

## **COVID-SAFE RESTART CRITERIA**

### **FOR SHIPYARDS, RESIDENT CONTRACTORS AND COMMON CONTRACTORS<sup>1</sup> (MARINE & OFFSHORE)**

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Issued by



on behalf of the Ministry of Trade and Industry

<sup>1</sup> This refers to Shipyards, Resident Contractors and Common Contractors as per the Ministry of Manpower's (MOM's) definition of the Marine Shipyard Sector.

COVID-Safe Worksite Criteria**BEFORE WORKS START AT THE WORKSITE**

Requirement	What companies must show when requested
<p>To resume business activities, all companies must fulfil these requirements below.</p> <p><i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i></p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<b>A. Implement a system of Safe Management Measures at worksites</b>	
<p>1) Establish and implement a system of Safe Management Measures to provide a safe working environment and minimise risks of further outbreaks. Implement these measures in a sustainable manner, for as long as necessary.</p>	
<p>2) Implement a detailed monitoring plan to ensure compliance with Safe Management Measures and issues (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.</p>	<p><b><i>Provide monitoring plan for ensuring compliance with Safe Management Measures.</i></b></p>
<p>3) Appoint Safe Management Officers (“SMO”) and Safe Distancing Officers (“SDO”)<sup>2</sup> to assist in the implementation and coordination of the system of Safe Management Measures at the worksite based on the following requirement:</p> <ul style="list-style-type: none"> <li>• Total no. of workers<sup>3</sup> ≤ 10 – 1 SMO</li> <li>• Total no. of workers &gt; 10 but ≤ 50 – 1 SMO and 1 SDO</li> <li>• Total no. of workers &gt; 50 – at least 1 SMO, and 1 SDO for every 50 workers</li> </ul> <p>For illustration,</p> <ul style="list-style-type: none"> <li>• For a site with a total of 50 workers, 1 SMO and 1 SDO are required.</li> <li>• For a site with a total of 100 workers, 1 SMO and 2 SDOs are required.</li> </ul>	<p><b><i>Provide a list, duties and detailed tasks of SMOs.</i></b></p> <p><i>Show records of inspections, checks, and corrective actions.</i></p>

<sup>2</sup> SMO/SDO can hold 1 other role (e.g. Workplace Safety Health Officer (“WSHO”)/Project Manager/Site Engineer/Safety Supervisor/Coordinator/Senior Foreman) but must be able to exercise the duties expected i.e. to ensure that SMM are properly implemented and adhered to.

<sup>3</sup> Workers include the Shipyards’ and Contractors’ workers working on site, and non-production based employees.

Requirement	What companies must show when requested
<p>4) The duties of the SMO will include the following:</p> <ul style="list-style-type: none"> <li>a) To coordinate implementation of Safe Management Measures, which includes identifying relevant risks, recommending and assisting in implementing measures to mitigate the risks, and communicating the measures to all personnel working in the workplace.</li> <li>b) To conduct inspections and checks to ensure compliance at all times and to report and document any non-compliance found during the inspections.</li> <li>c) To brief SDO team on corrective actions to be carried out if non-compliance is detected.</li> <li>d) To take immediate action to remedy any non-compliance found during the inspections and checks.</li> <li>e) To keep records of inspections and checks conducted and corrective actions taken. The records shall be made available upon request by a Government inspector.</li> <li>f) To review the SMM if constant non-compliance is detected.</li> </ul> <p>5) SDO to assist SMO in ensuring the SMM are complied with and to help in carrying out necessary corrective actions. SDO to notify SMO if non-compliances to SMM are detected.</p>	
<p><b>B. Pre-screening and segregation of teams to reduce physical interaction and ensure safe distancing at worksite</b></p>	
<p>6) Ensure that workers entering the work site have undergone the required swab test(s) or served the Stay Home Notice (SHN) durations, if applicable.</p>	<p><i>Show records of inspections, checks, and corrective actions.</i></p> <p><i>Show records of COVID-19-related conditions, MCs and test results reported by employees.</i></p>
<p>7) Carry out talks on good work practices for all workers before they commence work on-site and follow up with talks on a regular basis to remind workers.</p>	<p><i>Show records of talks, invites for workshops/emails/posters.</i></p>
<p>8) Divide workers into different teams (“split teams”) by discrete projects, trades or shifts that do not interact with each other at the workplace and at their living premises.</p>	<p><b><i>Provide plans of the split teams:</i></b></p> <p><i>List the members of the teams (based on discrete projects, trades or shifts), and their accommodation arrangements.</i></p> <p><i>List of all employees in an Excel spreadsheet</i></p>

