

CEA Ref: 300-01-04-0001

Date: 19 June 2020

To: CPD Course Providers

Dear Sir/Madam,

**[CPD NOTICE 04-20] CONDUCT OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COURSES IN PHASE TWO OF THE POST-CIRCUIT BREAKER PERIOD**

1. The Council for Estate Agencies (CEA) would like to update you on the conduct of CPD courses, under Phase Two (Safe Transition) of the post-circuit breaker from 19 June 2020.

**Conduct of CPD Courses under Phase Two**

2. On 15 June 2020, the Multi-Ministry Taskforce (MTF) announced that, with community infection rates remaining generally stable, more sectors of the economy will re-open, subject to safe management measures being in place. Even as restrictions are eased in Phase Two, each of us must continue to exercise social responsibility to ensure that community transmission remains low.
3. As we transition into Phase Two of the three-phased reopening of the economy, in-person CPD classes will be allowed to resume from 19 June 2020, with Safe Management Measures in place. Notwithstanding this, online learning should remain the default delivery mode for CPD courses wherever feasible.
4. CPD courses conducted via in-person training involve groups of people interacting with one another in enclosed spaces for prolonged periods of time. To reduce the risk of transmission as in-person training are resumed, all course providers and individuals must uphold good practices and measures that minimise the need for prolonged interactions. Hence, CPD course providers should continue conducting CPD courses via online learning and virtual classrooms to the maximum extent.

**Safe Management Measures at Your Training Premises**

5. You are to comply with the Ministry of Manpower's (MOM) requirements for safe management measures at your training premises (click [here](#)). Manpower to support course training should continue from home for staff who have been working from home and to go to the office only when there is no alternative.
6. You may wish to refer to the Frequently-asked Questions at [Annex](#) to assist you in resuming operations in Phase Two of the post-circuit breaker period.
7. Singapore's transition into the next phase of the post-Circuit Breaker period will depend on the COVID-19 situation and the assessment of the MTF. We seek your continued support and cooperation to safeguard the health and safety of the community.
8. If you require any clarification, please email Ms Grace Goh at [grace\\_goh@cea.gov.sg](mailto:grace_goh@cea.gov.sg), or Ms Siow Shu Hui at [siow\\_shu\\_hui@cea.gov.sg](mailto:siow_shu_hui@cea.gov.sg). Thank you.

Yours sincerely,

CHIA I-LING (MS)  
DIRECTOR (POLICY & PROFESSIONAL DEVELOPMENT)  
COUNCIL FOR ESTATE AGENCIES

**Annex to CPD Notice 04-20**  
**As at 19 June 2020**

**FREQUENTLY-ASKED QUESTIONS & ANSWERS FOR COURSE PROVIDERS  
ON THE CONDUCT OF COURSES IN PHASE TWO OF THE POST-CIRCUIT  
BREAKER PERIOD**

**1. What are the safe management measures required of a course provider to  
conduct in-person training?**

a. Safe distancing

Course providers must ensure that all course participants maintain safe distancing of at least 1 metre at all times, with strictly no physical interaction between participants. If it is not possible to apply 1 metre safe distancing between course participants and some interaction is unavoidable, course providers may instead organise participants into groups of no more than 5 participants, with strictly no physical interaction or intermingling between different groups. Course Providers must strictly maintain a minimum of 1 metre distancing between groups.

Course trainers are allowed to move between groups. However, contact should be transient and they should remain at the front of the class as much as is practicable.

Additionally, no single room within a centre should hold more than 40 persons, including course trainers, at any one point in time, even as the above measures are adopted.

b. Health declarations

Course providers should not permit course participants who are placed on Leave of Absence (LOA) or a Stay Home Notice (SHN), or Home Quarantine Order (HQO) to attend classes. We also advise course providers to look out for participants with fever or respiratory symptoms, such as sneezing, breathlessness, runny nose, loss of smell, cough, or sore throat. Course participants with visible symptoms of the above should be sent home, rather

than allowed to attend lessons. As a best practice, they should also check if a family member living in the same household is unwell.

c. Disinfection of surfaces

All surfaces in training rooms/classrooms must be thoroughly disinfected between classes.

d. Class timings

Course providers should allocate at least 30 minutes between classes. This is to allow adequate time to disinfect classroom surfaces, and to ensure no intermingling of different groups of course participants. Course providers should also work out attendance and dismissal arrangements that help avoid congestion of individuals in or outside the training premises.

e. Wearing of face masks

Course participants should wear face masks at all times when attending in-person training. This is to reduce the risk of transmission among course participants within the same room.

## 2. What is the class size limit for in-person training?

Course Providers are to strictly adhere to a maximum class size of 40 (including the trainer(s)) at any one point in time, and ensure that all course participants maintain safe distancing of at least 1 metre at all times.

## 3. What is SafeEntry and is it required for course providers to deploy it?

Yes. Course Providers are reminded to implement the use of SafeEntry at your training premises. SafeEntry supports your businesses by reducing manual effort needed to log the entry and exit of each and every visitor. All businesses and services that are in operation, including training centres and other training/class venues must institute SafeEntry for their employees, associates and vendors.

4. Where can I find more information on related government advisories on COVID-19?

<p><b>MOH</b> Moving into Phase Two of Re-Opening</p>	 <a href="https://www.moh.gov.sg/news-highlights/details/moving-into-phase-two-of-re-opening">https://www.moh.gov.sg/news-highlights/details/moving-into-phase-two-of-re-opening</a>
<p><b>MOM</b> Requirements for safe management measures at the workplace after circuit breaker period</p>	 <a href="https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures">https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures</a>
<p><b>SafeEntry</b> For matters on SafeEntry</p>	 <a href="https://safeentry.gov.sg">https://safeentry.gov.sg</a>
<p><b>MTI</b> GoBusiness</p>	 <a href="https://covid.gobusiness.gov.sg/">https://covid.gobusiness.gov.sg/</a>

Superseded by CPD Notice 01-21