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21 Sep 2020

### **CET participants attending courses on SIT Campuses**

Dear Participants,

The Ministry of Education (MOE) had announced that with effect from 19 June 2020, **in-person training will be permitted for all Continuing Education and Training (CET) activities.**

### **CET Courses**

2. For **SkillsFuture Singapore (SSG) funded CET programmes, in-person courses** (including lectures, workshops and lab sessions) **with no more than 40 persons will be allowed within each enclosed space**, while larger classes over 40 persons will be conducted through real-time, online streaming via synchronous communications such as ZOOM and other streaming media.

3. For **non-SSG funded CET programmes, in-person courses** (including lectures, workshops and lab sessions) **with no more than 50 persons will be allowed within each enclosed space**, while larger classes over 50 persons will be conducted through real-time, online streaming via synchronous communications such as ZOOM and other streaming media.

4. **Given that Singapore is still in DORSCON ORANGE and, depending on the Government's prevailing directives during Phase 2 (Safe Transition), SIT will retain the right to switch between in-person training and online learning for selected CET courses.** We will notify affected CET participants in advance should there be any changes to our CET delivery platform.

5. Online CET courses - All participating CET learners attending **our online CET courses** will have to turn on your video cameras throughout the full training session for recording purposes, as part of MOE/SSG audit requirements. Our staff or teaching faculty will guide you before commencement of an online CET course or activity.

### **Access to SIT Campuses**

6. From 7 September, the six SIT campuses will be open during these hours:

- SIT@Dover – 7:00 am to 7:00 pm on weekdays
- SIT@Poly Buildings – 8:00 am to 7:00 pm on weekdays
- Closed on weekends and public holidays

7. No entry is allowed after 7:00 pm on weekdays, except for activities that have been approved for that day. All have to leave the campus by 10:30 pm and no overnight stay is allowed.

8. For SIT@Dover, all three entrances will be open for access during opening hours. **Those who drive should park their vehicles first before proceeding to the designated entrances for temperature screening. Access to all SIT@Poly Buildings will also be restricted to designated entrances.** Please do not bypass any barrier or notice of no-entry. The locations of the designated entrances for the various campuses can be found in enclosed Annex A.

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9. **Shuttle buses** from Buona Vista to SIT@Dover will run from **8:00 am to 9:30 am** on weekdays. Please wear a mask and refrain from talking on the phone or to one another when on the buses, to avoid spreading droplets in an enclosed space.

### **Contact Tracing**

10. To facilitate national contact tracing efforts, you are **strongly encouraged** to install and activate the **TraceTogether** app while present on SIT campus, or bring along your TraceTogether token issued by the Government. **For most Polytechnic campuses** (e.g. NP, NYP, SP and TP), it is **mandatory** for all CET participants to activate their TraceTogether app or bring along the TraceTogether token while on campus. In addition, photographs will be taken during classes for contact tracing purposes.

### **New Integrated Declaration System**

11. A new Integrated Declaration System (IDS) has been implemented for entry to all six SIT campuses. Please follow instructions from the staff at manned IDS stations, or instructional signages at self-help IDS stations. Please be advised to bring along your SITLEARN Professional Development's pre-course admin letter (either in printed hard copy or via email) to identify yourself as our CET participants to staff at manned IDS stations. **If in doubt at our IDS stations, please contact SITLEARN Professional Development or the CET course IC.** You are required to fulfil these steps for entry into our campuses:

- (a) **Step 1 - Use the IDS for automatic detection of your temperature.**
- (b) **Step 2 - Submit SafeEntry via QR code at IDS station.**
- (c) **Step 3 - Register your health and travel declarations using a different QR code either at the IDS station, or directly with SITLEARN Professional Development at the course venue. Kindly refer to the your pre-course admin letter for specific instructions.**

12. **Before proceeding to the CET course venue, CET participants will be required to make use of the IDS stations at least once upon your arrival at SIT campus. If the duration of the CET course is full-day, you are requested to go to the IDS stations for a second declaration after lunch break.**

13. **Please note the list of questions posted at all entrances and at our registration counter, as you are deemed to have answered "no" to all the questions if you proceed to register with this system and enter the campus.** Those who are unwell (i.e. temperature of 38°C and above, or with flu-like symptoms) must notify SITLEARN Professional Development via [SITLEARN@singaporetech.edu.sg](mailto:SITLEARN@singaporetech.edu.sg) or the CET course IC, leave the campus immediately and seek medical attention.

