

12 Oct 2021

TRAINEES ATTENDING SKILLSFUTURE/CET COURSES ON SIT CAMPUSES

Dear Trainee,

1. Please take note of the following measures at SIT, which will take effect from 11 October 2021.

MOH'S PROTOCOL

2. On 9 October 2021, PM Lee Hsien Loong announced that the nation will be shifting towards simplifying its health protocols and reconnecting with the world by re-opening its borders safely. In line with the national stance, the Ministry of Education (MOE) has announced updates to the safe management measures (SMMs) in schools and institutes of higher learning (IHL).

3. The Ministry of Health (MOH) now has three Protocols to cover those who have tested positive for COVID-19 or have come in close contact with a confirmed COVID-19 case. You can find out more about the protocols in MOH's website [here](#) (and [Annex C](#)) and also refer to para 18 in this Advisory.

- Protocol 1 – Unwell and tested positive for COVID-19
- Protocol 2 – Well and tested positive for COVID-19
- Protocol 3 – Close contact under a Health Risk Warning (HRW)

SKILLSFUTURE/CET COURSES

4. 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.

5. 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.

6. **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 Trainees in advance should there be any changes to our CET delivery platform.

7. Online CET courses - All Trainees attending our online CET e-learning courses will have to turn on your video cameras throughout the full training session for recording purposes and show your full facial features. This is 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

8. 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

9. 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.

10. 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 are required to park their vehicles first before accessing any SIT buildings in 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.

CONTACT TRACING

11. 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 Polytechnic campuses, or bring along your TraceTogether token as issued by the Government. When you leave the SIT campus, please remember to check-out using the app or token. Other modes of SafeEntry check-in – such as scanning a SafeEntry QR code with a phone camera or the Singpass app – are discontinued from 17 May 2021 onward.

12. **In addition, photographs will be taken during classes for contact tracing purposes.**

INTEGRATED DECLARATION SYSTEM

13. 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. **To identify yourself as our Trainee to staff at manned IDS stations, please be advised to either:**

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

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

Scenario	What to do
If you have a SIT pass (e.g. student pass)	(a) Step 1 – Use the IDS for detection of your identity. (b) Step 2 – Check-in via the TraceTogether App or TraceTogether Token (by using the deployed 2D scanners to scan the QR code on your token or SafeEntry Gateway Box).
If you do not have your SIT student pass but show your SITLEARN Professional Development's pre-course admin letter	In addition to completing Steps 1 and 2 above, to also complete Step 3: (c) Step 3 – Register your health and travel declaration via a different QR code.

15. Before proceeding to the CET course venue, Trainees will be required to make use of the IDS stations at least once upon your arrival at SIT campus.

16. **When you enter SIT using the IDS, you are declaring that:**

- You do not have flu-like symptoms e.g.: fever, cough, runny nose, sore throat, loss of taste or smell.
- You are not under Protocol 1 (Unwell and tested positive for COVID-19).
- If under Protocol 2, you are well and have a negative ART result taken more than 72 hours after entering Protocol 2.
- If under Protocol 3, you are well and have a negative ART result taken on the day of entry for the duration of the protocol.

REVISED ISOLATION AND TESTING PROTOCOLS

17. If you come under any of the three MOH Protocols (more information on in MOH's website [here](#) and [Annex C](#)), please comply with the required actions in the table below. **You are reminded to abide by the protocols and testing requirements in para 17 before coming to campus. Those who fail to clear the discharge criteria/testing requirements, or found of making false declarations will be subject to relevant actions taken by SIT.**

Protocol	Description	What to Do (according to MOH's Protocols)	Inform SIT
1	Unwell and tested ART positive <i>(note: PCR is reserved mainly for individuals who feel unwell and have symptoms*)</i>	<ul style="list-style-type: none"> • See a doctor, and either be placed by MOH on Home Recovery Programme (HRP) or admitted to an appropriate care facility. • You can only return to campus after discharge criteria is met – isolation period of 14 days for unvaccinated individuals, and 10 days for vaccinated individuals. 	Please inform SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC immediately, and do not return to campus.

