Briefing on Re-opening of TIC sector
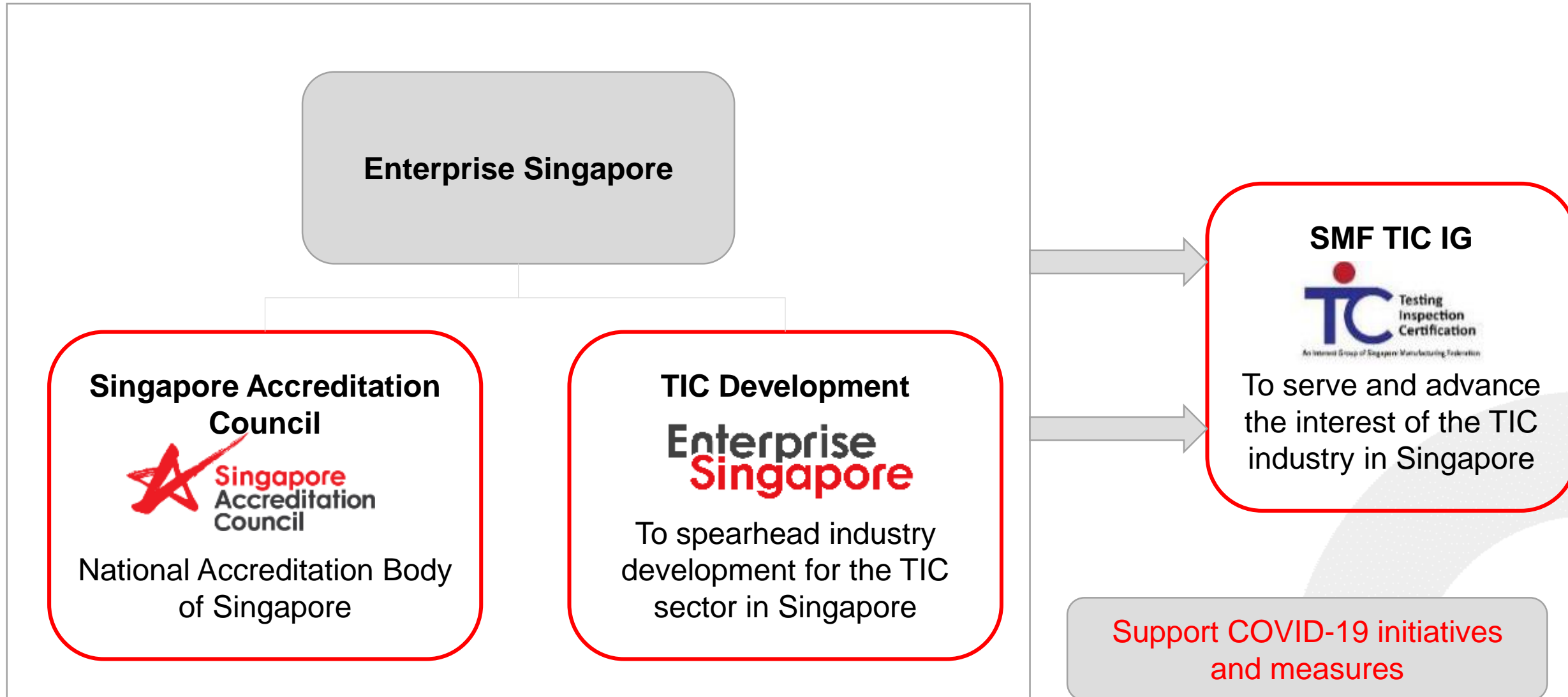## (Post