

26 May 2020, 11pm

Dear Heads of Home / Centre Supervisors

## **Enhanced Precautionary Measures for Residential and Community-based Facilities Against 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. We will be exiting the Circuit Breaker period when it ends on 1 June 2020, and embarking on a controlled approach to resume activities safely over three phases. Phase One (“Safe Re-opening”) will be implemented from 2 June 2020. Please refer to the press release for more details: <https://www.moh.gov.sg/news-highlights/details/end-of-circuit-breaker-phased-approach-to-resuming-activities-safely>.

2. **From 2 June 2020, all Homes/Centres that were closed during the Circuit Breaker period may re-open for high-needs clients or critical services 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.

3. Homes/Centres do not need to apply for an exemption from the Ministry of Trade and Industry (MTI) before resuming services. MTI will grant social services a class exemption for Homes/Centres to resume operations. **Homes/Centres must submit their manpower details within two weeks of the date of resumption of operations via the GoBusiness portal (<https://covid.gobusiness.gov.sg>).**

### **Safe Management of Staff**

4. Homes/Centres are required 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. **Homes/Centres must appoint Safe Management Officers who are responsible for:**

- 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.

5. These safe management measures include retaining work from home arrangements as much as possible, staggered working hours, shift or split team arrangements, avoiding physical meetings (both business and social), safe distancing, regular disinfection of common touch points and equipment, and ensuring regular cleaning with disinfecting agents. Homes/Centres also need to monitor and record their staff’s health (both temperature and other indications including respiratory

symptoms) daily, and have evacuation and follow-up plans in the event of a confirmed case. Homes/Centres should ensure that staff stay safe by wearing protective equipment, avoiding activities with close and prolonged contact, and not socialising and congregating in groups at the workplaces, including at common spaces and during meals and break times. Staff should also avoid socialising outside the workplace, including with colleagues from separate teams/shifts/worksites. The full requirements for Safe Management Measures can be found at [mom.gov.sg/covid-19/requirements-for-safe-management-measures](https://mom.gov.sg/covid-19/requirements-for-safe-management-measures).

6. **For Category 1A Homes, staff should refrain from leaving the premises of Homes or their place of accommodation, except for essential needs and to avoid crowded places in the community.** For **Sheltered Homes, Welfare Homes, and Adult Disability Homes**, a separate advisory will be issued on the details of additional measures.

### **Safe Management of Residents and Clients**

#### **For Category 1 Facilities:**

7. **Category 1A Homes serving elderly residents<sup>1</sup>** should continue with the following precautions to better protect vulnerable seniors and reduce the likelihood of COVID-19 occurring in these facilities:

- i. **No visitors (e.g. caregivers and volunteers) will be allowed to enter Homes.** Homes should continue to offer caregivers the option to switch to telephone or video calls as an alternative to physical visits.
- ii. **Disallow outings with caregivers and home leave.** 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.
- iii. **No organised outings/large group activities/mass gatherings/external events.**

8. **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 one designated visitor** with the following precautions:

- i. Visitors should wear masks, face shields and gloves as added precaution during the duration of 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.

Where applicable, limited home leave may be allowed for residents from these Homes.

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<sup>1</sup> These Homes are Senior Group Homes, Sheltered Homes, Welfare Homes, Adult Disability Homes, Disability Hostels, Community Group Homes, Transitional Shelters.

9. **Category 1B Centres may re-open in phases to serve enrolled clients with safe management measures in place.** To ensure compliance with safe management measures, Centres should prioritise clients who have caregivers at work with no alternative care arrangements, or have higher care needs. Home-based support should be arranged for elderly clients and other vulnerable persons with co-morbidities, where possible.

10. **Category 1 Homes/Centres may conduct small group activities with safe management precautions.** Stagger the activities, have more frequent sessions so that they can be carried out in smaller groups of no more than 10 persons, ensure there is a distance of 1 metre between residents/clients, and enforce hand hygiene protocols before and after the activity. Staff and residents/clients should also strictly adhere to the split zone arrangements and ensure no mixing among cohorts when participating in the group activities.

