COVID-SAFE RESTART CRITERIA

FOR PORT OPERATORS AND PILOTAGE SERVICE PROVIDER

Definitions

In this COVID-SAFE restart criteria for Port Operators and Pilotage Service Provider,

   i.   "Workplace" refers to work premises of the Port Operators and Pilotage Service Provider, which may include offices, port terminals and piloted vessels.

  ii.   "Operations personnel" refers to all employees of Port Operators and essential contractors of Port Operators; and Pilotage Service Provider.

 iii.   "Employees" refers to all employees of Port Operators and Pilotage Service Provider.

 iv.   "Workplace users" refers to all employees of contractors (who are not essential contractors of Port Operators), vendors and suppliers who use the Workplace.

  v.   "Essential contractors of Port Operators" refers to companies that Port Operators contract to carry out essential port terminal operations (Lashing, Stevedoring).

COVID-Safe Workplace Criteria

Requirement
To resume business activities, all Port Operators and Pilotage Service Providers must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*
A. Implement a system of Safe Management Measures (SMMs) at workplaces
1) Establish and implement a system of SMMs to provide a safe working environment and minimise risks of outbreaks. Implement the SMMs in a sustainable manner as far as practicable.
2) Implement a detailed monitoring plan to ensure compliance with SMMs and issues (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.
B. Pre-screening and segregation of teams to reduce physical interaction and ensure safe distancing at workplace

3) Ensure that all employees undergo regular temperature screening twice daily at minimum, as well as properly wear the appropriate Personal Protective Equipment (PPE) at all times. Masks with bacterial filtration efficiency (BFE) of 95% or more are highly recommended.
 	
4) Rostered Routine Testing (RRT)
 	
    a) Any individual who is required to go onboard vessels which are berthed alongside port terminals must be on prevailing RRT requirements in accordance with the latest MPA Port Marine Circular (PMC) which may be updated from time to time (current PMCs are No. 19 and No. 20 of 2021 dated 15 May 2021).
 	
    b) From 28 May 2021, all operations personnel, including all who have to board ships for work or may come into contact with foreign crew such as lashing workers, stowage workers, stevedores, safety liaison officers, lifting supervisors, port operations officers, Workplace, Safety and Health (WSH) officers and marine pilots, and essential workers staying in the port operators' dormitories must be registered for RRT and tested using a Polymerase Chain Reaction (PCR) test every 7 days. In addition, these workers are also required to take an Antigen Rapid Test (ART) from MOH-approved COVID-19 test providers[1] 3 or 4 days after the last RRT PCR test.
 	
    c) From 31 May 2021, all employees who are not required to be on the RRT must be tested for COVID-19 using a PCR test or ART from MOH-approved COVID-19 test provider[1] once every 14 days. Employees who are working in the office only may be exempted from the PCR/ART testing.

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[1] List of test providers can be found via https://www.moh.gov.sg/licensing-and-regulation/regulations-guidelines-and-circulars/details/list-of-covid-10-swab-providers

Requirement
5) Divide operations personnel into different teams ("split teams") as functionally small as practicable by discrete projects, zones, trades or shifts that do not interact with each other at the workplace, on board vessels berthed alongside the port terminals, transport and at their living premises.

C. Ensure cleanliness of workplace

Sanitation and Hygiene of Common Areas and Facilities

6) 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:
- Canteens, cafeteria, pantries, and rest spaces
- Company Provisioned Transportation Vehicles (e.g. Buses, Lorries)
- Toilets and hand-wash stations
- Doors and windows
- Lifts, stairways, corridors, and walkways

7) 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.

8) 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.

9) Self-disinfecting liquids can be applied to high touch areas periodically as specified in the product specifications.

10) Where possible, Port Operators should provide dedicated toilet facilities ashore for operations personnel and workplace users going onboard vessels berthed alongside port terminals to use.

11) There must be proper segregation of common facilities such as wait/rest areas, toilets and canteens as well as transportation services between frontline and non-frontline employees.