Circuit-Breaker)
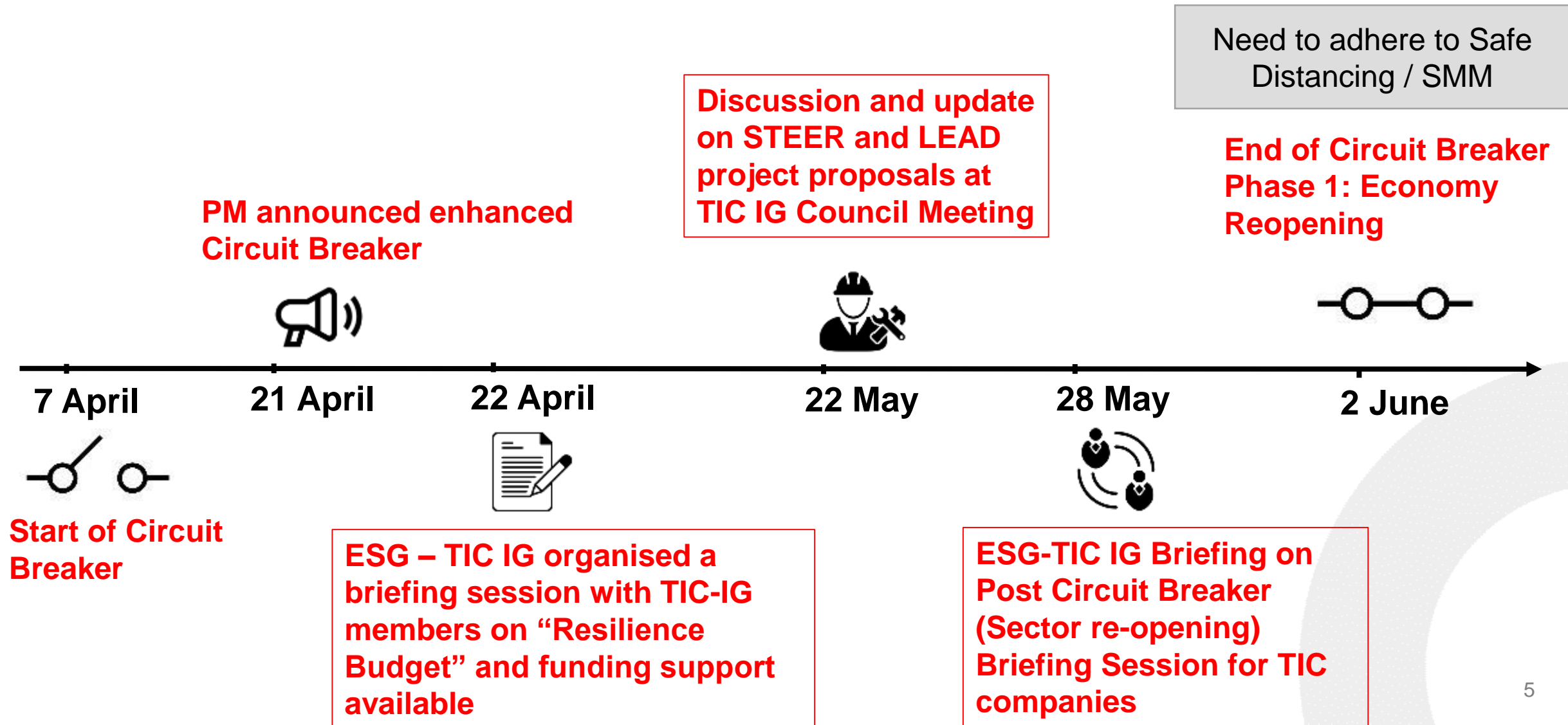
29 May 2020