Protocol	Description	What to Do (according to MOH's Protocols)	Inform SIT
2	Well but tested ART positive	<ul style="list-style-type: none"> • Self-isolate at home, and test again after 72 hours. • During your period of self-isolation, do not return to campus. 	<p>Please inform SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC immediately.</p> <p>You can only return to campus after obtaining a negative ART result and submitting the results to SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC.</p> <p>The submission shall show your NRIC/Passport identification (where applicable) and ART test result with the date indicated on the kit.</p> <p>Please note that you will not be reimbursed for the ART kits.</p>
3	Issued a Health Risk Warning (HRW) by MOH	<ul style="list-style-type: none"> • Self-isolate on Day 1 of being issued HRW, take ART test, and upload ART test result online as per MOH's instructions. • Take ART test on Day 7. If negative, no need for further testing. • If you test positive at any point during HRW, to follow instructions in Protocol 2. 	<p>Please inform SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC immediately and do not return to campus.</p> <p>You can only return to campus after obtaining a negative ART result and submitting the results to SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC.</p> <p>The submission shall show your NRIC/Passport identification and test result with the date indicated on the kit.</p> <p>Please note that you will not be reimbursed for the ART kits.</p>

*Mild symptoms: Fever, cough, fatigue, new loss of taste or smell, sore throat, runny nose, muscle aches, diarrhoea, nausea or vomiting; Severe symptoms: shortness of breath, chest pain or pressure, loss of speech or movement.

SAFE MANAGEMENT MEASURES

18. All CET courses (including lectures, workshops and lab sessions) will be subject to safe management measures. All Trainees, staff and teaching faculty must wear surgical masks or reusable masks of equivalent effectiveness at all times. In addition, we will be undertaking the following requirements:

- (a) All classrooms for in-person training will have pre-arranged assigned seats, at least 1 metre apart.
- (b) Where applicable, Trainees are to minimise interactions by working with a fixed group with maximum size following prevailing guidelines issued by the Government. This means individuals participating in in-person classes shall maintain safe distancing of at least 1 metre between persons (or between groups of not more than 2 persons if group activities are required). Indoor classes which involve “mask-off” activities for an extended period such as strenuous physical activities and exercises, are not allowed.
- (c) Social and recreational gatherings at the training venue will not be allowed.
- (d) **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.** Trainees are encouraged to wipe down their desks after each meal consumption.
- (e) If you are visiting the canteen, to protect unvaccinated individuals, vaccination-differentiated safe management measures (VDS) will be implemented at canteens in SIT from 13 October 2021. Dining-in at all canteens is allowed only for the fully vaccinated e.g. Foodgle and iEat at SIT@Dover, in groups of no more than 2 individuals.
- (f) Trainees are required to wipe down their work areas after lab session is over.

19. 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 Course ICs or Safe Distancing Ambassadors who will be helping everyone to keep to the safe management measures.

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

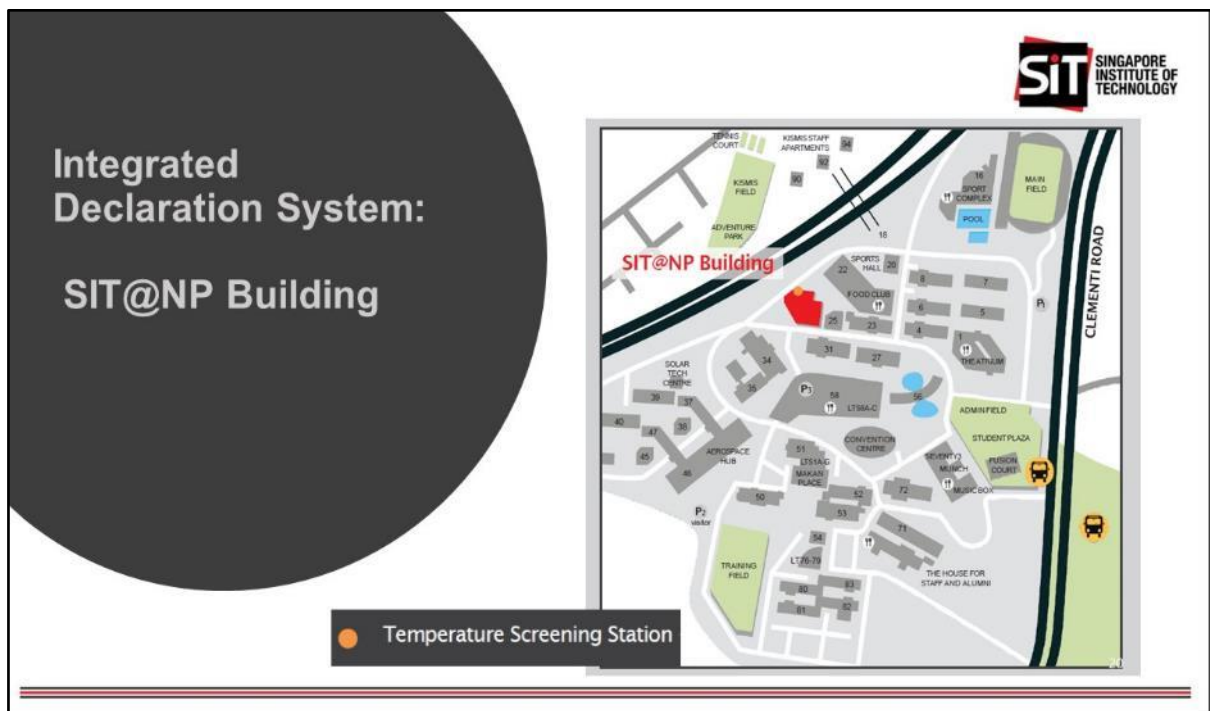
20. We apologise for any inconvenience caused. You can reach us at SITLEARN@singaporetech.edu.sg should you have any queries. We look forward to welcoming you on campus for your CET courses. Thank you.

