

29 October 2021

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.*

The Multi-Ministry Taskforce (MTF) had announced on 20 October 2021 that **the Stabilisation Phase will be extended by four weeks till 21 November 2021** to allow more time to stabilise the situation. On 23 October 2021, MTF further announced measures to build the foundations for safe resumption of activities in Singapore. To keep the workforce safe, it was announced that **from 1 January 2022, only employees who are fully vaccinated<sup>1</sup> or have recovered from COVID-19 within the past 270 days, can return to the workplace.** Unvaccinated employees will not be allowed to return to the workplace unless they test negative for COVID-19 before returning to the workplace, and they will need to pay for the costs of these tests. Please see the MTF press release dated 23 October 2021 for details: <https://www.moh.gov.sg/news-highlights/details/preparing-for-safe-resumption-of-activities-by-building-strong-foundations-in-stabilisation-phase>

### **Extension of Stabilisation Phase (Till 21 November 2021)**

2 In line with MTF's extension of the Stabilisation Phase, we **continue to encourage parents to keep their children at home during this period, where possible.** This is especially when children have underlying medical conditions which include:

- Congenital heart disease
- Chronic lung disease
- Chronic liver disease
- Chronic kidney disease
- Chronic neurologic disease
- Active cancer
- Immunosuppression
- Diabetes
- Genetic metabolic disease
- Blood disorders (e.g. severe anaemia/thalassemia)

3 To support families that keep their children at home during this period, **MSF will continue to automatically waive the 50% minimum attendance requirement in November 2021 for children receiving Student Care Fee Assistance (SCFA).** This allows beneficiaries to continue receiving SCFA despite not being able to attend student care in November due to reasons such as parents keeping children home as a precautionary measure, and when the child is issued a Health Risk Warning (HRW) or Stay Home Notice (SHN). However, the rest of the qualifying requirements will still apply.

4 Currently, primary school children are required to take an ART test once every two weeks until school closes for the holidays in November 2021. SCCs should encourage parents to continue testing their children at home during the holidays, as regular testing will help to inculcate social responsibility among students.

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<sup>1</sup> An individual is considered vaccinated if he/she a) has been fully vaccinated, i.e. received the appropriate regimen of World Health Organisation Emergency Use Listing (WHO EUL) vaccines including their respective duration post-vaccination for the vaccine to be fully effective and b) had their vaccination records ingested in MOH's IT systems.

## **Workforce Vaccination Measures**

5 In line with MTF's direction, **from 1 January 2022, only SCC staff who are fully vaccinated, or have recovered from COVID-19 within the past 270 days, can return to the SCC. Unvaccinated staff will not be allowed to return to the SCC unless they have tested negative for COVID-19.** The test must be a Pre-Event Test (PET)<sup>2</sup> taken at an MOH-approved COVID-19 test provider, and must be valid for the day that the staff is required to be present at the SCC. Unvaccinated staff who are medically eligible for vaccination will have to pay the costs of PET and show the results to the SCC Operator or appointed staff when reporting for work at the SCC. For staff who are certified medically ineligible for vaccination, more details will be shared at a later date ahead of 1 Jan 2022.

6 The workforce vaccination measures apply to any unvaccinated staff who is working in the SCCs and includes the following:

- Operators
- Teachers
- Assistant teachers
- Programme helpers
- Non-programme staff (e.g. cooks, cleaners, administrative staff)
- Any relief staff deployed in the SCC
- New staff who have been employed by the SCC
- HQ personnel who are based in SCCs or who visit SCCs and have contact with the children
- Interns/Trainees/Regular volunteers

7 The measures also apply to unvaccinated third-party vendors who come into contact with the children. This includes:

- Enrichment programme providers/tutors
- School bus drivers/ attendants
- Cleaning vendors
- Auxiliary staff (e.g. security guards)

8 Pregnant staff are strongly encouraged to be vaccinated with the vaccines under the National Vaccination Programme (NVP) as soon as possible. Pregnant women who delay vaccination are at higher risks of complications should they contract COVID-19 during pregnancy. Pregnant women may wish to consult their obstetrician to discuss benefits and risks. SCCs are strongly encouraged to give special consideration to the needs and concerns of their pregnant staff, and should consider the following support measures.

