

## Information Sheet for Dormitory Operators or Agents Managing Migrant Workers Recovering at Dormitory Recovery Facilities/Centralised Recovery Facilities (Updated: 27 January 2022)

1.	<p>If a migrant worker (MW) residing in your facility has been tested positive for Antigen Rapid Test (Ag+) or the polymerase chain reaction (PCR) test (C+), dorm operator (DO) / managing agent (MA) should check if the MW fulfils the criteria<sup>1</sup> for recovery at dormitory recovery facility (DRF) or centralised recovery facility (CRF).</p> <ul style="list-style-type: none"> <li>MWs admitted to the DRF/CRF should be <b>fully vaccinated</b> with a Pandemic Special Access Route (PSAR)-approved COVID-19 vaccine (e.g. Moderna, Pfizer-BioNTech/Comirnaty, Sinovac-CoronaVac) or WHO Emergency Use Listing (EUL) vaccines (e.g. Covishield). For the detailed admission criteria into DRF/CRF please refer to <b>Annex A (Triage checklist on MWs for admission into DRF/CRF)</b></li> <li>Ensure that MW has completed the Declaration Form (<b>Sample in Annex E</b>) or before his entry into the DRF/or conveying to the CRF. This will provide documented records<sup>2</sup> that workers are eligible to recover in the recovery facilities. For workers being conveyed to the CRF, they should capture a photo of the declaration to expedite the check-in process.</li> <li>If further clarification is required for complex cases, DO/MA may contact FAST</li> <li>DO/MA may cohort Ag+ and C+ MWs for recovery in DRF/CRF.</li> <li>Ensure that MWs in DRF/CRF have access to their own dedicated set of toilets and do not mix with other residents in the dormitory.</li> </ul>
2.	<p><b>If the MW fulfils the criteria above, DO/MA should keep close communication with ACE and supervise MW for regular ART.</b></p> <ul style="list-style-type: none"> <li>Inform MOM to issue a Movement Restriction Order (MRO) to the MW (if not already issued) for up to 7 days to recover in DRF/CRF.</li> <li>For <b>Ag+ and C+ MW with no or mild symptoms</b>, DO/MA to supervise MW for ART on <b>Day 4<sup>3</sup> and Day 5</b> of the recovery period:</li> </ul>

<sup>1</sup> For MWs who do not fulfil the criteria (e.g. unvaccinated individuals, individuals vaccinated with non PSAR-approved or non WHO EUL vaccines, have severe symptoms/conditions), they should continue with confirmatory PCR test (for Ag+) and be admitted to a healthcare facility (e.g. community care facility or hospital).

<sup>2</sup> Dorm operators may also consider other means to document down the worker's health declaration if they assess that it is better and similarly verifiable.

<sup>3</sup> Based on Ag+/C+ notification date as Day 1. For asymptomatic Ag+ who turned symptomatic and tested C+, their D1 restarts from their C+ notification date.

