

## Safe Management Measures for COVID-Safe SCCs: COVID-Safe ABCs

SCCs must ensure that the following safe management measures (SMMs) are clearly communicated to staff, and are implemented well and consistently:

### A. COVID-Safe Access

To ensure Safe Access, student care centres are to implement the following measures to ensure that individuals who may pose a risk to transmission are not allowed access into the student care centre premises:

#### a. Restriction of staff and children allowed in student care centres - Leave of Absence/ Stay-Home Notice

- ☒ Student care centres are not to allow staff and children on Quarantine Order (QO), Leave of Absence (LOA) and Stay-Home Notices (SHN) to enter the student care centre. See [Annex C](#) on Leave of Absence and Stay-Home Notices.
- ☒ Staff and children returning from QO or SHN will be tested as per the existing national policy for QO/SHN before returning to the student care centre. Individuals will be informed directly by relevant government agencies on the necessary procedures.

#### b. Restriction of persons conducting tuition and/or enrichment programme in student care centres

- ☒ Student care centres may continue their tuition and/or enrichment programmes. Student care centres are to strictly adhere to the following safe management measures for conducting tuition and/or enrichment programmes, on top of existing COVID-Safe ABCs. External persons conducting these programmes must adhere to the safe management measures shown below.
- ☒ **[Updated]** External persons conducting supplementary programmes (i.e. tuition and enrichment) can serve up to **4** student care centres.
- ☒ Persons conducting the tuition and/or enrichment programme must engage children strictly within their existing classes/groups. Centres are not allowed to combine children from different levels or classes/groups for any programme session. Where children are split into smaller groups within their regular class/grouping, they should remain within the same groups when attending the tuition and/or enrichment programme and not mix.
- ☒ Persons conducting the tuition and/or enrichment programme must ensure safe distancing during the sessions and conduct cleaning after each session. They must maintain a safe distance from children at all times and ensure children in the programme are seated at least 1 metre apart. They should also wash or sanitise their hands after each session. If a common space is used for the programme, the tables and high touch point areas should be wiped down and disinfected between each use by different classes/groups.
- ☒ The student care centre should not conduct tuition and/or enrichment programmes which involve children not in the student care programme, within its premises during student care hours.

- ☑ If the student care centre runs any programme at its premises, outside student care hours, it should comply with safe management measures issued for such programmes. It must ensure that the classrooms, furniture and high touch point areas are cleaned and/or disinfected before being used for student care service.
- ☑ The student care centre can have up to 5 persons conducting tuition and/or enrichment programme at any one time, but no more than 10 persons in total per centre.
- ☑ Volunteers engaged by the student care centre to conduct tuition and/or enrichment programme should adhere to the same safe management measures as above.
- ☑ **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 student care centre.**

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

- ☑ Student care centres are not to allow visitors who are on QO, SHN, LOA or have travelled overseas within the last 14 days, to enter the centre.
- ☑ **[Updated]** 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.
- ☑ **[Updated]** Student care centres are to restrict visitors to minimise the risk of community transmission. Only visitors who are needed to support the running of the Student Care Centres (e.g. enrichment teachers, contractors) and those who need to perform necessary functions (e.g. MSF officers) may enter the premises. If it is necessary to have a visitor in the student care centres, temperature checks and travel declarations must be obtained. Visitors should keep a safe distance from staff and children.
- ☑ **[Updated]** All parents remain restricted from entering the student care premises. Parent-teacher discussions are to be carried out via teleconferences or online (e.g. video conferencing). For parents of prospective students, they must also not be allowed entry during operating hours. Student Care Centres are to substitute with alternative methods of engagement (e.g. virtual tours and photos).

**d. Health checks and temperature screening**

- ☑ On arrival: Student care centres are to continue with temperature screening and health checks for all children, staff and visitors.

Besides health checks for visible symptoms, student care centres are to explicitly ask all children, staff and visitors the following questions during health checks:

- i. Are you unwell?
- ii. Do you have a cough?
- iii. Do you have a sore throat?
- iv. Do you have a runny nose?
- v. Do you have shortness of breath?
- vi. Do you have a loss of sense of smell?

- vii. Are you unwell in any way (besides the above)?
- viii. Are there adult household members who are unwell with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath?