Requirement	What companies must show when requested
	<p><i>with the following details:</i></p> <p><i>a. Full name</i></p> <p><i>b. NRIC/FIN</i></p> <p><i>c. Work arrangements (“not working”, “telecommuting”, “onsite (shift work)” or “onsite (non-shift work)”)</i></p> <p><i>d. Date of return to the workplace (indicate “Already onsite” if the employee has been working onsite during the enhanced circuit breaker)</i></p> <p><i>e. Team number</i></p>
<p>9) For specialist or sub-contractor workers which are not dedicated to a specific project or worksite, to ensure no direct interaction with other teams.</p>	<p><i>Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.</i></p>
<p><u>Segregation at shared facilities</u></p> <p>10) Stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities<sup>4</sup>.</p> <p>a) Show staggered times at entry and exit points for different teams.</p> <p>b) Provide rest areas in natural ventilation as much as possible for breaks.</p> <p>c) Stagger timings of lunch and other breaks for different teams.</p> <p>d) Stagger the use of shared facilities<sup>5</sup> e.g. canteen, toilets to ensure no mixing across teams (i.e. segregated teams shall not be using same facilities at the same time).</p>	

<sup>4</sup> Including entrances, exits, lobbies, canteens, toilets and pantries.

<sup>5</sup> Refer to Section G on the cleanliness requirements for shared facilities.

## SITE ENTRY/EXIT

Requirement	What companies must show when requested
<p>To resume business activities, all companies must fulfil these requirements below.</p> <p><i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i></p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<b>C. Support contact tracing requirements</b>	
11) Require all employees at the workplace to download and activate the TraceTogether app.	<i>Show that all personnel have downloaded the TraceTogether app.</i>
12) All personnel must have their mobile devices with TraceTogether app with them at all times.	
13) Limit workplace access to only essential employees and authorised visitors.	<i>Show how workplace access is limited only to essential employees and authorised visitors.</i>
14) Obtain and keep the contact particulars of every individual before allowing entry to and exit from the worksite through SafeEntry.	<i>Show how SafeEntry requirements are implemented at entrances and exits.</i>
<p>15) Employees and visitors must declare via SafeEntry or other means (e.g. electronic or hard copy records), before being allowed to enter premises, that they:</p> <ul style="list-style-type: none"> <li>a) Are currently not under a Quarantine Order, Stay-home Notice;</li> <li>b) Have not had close contact with a confirmed COVID-19 case in the past 14 days; and</li> <li>c) Do not have any fever or flu-like symptoms.</li> </ul> <p>To make declarations via SafeEntry with NRIC, employers must display prominent signs informing all visitors and employees that they are making the required declarations by checking in via SafeEntry.</p>	
16) Refuse entry to the workplace by personnel who are unwell.	<i>Show signs and instructions that unwell personnel are refused entry to the workplace.</i>
17) Place posters and infographics in different languages at all entrances and exits to update and remind workers on rules of safe distancing and good practices to upkeep before entering and upon leaving worksite.	<i>Show posters and infographics in different languages at entrances and exits.</i>

Requirement	What companies must show when requested
18) Stagger the arrival and exit timings of different teams of workers.	<i>Show that there is no overcrowding at entry/exit point during peak hours.</i>
<b>D. Implement health checks and protocols</b>	
19) Conduct regular temperature screening, check for respiratory symptoms and submit these records for all onsite employees and visitors twice daily or where relevant. Employees and visitors must declare, before being allowed to enter premises, if they have: <ul style="list-style-type: none"> <li>a) Travelled overseas in the past 14 days;</li> <li>b) Received a quarantine or isolation order, stay-home notice, or been issued medical certificates for respiratory symptoms; or</li> <li>c) A close contact who is a confirmed case</li> </ul>	<i>Show records for at least 28 days.</i>

## DURING SITE OPERATIONS

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below.  <i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i>	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
<b>E. Reduce physical interaction and ensure safe distancing at worksites</b>	
20) Have all employees able to work from home do so.	
21) Split all employees at the workplace premises (i.e. not telecommuting) into teams, with each team restricted to one worksite, where applicable. <ul style="list-style-type: none"> <li>a) No cross-deployment/interaction between employees in different shifts, teams or worksites, even outside work<sup>6</sup>.</li> </ul>	

<sup>6</sup> if cross-deployment/interaction cannot be avoided due to operational reasons, safe distancing measures must be implemented and observed.

