28th May 2020

Dear Training Centres,

**Updates for all Accredited Training Centres (TCs) - Resuming Training Safely**

1. The Multi-Ministry Taskforce announced on 19 May 2020 that Singapore will exit the Circuit Breaker when it ends on 1 June 2020, and there will be a controlled approach to resume activities safely over three phrases. In line with this, the Singapore Resuscitation and First Aid Council (SRFAC), in consultation with Ministry of Health (MOH), will allow the phased resumption of first aid training and life support courses, as summarised in Table 1 below.

**Table 1.** Phased resumption of Life Support and First Aid training in post Circuit Breaker period

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| **Phase** | **Training may resume for the following:** |
| **Phase 1 (“Safe Opening”)** | **From 2nd Jun 2020.**  Training may resume only for learners working in essential services that require life support and/or first aid training as part of professional registration or service licensing requirement, as listed in the following:   1. Healthcare workers 2. Healthcare students 3. Dentists 4. Childcare/Pre-school teachers 5. Paramedics and Emergency Medicine Technician working with Private Ambulance Operators   In addition, Training Centres need to abide with the following   1. there should be no mixing of healthcare workers and healthcare students within the same training session (i.e. only students from the same class should be in the same training session) 2. there should be no mixing of childcare/preschool teachers from different centres within the same training session. 3. Learners will also need to abide by the split team arrangement at their own workplaces |
| **Phase 2 (“Safe Transition”)** | **Details on training resumption for this phase will be provided at later stage**  This phase will be introduced if key indicators such as the number of new community cases, number and proportion of unlinked cases and results of sentinel surveillance, remain low and stable for some time after Phase 1. |
| **Phase 3**  **(“Safe Nation”)** | **Details on training resumption for this phase will be provided at later stage** |

2. Training centres should take note to abide by the nation-wide general guidelines for workplaces issued on 9 May 2020 by Ministry of Manpower (MOM) and to note the advisory issued on 19 May 2020 by Ministry of Trade and Industry (MTI) for safe resumption of businesses. Please refer to Annex A for the guidelines and advisory on safety measures for workplaces and businesses.

3. In order to ensure we control the spread of COVID-19, it is also imperative training centres put in place the precautionary measures to ensure training proceed safely. Training Centres (TCs) MUST comply with the measures described in Sections A and B below and may be subject to spot checks. Training Centre will need to provide a risk mitigation plan, taking into consideration the measures, and submit them to SRFAC for vetting and approval prior to resuming training (please refer to Section C on the processes of submission). Non-compliance of the safety measures and training guidance may result in termination of the TC’s accreditation.

1. **Safe Workers and Safe Workplace Measures** 
   1. Adoption of SafeEntry and TraceTogether to enable robust contact tracing
      1. All TCs must implement the use of **SafeEntry** at your premises. Please refer to *Annex B* for the guides to set up SafeEntry for your premises.
      2. All staff, instructors and visitors/learners entering your premises must check-in upon entry and complete health and travel declarations. TC may provide health and travel declaration in paper (if declaration component is not included in SafeEntry). The declaration should be kept for at least 28 days to facilitate contact tracing if required. Any persons serving Stay Home Notice and/or are on medical leave **MUST NOT** enter the TC.
      3. If training is conducted at external venues, staff, instructors and learners must check-in using SafeEntry upon entering the premise where training is conducted externally.
      4. All staff, instructors and learners must download and activate **TraceTogether** during training sessions to enable fast and robust contact tracing.
   2. Health Monitoring
2. TC must conduct temperature screening and check for respiratory symptoms for all staff/instructors and learners on entry and when returning from lunch break.
3. Learners and staff/instructors with fever and/or respiratory/flu-like symptoms (e.g. running nose, cough) must not attend training or leave the training session promptly if symptoms develop during the training.
4. Supervisor mustinstruct instructors /staff who appear to be unwell at the workplace to proceed to seek medical practitioner for further assessment.
   1. Safe distancing
      1. There should be no mixing of learners from different companies or branches within the same company. When providing training to healthcare students, healthcare workers, preschool teachers, TCs are to ensure no mixing of healthcare students of different classes/ healthcare workers from different centres/ preschool teachers from different centres/branches.
      2. There should be no interaction/mingling between classes at all times.
      3. There must be at least 1-meter spacing between participants at all times (e.g. during registration, health screening, classroom seating, practical sessions).
      4. E-learning packages should be offered where possible; however hands-on practice, theory and practical assessments will have to be conducted face-to-face.
      5. Physical and social interactions should be minimised. Training centres need to stagger break times, working/reporting and ending time to reduce possible congregation of staff/learners at common areas. There should be different registration points for learners from different training groups that are running concurrently.
   2. Personal hygiene and infection control
      1. TC MUST inform staff and learners of the mask requirement and ensure that spare masks will be made available (either by providing, or informing staff or learners to bring extra).
      2. All staff, instructor and learners must wear a mask (minimally reusable mask) at all times, except when performing Mouth-To-Mouth ventilations for the BCLS+AED components within Child First Aid course.
      3. Practise and provide means for proper hand hygiene (washing points or hand sanitizers).
      4. All instructors and learners **MUST** wash/sanitise their hands before the course start, as well as before and after any hands-on session, after breaks; and avoid touching the face at all times.
      5. Consumables **MUST NOT** be reused across training sessions (i.e. bandages are discarded after each session and are not re-used for another session). Manikin’s face and mouth must be thoroughly disinfected before and after every learner’s use using disinfectant wipes. After every training session, the manikins and training aids should be thoroughly cleaned and disinfected.
      6. Manikin’s face and related parts should be changed after each training session. Gloves should be worn when changing and disinfecting the manikin and its related parts.
      7. TC **MUST** maintain cleanliness of common spaces and frequently-touched areas (ie. registration counter, pantry, training area floor, practice mats, door handles, chairs/tables, etc).
5. **Safe Training Guidelines**
   1. Class\* size **MUST NOT** exceed 5 learners per class with safe distancing of at least 1-meter between learners and instructors. However, TCs within Healthcare Institutions, SAF, MHA/SCDF and Institutes of Higher Learning may cap their capacity at 40 learners in view that these learners are already attending other classes together.

