

27 May 2021

### **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 is permitted for all Continuing Education and Training (CET) activities. **Arising from increasing number of community cases in Singapore, MOE has on 15 May 2021 provided additional guidelines on the Phase Two (Heightened Alert) measures for Institutes of Higher Learning in relation to CET.**

### **CET Courses**

2. For **SkillsFuture Singapore (SSG) funded CET programmes, in-person courses** (including conferences, seminars, lectures, workshops and lab sessions) **with no more than 40 persons (excluding the trainer(s)) 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 conferences, seminars, lectures, workshops and lab sessions) **with no more than 50 persons (including the trainer(s)) 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 on COVID-19 safe management measures, SIT will retain the right to switch between in-person training and synchronous e-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 e-learning 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. The operating hours of the six SIT campuses are as follows:
  - 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. **If you are calling for Grab or Taxi after operating hours, the pick-up point will be outside of SIT@Dover campus main gate.**

8. For SIT@Dover, several entrances (pedestrian entrance along AYE and main gate along Dover drive) will be open for access during opening hours. **Drivers and passengers will be required to complete their temperature screening at the screening station at University Tower Lobby Level 1 before proceeding to park their vehicles at other parts of the campus. 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.

9. **Shuttle buses** from Buona Vista to SIT@Dover will run from **8:00 am to 10:00 am** on weekdays. Please wear a surgical mask or reusable mask of equivalent effectiveness 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, SIT will implement the TraceTogether-SafeEntry (TT-SE) from 17 May 2021 onwards. **You are required to install and activate the TraceTogether app while present on SIT campus, or bring along your TraceTogether token as issued by the Government.** Other modes of SafeEntry check-in – such as scanning a SafeEntry QR code with a phone camera or the Singpass app – will be discontinued from 17 May 2021 onward. **For all Polytechnic campuses, 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.

### **Integrated Declaration System**

11. An 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.

12. **To identify yourself as our CET participant to staff at manned IDS stations, please be advised to either:**

- (a) **Bring along your SIT student pass (if you are provided with such a pass), or**
- (b) **To show your SIT**LEARN** Professional Development's pre-course admin letter (either in printed hard copy or via email).**

13. You are required to **fulfil these steps for entry into our campuses.** If in doubt at our IDS stations, please contact SIT**LEARN** Professional Development or the CET course IC.

<p>If you have a SIT pass (e.g. student pass)</p>	<p>(a) <b>Step 1 – Use the IDS for automatic detection of your temperature.</b></p> <p>(b) <b>Step 2 – Check-in via the TraceTogether App (by scanning the venue QR code in <b>blue rectangle</b> in Figure 1) or TraceTogether Token (by using the deployed 2D scanners to scan the QR code on your token or SafeEntry Gateway Box).</b></p>
<p>If you do not have your SIT student pass but show your SIT <b>LEARN</b> Professional Development’s pre-course admin letter</p>	<p>In addition to completing Steps 1 and 2, to also complete Step 3:</p> <p>(c) <b>Step 3 – Register your health and travel declaration via a different QR code (<b>green rectangle</b>) as shown in Figure 1.</b></p>

Figure 1

**SIT SINGAPORE INSTITUTE OF TECHNOLOGY**

## Visitor Declaration & Temperature Screening

**STEP 1**  
Take Your Temperature  
Approach the Integrated Declaration System

**STEP 2**  
Complete the Visitor Declaration Form  
Scan QR code

**STEP 3**  
Complete SafeEntry Check-in  
Scan QR code

Kindly note that SIT will only be collecting visitors' personal data through the Visitor Declaration Form, for purposes of contact tracing and other response measures. Visitors' images will **not** be recorded during temperature screening by the Integrated Declaration System.

Thank you for your cooperation.

If you have any feedback or queries, please email: [feedback@singaporetech.edu.sg](mailto:feedback@singaporetech.edu.sg)

SingaporeTech.edu.sg

**SafeEntry**

## TRACETOGETHER REQUIRED

For SafeEntry check in and check out here

- 1 OPEN**  
Your TraceTogether App
- 2 SELECT**  
SafeEntry check in and scan QR code
- 3 SHOW**  
Check-in pass with TraceTogether logo

Alternatively, you can present the QR code printed on your TraceTogether Token to be scanned.

To get the TraceTogether App or Token, visit [tracetogogether.gov.sg](https://tracetogogether.gov.sg)

Thank you for doing your part in keeping Singapore safe.

Your personal data is protected. Only authorised public officers will have access to the data. Visit [SafeEntry.gov.sg](https://SafeEntry.gov.sg) for more information.

