

7 Aug 2021

**[SSG CIRCULAR/PPD/2021/17]: Advisory on the additional guidelines under Phase Two (Heightened Alert) from 10 August 2021**

Dear Training Providers,

This advisory provides additional guidelines on Phase Two (Heightened Alert) measures for Continuing Education and Training (CET) activities and venues, following the Multi-Ministry Taskforce (MTF)'s announcement on 6 August 2021. This is for strict compliance by all Training Providers (TPs).

**National Safe Management Measures (SMMs) in Phase Two (Heightened Alert) with effect 10 August 2021**

2. As part of the mid-point review of Phase Two (Heightened Alert), the Safe Management Measures (SMMs) have been revised and will be effective from 10 August 2021. Key changes on the revisions are highlighted below.

**Conditions for in-person training**

CET delivery mode

3. In line with the national direction for working from home to remain the default, we **strongly encourage online learning to be adopted**. For courses with existing approved in-person training, TPs are granted the flexibility to conduct these training and/or assessment via synchronous e-learning delivery mode without the need to seek SSG's approval (including submitting course edits), until further notice. TPs will need to ensure that they comply with the prevailing SSG criteria for e-learning courses (refer to Annex A-1 (**updated**) and Annex A-2 for the e-learning criteria). TPs that have obtained approval to offer training of the same course content in dual delivery modes (i.e. both in-person and synchronous e-learning) can continue to do so.

4. **[New]** TPs are no longer required to indicate the URL link for online training sessions in the course schedule published in MySkillsFuture portal. This requirement has been removed from Annex A-1. However, TPs must furnish SSG with the URL details to facilitate checks during the conduct of lessons, whenever requested.

5. **[New]** TPs offering asynchronous online courses are required to update SSG when there are changes to their Learning Management System (LMS) and / or LMS administrator rights. This requirement has been updated under Section B(ii) in Annex A-1.

### Class size and CET activities

6. **[Updated]** For outdoor activities (both mask-on and mask-off) and indoor mask-on activities, TPs must continue to cap in-person classes at no more than 50 persons, including the trainer(s). For SSG-funded CET programmes (both online and in-person), SSG's prevailing guideline for a **maximum class size of 40 persons, excluding the trainer(s)**, for course quality reasons will continue to apply. This is irrespective of vaccination status of learners. Group work, if required, should be done in groups of not more than 5 persons, in line with the permitted group size for social gatherings, with **safe distancing of at least 1m between individuals or groups based on the prevailing SMMs**.

7. **[Updated]** Vaccine Differentiated SMMs (VDS) will apply to mask-off indoor activities, such as strenuous physical activities. In alignment with national guidelines, these activities can proceed with a **maximum class size of 30 persons (including the trainer(s)), in groups of no more than 5 persons, provided that every person in the class is fully vaccinated<sup>1</sup>**, with safe distancing of at least 1m between individuals or groups based on the prevailing SMMs. Such activities will not be allowed to resume, if there are any trainees that are not fully vaccinated.

8. **[Updated]** TPs are to adhere to SportSG's guidelines for indoor high-density mask-off sports and dynamic activities (refer to <https://www.sportsingapore.gov.sg/Newsroom/Media-Releases> for SportSG's guidelines), and National Arts Council (NAC)'s guidelines for activities involving voice training, speech and drama, singing, or playing of wind and brass instruments (refer to <https://www.nac.gov.sg/whatwedo/support/sustaining-the-arts-during-covid-19/Safe-Management-Measures-for-the-Arts-and-Culture-Sector.html> for NAC's guidelines).

### Meal arrangements at CET venues

9. **[Updated]** TPs are not allowed to serve food and drinks as part of CET programmes, and learners are strongly discouraged from eating and drinking during training, and at the training premises. Learners should keep their masks on at all times, and not consume any food and drinks during classes, as far as possible. During mealtimes between lessons, learners may pack their own food and consume at designated dining venues (e.g. pantry), with safe distancing of at least 1m between individuals based on the prevailing SMMs. Learners should mask up when not consuming any food and drink and leave the dining premise after finishing their meals. TPs should implement staggered mealtimes across classes to reduce intermingling across classes.

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<sup>1</sup> An individual is considered fully vaccinated two weeks after he or she has received the full regimen of Pfizer-BioNTech/ Comirnaty, Moderna or any vaccines in the World Health Organisation's Emergency Use Listing (WHO EUL). Unvaccinated individuals with a valid negative pre-event test (PET) result or recovered individuals are of similarly lower risk, and may also join in such groups of 5.