Student care centres should not admit children, staff and visitors who are unwell, and recommend that they promptly seek medical attention. Children/Staff with adult household members who are unwell (with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath) are encouraged to stay home, if possible.

- ☑ *During the day*: Student care centres should conduct another temperature taking and health check for both children and staff. i.e. total of two temperature taking/health checks while in the centre. The timing for these checks must be scheduled and not left to the discretion of individual staff.

Student care centres should direct all staff who are unwell to leave immediately and promptly seek medical attention. Student care centres should advise staff not to clinic-hop. Where possible, operators/ principals must ensure that each staff visits only one clinic for check-ups if unwell. Otherwise, staff should inform the clinic of all recent doctor visits over the past 14 days for any symptoms that may be related to COVID-19 (including but not limited to typical symptoms such as fever, cough and shortness of breath).

Children who report feeling unwell should be immediately isolated in the sick bay, and their parents/ guardians should be notified to bring them home as soon as possible. There should be no more than one unwell child in each sick bay. If there is more than one unwell child in the sick bay, the children should be spaced 2 metres or more apart and be given masks to wear.

If staff need to interact closely with the sick children (i.e. <2 metres from child), they should wear a mask and practise hand hygiene after contact with the child. The sick bay should be sanitised and wiped down frequently, especially after every use.

Children who are unwell with respiratory symptoms such as cough, sore throat and runny nose, should also see a doctor and be assessed for acute respiratory infection (ARI). They may be issued with a 5-day MC in the first instance, and be required to stay home during the 5-day MC. If the children are well at the end of the MC period, they can return to school and student care. If the symptoms persist, they should return to the same doctor for follow-up assessment, including whether testing is required.

#### **e. Contract tracing of staff, children and visitors**

- ☑ Student care centres are required to use SafeEntry to collect entry and exit information of visitors, staff and children to facilitate contact tracing. 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.
- ☑ 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.
- ☑ To minimise congestion at the entrance during arrival, student care centres may allow staff and children to enter first and to check-in using SafeEntry after the staff and children have settled in, if necessary.

- ☑ **[Updated] From 17 May 2021, all Student Care staff and visitors must use the TT App on their mobile phones or TT token to check into SafeEntry at Student Care Centres and at all times, while in the Centres.**

#### **f. Travel Plans and Declarations**

- ☑ With the evolving COVID-19 situation, student care centres are to continue monitoring the travel plans of staff and children to all countries closely. Student care centres should inform staff and parents to declare the following, if not already done:
  - i. Of any intended/ updated travel plans by staff or enrolled children to other countries (including the city(s) of travel); and
  - ii. When an enrolled child or staff is staying with a household member who is issued with a (i) Home Quarantine Order; or (ii) Stay Home Notice.
- ☑ Student care centres should require all visitors entering the student care centre to fill in a travel declaration form.

### **B. COVID-Safe Behaviour**

Student care centres are to implement the following to ensure that staff and children adopt COVID-Safe Behaviour and norms to reduce the risk of transmission and ensure a safe environment within each class/group.

#### **a. Wearing of masks and shields in student care centres**

- ☑ All student care centre staff are to continue to wear disposable or reusable masks in the student care centre. If there is close or prolonged contact between staff and children, they may wear both masks and face shields.
- ☑ Student care centres are to educate staff and children on proper mask wearing/ removal and handling habits. Staff should wear a face mask that closely covers the nose and mouth (i.e. without leaving a gap between mask and face), particularly when attending to children in situations where safe distancing cannot be maintained (e.g. helping a child with homeworking or during toileting).
- ☑ The students are not required to wear a mask during their naps as it may not be safe to do so (e.g. risks of suffocation). However, the student care centre should ensure the children's mattresses are spaced apart during nap times. Children should also be assigned their own mattresses and use mattress covers.
- ☑ Face shields will be allowed only for specific exempt groups or settings. 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;

- 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; and
- iii. Persons who are speaking to a group in a classroom or lecture-style setting, where they largely remain at the spot from which they are speaking and are able to maintain a safe distance away from any other persons.