*\*A class is defined as the same instructor(s), learners assigned to a specific physical space, using the same manikins and training aid. The class size will be reviewed and adjusted at the end of each phase.*

* 1. Instructor-to-learners ratio to be reduced to **1:4 or less,** for practical sessions involving manikin practice and AED use. If additional manikins are available, it can be used by the waiting pair of learners for practice.
  2. Learners must be assigned to and should stay within the assigned small group without switching throughout the training course, and allocated to the use the same CPR and AED practical stations for training and assessment. The practising partner should remain the same throughout the whole course.
  3. Mouth-To-Mouth (MTM) ventilations for BCLS+AED course will be replaced with Bag Valve Mask (BVM) for training and assessment until further notice. This difference will need to be indicated on the Provider certificate as – *BCLS+AED (BVM instead of MTM ventilation was taught)*. **This will only apply to BCLS+AED courses catered for Healthcare providers.**
  4. For the BCLS+AED components within Child First Aid (CFA) course, MTM ventilations **MUST** still be taught and assessed as bag valve mask ventilation is not widely available in the pre-school/childcare centre setting.
  5. As reminder, from 1st May 2020, the CPR(Hands-Only)+AED course will be the default CPR+AED course to be offered by accredited TCs[[1]](#footnote-1).

1. **Application process to resume training for essential services providers**

TCs will need to submit the following to SRFAC (please see table below). TCs will also need to note the other processes required of businesses as indicated on the COVID Go Business website (please refer Annex A for the link).

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| --- | --- |
| **Timeline** | **Process** |
| At least three weeks before TC intends to resume training | Submit the safety measures the Training Centre will implement to ensure safe resumption of training, using the form provided, including relevant supporting documents where applicable    Email to [loke.jun.hao@upec.sg](mailto:loke.jun.hao@upec.sg) **AND** [daniel.wong.m.t@upec.sg](mailto:daniel.wong.m.t@upec.sg)  SRFAC will review the submitted plans inform the TC of the outcome (approved vs required amendments) before TCs can resume training. |
| At least 5 days before every training | If not submitted together with documents above, TCs will need to inform SRFAC the confirmed courses, to the same email addresses stated above**.**    **TC should inform SRFAC of cancellation/rescheduling of class 2 days before** |

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**Annex A**

**Guideline and Advisory on Safety Measures for Workplaces and Businesses**

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| As a workplace, Training Centres will need to abide by the safety measures in the guidelines by MOM. | <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures> |
| Training Centres will also need to refer to MTI advisory on the resumption of businesses. |  |
| Training Centre will also need to refer to the COVID Go Business website on the permitted services from 2 June 2020, and for updates.  Training centres that fall that fall under permitted services will need to ensure they submit necessary documents via COVID Go Business website. | <https://covid.gobusiness.gov.sg/> |

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**Annex B**

**Resources available to help workplaces and businesses set up SafeEntry**

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| Website on Safe Entry | <https://www.safeentry.gov.sg/#register-container> |
| Guides on how to set up SafeEntry |  |
| Organisations can write in to this email address if they require more support | [support@safeentry.gov.sg](mailto:support@safeentry.gov.sg) |

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1. Training Centres should note that with effect from 1st May 2020, CPR+AED (MTM version) has been removed from SRFAC’s list of accredited courses. Learners seeking to learn mouth to mouth ventilation should apply for BCLS+ AED course instead. [↑](#footnote-ref-1)