- a. Allow the staff to work from home, if they are able to do so, and their absence from the workplace should not affect assessment of their performance; or
- b. Redeploy the staff to suitable jobs which can be done from home, if such jobs are available, with remuneration that commensurate with the responsibilities of these alternative jobs.

9 Currently, close to 96% of SCC staff are already fully vaccinated or have taken their first dose. We strongly encourage staff who have yet to be vaccinated, to do so quickly to better protect themselves, their loved ones, and the children under their care.

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<sup>2</sup> Negative PET result is valid for 24 hours.

10 Please note that the current weekly ART for vaccinated and twice weekly ART for unvaccinated SCC staff and personnel under the Employer Supervised Self-Swab (ESSS) remain in place.

### **COVID-Safe ABCs - Safe Management Measures**

11 To safeguard the health and wellbeing of all children and staff in SCCs, the safe management measures outlined in Annex A remain in place and SCCs must ensure strict compliance. This includes the regular testing of all SCC staff and personnel.

### **Conclusion**

12 Please share the information with your staff. If you require assistance, please contact your respective Student Care Officer (SCO) or call the SCC hotline at Tel: 6354 8487 (8.30am to 6pm, Monday to Friday). **School-based SCCs are to refer to the advisories issued by MOE and/or school administration for more details.**

13 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 SHN/Confirmed cases 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.**

14 **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 and should promptly seek medical attention.** Let us continue to work together as a community to keep SCCs safe for everyone and enable our children 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:

### A. COVID-Safe Access

To ensure Safe Access, 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

- ☑ In line with MTF's direction, we have updated the health protocols for SCC staff and children who are confirmed COVID-19 cases and close contacts of confirmed COVID-19 cases. These revised protocols have taken effect from 11 October 2021. Please refer to [Annex B](#) for details.

#### b. Restriction of persons conducting supplementary programmes

- ☑ SCCs may resume face-to-face enrichment programmes from 11 October 2021 but are strongly encouraged to move all tuition and enrichment classes that fall outside student care programme hours (and involving non-SCC students) or which involve external vendors online as much as possible. This is to reduce the risk of transmission within the SCC and across SCCs. Tuition and enrichment activities provided in-house and during student care hours are permitted.
- ☑ Should SCCs resume in-person enrichment classes, 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) remain suspended during this period.
- ☑ SCCs and supplementary programme providers must strictly adhere to the following SMMs for all supplementary programmes:
  - **Vaccinated persons conducting these supplementary programmes must undertake an Antigen Rapid Test (ART) once a week. Unvaccinated persons conducting these programmes must undertake the ART twice a week.**
  - **[Updated]** From 1 Jan 2022, unvaccinated persons conducting these programmes will not be allowed to return to the SCC unless they have tested negative for COVID-19. The test must be a Pre-Event Test (PET) taken at an MOH-approved COVID-19 test provider, and must be valid for the day<sup>3</sup> that the individual is required to be present at the SCC each day. Unvaccinated individuals who are medically eligible for vaccination will need to pay for the

<sup>3</sup> Negative PET result is valid for 24 hours.

costs of these tests. For individuals who are certified medically ineligible for vaccination, more details will be shared at a later date ahead of 1 Jan 2022.

- **Persons conducting these supplementary programmes must engage children strictly within their existing classes/groups.** SCCs 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, 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 from children at all times during the sessions and conduct cleaning after each session.** They must also 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.
- ☑ 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.

#### **c. 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 HRW are to produce proof of negative ART result for that day during the period of HRW.
- ☑ 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, auditors) may enter the premises. If it is necessary to have a visitor in the SCCs, 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. SCCs 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: 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.

#### e. Targeted testing of SCC staff

- ☑ **[Important]** From 1 October 2021, all staff working in SCCs must undergo an ART on a regular basis:

Staff	Frequency of ART
<b>All vaccinated<sup>4</sup> staff</b> (including vaccinated cleaners)	Once a week (i.e. 7-day cycle)
<b>All unvaccinated staff</b> (including unvaccinated cleaners and medically ineligible)	Twice a week  <b>[Updated]</b> From 1 Jan 2022, unvaccinated staff will not be allowed to return to the SCC unless they have tested negative for COVID-19. The test must be a Pre-Event Test (PET) taken at an MOH-approved COVID-19 test provider, and must be valid for the day that the individual is required to be present at the SCC. Unvaccinated staff who are medically eligible for vaccination will need to pay for the costs of these tests. For staff who are certified medically ineligible for vaccination, more details will be shared at a later date ahead of 1 Jan 2022.

