set a limit on meeting/training attendance to avoid overcrowding.
- c. Food and beverage should not be served during the meeting or training.
- d. High-touch areas in meeting and training rooms should be wiped down after each use.

#### **h. Staff social gatherings**

12 **From 29 March 2022, social gatherings for staff will be permitted within the SCC, in groups of up to 10 persons.** There must be 1 metre safe distance between each group in mask-off setting. The maximum group size does not apply if all members of the group are wearing masks at all times.

#### **Conclusion**

13 Please share the above information with your staff. The latest revisions to the SMMs have been incorporated into Annex A. If you need further assistance, please contact your respective Student Care Officer (SCO). **School-based SCCs are to refer to the advisories issued by MOE and/or school administration for more details.**

14 As we need to monitor and assess the COVID-19 situation in SCCs, we seek operators' cooperation to update MSF of **PCR positive or healthcare provider-administrated ART positive cases separately, using the weblinks or QR codes below.** The reporting deadline remains at 5pm daily. We will continue to review the safe management measures in SCCs and update SCCs of any further developments.

<b>PCR positive</b>	Report via <b>QR code</b> 
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	Or via <a href="https://go.gov.sg/msf-report-loa">https://go.gov.sg/msf-report-loa</a>
<b>Healthcare Provider-administrated ART positive</b>	Report via QR code  Or via <a href="https://form.gov.sg/61712a27b0a9b90013824ea7">https://form.gov.sg/61712a27b0a9b90013824ea7</a>

15 **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.** Let us continue to work together as a community, to keep SCCs safe for everyone and our children can continue to learn and thrive.

Yours faithfully

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## 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. MSF Student Care Officers may visit SCCs to provide guidance, check on compliance with the measures and support the student care community.

### A. COVID-Safe Access

To ensure Safe **A**ccess, SCCs are to implement the following measures to ensure that individuals who may pose a risk to transmission are not allowed access into the SCC premises:

#### a. Health protocols for SCC staff and children who are confirmed COVID-19 cases and close contacts of confirmed COVID-19 cases

- Please refer to [Annex B](#) for the health protocols for SCC staff and children who are confirmed COVID-19 cases and close contacts of confirmed COVID-19 cases.

#### b. Under the Workforce Vaccination Measures, only SCC staff who are fully vaccinated, certified to be medically ineligible for vaccination, or have recovered from COVID-19 within 180 days, can return to the SCC.

- Only SCC staff who are fully vaccinated, certified to be medically ineligible or have recovered from COVID-19 within 180 days, can return to the SCC.
- Unvaccinated SCC staff will not be allowed to return to the SCC.
- Persons aged 18 years and above who have completed the primary vaccination series and are eligible for booster vaccination will be considered as fully vaccinated for only 270 days after the last dose in their primary vaccination series. Beyond the 270 days, they will continue to maintain their vaccinated status only upon receiving their booster. Also, the Sinovac-CoronaVac vaccine should only be used as a booster by persons medically ineligible to receive the mRNA vaccines.
  - Persons who have recovered from COVID-19 and have completed their primary series vaccination do not require an additional booster dose at this point in time. They will continue to be considered fully vaccinated after 14 February 2022. However, it is safe for such persons to receive a booster dose from five months after their last dose and our vaccination centres will not turn away such individuals.

#### c. Persons conducting supplementary programmes

- [Updated]** Fully vaccinated persons<sup>3</sup> providing supplementary programmes may serve at multiple SCCs (i.e. without a cap), subject to the prevailing SMMs.
- SCCs and supplementary programme providers must strictly adhere to the following SMMs for all supplementary programmes:

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<sup>3</sup> This includes those certified to be medically ineligible or have recovered from COVID-19 within 180 days.