MINISTRY OF HEALTH GOVTECH SINGAPORE INSTITUTE OF TECHNOLOGY SMART NATION

14. 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.

15. Please note the list of questions posted at all entrances, or via the declaration portal as accessed through the QR code (green rectangle) in Figure 1 and/or at our registration counter, as you are deemed to have answered “no” to all the questions (including a question related to situation as articulated in para 17(d)) 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 SIT<sup>LEARN</sup> 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.

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

16. 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**.

17. **Please be cognisant of the following situations:**

- (a) If **you are unwell or become a COVID-19 confirmed case**, you are required to notify SIT<sup>LEARN</sup> 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 MC to us. You will be issued with a LOA to cover the duration of the MC.
- (b) If **you have a household member (residing in the same residential address as you) who is unwell** (i.e. temperature of 38°C and above or flu-like symptoms), you are required to notify SIT<sup>LEARN</sup> 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 that household member’s MC, or until a negative COVID-19 swab test result is received, whichever is sooner.
- (c) If **you have a household member (residing in the same residential address as you) 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.
- (d) If **you have a household member (residing in the same residential address as you) who is a Person serving ICA-issued Stay-Home Notice (PSHN\*) after returning from ALL countries**, you are required to **declare** to SIT<sup>LEARN</sup> Professional Development via [SITLEARN@singaporetech.edu.sg](mailto:SITLEARN@singaporetech.edu.sg) or the CET course IC through email on the following:
  - If you are residing in the same place of residence as the affected household member who is a PSHN, and
  - To furnish proof of the affected household member’s SHN.

**\*PSHN is a person who has been granted permission by the Government to serve SHN at home instead of serving SHN at dedicated facilities.**

**You will be issued with a LOA[SHN] to cover the duration of the said household member's SHN at home (i.e. PSHN).**

- (e) **If you are required to serve SHN under Singapore's prevailing border control measures at the time of entry into Singapore, regardless if you are at a self-sourced accommodation or at a SHN Dedicated Facility, MOE have requested for SIT to apply an additional<sup>^</sup> seven (7) days LOA to you.** You are required to notify SITLEARN 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 SHN to us. You will therefore be issued with a LOA to cover this extended duration.

<sup>^</sup>MOE has stipulated the rationale that given the emergences of more infectious COVID-19 virus mutations overseas recently, and that the incubation period of the COVID-19 virus may be longer than 14 days in some individuals, there is a need to impose such additional precautionary measures.

### **Safe Management Measures**

18. 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 surgical masks or reusable masks of equivalent effectiveness at all times.** Research <sup>1</sup> has demonstrated that face shields cannot substitute masks in protecting the wearer from droplet infection. Face shields can be used as a substitute for mask wear, only for individuals who have medical reasons that require the use of face shields or for staff when interacting with students with hearing impairment. This will apply to teaching staff who previously had the option of wearing face shields in lieu of masks while teaching. For staff who have to wear face shields for medical reasons or when interacting with students with hearing impairment, they must remain in a fixed position and maintain at least 2 metres distance from any other persons.

19. 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 with maximum size following prevailing guidelines issued by the Government.
- (c) Meals will be provided in bento sets and consumed inside the course venue at your pre-arranged assigned seats and adhering to our safe distancing measures.

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<sup>1</sup> Extracted from MOE Advisory sent to Autonomous Universities on 15 May 2021.

- (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.

20. 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 surgical mask or reusable mask of equivalent effectiveness, washing your hands regularly and monitoring your health closely;
- (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.

