

4 Sep 2020

CET Participants Attending Courses In SIT Campus

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.

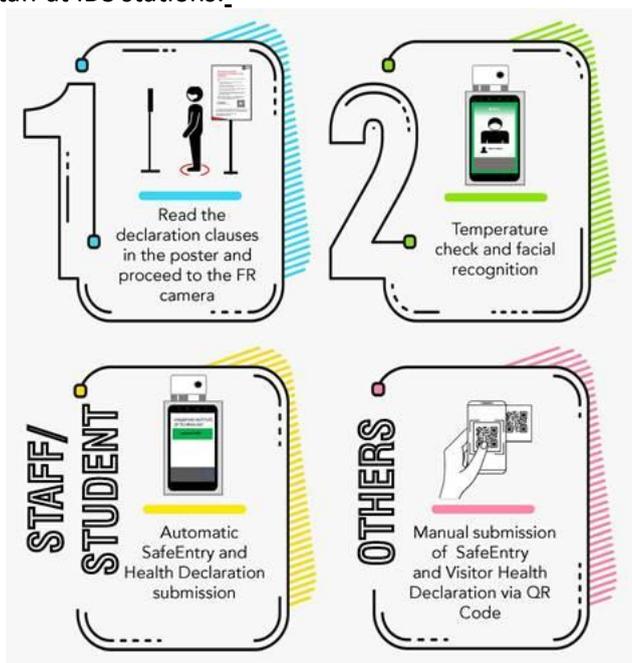
9. **Shuttle buses** from Buona Vista to SIT@Dover will run from **8:00 am to 9:30 am** on weekdays. Please wear a mask and refrain from talking on the phone or to one another when on the buses, to avoid spreading droplets in an enclosed space.

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. **For most Polytechnic campuses** (e.g. NP, NYP, SP and TP), it is **mandatory** for all CET participants to activate their TraceTogether app 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. The IDS will automatically **detect** your temperature. You will need to register your **health declarations via QR code and submit SafeEntry** as shown in the enclosed picture. Please follow instructions from the staff at IDS stations.



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 CET course happens to be a whole-day course, you are requested to go to the IDS stations for a second health declaration (after lunch break).**

13. **Please note the list of questions posted at all entrances, 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 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 campus**.

- (a) If **you are unwell**, please notify SIT**LEARN** Professional Development via 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 who is unwell** (i.e. temperature of 38°C and above or flu-like symptoms), please notify SIT**LEARN** Professional Development via 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. 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 to wipe down their work areas after lab session is over.

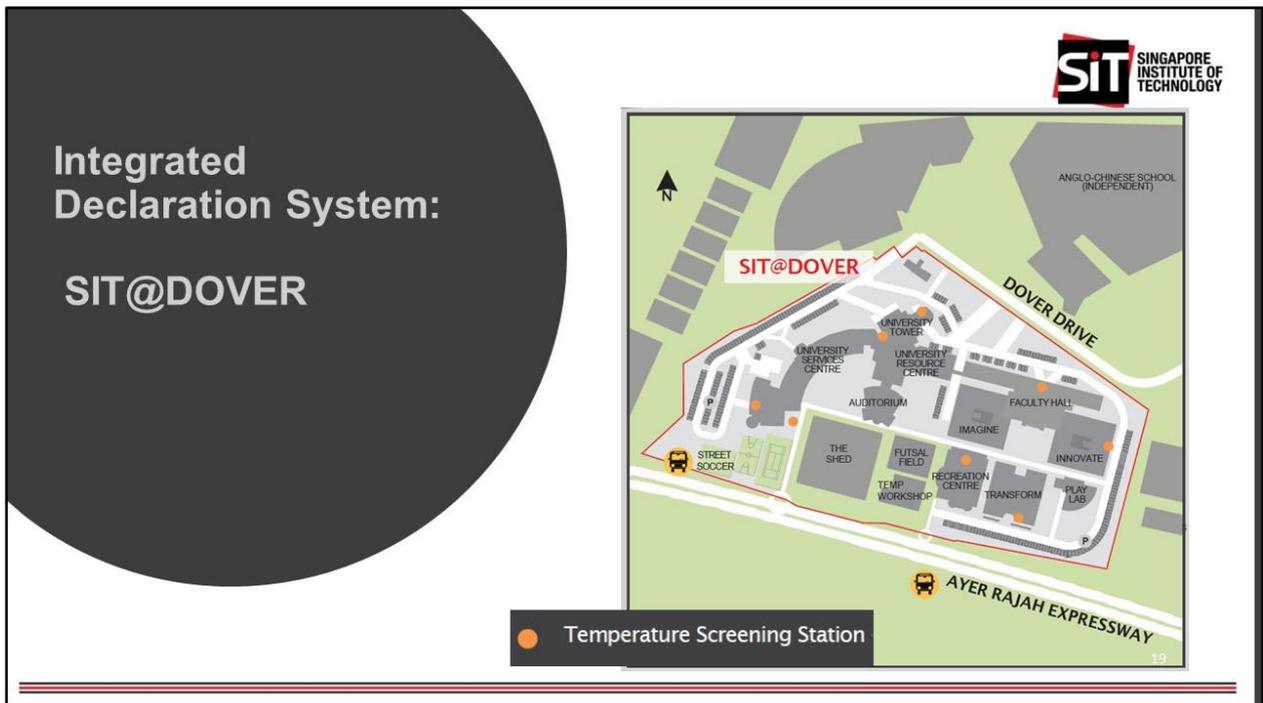
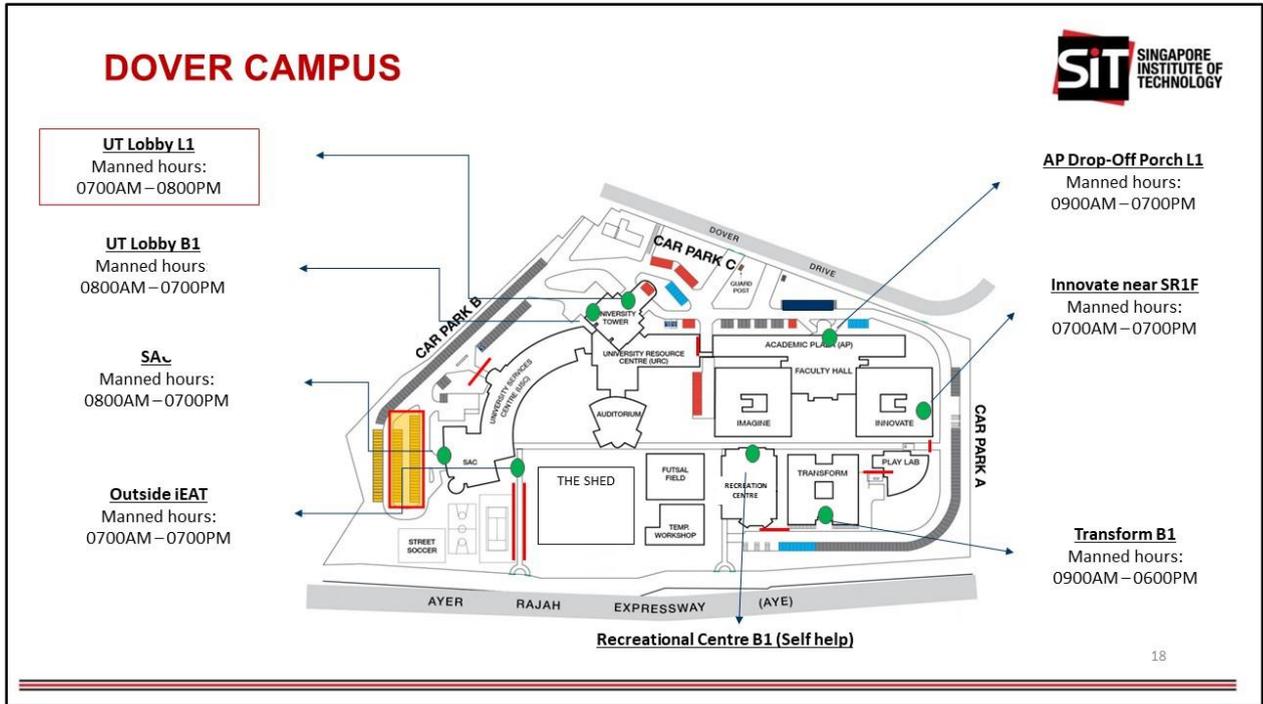
17. With more activities resuming in our SIT campuses, the number of close contacts between individuals will increase. It is critical that you:

- (a) Continue to exercise social responsibility through wearing a mask, washing your hands regularly and monitoring your health closely;
- (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 should you have any queries. We look forward to welcoming you on campus for your CET courses. Thank you.

LOCATIONS OF THE DESIGNATED ENTRANCES FOR THE VARIOUS CAMPUSES

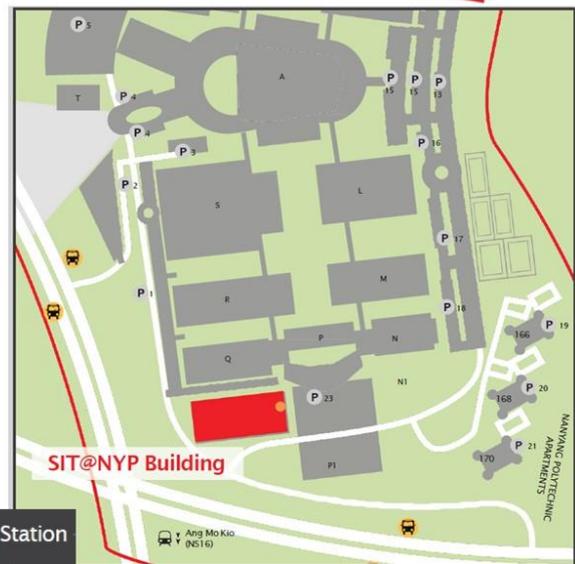


Integrated Declaration System:
SIT@NP Building



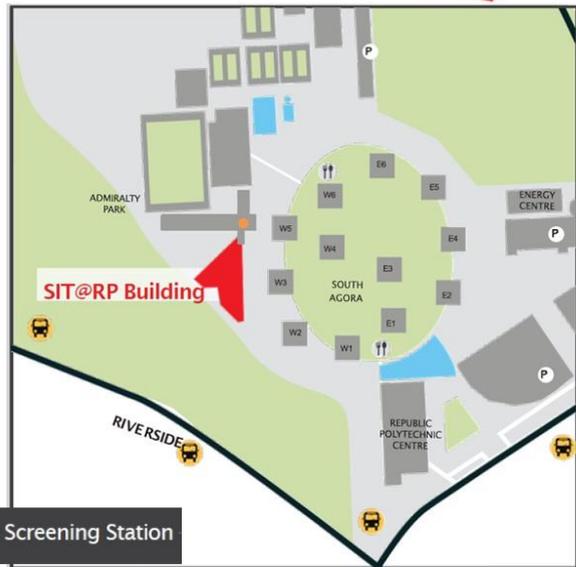
● Temperature Screening Station

Integrated Declaration System:
SIT@NYP Building



● Temperature Screening Station

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



● Temperature Screening Station

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



● Temperature Screening Station

Integrated
Declaration System:
SIT@TP Building



● Temperature Screening Station