The testing requirement will apply to all programme and non-programme staff (includes cooks, cleaning staff, administrative staff) working in SCCs, including personnel such as interns, volunteers and HQ personnel. It will also apply to third-party vendors who come into contact with the children (e.g. enrichment providers, bus drivers/ attendants)

The ART for all SCC staff will be conducted under Employer Supervised Self Swab (ESSS), where staff will swab themselves under the supervision of a trained swab supervisor in the SCC (supervision of the swabs can be done onsite or virtually). SCCs need not test all staff on one day and can roster them on different days or times. SCCs may wish to consider conducting the regular tests towards the end of the day or the week (e.g. Friday) if activating alternative manpower within the same day is operationally challenging.

<sup>4</sup> For the purpose of the testing regime, the individual is considered vaccinated if he/she has (i) received the appropriate regimen of any approved vaccine and an additional 14 days or more have elapsed after the day the individual was so vaccinated. The vaccines are limited to: (1) Tozinameran (Pfizer-BioNTech COVID-19 vaccine or Comirnaty COVID-19 vaccine); (2) Moderna COVID-19 vaccine; (3) Vaxzevria (AstraZeneca COVID-19 vaccine); (4) Covishield COVID-19 vaccine; (5) Johnson & Johnson's (J&J) Janssen COVID-19 vaccine; (6) Sinopharm COVID-19 vaccine; (7) Sinovac-CoronaVac COVID-19 vaccine; or (8) any other vaccine regimen as approved by the Ministry of Health (MOH). Where the individual is vaccinated under (3) to (8), their vaccination records must have been ingested into MOH's national IT systems before they will be recognised; or (ii) recovered from COVID-19 based on a positive Polymerase Chain Reaction (PCR) test result obtained in Singapore and has taken one dose of Pfizer-BioNTech/Comirnaty or Moderna, with an additional 2 weeks for the vaccine to be effective; or (iii) recovered from COVID-19 i.e. less than 270 days of first positive PCR test result obtained in Singapore.

- ☒ External persons providing higher-risk, mask-off activities (e.g. wind instrument classes) 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 SCC. 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.

#### **f. 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>5</sup> at SCCs and at all times, while in the Centres.
- ☒ All SCCs 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.

#### **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); and
  - ii. When an enrolled child or staff is staying with a household member who is issued with a (i) Health Risk Warning; or (ii) Stay Home Notice.
- ☒ SCCs should require all visitors entering the SCC to fill in a travel declaration form.

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<sup>5</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.



## **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 (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. **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.**

- ☑ If children are grouped under (iii), reduce the number of schools in such mixed groupings, where possible. SCCs 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.
- ☑ 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**

<b>Programmes/ activities</b>	<ul style="list-style-type: none"> <li>☑ 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>☑ Space out seating arrangements and ensure designated seat for each child.</li> <li>☑ Arrange for children to queue 1m apart, where reasonably practicable to do so.</li> </ul>
<b>Meals</b>	<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>☑ Administrative and non-teaching staff should refrain from interacting with children, as far as possible.</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>

<b>Outdoor activities</b>	<ul style="list-style-type: none"> <li>☑ From 27 September 2021, SCCs may carry out outdoor activities in public spaces in small groups of no more than 2 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>☑ 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>☑ 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>☑ Children should not be brought to crowded public spaces, which have high pedestrian traffic/ crowds.</li> <li>☑ 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>☑ Arrange for children to queue 1m apart when going to the toilet, where reasonably practicable to do so.</li> <li>☑ 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>☑ 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:

<b>Housekeeping / Refuse Management</b>	<p><u>Housekeeping</u></p> <ul style="list-style-type: none"> <li>☑ Assign a team of staff to carry out cleaning and housekeeping <u>daily</u>.</li> <li>☑ Disinfect frequently touched points such as handrails and door knobs with disinfectant <u>at least twice a day</u>.</li> <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. 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>☑ 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> </ul>

	<ul style="list-style-type: none"> <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 SCC.</li> </ul>
<b>Toilets and shower facilities</b>	<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> <li>☑ Toilets should be well ventilated. Keep toilet exhaust fans running at full capacity for longer operating hours to enhance ventilation</li> <li>☑ All sanitary pipes and fittings should be in good working condition.</li> </ul>

