

COVID-SAFE RESTART CRITERIA

FOR ENERGY & CHEMICALS (E&C)¹ PLANT OWNERS AND PROCESS CONSTRUCTION AND MAINTENANCE (PCM) COMPANIES² UNDERTAKING:

**(I) PROCESS CONSTRUCTION WORKS NOT REGULATED UNDER THE BUILDING CONTROL ACT,
OR (II) PROCESS TURNAROUND MAINTENANCE ACTIVITIES**

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¹ Energy & Chemicals (E&C) refers to the Petroleum/Petrochemicals and other Chemicals manufacturing sector.

² This refers to registered members of the Association of Process Industry (ASPRI) that hire Process Sector Work Permit or S-Pass Holders.

COVID-SAFE WORKSITE CRITERIA

BEFORE WORKS START AT THE WORKSITE

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will act against errant employers, including the cessation of operations and enforcement.</i>	<i>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</i>
A. Implement a System of Safe Management Measures at Worksites	
1) Establish and implement a system of Safe Management Measures (SMM) to provide a safe working environment and minimise risks of further outbreaks. Implement these measures in a sustainable manner, for as long as necessary.	
2) Implement a detailed monitoring plan to ensure compliance with Safe Management Measures and issues (eg. remedy of non-compliance, risk mitigation) are resolved in a timely manner.	<i>Provide monitoring plan for ensuring compliance with Safe Management Measures.</i>

Requirement	What companies must show when requested
<p>3) Appoint Safe Management Officers ("SMO") and Safe Distancing Officers ("SDO")³ to assist in the implementation and coordination of the system of Safe Management Measures at the worksite based on the following requirement:</p> <ul style="list-style-type: none"> • Total no. of workers⁴ ≤ 10 – 1 SMO • Total no. of workers > 10 but ≤ 50 – 1 SMO and 1 SDO • Total no. of workers > 50 – at least 1 SMO, and 1 SDO for every 50 workers • SDO may cover the SMO duties if the SMO is away for a period of 3 days or less. If the SMO is away for more than 3 days, a covering SMO is required. This duty assignment must be reflected in the organisation chart in the SMM plan. <p>For illustration,</p> <ul style="list-style-type: none"> • For a site with a total of 50 workers, 1 SMO and 1 SDO are required. • For a site with a total of 100 workers, 1 SMO and 2 SDOs are required. 	<p><i>Provide a list, duties and detailed tasks of SMOs.</i></p> <p><i>Show records of inspections, checks, and corrective actions.</i></p>

³ SMO/SDO can hold 1 other role (e.g. Workplace Safety Health Officer ("WSHO")/Project Manager/Site Engineer/Safety Supervisor/Coordinator/Senior Foreman) but must be able to exercise the duties expected i.e. to ensure that SMM are properly implemented and adhered to.

⁴ Workers include E&C Plant Owner's and PCM contractors' workers working on site, and non-production-based employees.

Requirement	What companies must show when requested
<p>4) The duties of the SMO will include the following:</p> <ul style="list-style-type: none"> 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 always checks to ensure compliance and to report and document any non-compliance found during the inspections. c) To brief SDO team on corrective actions to be carried out if non-compliance is detected. d) To take immediate action to remedy any non-compliance found during the inspections and checks. e) To keep records of inspections and checks conducted and corrective actions taken. The records shall be made available upon request by a Government inspector. f) To review the SMM if constant non-compliance is detected. <p>5) SDO to assist SMO in ensuring the SMM are complied with and to help in carrying out necessary corrective actions. SDO to notify SMO if non-compliances to SMM are detected.</p>	<p><i>Provide a list, duties and detailed tasks of SMOs.</i></p> <p><i>Show records of inspections, checks, and corrective actions.</i></p>

Requirement	What companies must show when requested
<p>6) <u>Risk Assessment Matrix</u> [Updated 3 Feb 22] To reduce worksite transmission risk to as low as reasonably practicable, companies are advised to review the parameters / areas in the risk assessment matrix (see Annex A) and take the necessary steps to reduce the transmission risk in the worksite.</p>	
<p>7) To improve ventilation and indoor air quality, companies are to refer to the prevailing NEA's Advisory on 'Guidance on Improving Ventilation and Indoor Air Quality in Buildings amid the COVID-19 situation'. The Advisory provides building owners and facilities managers with recommended measures to enhance ventilation and air quality in indoor spaces</p>	

Requirement	What companies must show when requested
B. Pre-Screening and Segregation of Teams to Reduce Physical Interaction and Ensure Safe Distancing at Worksite	
<p>8) <u>Rostered Routine Testing</u> [Updated 3 Feb 22]</p> <p>Any personnel, entering the <u>production areas</u> of the PCM worksites and the process terminals must adhere to the prevailing Rostered Routine Testing (RRT) regime and tested negative within the prevailing RRT cycle prior to entering. Otherwise, the ad-hoc testing regime would apply (for the latest RRT updates, refer to edb.gov.sg/en/how-we-help/supporting-you-through-covid-19 or gobusiness.gov.sg/safemanagement/sector (homepage of COVID GoBusiness website or sector specific website)).</p> <p><i>As of 1 Nov 2021, for process terminal workers⁵ (classified under border facing workers), the RRT is a 3-day⁶ Fast and Easy Test (FET) Antigen Rapid Test (ART). Fully vaccinated⁷ COVID Recovered border facing workers are required to be on RRT till further notice</i></p> <p><i>For PCM workers, the RRT is a 7-day ART for fully vaccinated COVID Naïve workers. Fully vaccinated COVID Recovered PCM workers are exempted from RRT till further notice.</i></p> <p><i>Anyone tested ART positive (Ag+) is to adhere to the prevailing MOH's healthcare protocols (refer to covid.gov.sg).</i></p>	<p><i>Conduct checks to ensure compliance of RRT, ESSS and uploading time to the SRS / FWMOMCARE.</i></p>