Operations personnel and workplace users

Requirement
D. Additional measures for operations personnel and workplace users boarding a vessel berthed alongside port terminals or piloted vessel
12) Port Operators and Pilotage Service Provider must ensure that operations personnel and workplace users boarding a vessel berthed alongside port terminals or piloted vessels comply with measures in **Annex A**, and incorporate them into their SMMs. Please refer to **Annex A.**

Management of Suspected Cases

Requirement
E. Handling of suspect and/or confirmed cases

13) Port Operators and Pilotage Service Provider shall require their employees to visit only one clinic for check-ups when unwell. Otherwise, the employees must inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19.
 	
     a) Port Operators and Pilotage Service Provider shall require their 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.
 	
     b) Port Operators and Pilotage Service Provider shall take preventive actions to guard against incipient outbreaks at the workplace, such as requiring their 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.

14) Establish and maintain the following process for the management of all unwell, suspected, and at-risk operations personnel and workplace users on-site.
 	
     a) Port Operators and Pilotage Service Provider shall require any operations personnel and workplace users who is feeling unwell or showing symptoms of illness to report to his employer, leave the workplace and consult a doctor immediately, even if symptoms may appear mild. Port Operators and Pilotage Service Provider must track and record cases involving their employees as part of SMMs.
 	
     b) Port Operators and Pilotage Service Provider must provide dedicated sick bay and associated isolation facilities, including provision of sufficient and adequate Personal Protective Equipment (PPE), for timely segregation of suspected cases.

Requirement
c) For incapacitated or unconscious individuals at the workplace – clear the area of other personnel and administer aid immediately. Port Operators and Pilotage Service Provider should call 995 for an emergency ambulance to ferry them to the nearest hospital. d) Port Operators and Pilotage Service Provider must ensure they have an incident response and evacuation plan (including evacuation route, transport arrangement, designated clinic, etc.) for any suspected/confirmed conscious/ unconscious cases to be included in the SMM plan with necessary and sufficient PPE kept on standby as well as temporary isolation areas/facilities.

COVID-Safe Accommodation Criteria

Requirement
To resume business activities, all Port Operators must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*
Safe Accommodation
F. SMMs at living premises under Port Operators' management (e.g. Dormitories, HDB flats)
15) Conduct routine cleaning of common areas in the accommodation and ensure that accommodation is well-ventilated.
16) Educate residents of the accommodation 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).
17) Conduct periodic checks at the accommodation to ensure that guidelines are strictly adhered to.
18) Ensure residents' rooming and floor level arrangements are segregated by same work group to avoid inter-mixing and implement mandatory registration of time in/out when workers leave at the accommodation.
19) Ensure foreign employees 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.

COVID-Safe Transportation Criteria

Requirement
To resume business activities, all Port Operators and Pilotage Service Provider must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*
Safe Transport
G. Measures for transportation of operations personnel to/from/within the Workplace/Accommodation
20) Adhere to guidelines stipulated by Ministry of Manpower (MOM) and Land Transport Authority (LTA).
21) Ensure the provision of point-to-point dedicated transportation for all foreign workers (who are part of operations personnel) living in dormitories between their accommodation and workplaces, by teams, without any intermediate stops.
22) Ensure vehicle is disinfected after every batch of operations personnel disembark.
23) Keep proper record of vehicle movements involving operations personnel, assigned vehicle numbers and drivers' details (i.e. NRIC/FIN and Name).

ANNEX A

Measures for operations personnel boarding a vessel in the Port of Singapore

Port Operators and Pilotage Service Provider must ensure that operations personnel who go on board vessels berthed alongside port terminals and piloted vessels to carry out duties must comply with the following:

a. Must have a valid COVID-19 PCR test taken within the last 7 days as part of the rostered routine testing (RRT) programme before boarding the vessel.

b. If the operations personnel is not enrolled on a RRT programme, he/she must have a valid negative test result from a COVID-19 PCR test or ART within 48 hours prior to boarding a vessel. After disembarking, these operations personnel must take a PCR test between the 5th and 7th day, and a final PCR test on the 11th day.

c. Must check-in and check-out with the SmartEntry@Sea QR Code.

d. Must not board a vessel if he/she does not have (a) or (b), or did not check-in with the SmartEntry@Sea QR Code; in any case, operations personnel who are unwell must not board a vessel.

