

4 June 2021

Dear Heads of Home / Centre Supervisors

Enhanced Precautionary Measures for Residential and Community-based Facilities Amid COVID-19 (Coronavirus Disease 2019)

(This advisory summarises all relevant measures from all COVID-19-related advisories issued by MSF to date.)

A. NEW MEASURES

1. The Multi-Ministry Taskforce (MTF) has been closely monitoring the local and global COVID-19 situation. The number of locally transmitted COVID-19 cases and unlinked community cases have continued to increase. This is concerning as the situation could quickly escalate if these cases are not contained swiftly and decisively. Following the measures introduced on **8 May 2021**, we need to tighten more measures to decisively arrest the increasing number of cases in the community under Phase 2 (Heightened Alert) from **Sunday, 16 May 2021 through Sunday, 13 June 2021**. Please refer to the press release issued on 14 May 2021 for details: https://www.moh.gov.sg/news-highlights/details/updates-on-local-situation-and-heightened-alert-to-minimise-transmission_14May2021.

2. **From 16 May 2021 through 13 June 2021, all Homes/Centres should restrict services to service users with moderate to high needs while ensuring compliance with safe management measures and minimal staff strength onsite.** Homes/Centres should ensure that activities are conducted safely to minimise the risk of transmission, and to keep communities and vulnerable persons safe while resuming more social support services.

Safe Management of Staff

3. Homes/Centres should continue to implement a system of safe management measures that will protect staff, residents and clients and strengthen the resilience of their services to any further disruptions. These safe management measures include working from home as the default, staggered working hours, split zone/team arrangements, suspending physical meetings, safe distancing, regular disinfection of common touch points and equipment, and ensuring regular cleaning with disinfecting agents.

Resumption of split team/zone and work-from-home arrangements

4. **For Category 1 Facilities**, split team/zones arrangements for all staff¹, including both resident/client-facing and non-resident/client-facing staff, has been reinstated with effect from 3 May 2021 onwards. Homes/Centres are to ensure that non-resident/client-facing staff work from home.

¹ For Category 1B Centres, all staff and clients should continue activities in fixed groups.

5. **For Category 2 and 3 Facilities**, work-from-home (WFH) will be the default at workplaces. Centres must ensure that staff who are able to work from home do so from 16 May through 13 June 2021. Centres should continue to stagger start times of employees who need to return to the workplace, and implement flexible working hours.

6. Homes/Centres should continue to limit on-site manpower to the minimum required to deliver essential services without compromising care and safety, and the rest should telecommute. Homes/Centres are also encouraged to continue delivering services remotely where feasible.

Vendor management

7. Category 1A Homes may continue maintenance work that do not require access into living quarters or have contact with residents (e.g. grass cutting), but should defer non-critical repair/maintenance works which require access into the living quarters of residents.

8. Homes/Centres should continue to adhere to strict infection control practices and prevailing safe distancing measures. All staff, residents and clients are to adhere to the prevailing guidelines on PPE requirements in the various settings.

Staff meetings and training

9. Conduct all internal and external staff meetings virtually, e.g. by using teleconferencing facilities. If there is a critical need for physical internal staff meetings to proceed, staff should limit the number of attendees to 10 persons or less and shorten their duration. There should be clear physical spacing of at least 1m between persons at all times.

10. All training (internal or external) are to be held online until further notice.

11. All work-related events are to be held virtually or deferred.

Social and recreational gatherings

12. Social and recreational gatherings for staff should be temporarily suspended. Staff may have meal breaks at the workplace, but refrain from intermingling with their colleagues when their masks are taken off. In addition, all staff in Homes/Centres should have staggered break and meals times, and consume their meals within staff break areas. There should be no interaction between staff from different teams/zones/locations. In the event of any positive cases, such mixing may result in a larger group of staff being quarantined across multiple facilities.

Continued vigilance

13. Homes/Centres should reinforce current staff surveillance with twice daily temperature and health status monitoring, and emphasise the use of TraceTogether and the need to perform check-ins at least once per shift.

14. **Restrictions against cross-deployment across worksites shall continue to remain in place for all Homes/Centres:** no staff should work at more than one worksite.

15. **For Adult Disability Homes, Sheltered Homes and Welfare Homes, all staff staying at the Homes or their own places of residence should refrain from leaving the premises of Homes/their places of residence, except for essential needs, and should avoid crowded places in the community if they go out.** All staff should take the necessary precautions (e.g. keeping masks on, maintaining safe distancing) when travelling to and from work to minimise risk of contagion. Homes should also work with their staff to encourage the other members living in their same household to similarly avoid going out to crowded places in the community, other than for essential purposes, e.g. work, school.

16. All staff in Adult Disability Homes, Sheltered Homes and Welfare Homes should also be encouraged to tap on tele-medicine or locum doctors within the Home when they are not feeling well, except for serious medical conditions or when a physical consultation is necessary (e.g. if X-ray/injection is required). Similarly, the family members of the staff should also be encouraged to tap on tele-medicine when they are unwell. Staff should also be encouraged to utilise online delivery services for essential needs (e.g. groceries, food delivery) to minimise the need for going out in the community.

17. **For other Category 1A Homes, staff should avoid crowded places in the community.**

Safe Management of Residents and Clients

For Category 1 Facilities:

18. Homes/Centres should continue with existing precautions to better protect residents and reduce the likelihood of COVID-19 occurring in these facilities even as they resume more activities.

19. **Category 1A Homes serving elderly residents²** should implement the following precautions to better protect vulnerable seniors and reduce the likelihood of COVID-19 occurring in these facilities:

- i. **Disallow all outings with caregivers, home leave and Day Release Scheme/work schemes for residents** as these could lead to an increased risk of importing infections into the Homes. Exceptions will only be allowed on a case-by-case basis (e.g. for compassionate reasons such as critically ill family member) and with the necessary safety precautions in place.
- ii. **In view of the recent risks of community transmission, with immediate effect and until 20 June 2021 (inclusive)³, no visitors (e.g. caregivers and volunteers) shall be allowed to enter Homes to reduce the importation risk of COVID-19 into residential facilities. Homes should**

² Homes that serve elderly residents include Senior Group Homes, Sheltered Homes, Welfare Homes, Adult Disability Homes, Disability Hostels, Community Group Homes, Transitional Shelters.

³ MSF will work with Homes to strengthen the suite of precautionary measures within Homes, such as the introduction of pre-visit testing, so that physical visitation can be resumed safely. MSF will review the measures on visitor restrictions and update by the end of 20 June 2021.

offer caregivers the option to switch to telephone or video calls as an alternative to physical visits.

