

14 June 2021

Dear Student Care Centre Operators

## **REVISED PRECAUTIONARY MEASURES FOR STUDENT CARE CENTRES AGAINST COVID-19 (CORONAVIRUS DISEASE 2019)**

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

The Multi-Ministry Taskforce (MTF) had earlier announced that Phase 2 (Heightened Alert) would be in place until 13 June 2021. These tightened measures have slowed down the chains of transmission and reduced the number of community cases. We would like to thank Student Care Centres (SCCs) for the support in adhering to the measures to help reduce community cases.

2 In line with MTF's latest direction to gradually move back to Phase 3 (Heightened Alert) from 14 June 2021, **we will phase in the resumption of some activities in SCCs from 14 June 2021**. As SCC premises are relatively more compact and children/staff are in close contact for a prolonged period, the impact of any transmission on SCCs and families is significant. Hence, we urge everyone to continue to be vigilant and take all necessary precautions against the spread of COVID-19 infections in Singapore. This includes adhering to the enhanced Leave of Absence measures which were put in place from 11 June 2021 to ringfence any potential transmission early to minimise formation of clusters in SCCs. Please refer to Annex A for an overview of the changes from 14 June 2021.

### **From 14 June 2021**

#### **a. Outdoor activities**

3 From 14 June 2021, SCCs may carry out outdoor activities in public spaces within the vicinity of the SCC **in small groups of no more than 5 persons (including staff) instead of 2**, in line with the national increase in group sizes. SCCs must ensure that there is safe distancing of at least 1 metre between groups and children remain grouped by their classes/groups within their class.

4 SCCs must adhere to the following safe management measures (SMMs) when carrying out outdoor activities:

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

#### **b. External training**

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

6 **All other external training will continue to be carried out virtually until further notice.** Where online delivery of classes is not immediately possible, the classes will be rescheduled until adjustments are made for them to be delivered online, or to a later date altogether.

**c. Practicums and Internships**

7 **All practicums and internship may resume from 14 June 2021.** However, student teachers, within their centre, should teach/supervise in **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.

**From 21 June 2021**

**d. Visitors in SCCs**

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

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

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

**e. Supplementary programmes (i.e. tuition and/or enrichment programmes)**

11 **From 21 June 2021, supplementary programmes such as tuition and/or enrichment and programmes may resume in-person classes.** External persons providing tuition and/or enrichment programmes are limited to serve no more than 4 SCCs.

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

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

**f. Cohorting arrangements for children and staff**

For children

13 SCCs are to continue to 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.
- a. If children are grouped under (iii), reduce the number of schools in such mixed groupings, where possible. Split a larger class/group into smaller groups for programmes and activities, where the adult to child ratio is not more than 1:20, where reasonably practicable to do so.
- b. Children must remain in their small group and not switch between groups. Segregation of children by class applies also to meal times and SCCs are reminded that children should have meals in their respective classrooms. If meals have to be taken in a common dining space, SMMs such as staggered meal times, and cleaning of surfaces between classes must be adhered to. Where space constraints limit how far children can be seated apart, SCCs must use desk shields / Plexiglass barriers. If desk shields/ Plexiglass barriers are used, SCCs should ensure that they are wiped down and cleaned after every use.

#### For staff

14 **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.

15 **From 21 June 2021**, relief staff may also serve no more than 4 SCCs.

#### **g. Subsidy matters**

16 For May 2021 and June 2021, MSF had automatically waived the minimum attendance requirement and will continue to disburse Student Care Fee Assistance (SCFA) in full respectively to applicable SCCs. From July 2021, MSF will exercise flexibility on an appeals basis (i.e. no auto-waiver) to waive the minimum attendance requirement for SCFA for families with valid reasons, e.g. child placed on LOA/SHN/QO. However, the rest of the qualifying requirements will still apply. Should SCCs encounter such requests from parents, please email [MSF\\_Comcare\\_SCFA@msf.gov.sg](mailto:MSF_Comcare_SCFA@msf.gov.sg) with the details as below. Your SCCs may be required to provide a copy of the email request for audit purposes.