Requirement	What companies must show when requested
22) No events or activities with close or prolonged contact amongst participants <sup>7</sup> .	
23) Enable vulnerable employees <sup>8</sup> to work from home, including temporarily redeploying them to another role within the company that is suitable for working from home, as far as possible.	
<p>24) Cancel or defer all social gatherings (e.g. birthday celebrations, team bonding activities, etc.) at the workplace.</p> <p>25) Ensure employees do not socialise or congregate in groups at the workplace<sup>9</sup>, including during meals or breaks.</p> <p>26) Not organise social gatherings outside the workplace and remind employees not to socialise outside of the workplace, both during or outside working hours (e.g. going out together for lunch, dinner, breaks or drinks), including with colleagues from separate teams/shifts/worksites.</p>	<p><i>Show signs and instructions at common spaces in the workplace that social gatherings or socialisation/congregation in groups are not allowed.</i></p>
27) Minimise need for common physical touchpoints (e.g. by deploying contactless access controls) where possible.	<p><i>Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.</i></p>
<p>28) Require all employees to keep a clear physical spacing of at least 1 metre between persons at all times, including during boarding and disembarkation from rigs/vessels.</p> <p>29) Demarcate such distances at the workplace premises with visual indicators or through physical means, including but not limited to entrances, exits, workstations, lifts, pantries, canteens, meeting rooms/areas.</p> <p>30) If a closer distance is required due to work constraints e.g. work in confined spaces within vessels etc., to minimise the time spent together at close range as much as possible.</p>	<p><i>Show how safe distancing is carried out at workstations, and other common areas where congregation of workers may occur.</i></p>

<sup>7</sup> Including conferences, seminars and exhibitions.

<sup>8</sup> Including older employees, pregnant employees, employees with underlying medical conditions.

<sup>9</sup> Including common spaces such as staff canteens, pantries, water coolers/vending machines, smoking corners, etc.

Requirement	What companies must show when requested
31) Demarcate clearly zones within site for, and assign identifiers (e.g. coloured vest, T-shirt, armband, stickers on safety helmet) to each team of workers to prevent mixing of split teams at the site.	<i>Show how the worksite is demarcated and show that all workers are assigned identifiers.</i>
32) Implement movement control and dedicated barriers (e.g. footpaths, barricade) to ensure workers stay within allocated area(s).	<i>Show instructions to workers on movement control and on site barriers to ensure workers stay within allocated area(s).</i>
33) Conduct briefings to workers in well-ventilated areas, and keep briefing sizes and operational teams small.	<i>Show signs and instructions for briefing, and records of briefing sessions</i>
34) Avoid interaction between shipyard and contractor supervisors/customers except for safety checks and worksite inspection.  35) Require suppliers/contractors to implement similar safe distancing measures while onsite, so that operations and business interactions with them are kept safe.  36) Require personnel from supporting sectors who are required to work at the shipyard's production site for 15 or more days out of 30 consecutive days to undergo regular swab testing. <b>[updated 2 October]</b>	<i>Show signs and instructions that contractor supervisors/customers are required to implement safe distancing measures and conduct checks to ensure regular swab testing compliance (where applicable). <b>[updated 2 October]</b></i>
37) Optimise both day and night shift works manning to minimise number of workers at congested work areas.	<b><i>Provide plans of works manning.</i></b>
38) Ensure workplace safety is not compromised with these measures.	
39) Ensure that short term workers and delivery personnel who are authorised to commute to site on a need basis avoid any direct interaction with workers in the shipyard. Safe distancing and movement control measures must be enforced.	<i>Show signs and instructions that short term workers and delivery personnel are required to adhere to safe distancing measures.</i>
40) Schedule deliveries and other physical interactions in a staggered manner and keep durations as short as possible.	