⁵ Workers at the jetty areas

⁶ Scheduling options include (a) Mon and Thur (b) Tue and Fri or (c) Wed and Sat

⁷ This includes persons who a) recovered from a COVID-19 infection and subsequently receives at least one dose of COVID-19 vaccine (two doses if Sinovac or Sinopharm) that has been authorized under the Health Sciences Authority's Pandemic Special Access Route or listed on the World Health Organization's Emergency Use Listing (WHO EUL) no earlier than 3 months after date of positive PCR, and b) are fully vaccinated before being infected with COVID-19 and subsequently recovering from it. Persons who received one dose of COVID-19 vaccine before being infected would need to receive their 2nd dose (3rd dose if Sinovac or Sinopharm) to be exempted.

<p>ART needs to be supervised by personnel appointed by the company (termed as Employer Supervised Self Swab) either virtually or onsite. ART results need to be uploaded to the FWMOMCARE or Swab Registration System (SRS) within the prevailing timeframe⁸.</p> <p><i>As of 6 Jan 2022, the uploading time are (a) for border facing workers (marine and process terminal workers), for Ag+ cases, no later than 30 mins while for Ag- cases no later than 24 hours, (b) for non-border facing workers, for Ag+ cases, no later than 12 hours while for Ag- cases no later than 24 hours.</i></p> <p>Employers must ensure that all required workers undergo the prevailing Rostered Routine Testing (RRT) and all employees must also ensure that they comply with the prevailing RRT requirements.</p>	
<p>9) Any worker or ad-hoc visitor who is not on mandatory RRT programme and enters the production work zones can adopt <u>either one</u> of the following measures: [Updated 3 Feb 22]</p> <p>(a) Full contactless operations in the Process Terminal Jetty zones and/or PCM work zones with no Process Terminal Jetty workers or PCM workers in the work zones. The workers are not to go up the vessels or have any physical interaction with the Not to Land (NTL) Crew berthed at the Process Terminal Jetty. PPE required is Surgical Mask.</p> <p>(b) Segregated contactless operations in the Process Terminal Jetty zones and/or PCM work zones with no physical interaction with Process Terminal Jetty workers or PCM workers and safe distancing of at least 3m away. The workers are not to go up the vessels or have any physical interaction with the Not to Land (NTL) Crew berthed at the Process Terminal Jetty. PPE required is Full PPE which includes face shield or goggles, surgical mask, disposable isolation gown or equivalent, disposable gloves or equivalent. This is to provide an outer shield. If the workers need to wear their own</p>	<p><i>PCM worksite occupiers and Process Terminal operators to ensure compliance prior allowing entry into worksites.</i></p>

⁸ For guides on uploading of ESSS ART Results: SRSv1 (go.gov.sg/edb-srsv1-guide), SRSv2 (go.gov.sg/edb-srsv1-guide), FWMOMCare (www.mom.gov.sg).

safety PPE e.g. Flame-Retardant clothes/jacket or workmen leather gloves, these PPE which are not disposable may be accepted provided the workers clean these PPE as frequently as practicable. Personal hygiene must be maintained while doffing these PPE especially no touching of face until hands are disinfected properly.

(c) Adopt Ad-Hoc Testing Regime.

Worker or ad-hoc visitor will be required to show a valid negative test result from a COVID-19 Polymerase Chain Reaction (PCR) test taken within the last 48 hours or a valid negative Antigen Rapid Test (ART) taken within past 24 hours prior to entry. The COVID-19 PCR test or ART must be done at any of the MOH-approved COVID-19 test providers⁹. This professionally administered ART is valid for 24 hours to enter the production areas of the worksites. Upon completion of work and leaving the worksite, the worker or ad-hoc visitor is required to take an exit D3 and D7 ART. The costs of the tests would be at the personnel's own or their employers' expense

* Production work zone is defined as the areas in which workers construct, operate, maintain, repair and overhaul machines and equipment, used to transform raw materials into products

⁹ Refer to <https://www.moh.gov.sg/licensing-and-regulation/regulations-guidelines-and-circulars/details/list-of-covid-19-swab-providers>

Requirement	What companies must show when requested
10) Carry out talks on good work practices for all workers before they commence work onsite and follow up with talks on a regular basis to remind workers. Employers are encouraged to make available counselling services for their employees.	<i>Show records of talks, invites for workshops/ emails/ posters.</i>
11) To the greatest extent, divide workers 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 transport and at their living premises.	<i>Provide plans of the split teams. List the members of the teams (based on discrete projects, trades or shifts) and their allocated work zones.</i>
12) For specialist or sub-contractor workers who are not dedicated to a specific project or worksite, to ensure no direct interaction with other teams where functionally possible. If direct interaction is required (e.g. for safety, quality checks, work supervision), safe distancing measures (including wearing of masks) must be observed and the length of time of direct interaction minimised. Designate out-of-bound areas (e.g. control rooms) for workers who are not to have access to these areas.	<i>Show instructions to specialist or subcontractors or how precautions have been taken to minimise risk at these touchpoints. Show the designated out-of-bound areas on site.</i>
13) If there are workers from different contractor companies, ensure that they are segregated at the work site and minimize intermingling between contractors of different companies.	<i>Provide monitoring plan to ensure workers from different companies are segregated at work site. Show signs and instructions to contractors.</i>

Requirement	What companies must show when requested
<p><u>Segregation at Shared Facilities:</u></p> <p>14) Stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities¹⁰ and ensure no mixing across contractor teams.</p> <ul style="list-style-type: none"> a) Show staggered times at entry and exit points for different teams. b) Provide rest areas in natural ventilation as much as possible for breaks. c) Stagger timings of lunch and other breaks for different teams. d) Stagger the use of shared facilities¹¹ e.g. canteen, toilets to ensure no mixing across teams (i.e. segregated teams shall not be using same facilities at the same time). Use of Physical barriers to demarcate different zones in shared facilities to prevent intermingling where practicably feasible. e) More frequent cleaning of high touch areas in the shared facilities <p>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</p>	<p><i>Provide Usage and Cleaning schedule of Shared Facilities to demonstrate how different teams are using the shared facilities and how often are the shared facilities being cleaned.</i></p>

¹⁰ Including entrances, exits, lobbies, canteens, toilets and pantries.