- Child's name and birth certificate number
- Month/s of non-attendance (e.g. Jul 2021)
- Parent/s name and contact details
- Reason/s for non-attendance due to COVID-19 situation

#### **Conclusion**

17 The safe management measures updated for the above are set out in Annex B for reference by SCC operators. Please share the information with your staff. **School-based SCC operators are advised to continue to refer and adhere to the safe management measures issued by the school administration.** All SCCs should continue to be vigilant in your handling of children/staff with household members on quarantine or undergoing mandatory testing, as highlighted in Annex C. Please refer to the case examples in Annex C1, for a better understanding of the guidelines. If you require assistance, please contact your respective Student Care Officer or call the SCC hotline at Tel: 6354 8487 (8.30am to 6pm, Monday to Friday).

18 As we need to monitor and assess the situation in SCCs, we seek operators cooperation to continue to provide MSF with an update of staff and children on QO, Confirmed Case, LOA and SHN by 5pm daily via <https://go.gov.sg/msf-report-loa> or via the QR code below.



19 For school-based SCCs, please continue to notify the school administration of staff/child on QO, LOA or SHN. **We will continue to review the safe management measures in SCCs and update Student Care Centres of any further developments.**

20 We must continue to be vigilant in our fight against COVID-19. **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 work together as a community during this period of heightened alert because as SG United, we can beat the virus together, and ensure a safe environment for children and staff.

Yours faithfully

Denise Low (Ms)  
Director  
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Ministry of Social and Family Development

## Revised Safe Management Measures (SMMs) in SCCs in Phase 3 (Heightened Alert)

COVID-Safe ABCs	Revised Safe Management Measures
<b>COVID-Safe Access</b>	<ul style="list-style-type: none"> <li>☑ (From 21 June 2021) All other external visitors remain restricted to only those needed to support the running of SCCs and those who need to perform necessary functions. Parents are not allowed into the student care premises.</li> <li>☑ (From 21 June 2021) Resume in-person classes for tuition and/or enrichment programmes but restrict providers to serve up to 4 SCCs.</li> <li>☑ (From 21 June 2021) Relief and auxiliary staff may also serve no more than 4 SCCs.</li> </ul>
<b>COVID-Safe Behaviour</b>	<ul style="list-style-type: none"> <li>☑ (From 14 June 2021) Group size for outdoor activities may increase from 2 to 5 persons (including staff) from the same class/group</li> </ul>
<b>COVID-Safe Classroom</b>	<ul style="list-style-type: none"> <li>☑ (From 14 June 2021) Resume in-person training for practical components of Child First Aid Training, capped at 5 participants per class; all other external training to remain online.</li> <li>☑ (From 14 June 2021) Resume all practicums and internships; practicum and internship supervision to remain online.</li> </ul>

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

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

### A. COVID-Safe Access

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

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

- ☑ SCCs are not to allow staff and children on Quarantine Order (QO), Leave of Absence (LOA) and Stay-Home Notices (SHN) to enter the SCC. See [Annex C](#) for details, including measures which took effect from 11 June 2021.
- ☑ From 11 June 2021, SCCs are to inform parents if there is a child/ staff from the class who is on QO and was in SCC at any point in time within 14 days before the start of QO
  - To protect and respect the privacy of the staff/ child who is on QO, SCCs should only identify the class the staff/ child is from and not the individual.
  - Parents should be strongly encouraged to keep their child at home until the child or staff who is on QO receives a negative COVID-19 Polymerase Chain Reaction (PCR) test result at his / her entry into quarantine (this may take 3 – 5 days).
  - If the staff/child was recently unwell, SCCs are to issue LOA as per [Annex C](#).

Staff and children returning from QO or SHN will be tested as per the existing national policy for QO/SHN before returning to the SCC. Individuals will be informed directly by relevant government agencies on the necessary procedures.

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

- ☑ **[Updated]** From 21 June 2021, supplementary programmes such as tuition and/or enrichment and programmes may resume in-person classes
- ☑ 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 SCC.