Requirement	What companies must show when requested
<p><u>During Break time</u></p> <p>41) Stagger meal times and breaks to reduce possible congregation of workers at common areas such as canteen/toilets.</p> <p>42) Provide individually packed meals, with independent and disposable tableware between workers.</p> <p>43) Remind all employees and visitors not to share food.</p>	<p><i>Show the meal plans for workers, and show that no congregation during lunch hours.</i></p> <p><i>Show workers are provided with individually packed meals.</i></p>
<b>F. Require medical personal protective equipment</b>	
<p>44) Require all onsite personnel, including employees, visitors and vendors, to wear masks and other necessary personal protective equipment at all times, except during activities that require masks to be removed (e.g. mealtimes).</p> <p>45) Face shields may be used in place of face masks <u>only</u> in instances workers are involved in activities where the use of face shield is more appropriate for the type of work to be carried out. In doing so, there should be no additional hazards created by such use.</p> <p>46) Ensure that all employees<sup>10</sup> have sufficient masks, including any need to replace masks due to workplace conditions (e.g. humidity). Where possible, employers should consider improving the working environment for employees to enable them to sustain wearing the masks.</p>	<p><i>If disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily.</i></p>
<b>G. Ensure cleanliness of workplace premises</b>	
<p>47) Ensure adequate facilities for and timely disposal of domestic waste and recycled materials.</p>	<p><i>Show the facilities on site.</i></p>
<b><u>Sanitation and Hygiene of Common Areas and Facilities</u></b>	
<p>48) Step up frequency of cleaning and disinfection for all common facilities and high touch areas to once per every shift change. Common facilities and high touch areas include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Canteens, cafeteria, pantries, and rest spaces,</li> <li>• Company Provisioned Transportation Vehicles (e.g. Buses, Lorries)</li> </ul>	<p><i>Show cleaning schedules, records of disinfection and any other relevant instructions to/documents from cleaning service provider/personnel.</i></p>

<sup>10</sup> Employees include all management, administrative staff, supervisors, workers working on site and workers working as office assistants.

Requirement	What companies must show when requested
<ul style="list-style-type: none"> <li>• Toilets and hand-wash stations</li> <li>• Doors and windows</li> <li>• Lifts, stairways, corridors, and walkways</li> </ul> <p>49) At all toilet and hand-wash stations, cleaning agents (i.e. hand soap, paper towel, bidet spray, and toilet paper) must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p> <p>50) Disinfecting agents (e.g. hand sanitiser) must be installed at all human traffic stoppage points within the facility (e.g. entrances, reception areas, security guardhouse and lift lobbies). All installed disinfecting agents must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p> <p>51) Adhere to sanitation and hygiene advisories disseminated by the National Environmental Agency<sup>11</sup>.</p> <p>52) SMO to keep records of disinfection.</p>	
<p><u>Sanitation and Hygiene of Machinery, Equipment in Production Areas and Warehouses</u></p> <p>53) Step up frequency of cleaning and disinfection (as reasonably practicable as possible) for all machinery and equipment that the on-site personnel have interacted with to once per every shift change.</p> <p>54) Disinfecting agents (e.g. hand sanitiser) should be installed at key work stations and personnel interaction points. All disinfecting agents must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p> <p>55) SMO to keep records of disinfection.</p>	<p><i>Show cleaning schedules and any other relevant instructions to/documents from cleaning service provider/personnel.</i></p>

<sup>11</sup> <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

## MANAGEMENT OF SUSPECTED CASES

Requirement	What companies must show when requested
<p>To resume business activities, all companies must fulfil these requirements below.</p> <p><i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i></p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<b>H. Handling of suspect and/or confirmed cases</b>	
<p>56) Require each workplace employee to visit only one clinic for check-ups when unwell. Otherwise, employees must inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19<sup>12</sup>.</p> <p>a) Require workplace employees to submit records of their MCs and diagnoses provided (only for COVID-19-related symptoms, including acute respiratory infections), and if they were tested for COVID-19 and the results of their tests</p> <p>b) Take preventive actions to guard against incipient outbreaks at the workplace, such as requiring these employees on MCs to closely monitor their health before returning to the workplace and requiring these employees' close contacts at the workplace to monitor their health more regularly.</p>	<p><i>Show records of communication to all workplace employees.</i></p> <p><i>Show records of COVID-19-related conditions, MCs and test results reported by employees.</i></p>
<p>57) Establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on-site.</p> <p>a) Any employee who is feeling unwell or showing symptoms of illness should report to his employer, leave the workplace and consult a doctor immediately, even if symptoms may appear mild. Employers must track and record these cases as part of safe management measures</p> <p>b) Dedicated sick bay and associated isolation facilities for timely segregation of suspected cases.</p> <p>c) For incapacitated or unconscious individuals – clear the area of other personnel and administer aid immediately. Employers should call 995 for an emergency ambulance to ferry them to the nearest hospital.</p>	<p><b><i>Provide evacuation plan.</i></b></p>