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

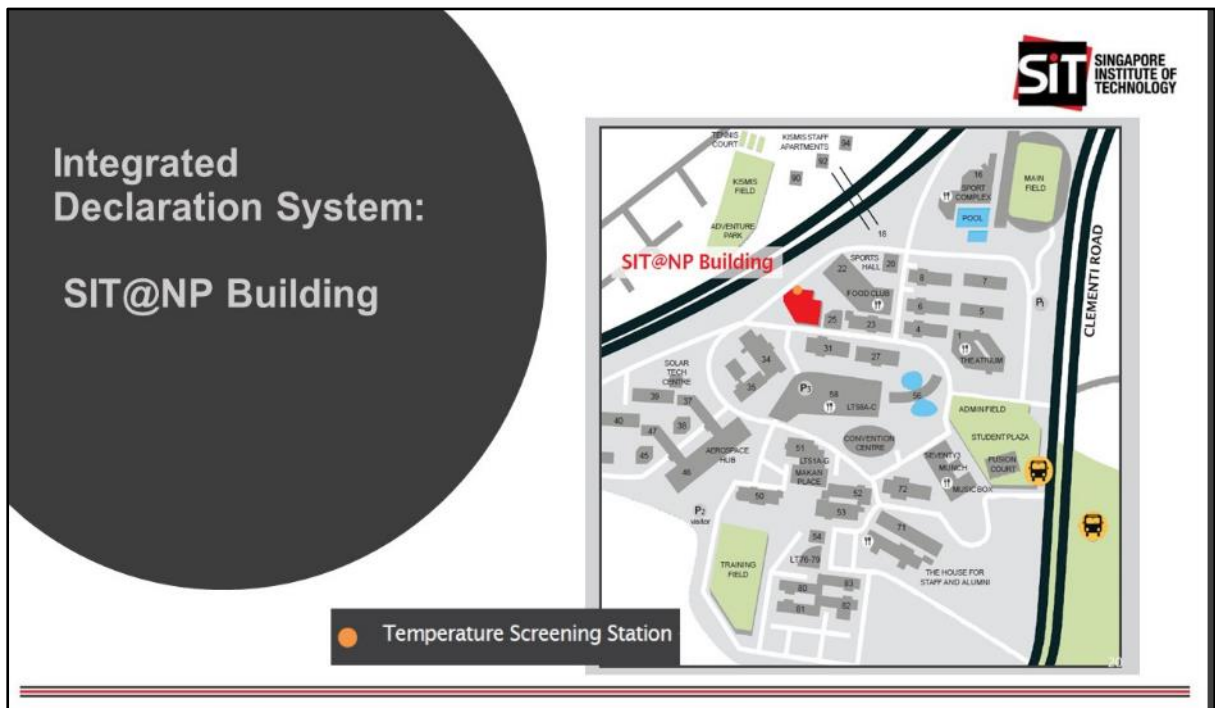
22. We apologise for any inconvenience caused. Participants can reach us at [SITLEARN@singaporetech.edu.sg](mailto:SITLEARN@singaporetech.edu.sg) should you have any queries. We look forward to welcoming you on campus for your CET courses. Thank you.

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

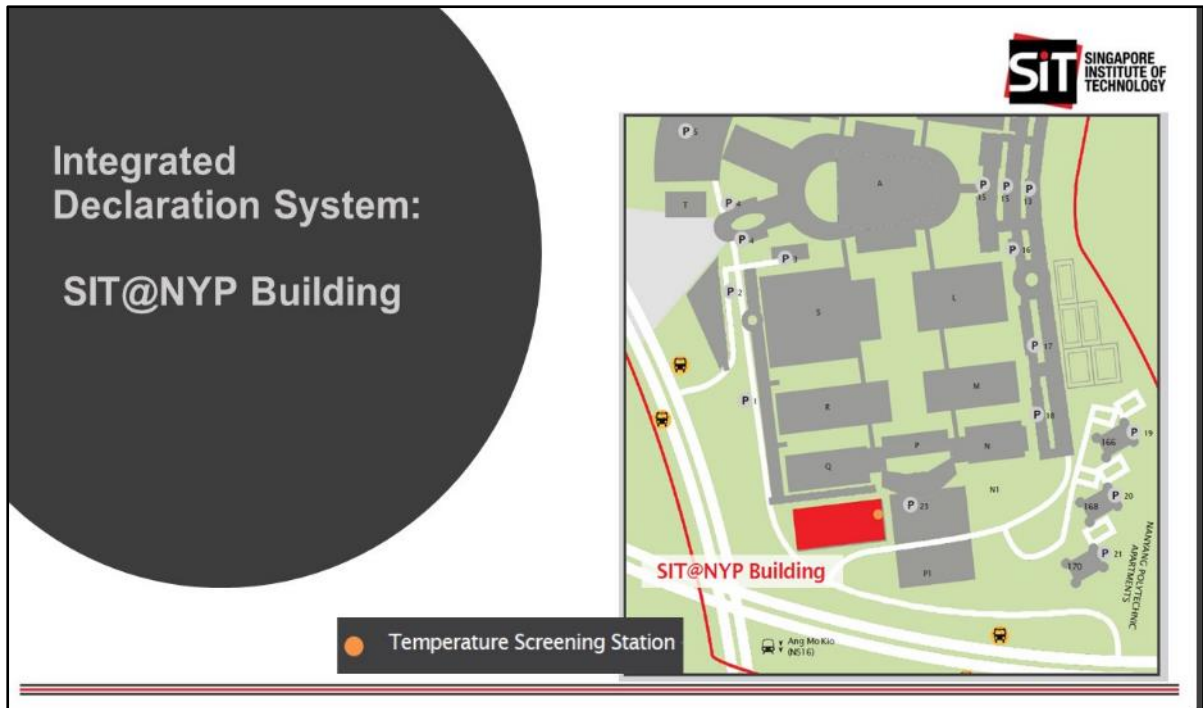
**LOCATIONS OF THE INTEGRATED DECLARATION SYSTEM AT VARIOUS SIT CAMPUSES  
(AS AT 17 MAY 2021) – SUBJECT TO CHANGES WITHOUT PRIOR NOTIFICATION**