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

- ☑ Allocate children to fixed groups, with grouping in the following order of priority:
  - i. **classmates (in school of origin)**
  - ii. **school mates (i.e. grouping by schools)**
  - iii. **students from other schools, where reasonably practicable to do so.**

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

- ☑ **[Updated]** Split a larger class/group into smaller groups for programmes and activities, where the adult to child ratio is not more than 1:25, where reasonably practicable to do so. The children must be further split into groups of up to 5 persons.
- ☑ Children must remain in their small group and not switch between groups.
- ☑ **[Updated]** Class group activities of up to **5 persons** can be allowed whilst keeping to the same fixed group and seating arrangement, with 1 metre spacing between groups. Groups should be allocated as per the order of priority stated above.
- ☑ 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</li> </ul> </li> </ul>

	<p>iii. Surfaces (e.g. tables, chairs or desk shields) to be wiped down cleaned before the commencement of meals for the next class/group.</p> <p><input checked="" type="checkbox"/> Administrative and non-teaching staff should refrain from interacting with children, as far as possible.</p> <p><input checked="" type="checkbox"/> Staff should not move to another bay to dine/collect lunch, where reasonably practicable to do so.</p> <p><input checked="" type="checkbox"/> In the process of delivering food, student care centres are to ensure contactless food delivery between bays, where reasonably practicable to do so.</p>
<b>Outdoor activities</b>	<p><input checked="" type="checkbox"/> <b>[Updated]</b> Children can engage in outdoor play or activities, in groups of <b>no more than 5 persons including staff</b>, with fixed composition of group members allocated based on the order of priority shown below and with 1 metre spacing between groups:</p> <p style="padding-left: 40px;">i. classmates (in school of origin) ii. school mates (i.e. grouping by schools) iii. students from other schools, where reasonably practicable to do so.</p> <p><input checked="" type="checkbox"/> <b>[Updated]</b> Refrain from carrying out vigorous outdoor activities that involve close contact among children and staff during this period. Children should wear masks or face shields outdoors, as far as possible</p> <p><input checked="" type="checkbox"/> <b>[Updated]</b> 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.</p> <p><input checked="" type="checkbox"/> Children should not be brought to crowded public spaces, which have high pedestrian traffic/ crowds.</p> <p><input checked="" type="checkbox"/> Staff and children to practise hand hygiene before and after outdoor activities.</p>
<b>Routine care</b>	<p><input checked="" type="checkbox"/> Arrange for children to queue 1m apart when going to the toilet, where reasonably practicable to do so.</p> <p><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.</p> <p><input checked="" type="checkbox"/> Minimise contact between children of different classes/groups during routine care, where reasonably practicable to do so.</p>

**d. No sharing of equipment**

- ☑ Student care centres are to minimise cross-sharing of equipment, materials and toys across classes/groups.
- ☑ Equipment should be assigned individually within the class/group, if reasonably practicable to do so, and to be wiped down and cleaned after each use.

**e. Practise high levels of personal hygiene**

All staff and children are to maintain good personal hygiene such as:

- ☑ Washing their hands immediately upon entering the student care centre. Thereafter all children are to change from their school uniform to their student care uniform, or a fresh/clean set of home clothes. This requirement should be observed by all children, including those who arrive later at the student care centre (e.g. due to after-school activities)
- ☑ Covering their mouth and nose with a tissue when sneezing or coughing, and to throw away the tissue immediately into a foot bin.
- ☑ Washing their hands regularly with soap, especially before eating or handling food, after toilet visits, or when hands are dirtied by respiratory secretions after coughing or sneezing.
- ☑ Not sharing food/ drinks, eating utensils, tooth brushes or towels with others.
- ☑ Avoid touching their eyes, nose and mouth

**f. Ensure high levels of environmental hygiene**

Student care centres are to step up cleaning of the student care centre premises and ensure high levels of environmental hygiene which includes the following:

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



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|  | <input checked="" type="checkbox"/> All sanitary pipes and fittings should be in good working condition. |
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### C. COVID-Safe Classrooms/Bays

To ensure COVID-Safe Classrooms/Bays, it is critical that children and staff stay within a fixed group and designated spaces to minimise any risk of cross-transmission across classes/groups, in the event of a confirmed COVID-19 case in the student care centre.

Student care centres are to implement the following measures to ensure **minimal interaction/ mixing between children and staff from different bays/ floors/ classes**.