- **Persons conducting these supplementary programmes must adhere to Workforce Vaccination Measures.** From 15 January 2022, only persons who are fully vaccinated, certified to be medically ineligible for vaccination or have recovered from COVID-19 within 180 days, can enter the SCC to conduct these programmes.
  - **[Updated] Persons conducting these supplementary programmes must engage children strictly within their existing classes/groups (i.e. by bay or level).** SCCs are not allowed to combine children from different classes/groups for any supplementary programme session.
  - **Persons conducting these supplementary programmes are encouraged to maintain safe distancing of 1 metre from children during the sessions.** 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.
- ☑ 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. Restriction of visitors allowed in SCCs

- ☑ SCCs are not to allow visitors who are on Isolation Order or Stay-Home Notice (SHN) to enter your premises. Those on a Health Risk Notice (HRN) are to produce proof of negative ART result for that day during the period of HRN.
- ☑ 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.
- ☑ SCCs are to restrict casual visitors to minimise the risk of community transmission. Only visitors who are needed to support the running of the SCCs (e.g. contractors) and those who need to perform necessary functions (e.g. MSF officers, MSF appointed auditors) may enter the premises. **All visitors entering the SCC during operational hours must be fully vaccinated. Visitors are no longer required to show evidence of a negative ART before entering the SCC.**
- ☑ If it is necessary to have a visitor in the SCC, temperature checks and travel declarations must be obtained. Visitors are **encouraged** to keep a safe distance of **1 metre** from staff and children, where possible.
- ☑ Children who are newly enrolled into the SCC can be accompanied by their parent during their first and/or second day at the SCC, subject to the following SMMs:
  - Parent accompanying the child must be fully vaccinated.
  - Parent may accompany their child for up to half a day for the first 2 days of SCC. A different parent may accompany the child on separate days, if necessary. SCCs may exercise flexibility and allow more time for parents of children with

additional needs (e.g. children with special needs), who may need a longer period for adjustment.

- Only one parent may accompany the newly enrolled child and there must be no more than 5 parents in a class at any given time. SCCs must ensure safe distancing and avoid overcrowding in the classroom and SCC. SCCs may schedule timeslots for each class if there are more than 5 parental requests for the day.
  - Parents accompanying their children should limit interactions to only their child and their child's teacher(s)/centre operator. They are **encouraged to** maintain a **safe distance of 1 metre** from other children and staff in the SCC and avoid interactions with other children/ staff/parents within the SCC.
  - Parents accompanying the child must use the TT App on their mobile phones or the TT token at all times.
- All other parents remain restricted from entering the SCC premises. Parent-teacher conferences are to be carried out via teleconferences or online engagements (e.g. video conferencing). For potential parents, they must also not be allowed entry during operating hours. SCCs are to substitute with alternatives (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.

#### e. Health checks and temperature screening

- On arrival:* SCCs are to continue with temperature screening and health checks for all children, staff and visitors.

Besides health checks for visible symptoms, SCCs 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?

*\* 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. Children who test negative via the ART or PCR may only return to SCC after they are well (i.e. no longer displaying symptoms). If their respiratory symptoms persist, they should return to the same doctor for follow-up assessment, including whether testing is required. 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 after they are well (i.e. no longer displaying symptoms).

- ☑ ***During the day.*** SCCs 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.

SCCs should direct all staff who are unwell to leave immediately and promptly seek medical attention. SCCs 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.

#### **f. Contact tracing of staff, children and visitors**

- ☑ All Student Care staff, children and visitors must use the Trace Together (TT) App on their mobile phones or TT token to check into SafeEntry<sup>4</sup> at SCCs.
- ☑ **[IMPORTANT]** All Student Care staff, children and visitors are to keep their TT App on mobile phones or TT tokens with them at all times.
- ☑ All SCCs must deploy the SafeEntry Gateway devices. Please refer to the SafeEntry website ([go.gov.sg/gateway-overview](https://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.

#### **g. Travel Plans and Declarations**

- ☑ **[IMPORTANT]** With the evolving COVID-19 situation, SCCs are to continue monitoring the travel plans of staff and children to all countries closely. SCCs 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). SCCs must require all visitors entering the SCC to fill in a travel declaration form;

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<sup>4</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.