	<ul style="list-style-type: none"> <li>✓ If Day 4 or 5 result is negative (Ag-), MW can be discharged and able to resume back to normal activities</li> <li>✓ If the ART result is Ag+, MW should continue to recover in DRF/CRF and be discharged on Day 7 without additional ART</li> <li>✓ For twice invalid ART results, to wait till Day 5 before testing again or recover till Day 7 and discharge without additional ART</li> <li>✓ No need for ART testing during the first 72 hours</li> </ul> <ul style="list-style-type: none"> <li>• To provide daily update to ACE: <ul style="list-style-type: none"> <li>✓ List of all MWs undergoing recovery in DRF/CRF</li> <li>✓ Results of all ART conducted at DRF/CRF and ensure MWs upload ART results into FWMOMCare app</li> </ul> </li> <li>• DO/MA to inform ACE on the discharge of MWs from DRF/CRF</li> </ul>
3.	<p><b>DO/MA should provide daily necessities to recovering MWs and ensure the cleanliness of DRF/CRF.</b></p> <ul style="list-style-type: none"> <li>• Food to be delivered to MWs three times a day (contactless placement of food outside the doors)</li> <li>• Collect MWs' garbage by 11am everyday (to be carried out in full PPE and ensure that all garbage is double bagged and sealed);</li> <li>• Ensure the cleanliness of the living area after the discharge of MWs by wiping down with NEA approved disinfectants<sup>4</sup>. Toilets should be regularly washed with NEA approved cleaning agents<sup>4</sup>. Allow at least 30 mins of cross ventilation before admitting the next Ag+/C+ MWs into the living area.</li> <li>• Ensure that you are contactable for MWs to request for help.</li> </ul>
4.	<p><b>DO/MA to monitor MWs' health three times daily:</b></p> <ul style="list-style-type: none"> <li>• The following are provided to DO/MA: <ul style="list-style-type: none"> <li>✓ Contactless/oral thermometer (to measure temperature)</li> <li>✓ Oximeter (to measure oxygen saturation level and pulse rate)</li> <li>✓ Information sheet for DO/MA managing MWs at DRF/CRF</li> <li>✓ Information sheets for MWs at DRF/CRF</li> <li>✓ ART Kits</li> </ul> </li> <li>• Visit MWs by 9.30am, 1.30pm and 7.30pm daily to assist them in measuring their vital readings: <ul style="list-style-type: none"> <li>✓ Temperature <b>(to use a contactless thermometer or MW's personal thermometer as far as possible)</b></li> <li>✓ Pulse rate (heart rate)</li> <li>✓ Oxygen saturation level (SpO<sub>2</sub>)</li> </ul> </li> </ul>

<sup>4</sup> Refer to NEA website - List of household disinfectants and self-disinfecting surface coating products against COVID-19 virus

	<p>On how to use the oral thermometer and oximeter, please refer to <b><i>Annex C (Proper use of oximeters and oral thermometers)</i></b></p> <ul style="list-style-type: none"> <li>Remind MW to update their health status by submitting the following vital readings three times a day via the FWMOMCARE App by <b>10am, 2pm and 8pm:</b> <ul style="list-style-type: none"> <li>✓ Temperature</li> <li>✓ Pulse rate (heart rate)</li> <li>✓ Oxygen saturation level (SpO<sub>2</sub>)</li> </ul> </li> </ul>
5.	<p><b>DO/MA to look out for MWs who may be unwell and follow the necessary escalations. You are required to assign recovery buddies for this process.</b></p> <ul style="list-style-type: none"> <li>DO/MA to conduct report sick parade when they are reminding MWs to submit their vital readings.</li> <li>If a MW is unwell, DO/MA to do first admin triage and to carry out the appropriate escalations if any reading crosses thresholds. For the monitoring of vital signs and symptoms of MWs together with the appropriate escalations, please refer to <b><i>Annex B (Monitoring of vital signs and symptoms for MWs recovering in DRF/CRF with appropriate escalations)</i></b>.</li> <li>DO/MA to identify and assign a <b>recovery buddy</b> per room of up to 15 persons to look out for the health of fellow MWs.</li> <li>DO/MA may want to tag 1 staff to manage up to 50 recovery buddies. The staff can assist in reminding and checking that the buddies has done the necessary daily reminders to their fellow roommates. The staff should also keep track of who the buddies are and ensure that each MW in the DRF/CRF is tagged to a buddy.</li> <li>Staff to provide a short briefing to the newly assigned recovery buddy using the attached <b><i>Annex D (Info-sheet for Recovery Buddy)</i></b> based on 3 simple steps of “look, listen and link”: <ul style="list-style-type: none"> <li>✓ <b>LOOK</b> out for any medical conditions which may require escalation and remind every MW to measure and submit vital signs</li> <li>✓ <b>LISTEN</b> for any complaints of symptoms or feeling of stress and anxiousness</li> <li>✓ <b>LINK</b> up MW to DO/MA if there is a need to alert for escalation</li> </ul> </li> <li>The buddy can also provide feedback on behalf of the workers to raise any issues with regard to the DRF/CRF (e.g. lack of cleaning, amenities damaged) to the DO/MA or FAST officers.</li> <li>When there is a change in recovery buddy for the room, DO/MA to appoint a new buddy and conduct the necessary briefing.</li> </ul>