#### **For Category 2 and 3 Facilities:**

11. Services should continue to be delivered remotely where possible. **Face-to-face services and intervention, such as counselling, should be limited to high-needs or urgent cases, and may take place at the Centres with the necessary safe management measures in place.** These measures include serving cases by appointment, conducting interventions on an individual case basis, and suspending group work/activities until further notice.

12. **Home Visits should be reserved for high-needs or critical cases,** where care and services cannot be delivered at Centres, or where the situation warrants a home visit. The necessary precautions should be taken to safeguard staff and clients during home visits.

13. 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. 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.**

14. 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.

#### **Additional Support for Homes/Centres**

15. For additional support to offset expenses incurred in implementing precautionary and safe management measures, NCSS members can tap on the Community Chest Emergency Fund to procure protective equipment. Eligible members who are given an exemption to resume services from 2 June 2020 can submit a claim via <https://go.gov.sg/comchest-support-covid-19> to receive \$3,000 upon approval by NCSS. The period for claims to be made is from 28 May 2020 to 30 June 2020.

16. Please contact [NCSS\\_FundAllocation@ncss.gov.sg](mailto:NCSS_FundAllocation@ncss.gov.sg) for any queries regarding the additional support from the Community Chest Emergency Fund.

## B. UPDATED PRECAUTIONARY MEASURES (FROM 25 MAY 2020)

**Table 1: Summary of precautionary measures**

<b>1</b>	<b><u>SAFE ACCESS</u></b> <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>
<b>a.</b>	<b>Restriction of staff, residents and enrolled clients allowed in Homes/Centres - Quarantine Order/ Leave of Absence/ Stay-Home Notice</b>  <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> <b>Category 1A Homes serving elderly residents:</b> Suspend home leave / outing with caregiver for all residents</li> </ul>
<b>b.</b>	<b>Restriction of visitors allowed in Homes/Centres</b>  <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Category 1A Homes serving elderly residents:</b> Visitors should not be admitted.</li> <li><input checked="" type="checkbox"/> <b>Other Category 1A Homes and Category 1B Centres:</b> Allow only a maximum of <b>one</b> designated caregivers/ visitors per resident/ enrolled client.</li> <li><input checked="" type="checkbox"/> Homes/Centres are not to allow visitors, who are on QO, SHN, LOA or declared to have a close contact who is a confirmed case to enter your premises. For <b>Category 2 and 3</b> facilities, staff should arrange for services to be delivered to them remotely e.g. over the phone or online.</li> <li><input checked="" type="checkbox"/> 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, health and travel declarations should be obtained. Visitors should keep a safe distance from staff, residents and clients.</li> <li><input checked="" type="checkbox"/> 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.</li> </ul>
<b>c.</b>	<b>Restriction of vendors allowed in Category 1A Homes</b>

	<ul style="list-style-type: none"> <li>☑ 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.</li> <li>☑ 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.</li> <li>☑ Homes should defer non-critical repair/maintenance works (e.g. grass cutting) that does not affect safety and hygiene of residents, regardless of whether these contractors enter the living quarters of residents.</li> <li>☑ 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.</li> <li>☑ Where such contractors have to physically enter the premises, they should wear gloves and 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.</li> <li>☑ In line with prevailing MSF advisories, screen vendors for health status (temperature and respiratory symptoms) and travel 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.</li> </ul>
<p><b>d.</b></p>	<p><b>Health checks and temperature screening</b></p> <ul style="list-style-type: none"> <li>☑ <u>On arrival</u>: Homes/Centres are to continue with temperature screening and health checks for all staff, residents, clients and visitors.</li> </ul> <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"> <li>i. Have you been having a fever?</li> <li>ii. Do you have a cough?</li> <li>iii. Do you have a sore throat?</li> <li>iv. Do you have a runny nose?</li> <li>v. Do you have shortness of breath?</li> <li>vi. Do you have a loss of sense of smell?</li> <li>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?</li> </ol>

Homes/Centres should not admit staff, residents, clients and visitors who are unwell, and recommend that they promptly seek medical attention.

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.

**Staff, residents, clients and visitors with 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:*** Homes/Centres should conduct the following frequency of temperature taking and health checks for residents, enrolled clients and staff.
  - 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 – twice-daily temperature taking and checking of respiratory symptoms for all staff, including administrative and non-care staff, even if not at work.