#### 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.
- ☑ 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 casual visitors to minimise the risk of community transmission. Only visitors who are needed to support the running of the Student Care Centres (e.g. contractors) and those who need to perform necessary functions (e.g. MSF officers) may enter the premises. If it is necessary to have a visitor in the student care centres, temperature checks and travel declarations must be obtained. Visitors should keep a safe distance of **at least 2 metres** from staff and children.
- ☑ All parents remain restricted from entering the student care premises. Parent-teacher discussions are to be carried out via teleconferences or online (e.g. video conferencing). For parents of prospective students, they must also not be allowed entry during operating hours. Student Care Centres are to substitute with alternative methods of engagement (e.g. virtual tours and photos).

#### 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**

- ☑ From 21 May 2021, all Student Care staff and visitors must use the TT App on their mobile phones or TT token to check into SafeEntry<sup>1</sup> at Student Care Centres and at all times, while in the Centres.
- ☑ From 15 June 2021, all Student Care Centres must deploy the SafeEntry Gateway devices. Please refer to the SafeEntry website ([go.gov.sg/gateway-overview](https://go.gov.sg/gateway-overview)) for more details.
- ☑ SafeEntry is only necessary for visitors who enter the student care premises and does not apply to parents dropping off or picking up children, school bus drivers etc.

#### **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

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<sup>1</sup> SafeEntry records will reduce the time required by MOH to identify potential close contacts of COVID-19 patients and mitigate the risk of new waves of infection.



- 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. Face shields alone (without mask) will not be allowed for staff from 21 May 2021 even when conducting lessons and safe distancing can be ensured. Face masks must be used by all staff.
- ☒ Student care centres are to educate staff and children on proper mask wearing/ removal and handling habits. Staff should wear a face mask that closely covers the nose and mouth (i.e. without leaving a gap between mask and face), particularly when attending to children in situations where safe distancing cannot be maintained (e.g. helping a child with homeworking or during toileting).
- ☒ The students are not required to wear a mask during their naps as it may not be safe to do so (e.g. risks of suffocation). However, the student care centre should ensure the children's mattresses are spaced apart during nap times. Children should also be assigned their own mattresses and use mattress covers.
- ☒ There may be times during the day where it may not be practical or safe for children to wear masks/ face shields (e.g. during meals, nap time). As a precautionary measure, SCCs must position children further apart from one another (at least 1 metre apart) when there are children without a mask or face shield. Where space constraints limit how far children can be seated apart, SCCs must use of desk shields / Plexiglass barriers. If desk shields/ Plexiglass barriers are used, SCCs must ensure that they are wiped down and cleaned after every use.
- ☒ Face shields will be allowed only for specific exempt groups or settings. SCCs can exercise some flexibility in securing compliance for these groups. The groups which can wear face shields are as follows:
  - i. Children 12 years and below, who may have difficulty wearing and keeping face masks on for prolonged period of time; and
  - ii. Persons who have health conditions that may result in breathing or other medical difficulties when a mask is worn for a prolonged period of time,

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

- ☒ Allocate children to fixed groups, with grouping in the following order of priority:
  - i. **classmates (in school of origin)**

- ii. **school mates (i.e. grouping by schools)**
- iii. **students from other schools, where reasonably practicable to do so.**

- ☑ If children are grouped under (iii), reduce the number of schools in such mixed groupings, where possible. Student Care Centres are to ensure that there is no mixing or combining of children across fixed groups..
- ☑ Split a larger class/group into smaller groups for programmes and activities, where the adult to child ratio is not more than 1:20, where reasonably practicable to do so.
- ☑ Children must remain in their small group and not switch between groups.
- ☑ 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, student care centres 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>☑ <b>[Updated]</b> From 14 June 2021, SCCs may carry out outdoor activities in public spaces in small groups of no more than 5 persons (including staff) from the same class/groups. SCCs must ensure that there is safe distancing of at least 1 metre between groups.</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> </ul>

	<ul style="list-style-type: none"> <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**