e. Must always wear a mask[2]. In addition, operations personnel must properly wear other appropriate PPE, such as gloves, and gown, without jeopardising operational and personal safety.

f. Must bring disinfectant and/or sanitiser to disinfect their equipment and/or tools before and after completion of work.

g. Must minimise interaction with the vessel's crew, as far as reasonably practicable.

h. Must bring and consume his/her own food and beverages, using his/her own utensils; and consume his/her meals in an open area separate, and at a safe distance, from the vessel's crew.

i. Must not consume any food and beverages from the ships' stores.

j. Must ensure a safe distance of at least 1 metre between himself or herself and any other individual on board.

k. Must not convene or take part in any gathering when on board except where necessary or in the course of the performance of his or her duties as operations personnel.

l. No loitering in the crew living or common areas.

m. Not remain onboard for a longer period than necessary to discharge his or her duties as an operations personnel, and not in any case, stay onboard overnight.

n. Must avoid using the toilets onboard when they board a vessel berthed alongside the port or piloted vessels.

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[2] As far as reasonably practicable, the operations personnel should wear a fitted N95 mask.

Measures for workplace users boarding a vessel berthed alongside port terminals

Port Operators must ensure that workplace users who go on board vessels berthed alongside port terminals to carry out duties comply with the following:

a. Must have a valid COVID-19 PCR test taken within the last 7 days as part of the RRT programme before boarding the vessel.

b. If the workplace user is not enrolled on a RRT programme, he/she must have a valid negative test result from a COVID-19 PCR test or ART within 48 hours prior to boarding a vessel. After disembarking, the workplace user must take a PCR test between the 5th and 7th day, and a final PCR test on the 11th day.

c. Must check-in and check-out with the SmartEntry@Sea QR Code.

d. Must not board a vessel if he/she does not have (a) or (b), or did not check-in with the SmartEntry@Sea QR Code; in any case, workplace users who are unwell must not board a vessel.

e. Must not board a vessel without wearing a mask[3]. In addition, workplace users must properly wear other appropriate PPE, such as gloves, and gown, without jeopardising operational and personal safety, before they can board the vessel.

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[3] As far as reasonably practicable, the workplace users should wear a fitted N95 mask.

MPA'S PORT MARINE CIRCULARS (PMCs)

Port Operators, operations personnel and workplace users are to adhere to measures stipulated in MPA's PMCs. In particular:

Port Marine Circular	Description
No. 20 of 2021	REQUIREMENTS FOR VESSELS ARRIVING FROM COUNTRIES WITH SUSTAINED INCREASE IN COVID-19 CASES
No. 19 of 2021	REQUIREMENTS FOR VESSELS ARRIVING IN THE PORT OF SINGAPORE DURING COVID-19
No. 016 of 2020	MARITIME DECLARATION OF HEALTH

The list above is non-exhaustive. Please refer to latest guidance at https://www.mpa.gov.sg/web/portal/home/port-of-singapore/circulars-and-notifices/port-marine-circular.

ENFORCEMENT OF SAFE MANAGEMENT MEASURES

MPA will conduct enforcement checks to ensure compliance with SMMs, including SMMs proposed by the companies. Enforcement action will be taken against offenders who fail to comply with the SMMs, and employers will be required to take the appropriate steps to improve the SMMs in place to prevent repeated non-compliance.

Under the COVID-19 (Temporary Measures) (Control Order) Regulations 2020, failure to comply with SMMs is punishable with a fine of up to $10,000, imprisonment of up to 6 months, or both, for first time offenders. Repeated non-compliance is punishable with a fine of up to $20,000, imprisonment of up to 12 months or both.

Enforcement action may be taken by any of the following persons under the COVID-19 (Temporary Measures) (Control Order) Regulations 2020:

- A police officer
- A health officer appointed under section 4(1)(a) or (b) if the Infectious Diseases Act
- A public officer
- An officer of a statutory body
- An auxiliary police officer
- An employee of a prescribed institution under the Infectious Diseases Act

Identity of enforcement officers can be verified via their authority cards or public service identification cards.