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

- ☒ Children are to proceed directly into student care centre on arrival. Do not combine classes/groups during arrival and departure periods. If children need to be located in a combined space, children of the same class/group must be assigned a specific zone within the area at least 2m apart from other class/group and children from different classes/groups should preferably be in the same space for less than 30 minutes. There should be no mixing of children from different bays/ floors/ classes.
- ☒ Children from different classes/groups to use separate routes and entrances/exits, where available.
- ☒ Where SCC engages bus services:
  - i. The ferried children must be going to only one SCC unless they are from the same school. Children from different schools and SCCs should not mix. If this arrangement is not feasible, the bus operator should assign seats to students based on their student care centre e.g. children going to Centre A to be allocated seats in the front rows, whereas those in Centre B assigned to seats in the rows behind.
  - ii. Take children's temperatures prior to boarding.
  - iii. Assign specific seat to each child.
  - iv. Ensure each child wears a mask.
  - v. Alternate seating that is at least 1m apart for all children, where reasonably practicable to do so.
  - vi. Ensure that the bus is cleaned and sanitised before children's use every time.
- ☒ Student care centres must engage parents to put in place staggered drop-off and pick-up times for classes/groups to prevent the formation of queues and crowding at student care centres. To facilitate this, student care centres have the flexibility to make adjustments to existing timetables.

- ☑ Student care centres to demarcate queues; parents/guardians to stand at least 1 m apart. Student care centres are to inform parents to not mingle with one another after pick-up, and to not engage in long conversations with staff. Parents can dialogue with staff via telephone / emails.

**b. Segregate children/ staff by bays/ floors/ classes during the day**

- ☑ Keep children within their own bays/floors/classes. Ensure there is no mixing of children from different bays/ floors/classes. Consider 'soft barriers' or markers to help with demarcation.
- ☑ For any room used by the SCC, the maximum class size should not exceed 50 people at any one time (inclusive of staff). Operationally, SCCs should continue to determine the actual class size based on the implementation of safe management measures;
- ☑ 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/groups going outdoors, no mixing between classes/groups when preparing to go out/return from outdoors. Keep classes/groups separate during outdoor play.
- ☑ Stagger classes in their use of common areas and facilities (e.g. toilets, halls, common areas) to avoid mixing between classes.
- ☑ 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.
- ☑ **[Updated]** Relief or auxiliary staff may be deployed to up to 4 Student Care Centres, if necessary.
- ☑ 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. [Updated] Suspend large group activities**

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

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

- ☑ Student care centres may conduct celebrations (e.g. birthdays, National Day) only at class level, 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/ face shields 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. [Updated] Staff meetings, training, practicum and social gatherings**

- ☑ **[Updated]** Internal staff meeting, and training should be conducted virtually.
- ☑ All external training (with the exception of the hands-on aspect of Child First Aid (CFA) training) is to remain online until further notice. Where online delivery of classes is not immediately possible, the classes will be rescheduled until adjustments are made for them to be delivered online, or to a later date altogether.
- ☑ **[Updated]** Face-to-face training may resume only for the hands-on aspect of Child First Aid (CFA) training. This is only applicable to SCCs which need to send staff for training to meet the minimum requirement of staff with CFA. The theory aspect of the CFA course should continue to be delivered online. From 8 May 2021, face-to-face training sessions are limited to no more than 5 persons per session and are subjected to existing safe management measures such as the need to maintain 1-metre safe distancing, wearing of masks at all times and wiping down and disinfection of high touch-points and first aid equipment. Such face-to-face training sessions can only be conducted at the premises of the training providers.
- ☑ Practicum attachment to the SCCs can be resumed, but the person doing the practicum will be subjected to the safe management measures stated below.
  - i. In-service trainees who need to go to a centre that they are not working in to do their practicums can do so, but should not return to their SCCs until after the end of their practicum.
  - ii. Trainees should not be deployed to more than one SCC, visit any other SCC during the whole period of practicum, or attend face-to-face sessions with other trainees at their learning institutes.
  - iii. Trainees can, within their centre, cross up to 3 classes/groups as required by their practicum. However, they will have to complete their practicum at one class/group before moving to the next on a different day i.e. not to cross classes/groups within a day.

- ☑ **[Updated]** Employers must not organise or encourage large scale social gatherings (e.g. parties, celebrations (e.g. birthdays), team bonding activities, D&D, gala dinners, etc.) within or outside the Student Care Centres.
- ☑ **[Updated]** 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.

*For more details on requirements for safe management measures at the workplace after Circuit Breaker, please refer to the advisory by the Ministry of Manpower: <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>*