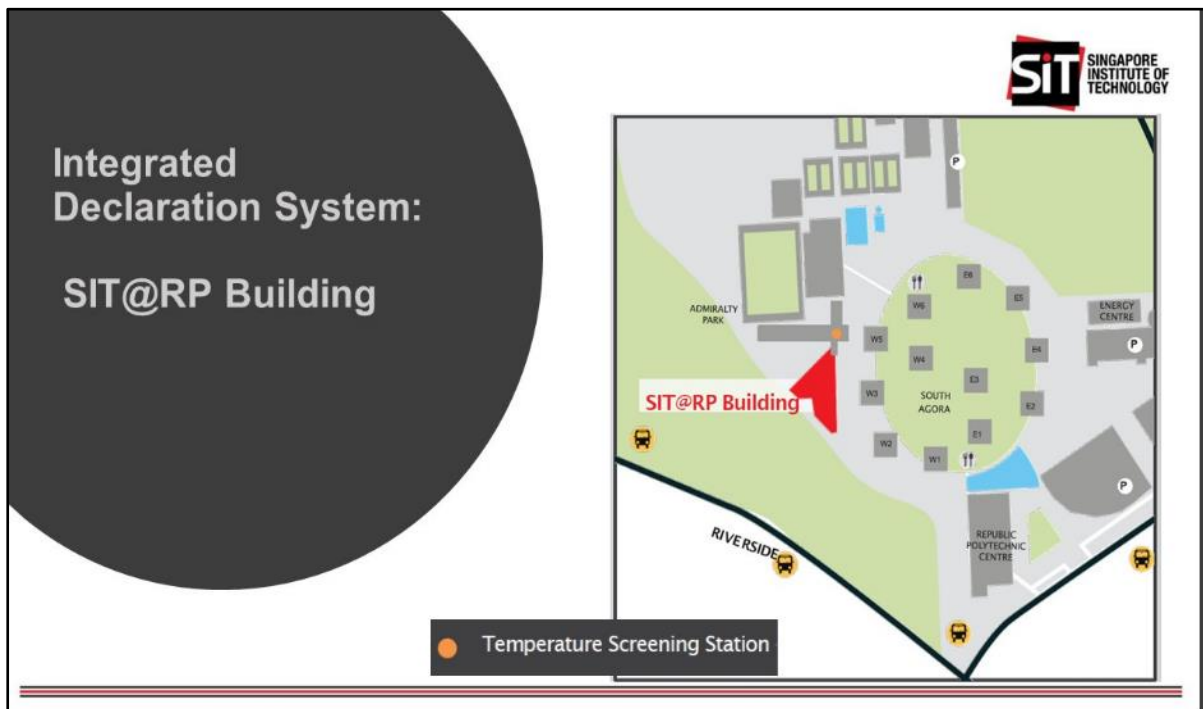
● Integrated Declaration System (IDS) deployed at SIT@Dover