20. **Other Category 1A Homes serving non-elderly residents** (e.g. Singapore Boys' Home, Singapore Girls' Homes, Children and Young Persons Homes, and Children's Disability Homes) **can allow a maximum of two designated visitors** with precautions in place. Volunteer-led activities may continue with no more than five volunteers within each Home at any one point in time. Where applicable, limited home leave may be allowed for residents from these Homes.

21. **For Category 1A Homes, all outings outside of Home premises are suspended until further notice.**

22. **Category 1B Centres should restrict services to serve enrolled clients with moderate to high needs, where possible, with safe management measures in place.** Centres should put in place additional precautions for elderly clients and other vulnerable persons with co-morbidities being served at Centres. These measures include separating seniors from the rest of clients, limiting activities involving seniors to no more than five per group (staff and clients inclusive), or serving them by appointment.

- i. Volunteer-led activities may continue with safe management measures:
 - Pre-designate up to 10 volunteers, and limit to two volunteers at any one point in time.
 - Volunteers should keep to a fixed group of clients and minimise close physical contact with clients.
- ii. Allow small group outings of no more than two persons (staff and clients inclusive), supervised by staff, to non-crowded areas for walks or exercise.

23. **Category 1 Homes/Centres should suspend the following activities:**

- i. Face-to-face pre-admission screening;
- ii. Face-to-face sessions with caregivers to discuss Individual Care Plans (ICP).

These activities should be conducted remotely.

For Category 2 and 3 Facilities:

24. Services should continue to be delivered remotely where possible. **Face-to-face services and intervention, such as counselling, should be limited to moderate to high needs, and may take place at the Centres as needed, with the necessary safe management measures in place.** These measures include serving cases by appointment and conducting interventions on an individual case basis. Group work/activities should be suspended until further notice to limit social mixing across different households.

TraceTogether-only Safe Entry (TT-only SE) and SafeEntry Gateway

25. From 17 May 2021, staff, residents, clients and visitors of Homes/Centres must use the TT App on their mobile phones or TT token to check into SafeEntry and at all times, while in the Home/Centre.

26. **From 15 June 2021, it will be mandatory for all Homes/Centres to deploy SafeEntry Gateway (SEGW) devices.** This will facilitate a more seamless check-in experience and ensure that TT tokens are functioning.

27. Homes/Centres should ensure that staff strictly follow all guidelines. We seek your understanding and cooperation to comply with the measures in order to limit the risk of transmission and protect the health and well-being of our staff, residents and clients. These measures must be adhered to, regardless of one's COVID-19 vaccination status, or whether they are recovered cases. Refer to **Table 1** for the full set of guidelines. MSF will review these guidelines from time to time to ensure they are aligned with MOH's latest advisories.

28. MSF will continue to conduct checks to ensure Homes/Centres have put in place adequate infection control measures and precautionary measures as laid out in the MSF advisories issued.

B. UPDATED PRECAUTIONARY MEASURES (FROM 4 JUNE 2021)

Table 1: Summary of precautionary measures

1	<p><u>SAFE ACCESS</u></p> <p><i>Homes/Centres are to implement the following measures to ensure that individuals who may pose a risk to transmission are not allowed access into the premises of Homes/Centres:</i></p>
a.	<p>Restriction of staff, residents and enrolled clients allowed in Homes/Centres</p> <ul style="list-style-type: none"> ☑ Homes/Centres are not to allow staff, residents and enrolled clients on Quarantine Order (QO), Leave of Absence (LOA) and Stay-Home Notices (SHN) to enter premises. See <u>Annex A</u> on Leave of Absence and Stay-Home Notices. ☑ Category 1A Homes serving elderly residents: Suspend home leave, outings with caregivers and Day Release Scheme/work schemes for all residents. Exceptions will only be allowed on a case-by-case basis (e.g. for compassionate reasons such as critically ill family member) and with the necessary safety precautions in place.⁴ ☑ Other Category 1A Homes: Where applicable, limited home leave may be allowed for residents from these Homes. ☑ Category 1A Homes: All outings should be suspended until further notice. Suspend face-to-face pre-admission screening.
b.	<p>Restriction of visitors allowed in Homes/Centres</p> <ul style="list-style-type: none"> ☑ Category 1A Homes serving elderly residents⁵: Visitors are not allowed. ☑ Other Category 1A Homes: Allow only a maximum of two designated caregivers/ visitors per resident/ enrolled client with precautions in place⁶. ☑ Category 1B Centres: Only one caregiver per client allowed to accompany enrolled client with precautions in place. ☑ Category 1 Facilities: Suspend face-to-face sessions with caregivers to discuss Individual Care Plans (ICP).

⁴ Category 1A Homes serving elderly residents should implement the precautions in Annex C to better protect vulnerable seniors and reduce the likelihood of COVID-19 occurring in these facilities.

⁵ Homes that serve elderly residents include Senior Group Homes, Sheltered Homes, Welfare Homes, Adult Disability Homes, Disability Hostels, Community Group Homes and Transitional Shelters.

⁶ These precautions include: (i) Visitors should wear masks during the duration of the visit and enforce hand hygiene protocols before and after the visit; (ii) Visit duration should be limited to 30 minutes or less; (iii) Other measures to further mitigate risks and ensure safe distancing, taking into account the setting of the Home, e.g. use of desk shields/Plexiglass barriers between residents and visitors and other means of ensuring a safe distance of at least 1 metre; (iv) Limit to 10 persons, in groups of up to two persons, within each visitation room. There should be no interactions between small groups.