SITLEARN Professional Development
Singapore Institute of Technology

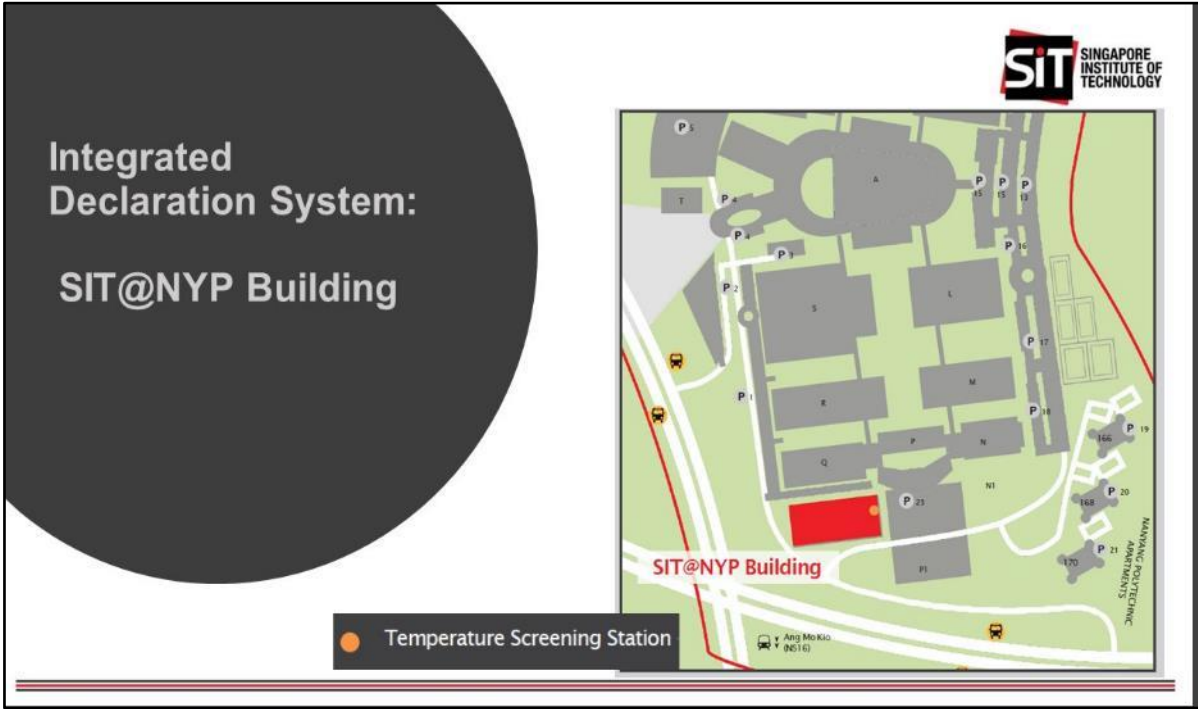
LOCATIONS OF THE INTEGRATED DECLARATION SYSTEM AT VARIOUS SIT CAMPUSES (AS AT 17 MAY 2021) – SUBJECT TO CHANGES WITHOUT PRIOR NOTIFICATION



