

13 Sep 2021

Trainees attending SkillsFuture/CET courses on SIT Campuses

Dear Trainee,

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 21 July 2021 provided additional guidelines on the Phase Two (Heightened Alert) measures for Institutes of Higher Learning in relation to CET.**

SkillsFuture/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 Trainees in advance should there be any changes to our CET delivery platform.
5. **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

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 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.

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 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.

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

Integrated Declaration System

12. 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.

13. **To identify yourself as our Trainee 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 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. **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. 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 or the CET course IC, leave the campus immediately and seek medical attention.

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

17. **SIT adopts the Ministry of Education's LOA policy. Please be cognisant of the following situations:**

- Polymerase Chain Reaction = PCR and Antigen Rapid Test = ART

Scenario	What to Do
(a) Trainee with close and recent contact with a confirmed COVID-19 case, but who is not placed on Quarantine Order (QO) by MOH	<ul style="list-style-type: none"> • Please notify SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately; • You will be issued with a LOA until MOH decides if the trainee should be put on QO. LOA will be rescinded for trainee who is not put on QO; • Do not come to SIT campus until your LOA has ended or has been rescinded.
(b) Trainee who is residing in the same household as a Person Under Quarantine (PUQ)	<ul style="list-style-type: none"> • Please notify SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately; • Submit a copy of the PUQ's Home Quarantine Order (HQO) to us; • You will be issued with a LOA that will be rescinded once the PUQ has a PCR negative result. • Do not come to SIT campus unless your LOA has been rescinded. • For Trainees residing in the same household with a PUQ who is awaiting transportation to Government Quarantine Facility (GQF),

Scenario	What to Do
	the LOA will be rescinded once the PUQ tests negative for COVID-19.
<p>(c) Trainee residing in the same household as a Person on Stay-Home Notice (PSHN*) serving SHN at home</p> <p>*PSHN is a person who has been granted permission by the Government to serve SHN at home instead of serving SHN at dedicated facilities.</p>	<ul style="list-style-type: none"> • Please notify SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately; • You will be issued with a LOA to cover the duration of the affected household member's SHN at home (i.e. PSHN). Your LOA will be rescinded once PSHN has a PCR negative result; • Do not come to SIT campus as long as your LOA is not rescinded.
<p>(d) Trainee who travelled to Singapore from overseas and serving 14-day SHN^</p> <p>^Please refer to ICA's SHN and Swab Requirements for Travellers to Singapore for more details.</p>	<ul style="list-style-type: none"> • Please notify SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately • LOA will not need to be issued for the 7 days after completion of the SHN.
<p>(e) Trainee or a household member of the Trainee who has to undergo a mandatory COVID-19 testing due to a COVID-19 cluster</p>	<ul style="list-style-type: none"> • Please notify SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately, if you or your household member is required to undergo mandatory COVID-19 testing due to exposure to a COVID-19 cluster; • You will be issued with a LOA; • LOA will be lifted upon a negative COVID-19 test result; • This will <u>not</u> apply to individuals who are working in sectors, such as healthcare and aviation, where mandatory Rostered Routine Testing (RRT) is required.
<p>(f) Trainee with a household member (6 years old and above and residing in the same residential address as you) who is unwell (i.e. temperature of 38°C and above or flu-like symptoms)</p>	<ul style="list-style-type: none"> • Please notify SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately; • Submit a copy of your household member's MC to us; • You will be issued with a LOA to cover the duration of that affected household member's MC; • Do not come to SIT campus; • LOA will be lifted upon a negative COVID-19 PCR/ART test result of the affected household member, or the end of their MC whichever is earlier. If household member is not on MC, the LOA will be capped at five days.
<p>(g) Trainee with ARI symptoms and are on medical leave, but do not have a COVID-19 test result</p>	<ul style="list-style-type: none"> • Please notify SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately; • Submit a copy of your MC to us;