	<ul style="list-style-type: none"> ☑ Homes/Centres may add a standardised questionnaire at entry points to assist in identifying persons who may be of higher risk of exposure to COVID-19. The questionnaire may include the following questions: Within the last 14 days, have you been: <ul style="list-style-type: none"> ▪ notified by MOH that you have been deemed a close contact of a COVID-19 case and asked to go for a COVID-19 swab test? ▪ placed on Stay-Home-Notice (SHN), Quarantine Order (QO), phone surveillance (PUPS) or on medical leave(MC)? ☑ Homes/Centres should defer entry for visitors who are on QO, SHN, LOA, PUPS, MC or have been notified by MOH that they have been deemed a close contact of a COVID-19 case and asked to go for a COVID-19 swab test until after completion of period of SHN/QO/LOA/PUPS/MC or until 14 days after the date of receipt of the notification from MOH, with exception on compassionate grounds, where applicable. For Category 2 and 3 facilities, staff should arrange for services to be delivered to them remotely e.g. over the phone or online. ☑ Only visitors who are needed to support the running of facilities (e.g. contractors) and agencies who need to perform necessary functions may enter the premises. If it is necessary to have a visitor in the facility, temperature checks should be conducted. All visitors to be screened for travel, health and contact history and to use TraceTogether-only SafeEntry. Visitors should keep a safe distance from staff, residents and clients. In addition, Category 1A Homes must maintain a visitor log, including the visitor's movement within the Homes' premises to facilitate contact tracing. ☑ Identify a holding area for visitor screening before entry. It should be well-ventilated and well-separated from staff, residents and enrolled clients. Advise visitors to avoid crowding and to maintain increased spacing of at least one metre apart while seated or standing in waiting areas.
c.	<p>Restriction of vendors allowed in Category 1A Homes</p> <ul style="list-style-type: none"> ☑ Designate a 'drop-off point' for vendors for deliveries outside the Home. Staff can then pick up the deliveries and reduce the contact time with vendors. ☑ Homes should ensure proper sanitisation and wiping down of all goods and items that are delivered to the designated 'drop-off point', before it is handled by other staff and residents. ☑ Homes may continue maintenance work that do not require access into living quarters or have contact with residents (e.g. grass cutting), but should defer non-critical repair/maintenance works which require access into the living quarters of residents. ☑ For auxiliary personnel such as cleaners, security guards, caterers and other contractors, Homes should work with service vendors to ensure that the personnel deployed to the Homes do not reside in foreign worker dormitories with confirmed cases.

	<p> <input checked="" type="checkbox"/> Where such contractors have to physically enter the premises, they should wear surgical masks. Residents and care staff should not have any contact with external contractors and should not be in the same room or location where the contracted work is being done. Stricter measures should be put in place to avoid possible contamination of “high-touch” surfaces such as tables and door knobs. There should also be wiping down of the areas where works are carried out before opening up the space for residents’ use. If contact with residents is unavoidable, the contractors/vendors should wear surgical masks, gloves, and gowns. </p> <p> <input checked="" type="checkbox"/> In line with prevailing MSF advisories, screen vendors for health status (temperature and respiratory symptoms) and travel and contact history, enforce hand hygiene before vendors enter the facility, record vendor contact details and movement within the Homes for contact tracing using SafeEntry and TraceTogether, and minimise the time they spend in the living quarters. </p>
<p>d.</p>	<p>Health checks and temperature screening</p> <p> <input checked="" type="checkbox"/> <u><i>On arrival:</i></u> Homes/Centres are to continue with temperature screening and health checks for all staff, residents, clients and visitors. </p> <p>Besides health checks for visible symptoms, Homes/Centres are to explicitly ask all staff, residents, clients and visitors the following questions during health checks, and record the responses even when they do not have any symptoms:</p> <ol style="list-style-type: none"> i. Have you been having a fever? 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 or taste? vii. Are there household members who are unwell with fever and/or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath? <p>Homes/Centres should not admit staff, residents, clients and visitors who are unwell, and recommend that they promptly seek medical attention.</p> <p>For visitors/service users to Category 2 and 3 facilities who are unwell or declared to be in close contact with a confirmed case, staff should arrange for services to be delivered remotely, e.g. over the phone or online where possible. However, if the case is assessed to be urgent, they can be served, but with added precautions including for the unwell person to wear a mask and to minimise close contact with others.</p> <p>Staff, residents, clients and visitors with household members who are unwell (with fever and/ or flu-like symptoms such as cough,</p>

	<p>runny nose, sore throat, shortness of breath) are encouraged to stay home, if possible.</p> <p>☑ <u>During the day:</u> Homes/Centres should conduct the following frequency of temperature taking and health checks for residents, enrolled clients and staff.</p> <ol style="list-style-type: none"> i. Category 1 facilities – minimally twice-daily temperature screening and checking of respiratory symptoms for all residents and enrolled clients, if not already the arrangement. ii. All facilities – at least twice-daily temperature taking and checking of respiratory symptoms for all staff, including administrative and non-care staff, even if not at work. <p>The timing for these checks must be scheduled and not left to the discretion of individual staff. Record temperatures and respiratory symptoms for residents, enrolled clients and staff daily. Keep declaration records of temperature taking and other indications including respiratory symptoms (e.g. cough, runny nose, sore throat, loss of smell or taste, shortness of breath) for at least 28 days for inspection purposes.</p> <p>Ensure that any staff feeling unwell leave the premises immediately and seek medical treatment, and stay away until they have fully recovered. Homes/Centres should advise staff not to clinic-hop. Where possible, Homes/Centres 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). For the duration of their medical certificate, the staff must not leave his or her place of accommodation and must follow the same social-distancing procedures as those on Stay Home Notices. Staff who are still unwell after the medical certificate⁷ duration should not return to work and should follow up with the same medical practitioner.</p> <p>Isolate residents and enrolled clients with fever and respiratory symptoms immediately. Refer residents and enrolled clients with respiratory symptoms and/or fever to a doctor for assessment. There should be no more than one unwell resident/client in each sick bay. If there is more than one unwell resident/client in the sick bay, they should be spaced 2m or more apart and be given masks to wear. If staff need to interact closely with the sick resident/client (i.e. <2m from resident/client), they should wear a mask, face shield, gown and gloves, and sanitise or wash their hands with soap after contact</p>
--	---

⁷ Reg 3(2) of the Infectious Diseases (COVID-19 Stay Orders) Regulations 2020 promulgated under the Infectious Diseases Act gazetted on 25 March 2020.