### **Revised Leave of Absence (LOA) for COVID-19**

14. If you are unwell (i.e. **temperature of 38°C and above or have flu-like symptoms**), or have a **household member** who has such symptoms, is on Home Quarantine Order (HQO) or on Stay-Home Notice (SHN), you **should not come to SIT campus.**

- (a) If **you are unwell or become a COVID-19 confirmed case**, you are required to notify SITLEARN Professional Development via [SITLEARN@singaporetech.edu.sg](mailto:SITLEARN@singaporetech.edu.sg) or the CET

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course IC through email, and submit a copy of your MC to us. You will be issued with a LOA to cover the duration of the MC.

- (b) If **you have a household member who is unwell** (i.e. temperature of 38°C and above or flu-like symptoms), you are required to notify SIT**LEARN** Professional Development via [SITLEARN@singaporetech.edu.sg](mailto:SITLEARN@singaporetech.edu.sg) or the CET course IC through email, and submit a copy of your household member's MC to us. You will be issued with a LOA to cover the duration of the MC, or until a negative COVID-19 swab test result is received, whichever is sooner.
- (c) If **you have a household member who is on HQO**, you are required to **declare and submit a copy of the HQO** via email to [SITLEARN@singaporetech.edu.sg](mailto:SITLEARN@singaporetech.edu.sg). You will be issued with a LOA to cover the duration of the household member's HQO.

### Safe Management Measures

15. All CET courses (including lectures, workshops and lab sessions) will be subject to safe management measures. **All CET participants, staff and teaching faculty must wear a mask at all times.** The masks should be close-fitting and completely cover the nose and mouth. The use of face shields (the face shields must cover the wearer's entire face, from the forehead to below the chin, wrapping around the sides of the face) in lieu of masks is allowed for the following groups or in the following settings:

- (a) Persons who have health conditions that may result in breathing or medical difficulties when a mask is worn for a prolonged period of time; or
- (b) Teaching faculty who are speaking to a group in a classroom or lecture-style setting, where they largely remain at the spot where they are speaking, and are able to maintain a safe distance from other persons.

16. In addition, we will be undertaking the following requirements:

- (a) All classrooms for in-person training will have pre-arranged assigned seats, at least 1m apart.
- (b) Where applicable, CET participants to minimise interactions by working with a fixed group of <5 persons.
- (c) Meals will be provided in bento sets and consumed inside the course venue and adhering to our safe distancing measures.
- (d) CET participants are encouraged to wipe down their desks after each meal consumption.
- (e) CET participants are required to wipe down their work areas after lab session is over.

17. With more activities resuming in our SIT campuses, the number of close contacts between individuals will increase. It is critical that you:

- (a) Continue to exercise social responsibility through wearing a mask, washing your hands regularly and monitoring your health closely;

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- (b) Comply with safe-distancing markings and stickers when you encounter them;
- (c) Cooperate with the Safe Distancing Ambassadors who will be helping everyone to keep to the safe management measures.