<sup>12</sup> Including but not limited to typical symptoms such as fever, cough and shortness of breath.

Requirement	What companies must show when requested
<p>58) Put in place a follow-up plan in the event of a confirmed case:</p> <ul style="list-style-type: none"> <li>a) Immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked. There is no need to vacate the building or the whole floor if there is no sustained and close contact with the confirmed case;</li> <li>b) Carry out a thorough cleaning and disinfect all relevant on-site areas and assets exposed to confirmed cases, in accordance with NEA guidelines.</li> </ul> <p>Note: For workplaces with confirmed cases, businesses could be suspended if there are public health grounds to do so.</p>	<p><i>Provide follow-up plan.</i></p>

COVID-Safe Workforce Criteria

The COVID-Safe Workforce Criteria sets out in six (6) key areas, the roles and responsibilities of employers and employees involved in Marine Shipyard Sector Works:

S/N	Key Areas	Roles and Responsibilities of	
		Employers	Employees
1	Good health status of workers	✓	✓
2	Ensure a contactable and traceable workforce and workplace	✓	✓
3	Awareness on COVID-19	✓	✓
4	Workforce wellbeing	✓	✓
5	Emergency preparedness for suspected COVID-19 cases	✓	✓
6	Responsibilities and care beyond working hours	✓	✓

	Employers	Employees
1	<b>Good Health Status of Employees</b>	
	<p>1.1 Employers must ensure that all workers undergo regular swab tests, with the exception of non-dormitory<sup>13</sup> workers who work in non-production sites or work from home. [Updated 2 October]</p> <p>1.2 Employers must require employees to conduct regular temperature screening and check for COVID-19 related respiratory symptoms for all employees twice daily, and keep the record for minimum of 28 days for inspection by any government agency. For more details, please refer to the COVID-Safe Worksite Requirement.</p> <p>1.3 Employers must ensure any employee who is feeling unwell or showing symptoms of illness, leaves the workplace and consults a doctor immediately, even if the symptoms may appear mild and record these cases as part of safe management measures.</p> <p>1.4 Where possible, employers must ensure that each employee visits only one clinic for check-ups, if unwell.</p>	<p>1.5 Employees must ensure that they do not report for work if they are on quarantine orders or stay home notices.</p> <p>1.6 All employees, with the exception of non-dormitory<sup>13</sup> workers who work in non-production sites or work from home, must ensure that they tested COVID-19 negative at any MOH-recognised facilities once every 14 days to continue working. [Updated 2 October]</p> <p>1.7 Further restrictions may apply depending on the health status and employees are advised to check with the latest MOM/MOH advisory.</p> <p>1.8 Employees should check their temperature twice daily and keep records for at least 28 days.</p> <p>1.9 Employees who are feeling unwell or showing symptoms of COVID-19 illness should report to their employer and dorm operator (where relevant) even if the symptoms may appear mild.</p> <p>1.10 Employees should inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19 (including but not limited to typical symptoms such as fever, cough and shortness of breath). Employees who have visited a clinic must submit to their employer records of their Medical Certificates and diagnoses provided (only for COVID-19-related symptoms, including acute respiratory infections). If they were</p>

<sup>13</sup> Dormitories include purpose-built dormitories, factory-converted dormitories, construction temporary quarters, temporary occupation licence quarters and government decant sites.

