<u>**Annex B**</u>

Checklist of Safe Management Measures Required at the Workplace for Resumption of Business Activities

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*	**When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.**
A. Take care of your workers	
1. Have all employees able to work from home do so.	*(See S/N 5 and 6.)*
2. Conduct all meetings between employees and with suppliers/contractors virtually where possible.	
3. No events or activities with close or prolonged contact amongst participants[1].	
4. Enable vulnerable employees[2] 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.	
5. Stagger working and break hours to reduce possible congregation of employees at all common spaces[3]. Staggered working hours must be implemented over at least three 1-hourly blocks, with not more than half of the employees reporting to work within each 1-hour block.	*List of all employees in an Excel spreadsheet with the following details:* a. *Full name* b. *NRIC/FIN*

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[1] Including conferences, seminars and exhibitions
[2] Including older employees, pregnant employees, employees with underlying medical conditions.
[3] Including entrances, exits, lobbies, canteens and pantries

Timings of lunch and other breaks must also be staggered. Reporting and ending times does not coincide with peak-hour travel where possible. If working and break hours cannot be staggered due to operational reasons, other systems must be implemented to reduce congregation of employees at common spaces.	c. Work arrangements ("not working", "work-from-home", "onsite (shift work)" or "onsite (non-shift work)") d. Shift number for arrival/departure at workplace and break hours (if applicable – see no. 5)
6. Split all employees at the workplace premises (i.e. not working from home) into teams, with each team restricted to one worksite, where applicable. No cross-deployment/interaction between employees in different shifts, teams or worksites, even outside work.[4]	e. Team number (if applicable – see no. 6)
7. Cancel or defer all social gatherings (e.g. birthday celebrations, team bonding activities, etc.) at the workplace. Ensure employees do not socialise or congregate in groups at the workplace[5], including during meals or breaks. 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.	*Show signs and instructions at common spaces in the workplace that social gatherings or socialisation/congregation in groups are not allowed.*
8. 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).	*If disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily.*

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[4] If cross-deployment/interaction cannot be avoided due to operational reasons, safe distancing measures (see S/N 11 and 12) must be implemented and observed.
[5] Including common spaces such as staff canteens, pantries, water coolers/vending machines, smoking corners, etc.

Ensure that all employees 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.	
B. Take care of the workplace	
9. Limit workplace access to only essential employees and authorised visitors. Use SafeEntry visitor management system to log the entry of all personnel (including employees and visitors) entering the workplace. For the list of workplaces where SafeEntry must be deployed, refer to https://www.safeentry.gov.sg/deployment. Personnel who are unwell must be refused entry to the workplace.	*Show how workplace access is limited only to essential employees and authorised visitors.* *Show signs and instructions that unwell personnel are refused entry to the workplace.*
10. 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: 　　a. Are currently not under a Quarantine Order, Stay-Home Notice; 　　b. Have not had close contact with a confirmed COVID-19 case in the past 14 days; and 　　c. Do not have any fever or flu-like symptoms. 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.	*For SafeEntry with NRIC, show signs informing visitors and employees of the declarations being made by checking in.*
11. Require all employees to keep a clear physical spacing of at least 1 metre between persons at all times.	*Show how safe distancing is carried out at workstations, and other common areas where congregation of workers may occur.*

Demarcate such distances at the workplace premises with visual indicators or through physical means[6], including but not limited to entrances, exits, workstations, lifts, pantries, canteens, meeting rooms/areas. If there is a critical need for physical meetings, limit number of attendees and shorten their durations.	
12. Require suppliers/contractors to implement similar safe distancing measures while onsite, so that operations and business interactions with them are kept safe. Schedule deliveries and other physical interactions in a staggered manner and keep durations as short as possible.	*Show signs and instructions that suppliers / contractors are required to implement safe distancing measures.*
13. Minimise need for common physical touchpoints (e.g. by deploying contactless access controls) where possible.	*Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.*
14. Regularly clean and maintain common spaces and equipment, particularly during shift or split team changeovers. Adhere to sanitation and hygiene advisories disseminated by the National Environmental Agency[7].	*Show cleaning schedules and any other relevant instructions to/documents from cleaning service provider.*

15. Provide:
   a. Cleaning agents (e.g. hand soap, toilet paper) at all toilet and hand-wash stations;
   b. Disinfecting agents (e.g. hand sanitisers) at all human traffic stoppage points within the workplace, such as entrances, reception areas, security booths and lift lobbies.	

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[6] Including barriers between workstations, relocation of workstations, meeting room seats.
[7] https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines

c. Disinfecting agents (e.g. disinfectant sprays, paper towels and wipes) at meeting rooms and other common spaces such as pantries or canteens.	
C. **Take care of workers who become unwell at the workplace**	
16. Ensure regular checks for temperature and respiratory symptoms for all employees and visitors, twice daily or where relevant.	*Show arrangements for checks on temperature and respiratory symptoms, such as facilities set up to screen all employees and visitors or records of temperature checks.*
17. Encourage all employees at the workplace to download and activate the TraceTogether app.	

18. Actively monitor unwell employees and guard against incipient outbreaks.
    a. Require workplace employees to submit records of their MCs and diagnoses provided (only for COVID-19-related symptoms[8], including acute respiratory infections), and if they were tested for COVID-19 and the results of their tests.
    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.
    c. Where possible, ensure that each workplace employee visits only one clinic for check-ups. 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.
	Show records of communication to all workplace employees.
	
	Show records of COVID-19-related conditions, MCs and test results reported by employees.

19. Put in place an evacuation plan for suspected cases, as well as for all other onsite personnel. 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	*Show evacuation plan.*

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[8] Including but not limited to typical symptoms such as fever, cough and shortness of breath.

appear mild. Employers must track and record these cases as part of Safe Management measures. b. 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.	
20. Put in place a follow-up plan in the event of a confirmed case: 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; b. Carry out a thorough cleaning and disinfect all relevant on-site areas and assets exposed to confirmed cases, in accordance to NEA guidelines. *Note: For workplaces with confirmed cases, businesses could be suspended if there are public health grounds to do so.*	*Show follow-up plan.*
D. Implement a system of Safe Management Measures at workplaces	
21. 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.	
22. 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.	*Provide monitoring plan for ensuring compliance with Safe Management Measures.*
23. Appoint **Safe Management Officers ("SMO")** to assist in the implementation and coordination of the system of Safe Management Measures at the workplace. The duties of the SMO will include the following:	*List, duties and detailed tasks of SMOs.* *Show records of inspections, checks, and corrective actions.*

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. b. To conduct inspections and checks to ensure compliance at all times and to report and document any non-compliance found during the inspections. c. To take immediate action to remedy any non-compliance found during the inspections and checks. d. To keep records of inspections and checks conducted and corrective actions taken. The records shall be made available upon request by a Government inspector.	