Agenda

1. Introduction and updates on Enterprise Singapore

2. Re-opening arrangements

3. Safe Management Measures

1.1 Updates on ESG

Re-opening arrangements

2.1 Timeline of Events

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Need to adhere to Safe Distancing / SMM

Discussion and update on STEER and LEAD project proposals at TIC IG Council Meeting

End of Circuit Breaker Phase 1: Economy Reopening

PM announced enhanced Circuit Breaker

7 April	21 April	22 April	22 May	28 May	2 June

Start of Circuit Breaker

ESG – TIC IG organised a briefing session with TIC-IG members on "Resilience Budget" and funding support available

ESG-TIC IG Briefing on Post Circuit Breaker (Sector re-opening) Briefing Session for TIC companies

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2.2 Re-opening Arrangements – Phased Approach

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HOW SINGAPORE WILL SAFELY EXIT THE CIRCUIT BREAKER

Phase 1: Safe Re-opening (from 2 June)
- Businesses that do not pose high risk re-open
- Leave home only for essential activities

Phase 2: Safe Transition
- More businesses re-open with safe management measures
- All students fully return to school
- Sports & recreation facilities re-open with safe management measures

Phase 3: Safe Nation
Gatherings and events resume with sizes limited

gov.sg

- Singapore will end the Circuit Breaker on 1 Jun 2020

- Circuit Breaker measures will be lifted progressively over **3 phases**

- **Phase 1: Safe Re-opening** covers 4 areas

    - **Safe Work – Essential businesses and businesses that operate in settings with lower transmission risks**

    - Safe Home & Community

    - Safe School

    - Safe Care

2.3 Re-opening Arrangements – TIC Sector

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- **Businesses that can re-open – TIC Sector**

  - TIC sector has been permitted to operate during the Circuit Breaker and can continue to do so from 2 Jun

  - TIC companies do not need to apply for exemption to operate from 2 Jun

  - All businesses in operation from 2 Jun will need to fulfil the following

    - Submission of manpower details via the **GoBusiness portal**
      - No need to re-submit for TIC sector if submitted previously
      - For changes in manpower personnel or additions, to submit again as and when these changes are to be made

    - Comply with the **Safe Management Requirements (SMM)**

2.4 Re-opening Arrangements – Mfg & Services Sectors

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GRADUAL RESUMPTION OF ACTIVITIES AT WORKPLACES

All businesses and services are required to put in place **Safe Management Measures** before resuming activities. To check if your business may resume, please refer to covid.gobusiness.gov.sg.

PHASE 1
FROM 2 JUNE 2020

MANUFACTURING AND PRODUCTION FACILITIES

- Semiconductors
- Consumer Electronics Manufacturing
- Other Electronic Modules & Components
- Precision Modules & Components
- Machinery & Systems
- Pharmaceuticals
- Medical Technology
- Petroleum/Petrochemicals and other Chemicals
- Aerospace
- Land Transport Engineering
- F&B Manufacturing
- Computer Peripherals & Data Storage
- Other Manufacturing (e.g. Furniture)
- Printing

SERVICES

- Finance & Insurance
- Wholesale Trade (excluding retail storefronts)
- Health & Social Services
- IT & Info Services
- Logistics/Storage
- Shipping
- Utilities
- Telecommunications
- Land Transport
- Air Transport
- Postal & Courier

- Administrative & Support Services (e.g. Cleaning, Security, HR, Office Admin, Call Centres, Recruitment & Employment Agencies)
- Head Office & Business Representative Offices
- Professional Services (Legal, Accounting, Business and Management Consultancy, Scientific & Technical Services, Real Estate)
- Other Info & Communications (e.g. Radio & TV Broadcasting, Print Media without general community
- Architectural & Engineering, Technical Testing & Analysis
- Equipment/Vehicle Rental and Leasing
- Basic Grooming, and Physiotherapy and Rehabilitation Services for Pets
- Air-con Servicing
- Vehicle Servicing
- All Hairdressing Services
- School Bookshops and Retail Shops Selling School Uniforms

TIC

2.5 Re-opening Arrangements – Other Sectors

- The key categories of businesses and the specific SSIC codes[1] permitted to open from 2 Jun can be found on *covid.gobusiness.gov.sg* website

- The resumption of activities in the **construction industry** will be subject to separate timelines and arrangements established by BCA (for the construction industry)

