



**COMMONWEALTH SECONDARY SCHOOL**  
**Nurturing Champions of Today and Leaders of Tomorrow**

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9 March 2020

Dear Parent/Guardian,

**Travel Declaration for March Holidays**

MOH has issued an update on additional precautionary measures on 3 Mar 2020, advising Singapore residents to defer all travel to Hubei Province, and avoid non-essential travel to affected areas as announced in MOH travel advisories. As of 5 Mar 2020, affected areas include Mainland China (outside Hubei), Iran, northern Italy, Japan and Republic of Korea. Please refer to MOH's travel advisories for the updated list of affected areas. Many countries have imposed travel restrictions against travellers from affected countries as precautionary measures.

As part of our efforts to ensure a healthy and safe school environment in light of the COVID-19 situation, we would require travel declarations from all students for the March holidays. This information will better help the school to plan and take the necessary precautions.

Please declare your child/ward's travel plans for the March holidays (including Johor Bahru) **by 11 March 2020**, which will be easiest via the Parents Gateway app (refer to <https://pg.moe.edu.sg>). If you do not have access to Parents Gateway, you may do so using the attached hardcopy. Only one parent is required to declare. If your child/ward is travelling, please indicate clearly both the country and city of travel. **A declaration is also required if your child/ward is not travelling.**

If there is a change of travel plans after you have declared, please inform the school directly at 6560-6866.

Please note that all Singapore residents returning from affected areas will be placed on Stay-Home Notice (SHN). You may refer to the attached advisory for details.

Thank you for your partnership and support to keep our school safe.

Yours sincerely

Mr Ng Boon Kiat  
Principal



## INFORMING SCHOOL OF CHILD'S /WARD'S TRAVEL PLANS

Name of Child/Ward: \_\_\_\_\_

NRIC/ BC No: \_\_\_\_\_

Class: \_\_\_\_\_ Index No: \_\_\_\_\_

Please tick accordingly:

My child/ward will not be travelling out of Singapore during the March Holidays.

My child/ward will be travelling to the following country/city during the March Holidays.

The details are listed below:

Country and City of Intended Travel e.g. Malaysia / Penang, Thailand / Bangkok	Period of Travel	
	Trip Start Date (dd/mm/yyyy)	Trip End Date (dd/mm/yyyy)

*Important Notes:*

- 1. You need not fill in the form if you are submitting your travel plans using Parents Gateway.*
- 2. Where possible, please also provide details of country/city and date of transit if your child/ward will be stopping over at any other country/city while travelling.*

Name of Parent / Guardian: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Advisory on Stay-Home Notice (SHN)

1. The following groups returning to Singapore will be required to remain in their place of residence at all times for a 14-day period, under the Stay-Home Notice (SHN) measure:
  - a. Singapore residents (i.e. Singapore Citizens and Permanent Residents) with travel history to affected areas<sup>1</sup> as announced in MOH travel advisories in the last 14 days; and
  - b. Long-term pass holders (i.e. Student's Pass, Dependant's Pass, Long-Term Visit Pass) and foreign employees issued with a work pass, with travel history to affected areas as announced in MOH travel advisories in the last 14 days.
2. The SHN period will commence from the day of return to Singapore<sup>2</sup>. Persons under SHN may resume regular activities after the 14-day period if they remain well.
3. The Immigrations and Checkpoints Authority (ICA) will issue the SHN at the point of arrival in Singapore. Staff and students issued SHN should inform the school within 24 hours of arrival, and confirm the following:
  - a. Contact number in Singapore
  - b. Residential address in Singapore (that you will be serving out the SHN at)

For staff/students who had travelled to affected areas in MOH travel advisories but were not issued SHN by ICA, please inform the school within 24 hours upon return to Singapore.

4. For students<sup>3</sup> placed under SHN, the school will implement surveillance and enforcement measures to ensure the compliance with SHN requirements. **Students who do not comply with the SHN will face disciplinary actions, as they put the well-being of the wider community at risk.** Schools will also consider further penalties for egregious and/or repeat offenders, including expulsion.
5. Given the evolving situation, Singapore residents who need to travel are advised to regularly check MOH's website ([www.moh.gov.sg](http://www.moh.gov.sg)) for updates. Travellers are also advised to stay vigilant, monitor developments and heed the advice of the local authorities while in the country of travel.
6. For more information on the SHN, please visit <https://www.moh.gov.sg/news-highlights/details/implementation-of-new-stay-home-notice>.

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<sup>1</sup> As of 5 Mar 2020, the affected areas include Mainland China (outside of Hubei province), Iran, northern Italy and Republic of Korea. Travel history includes transiting through these listed areas. Please refer to MOH's travel advisories for the updated list of affected areas.

<sup>2</sup> The date of return to Singapore is considered Day 0. For example, for persons returning on 20 March 2020, their SHN would commence on 21 March 2020, and be in effect until 3 April 2020. Their SHN would lapse on 4 April 2020.

<sup>3</sup> Adults will be monitored for compliance to SHN by the Ministry of Manpower (MOM) and Immigration & Checkpoints Authority (ICA).

## **WHAT MUST BE DONE DURING THE STAY-HOME NOTICE (SHN) PERIOD**

1. You must remain in your place of residence at all times during the 14-day period. Do not leave your residence, even if it is to purchase food and essentials. If necessary, you may opt for home delivery services or enlist the assistance of others for your daily necessities.
2. You should minimise contact with others, and avoid having visitors to your residence. You should maintain a record of persons you come into close contact with during this period.
3. The Singapore Government agencies (MOE, MOM and ICA) and/or your school may contact you via phone to ensure you are complying with the SHN.
4. Students placed on SHN must download the WhatsApp app on your mobile phone, if you have one. This is to enable video calls. You must respond within 1 hour when contacted by phone calls, WhatsApp or Short Message Service (SMS).

## **CHECK FOR SYMPTOMS**

5. Monitor your health closely, i.e. twice daily for fever (i.e.  $\geq 38^{\circ}\text{C}$ ) and respiratory symptoms such as cough and breathlessness.

## **OBSERVE GOOD PERSONAL HYGIENE**

6. Maintain good personal hygiene, including regular hand washing with soap and water. Flush the toilet after use, and wash your hands before and after handling food or eating, and after going to the toilet.
7. Do not touch your face.
8. Cover your mouth when coughing or sneezing.
9. Maintain good indoor ventilation.
10. Carry out frequent cleaning of your place of residence.
11. Do not share food, crockery, utensils and other personal hygiene items.