# Safe Management and Distancing Measures in the Workplace after the Circuit Breaker Period during Phase 2

With the gradual relaxation of restrictions put in place to prevent the spread of COVID-19, employers should note the following measures that have to be implemented when the Phase 2 is started (after 19 June 2020). Circuit Breaker was from 7th April to 1st June 2020. Phase 1 was from 2nd June to 18th June 2020.

We are now in Phase 2.

This update summarises the some of the measures employers are required to implement in workplace settings. These measures are issued by the tripartite partners, i.e. the Ministry of Manpower ("**MOM**"), the National Trades Union Congress ("**NTUC**") and the Singapore National Employers Federation ("**SNEF**"). Employers must ensure that these measures are communicated clearly to all employees.
Employers should also review their industry specific requirements – example construction industry needs to comply with MND- BCA (Ministry of National Development and Building Construction Authority) requirements etc

Failure to implement these measures will potentially result in the issuance of fines or stop-work orders. We have already seen more than 52 fines of at least $1000 each imposed on businesses after Circuit Breaker in Singapore. We also seen how a restaurant in Holland Village was asked to cease operations immediately after non compliance by customers in Phase 2 and the changes in Holland Village eating – dining.

## General Workplaces

In summary, employers are required to:

(a)   Implement safe management measures;

(b)   Reduce physical interaction and ensure safe distancing;

(c)   Support contact tracing;

(d)   Require use of personal protective equipment and employees to observe good personal hygiene;

(e)   Ensure cleanliness of workplace premises; and

(f)   Implement health checks and company protocols to manage potential cases.

We set out below a table summarising the present requirements. Employers should also refer to MOM Advisory – COVID-19 Requirements for Safe Management Measures and as well as any other further updates published by the relevant authorities.

| Safe Measures | Implementation steps |
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| **How to Implement safe management measures** | |
| All Employers must:<br><br>(a) Implement a detailed monitoring plan to ensure compliance with all safe management measures; | <u>Detailed monitoring plan</u><br><br>Employers must develop and implement a monitoring plan that details the specifics of all safe management measures.(Indicate workplace, address, your employees details, roosters of who is coming to work and who can work from home, names of Safe Management Officers, process of entering the premises, temperature checks, contact tracing, emergency procedures etc<br><br>Employers should also develop remedies to target any non-compliance and risk mitigation. (would it be a verbal or written warning, how will the Safe Management Officer inspect and uncover this non-compliance, how to record it and how to correct it) |
| (b) Appoint Safe Management Officers to implement, coordinate and monitor all safe management measures.<br><br>Your Safe Management Officers can be CEO, Directors, Senior Managers or Managers.<br>You should allow your Safe Management Officers to attend some form of training.<br>If you are in Construction industry- they will need to attend BCA Safe Management Officer Course | Safe Management Officers must identify and mitigate risks, and communicate measures to all employees. They must also conduct inspections to ensure compliance, as well as report, document and remedy any non-compliance. Records of inspections and any corrective action taken must be documented and made available upon request by a Government Inspector. In the event of any investigations / inspections, these records can be used to show that the employer has proper processes in place. |

## Reduce physical interaction and ensure safe distancing

All Employers must:

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| (a) | Ensure that all employees telecommute from home, where employees can perform their work in such manner- if they don't need to come to office, they should work from home; | Telecommuting- Employers should provide the necessary equipment and IT solutions to employees to enable working from home. |
| (b) | Minimise physical meetings and conduct both internal and external meetings virtually, if possible; and | Virtual meetings- Employers should set up tele-conferencing facilities and ensure that there are safety protocols in place to maintain security and confidentiality of the virtual meetings. While in Phase 2 people are allowed to meet physical (less than 5 and keep safe distance)- it is still advisable to reduce such meetings |
| (c) | Cancel or postpone all events that involve close and prolonged contact. | Cancelling / postponing events- Employers must ensure conferences, seminars and exhibitions do not occur. Similarly, social gatherings and meals among employees must not take place. (again even though people are allowed to dine in and meet others, as an employer we should have Business Continuity and think about keep our safe management measures in place) |
| | MOM also recommends that employers pay special attention to vulnerable employees. | Vulnerable employees- Who are Vulnerable employees? Older employees, pregnant employees and employees with underlying medical conditions should work from home. If their current role does not allow it, consider changing temporarily their role so that they can work from home. |

