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1st September 2020

Dear Training Centres,

Updates for all Accredited Training Centres (TCs) on (i) Changes to Class Size Limit and (ii) Resumption of SRFAC accreditation audit

1. Life Support and First Aid training has resumed in phases since 2 June 2020 (please see [Annex A](#)). To protect learners and instructors, Training Centres (TCs) must continue to put in place the necessary precautionary measures to ensure training proceed safely. Training Centres must comply with the measures described in Sections A and B of the update memo sent on 28 May 2020 and may be subject to spot checks. To access the update memo sent on 28 May 2020, please visit SRFAC weblink - <https://srfac.sg/wp-content/uploads/2020/05/Updates-for-Training-Centres-280520.docx>.

Changes to Class Size Limit (Update)

2. TCs should note the changes to the class¹ size/training space limit as outlined in the following:

- a. For Life Support courses (BCLS+AED, CPR+AED, ACLS, LSCN, etc) and First Aid courses (SFA, CFA), class size will be capped at **16 learners** with **at least 1m spacing between individuals**. For practical training involving CPR and AEDs, up to 4 learners may be placed together in a group, with no intermingling between groups and **at least 2m spacing between groups** ([demarcated by physical partition such as moveable whiteboard, screens, etc](#))
- b. For hands on practice to be done in pairs (or groups of 3), there should be no swapping of partners.
- c. If more than one class is conducted in the same training space without fixed physical partitions (sports hall, event space, etc), there should be:
 - i. Only be a maximum of 50 persons (including instructors, staff and learners) using the same training space while adhering to safe distancing measures (i.e. maintain **1m spacing between individuals** and **at least 2m spacing between groups**, and a **minimum of 3m spacing between each class** – [demarcated by physical partition such as moveable whiteboard, screens, etc](#))
 - ii. no intermingling between learners from different class or groups

¹ A class is defined as a group of learners assigned to a room/hall or a clearly demarcated/partitioned space. A class can be further separated into smaller groups for practical training involving CPR and AED.



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- iii. staggered reporting and break times between classes and/or amongst groups
- iv. clearly established routes in and out of the designated class area to resting/eating spaces or toilets
- d. Class size for TCs within Institutes of Higher Learning, Healthcare Institutions and SAF/SCDF will remain capped at **40 learners** (catering internally for healthcare students/workers or SAF/SCDF paramedics and EMTs).
- e. Practical training ratio for CPR and AED related training for all courses will remain at 1 instructor to at least 1 manikin and up to 4 learners within the group.
- f. Although there will be no restrictions on learners from different organisations/branches, learners from the same organisation will need to observe split team arrangements as per their own workplaces.
- g. Training centres are to abide by sector/organisation specific guidelines where applicable (e.g. ECDA's guidance on class size limit for preschool/childcare staff training, see para 4 below)
- h. As much as possible, **E-learning (theory lessons only) should remain the default mode of learning to reduce exposure at the physical training venue**. However, the practical hands-on components, theory and practical test must be completed face-to-face in the presence of the instructor due to logistics and security considerations.

Additional information for TCs (Update)

3. TCs intending to resume training but have yet to submit their risk mitigation plans are reminded to submit the plans to SRFAC for vetting and approval prior to resuming training, as per the process summarised in [Annex B](#). For avoidance of doubt, TCs which had submitted their risk mitigation plans to SRFAC and had such plans approved, need not re-submit for approval. Non-compliance of the safety measures and training guidance may result in termination of the TC's accreditation.

4. Effective from 26th August 2020, the Early Childhood Development Agency (ECDA) has allowed pre-school/childcare staff to resume face-to-face sessions involving hands-on practice, theory and practical assessments for Child First Aid course (**to be conducted at Training Centre's premises only**) but theory lessons must be completed online. Class size will be **capped at 8 learners** until further notice and **will only apply to CFA learners from sectors regulated by ECDA** but should not affect other CFA learners from other sectors.



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Annex A

Phased resumption of Life Support and First Aid training in post Circuit Breaker period since 2 Jun 2020

Phase	Training may resume for the following:
<p>Phase 1 ("Safe Opening")</p>	<p>Since 2nd June 2020.</p> <p>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:</p> <ol style="list-style-type: none"> 1. Healthcare workers 2. Healthcare students 3. Dentists 4. Childcare/Pre-school teachers 5. Paramedics and Emergency Medicine Technician working with Private Ambulance Operators <p>In addition, Training Centres need to abide with the following</p> <ol style="list-style-type: none"> a. 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). b. there should be no mixing of childcare/preschool teachers from different centres within the same training session. c. Learners will also need to abide by the split team arrangement at their own workplaces.
<p>Phase 2 ("Safe Transition")</p>	<p>Since 19th June 2020.</p> <p>In addition to the learners defined in phase 1, training may resume for all learners. Training Centres should also abide by sector-specific guidelines where applicable (e.g. guidance from MOE for training for CCA groups).</p> <p>Training Centres need to abide with the following:</p> <ol style="list-style-type: none"> a. For Phase 2, class sizes still need to be capped at 5 learners to align with the current cap of 5 persons for gatherings (TCs within Institutes of Higher Learning, Healthcare Institutions and SAF/SCDF will remain capped at 40 learners). b. Although there will be no restrictions on learners from different organisations/branches, learners from the same organisation may need to observe split team arrangements as per their own workplaces.





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Annex B

Submission of Risk Mitigating Plans for Resumption of Training

1. Training Centres (TCs) seeking to resume training will need to complete and submit the following to SRFAC for approval (please see table below) **prior** to resuming training.

Timeline	Process
At least three weeks before TC intends to resume training	<p>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</p> <p> Application Template for Resum</p> <p>Email to loke.jun.hao@upec.sg AND daniel.wong.m.t@upec.sg</p> <p>SRFAC will review the submitted plans and inform the TC of the outcome (approved vs required amendments) before TCs can resume training.</p>
At least 5 days before every training	<p>If not submitted together with documents above, TCs will need to inform SRFAC the confirmed courses, to the same email addresses stated above.</p> <p> Confirmed-Scheduled Course Information</p> <p>TC should inform SRFAC of cancellation/rescheduling of class 2 days before</p>

2. TCs will also need to note the other processes required of businesses as indicated on the COVID Go Business website (<https://covid.gobusiness.gov.sg/>)