¹¹ Refer to Section G on the cleanliness requirements for shared facilities.

SITE ENTRY/EXIT

Requirement	What companies must show when requested
<p>To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will act against errant employers, including the cessation of operations and enforcement.</i></p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<p><u>Vaccinated Differentiated Safe Management Measures (VDS) [Updated 3 Feb 22]</u></p> <p>15) All workplaces must adhere to prevailing Vaccinated Differentiated Safe Management Measures (refer to mom.gov.sg/covid19/requirements-for-safe-management-measures for the latest VDS updates).</p> <p><i>From 1 Feb 22, only the following workers can enter the workplace (a) workers who are fully vaccinated, (b) workers who have recovered from COVID-19 within the past 180 days, and (c) workers who are medically ineligible for all vaccines. From 1 Feb 22, the grace period for partially vaccinated workers to complete their vaccination regime will be removed.</i></p> <p>Employers are to encourage all medically eligible workers to take their COVID-19 vaccination when they are scheduled and facilitate them to take their vaccination.</p> <p>16) Any visitor or ad-hoc worker entering the worksites must comply to the prevailing Vaccinated Differentiated Safe Management Measures (VDS) and testing requirements.</p> <p>Note: Companies are to conduct checks on swab test results and FET RRT compliance for these personnel at appropriate entry points prior allowing entry to the production sites. Personnel can show proof of swab test results using HealthHub app or FWMOMCare app for Singaporeans/Permanent Residents and foreign workers respectively, or swab test results from MOH-approved COVID-19 test providers.</p>	

C. Support Contact Tracing Requirements	
<p>17) Require all employees to have mobile devices with valid Singapore mobile contact number, actively use TraceTogether, FWMOMCARE and SG Workpass apps, wear their TraceTogether, Bluepass or other contact tracing tokens and comply with SafeEntry and SmartEntry@Sea requirements, where applicable.</p> <p>18) All personnel who use the TraceTogether tokens or app (app must be activated) must carry their devices with them at all times except to places where intrinsically safe devices can only be used. When storing the devices, one of the best practices is to store them in aluminium / metal boxes to prevent spurious signals which might result in errors in contact tracing. In this regard, “intrinsically safe devices” refer to devices which are incapable of releasing sufficient electrical energy to cause ignition of a specific hazardous atmospheric mixture.</p>	<p><i>Show that all personnel are actively using TraceTogether.</i></p>
<p>19) Work sites are encouraged to be divided into work zones where functionally practicable and implement SafeEntry QR Code or equivalent zone access control system which enables the retrieval of workers’ movements in each work zone.</p>	
<p>20) Limit workplace access to only authorised employees¹² and visitors. Site occupier can consider utilising SafeEntry Business App by turning on vaccinated differentiated settings and Pre-Event Testing option to check ad-hoc worker/authorised visitor’s vaccination status and valid negative COVID-19 test result before allowing them to enter the work site.</p>	<p><i>Show how workplace access is limited only to authorised employees and visitors.</i></p>
<p>21) Obtain and keep the contact particulars of every individual before allowing entry to and exit from the worksite through SafeEntry.</p>	<p><i>Show how SafeEntry requirements are implemented at entrances and exits.</i></p>

¹² Migrant workers who are Accesscode Green (Accesscode takes into account vaccination status, FET RRT compliance, HRW, Discharged status, RecoveredStatus etc) and SCPR who complied with FET RRT and VDS

22) Employers must update their employees' information including residential addresses and contact numbers on MOM's website in a timely and regular manner.	
23) In the event of a C+ incident / cluster at the worksite and upon request from EDB, companies are required to expeditiously provide the Nominal Roll (NR) (see Annex B for template) of the workers at the affected work zone(s). If there is a special swab operation to be carried out, the NR of the affected workers including visitors within a certain period of time would be required. As such, companies need to gather the contact details of their visitors so that they can contact them for further details when required and keep an updated nominal role of their workers.	<i>Show that the NR of their workers are updated regularly.</i>
<p>24) Employees and visitors must declare via SafeEntry or other means (eg. electronic of hard copy records), before being allowed to enter premises, that they:</p> <ul style="list-style-type: none"> a) Are currently not under a Stay-home Notice, Isolation Order, Quarantine Order or Health Risk Warning b) Do not have any fever or flu-like symptoms. <p>[Updated 3 Feb 22]</p> <p>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.</p>	

Requirement	What companies must show when requested
25) Refuse entry to the workplace by personnel who are unwell.	<i>Show signs and instructions that unwell personnel are refused entry to the workplace.</i>
26) Place posters and infographics in different languages at all entrances and exits to update and remind workers on rules of safe distancing and good practices to upkeep before entering and upon leaving worksite.	<i>Show posters and infographics in different languages at entrances and exits.</i>
27) Designate entrance/exit points and temporary holding areas with safe distancing markers to control the flow of workers so as to prevent congestion. Stagger the arrival and exit timings of different teams of workers.	<i>Show that there is no overcrowding at entry/exit point during peak hours.</i>

DURING WORKSITE OPERATIONS

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will act against errant employers, including the cessation of operations and enforcement.</i>	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
E. Reduce Physical Interaction and Ensure Safe Distancing at Worksite	
28) For employees who can work from home, adhere to the prevailing MOM Safe Management Measures (refer to www.mom.gov.sg/covid-19/requirements)	
29) Split all employees at the workplace premises (i.e. not telecommuting) into teams, with each team restricted to one work-zone, where functionally practicable. No cross-deployment/interaction between employees in different shifts, teams or worksites ¹³ .	Show the workforce organisation and the working arrangements
30) For events or activities, adhere to the prevailing MOM Safe Management Measures (refer to www.mom.gov.sg/covid-19/requirements)	
31) Enable vulnerable employees ¹⁴ 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.	