| Measure | Implementation steps |
|---|---|
| For roles where employees cannot work from home, employers must:<br><br>(a)    Stagger working and break hours; | Staggering hours- Employers must implement staggered working and break hours to reduce congregation of employees at common spaces (e.g. entrances, exits, lobbies, canteens and pantries). If possible, reporting and ending times should not coincide with peak-hour travel. Staggered working hours must be implemented over at least 3 one-hourly blocks. Not more than half of the employees are to report to work within each block. Where staggering is not possible, systems must be implemented to reduce congestion of employees at common spaces. |
| (b)    Implement shift or split team arrangements; | Shift or split ream arrangements- If appropriate, employers must split employees at workplace premises into teams. There must be no cross-deployment or interaction between employees in different teams. |
| (c)    Minimise physical touchpoints where possible; and | Physical touchpoints- Employers should reduce the need for employees to use common physical touchpoints (e.g. swipe scanners, security keypads) in the workplace. If such touchpoints are required, employers can consider measures such as frequent disinfection to minimise the risk of cross infection. |
| (d)    Ensure clear physical spacing of at least 1 metre between all persons in the workplace at all times. | Clear spacing of at least 1m -Employers must demarcate safe physical distances at workstations, meeting rooms, as well as all common areas. |
| **Support contact tracing** | |
| All Employers must use the SafeEntry visitor management system to record the entry of all personnel (including employees and visitors) entering the workplace. | Employers must ensure access to the workplace is limited to only essential employees and authorised visitors.Please download the SafeEntry for your business. Also don't just place it at the door as it will create congestion, have a few locations more than 1 m apart |

| Measure | Implementation steps |
|---|---|
| MOM recommends that employers also encourage all employees to download and activate the TraceTogether Application. | Employers should request their employees to download and use the TraceTogether App.<br>For foreign workers, this is a must. MOM has sent out numerous emails and the deadline to download based on the FIN/Work Permit Numbers was 19 June 2020 |
| **Require use of personal protective equipment and employees to observe good personal hygiene** | |
| All Employers must ensure that all personnel at the workplace (including employees, visitors, suppliers and contractors) wear a mask and any necessary personal protective equipment at all times.<br><br>MOM also recommends that employers encourage employees to observe good personal hygiene. | All employers should remind their staff or train/brief their staff to use PPE/Masks and confirm their understanding and acknowledgement on the usage<br><br>Employers must ensure that there are sufficient masks for all employees, taking into account the need to replace masks due to workplace conditions.<br><br>Employers can train/brief their staff on good personal hygiene<br>Employers should also have adequate resources to ensure good personal hygiene |
| **Ensure cleanliness of workplace premises** | |
| All Employers must:<br><br>(a) Ensure regular cleaning of common areas, especially areas with high human contact;<br><br>(b) Clean and disinfect meeting tables after physical meetings are held;<br><br>(c) Ensure any machinery and equipment shared between different employees across different shifts or teams are cleaned and disinfected before changing hands; and<br><br>(d) Provide cleaning and disinfecting agents at all toilets / hand-wash stations and all human traffic stoppage points (e.g. entrances, reception areas, lobbies) respectively. | Employers should ensure that all shared office equipment (e.g. office printers / photocopiers, beverage dispensing machines) are cleaned and disinfected if such equipment is used by employees from different shifts or teams.<br><br>Employers must adhere to the sanitation and hygiene advisories issued by the National Environmental Agency. |

## Implement health checks and company protocols to manage potential cases

Employers must:

(a) Conduct regular temperature screening of all employees (twice daily) and visitors at the workplace;

(b) Take travel and health declarations from visitors before they are allowed entry;

(c) Ensure all unwell personnel are refused entry;

(d) Keep declaration records of all employees and visitors for at least 28 days;

(e) Ensure employees adhere to the Ministry of Health's travel advisory to defer all travel;

(f) Ensure employees do not clinic-hop;

(g) Ensure employees submit records of their medical certificates and diagnosis provided (if employees have COVID-19 related symptoms);

(h) Implement an evacuation plan for personnel who feel unwell; and

(i) Implement a follow-up plan in the event of a confirmed case.

Health screening- All employees at the workplace must record and report their temperature twice daily.Employers should get all their employees and visitors to fill up Health Declaration Forms and should do this every 14-28 Days

Employers should get visitors to fill up Health Declaration Forms and take their temperatures before entering the premises

Employer protocols

Employers should communicate to all employees that they should not clinic-hop.

Employers should require employees to alert them immediately if they are tested for COVID-19. Employees must notify employers of their test results. The health of employees on medical leave should also be monitored closely.

If an employee at the workplace feels unwell, employers must advise the employee to leave and consult a doctor immediately, as well as track and record the diagnosis of the unwell employee.

Upon notification of a confirmed case, employers must immediately vacate and cordon-off the section of the workplace premises where the confirmed case worked. Employers must then carry out a thorough cleaning and disinfection of all workplace areas that were exposed to the confirmed case.