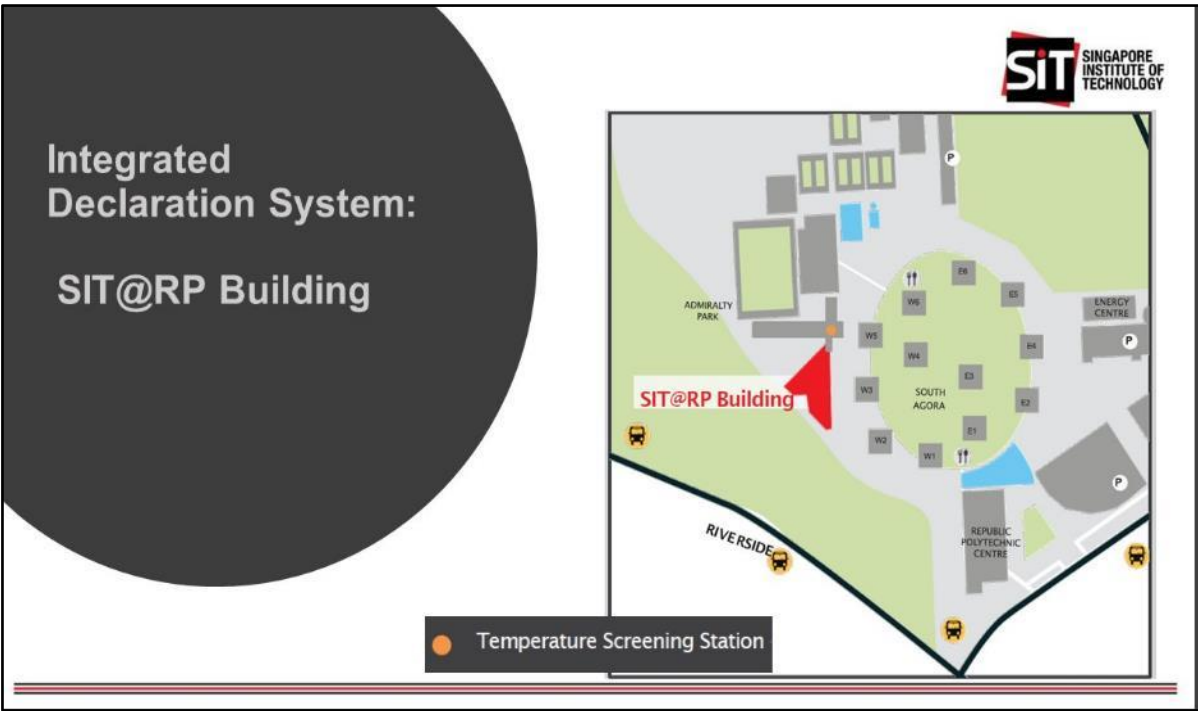
Integrated Declaration System (IDS) deployed at SIT@Dover