**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, shortness of breath) for at least 28 days for inspection purposes.**

**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

	<p>Home Notices. Staff who are still unwell after the medical certificate<sup>2</sup> duration should not return to work and should follow up with the same medical practitioner.</p> <p><b>Isolate residents and enrolled clients with fever and respiratory symptoms immediately.</b> 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. &lt;2m from resident/client), they should wear a mask, <b>face shield, gown and gloves,</b> and sanitise or wash their hands with soap after contact with the resident/client. The sick bay should be sanitised and wiped down frequently, especially after every use.</p> <p><b>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.</b> 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 5 days MC. The staff/resident should then take private transport back to their place of residence/the Home with windows wind down, and be isolated for the 5 days of medical leave while pending swab results.</p>
<p><b>e.</b></p>	<p><b>Contact tracing of staff, residents, clients and visitors</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> From 12 May 2020 onwards, Homes/Centres are required to use SafeEntry to collect entry and exit information of staff, residents, clients and visitors to facilitate contact tracing.</li> <li><input checked="" type="checkbox"/> <b>Staff, residents, enrolled clients and vendors should</b> download and activate the TraceTogether app to facilitate contact tracing.</li> </ul>
<p><b>f.</b></p>	<p><b>Travel plans and declarations</b></p> <ul style="list-style-type: none"> <li><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:</li> </ul>

<sup>2</sup> 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>i. Any recent travel history; and</p> <p>ii. Intended/ updated travel plans by staff, residents or enrolled clients to other countries (including the city(s) of travel)</p> <p>MSF will request for the above information periodically. <b>All staff, residents and enrolled clients are strongly encouraged to defer travel to all countries.</b> 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 14-day SHN imposed upon return from overseas. <b>Inform MSF immediately if you intend to allow any of your staff to proceed with their travel plans.</b></p> <p>Homes/Centres should require all visitors entering Homes/Centres to fill in a travel declaration form.</p>
<b>g.</b>	<p><b>COVID-19 Preparation Information Dossier</b></p> <p><input checked="" type="checkbox"/> To facilitate contact tracing and impact analysis should a staff or resident become a confirmed case, <b>Category 1A Homes</b> should ensure that the COVID-19 Preparation Information Dossier is updated daily. The list of information to be recorded can be found in <a href="#">Annex C.</a></p>
<b>2</b>	<p><b><u>SAFE BEHAVIOUR</u></b>  <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>
<b>a.</b>	<p><b>Wearing of masks in Homes/Centres</b></p> <p><input checked="" type="checkbox"/> All staff should wear masks within facilities<sup>3</sup>. Disposable/reusable masks or face shields may be used as alternatives. <b>For staff with prolonged and close contact with residents and clients, face shields should be used in conjunction with masks for additional protection.</b></p> <p><input checked="" type="checkbox"/> <b>For Category 1A facilities serving elderly residents<sup>4</sup>, direct care staff<sup>5</sup> and non-direct care staff<sup>6</sup> with face-to-face interactions with residents should wear surgical masks<sup>7</sup> during the course of work.</b></p>

<sup>3</sup> 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**.

<sup>4</sup> These Homes are Senior Group Homes, Sheltered Homes, Welfare Homes, Adult Disability Homes, Disability Hostels, Community Group Homes, Transitional Shelters.

<sup>5</sup> Direct care staff refers to staff directly caring for residents and staff directly caring for residents' environment, such as cleaning staff.

<sup>6</sup> Examples of non-direct care staff with face to face interactions with residents include staff manning temperature screening stations, security staff at entrances.

<sup>7</sup> Frequency of mask use is for extended use up to 6hrs, or if mask becomes soiled or soggy. Staff must strictly adhere to hand hygiene practices in addition to mask use to prevent cross contamination.