- ii. When an enrolled child or staff or any household member has tested positive for COVID-19 (either ART or PCR); and
- iii. When an enrolled child or staff or any household member is issued with a (i) Health Risk Notice or (ii) Stay Home Notice

## B. COVID-Safe Behaviour

SCCs 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 SCCs

- ☑ All SCC staff are to continue to wear disposable or reusable masks in the SCC. 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.
- ☑ SCCs 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 SCC 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 (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.
- ☑ **[Updated]** Face shields will be allowed only for specific exempt groups or settings. As a precautionary measure, SCCs must position children further apart from one another (1 metre apart) when wearing face shields indoor. 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. Ensure safe distancing between children and staff within each class/group**

<p><b>Programmes/ activities</b></p>	<ul style="list-style-type: none"> <li>☑ Avoid programmes and activities that involve close physical contact among children and staff.</li> <li>☑ Arrange for children to queue 1m apart, where reasonably practicable to do so.</li> <li>☑ <b>[Updated]</b> Staff-child ratios of 1: 25 must be met.</li> </ul>
<p><b>Meals</b></p>	<ul style="list-style-type: none"> <li>☑ 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>☑ Staff should not move to another bay to dine/collect lunch, where reasonably practicable to do so.</li> <li>☑ In the process of delivering food, SCCs 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>☑ <b>[Updated]</b> From 29 March 2022, SCCs may carry out outdoor activities (including vigorous gross motor activities) in public spaces by class (no need to break children into smaller groups).</li> <li>☑ <b>[Updated]</b> Staff and children are encouraged to wear a mask when outdoors and engaged in less strenuous activities (e.g. taking a walk in the neighbourhood) for personal protection.</li> <li>☑ <b>[Updated]</b> When conducting vigorous outdoor activities, staff and children can be without a mask but the children should be organised into groups of <b>no more than 10 pax per group (including staff)</b>. SCCs are required to maintain 1 metre safe distancing between groups where masks are off, to minimise transmission in mask-off setting.</li> <li>☑ Classes going outdoors must be staggered. There should be no mixing between classes when preparing to go out/return from outdoors. Keep classes separate when outdoors.</li> </ul>

	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Arrange for children to queue 1m apart when going to the toilet, where reasonably practicable to do so.</li> <li><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.</li> <li><input checked="" type="checkbox"/> Minimise contact between children of different classes/groups during routine care, where reasonably practicable to do so.</li> </ul>

**d. No sharing of equipment**

- SCCs 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 SCC. 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 SCC (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**

SCCs are to step up cleaning of the SCC premises and ensure high levels of environmental hygiene which includes the following:

<p><b>Housekeeping / Refuse Management</b></p>	<p><u>Housekeeping</u></p> <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> <li><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> Clean and disinfect communal toys, equipment or gadgets <u>daily</u>.</li> <li><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> Clean, wash and disinfect resources and materials <u>at least once a week</u>.</li> <li><input checked="" type="checkbox"/> Premises, furniture, furnishings and fittings should be well maintained and kept clean, free from mould and mildew.</li> <li><input checked="" type="checkbox"/> Outdoor space should be well maintained.</li> <li><input checked="" type="checkbox"/> Keep all rooms well-ventilated. Open windows to allow plenty of fresh air into the indoor environment, where possible. SCCs 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><input checked="" type="checkbox"/> Ensure bins are covered at all times and cleared <u>daily</u>. Tie refuse contained in plastic bags properly before disposal.</li> <li><input checked="" type="checkbox"/> Clean up any refuse spillage (e.g. vomitus) <u>immediately</u> with dedicated equipment.</li> <li><input checked="" type="checkbox"/> Engage licensed waste contractors to remove refuse <u>daily</u>.</li> <li><input checked="" type="checkbox"/> Ensure that cleaning equipment are disinfected properly using diluted household bleach prior to re-use.</li> <li><input checked="" type="checkbox"/> Dedicated equipment should be provided for cleaning toilets and should not be used to clean the rest of the SCC.</li> </ul>
<p><b>Toilets and shower facilities</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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> </ul>

	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Provide adequate supply of toilet paper, paper towels (if provided) or hand dryers and liquid soap at all times.</li> <li><input checked="" type="checkbox"/> Toilet fittings and fixtures should be free from grime, dirt and mould.</li> <li><input checked="" type="checkbox"/> Taps and flush system should be in good working condition at all times.</li> <li><input checked="" type="checkbox"/> Toilet floors should be cleaned and disinfected <u>twice daily</u>.</li> <li><input checked="" type="checkbox"/> Toilet floors should be clean and dry, and toilets should not have a bad odour.</li> <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> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <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>
<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>☑ <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>☑ <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>5</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>☑ <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> </ul> </li> </ul>

<sup>5</sup> Singapore Standard SS553: Code of Practice for Air Conditioning and Mechanical Ventilation in Buildings.

