

Ministry of Manpower

Advisory on Requirements for Safe Management Measures at the Workplace after the Circuit Breaker Period

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Implement a System of Safe Management Measures

- Implement a detailed monitoring plan to ensure compliance with Safe Management Measures
- Appoint a Safe Management Officer
 - Coordinate the implementation of Safe Management Measures
 - Identify relevant risks, recommend and assist in implementing measures to mitigate risks, and communicate the measures to all personnel working in the workplace
 - Conduct inspections and checks
 - Any non-compliance should be reported and documented
 - Remedy non-compliance
 - Keep records of inspections and checks
 - Checks conducted and corrective actions must be kept and made available to government inspectors upon request

Reduce Physical Interaction and Ensure Safe Distancing

- Telecommute from home, where possible
 - Employers are encouraged to leverage technology to ensure business continuity and safe management
 - Utilise tele-conferencing facilities for meetings where possible
 - Activities with close prolonged contact should be cancelled or deferred
 - Special attention should be paid to vulnerable employees to allow for work-from-home arrangement
- Avoid socialising with colleagues
 - All social gatherings should be cancelled or deferred
 - Employers should ensure no congregation in groups in common areas
- Stagger work and break hours for functions where employees cannot work from home
 - At least three 1-hourly blocks, with not more than half of the employees reporting to work within each 1-hour block
 - Reporting and ending times should not coincide with peak hours, where possible

Reduce Physical Interaction and Ensure Safe Distancing

- Implement shift or split team arrangement
 - There must be no cross-deployment or interaction between employees in different shifts, teams or worksites, even outside of work
 - If cross-deployment cannot be avoided, additional safeguards must be taken to minimise risk of cross infection
- Minimise need for physical touchpoints
- Clear physical spacing of at least 1 metre between persons at all times
 - Demarcation of safe physical distances at workplace premises with visual indicators or through physical means
 - If there is a critical need for meetings, employers should limit the number of attendees and shorten the durations
 - Employers with frontline or customer-facing operations should adopt queue management measures recommended by ESG
 - Monitor and enforce safe distancing could be aided by technology

Support Contact Tracing

- Employers should encourage all employees to download and activate the TraceTogether App
- Control access to workplace only to essential employees and authorised visitors
 - SafeEntry visitor management system must be used to record entry of all personnel entering the workplace
 - Registration of businesses for SafeEntry via NRIC or QR code can be done through this link: <https://www.safeentry.gov.sg/>
 - For the full list of workplaces where SafeEntry must be deployed, please refer to <https://www.safeentry.gov.sg/deployment>

Personal Protective Equipment and Good Personal Hygiene

- Employers must ensure that all onsite personnel wear a mask at all times in the workplace, except during activities that requires masks to be removed
- Employers must ensure there are sufficient masks for all employees
- Employers should also encourage good personal hygiene i.e. wash their hands regularly and refrain from touching their faces

Ensure Cleanliness of Workplace Premises

- Step up cleaning of workplace premises
 - Regular cleaning of common areas
 - Clean and disinfect rooms in-between meetings
 - Machinery and equipment shared amongst employees across different shifts have to be cleaned and disinfected before changing hands
- Provision of cleaning and disinfecting agents in all toilets and hand-wash stations, as well as human traffic stoppage points within the workplace
- The National Environmental Agency (NEA) has also issued the sanitation and hygiene advisories for premise owners and operators in the link here:
<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/cleaning-and-disinfection/advisories/general-sanitation-and-hygiene-advisory-for-premises-owners-and-operators>

Implement Health Checks and Protocols to Manage Potential Cases

- Conduct regular temperature screening and declarations
 - Temperature screening and checks for respiratory symptoms must be conducted twice daily
 - Employers must keep declaration records for at least 28 days for inspection purpose
- Ensure employees do not clinic-hop and guard against incipient outbreaks
 - Employees who have visited a doctor should submit their MCs and diagnosis provided
 - Employers should encourage employees on MCs to closely monitor their health before returning to the workplace
 - Those who have had close contacts with employees on MCs should also monitor their health more regularly

Implement Health Checks and Protocols to Manage Potential Cases

- Establish an evacuation plan for unwell or suspected cases
 - Employee who feels unwell has to report to his employer, leave the workplace and consult a doctor immediately
 - Employers must track and record these cases
 - For incapacitated or unconscious individuals, employers must clear the area and administer aid immediately
- Establish a follow-up plan for confirmed cases
 - Immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked
 - Carry out thorough cleaning and disinfecting all relevant on-site areas and assets that are exposed to the confirmed case

Implement Health Checks and Protocols to Manage Potential Cases

- Adherence to MOH's prevailing travel advisory
 - Deferment of all work-related and non-essential travel plans to all countries
 - For work related travels that are unavoidable, employers may be expected to provide additional paid leave for employee to cover:
 - Quarantined or self-isolation period imposed
 - Delay in employee's return to Singapore
 - Mandatory Stay-Home Notice ("SHN") or company Leave Of Absence ("LOA")
 - For non-work related and non-essential travels, employers may require employees to use their own annual leave entitlements

Conclusion

- Employers must ensure that the measures above are in place, communicated and explained to employees prior to resuming work
- Signs should also be put up to remind employees and visitors to observe all measures in place
- Employers can refer to the Checklist of Safe Management Measures in the link below to ensure that the workplace is ready for resumption of business activities

<https://www.mom.gov.sg/-/media/mom/documents/covid-19/annex-c-checklist-of-safe-management-measures.pdf>

Thank you
for your time
and attention