	Employers	Employees
		tested for COVID-19, the results of their test must be reported to the employer and dorm operator.
<b>2</b>	<b>Ensure a Contactable and Traceable Workforce</b>	
	<p>2.1 Employers must update their employees' information on MOM's website in a timely and regular manner. Employers are to ensure that the information is valid. <b>[Updated 2 October]</b></p> <p>2.2 Employers must ensure that all employees have mobile devices with valid Singapore mobile contact number, activate TraceTogether and SG Workpass apps and comply with SafeEntry requirements. Employers should also encourage employees to have access to their mobile devices to stay contactable at all times, where reasonably practicable.</p> <p>2.3 Employers must keep daily declaration records for all employees for at least 28 days for inspection purposes.</p> <p>2.4 Employers should monitor and keep records of changes in the residential location of all their employees.</p>	<p>2.5 Employees should provide their latest Singapore mobile contact number and WhatsApp contact number to the employer and dorm operator.</p> <p>2.6 Employees should inform their employers of any change in residential location, and keep records of their movements for contact tracing purposes.</p> <p>2.7 Employees must activate the TraceTogether and SG workpass apps and adhere with SafeEntry processes, including checking in and out of their workplace(s) and accommodation.</p> <p>2.8 Employees must submit the following declarations daily to employers:</p> <ul style="list-style-type: none"> <li>a) Travel history;</li> <li>b) Whether they have received any quarantine or isolation order, Stay-Home Notice, or were issued medical certificates for respiratory symptoms; and</li> <li>c) Whether they are a close contact of individuals serving quarantine order or confirmed cases of COVID -19.</li> </ul>
<b>3</b>	<b>Awareness on COVID-19</b>	
	<p>3.1 Employers must carry out talks on good work practices for all workers before they commence work on site, and to follow up with talks on a regular basis to remind workers.</p>	<p>3.2 Before starting work, employees must attend talks on good work practices to prevent further transmission of COVID-19.</p>

	Employers	Employees
<b>4</b>	<b>Workforce Wellbeing</b>	
	<p>4.1 Employers must ensure sufficient masks for all employees, including any need to replace masks due to workplace conditions (e.g. humidity).</p> <p>4.2 Employers should provide cleaning agents (e.g. hand soap, toilet paper) and disinfecting agents (e.g. hand sanitisers) to employees.</p> <p>4.3 Employers should encourage their employees to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face.</p> <p>4.4 Employers are encouraged to make available counselling services for their employees.</p>	<p>4.5 Employees should safekeep their personal COVID-19 preventive kits.</p>
<b>5</b>	<b>Emergency preparedness for suspected COVID-19 cases</b>	
	<p>5.1 Employers must establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on-site.</p> <ul style="list-style-type: none"> <li>a) Any employee who is feeling unwell or showing symptoms of illness should report to his employer, leave the workplace and consult a doctor immediately, even if symptoms may appear mild. Employers must track and record these cases as part of safe management measures.</li> <li>b) Dedicated sick bay and associated isolation facilities for timely segregation of suspected cases.</li> <li>c) For incapacitated or unconscious individuals – clear the area of other personnel and administer aid immediately. Employers should call 995 for an</li> </ul>	<p>5.3 Employees who are feeling unwell or showing symptoms of COVID-19 illness should report to their employer and dorm operator (where relevant), even if symptoms may appear mild.</p>



	Employers	Employees
	<p>emergency ambulance to ferry them to the nearest hospital.</p> <p>5.2 Employers must put in place a follow-up plan in the event of a confirmed case:</p> <ul style="list-style-type: none"> <li>a) Immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked. There is no need to vacate the building or the whole floor if there is no sustained and close contact with the confirmed case;</li> <li>b) Carry out a thorough cleaning and disinfect all relevant on-site areas and assets exposed to confirmed cases, in accordance to NEA guidelines.</li> </ul>	
<b>6</b>	<b>Responsibilities and care beyond working hours</b>	
	<p>6.1 Employers must nominate a representative (including a mobile number for this representative to be contactable at all times), who has the authority to make decisions with premise operators on the ground to address any issues with your workers quickly when the need arises.</p> <p>6.2 Employers must educate workers to minimise social contact after work and not to congregate at public places at their own accommodation locations (e.g. corridors, void decks, lobbies, units/rooms of each other).</p> <p>6.3 Employers must work with premise operators to avoid inter-mixing of workers across different teams/projects while staying at the dormitory/quarters and implement mandatory registration of time in/out when workers leave the dormitory/quarters.</p>	<p>6.9 To further control the transmission of COVID-19, foreign workers residing in dormitories must remain in their accommodation after working hours, including on their off days, unless they have obtained an Exit Pass on their assigned rest day. <b>[Updated 2 October]</b></p>