¹³ if cross-deployment/interaction cannot be avoided due to operational reasons, safe distancing measures must be implemented and observed.

¹⁴ Including older employees, pregnant employees, employees with underlying medical conditions.

Requirement	What companies must show when requested
32) Minimise need for common physical touchpoints (e.g. by deploying contactless access controls) where possible. To clean the common physical touchpoints frequently or applied with self-disinfecting coating liquid where possible.	<i>Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.</i>
33) Require all employees to keep a clear physical spacing of at least 1 metre between persons at all times.	<i>Show how safe distancing is carried out at workstations, and other common areas where congregation of workers may occur.</i>
34) Demarcate such distances at the workplace premises with visual indicators or through physical means, including but not limited to entrances, exits, workstations, lifts, pantries, canteens, meeting rooms/areas.	
35) If a closer distance is required due to work constraints (e.g. work in confined spaces etc.), to minimise the time spent together at close range as much as possible, improve ventilation and wear enhance PPE where functionally possible.	
36) Where practicable, demarcate clearly zones within the work site for different groups of workers and implement movement control system and protocols to ensure that workers stay within allocated area(s) and prevent inter-mixing of different contractor workers.	<i>Show how the worksite is demarcated and/or details of the Movement Control System/protocols.</i>
37) Assign identifiers (e.g. coloured vest, T-shirt, armband, stickers on safety helmet) to each group of workers to prevent mixing of workers at the site.	<i>Show instructions to contractors and photos of identifiers assigned to different contractors</i>
38) Conduct briefings to workers in well-ventilated areas and keep briefing sizes small.	<i>Show signs and instructions for briefing, and records of briefing sessions</i>

Requirement	What companies must show when requested
39) Optimise both day and night shift work manning to minimise number of workers at congested work areas.	
40) Ensure workplace safety is not compromised with these measures.	
<u>During Break Time</u> 41) Stagger meal times and breaks to reduce possible congregation of workers at common areas such as canteen/toilets. 42) Provide individually packed meals. 43) Remind all employees and visitors not to share food, beverage and/or utensils 44) All employees and visitors are reminded to maintain their safe distancing and to put on their masks immediately after consumption of food and drinks.	<i>Show the meal plans and allocated area per cohort within canteen for workers and show that congregation is minimised during lunch hours.</i>
<u>Land Deliveries</u> 45) Ensure that short term workers and delivery personnel who are authorised to commute to site on a need basis avoid any direct interaction with workers on the site. Safe distancing and movement control measures must be enforced.	<i>Show signs and instructions that short term workers and delivery personnel are required to adhere to safe distancing and control measures.</i>
46) Deliveries (including pick-ups) to the sites are to be contactless with no interaction between the delivery personnel and site personnel. If contactless deliveries are not possible, limit physical interactions by staggering the delivery and site personnel at the work areas and keep delivery durations to as short as possible. The sites personnel are to wear face masks and other protective equipment such as disposable gloves and face shields, if they do not jeopardize operational and personal safety. The exchange of documents such as invoices are to be carried out electronically or contactless. Specific SMM plan to mitigate associated risks to non-contactless deliveries are to be included in worksite SMM. Site Occupiers are responsible to ensure compliance.	

Requirement	What companies must show when requested
47) Companies are to consider designating delivery loading, unloading and holding areas for exclusive use by cargo delivery personnel and demarcate them with visual indicators such as signs and barriers where functionally practicable. It is encouraged to improve the ventilation of these designated loading and unloading area and to minimize the number of people in this area at any point of time.	
48) Companies should designate toilets or set-up portable toilets for exclusive use by cargo delivery personnel, located away from other staff amenities. If this is not possible, the shared toilets should be cleaned frequently. The toilets must be equipped with cleaning agents such as hand soap and toilet paper.	
F. Require Personal Protective Equipment (PPE)	
49) Require all onsite personnel, including employees, workers, visitors and vendors, to wear masks and other necessary personal protective equipment always, except during activities that require masks to be removed (e.g. mealtimes). Note: Face coverings such as neck gaiters, bandannas, scarves are not considered as face masks or shields. (refer to MOH's website)	<i>Show instructions to employees and monitoring plan to ensure that employees are equipped with appropriate personal protective equipment.</i>
50) Ensure that all employees ¹⁵ have enough 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.	<i>If disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily.</i>
G. Ensure Cleanliness of Workplace Premises	
51) Ensure adequate facilities for and timely disposal of domestic waste and recycled materials.	<i>Show the facilities on site.</i>

¹⁵ Employees include all management, administrative staff, supervisors, workers working on site and workers working as office assistants.

Sanitation and Hygiene of Common Areas and Facilities

52) 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

53) At all toilet and hand-wash stations, cleaning agents (i.e. hand soap, paper towel, bidet spray, and toilet paper) must always be available and/or functioning. Spare supplies for replenishment must be available.

54) Disinfecting agents (e.g. Hand sanitizer) 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 always be available and/or functioning. Spare supplies for replenishment must be available.