	<p>with the resident/client. The sick bay should be sanitised and wiped down frequently, especially after every use.</p> <p>For Category 1A facilities, any staff and resident who present with ARI symptoms (e.g. cough, fever, sore throat) should go to the nearest Public Health Preparedness Clinic (PHPC)/Polyclinic immediately. The staff/resident should inform the doctor about their symptoms and that they are working/living in communal residential settings (i.e. MSF residential homes), and request to be swabbed for Covid-19. If the doctor assesses that they do have symptoms suggestive of Covid-19 infection, the PHPC/Polyclinic will perform the Covid-19 swab at the clinic if they participate in the Swab and Send Home (SASH) initiative, or will refer the resident/staff to another PHPC clinic for the swab. They will also provide medication and issue the staff/resident with MC. The staff/resident should then take private transport back to their place of residence/the Home with windows wound down, and be isolated for the duration of the medical leave while pending swab results.</p>
e.	<p>Contact tracing of staff, residents, clients and visitors</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> From 17 May 2021 onwards, Homes/Centres are required to use TraceTogether-only SafeEntry to collect entry and exit information of staff, residents, clients and visitors, and at all times, while in the Home/Centre, to facilitate contact tracing. <input checked="" type="checkbox"/> Staff, residents, enrolled clients and vendors should download and activate the TraceTogether app to facilitate contact tracing. <input checked="" type="checkbox"/> Homes/Centres⁸ should use Trace Together (TT) tokens to help the residents/clients auto-log their close contacts for contact tracing purposes.
f.	<p>Travel plans and declarations</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> With the evolving COVID-19 situation, Homes/Centres are to continue monitoring the travel plans of staff, residents and enrolled clients to all countries closely. Homes/Centres should inform staff residents and enrolled clients to declare the following, if not already done: <ul style="list-style-type: none"> i. Any recent travel history; and ii. Intended/updated travel plans by staff, residents or enrolled clients to other countries (including the city(s) of travel) <p>MSF will request for the above information periodically. MOH has updated its travel advisory to allow overseas travel:</p> <ul style="list-style-type: none"> i. To Australia, Brunei Darussalam, New Zealand, Mainland China, and Taiwan;.

⁸ For Homes and Centres that receive TT tokens distributed by MSF.

	<ul style="list-style-type: none"> ii. If they are pursuing academic studies or professional qualifications overseas, for courses or examinations which require physical presence in the foreign educational institution; iii. If they are taking on or returning to employment overseas, for employment opportunities which require physical presence overseas; iv. For essential travel for business, official and work purposes under Green/Fast Lane arrangements and the Periodic Commuting Arrangement; v. For compassionate reasons (e.g. due to death of / critically ill family member); vi. To seek medical treatment which cannot be reasonably received in Singapore; or vii. To return to country of residence to attend to, or after attending to, legal/contractual obligations. <p>All staff, residents and enrolled clients are advised to defer all other forms of travel overseas⁹. You are encouraged to be judicious in approving overseas leave for staff, and also closely monitor the travel plans of staff, residents and enrolled clients in view of the SHN imposed upon return from overseas. Inform MSF immediately if you intend to allow any of your staff to proceed with their travel plans.</p>
g.	<p>COVID-19 Preparation Information Dossier</p> <p><input checked="" type="checkbox"/> To facilitate contact tracing and impact analysis should a staff or resident become a confirmed case, Category 1A Homes should ensure that the COVID-19 Preparation Information Dossier is updated daily. The list of information to be recorded can be found in <u>Annex D</u>.</p>

⁹ Cruises to nowhere, which depart from Singapore and do not have any ports of call, will not be considered overseas travel.

2	<p><u>SAFE BEHAVIOUR</u></p> <p><i>Homes/Centres are to implement the following to ensure that staff, residents and clients adopt safe behaviour to reduce the risk of transmission and ensure a safe environment within Homes/Centres.</i></p>
a.	<p>Wearing of masks in Homes/Centres</p> <ul style="list-style-type: none"> ☑ All staff should wear masks within facilities¹⁰. Disposable/reusable masks may be used as alternatives. For staff with prolonged and close contact with residents and clients, face shields may be used in conjunction with masks for additional protection. ☑ For Category 1A Homes, all staff should wear surgical masks¹¹ during the course of work. ☑ All visitors should bring their own masks and wear a mask at all times whilst in the facility.
b.	<p>Practise high levels of personal hygiene</p> <p>All staff, residents and clients are to maintain good personal hygiene such as:</p> <ul style="list-style-type: none"> ☑ 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, before and after activities 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. ☑ Staff interacting with seniors should take extra care to ensure personal hygiene. Staff should not interact with seniors when they are unwell. ☑ Encourage adjustment of social norms, e.g. avoid shaking hands and hugging. ☑ Put up signages to remind clients to be socially responsible, e.g. see a doctor and stay home if they are unwell or if they have travel history to affected countries.
c.	<p>Ensure high levels of environmental hygiene</p> <ul style="list-style-type: none"> ☑ Disinfect frequently touched points such as handrails and door knobs with disinfectant at least twice a day. ☑ Minimise cross-sharing of equipment and materials across split zones/teams. Equipment should be assigned individually, if

¹⁰ For Homes, exceptions can be made outside of working hours and within living areas for staff that stay on-site in dormitories. However, these staff should continue to practise safe distancing and minimise any mingling and contact **at all times**.

¹¹ Surgical masks should be changed after a maximum of 6 hours of use, or if mask becomes soiled or soggy. Staff must strictly adhere to hand hygiene practices in addition to mask use to prevent cross contamination.

	<p>reasonably practicable to do so, and to be wiped down and cleaned after each use.</p> <ul style="list-style-type: none"> ☑ Step up frequency and extent of cleaning, especially for equipment/furniture used by multiple client groups in a day. ☑ Keep public toilets clean and dry. ☑ Ensure that hand washing facilities and/ or hand sanitisers are readily available.
d.	<p>Appoint Safe Management Officers who are responsible for:</p> <ul style="list-style-type: none"> i. Implementation, coordination and monitoring of safe management measures; and ii. Communication and explanation of the safe management measures to staff prior to resuming work. <p>The full requirements for Safe Management Measures can be found at mom.gov.sg/covid-19/requirements-for-safe-management-measures.</p>
3	<p><u>SAFE FACILITIES</u></p> <p><i>Homes/Centres are to implement the following measures to ensure minimal interaction/ mixing between staff, residents and clients from different zones/worksites, so as to minimise risk of cross-transmission in the event of a confirmed COVID-19 case in Homes/Centres.</i></p>
a.	<p>Segregate by zones/worksites</p> <ul style="list-style-type: none"> ☑ Homes/Centres are encouraged to support as many staff in working from home as possible. For functions where telecommuting is not feasible, such as frontline operations, employers should take the following precautions: <ul style="list-style-type: none"> • There should be no physical interactions between teams working in different locations/worksites. • Reduce duration and proximity of physical interactions among staff within the same worksite during their course of work, as well as during their meal and break times. • Stagger working hours to reduce possible congregation of staff at common spaces. • Stagger use of common areas and facilities (e.g. toilets, halls, common areas) to avoid mixing between split zones. <p>For Category 1 Facilities:</p> <ul style="list-style-type: none"> ☑ Implement split zones/teams (e.g. by floors). All residents, clients and staff (including contracted staff and vendors) should only operate within a single zone/team¹². Homes/Centres are to ensure that non-resident/client-facing staff work from home.