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

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

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

- ☑ Washing their hands immediately upon entering the student care centre. Thereafter all children are to change from their school uniform to their student care uniform, or a fresh/clean set of home clothes. This requirement should be observed by all children, including those who arrive later at the student care centre (e.g. due to after-school activities)
- ☑ Covering their mouth and nose with a tissue when sneezing or coughing, and to throw away the tissue immediately into a foot bin.
- ☑ Washing their hands **at least every 2 hours** with soap, especially before eating or handling food, after toilet visits, or when hands are dirtied by respiratory secretions after coughing or sneezing.
- ☑ Not sharing food/ drinks, eating utensils, tooth brushes or towels with others.
- ☑ Avoid touching their eyes, nose and mouth

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

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

<b>Housekeeping / Refuse Management</b>	<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. 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> </ul>

	<ul style="list-style-type: none"> <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>
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**g. Ensure good ventilation in SCC premises**

To minimise the risk of COVID-19 transmission for the health and wellbeing of all children and staff, SCCs must ensure that the indoor premises of the SCC are adequately ventilated. SCCs are advised to implement the following measures to improve ventilation of your premises:

<b>SCCs located in air-conditioned premises with mechanical ventilation provision (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> <li>○ They adhere to the recommended measures in the Guidance Note issued by BCA, NEA and MOH to enhance ventilation and air quality in indoor spaces, through the proper operations and maintenance of air-conditioning and mechanical ventilation (ACMV) systems.</li> </ul> </li> <li>☑ <b>Increase ventilation in premises with limited ventilation:</b> <ul style="list-style-type: none"> <li>○ Open operable 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. Please note that air cleaning does not replace the need for adequate ventilation. Regular surface cleaning and disinfection should also continue, as portable air purifiers do not remove surface contamination.</li> </ul> </li> </ul>
<b>SCCs located in enclosed air-conditioned premises without mechanical ventilation provision (e.g. split-unit air-conditioners)</b>	<ul style="list-style-type: none"> <li>☑ <b>Increase ventilation and enhance air exchange:</b> <ul style="list-style-type: none"> <li>○ Open operable windows and doors as frequently as possible, unless outdoor air quality is poor.</li> <li>○ Operate exhaust fans (e.g. toilet, kitchen) at full capacity to expel air from the indoor space. Keep windows or other openings (e.g. back door) around exhaust fans closed to avoid short-circuiting of air flow.</li> </ul> </li> <li>☑ <b>Consider installing window-mounted exhaust fans to enhance ventilation:</b></li> </ul>

	<ul style="list-style-type: none"> <li>○ If installing window-mounted exhaust fans, SCCs should check with the supplier that the fan system provides the minimum air changes specified in Singapore Standards SS553.<sup>2</sup></li> <li>○ SCCs should also request that the contractor aligns the air supply and exhaust system to provide uni-directional airflow in a poorly ventilated space.</li> </ul> <p><input checked="" type="checkbox"/> <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> <li>○ Please note that air cleaning does not replace the need for adequate ventilation. Regular surface cleaning and disinfection should also continue, as portable air purifiers do not remove surface contamination.</li> </ul>
<b>SCCs located in naturally ventilated premises</b>	<p><input checked="" type="checkbox"/> <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><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 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 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.**

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

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

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

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

- ☑ Keep children within their own bays/floors/classes. Ensure there is no mixing of children from different bays/ floors/classes. Consider 'soft barriers' or markers to help with demarcation.
- ☑ Ensure that children do not interact with children from different classes/groups along walkways, corridors or common spaces, where reasonably practicable to do so.
- ☑ Stagger classes in their use of common areas and facilities (e.g. toilets, halls, common areas) to avoid mixing between classes, with scheduled cleaning in between use as far as possible.
- ☑ **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] From 21 Jun 2021**, relief or auxiliary staff may only serve 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. Suspend large group activities**

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

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

- ☑ Student care centres may conduct celebrations (e.g. birthdays, National Day) only at class level/fixed groups, and must ensure that the following safe management measures are adhered to:
  - Children must remain within their respective classes/ groups; there must be no mixing of classes/groups.
  - Staff and children are to wear masks during the celebration.
  - There must be safe distancing among staff and children at all times.
  - Classes should minimise actions such as singing loudly as they increase expulsion of droplets that may contain viral particles and raise the risk of transmission of diseases like COVID-19. Children and staff must also avoid sharing a microphone.
  - External visitors remain disallowed (e.g. parents must not be invited to attend the celebration).
  - If there are birthday cakes, there must be no blowing of candles.