	<ul style="list-style-type: none"> <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>
<p><b>SCCs located in naturally ventilated premises</b></p>	<ul style="list-style-type: none"> <li>☑ <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> <li>☑ <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> </li> </ul>

## 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 SCC.

SCCs are to implement the following measures to ensure **minimal interaction/ mixing between children and staff from different classes.**

### a. Safe distancing between classes/groups during drop off/ pick up times

- ☑ Children are to proceed directly into SCC 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 are encouraged to be assigned a specific zone within the area at least 1m 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 SCC 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 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.
- ☑ SCCs 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 SCCs. To facilitate this, SCCs have the flexibility to make adjustments to existing timetables.
- ☑ SCCs to demarcate queues. SCCs 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.

## **c. Staff deployment**

- Staff may be deployed flexibly within the SCC to deliver core programmes as well as manage staff absenteeism (e.g. staff affected by COVID-19, on MC, etc), where needed.
- [Updated]** From 29 March 2022, staff may be deployed across SCCs, if necessary.
- [Updated]** Staff must engage children strictly within their existing classes/groups (i.e. by bay or level). Children from different classes/groups should not be combined for programmes and activities.<sup>6</sup>
- Fully vaccinated relief or auxiliary staff may serve in multiple SCCs.
- 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.

## **d. Suspend large group activities**

- Suspend large group and communal activities e.g. assemblies.
- Suspend excursions and field trips that expose children to large crowds

## **e. Celebration of special events such as birthdays, National Day**

- SCCs 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.

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<sup>6</sup> SCCs that are impacted by significant staff absenteeism (more than 20%) may combine cohorts, where necessary, for the affected period. As segregation of children is a key SMM to minimise transmission risk, SCCs should explore other options first and ease the arrangement for children only as a last resort, and for a limited period.

- **[Updated]** 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.

#### f. Staff meetings, training, practicum

- ☑ **[Updated]** From 29 March 2022, SCCs may hold internal staff meetings and training in-person, subject to the following SMMs:
  - Masks shall be worn at all times during the meeting or training.
  - While national SMMs do not impose safe distancing or capacity limits for mask-on activities, SCCs are encouraged to set a limit on meeting/training attendance to avoid overcrowding.
  - Food and beverage should not be served during the meeting or training.
  - High-touch areas in meeting and training rooms should be wiped down after each use.
- ☑ **[Updated]** From 29 March 2022, external training may now be delivered face-to-face for all topics, subject to prevailing SMMs. **Please note that all participants attending the training sessions are to be fully vaccinated.**
- ☑ **[Updated]** From 29 March 2022, Internship students doing their practicums/internships may move across centres as needed to facilitate their learning.
- ☑ **[Updated]** From 29 March 2022, practicum and internship supervisors may conduct face-to-face supervision of practicum students and interns with no cap to the number of centres they can visit per day.

#### g. Social gatherings between staff

- ☑ **[Updated]** From 29 March 2022, social gatherings for SCC staff will be permitted within the SCC, in a group of up to 10 persons. There must be 1 metre safe distance between each group. The maximum group size does not apply if all members of the group are wearing masks at all times.