Scenario	What to Do
	<ul style="list-style-type: none"> • LOA will be issued until 5 days after expiry of medical leave, or the report of a negative PCR/ART test result, whichever is earlier. • Do not come to SIT campus until your LOA is ended or rescinded.
<p>(h) Trainee receives a “Health Risk Warning” as issued by MOH such as</p> <ul style="list-style-type: none"> • Persons who are casual contacts of a COVID-19 case • Persons who have visited specific higher-risk hotspots on the same day as a COVID-19 case 	<ul style="list-style-type: none"> • Please notify and declare to SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately if you have received a “Health Risk Warning” (HRW). • We will then issue you with a LOA until your entry PCR swab test result is negative.
<p>(i) Household member of a Trainee receives a “Health Risk Warning” as issued by MOH</p>	<ul style="list-style-type: none"> • Please notify and declare to SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately if your household member has received a “Health Risk Warning” (HRW). • We will then issue you with a LOA until your affected household member’s PCR swab test is negative.
<p>(j) Trainee receives a “Health Risk Alert” as issued by MOH</p>	<ul style="list-style-type: none"> • Please notify and declare to SITLEARN Professional Development via SITLEARN@singaporetech.edu.sg or the CET course IC through email immediately if you have received a “Health Risk Alert” (HRA). • You will not be issued with a LOA and can continue to come to SIT Campus, if you are well. We will encourage you to procure, at your own expenses, a self-test ART kit that is approved by HSA and obtain a negative PCR self-test before coming to SIT Campus for class. If you have a positive ART test result, you should seek medical attention immediately and not come to SIT Campus until you receive a negative confirmatory PCR test result.
<p>(k) Household member of a Trainee receives a “Health Risk Alert” as issued by MOH</p>	<ul style="list-style-type: none"> • You can monitor your own health. No further action required from you. You can come to SIT campus for CET course.

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.** Research¹ 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

¹ Extracted from MOE Advisory sent to Autonomous Universities on 15 May 2021.

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 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.**
- (e) Trainees are encouraged to wipe down their desks after each meal consumption.
- (f) Trainees 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 Course ICs or 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. 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.

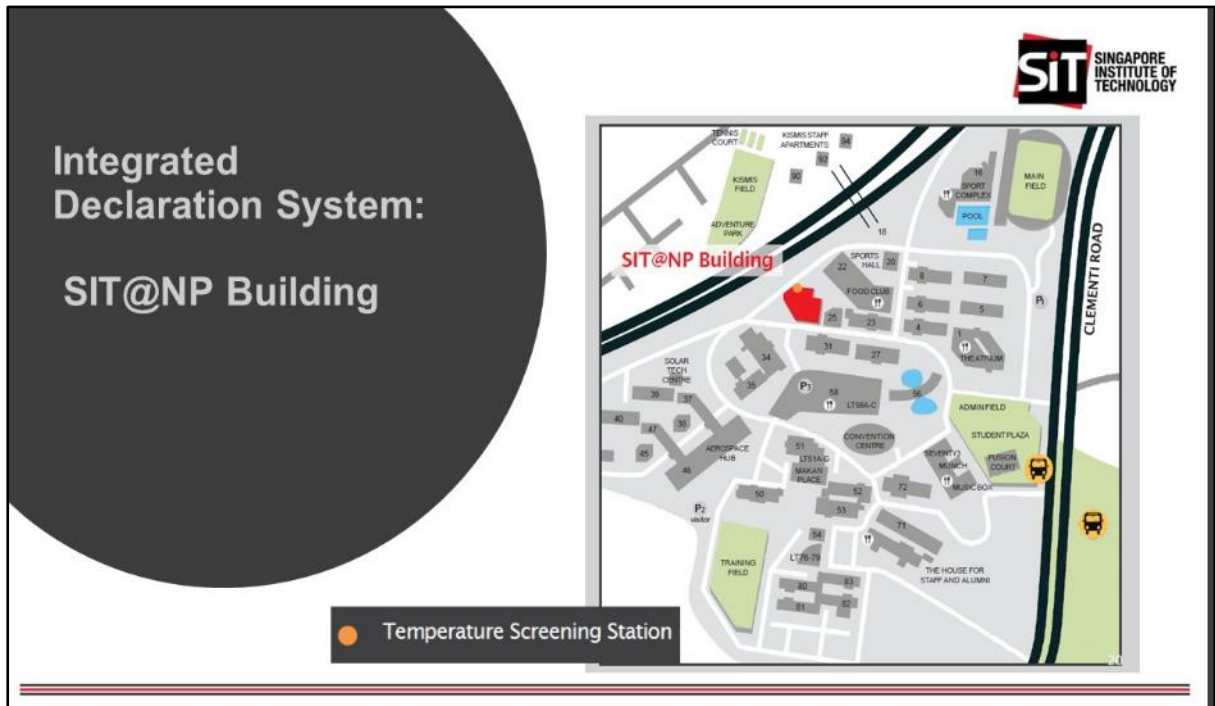
SITLEARN Professional Development
Singapore Institute of Technology