- The resumption of activities in the **marine & offshore**, and process construction and maintenance industries, which employ marine and process work permit holders, will be subject to separate timelines and arrangements established by EDB

[1] SSIC code should correspond with the 'primary business activity' in the business registration record

2.6 Examples of Sector Specific requirements - Manufacturing

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All manufacturing companies seeking to continue or restart their manufacturing operations in Singapore are to establish a COVID-19 **Safe Management Programme**

- Ensure that the entire organization is familiar and comply with the Safe Management Plan,
- Take appropriate corrective and preventive actions and continually improve the effectiveness of the Safe Management Plan.

Safe Management Programme

1. Appointment of Safe Management Officers ("SMO") – **at least 2 for manufacturing**

2. Develop and implement a Safe Management Plan aligned to the COVID-19 Safe Management Guidelines for Manufacturing Sector

3. The Safe Management Plan, which should include, but not be limited to, the following sections
   i.   Management of information (dissemination, compilation, and reporting)
   ii. Management of business activities
   iii. Management of internal on-site personnel (i.e. Employees)
   iv. Management of external on-site personnel (i.e. Contractors, suppliers, customers)
   v.   Management of common areas
   vi. Management of assets exposed to personnel
   vii. Management of suspect and/or confirmed cases

2.7 Examples of Sector Specific requirements - Construction

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- All construction projects, supply works, renovation works and construction account works which have been **suspended during Circuit Breaker** are required to seek BCA's approval to re-start operations

  - BCA will identify selected construction projects and supply works for resumption of work from 2 Jun and notify respective companies of the application process by 27 May

- Companies **previously approved by MTI during the Circuit Breaker** to carry out essential site activities are required to make the necessary submissions to BCA and have employees tested for COVID-19 by 15 Jun

  - Companies will be notified by BCA of the submission process

- Companies that have received MTI's approval to resume work in corporate offices and non-construction sites can continue to do so without BCA's approval so long as such works they do not deploy Construction work permit holders and S-pass holders

Safe Management Measures

3.1 Safe Management Measures

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- MOM, NTUC and SNEF jointly issued a set of **Safe Management Measures (SMM)** required of employers which will be allowed to resume operations from 2 Jun 2020

- Employers can refer to the **6-steps of SMM** in the infographics and checklist provided by MOM for reference[1]

- MOM, MOH and ESG **can take action** against errant employers including the cessation of operations and enforcement

[1] References can be found at https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures

Be Ready, Stay Safe

6 Easy Steps for Safe Management

All companies in operation must take these steps to provide a safe working environment and prevent transmission at the workplace.

Step 1
Implement a Safe Management System
- Set up a detailed monitoring plan to ensure Steps 2-6 are maintained and resolve issues in a timely manner.
- Appoint Safe Management Officers.

Step 2
Reduce physical interaction, ensure safe distancing
- Telecommute where possible.
- If telecommuting is not possible, work in split teams. Do not cross-deploy or socialise even outside work.
- Stagger working and break hours.
- Meet virtually where possible.
- Avoid socialising with colleagues (E.g. interacting at staff canteens or having meals in groups).
- Keep at least 1m safe distance at all times.

Step 3
Support contact tracing
- Allow only essential authorised visitors to enter your workplace. Use SafeEntry to record entry of all personnel.
- Encourage all personnel, including suppliers/contractors, to download and activate TraceTogether.

Step 4
Wear masks and observe good personal hygiene
- All personnel, including visitors, must wear masks and other necessary personal protective equipment.
- If employees feel unwell, they should see a doctor, stay at home and not go to work.

Step 5
Ensure workplace cleanliness
- Regularly clean and maintain common spaces and equipment, particularly during shift or split team changeovers.
- Provide hand soap at all hand-wash stations, and hand sanitiser at all common touchpoints (E.g. entrances and lift lobbies).

