

**Frequently Asked Questions (FAQs)**  
**on safety measures for classes conducted in ELITC premises**

- **What are the safety measures put in place for physical classes conducted in ELITC? Are there SafeEntry and Temperature screening for all participants and staff?**

All staff and visitors (including participants/students) entering ELITC are to clear SafeEntry and temperature screening before they are allowed into ELITC's premises. For non-staff, they will be required to make health and travel declaration.

Before entering ELITC's premises, all visitors (including participants/students) and vendors are to:

- ✓ check-in and check-out via SafeEntry App  
*(QR code is displayed at our main entrance)*
- ✓ submit Health & Travel Declaration Form  
*(You may click [here](#) or scan the QR code displayed at our main entrance)*
- ✓ take temperature screening
- ✓ wear mask at all times
- ✓ maintain safe distancing of at least one metre between individual

Where possible, visitors are encouraged to call and make appointments before coming to ELITC as our staff will be working from home on different scheduled days during this COVID-19 pandemic.

Visitors and participants/students will be denied entry into ELITC's premises, if they:

- ✓ have a temperature of more than 37.5°C; or
- ✓ are on Quarantine Order (QO); or
- ✓ are on Leave of Absence (LOA); or
- ✓ are on Stay-Home Notice (SHN); or
- ✓ have flu-like or respiratory symptoms (eg. Fever, cough, flu, etc)

- **Are there regular temperature checks for participants and staff?**

ELITC will conduct temperature check twice a day, one in the morning before participants/students are allowed into ELITC's premises, and one in the afternoon after their lunch break.

In the event that any participant/student's temperature exceeds 37.5°C or appears unwell, ELITC reserves the right to invite the participant/student out of ELITC's premises, and advise him/her to seek immediate medical treatment.

- **Is safe distancing observed in ELITC and during classes? Will there be spaced out seating arrangement for participants?**

All staff and visitors (including participants/students) are required to keep a distance of at least one metre from other persons.

Our Safe Management Officer(s) (“SMO”) conduct regular inspections and checks to help ensure compliance at all times. Any non-compliance found during inspections will be reported to ELITC’s Top Management and documented.

There will be spacing out of seats between participants/students. Our average max capacity per class is 20 pax. The reason why ELITC has reduced to 10 pax per class during this COVID-19 pandemic is to allow at least 1 seat spacing between participants/students so that safe distancing of at least 1 metre can be observed.

- **Will all training staff and participants be wearing mask at all times?**

Yes, all staff and visitors (including participants/students) are required to wear mask at all times. For our trainers conducting training in a classroom, they will have the option to put on mask or face shield or both. Minimally, a mask is mandatory.

Trainers who put on only the face shield are required to remain at the spot from which they are speaking and maintain a safe distance away from other persons.

- **Will there be provision of hand sanitizers at reception and classroom?**

We have a bottle of hand sanitizer at our reception counter for all to use, and at least 1 bottle for each class.

All staff and visitors (including participants/students) are encouraged to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face.

- **Will there be sanitization of equipment and training rooms?**

Our trainers will lead participants/students to perform wipe down of work stations and equipment before and after each lesson with chemical disinfectant. Our cleaning aunty also performs daily cleaning of ELITC’s premises, paying particular attention to highly-utilised classrooms.

- **Will there be any meal(s) provided? If yes, are disposable utensils provided?**

ELITC does not provide meals. Only water dispenser is available in ELITC's premises for all to use with disposable cups.

We have a canteen within TECHplace II. Patrons can request for disposable utensils from stall vendors if they require.

To reduce waste and pollution to the environment, patrons can bring along their own lunchbox and utensils to packet meals and consume at the canteen. Safe distancing markings are also practised in the canteen.

- **Is there an area that can hold participants during their break time?**

Participants/students are not to congregate in groups at common areas (eg. water dispenser point, corridors). This is also to help minimize any risk of cross-transmission across classes, in the event of a confirmed Covid-19 case at the premises.

There should be no congregation of more than 5 people at ELITC's reception area at any point of time. Visitors (including participants/students) are encouraged to consume their drinks outside ELITC where it is open space, and they can dispose their disposable cups in the bins which can be found along public corridors outside ELITC.

In the event that there are more than 1 class running in ELITC's premises on the same day, staggered lunch hour and break time will be arranged so as to minimize any risk of cross-transmission across classes.

All participants/students are to observe a safe distancing of at least one metre between individual.

### SafeEntry at main entrance



### 3 Steps Compulsory Safe Management Measures Before any visitors are allowed into the premises

#### Compulsory Safe Management Measures

All Employees and Visitors are to complete STEP 1, 2 & 3 before being allowed into ELITC's premises

#### STEP 1

Welcome to:  
**ELECTRONICS INDUSTRIES TRAINING CENTRE**

**SafeEntry**  
**Check in & Check out**  
To help with faster contact tracing



1 Scan  
2 Select  
3 Enter  
4 Show

Thank you for doing your part in keeping Singapore safer!

Your personal data is protected. Only authorized public officers will have access to the data used for tracing purposes for the more information.

6/16/2020



### Table demarcation



#### STEP 2



Health & Travel Declaration Form

#### Scan for Health & Travel Declaration Form

- All personnel must make a health declaration before entering workplace. Those who are unwell must not go to work - and
- Check for fevers and respiratory symptoms - twice daily for employees, before entry for visitors



#### STEP 3



#### Temperature Screening

Temperature reading must not be more than 37.5 °C