**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:

<b>SCCs in air-conditioned premises with mechanical ventilation (ACMV) e.g. centralised air-conditioning system</b>	<ul style="list-style-type: none"> <li>☑ <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> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <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> <p><input checked="" type="checkbox"/> <b>Increase ventilation in premises with limited ventilation:</b></p> <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>
<p><b>SCCs in enclosed air-conditioned premises without mechanical ventilation (e.g. split-unit air-conditioners)</b></p>	<p><input checked="" type="checkbox"/> <b>Increase ventilation and enhance air exchange:</b></p> <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> <p><input checked="" type="checkbox"/> <b>Consider installing window-mounted exhaust fans to enhance ventilation:</b></p> <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>6</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>

<sup>6</sup> Singapore Standard SS553: Code of Practice for Air Conditioning and Mechanical Ventilation in Buildings.

	<p>☑ <b>Consider using portable air purifiers for localised air cleaning in enclosed spaces as an interim measure:</b></p> <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>
<p><b>SCCs located in naturally ventilated premises</b></p>	<p>☑ <b>Increase natural ventilation with fans:</b></p> <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> <p>☑ <b>Consider installing window-mounted exhaust fans to enhance ventilation:</b></p> <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>

### 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 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 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 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.
- ☑ 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; parents/guardians to stand at least 1 m apart. 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.
- ☑ **[Important] 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. **This means that one core programme staff should limit his/her interactions to no more than 2 classes of children within the same SCC (be it for teaching, dismissal/arrival health checks or other duties).** 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.
- Relief or auxiliary staff may only serve 1 SCC.
- ☑ 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**

- ☑ 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.
  - 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.
- ☑ **All other external training will continue to be carried out virtually until further notice.** Where online delivery of classes (e.g. hands-on aspect of Child First Aid training) 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.
- ☑ **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 SCCs.
- ☑ 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.

	If SCC staff/child ...	If SCC staff/child's household member(s) ...
<b>Is unwell and tested positive on the PCR</b>	<ul style="list-style-type: none"> <li>• Staff/child to see a doctor immediately for assessment and follow up.</li> <li>• Individual will be isolated for (a) 10 days if fully vaccinated (or children aged 12 years or less); or (b) 14 days if unvaccinated.</li> <li>• If staff/child is unwell after isolation period, he/she should return to the same doctor for follow-up assessment, including whether testing is required</li> <li>• Otherwise if well, staff/child will be discharged after isolation period without the need for further tests at the point of discharge. May return to SCC.</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. photo).</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>Is well and tested positive on ART</b>	<ul style="list-style-type: none"> <li>• Staff/child to stay away from SCC and self-isolate for the next 72 hours.</li> <li>• After 72 hours, he/she may return to the SCC if re-test ART is negative.</li> <li>• If re-test ART is positive, continue to self-isolate and self-test. Staff/Child can stop self-isolation and return to SCC when he/she gets a negative result.</li> <li>• If he/she becomes unwell at any time, he/she should see a doctor.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/child may return to SCC. However the staff/child may wish to perform a self-administered ART test to ensure that they are not tested positive on ART.</li> </ul>

	If SCC staff/child ...	If SCC staff/child's household member(s) ...
<b>Is issued Health Risk Warning (HRW)</b>  <i>This will be issued to close contacts of a COVID-19 case</i>	<ul style="list-style-type: none"> <li>• Staff/child (during HRW period) 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. photo).</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 may only return to SCC after the HRW.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/child may continue to attend SCC so long as household member tests ART negative daily.</li> <li>• SCCs are to be more vigilant in their health checks (including checks on health of family members) and maintaining safe distancing. E.g., Ask staff/parent if there is any household member who is currently unwell or tested COVID-19 recently or is on HRW.</li> </ul>
<b>Is unwell with flu-like symptoms and ART negative</b> (with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath)	<ul style="list-style-type: none"> <li>• Staff/child to see a doctor. Do not self-medicate.</li> <li>• Staff/child may return to SCC only when medical leave period is over, and fully recovered (i.e. no longer displaying symptoms).</li> <li>• Staff/child must produce a negative PCR or ART result before returning to SCC.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/child may return to SCC.</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 student care so long as household member tests ART negative each day. SCCs are to be more vigilant in their health checks (including checks on health of family members) in implementing safe distancing.</li> </ul>