**e. Staff meetings, training, practicum and social gatherings**

- ☑ Internal staff meeting, and training should be conducted virtually.
- ☑ **[Updated]** From 14 June 2021, face-to-face training of the hands-on aspect of **Child First Aid (CFA) training may resume**. This is only applicable to SCCs which need to send staff for training to meet the minimum requirement of staff with CFA. The theory aspect of the CFA course must continue to be delivered online. Face-to-face CFA training sessions are limited to no more than 5 persons per session and are subjected to existing safe management measures such as the need to maintain 1 metre safe distancing, wearing of masks at all times and wiping down and disinfection of high touch-points and first aid equipment. Such face-to-face CFA training sessions should be conducted at the premises of the training providers.
- ☑ **[Updated]** All other external training will continue to be carried out virtually until further notice. Where online delivery of classes is not immediately possible, the classes will be rescheduled until adjustments are made for them to be delivered online, or to a later date altogether.
- ☑ **[Updated]** From 14 June 2021, all practicums and internships at SCCs may resume.
  - 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.
  - Student teachers can, within their centre, cross up to 2 classes as required for their practicum/internship.



- In-service educators who need to go to a centre that they are not working in to do their practicums can do so but must not return to the centre they are working in until after the end of their practicum.
  - Practicum and internship supervision must continue to be conducted online.
- ☑ Employers must not organise or encourage large scale social gatherings (e.g. parties, celebrations (e.g. birthdays), team bonding activities, D&D, gala dinners, etc.) within or outside the Student Care Centres.
- ☑ Staff should minimise socialising or congregating in groups at common areas, such as staff lounge and pantry, including during meals or breaks.
- ☑ There should be no cross-deployment or interaction between employees in different teams or SCCs, even outside of work.

*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>*

Updated requirements on Quarantine Order (QO) / Leave of Absence (LOA) / Stay-Home Notice (SHN)

S/N	Requirement	What Must SCCs Do?	
		If <u>Child or Staff</u> is ...	If <u>Household Member of Child or Staff</u> is ...
Quarantine Order			
1.	Under <u>Home Quarantine Order (HQO)</u>	<ul style="list-style-type: none"><li>• Inform parents/staff to notify SCC if child/staff is under QO.</li><li>• SCC should:<ul style="list-style-type: none"><li>- <b>If the affected child/staff was in SCC at any point in time within 14 days before the start of QO</b>, inform parents from the same class/group that a child/staff is on QO. <u>Strongly encourage parents to keep their children at home until the child/ staff on QO tests negative</u> for their entry swab test.</li><li>- <b>If the affected child/ staff was unwell in SCC at any point in time within 7 days before the start of QO</b>, <u>grant LOA to children/ staff from the same class/group until the child/ staff on QO tests negative</u> for their entry swab test.</li><li>- <b>If the affected child/ staff becomes unwell during QO and was in SCC at any point in time within 2 days before onset of symptoms</b>, <u>grant LOA to children/ staff from the same class/group until the child/ staff on QO tests negative</u> for their entry swab test.</li></ul></li><li>- Monitor affected child/ staff through regular telephone calls.</li><li>• Inform MSF of any child/staff on QO / LOA</li></ul>	<ul style="list-style-type: none"><li>• Inform staff/parents to notify SCC if there a household member on HQO;</li><li>• SCCs should:<ul style="list-style-type: none"><li>- <b>Grant LOA to child</b> aligned to period of household member's HQO; and</li><li>- <b>Grant LOA to staff</b> if there a household member on HQO. <u>SCCs may choose to lift the LOA and redeploy the staff to backend administrative duties (and avoid interacting with other staff and children) after the staff's household member who is on QO tests negative</u> for their entry swab test.</li><li>- Monitor affected child/ staff through regular telephone calls</li></ul></li><li>• Inform MSF of any child/ staff on LOA</li></ul>
2.	Serving Quarantine Order (QO) at Government Quarantine Facilities (GQF)	<ul style="list-style-type: none"><li>- Monitor affected child/ staff through regular telephone calls.</li><li>• Inform MSF of any child/staff on QO / LOA</li></ul>	<ul style="list-style-type: none"><li>• Inform staff/parents to notify SCC if there a household member on QO;</li><li>• SCCs should:<ul style="list-style-type: none"><li>- <b>Grant LOA to child/ staff until the household member is conveyed to GQF and tests negative for their entry swab test</b>; Child/ staff may return to SCC only after the household member receives a negative test result and has been conveyed to GQF.</li></ul></li></ul>