Step 6
Implement health checks and protocols to manage potential cases
- Employees and visitors must:
  - Check their temperature and for respiratory symptoms twice daily.
  - Declare orders to quarantine / stay home, no fever or flu-like symptopms or close contact with COVID-19 case.
- Ensure employees do not clinic-hop. Track and record cases of employees with COVID-19 related symptoms.
- Have an evacuation plan for unwell / suspected cases and all others at the workplace. If there is a confirmed case:
  - Immediately vacate and cordon off the exposed section of the workplace premises.
  - Thoroughly clean and disinfect all exposed surfaces.

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Step 1: Implement a System of Safe Management Measures at Workplace

- Implement a **detailed monitoring plan** to ensure compliance with SMM and issues are resolved in a timely manner

- **Appoint Safe Management Officer(s)** to assist in the coordination, inspection, remedying non-compliance, keeping records of SMM measures

  - Union leaders (for unionized companies) or WSH officers can be appointed as SMO

Step 2: Reduce Physical Interaction & Ensure Safe Distancing at Workplace

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- Allow telecommuting from home and conduct meetings virtually where feasible

- No activities with close and prolonged contact should be carried out

- Special attention should be paid to vulnerable employees

- Avoid socializing with colleagues

- Stagger work hours where feasible

- No cross-deployment between different teams

- Clear physical spacing of at least 1 metre between persons at all times

Step 3: Support Contact Tracing Requirements

- Encourage all employees to download **Tracetogether app**

- Control access at workplace using **SafeEntry system**

Step 4: Require Personal Protective Equipment and Observe Good Personal Hygiene

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- Ensure all personnel at work-site including employees, visitors, suppliers, sub-contractors **wear a mask (mandatory) and other personal protective equipment (where relevant)** at all times

- Ensure good hygiene practices are in place

Step 5: Ensure Cleanliness of Workplace Premise

- Ensure **regular cleaning** of common spaces

- For public access areas used for meeting/dining, **ensure disinfection is carried out** after every seating

- Ensure equipment and machinery shared between different employees across different teams are cleaned before changing hands

- Ensure adherence to NEA guidelines on sanitation & hygiene advisories

- Provision of cleaning and disinfection agents at these areas

  - All toilets and handwashing stations

  - Human traffic touch points within the workplace

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Step 6: Implement Health Checks and Protocols to Manage Potential Cases

- Conduct regular **temperature screening** and declarations for all employees and visitors

- Ensure adherence to travel advisories

- Ensure employees do not clinic-hop

- Ensure **evacuation plan** in place for unwell or suspected cases

- Ensure follow-up plan in place for confirmed cases

3.2 Next Steps

- Moving forward, businesses must be prepared to show/provide evidence that they have fulfilled the SMM requirements when inspected by relevant government agencies

- MOM and sector agencies will take calibrated enforcement actions based on the areas of non-compliance found. For workplaces which severely lack SMM, MOM may direct employers to stop operations at the workplace.

- Under the COVID-19 Temporary Measures Act, failure to comply with SMM will result in fines of up to $10,000, jail terms of up to 6 months; or both.

3.3 Useful Links

- Resources to support employers

	Resources	
Guide on Business Continuity Planning for COVID-19	Guide on BCP	Employers can use this BCP guide for COVID-19 which covers the key business operational risks: Human Resource, Processes & Business Functions, Supplier & Customer Management, Communications.
IMDA Digital Solutions and Resources for Companies	Digital Solutions and resources	Employers can tap on a list of technology solutions by IMDA & SG Tech across several categories: Remote Working, Workforce Management, Visitor Management, Bill and Pay Online, Sell Online
Application for Productivity Solutions Grant (PSG)	Business Grant Portal	Employers can tap on the pre-approved digital solutions under ESG which enhances firms' productivity

1) Implementation of SafeEntry – https://safeentry.gov.sg
2) MOM SMM - https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures

Enterprise Singapore

Thank you!

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