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

56) Adhere to sanitation and hygiene advisories disseminated by the National Environmental Agency¹⁶.

57) SMO to keep records of disinfection.

58) Employers should encourage their employees to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face.

Show cleaning schedules, evidence of photos and any other relevant instructions to/documents from cleaning service provider/personnel.

¹⁶ <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

<p><u>Sanitation and Hygiene of Machinery, Equipment in Production Areas and Warehouses</u></p> <p>59) Step up frequency of cleaning and disinfection (as reasonably practicable as possible) for all machinery and equipment that the on-site personnel have interacted with to once per every shift change.</p> <p>60) Disinfecting agents (e.g. Hand Sanitizer) should be installed at key workstations and personnel interaction points. All disinfecting agents must always be available and/or functioning. Spare supplies for replenishment must be available.</p> <p>61) SMO to keep records of disinfection.</p>	<p><i>Show cleaning schedules, evidence of photos and any other relevant instructions to/documents from cleaning service provider/personnel.</i></p>
<p>H. Additional Measures for Works Onboard Vessels [Updated 3 Feb 22]</p>	
<p>62) Process terminals that accept vessels at their terminals are to adhere to the prevailing EDB's Mandatory Precautionary Measures as shown in Annex C) (refer to edb.gov.sg/en/how-we-help/supporting-you-through-covid-19 or gobusiness.gov.sg/safemanagement/sector for the latest updates).</p>	

MANAGEMENT OF SUSPECTED CASES

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will act against errant employers, including the cessation of operations and enforcement.</i>	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
I. Handling of Suspect and/or Confirmed C+ Cases	
<p>63) Require each employee to visit only one clinic for check-ups when unwell. Otherwise, employees must inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19¹⁷.</p> <p>a) Require 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</p> <p>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.</p>	<p><i>Show records of communication to all employees.</i></p> <p><i>Show records of COVID-19-related conditions, MCs and test results reported by employees.</i></p>

¹⁷ Including but not limited to typical symptoms such as fever, cough and shortness of breath.

Requirement	What companies must show when requested
<p>64) Establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on site.</p> <ul style="list-style-type: none"> a) Any employee who is feeling unwell or showing symptoms of illness should report to his employer, leave the worksite and consult a doctor immediately, even if symptoms may appear mild. Employers must track and record these cases as part of safe management measures b) Provide dedicated sick bay and associated isolation facilities, including provision of enough and adequate PPE, for timely segregation of suspected cases. If the company has insufficient space for a dedicated sick bay, the suspected cases must be isolated in an area separated from the rest of the workers. c) 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. d) Ensure 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, 	<p><i>Provide evacuation plan.</i></p>

Requirement	What companies must show when requested
<p>65) Implement an Incident Response and Management Plan (IRMP) for execution in the event of a confirmed case (C+). Companies should minimally adhere with below: [Updated 3 Feb 22]</p> <p><u>Within 6 Hours:</u></p> <ul style="list-style-type: none"> • Isolate C+ / Ag+ and close contacts • Convey C+ back to accommodation to adhere to MOH's Protocol 1¹⁸ • Convey Ag+ back to accommodation to adhere MOH's Protocol 2¹⁹ • For C+ cases, inform dormitory operators of the total numbers of close contacts and send company identified close contacts back to dormitories using dedicated transport. Dedicated transport to be disinfected according to NEA guidelines • For C+ cases, implement voluntary stop work order (VSWO) immediately at affected work zones and cordons off for access and carry out disinfection under NEA guidelines. <i>For companies who are unable to stop work safely, they are required to disinfect affect work zone(s) and unaffected workers can resume work.</i> • For Ag+- cases, company may disinfect affected work zones as part of housekeeping/cleaning regime • Inform EDB of Ag+/C+ case(s) at your worksites at covid_ai@edb.gov.sg (e-mail) as soon as possible, within 6 hours <p><u>Within 24 Hours:</u></p> <ul style="list-style-type: none"> • Companies to provide the following information to EDB at https://go.gov.sg/reportcovid (FormSG) <ul style="list-style-type: none"> a. Details of C+/ Ag+ and nominal roll of close contacts b. Map out all locations where Ag+/C+ had worked at for the last 7 days (using a site layout) c. Compliance report (Only required for C+ cases - refer to Annex E). d. Closure of any gaps in Safe Management Measures (SMM) 	<p><i>Update Company's SMM</i></p>

¹⁸ Protocol 1 is for Individuals who are feeling unwell and tested COVID-19 (C+) positive. Refer to covid.gov.sg

¹⁹ Protocol 2 is for Individuals who are well and tested positive (Antigen Rapid Test Ag+)

- Once affected work zones are disinfected, unaffected workers can restart work. No approval needed from EDB to restart work.
- Close contacts of C+ cases issued with Health Risk Warning (HRW) are to adhere to MOH's **Protocol 3**²⁰
- Identified close contacts by companies but not issued with HRW are encouraged to follow Protocol 3 or alternatively D1, D4 and D7 under company's own discretion and resources.

