



KBA Training Centre Pte Ltd
A member of IMCA

12 February 2020

Dear Learners,

PRECAUTIONARY MEASURES IN KBAT – COVID-19 (formerly known as 2019 NOVEL CORONAVIRUS (2019-nCoV))

In light of the 2019 Novel Coronavirus (2019-nCoV) situation, KBA Training Centre Pte Ltd have implemented precautionary measures to keep the community – staff, learners, visitors - healthy and safe.

With effect from 7th February 2020, the Ministry of Health have stepped up the risk assessment from DORSCON Yellow to DORSCON Orange (see chart below).

DORSCON ALERT LEVELS (Disease Outbreak Response System Condition)				
	GREEN	YELLOW	ORANGE	RED
Nature of Disease	Disease is mild OR Disease is severe but does not spread easily from person to person (e.g. MERS, H7N9)	Disease is severe and spreads easily from person to person but is occurring outside Singapore. OR Disease is spreading in Singapore but is (a) Typically mild i.e only slightly more severe than seasonal influenza. Could be severe in vulnerable groups. (e.g. H1N1 pandemic) OR (b) being contained	Disease is severe AND spreads easily from person to person, but disease has not spread widely in Singapore and is being contained (e.g. SARS experience in Singapore)	Disease is severe AND is spreading widely
Impact on Daily Life	Minimal disruption e.g. border screening, travel advice	Minimal disruption e.g. additional measures at border and/or healthcare settings expected, higher work and school absenteeism likely	Moderate disruption e.g. quarantine, temperature screening, visitor restrictions at hospitals	Major disruption e.g. school closures, work from home orders, significant number of deaths.
Advice to Public	<ul style="list-style-type: none"> Be socially responsible: if you are sick, stay at home Maintain good personal hygiene Look out for health advisories 	<ul style="list-style-type: none"> Be socially responsible: if you are sick, stay at home Maintain good personal hygiene Look out for health advisories 	<ul style="list-style-type: none"> Be socially responsible: if you are sick, stay at home Maintain good personal hygiene Look out for health advisories Comply with control measures 	<ul style="list-style-type: none"> Be socially responsible: if you are sick, stay at home Maintain good personal hygiene Look out for health advisories Comply with control measures Practise social distancing: avoid crowded areas

Source: Ministry of Health

Source: Worldometer <https://www.worldometers.info/coronavirus/> latest statistics as of 12 Feb 2020 recorded cases 45,170, recovered 4,794 and deaths 1,115



With the activation of DORSCON Orange, scheduled classes **will still continue** with the following measures being activated:

1. KBAT is required to implement the following precautionary measures:
 - **Temperature screening and health checks**
 - Continue with health checks and temperature screening for all staff, learners and visitors.
 - Monitor the health of staff, learners and visitors and advise them to see a doctor immediately if they are sick.
 - If the staff, learners and visitors are unwell, they are advised to stay home to rest and return to work only upon full recovery.
 - Anyone with fever and/or respiratory/flu-like symptoms (e.g. running nose, cough) are advised not to enter KBA premises, to prevent the risk of infection to others
 - Upon reaching KBA premises, please proceed to the reception on the ground floor to have your temperature taken prior to entering the classrooms. If your temperature is more than 37.8 C, please inform our class administrators/trainers to be excused from the class. The 2nd temperature reading will be taken and recorded after lunch.
 - Regardless of your travel history, learners who feel unwell or experience any symptoms of flu and cough are advised to seek medical attention immediately and take time to rest and fully recuperate at home.
 - **Ensure good personal hygiene**
 - Cover their mouth and nose with a tissue when sneezing or coughing, and to throw away the tissue immediately into a bin.
 - Wash hands frequently with soap, especially before eating, after toilet visits, or when hands are dirtied by respiratory secretions after coughing or sneezing.
 - **Ensure good environmental hygiene**
 - Keep the learning environment clean.
 - There will be frequent cleaning of touched surfaces.
 - KBAT ensures that supplies such as hand soap, tissues and paper towels are available for use.
 - **Travel declarations for all staff, learners and visitors**
 - All learners are required to complete the Travel Declaration Form and where applicable, procedures for mandatory Leave of Absence and Quarantine Order shall be strictly complied.
 - Staff and families to defer all travel to Hubei Province and all non-essential travel to Mainland China.
 - Obtain travel declarations and monitor travel plans for staff and learners on an ongoing basis. This is so that KBAT can provide the necessary assistance to facilitate leave of absence for relevant staff and learners.
 - Implement 14-day Leave of Absence for all staff and learners returning from Mainland China



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- on and from 28 January 2020,
 - as well as those who returned within the last 14 days prior to 28 January, i.e. 14 January to 27 January 2020.
- **Leave of Absence for all staff and learners with any household member who is on Home Quarantine Order**
 - Learners who are recent travelers from Hubei who are already in Singapore, returning residents and long-term pass holders – either with travel history in Hubei or PRC passports issued in Hubei will be issued a Quarantine Order. Quarantined is mandated by MOH’s Infectious Diseases Act.
 - Implement 14-day Leave of Absence for all staff and learners with any household member who is on Home Quarantine Order.
 - Staff and learners should inform KBAT immediately if they are living in a household with person(s) on Home Quarantine Order.
2. KBAT and the relevant agencies are monitoring the novel coronavirus situation very closely. We will continue to review the measures and step up where necessary, to ensure the health and wellbeing of all staff, learners and visitors.
 3. Please contact our Course Administrator(s) if you need any rescheduling.
 4. We seek your cooperation and support to KBAT by adhering to the measures. Let’s work together to give ourselves a safe and conducive learning environment.

Sincerely,

The Management of KBA Training Centre Pte Ltd