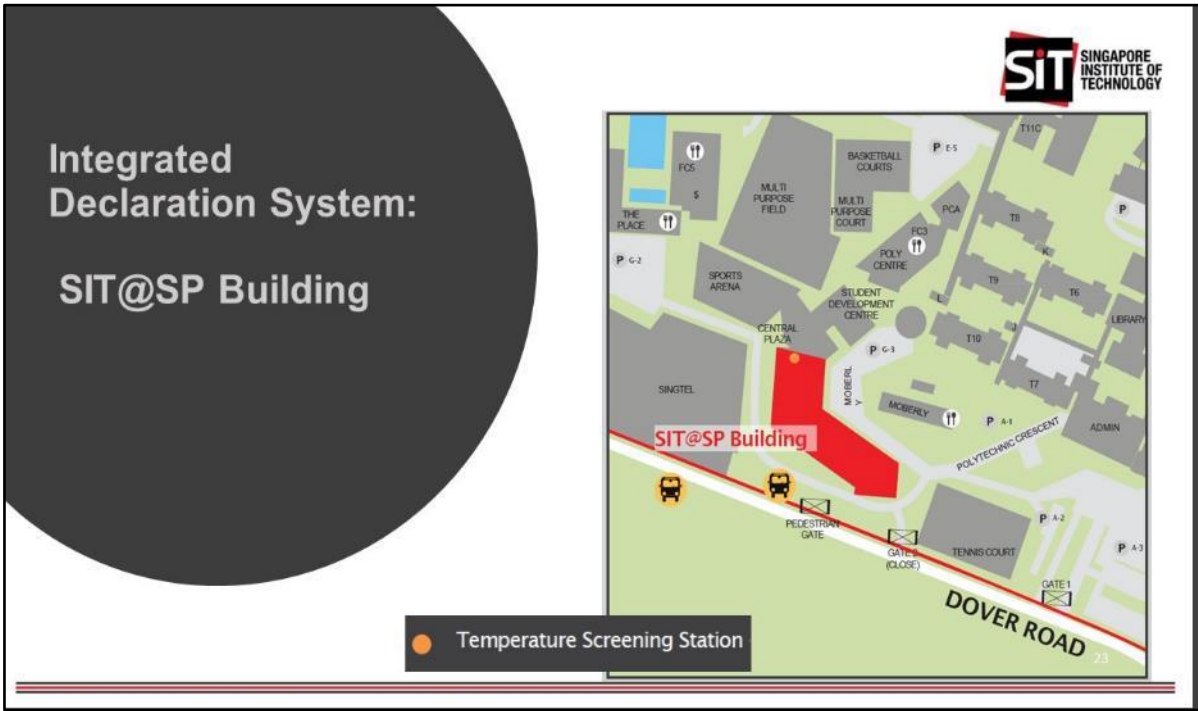
IDS at level 2 drop off area



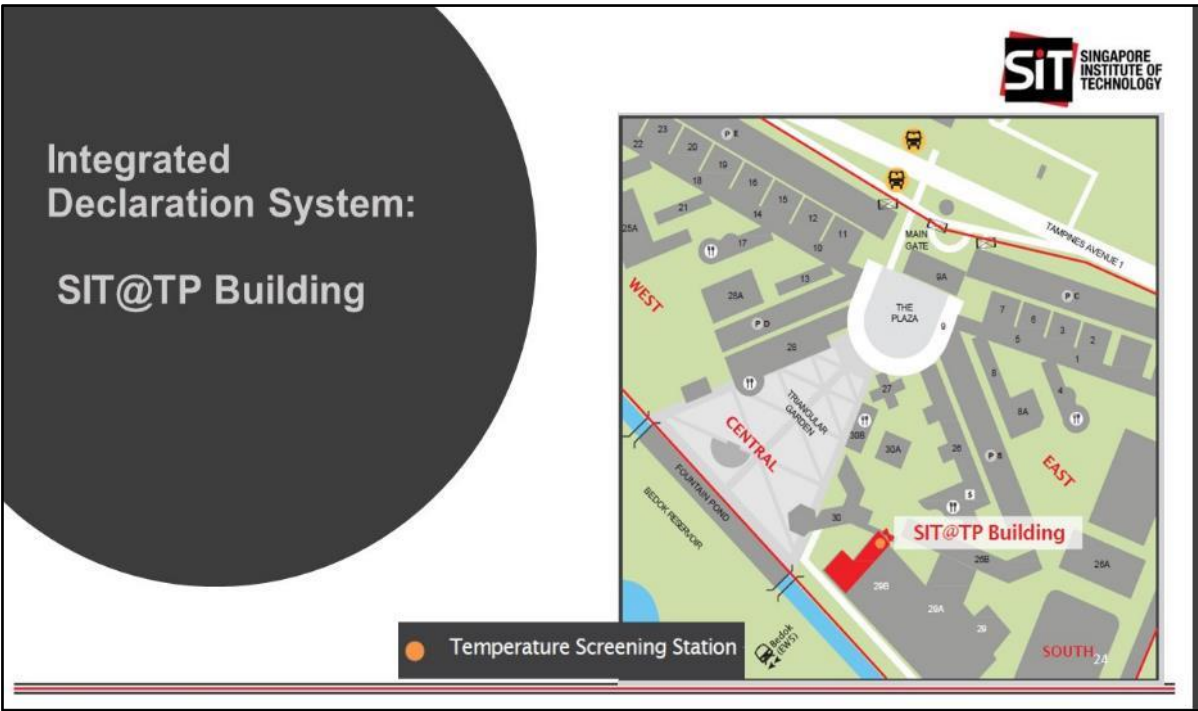
IDS at level 2 entrance opposite carpark 23



IDS at level 1 RPIC entrance



IDS at level 1 opposite Central Plaza



IDS at level 1 opposite Block 30