6.	<p><b>DO/MA should wear full Personal Protective Equipment (PPE) when interacting in close proximity with MWs recovering in DRF/CRF, maintain good personal hygiene, and monitor their own health daily.</b></p> <ul style="list-style-type: none"> <li>• All personnel entering the DRF/CRF should be in full PPE and are fully vaccinated. They should also be on regular rostered routine testing (RRT) and monitor their health regularly.</li> </ul>
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<b><u>Annex</u></b>	<b><u>Type of Information</u></b>	<b><u>Who Will Need</u></b>
A.	Triage checklist on MWs for admission into dormitory recovery facilities (DRF)/centralized recovery facility (CRF)	<ul style="list-style-type: none"> <li>• Personnel who are handling MWs undergoing ART (MWs with Ag+ and C+ results and living in dormitories with available DRF or available beds in CRF)</li> </ul>
B.	Monitoring of vital signs and symptoms for MWs recovering in DRF/CRF with appropriate escalations	<ul style="list-style-type: none"> <li>• Personnel who are monitoring MWs in DRF/CRF</li> </ul>
C.	Proper use of oximeters and oral thermometers	<ul style="list-style-type: none"> <li>• Personnel who are measuring MWs' vital signs using oximeters and oral thermometers in DRF/CRF</li> </ul>
D.	Info-sheet for Recovery Buddy	<ul style="list-style-type: none"> <li>• For DO/MA who is briefing newly assigned recover buddies</li> </ul>
E.	Sample Declaration Form for Migrant Workers Recovering at CRFs/DRFs	<ul style="list-style-type: none"> <li>• For DO/MA of CRF/DRF who are triaging MWs entering CRF/DRF</li> </ul>

**A. Triage Checklist on Migrant Workers (MW) for Admission into Dormitory Recovery Facilities (DRF)/Centralized Recovery Facilities (CRF)**

Answers to all should be **Yes** before admission into DRF/CRF.

	<b><u>ART Positive (Ag+) and COVID-19 Positive (C+) MW</u></b>	<b><u>Yes/No</u></b>
1.	Does the MW have a positive test result on Antigen Rapid Test (ART) or polymerase chain reaction (PCR) test?	
2.	Is the MW fully vaccinated with a Pandemic Special Access Route (PSAR)-approved COVID-19 vaccine (e.g. Moderna, Pfizer-BioNTech/Comirnaty, Sinovac-CoronaVac) or WHO Emergency Use Listing (EUL) vaccines (e.g. Covishield)?	
3.	Is your dormitory with DRF has at least 90% fully vaccinated workers?	

	<b><u>The MW does not have any significant medical conditions or symptoms<sup>1</sup></u></b>	<b><u>Yes/No</u></b>
4.	MW does <b><u>not</u></b> have significant medical conditions like: <ul style="list-style-type: none"> <li>• Active cancer</li> <li>• Immunosuppression (eg. post-transplant, cancer)</li> <li>• Chronic heart, lung, liver, kidney or neurological disease</li> <li>• Obesity: (BMI &gt;35 or Weight &gt;100kg)</li> <li>• Diabetes (MWs taking diabetes medication will not be allowed for entry into DRF/CRF)</li> </ul>	
5.	MW does <b><u>not</u></b> have any severe symptoms or conditions: <ul style="list-style-type: none"> <li>• Chest pain</li> <li>• Shortness of breath (heavy in breathing)</li> <li>• High fever of more than 3 days (&gt;38 deg C)</li> <li>• SpO<sub>2</sub> reading of &lt;95% (measure with oximeter if necessary)</li> <li>• Persistent fast heart rate &gt; 100 beats per minute (measure with oximeter if necessary)</li> <li>• Prolonged diarrhoea, vomiting or severe headache, not better with normal medication</li> </ul>	