● IDS at level 2 drop off area

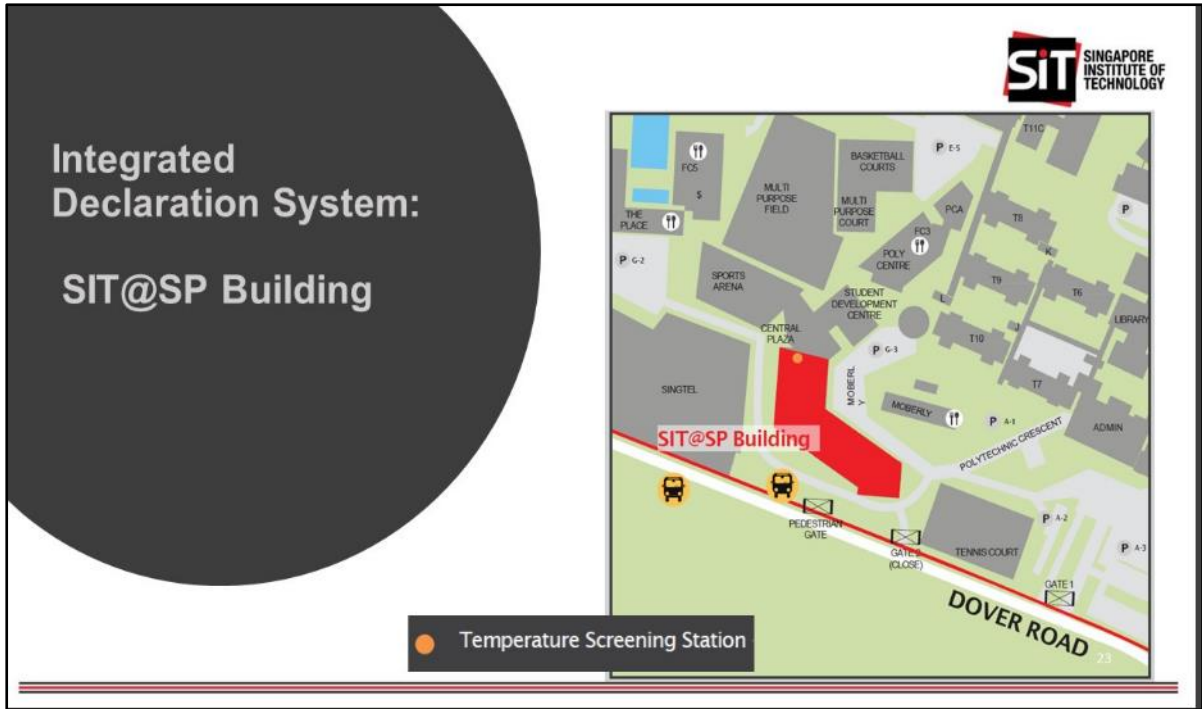


- IDS at level 2 entrance opposite carpark 23

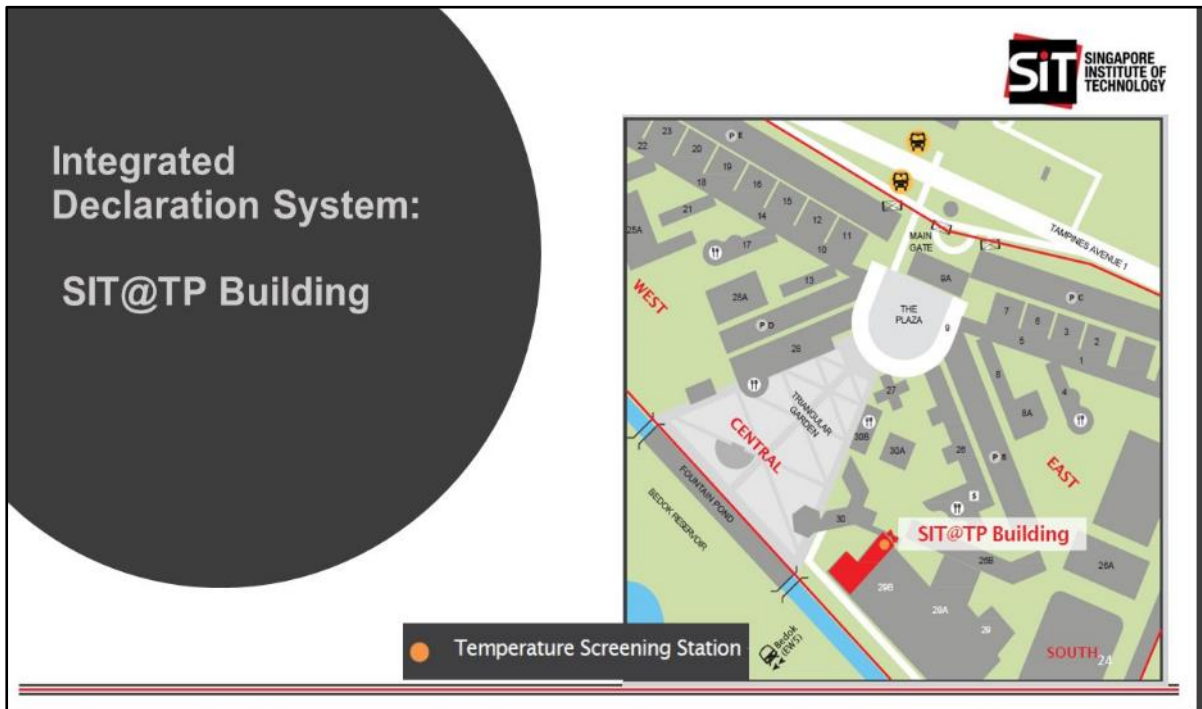


- IDS at level 1 RPIC entrance





- IDS at level 1 opposite Central Plaza



- IDS at level 1 opposite Block 30