	Employers	Employees
	<p>6.4 For specialist or sub-contractor workers which are not dedicated to a specific project or worksite, employers to decant them from dorms or segregate them from the rest of the workers.</p> <p>6.5 Employers must conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.</p> <p>6.6 For workers who have been moved to temporary dormitories, employers must cooperate with the teams running the temporary dormitories, such as the premise operators, managing agent and security personnel, and to aid in the communications between them and the workers. This is to ensure the safety and well-being of the workers, and that of the surrounding community.</p> <p>6.7 Employers must work with premise operators to implement staggered rest days for workers.</p> <p>6.8 To further control the transmission of COVID-19, employers must ensure that foreign workers residing in dormitories remain in their accommodation after working hours, including on their off days, unless they have obtained an Exit Pass on their assigned rest day. <b>[Updated 2 October]</b></p>	

COVID-Safe Accommodation Criteria

Requirement	What companies must show when requested
<p>To resume business activities, all companies must fulfil these requirements below.</p> <p><i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i></p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<b>Safe Accommodation</b>	
<b>At Living Premises (e.g. Dormitories)</b>	
<p>1) Nominate a representative (including a mobile number for this representative to be contactable at all times), who has the authority to make decisions with premise operators on the ground to address any issues with your workers quickly when the need arises.</p>	<p><b><i>Provide list of representatives and records of communication with premise operators.</i></b></p>
<p>2) Educate workers to minimise social contact after work and not to congregate at public places at their own accommodation locations (e.g. corridors, void decks, lobbies, units/rooms of each other).</p>	<p><i>Show records of communication to workers.</i></p>
<p>3) Work with premise operators to avoid inter-mixing of workers across different teams/projects while staying at the dormitory/quarters and implement mandatory registration of time in/out when workers leave the dormitory/quarters.</p>	<p><i>Show records of communication to premise operators.</i></p>
<p>4) For specialist or sub-contractor workers which are not dedicated to a specific project or worksite, to decant them from dorms or segregate them from rest of workers.</p>	<p><i>Show records of housing for specialist/sub-contractor workers.</i></p>
<p>5) Conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.</p>	<p><i>Show records of checks at living quarters.</i></p>
<p>6) For workers who have been moved to temporary dormitories, to cooperate with the teams running the temporary dormitories, such as the premise operators, managing agent and security personnel, and to aid in the communications between them and the workers. This is to ensure the safety and well-being of the workers, and that of the surrounding community.</p>	
<p>7) Work with premise operators to implement staggered rest days for workers.</p>	<p><i>Show staggered rest day implementation</i></p>
<p>8) Ensure that workers residing in dormitories<sup>14</sup> remain in their accommodation after working hours, including on their off days, unless they have obtained an Exit Pass on their assigned rest day. <b>[Updated 2 October]</b></p>	<p><i>Show records of checks.</i></p>

<sup>14</sup> Dormitories include purpose-built dormitories, factory-converted dormitories, construction temporary quarters, temporary occupation licence quarters, temporary living quarters and government decant sites.

9) Ensure that any on-site dormitories house only workers who work at the site.

COVID-Safe Transportation Criteria

Requirement	What companies must show when requested
<p>To resume business activities, all companies must fulfil these requirements below.</p> <p><i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i></p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<b>Safe Transport</b>	
Transporting Workers to and from the Workplace/ Accommodation Sites	
1) Adhere to guidelines stipulated by MOM and LTA.	
2) Employers are to ensure the provision of point-to-point dedicated transportation for all foreign workers living in dormitories between their accommodation and worksites, by teams, without any intermediate stops.	<i>Show records of instructions to transport providers.</i>
3) Ensure vehicle is disinfected after every batch of workers disembark.	<i>Show cleaning schedules, disinfection records, or any other relevant instructions/documents to cleaning service provider/personnel.</i>
4) Keep proper record of vehicle movements, assigned vehicle numbers and drivers' details (i.e. NRIC/FIN and Name).	<i>Show records of vehicle and driver details.</i>