	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All visitors should bring their own masks and wear a mask at all times whilst in the facility.</li> </ul>
<b>b.</b>	<p><b>Practise high levels of personal hygiene</b></p> <p>All staff, residents and clients are to maintain good personal hygiene such as:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Covering their mouth and nose with a tissue when sneezing or coughing, and to throw away the tissue immediately into a foot bin.</li> <li><input checked="" type="checkbox"/> Washing their hands <b><u>at least every 2 hours</u></b> 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.</li> <li><input checked="" type="checkbox"/> Not sharing food/ drinks, eating utensils, tooth brushes or towels with others.</li> <li><input checked="" type="checkbox"/> Avoid touching their eyes, nose and mouth.</li> <li><input checked="" type="checkbox"/> <b>Staff interacting with seniors should take extra care with personal hygiene.</b> Staff should not interact with seniors when staff are unwell.</li> <li><input checked="" type="checkbox"/> Encourage adjustment of social norms e.g. avoid shaking hands and hugging.</li> <li><input checked="" type="checkbox"/> 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.</li> </ul>
<b>c.</b>	<p><b>Ensure high levels of environmental hygiene</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Disinfect frequently touched points such as handrails and door knobs with disinfectant at least twice a day.</li> <li><input checked="" type="checkbox"/> Minimise cross-sharing of equipment and materials across split zones/teams. Equipment should be assigned individually, if reasonably practicable to do so, and to be wiped down and cleaned after each use.</li> <li><input checked="" type="checkbox"/> Step up frequency and extent of cleaning, especially for equipment/ furniture used by multiple client groups in a day.</li> <li><input checked="" type="checkbox"/> Keep public toilets clean and dry.</li> <li><input checked="" type="checkbox"/> Ensure that hand washing facilities and/ or hand sanitisers are readily available.</li> </ul>
<b>3</b>	<p><b><u>SAFE FACILITIES</u></b></p> <p><i>Homes/Centres are to implement the following measures to ensure <b>minimal interaction/ mixing between staff, residents and clients from different zones/teams</b>, so as to minimise risk of cross-transmission in the event of a confirmed COVID-19 case in Homes/Centres.</i></p>
<b>a.</b>	<p><b>Segregate by zones/teams</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Where employees can perform their work by telecommuting from home, employers should ensure that they do so.</b> For</li> </ul>

	<p>functions where telecommuting is not feasible, such as frontline operations, employers should take the following precautions:</p> <ul style="list-style-type: none"> <li>• <b>Limit cross deployment of staff across multiple facilities and settings by implementing split zones and split teams. There should also be no physical interactions between teams working in different locations.</b></li> <li>• <b>Reduce duration and proximity of physical interactions</b> among staff within the same team during their course of work, as well as during their meal and break times.</li> <li>• <b>Stagger working hours</b> to reduce possible congregation of staff at common spaces.</li> <li>• Stagger use of common areas and facilities (e.g. toilets, halls, common areas) to avoid mixing between split zones/teams.</li> </ul> <p><b>For Category 1 Facilities:</b></p> <ul style="list-style-type: none"> <li>☑ Implement split zones (e.g. by floors). All residents, clients and staff (including contracted staff and vendors) should only operate within a single zone.</li> <li>☑ 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 and clients on different days. Where this is not possible, the exceptions and mitigating factors should be documented.</li> <li>☑ Maintain a staff movement log, which will facilitate impact analysis should a staff, client or resident become a confirmed case.</li> <li>☑ 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).</li> </ul>
<p><b>b.</b></p>	<p><b>Safe distancing between split zones/teams during drop off/ pick up times</b></p> <ul style="list-style-type: none"> <li>☑ 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.</li> <li>☑ Where transport services are used: <ul style="list-style-type: none"> <li>• Ensure no mixing of clients from different zones/teams</li> <li>• Take client's temperatures prior to boarding.</li> <li>• Assign specific seat to each client.</li> <li>• Ensure each client wears a mask.</li> <li>• Alternate seating that is at least 1m apart for all clients, where reasonably practicable to do so.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that the vehicle is cleaned and sanitised before use every time.</li> </ul>
c.	<p><b>Suspend large group activities</b></p> <ul style="list-style-type: none"> <li>☑ Suspend organised excursions, outings and participation in external events to reduce the risk of exposure of the vulnerable groups to the general public.</li> <li>☑ 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.</li> <li>☑ Suspend communal activities across facilities, dormitories or blocks.</li> </ul>
d.	<p><b>Small group activities</b></p> <p><b>For Category 1 Facilities</b></p> <ul style="list-style-type: none"> <li>☑ <b>Ensure that these activities are carried out with safe management precautions.</b> Homes/ Centres should stagger the activities, have more frequent sessions so that they can be carried out in smaller groups of no more than 10 persons, ensure there is a distance of 1 metre between residents/ clients, and enforce hand hygiene protocols before and after the activity</li> <li>☑ Staff and residents/ clients should also strictly adhere to the split zone arrangements when participating in the group activities</li> <li>☑ <b>Reduce density, intensity and duration of activities.</b> 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 organised activities to minimise exposure.</li> </ul> <p><b>For Category 2 and 3 Facilities</b></p> <ul style="list-style-type: none"> <li>☑ <b>Group work/activities should be suspended until further notice to limit social mixing across different households.</b></li> </ul> <p><b>For all Facilities</b></p> <ul style="list-style-type: none"> <li>☑ <b>Space out the seats in communal areas (such as dining areas), interview rooms, service counters in Homes/ Centres at least one metre apart.</b> <ul style="list-style-type: none"> <li>• Stagger meal times with no mixing of split zones/teams.</li> <li>• Surfaces (e.g. tables, chairs) to be cleaned before the commencement of meals for the next split zone/team.</li> </ul> </li> <li>☑ <b>Use desk shields / plastic dividers / Plexiglass barriers as added precaution for service counters, dining tables and other areas should safe distancing cannot be maintained.</b> Ensure that these equipment are wiped down and cleaned after every use.</li> <li>☑ <b>Everyone should keep their volume low in daily activities.</b> Actions such as speaking/singing loudly increase expulsion of</li> </ul>