¹² For Category 1A Homes serving elderly residents, crossing of zones should only be done on an exceptional basis, and staff who need to interact with residents across zones should minimise interactions with all persons who are in that zone. Staff who cross zones are not required to wear additional PPE provided no close physical body contact is anticipated. If close physical body contact is necessary, staff should don a blue gown and switch to a new gown when there is evident contamination. Used gowns should be removed before leaving a zone.

	<p> <input checked="" type="checkbox"/> Review staffing plans so that each zone can function autonomously. Residents, clients and staff within each zone should not cross into other zones or come into contact with residents, clients and staff of other zones at all times, including non-working hours. As part of this split zone arrangement, staff from different zones should not be rostered to serve the same residents/clients on different days. Where this is not possible, the exceptions and mitigating factors should be documented. </p> <p> <input checked="" type="checkbox"/> Maintain a staff movement log, which will facilitate impact analysis should a staff, client or resident become a confirmed case. Staff should also avoid social and physical interaction with other staff. This includes limiting interaction and practicing safe distancing during common times such as lunch or tea breaks, and in shared spaces such as staff pantries or common dining areas. Staff must also practise safe distancing when not on duty, including but not limited to avoiding crowds, gatherings and minimising any physical contact (e.g. handshakes). </p> <p>For Category 2 and 3 Facilities:</p> <p> <input checked="" type="checkbox"/> Working from home (WFH) will be the default at workplaces. Centres must ensure that staff who are able to work from home do so. </p> <p> <input checked="" type="checkbox"/> Centres may continue to adopt split zone/team arrangements for business continuity purposes if they so choose. </p> <p> <input checked="" type="checkbox"/> For staff at the workplace, Centres should stagger start times and allow flexible workplace hours¹³: This will spread out staff across time and place, and reduces possible congregation of staff at common spaces at or near the workplace, such as entrances, exits, lobbies, canteens, pantries. It also reduces congestion of people in public places, including public transport. </p> <ul style="list-style-type: none"> Homes/Centres are encouraged to stagger the start times for staff at the workplace such that at least half of the staff arrive at the workplace at or after 10am, as far as possible. If physical meetings are needed, they can be scheduled after 10 am. These measures would enable more staff to avoid peak-hour travel, especially if staff require the use of public transport. Timings of lunch and other breaks should also be staggered accordingly. If it is not feasible to implement staggered start times, flexible workplace hours, and staggered break hours due to operational reasons, Centres must implement other systemic arrangements to reduce congregation of employees at common spaces¹⁴.
b.	<p>Safe distancing between split zones/teams during drop off/pick up times</p> <p> <input checked="" type="checkbox"/> There should be no mixing of clients from different zones/teams during arrival and departure periods. E.g. use separate routes and entrances/exits, where available. </p>

¹³ Workplace hours here refers to the hours spent at the physical workplace.

¹⁴ E.g. arrange for different groups of employees to arrive/depart through different entrances/exits.

	<ul style="list-style-type: none"> ☑ Where transport services are used: <ul style="list-style-type: none"> • Ensure no mixing of clients from different zones as far as possible. • Take client's temperatures prior to boarding. • Bus attendants/drivers or staff to visually screen clients for symptoms. If clients are unwell, to ask clients not to board. • Assign a specific seat to each client. • Ensure each client wears a mask and refrain from talking/interacting during the journey to and from Centres. • Alternate seating that is at least 1m apart for all clients, where reasonably practicable to do so. • Ensure that the vehicle is cleaned and sanitised before use every time. • Leave a small window opening for better ventilation.
c.	<p>Suspend large group activities</p> <ul style="list-style-type: none"> ☑ Suspend organised excursions, outings and participation in external events to reduce the risk of exposure of the vulnerable groups to the general public. ☑ Suspend large group communal activities and mass gatherings within the institutions (e.g. morning muster, gathering of all service users and staff). Suspend those involving large groups of external participants (e.g. CSR events involving volunteers). This is to reduce the risk of exposure and cross infection within an institution. ☑ Suspend communal activities across facilities, dormitories or blocks. ☑ All work-related events are to be held virtually or deferred.
d.	<p>Small group activities</p> <p>For Category 1 Facilities</p> <ul style="list-style-type: none"> ☑ Ensure that these activities are carried out with safe management precautions. Homes/ Centres should stagger the activities, have more frequent sessions so that they can be carried out in smaller groups, ensure there is a distance of 1 metre between residents/ clients, and enforce hand hygiene protocols before and after the activity. Category 1 Facilities should carry out activities in smaller groups of no more than 10 persons (up to 5 persons if seniors are involved for Category 1B Centres) ¹⁵. ☑ For Category 1 Facilities, staff, clients and residents should also strictly adhere to the split zone arrangements when participating in the group activities. ☑ Reduce density, intensity and duration of activities. Reduce number of participants per activity to 10 persons or less to ensure sufficient space between participants, adjust the rigour of activities to minimise contact and exertion, and shorten the duration of

¹⁵ Category 1B Centres should continue with individual activities among clients where individuals are 1m apart and do not interact or participate in shared activities or use shared materials within the small groups. Groups should also be apart from other groups with minimal physical interaction across groups.

	<p>organised activities to minimise exposure. Higher-risk activities (e.g. singing or playing of wind instruments, strenuous individual and group indoor sports and exercise activities) should not be allowed during this period.</p> <ul style="list-style-type: none"> ☑ For Category 1A Homes, suspend small group outings until further notice. ☑ Category 1B Centres can allow small group outings of no more than two persons (staff and clients inclusive), supervised by staff, to non-crowded areas for walks or exercise. <p>For Category 2 and 3 Facilities</p> <ul style="list-style-type: none"> ☑ Group work/activities should be suspended until further notice to limit social mixing across different households. <p>For all Facilities</p> <ul style="list-style-type: none"> ☑ Space out the seats in communal areas (such as dining areas), interview rooms, service counters in Homes/Centres at least one metre apart. <ul style="list-style-type: none"> • Stagger meal times with no mixing of split zones/teams. • Surfaces (e.g. tables, chairs) to be cleaned before the commencement of meals for the next split zone/team. ☑ Use desk shields / plastic dividers / Plexiglass barriers as added precaution for service counters, dining tables and other areas should safe distancing cannot be maintained. Ensure that these equipment are wiped down and cleaned after every use. ☑ Everyone should keep their volume low in daily activities. Actions such as speaking/singing loudly increase expulsion of droplets that may contain viral particles and raise the risk of transmission of diseases like COVID-19. ☑ Keep all rooms well-ventilated. Open windows to allow plenty of fresh air into the indoor environment, where possible. <ul style="list-style-type: none"> • Ensure good ventilation when conducting activities, for example conducting them outdoors, or keeping windows open and using fans when indoors. • Facilities are strongly encouraged to adopt MOH/BCA/NEA's recommended measures to enhance ventilation and air quality in indoor spaces, which can be found at this link, to minimise the risk of COVID-19 transmission.
e.	<p>Suspend staff meetings, training and social gatherings</p> <p>Meetings</p> <ul style="list-style-type: none"> ☑ Conduct all internal and external staff meetings virtually, e.g. by using tele-conferencing facilities. If there is a critical need for physical internal staff meetings to proceed, staff should limit the number of attendees to 10 persons or less and shorten their duration. There should be clear physical spacing of at least 1 metre between persons at all times.