18. These collective actions are crucial in ensuring that our campus can remain open safely.

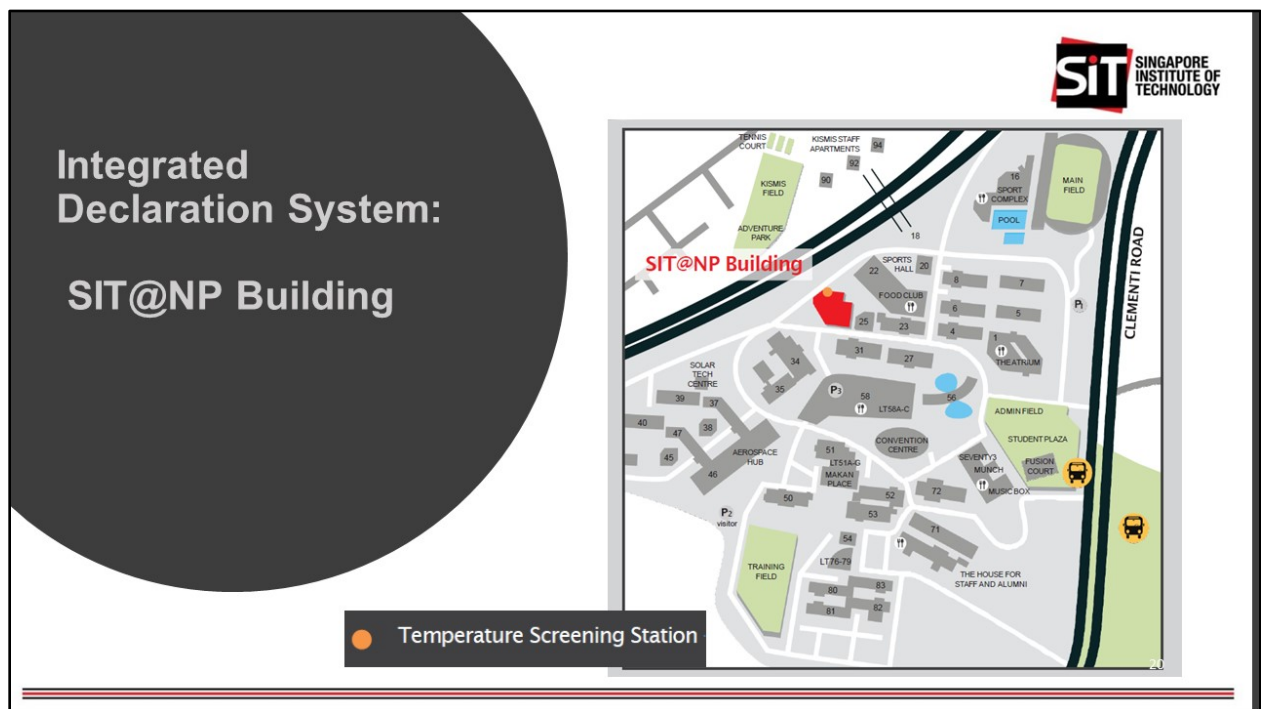
19. We apologise for any inconvenience caused. Participants can reach us at [SITLEARN@singaporetech.edu.sg](mailto:SITLEARN@singaporetech.edu.sg) should you have any queries. We look forward to welcoming you on campus for your CET courses. Thank you.

SIT**LEARN** Professional Development  
Singapore Institute of Technology

LOCATIONS OF THE INTEGRATED DECLARATION SYSTEM AT VARIOUS SIT CAMPUSES  
(AS AT 21 SEP 2020)



● Integrated Declaration System (IDS) deployed at SIT@Dover



● IDS at level 2 drop off area

**Integrated Declaration System:  
SIT@NYP Building**

**SIT@NYP Building**

● Temperature Screening Station

**SIT SINGAPORE INSTITUTE OF TECHNOLOGY**

- IDS at level 2 entrance opposite carpark 23

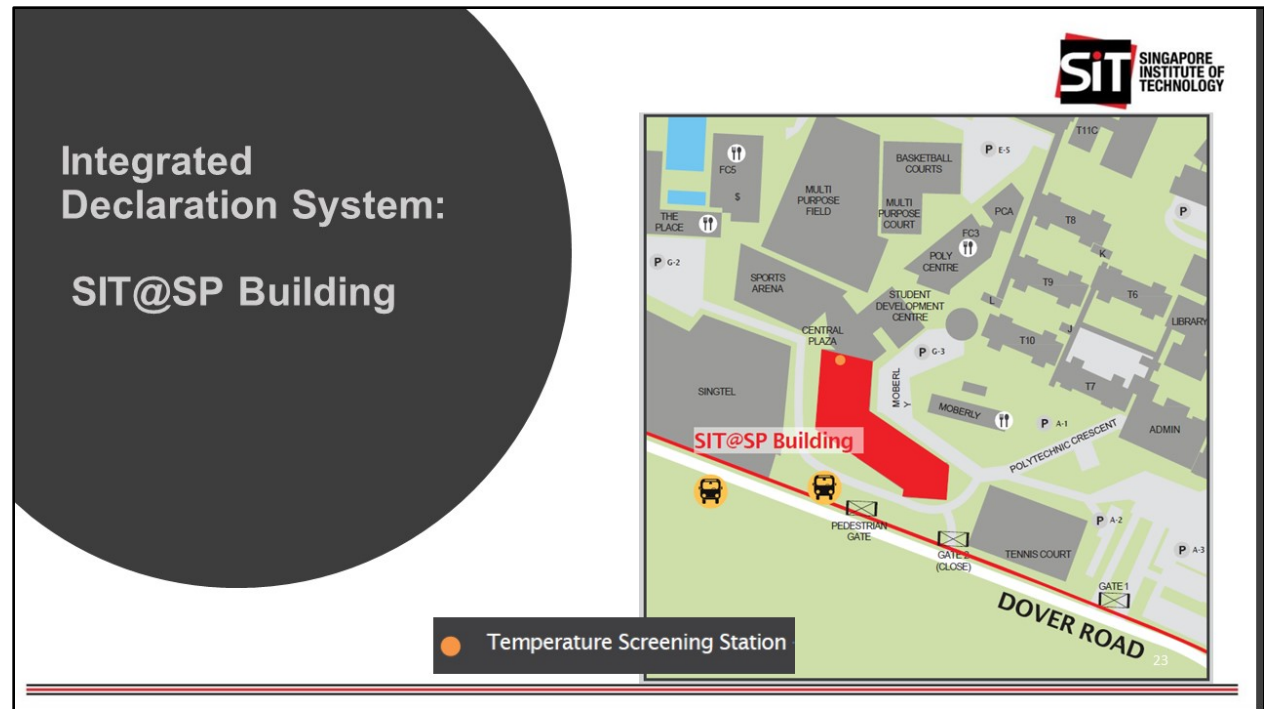
**Integrated Declaration System:  
SIT@RP Building**