S/N	Requirement	What Must SCCs Do?	
		If <u>Child or Staff</u> is ...	If <u>Household Member of Child or Staff</u> is ...
			<ul style="list-style-type: none"> <li>- Monitor affected child/ staff through regular telephone calls</li> <li>• Inform MSF of any LOA given to a child/ staff</li> </ul>
3.	<p><b>Undergoing <u>mandatory</u> COVID-19 swab test required by MOH and awaiting results.</b></p> <p><b>E.g. swabbing exercise due to potential exposure to COVID-19 cases</b></p>	<ul style="list-style-type: none"> <li>• Inform parents/ staff to notify SCC if child/ staff is required to undergo a mandatory swab test</li> <li>• SCCs should: <ul style="list-style-type: none"> <li>- <b>Grant LOA to child/ staff until child/ staff receives a negative test result.</b></li> <li>- Monitor affected child/ staff through regular telephone calls</li> </ul> </li> <li>• Inform MSF of any LOA given to a child/ staff</li> </ul>	<ul style="list-style-type: none"> <li>• Inform parents/ staff to notify SCC if there is a household member who is required to undergo a mandatory COVID-19 swab test.</li> <li>• SCCs are advised to: <ul style="list-style-type: none"> <li>- <b>Encourage parents to keep their children at home</b> until the household member receives a negative test result</li> <li>- <b>Redeploy staff to backend administrative tasks</b> that do not require staff's presence at the SCC until the staff's household member tests negative</li> <li>- Monitor affected child/ staff through regular telephone calls</li> </ul> </li> </ul>
<b>Stay-Home Notice</b>			
4.	<p><b>Issued with SHN in line with ICA's prevailing requirements</b></p> <p><i>*Centres may refer to <a href="http://www.ica.gov.sg/covid-19">www.ica.gov.sg/covid-19</a> or <a href="https://safetravel.ica.gov.sg">https://safetravel.ica.gov.sg</a> for the latest border control measures and public health requirements</i></p>	<ul style="list-style-type: none"> <li>• Staff/ Parents of children will be advised by ICA to inform SCCs of SHN</li> <li>• Inform MSF of child/ staff on SHN</li> <li>• Monitor affected child/ staff through regular telephone calls</li> </ul>	<ul style="list-style-type: none"> <li>• Inform parents/ staff to notify SCC if there is a household member on SHN;</li> <li>• (<i>* If SHN is served at home</i>) SCCs should: <ul style="list-style-type: none"> <li>- <b>Grant LOA to child</b> aligned to period of household member's SHN; or</li> <li>- <b>Grant LOA to staff (aligned to period of SHN) or redeploy staff to backend administrative tasks</b> that do not require staff's presence at the SCC</li> <li>- Monitor affected child/ staff through regular telephone calls</li> </ul> </li> <li>• Inform MSF of any LOA given to a child/ staff</li> </ul>