	<p>Training</p> <p>☑ All training (internal or external) are to be held online until further notice.</p> <p>Social gatherings between staff</p> <p>☑ All events, mass gathering (e.g. conferences, exhibitions, festivals) and social gatherings (e.g. birthday celebrations, team bonding activities, etc.) must be cancelled or deferred, regardless of size.</p> <p>☑ Staff are not to socialise or congregate in groups at common areas, such as staff lounge and pantry, including during meals or breaks.</p> <p>☑ Homes/Centres should not organise social gatherings outside the workplace and also remind their staff not to socialise outside of the workplace, both during or outside working hours (e.g. going out together for lunch, dinner breaks or drinks), including with colleagues from separate teams / shifts / Homes / Centres.</p>
f.	<p>Limit home visits and outreach activities (i.e. face-to-face sustained contact with clients) to urgent or at-risk cases</p> <p>☑ Some programmes have home visits related to case work and outreach components conducted by staff or regular volunteers. In general, these activities should be limited to urgent or at-risk cases, or where the situation warrants a home visit, with precautionary measures:</p> <ul style="list-style-type: none"> • For known clients and service users, conduct pre-screening over phone for known clients and service users to check for travel history, persons on SHN, LOA or Persons Under Quarantine (PUQ), and any persons who are unwell in the household. • For non-clients, before entering the residence, check for travel history, persons on SHN, LOA or PUQs, and any persons who are unwell in the household. • Check if clients/ service users are comfortable for staff and volunteers to enter their residence. • If there are PUQs or SHN in the household: Staff should arrange for services to be delivered remotely e.g. over the phone or online. • If the client is unwell or there are persons on LOA in the household: Staff should arrange for services to be delivered remotely e.g. over the phone or online. However, if the case is assessed to be urgent, they can be served, but with added precautions including for the unwell person to wear a mask and to minimise close contact with others. • Outreach activities/ programmes (e.g. befriending, food delivery) to seniors should be delivered remotely over the phone or online utilising technology, where possible. If engagement needs to be done face-to-face (e.g. seniors with no phone numbers), additional precautions and strict safe distancing measures should be taken e.g. limiting engagement to less than one hour, and maintaining at least one metre apart from seniors

	<p>in their homes¹⁶ or at the gate. Staff should don surgical masks and practise hand hygiene before / after each home visit. During the home visit, residents and family members should also wear a mask as far as possible.</p> <p>☑ For distribution of essential aid (e.g. food delivery), refer to MSF's Advisory on Essential Aid Distribution Amid COVID-19 dated 15 May 2021.</p>						
g.	<p>Volunteer management</p> <p>Volunteers may be required to support your services and your service users.</p> <p>☑ For Category 1A Homes serving elderly residents: Suspend all in-person volunteer-led activities until further notice.</p> <p>☑ Homes are encouraged to conduct volunteer-led activities virtually as an alternative to in-person activities.</p> <p>For other Category 1, 2 and 3 Facilities:</p> <p>☑ Activities involving regular volunteers who perform essential and routine functions can continue. They should be regarded and managed as staff and take the necessary precautions.</p> <p>☑ Activities involving adhoc volunteers who perform non-essential functions, or who might be in close contact with vulnerable groups, should be suspended. Facilities are encouraged to conduct these activities virtually.</p> <p>☑ Other Category 1 facilities may resume volunteer-led activities with the following safe management precautions:</p> <table border="1"> <thead> <tr> <th>Facility</th><th>Precautions</th></tr> </thead> <tbody> <tr> <td>Category 1A facilities serving non-elderly residents</td><td> <ul style="list-style-type: none"> Limit to five volunteers within Homes at any one point in time. </td></tr> <tr> <td>Category 1B facilities</td><td> <ul style="list-style-type: none"> Pre-designate up to 10 volunteers, and limit to no more than five volunteers at any one point in time. Volunteers should keep to a fixed group of clients and minimise close physical contact with clients. </td></tr> </tbody> </table> <p>☑ Volunteers should not be cross-deployed to more than one Home/Centre.</p> <p>☑ Volunteers are to adhere to the same safe management measures as staff, including split team arrangements.</p> <p>☑ Singing and other activities that expel saliva even with mask on should not be allowed.</p>	Facility	Precautions	Category 1A facilities serving non-elderly residents	<ul style="list-style-type: none"> Limit to five volunteers within Homes at any one point in time. 	Category 1B facilities	<ul style="list-style-type: none"> Pre-designate up to 10 volunteers, and limit to no more than five volunteers at any one point in time. Volunteers should keep to a fixed group of clients and minimise close physical contact with clients.
Facility	Precautions						
Category 1A facilities serving non-elderly residents	<ul style="list-style-type: none"> Limit to five volunteers within Homes at any one point in time. 						
Category 1B facilities	<ul style="list-style-type: none"> Pre-designate up to 10 volunteers, and limit to no more than five volunteers at any one point in time. Volunteers should keep to a fixed group of clients and minimise close physical contact with clients. 						

¹⁶ Should there be a need to conduct home visits or outreach, limit activities to not more than two persons at any one time, with a cap of two distinct visitors per household per day in accordance with MOH's guidelines on household visits from 16 May 2021.

	<input checked="" type="checkbox"/> For Category 1 Facilities, volunteers who are employees/volunteers at dormitories with active cases or whose work involves COVID-19 are not allowed to enter the Home/Centre premises or participate in any Home/Centre activities.
--	---

29. As the COVID-19 situation may persist for a duration of time, facilities should use your resources such as surgical masks and sanitisers prudently.