Annex A

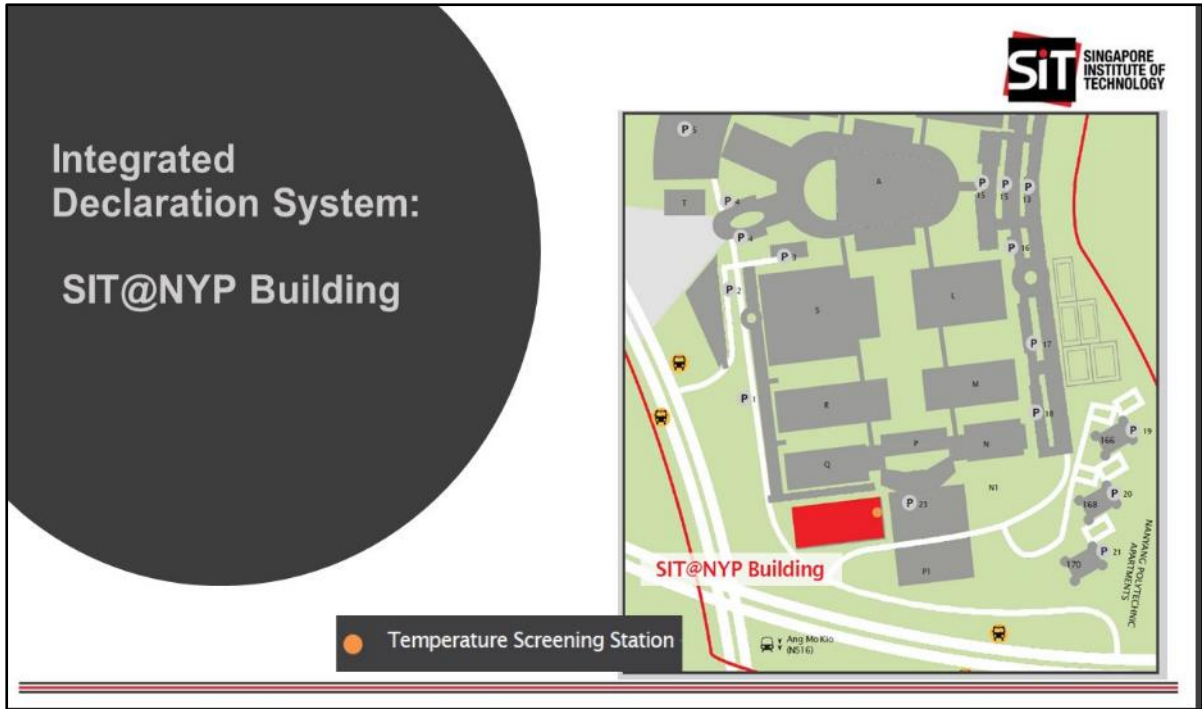
**LOCATIONS OF THE INTEGRATED DECLARATION SYSTEM AT VARIOUS SIT CAMPUSES
(AS AT 17 MAY 2021) – SUBJECT TO CHANGES WITHOUT PRIOR NOTIFICATION**