Over Next 30 Days:

- Companies to map out all Ag+ / C+ detected over a rolling past 7 consecutive days to determine if there is worksite transmission
- Companies are to provide the above map to EDB when requested
- Follow-up worksite inspections may be conducted by EDB to review SMM and evaluate post large cluster incident to determine if there is worksite transmission
- For subsequent non-compliance or breaches to SMM, enforcement actions e.g. composition fines or SWO, may be taken

For queries on IRMP, please contact EDB CCO at Covid_ai@edb.gov.sg

²⁰ Protocol 3 is for the close contact(s) of the C+ individual (can be Quarantine Order (QO) or Health Risk Warning (HRW))

COVID-SAFE ACCOMMODATION CRITERIA – For Workers Staying in Dormitories:

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will act against errant employers, including the cessation of operations and enforcement.</i>	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
Safe Accommodation	
At Living Premises	
1) Employers must work with premise operators to allow only Accesscode Green workers to leave the dormitory/quarter for work or those with valid Exit Pass to leave the dormitory/quarter for their rest day. [Updated 3 Feb 22]	
2) Nominate a representative who has a mobile number to be contactable at all times and who has the authority to make decisions with premise operators on the ground to address any issues with your workers quickly when the need arises.	<i>Provide list of representatives and records of communication with premise operators.</i>
3) Educate workers 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).	<i>Show records of communication to workers.</i>
4) Work with premise operators to avoid inter-mixing of workers across different teams/projects while staying at the dormitory/quarters and implement mandatory registration of time in/out when workers leave the dormitory/quarters.	<i>Show records of communication to premise operators.</i>
5) For specialist or sub-contractor workers which are not dedicated to a specific project or worksite, to decant them from dormitories or segregate them from rest of workers.	<i>Show records of housing for specialist/subcontractor workers.</i>
6) Conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.	<i>Show records of checks at living quarters.</i>

Requirement	What companies must show when requested
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7) For workers who have been moved to temporary dormitories, to cooperate with the teams running the temporary dormitories, such as the premise operators, managing agent and security personnel, and to aid in the communications between them and the workers. This is to ensure the safety and well-being of the workers, and that of the surrounding community.	
8) Work with premise operators to implement staggered rest days for workers.	<i>Show staggered rest day implementation.</i>
9) Ensure that workers residing in dormitories remain in their accommodation after working hours, including on their off days, unless they have obtained an Exit Pass on their assigned rest day.	<i>Show records of checks.</i>
10) Ensure that any on-site dormitories house only workers who work at the site.	

COVID-SAFE Transportation Criteria for Migrant Workers:

Requirement	What companies must show when requested
<p>To resume business activities, all companies must fulfil these requirements below.</p> <p><i>Note: The Government will act against errant employers, including the cessation of operations and enforcement.</i></p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
Safe Transport	
Transporting Workers to and from the Workplace/ Accommodation Sites	
1) Adhere to guidelines stipulated by Ministry of Manpower (MOM) and Land Transport Authority (LTA).	
2) Employers are to ensure the provision of point-to-point dedicated transportation for all foreign workers living in dormitories between their accommodation and worksites, by teams, without any intermediate stops.	<i>Show records of instructions to transport providers.</i>
3) Ensure vehicle is disinfected after every batch of workers disembark.	<i>Show cleaning schedules, disinfection records, or any other relevant instructions/documents to cleaning service provider/personnel.</i>
4) Keep proper record of vehicle movements, assigned vehicle numbers and drivers' details (i.e. NRIC/FIN and Name).	<i>Show records of vehicle and driver details.</i>

5) a) S-Pass holders residing in non-dormitories accommodation can take public transport;

b) Foreign workers residing in the same accommodation can travel in the same vehicle to / from multiple sites in a single trip.

Note: For workers residing in HDB/private residential premises, same accommodation refers to the same house unit. For workers who are already grouped by project / employer in the same dormitory, they can travel in the same vehicle.

Employers to plan for their S-Pass holders to travel during non-peak hours. Employers should also continue to ensure and remind workers to observe all Safe Management Measures (SMM), especially when the S-Pass holders commute via public transport. If the COVID-19 situation worsens, we must be prepared to reinstate the dedicated transport requirements.

ANNEX A: Risk Assessment Matrix [Updated 3 Feb 22]

Risks	Parameters / Areas to Reduce Worksite Transmission Risk										In the event of C+	
	Total Number of workers in worksite	Physical Interaction with Non-Local based workers*	Work group cohort size	Worksite divided into zones	% of work zones that workers are deployed to	Vaccinated workers Population	RRT Compliance Rate	Accommodation Cohorting	Transport Cohorting	Worksite Cohorting	No of Ag+ / C+ Cases	No. of affected work zones
Low	<500	No	<30	Yes, with ability to track workers entering into each work zone	<30%	>=90% (Completed 2 nd dose)	>=98%	Workers from the same work zone staying in same accommodation (no other worker)	Dedicated Transport per work zone	Dedicated facilities e.g. rest areas and toilets for workers in the same zone	6 or less / 3 or less	Less than 5
Medium	>=500 <1000	No	>=30 <50	Yes but no ability to track workers entering into each work zone	< 30%	>=80% (Completed 2 nd dose)	>90%, <98%	Workers from the same work zone staying in different accommodations (no other worker)	Dedicated transport per work site but may be different zones	Shared facilities for a few work zones	8 to 18 / 4 to 9	Less than 5
High	>=1000, <3000	Yes (But isolated to specific work zones)	>=50	No but able to track workers' movements within work site	>30%	<80% (Completed 2 nd dose)	>=85%, <90%	Workers from the same work zone sharing accommodation (in similar location) with other workers	Dedicated transport for Dorm workers but own transport for non-dorm workers	Shared facilities for workers in the worksite	20 or more / 10 or more	Less than 5
Very High	>3000	Yes (Non-local based workers allowed to move around worksite freely)	>=50	No and unable to track workers' movements within worksite	>30%	<70% (Completed 2 nd dose)	<85%	Workers from the same work zone sharing accommodation (in different locations) with other workers	No dedicated transport to worksite	Shared facilities for workers in production sites and visitors	20 or more / 10 or more	5 or more

ANNEX B: Template for Nominal Roll

Period of Submission (i.e. 20210414 to 20210428)		(in YYYYMMDD)
Company		
Postal Code of Worksite		

Full Identification Number (Unmasked)	Full Name (as in ID)	Residency Type (Dorm / Non-Dorm)	Dormitory Name (leave blank if Non-Dorm)	Company Name	Company UEN	Employee Mobile No. (local number only)	Working in Worksite/ Office? (If Worksite, state Work Zone)	Date of Birth (YYYYMM DD)	Gender (M/F)	Nationality	Postal Code (Residence)	Street Name (Residence)	Level No (Residence)	Unit No (Residence)	Country of Issue (Identification)	Time (24hr Format HH:mm)

Legend

Please provide these details expeditiously upon request. Once these details are ready, please send the file to EDB immediately.