30. We encourage you to check the MOH website (www.moh.gov.sg) regularly for further updates and Health Advisories. All of us have a part to play to keep our facilities clean and safe for our residents, clients and staff. We encourage Heads of Home, Centre Supervisors and Social Service Agencies serving vulnerable groups to share this information with your staff.

31. Please contact your respective MSF Division contacts if you require any assistance or clarifications on precautionary measures to be put in place. Alternatively, you may contact MSF at 6355 5000 (Monday to Friday: 8:30am to 6pm; Saturday: 8:30am to 1pm) or at www.msf.gov.sg/Pages/Contact-Us.

Annex A: Leave of Absence, Stay-Home Notice and Home Quarantine Order

Response Measure	What you should do
(i) Any staff or enrolled client who recently returned from overseas travel within the last 21 days, except for those entering Singapore from Australia, Brunei Darussalam, New Zealand, or Mainland China ¹⁷	<ul style="list-style-type: none"> • Immigration and Checkpoints Authority (ICA) will issue SHN to all persons returning from overseas travel. • Notify MSF of SHN given to staff or enrolled client. • Monitor affected staff or enrolled client through regular telephone calls.
(ii) Any staff of all Category 1 Facilities or enrolled client of Category 1B Facilities: <ul style="list-style-type: none"> • living with any household members under Home Quarantine Order (HQP) • living with any household members under Stay-Home Notice (SHN) • Has a close contact who is a confirmed case 	<ul style="list-style-type: none"> • Inform all residents/enrolled clients/staff to notify you if: <ul style="list-style-type: none"> ○ there is a household member under HQO/SHN ○ there is close contact who is a confirmed case • For enrolled clients, grant Leave of Absence, aligned to <ul style="list-style-type: none"> ○ the period of household member's HQO/SHN; or ○ 14 days from the last contact with the close contact who is a confirmed case • For residents, do not grant home leave until after household member's HQO/SHN • For staff, consider these precautionary measures: <ul style="list-style-type: none"> ○ Grant Leave of Absence aligned to the period of household member's HQO/SHN, or 14 days from the last contact with the close contact who is a confirmed case; or ○ Redeploy staff to administrative tasks • Inform MSF immediately of: <ul style="list-style-type: none"> ○ Any household member under HQO/SHN ○ Any LOA given to enrolled client/ staff living with the household member under HQO/SHN, or has a close contact who is a confirmed case • Monitor health of these residents/ enrolled clients/ staff through regular telephone calls.

¹⁷ Travellers, Singapore Citizens, Permanent Residents and Long-Term Pass holders entering Singapore and who have remained in either Australia, Brunei Darussalam, New Zealand, or Mainland China in the last consecutive 21 days prior to their entry will not be required to serve a SHN. Instead, they will undergo a COVID-19 test upon arrival at the airport and only be allowed to go about their activities in Singapore after receiving a negative test result. Prior to receiving the test results for COVID-19, staff, residents and clients should remain in isolation at their places of residence and not come into contact with other staff, residents and clients of Homes/Centres.

Annex B: Classification of Services

Category	Nature of Service	Facility/ Programme/ Service
1	Facilities providing care and social services to vulnerable groups	<p><u>Category 1A: Residential facilities</u></p> <ul style="list-style-type: none"> a. Singapore Boys' Home b. Singapore Girls' Home c. Children and Young Persons Homes d. Welfare Homes* e. Sheltered Homes* f. Children's Disability Homes g. Adult Disability Homes* h. Crisis Shelters i. Transitional Shelters* j. Senior Group Homes* k. Community Group Homes* l. Disability Hostels* <p>*Facilities serving elderly residents</p> <p><u>Category 1B: Disability centres and programmes</u></p> <ul style="list-style-type: none"> a. Day Activity Centres b. Drop-In Disability Programme c. Therapy Hub d. Sheltered Workshop e. Community Based Integration Support
2	<p>Facilities providing social services to vulnerable groups, involving sustained contact e.g. case interview, counselling session</p> <p>[As a guide: services involving physical contact, or within 2 metres with a contact time of ≥ 30 minutes]</p>	<p><u>Social services and programmes, including but not limited to:</u></p> <ul style="list-style-type: none"> a. Social Service Offices b. Family Violence Specialist Centres c. Family Service Centres d. Child Protection Specialist Centres e. Integrated Services for Individual and Family Protection Specialist Centre f. Mandatory Counselling Centres

Category	Nature of Service	Facility/ Programme/ Service
		g. Divorce Support Specialist Agencies h. Youth!GO Agencies i. Integrated Service Providers
3	Facilities providing frontline services to the general public	<u>Social services and programmes, including, but not limited to:</u> a. Parenting Support Programme b. Early Risk Marriage Programme c. Marriage Preparation Programme
<p>Note 1: Regular volunteers should be regarded and managed like staff in relation to this Advisory.</p> <p>Note 2: For Early Intervention Programme for Infants and Children, Pilot for Private Intervention Providers, Special Student Care Centres and Student Care Centres, please refer to separate Advisories issued.</p> <p>Note 3: Social service agencies not listed are advised to refer to the guide above to determine the application of the Advisory taking into account the nature of service.</p>		

Annex C: Precautions on Home Leave for Category 1A Homes Serving Elderly Residents

(Home Leave are disallowed and will only be granted on exceptional basis)

Category 1A Homes serving elderly residents¹⁸ should implement the following precautions when granting home leave for residents to better protect vulnerable seniors and reduce the likelihood of COVID-19 occurring in these facilities:

- (i) Homes should evaluate the reasons for going on home leave and assess the medical suitability and safety of the resident before home leave is granted. In addition, Homes should take a risk-managed approach based on considerations such as the proposed movement plans and activities during the home leave period, the risk of community exposure of the resident during home leave, and the ability to comply with safe management measures by the resident and those around the resident during home leave (including past observation of such compliance). If there is significant risk of exposure to COVID-19 if home leave is granted, a resident's request for home leave must be rejected.
- (ii) Duration of home leave is limited to a maximum of three consecutive calendar days (72 hours).
- (iii) Home leave is not permitted should the resident's caregiver/family members living in the same residence be on Quarantine Order (QO), Stay Home Notice (SHN), placed under phone surveillance for close contact with a confirmed COVID-19 case, notified by MOH to have been deemed a close contact of a COVID-19 case and asked to go for a COVID-19 swab test, or unwell with fever and/or symptoms of acute respiratory infection (ARI)¹⁹ and/or infectious disease.
- (iv) Before the resident goes on home leave, Homes are to brief the caregiver on the precautionary measures to undertake. Homes are to ask the caregiver to sign a letter of undertaking as an acknowledgement of the precautions needed, to safeguard the health of other residents and staff.
- (v) The caregiver/resident should be advised on the following:
 - a. To minimise the resident's activities in the community (e.g. avoid going to crowded places and meeting with many contacts in the community, adhere to prevailing safe management measures in the community strictly, a limit of two distinct guests visiting the resident at home in a day);

¹⁸ Homes that serve elderly residents include Senior Group Homes, Sheltered Homes, Welfare Homes, Adult Disability Homes, Disability Hostels, Community Group Homes, and Transitional Shelters.