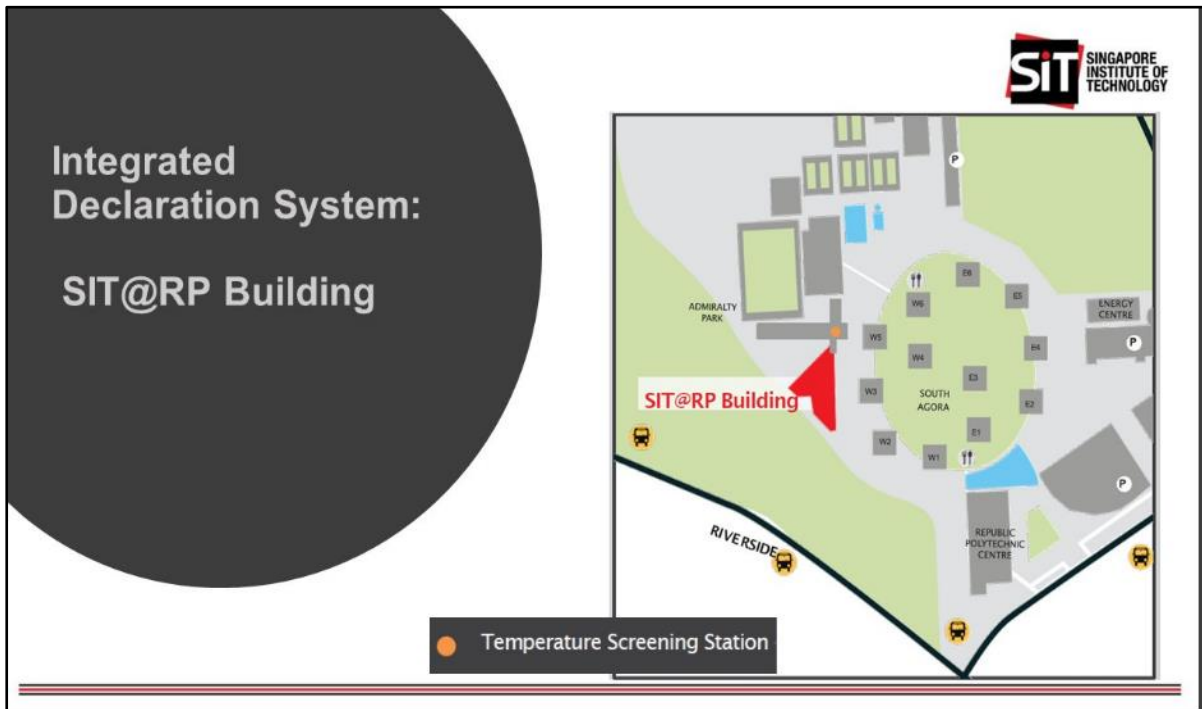
● Integrated Declaration System (IDS) deployed at SIT@Dover