S/N	Requirement	What Must SCCs Do?	
		If <u>Child or Staff</u> is ...	If <u>Household Member of Child or Staff</u> is ...
<b>Leave of Absence/Phone Surveillance</b>			
5.	<b>Issued with Leave of Absence (LOA)</b>	<ul style="list-style-type: none"> <li>Can only return to SCC after the LOA duration has ended.</li> <li>Monitor affected child/ staff through regular telephone calls</li> </ul>	<ul style="list-style-type: none"> <li>Can attend SCC if well. However, SCCs are to be more vigilant in their health checks (including checks on health of family members*) and safe distancing</li> </ul>
6.	<b>Placed on phone surveillance by MOH</b>	<ul style="list-style-type: none"> <li>Can attend SCC if well. However, SCCs are to be more vigilant in their health checks (including checks on health of family members*) and safe distancing.</li> </ul>	<i>* Child/ staff should stay at home if any of their adult household members is unwell (with fever and/ or flu-like symptoms such as cough, runny nose, sore throat, shortness of breath).</i>

**Worked Examples on Calculation of Leave of Absence (LOA)****Example 1: Child is on HQO/QO at GQF**

- John was issued QO by MOH on 4 June 21. As long as John was in the SCC between 21 May and 3 Jun 21 (i.e. 14 days prior to 4 June 21), the SCC is to inform parents of children from the same class/group that a child is on QO and strongly encourage the parents to keep their children at home until John's PCR test result, upon placement on quarantine, is negative i.e. negative result for first swab test.
- If John was unwell while he was in the SCC from 28 May 21 to 3 June 21 (i.e. any point in time within 7 days before start of QO), the SCC is to grant LOA to children/ staff from the same class/group. The duration of LOA is up to the period of John's first swab test results. If his test result is negative, the LOA is lifted.
- If John becomes unwell during QO (e.g. on 5 Jun 21), the SCC needs to check if he was at the Centre 2 days before onset of symptoms (i.e. 3 Jun to 4 Jun 21). As John was in the SCC on 3 Jun 21, the Centre is to grant LOA to children/ staff from the same class/group who had contact with John on 3 Jun 21. The duration of LOA is up to the period of John's first swab test results. If his test result is negative, the LOA is lifted. However, if John only becomes unwell on 8 June, which is more than 2 days from when he was last at the SCC (i.e. 3 June), the children/staff from the same class/group need not be placed on LOA.

**Example 2: Household Members of Child is on HQO**

- John's father was issued QO from 1 Jun to 14 Jun 21. The SCC is to issue LOA to John from 1 Jun to 14 Jun 21.

**Example 3: Household Members of Staff is on HQO**

- Sally is a staff of the SCC. Her mother was issued QO from 1 Jun to 14 Jun 21. The SCC is to issue LOA to Sally from 1 Jun to 14 Jun 21. However, the SCC may lift the LOA and redeploy Sally to backend administrative duties (and avoid interacting with other staff and children) after her mother is tested negative for her first swab test.

**Example 4: Household Members of Child is on QO at GQF**

- John's father was issued QO from 1 Jun to 14 Jun 21. The SCC is to issue LOA to John from 1 Jun to 14 Jun 21. John may return to SCC only after his father receives a negative test result and has been sent to GQF.

**Example 5: Household Members of Staff is on QO at GQF**

- Sally is a staff of the SCC. Her mother was issued QO from 1 Jun to 14 Jun 21 and she was sent to GQF. The Centre is to issue LOA to Sally from 1 Jun to 14 Jun 21. Her mother's first swab result was negative on 6 Jun 21. With this, the SCC may lift the LOA and Sally can return to her usual duties at the SCC on 7 Jun 21, including interacting with the children.

**Example 6: Child/Staff is undergoing mandatory COVID-19 swab test required by MOH and awaiting results.**

- John is required to undergo a mandatory swab test. The SCC is to give John an LOA up to the period when John receives a negative test result.

**Example 7: Household member of child is undergoing mandatory COVID-19 swab test required by MOH and awaiting results.**

- John's mother is required to undergo a mandatory swab test. The SCC is to encourage John's mother to keep John at home until she receives a negative test result.

**Example 8: Household member of staff is undergoing mandatory COVID-19 swab test required by MOH and awaiting results.**

- Sally's mother is required to undergo mandatory swab test. The SCC is to redeploy Sally to backend tasks/job role (e.g. administrative work) that do not require her presence at the SCC until her mother receives a negative test result.