**SIT@RP Building**

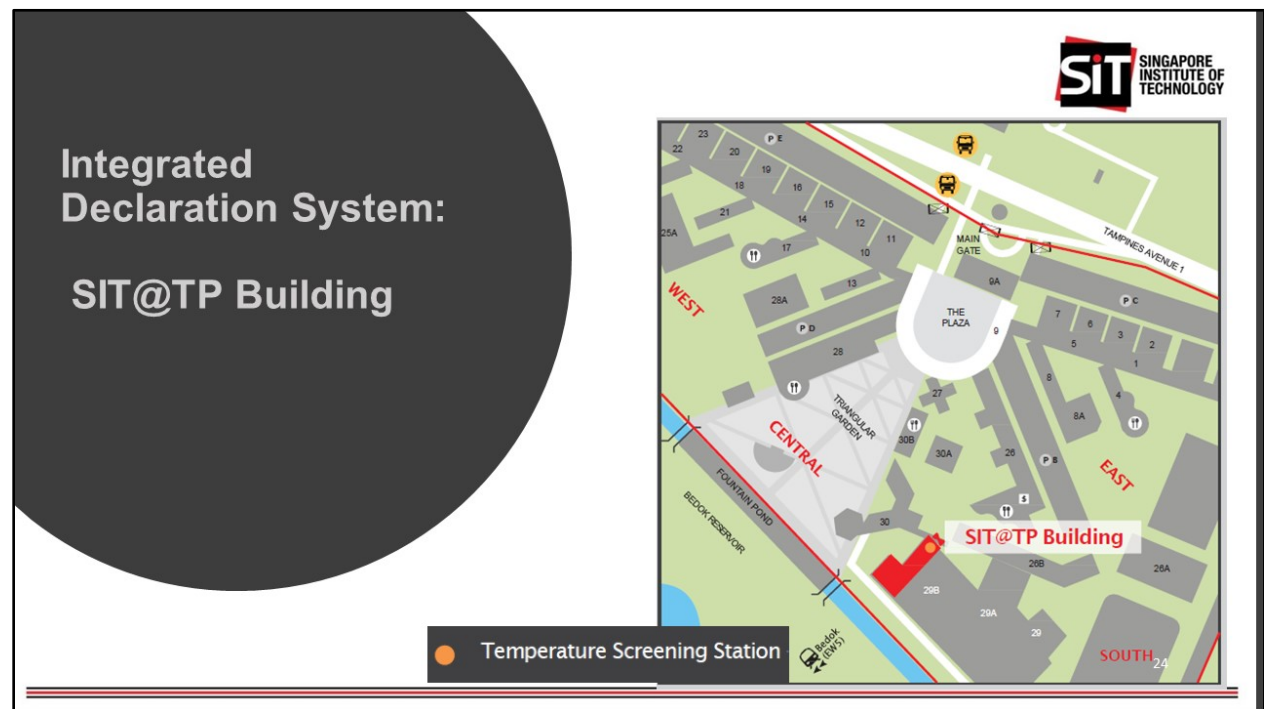
● Temperature Screening Station

**SIT SINGAPORE INSTITUTE OF TECHNOLOGY**

- IDS at level 1 RPIC entrance



- IDS at level 1 opposite Central Plaza



- IDS at level 1 opposite Block 30