**Health protocols for SCC staff/ children**

	<b>If SCC staff/child ...</b>	<b>If SCC staff/child's household member(s) ...</b>
<b>Protocol 1:</b>  <b>Is unwell</b>	<ul style="list-style-type: none"> <li>• Staff/child should see a doctor for medical advice.</li> </ul> <p><u>For high-risk individuals (e.g. elderly, pregnant, under 5 years old, etc) or those with severe significant symptoms (e.g. chest pain, shortness of breath, prolonged fever, etc)</u></p> <ul style="list-style-type: none"> <li>• Individual will undergo both ART and PCR.</li> <li>• If tested positive, the individual will be isolated for (a) 7 days if fully vaccinated (or children aged 12 years or less); or (b) 14 days if unvaccinated.</li> <li>• The individual will be discharged after the isolation period without the need for further tests at the point of discharge; May return to SCC, if well.</li> </ul> <p><u>For low-risk individuals with mild symptoms</u></p> <ul style="list-style-type: none"> <li>• Primary care doctor will administer ART.</li> <li>• If positive, refer to Protocol 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/child may return to SCC (during household member's isolation period) <b>if</b> he/she tests ART negative each day before entering the SCC. Staff/ child is to produce daily evidence (e.g. present a time-stamped photo of the dated ART result).</li> <li>• Notwithstanding this, we encourage parents to keep their children at home during the period if they can.</li> <li>• Children unable to take the ART may only return to SCC after the household member's isolation period.</li> </ul>
<b>Protocol 2:</b>  <b>Is well and tested positive, or condition assessed to be mild by a doctor</b>	<ul style="list-style-type: none"> <li>• Staff/child to self-isolate at home for at least 72 hours<sup>7</sup>.</li> <li>• After 72 hours, he/she may return to SCC if second ART is negative and individual is well.</li> <li>• Those who continue to test ART positive to continue to self-isolate and self-test daily until: <ul style="list-style-type: none"> <li>- they obtain a negative ART result;</li> <li><u>OR</u></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staff/child may return to SCC (during household member's isolation period) if he/she tests ART negative each day before entering the SCC. Staff/ child is to produce daily evidence (e.g. present a time-stamped photo of the dated ART result).</li> <li>• Notwithstanding this, we encourage parents to keep their children at home during the period if they can.</li> </ul>

<sup>7</sup> MOH recommends the following individuals who test positive to see a doctor even if they are feeling well: a. Fully vaccinated and aged 70 years and above; b. Unvaccinated/partially vaccinated and aged 50 years and above; c. Aged 5 years and below; d. Had an organ transplant surgery in the past; e. Have any disease or are taking any medication that weakens the immune system; f. Have been diagnosed with cancer (including blood cancers) before; g. Are on dialysis; h. Are diagnosed with HIV or AIDS; i. Have a disease affecting your heart, lungs, kidneys, liver, or brain that required hospital admission in the last 6 months; j. Are pregnant; k. Are less than 12 years old and have any congenital condition or growth disorder that affects the heart, lungs or brain; or l. Are less than 12 years old and have Diabetes Mellitus or hypertension.

	If SCC staff/child ...	If SCC staff/child's household member(s) ...
	<ul style="list-style-type: none"> <li>- Day 7 (for vaccinated individuals and children below 12 years old) or Day 14 (if unvaccinated/partially vaccinated and aged 12 and above)</li> <li>• No medical certificate will be issued by a doctor if the individual has no symptoms. If the doctor assesses that there is a mild condition, the individual will be issued an MC.</li> </ul>	<ul style="list-style-type: none"> <li>• Children unable to take the ART may only return to SCC after the household member's isolation period.</li> </ul>
<b>Protocol 3:</b>  <b>If identified as a close contact of an infected person</b>	<ul style="list-style-type: none"> <li>• Staff/child will be issued a 5-day Health Risk Notice (HRN)</li> <li>• The staff/child may return to SCC provided he/she tests ART negative each day before entering the SCC. Staff/parents are to produce daily evidence (e.g. present a time-stamped photo of the dated ART result).</li> <li>• Notwithstanding, we encourage parents to keep their children at home during the period if they can.</li> <li>• Children unable to take the ART will return to the SCC after 5 days from the last day of exposure to the confirmed case.</li> <li>• No further tests needed if the individual tests negative on Day 5.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/child may continue to attend SCC.</li> <li>• SCCs are to be more vigilant in their health checks (including checks on health of family members) and safe distancing.</li> </ul>
<b>Is unwell and tests negative for COVID-19</b> <i>(with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath)</i>	<ul style="list-style-type: none"> <li>• Staff/child may return to SCC only when medical leave period is over, and fully recovered (i.e. no longer displaying symptoms).</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/child may return to SCC when the unwell household member receives a negative COVID-19 test result (either PCR or ART test). Staff/ child is to produce evidence of household member's negative test result (e.g. present a time-stamped photo of the dated ART result).</li> </ul>
<b>Issued with SHN in line with ICA's prevailing requirements</b>	<ul style="list-style-type: none"> <li>• Staff/child may return to SCC after the SHN duration has ended.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/child may attend SCC so long as household member tests ART negative each day.</li> <li>• SCCs are to be more vigilant in their health checks (including checks on health of family members) and safe distancing.</li> </ul>