After provision of details for the yellow highlighted columns to EDB, please provide these details.

EDB would inform you when this field is required to be filled in.

ANNEX C: Additional Measures for Process Terminals / Marine and Process Waterfront Facilities Accepting Vessels

[Updated 3 Feb 22]

Contactless Operations

Process Terminals / Marine & Process Waterfront Facilities are to conduct contactless operations / contactless operations by segregation by default, on all vessels calling at their facilities, regardless of their last port of call.

Contactless Operations

- No shore-based personnel, including shipowners /operator/ charterers/ terminal representatives, cargo interest representatives etc, can board the vessel.
- The connection and disconnection of hoses/arms, quality sampling, and quantity checking, etc, are to be conducted by the ship's crew.
- Exchange of documents (i.e. cargo papers and loading plans) must be carried out preferably electronically or contactless exchange.
- For any of the processes involves shore-based personnel other than a MPA-licensed harbour pilot, MPA Port Chemist or Loading Master in Full PPE when boarding the vessel, EDB would not be able to make a successful appeal for the ship to conduct contactless ops.

Contactless Operations with Segregation Protocol (aka Segregated Contactless Operations)

- Operations conducted without interaction between ship's crew and shore-based personnel, and further segregations between the ship's crew and the shore-based personnel can be achieved through implementation of enhanced safe management measures (SMM).

Mandatory Precautionary Measures for Contact Operations

All arriving "Not to Land" (NTL) crew from ships arriving to conduct contact operations in process terminals / marine & process waterfront facilities are subjected to the Mandatory Precautionary Measures (MPM) (refer to edb.gov.sg/en/how-we-help/supporting-you-through-covid-19 or gobusiness.gov.sg/safemanagement/sector for the latest updates).

Pre-Arrival Criteria:

- a. No Crew Change within the past 14 days prior entering Singapore
- b. No Shore leave or physical interaction with any overseas individuals other than own crew within the past 14 days prior entering Singapore
- c. Yards must ensure that all crew, from ALL countries, must have their PCR swab test (PDT) taken and tested negative before departure from the last port of call. Thereafter, the ship is only allowed to conduct contactless operations in other ports of call prior to entering Port of Singapore. Yards must sight the crew' PDT negative test results before letter of acceptance is issued to ship agent/owner.

Upon Arrival in Process Terminals/ Marine & Process Waterfront Facilities:

- a. The testing regime consists of Day 1 (D1) On Arrival (OAT) PCR Swab test followed by Antigen Rapid Test (ART) on D2 to D7 and D10 to be done onboard the vessel at EDB/ESG managed shipyard / process terminals.
- b. Shore based personnel can only board after all crew are tested COVID Negative (C-) for their D1 On Arrival PCR Swab.

If the vessel is unable to meet all criteria, the shipyard cannot accept the repair call. Shipyards can approach their respective account managers from the Singapore Economic Development Board (EDB) or Enterprise Singapore (ESG) and copy to EDB Central COVID Ops (CCO) team at cco@edb.gov.sg, with their specific queries at least 7 days in advance. The case will be assessed, and an approval may be given on a case-by-case basis.

EDB/ESG-managed shipyards and process terminals are to produce the following information, upon request, for vessels that call at their waterfront facilities:

- a. Vessel's last port of call.
- b. Departure date from last port of call
- c. Arrival date at the Port of Singapore
- d. Departure date from the Port of Singapore
- e. Next port of call
- f. Type of operations (Contactless operations with segregation; Enhanced contactless operations with segregation; Full contactless operations; Contact operations)
- g. List of personnel who boarded the vessel

Mandatory Precautionary Measures for Shipyard Repair Calls and Waterfront Facilities Accepting Vessels in Singapore

Shipyard shall issue the Letter of Acceptance (LOA) to ship owner/ master/ agent if and only if shipyard has assessed and is satisfied that all criteria for default approval have been met by incoming vessel and crew.

Ship owner/master/agent shall then submit LOA to the MPA together with the Pre-Arrival Notification before the ship's arrival in Singapore.

Criteria for Default Approval

Passenger Ships ^[2]

(e.g. cruise ships, crew boats, yachts, ferries, etc.)

Non-Passenger Ships

(e.g. harbour craft, tankers, bulk carriers, container and cargo vessels, oil rigs, semi-submersibles, FPSOs, offshore construction and offshore support vessels such as DSVs, AHTS, PSVs, pipelay vessels, etc.)