### On-site manpower to support CET activities

10. In line with MOM's guidelines, **working from home remains the default**. All staff who are able to work from home must be advised to do so. TPs should be judicious in allowing staff to return to the workplace for work that must be done on-site, e.g. to support learners attending in-person training, provide other essential services or access lab-based equipment. TPs should ensure staggered start times for staff who need to return to the workplace and ensure that there is no cross-deployment of staff to multiple worksites. **Social gatherings at the workplace will remain disallowed.**

### Use of masks and face shields

11. **[Updated]** In line with MOH's advisory, **staff (including trainers) and learners must wear masks at all times. Face shields are not allowed as substitutes** for mask wearing except for individuals who have medical reasons that require the use of face shields (e.g. persons with health conditions resulting in breathing difficulties when a mask is worn for a prolonged period). This will apply to trainers who previously had the option of wearing face shields in lieu of masks while teaching, and staff when interacting with learners with hearing impairment. For staff (including trainers) who have to wear face shields for medical reasons, they must remain in a fixed position and maintain safe distancing of at least 2m away from any other persons.

### **Implementation of Fast and Easy Testing (FET)<sup>2</sup>**

12. **[Updated]** **The FET regime remains in effect till further notice.** Apart from the changes in Para 12 below, the remaining FET requirements for TPs as communicated in SSG's circular issued on 16 July 2021, on "Implementation of Fast and Easy (FET) regime with effect from 26 July 2021", remains unchanged. TPs may also refer to Annex B (new) for the Frequently Asked Questions (FAQs) on FET regime.

13. **[New]** Order of Antigen Rapid Test (ART) test kits. TPs' POCs are required to login to <http://go.gov.sg/fet-kits> with their contact number and email address to **self-order the ART test kits replenishments**. This is **applicable for the second batch<sup>3</sup> of ART test kits and subsequent cycles**. POCs should cater for a lead time of at least 7 working days when ordering the replenishments, and each order should be capped at one-month supply of ART test kits.

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<sup>2</sup> The FET regime and the mandatory requirements set out in this advisory are imposed on TPs under the COVID-19 (Temporary Measures) (Control Order) Regulations 2020, and is effective from 15 July 2021.

<sup>3</sup> TPs have submitted their order for the first batch of ART test kits in July 2021 via FormSG.

## General Safe Management Measures (SMMs)

14. TPs should continue to abide by the SMMs for TPs as laid out in SSG’s advisories, as well as MOM’s guidelines on SMMs for the workplace. When in doubt, TPs should check [www.gov.sg/features/covid-19](http://www.gov.sg/features/covid-19) for updates and the latest advisories.

a. **Use of SafeEntry Gateway (SEGW) for CET venues. Since 15 June 2021, the deployment of SEGW is mandatory for all in-person CET venues.**

b. **Implementation of enhanced ventilation and indoor air quality measures.** In line with the updated Guidance Note jointly issued by NEA, MOH and BCA on 22 May 2021, **TPs with their own premises are strongly encouraged to follow the recommended measures to enhance ventilation and air quality in indoor spaces**, through proper operations and maintenance of air-conditioning and medical ventilation (ACMV) systems. For high-risk premises, the use of portable air purifiers for localised air cleaning is recommended. NEA is recommending HEPA air purifiers for enclosed air-conditioned premises with limited or no mechanical ventilation/air filtration. The measures aim to reduce disease transmission amid the current COVID-19 situation. For more information on the recommended measures, TPs should refer to <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/advisories/guidance-on-improving-ventilation-and-indoor-air-quality-in-buildings-amid-the-covid-19-situation>.

### For strict compliance by TPs

15. TPs are required to strictly comply with national COVID-19 measures and all additional measures stipulated by SSG. Failure to comply may be taken as a violation of the COVID-19 (Temporary Measures) (Control Order) Regulations with its attendant penalties which include a fine not exceeding \$10,000 or imprisonment for a term not exceeding 6 months, or both, for first time offenders. Higher penalties of a fine of up to \$20,000, imprisonment of up to 12 months, or both, may apply for subsequent offences. TPs may also be subject to additional SSG actions, e.g. termination of registration status or suspension of SSG funding.

16. For any clarifications, you may contact SSG’s hotline at 6785 5785 or log a case via the Feedback Portal at <https://portal.ssg-wsg.gov.sg/feedback>.

Thank you.

<b>Annex A-1</b> – Criteria for conduct of e-learning	<a href="#">Annex A-1 Criteria for conduct of e-learning.pdf</a>
<b>Annex A-2</b> – Enhanced requirements for synchronous e-learning courses	<a href="#">Annex A-2 Enhanced requirements for synchronous e-learning courses.pdf</a>

**Annex B** – Frequently Asked Questions on FET regime for CET

[FAQs on FET regime for CET.pdf](#)