	<p>droplets that may contain viral particles and raise the risk of transmission of diseases like COVID-19.</p> <ul style="list-style-type: none"> <li>☑ <b>Keep all rooms well-ventilated.</b> Open windows to allow plenty of fresh air into the indoor environment, where possible. <ul style="list-style-type: none"> <li>• Ensure good ventilation when conducting activities, for example conducting them outdoors, or keeping windows open and using fans when indoors.</li> </ul> </li> </ul>
<p>e.</p>	<p><b>Suspend staff meetings, training and social gatherings</b></p> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>☑ Conduct all internal and external staff meetings virtually, e.g. by using tele-conferencing facilities. If there is a critical need for physical 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.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>☑ All training (internal or external) are to be held online until further notice.</li> </ul> <p><b>Social gatherings between staff</b></p> <ul style="list-style-type: none"> <li>☑ 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.</li> <li>☑ Staff are not to socialise or congregate in groups at common areas, such as staff lounge and pantry, including during meals or breaks.</li> <li>☑ 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.</li> </ul>
<p>f.</p>	<p><b>Limit home visits and outreach activities (i.e. face-to-face sustained contact with clients) to urgent or at-risk cases</b></p> <ul style="list-style-type: none"> <li>☑ 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 with precautionary measures: <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Check if clients/ service users are comfortable for staff and volunteers to enter their residence.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>If there are PUQs or SHN in the household:</b> Staff should arrange for services to be delivered remotely e.g. over the phone or online.</li> <li>• <b>If the client is unwell or there are persons on LOA in the household:</b> 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.</li> <li>• <b>Outreach activities/ programmes (e.g. befriending, food delivery) to seniors who are known clients should be delivered remotely over the phone or online utilising technology, where possible.</b> 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 15 minutes and maintaining one metre apart from seniors in their homes or at the gate. Avoid general door-to-door outreach at this time.</li> </ul> <p><input checked="" type="checkbox"/> For distribution of essential aid (e.g. food delivery), refer to MSF's Advisory on Essential Aid Distribution Against COVID-19 dated <b>25 May</b> 2020.</p>
g.	<p><b>Volunteer management</b></p> <p>Volunteers may be required to support your services and your service users.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Activities involving <b>adhoc volunteers</b> who perform non-essential functions, or who might be in close contact with vulnerable groups, should be suspended.</li> <li><input checked="" type="checkbox"/> <b>For Category 1A facilities serving elderly residents, volunteers are not allowed to enter Homes.</b></li> </ul>

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

18. We encourage you to check the MOH website ([www.moh.gov.sg](http://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.