<sup>1</sup> Adapted from MOH Update on the Management of COVID-19 with Protocol 2 (Primary Care) (Dated: 6 January 2022)

**B. Monitoring of vital signs and symptoms for MWs recovering in DRF/CRF with appropriate escalations**

**i. Monitoring of Vital Signs**

Type of Reading	Out of normal range	What should DO/MA do?
Temperature	> 37.5 & <38.5 deg C ≥ 38.5 deg C	Take paracetamol if not allergic. If not available, see doctor. Make appointment for MW to visit medical centre
SpO <sub>2</sub> ( <i>at rest</i> )	<95% but >92%	<ul style="list-style-type: none"> <li>Ask MW to stay calm and repeat the measurement after 15 mins</li> <li>If still &lt; 95%, advise MW to contact telemedicine provider</li> </ul>
	≤92%	Activate 995 if reading is still ≤92% after repeated measurement and if MW has accompanying symptoms like shortness of breath, fast beating of heart
Heart Rate ( <i>at rest</i> )	100-120	<ul style="list-style-type: none"> <li>Ask MW to stay calm and repeat the measurement after 15 mins</li> <li>If still in this range, advise MW to contact telemedicine provider</li> </ul>
	>120	Activate 995 if reading is still >120 after repeated measurement and if MW has accompanying symptoms like shortness of breath, fast beating of heart

**ii. Symptom monitoring and follow-up actions**

- For non-urgent cases **with symptoms of Acute Respiratory Infection (ARI)**, DO/MA should first carry out admin triage and respond to any admin related queries and sieve out cases for medical attention. If there is a nursing post in CRF, this should be the MWs' first touchpoint. If not, DO/MA to make an appointment for MW's conveyance to **Medical Centres for Migrant Workers (MCMWs)**. DO/MA to inform Management Agent of MW's Ag+/C+ status for bubble wrap arrangements.

ARI symptoms include:

- Fever ≥ 38.5 deg C, or prolonged fever despite medication
  - Cough, sore throat, runny nose, headache
  - Muscle ache or tiredness
  - Diarrhoea
- For non-urgent cases **without ARI symptoms**, get the MW to contact **telemedicine provider** if MW is feeling unwell.
  - Call 995** immediately for any emergency or if MW is experiencing one or more of these symptoms:
    - Shortness of breath, or difficulty breathing

- b. Chest pains or pressure on your chest
- c. Palpitations (fast beating or pounding of your heart)
- Encourage MW to contact the below helplines for free consultations if he is feeling **stressed or anxious**:
  - ✓ HealthServe hotline: +65 3129 5000
  - ✓ Migrant Workers' Centre: +65 6536 2692

### C. Proper use of oximeters and oral thermometers

#### i. Use of Oximeters

The oximeter checks the heart rate (how fast one's heart is beating) and oxygen saturation level (how well one is breathing).

- Wash hand before and after using oximeter
- Ensure that the finger (preferably either index or middle finger) to be used is dry and warm
- Attach (clip) the oximeter to the finger and switch the oximeter on
- Wait for about 1 minute for the reading to take place
- Record the heart rate (pulse rate) and oxygen saturation level (SpO<sub>2</sub>)
- Clean the oximeter with alcohol wipe after use



#### ii. Use of Oral Thermometers

**DO/MA are encouraged to use contactless thermometers as far as possible.** If this is not possible, an oral thermometer measures one's body temperature via the oral route.

- Place a **plastic probe sleeve** over the thermometer and switch it on
- Place probe (metal tip) under tongue and seal lips gently around the thermometer
- Wait for the thermometer to beep before reading the temperature
- Remove and discard the plastic sleeve with gloved hands
- **Clean** the thermometer with alcohol wipe after each use

## D. Info-sheet for Recovery Buddy

Thank you for being a buddy to your fellow workers in your Dormitory Recovery Facility (DRF) or Centralised Recovery Facility (CRF). As a **Recovery Buddy**, please carry out these tasks below:

1. Remind your fellow workers to submit these readings three times daily via the FWMOMCARE app by 10am, 2pm and 8pm:
  - ✓ Temperature
  - ✓ Pulse rate (heart rate)
  - ✓ Oxygen saturation level (SpO<sub>2</sub>)
2. Encourage everyone to maintain a high level of personal hygiene by washing their hands regularly with soap and not sharing food, drinking cups, towels or personal items with others inside the room.
3. Carry out the 3 Steps of “LOOK, LISTEN, LINK”

LOOK out for:	LINK to:
<ul style="list-style-type: none"><li><input type="checkbox"/> Temperature <b>&gt;37.5 deg C</b></li><li><input type="checkbox"/> Pulse rate (heart rate) <b>≥ 100 beats/min</b></li><li><input type="checkbox"/> Oxygen saturation level (SpO<sub>2</sub>) <b>&lt; 95%</b></li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Operator of DRF/CRF</li></ul>
<ul style="list-style-type: none"><li><input type="checkbox"/> ARI symptoms: cough, sore throat, runny nose, headache</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Operator of DRF/CRF (Fellow worker to see doctor at <b>on-site/regional medical centre</b>)</li></ul>
<ul style="list-style-type: none"><li><input type="checkbox"/> Unwell without ARI symptoms (eg. gastric pain, diarrhoea, skin conditions)</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Get fellow worker to contact a <b>telemedicine doctor</b> via the FWMOMCARE app</li></ul>
<ul style="list-style-type: none"><li><input type="checkbox"/> Shortness of breath, or difficulty breathing</li><li><input type="checkbox"/> Chest pains or pressure on your chest</li><li><input type="checkbox"/> Palpitations (fast beating or pounding of your heart)</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Contact Operator of DRF/CRF or</li><li><input type="checkbox"/> Call 995 <b>immediately</b></li></ul>
LISTEN out for:	LINK to:
<ul style="list-style-type: none"><li><input type="checkbox"/> Stressed or frustrated</li><li><input type="checkbox"/> Anxious, worried</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> HealthServe hotline: +65 3129 5000</li><li><input type="checkbox"/> Migrant Workers' Centre: +65 6536 2692 (Ask your fellow workers to call these 24-hr <b>helplines for free consultation</b>)</li></ul>



**E. Sample Declaration Form for Migrant Workers Recovering at Central Recovery Facilities (CRFs)/ Dorm Recovery Facilities (DRFs)**

**Part One: Personal Particulars**

Name: \_\_\_\_\_ Passport No/FIN No: \_\_\_\_\_

Age: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address (as stated in work pass):  
\_\_\_\_\_

**Part Two: Health Declaration**

**Recovery at CRFs/DRFs**

I understand that I am admitted to a CRF/DRF because I am fully vaccinated<sup>i</sup>, and was tested positive for COVID-19 and have either mild or no symptoms.

**Serious medical conditions or symptoms**

I **DO NOT HAVE** one or more of the following medical conditions:

- Active cancer
- Immunosuppression (e.g. post-transplant, cancer)
- Chronic heart, lung, liver, kidney or neurological disease
- Obesity: (BMI >35 or Weight >100kg)
- Diabetes or take medication to control my blood sugar level

I **DO NOT HAVE** one or more of the following severe symptoms or conditions such as:

- Chest pain
- Shortness of breath (heavy in breathing)
- High fever of more than 3 days (>38 deg C)
- Prolonged diarrhoea, vomiting or severe headache, not better with normal medication

I understand the information and declare that I fulfil the requirements for recovery at DRF/CRF and do not have any serious medical conditions or symptoms. I hereby give my consent for a copy of this declaration form to be released to the Ministry of Manpower, if required. Ministry of Manpower shall not be held liable or responsible for any false information provided on this form.

\_\_\_\_\_  
Signature of Worker

\_\_\_\_\_  
Date

<sup>i</sup> WHO-EUL COVID-19 vaccines: Eg. Moderna, Pfizer-BioNTech/Comirnaty, Sinovac-CoronaVac, Sinopharm, Covishield