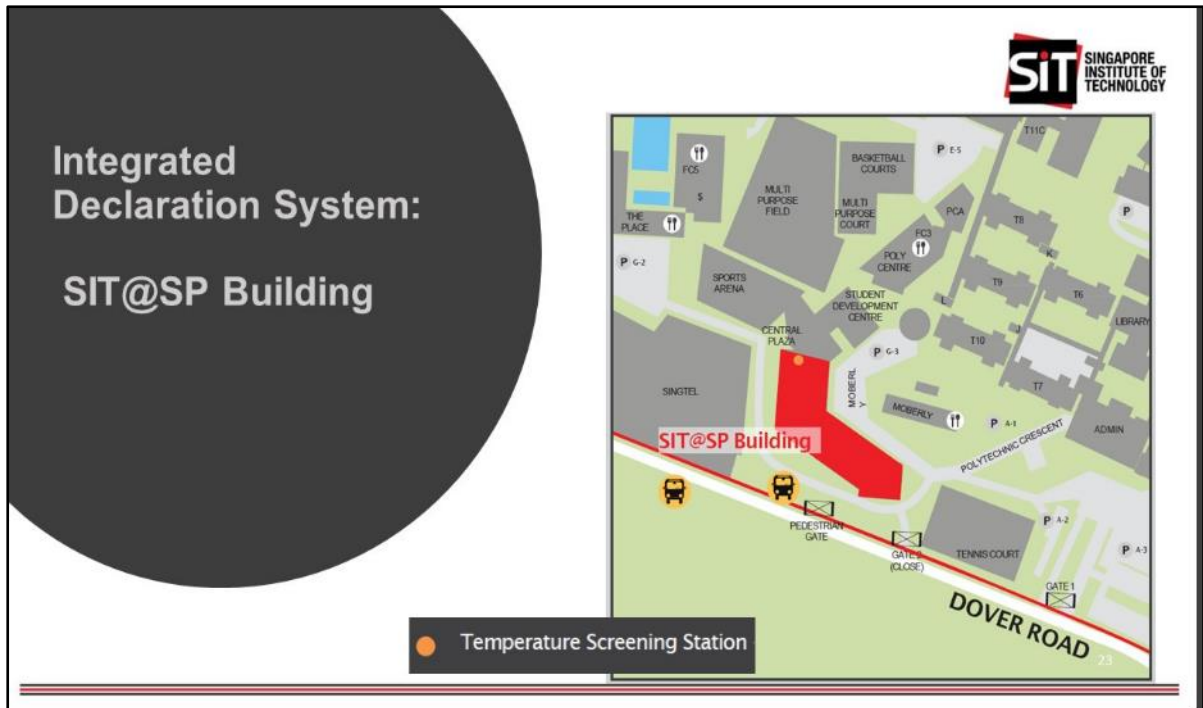
● IDS at level 2 drop off area



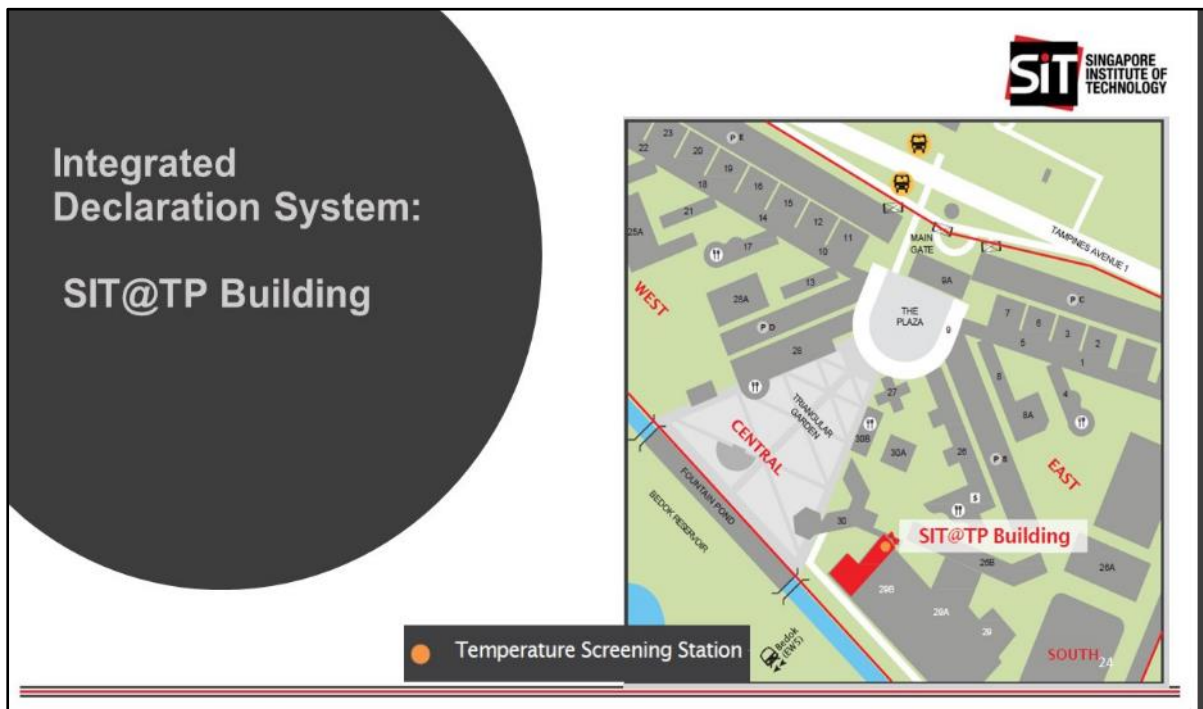
- IDS at level 2 entrance opposite carpark 23



- IDS at level 1 RPIC entrance



- IDS at level 1 opposite Central Plaza



- IDS at level 1 opposite Block 30