19. 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](http://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
<p>(i) Any staff or enrolled client who recently returned from overseas travel within the last 14 days</p>	<ul style="list-style-type: none"> <li>• Immigration and Checkpoints Authority (ICA) will issue SHN to all persons returning from overseas travel.</li> <li>• Notify MSF of SHN given to staff or enrolled client.</li> <li>• Monitor affected staff or enrolled client through regular telephone calls.</li> </ul>
<p>(ii) Any staff of all Category 1 Facilities or enrolled client of Category 1B Facilities:</p> <ul style="list-style-type: none"> <li>• living with any household members under Home Quarantine Order (HQQ)</li> <li>• living with any household members under Stay-Home Notice (SHN) <ul style="list-style-type: none"> <li>○ Who has returned from any country to Singapore on or after Wednesday, 25 March 2020, 1159pm</li> <li>○ Due to other circumstances</li> </ul> </li> <li>• Has a close contact who is a confirmed case</li> </ul>	<ul style="list-style-type: none"> <li>• Inform all residents/enrolled clients/staff to notify you if: <ul style="list-style-type: none"> <li>○ there is a household member under HQO/SHN</li> <li>○ there is close contact who is a confirmed case</li> </ul> </li> <li>• <b>For enrolled clients</b>, grant Leave of Absence, aligned to <ul style="list-style-type: none"> <li>○ the period of household member's HQO/SHN; or</li> <li>○ 14 days from the last contact with the close contact who is a confirmed case</li> </ul> </li> <li>• <b>For residents</b>, do not grant home leave until after household member's HQO/SHN</li> <li>• <b>For staff</b>, consider these precautionary measures: <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Redeploy staff to administrative tasks</li> </ul> </li> <li>• Inform MSF immediately of: <ul style="list-style-type: none"> <li>○ Any household member under HQO/ SHN</li> <li>○ 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</li> </ul> </li> <li>• Monitor health of these residents/ enrolled clients/ staff through regular telephone calls.</li> </ul>

## Annex B: Classification of Services

Category	Nature of Service	Facility/ Programme/ Service
1	Facilities providing care and social services to vulnerable groups	<p><b><u>Category 1A: Residential facilities</u></b></p> <ul style="list-style-type: none"> <li>a. Singapore Boys' Home</li> <li>b. Singapore Girls' Home</li> <li>c. Children and Young Persons Homes</li> <li>d. Welfare Homes*</li> <li>e. Sheltered Homes*</li> <li>f. Children's Disability Homes</li> <li>g. Adult Disability Homes*</li> <li>h. Crisis Shelters</li> <li>i. Transitional Shelters*</li> <li>j. Senior Group Homes*</li> <li>k. Community Group Homes*</li> <li>l. Disability Hostels*</li> </ul> <p>*Facilities serving elderly residents</p> <hr/> <p><b><u>Category 1B: Disability centres and programmes</u></b></p> <ul style="list-style-type: none"> <li>a. Day Activity Centres</li> <li>b. Drop-In Disability Programme</li> <li>c. Therapy Hub</li> <li>d. Sheltered Workshop</li> <li>e. Community Based Integration Support</li> </ul>
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 <math>\geq</math> 30 minutes]</p>	<p><b><u>Social services and programmes, including but not limited to:</u></b></p> <ul style="list-style-type: none"> <li>a. Social Service Offices</li> <li>b. Family Violence Specialist Centres</li> <li>c. Family Service Centres</li> <li>d. Child Protection Specialist Centres</li> <li>e. Mandatory Counselling Centres</li> <li>f. Divorce Support Specialist Agencies</li> <li>g. Youth!GO Agencies</li> <li>h. Integrated Service Providers</li> </ul>

Category	Nature of Service	Facility/ Programme/ Service
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: COVID-19 Preparation Information Dossier**

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

- 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 within the past 30 days before onset of illness of index case
- All movements of residents in and out of the Home for the past 30 days (from and to hospitals, polyclinics, home leave, outings)
- MSF Home split zone arrangements (if relevant)
- Size and occupancy of Home
- Floor plans of Home