¹⁹ Symptoms of ARI include cough, fever, runny nose, sore throat and anosmia.

- b. To strictly disallow the resident's contact with known individuals placed under quarantine, SHN or on phone surveillance for close contact with a confirmed COVID-19 case, notified by MOH to have been deemed a close contact of a COVID-19 case and asked to go for a COVID-19 swab test, as well as individuals who are unwell with fever and/or symptoms of acute respiratory infection (ARI)²⁰ and/or diagnosed with an infectious disease;
- c. For the resident to always wear a surgical mask (preferred) or reusable mask with at least 95% bacterial filtration efficiency²¹ when in the community and at home if there are visitors if mask-wearing is tolerated, practise good hand washing and personal hygiene and observe all the measures put in place by the relevant authorities;
- d. To download and activate the TraceTogether app or bring along the wearable TraceTogether token when in the community;
- e. For the caregiver to monitor the resident for fever (38°C and above) and symptoms of ARI twice a day. The caregiver is to alert the Home and bring the resident to visit a doctor immediately if the resident turns unwell whilst on home leave.
- f. To submit the resident's planned movement prior to home leave and movement history to the Home at the end of the home leave.

(vi) Only one caregiver can enter the Home's premises to pick up the resident for home leave. Homes can designate a waiting area and bring the resident to the caregiver, so that the caregiver does not enter the dormitories. The caregiver should comply with the prevailing precautionary measures at the Home (e.g. SafeEntry, travel/health screening, temperature check, avoid entering the dorms and minimise contact with other staff/residents).

(vii) At the end of the resident's home leave, the caregiver should submit the following to the Home:

- a. Temperature records of the resident whilst on home leave;
- b. Movement history of the resident whilst on home leave; and
- c. Declaration that the undertaking has been fulfilled, including that the resident did not come into contact with any individual who was on QO/SHN/under phone surveillance for close contact with a confirmed COVID-19 case, or unwell with fever and/or ARI symptoms and/or infectious disease. Should the resident come into contact with any such individual, the caregiver is to inform the Home of this immediately and update the Home on the outcome of the individual's swab test, if he/she is tested for COVID-19, as well as any other instructions or directives issued to the individual by MOH.

(viii) Should any individual who came into contact with the resident whilst on home leave develop fever and/or ARI symptoms, or be placed on QO/SHN/phone surveillance for close contact with a confirmed case, have been notified by MOH to have been deemed a close contact of a COVID-19 case and asked to go for a COVID-19 swab test, or be diagnosed with an infectious disease

²⁰ Symptoms of ARI include cough, fever, runny nose, sore throat and anosmia.

²¹ For reference, the recent reusable masks distributed by the Government in May and June 2020 carry this specification.

during the period of home leave or in the 7 days from the date the resident returns to the Home, the caregiver is to inform the Home of this on an immediate basis and to update the Home on the outcome of the individual's swab test, if he/she is tested for COVID-19.

(ix) Residents returning from home leave will be subject to the following swabbing and/or isolation protocol:

- a. For day leave (e.g. day trip of not more than 8 hours or those on Day Release Scheme (DRS)/leave the Home for work activities), Homes are to continue with prevailing precautionary measures, such as routine monitoring of residents for ARI symptoms. No isolation or COVID-19 test is required unless resident is symptomatic. Residents on DRS/leave the Home for work activities should be swabbed once in every 2 weeks, according to the Home's regular swabbing regime.
- b. For consecutive day leave of two or more days and leave involving an overnight stay or longer (e.g. more than 8 hours), returning residents from home leave should be isolated for 7 days upon the resident's return, and tested for COVID-19 on Day 7. The resident is to remain isolated until the test results for COVID-19 returns negative. During the 14 days from the residents' return to the Home or until the test results for COVID-19 returns negative, whichever is later, the Home should closely monitor the resident for any symptoms. Homes which do not have adequate isolation capacity should not commence home leave arrangements with overnight stay.

Annex D: COVID-19 Preparation Information Dossier

Category 1A facilities should ensure that the Dossier is updated daily with the below information:

- Background of home – residents profile, physical layout, shared facilities
- Full list of all staff, contractors/vendors (e.g. cleaning staff) and residents at the Home, including contact details
- Daily records of residents (name, NRIC, ward and bed number, temperature and symptoms) with fever or respiratory symptoms for the past 30 days
- Daily records of staff reporting sick and/or on medical leave for the past 30 days
- Daily records of visitors to the Home (including which cubicle/ward they visited) for past 30 days
- Daily records of contractors to the home for the past 30 days
- Staff, resident movements on the ground, e.g. if movement is strictly controlled or free mixing is allowed
- All movements of residents in and out of the Home for the past 30 days (from and to hospitals, polyclinics, home leave, outings)
- Care and medical procedures performed at the Homes, particularly those that require close contact e.g. need assistance in daily tasks like showering, medication feeding
- Additional health information of residents: Addiction issues, chronic psychiatric conditions, and/or disabilities (if any)
- Group all residents into two categories:
 - Residents that can be quarantined in Govt Quarantine Facilities (GQF) independently: Independent in Activities of Daily Living (ADL), no care needs, ambulant. This group should also include residents who may not be medication compliant, but can be served medication at the GQF by the staff
 - Residents that have to be quarantined in-situ within the Home: Have some/high care needs e.g. dialysis patients, frail, dementia, ADL dependent & behaviourally non-compliant
- MSF Home split zone arrangements (if relevant)
- Size and occupancy of Home
- Floor plans of Home

Following a confirmed case, Homes should also immediately prepare information about the confirmed case:

- Confirmed case information: name, NRIC, age, ambulatory status, health history
- Date of first onset of fever/respiratory symptoms of confirmed case
- List of staff/vendors/residents who have been in contact with the confirmed case and who entered the cubicle of the confirmed case
- Location of confirmed case's bed and areas where the confirmed case had been from 2 days before first onset of symptoms