Pre-Arrival Criteria for all Ship Types

Before Arrival into Port of Singapore:

- a) Ship must not have had any new sign-ons within the last 14 days prior to entering the Port of Singapore.
- b) All crew/passengers must not have had shore leave and must not have had any physical interaction with any overseas shore-based personnel in port of calls within the last 14 days prior to entering the Port of Singapore
- c) Yards must ensure that all crew have their negative PCR swab test (PDT) taken before departure from the last port of call, for ALL countries. Thereafter, the ship is only allowed to conduct contactless operations in other ports of call prior to entering Port of Singapore. Yards must sight and keep the crew's PDT negative test results as records.
- d) Shipyard is to issue LOA ONLY after the preceding criteria are fulfilled.
- e) Ship agent/ manager/ owner must include the shipyard's LOA and PDT results when submitting the Pre-Arrival Notifications to MPA.
- f) Any ship with suspected C+ or close contact on board will not enter Port of Singapore unless MPA and PHS approve of the contactless ops only
- g) Before Gas Free inspection can be conducted by Port Chemist, de-mucking operation can be conducted at the anchorages.
- h) Once vessel is anchored, de-mucking operation will be contactless (vessel crew will stay in cabin). Workers will go direct to tanks to start works. Meals and water will be arranged by contractor and workers will consume meals at a marked location near the deck open area.
- i) Only Recovered or Vaccinated Shore workers will be sent onboard to conduct the de-mucking operation.
- j) If de-mucking operation extends beyond a day, all Shore workers will be sent back to dormitory at night and return to vessel on following day until de-mucking operation is completed.

- k) For entry into shipyards, the total number of crew onboard must be:
- i. less than 250 pax for passenger ships (until further notice)
 - ii. less than 100 pax for non-passenger ships (until further notice)

Upon Arrival into Shipyard:

- l) An on-arrival PCR swab test for all crew must be done onboard the ship in the yard^[3]. No local worker or shore-based personnel shall board the ship at anchorage, berth or in the shipyard for visits, services or works (e.g. surveys, inspections, samples collection, ship husbandry, ship agency, ship superintendent, cargo, repairs, services, etc) until all crew are tested negative for on arrival PCR swab except for contactless operations. All local workers who board the ship in the shipyard must adhere to the prevailing MPA Port Maritime Circular on SMM requirements onboard ship and prevailing Rostered Routine Testing (RRT) requirements, prior to boarding the ship.
- m) Subsequently, crew are required to take Antigen Rapid Test (ART) on Day 2 to Day 7 and Day 10. After the D10 ART, there are no more further tests to be done unless required to do so for public health actions. If the ship departure date coincides with the tests required and the departure time is after 12:00pm, the crew are required to take the test on the day of departure. If departure is before 12:00pm, a test should be arranged for the day before.
- n) There is a maximum of 20 sign-ons per shipyard call (following STB's prevailing guidelines for crew change for cruise ships). Sign-ons will adhere to the prevailing Port Marine Circulars (refer to mpa.gov.sg)
- o) There is a maximum of 50 sign-offs per shipyard call, as per existing conditions attached (following STB's prevailing guidelines for crew change for cruise ships). Sign-offs can be carried out in yard according to MPA's crew change guidelines.
- p) Any pre-departure swab tests (PDT) required for sign-offs from Singapore are to be done onboard the ship in the yard or berthed next to shore^[3], subject to MPA's approval. No other pre-departure swab tests for the crew of vessels leaving Singapore, can be done onboard the ship in the yard or berthed next to shore.
- q) Crew change is allowed based on the prevailing limits for sign-ons and sign-offs.
- r) Shore leave for crew is subject to MPA's prevailing shore leave framework.

Exemption for Harbour Craft from “no sign-ons within last 14 days” and PDT criteria

Harbour Craft are exempted from “no sign-ons within last 14 days” and PDT criteria above if the harbour craft crew are brought in under prevailing MPA Harbour Craft Crew Change Regime. However, they are still subjected to all the other criteria above.

^[3] Any Ministry of Health, Singapore (MOH), Licensed Healthcare Institutes (HCI) listed in <https://www.moh.gov.sg/licensing-and-regulation/regulations-guidelines-and-circulars/details/list-of-covid-19-swab-providers> that is approved to perform offsite swab tests can perform the pre-departure swab test for sign-offs and on-arrival swab test onboard the ship in the yard or berthed next to shore. No swab tests shall be performed at anchorage. If the HCI is not approved by MOH Licensing Division to perform offsite swabs, it will need to seek MOH Licensing Division's approval via eLIS@moh.gov.sg (cc cco@edb.gov.sg).

Exemption for Emergency Repairs from Pre-Arrival Criteria

Emergency Repairs are exempted from Pre-Arrival criteria above. NTL crew of Ships calling at shipyards for emergency repairs will take 2 PCR tests namely OAT PCR and D10.

Shore-based personnel shall only board the ship to work after all crew have tested PCR negative on D10. Contactless repair works can still be carried out once ship is safely berthed in shipyard.

ADDITIONAL SAFE MANAGEMENT MEASURES PERTAINING TO SHIPYARD REPAIR CALLS IN SINGAPORE

To safeguard against the risk of transmission from crew during ship repairs, the following additional SMMs will apply to all shipyard repair calls in Singapore:

- a. Ship will appoint 1 Safe Distancing Officer (SDO) for every 50 crew. SDOs will assist the shipyard's Safe Management Officer (SMO) to implement the SMM onboard.
- b. Ship will submit the ship's SMM plan²¹ to the shipyard to facilitate the management of potential ship crew COVID-19 positive cases and shipyards shall communicate to ship their shipyard's SMM plans that will cover management of potential COVID-19 positive cases. Ship is required to comply and adhere to shipyards' SMM policies, when in the shipyard.
- c. Shipyards shall communicate to ship their SMM plans that will cover management of potential COVID-19 positive cases when vessel is in the shipyard.
- d. Vessel Safety Coordination Committee (VSCC) meetings should be conducted virtually before ship crew are tested negative.
- e. Movement of local workers are limited to assigned work areas, e.g. dock bottoms, engine room, tanks. All local workers are to adhere to the additional measures for works onboard vessels. Refer to COVID-Safe Worksite, Section H.
- f. Physical interaction between ship crew and yard workers (except ship's vessel management team) is prohibited.
- g. There is no sharing of amenities (e.g. food, bathrooms, etc.) between crew and yard workers.

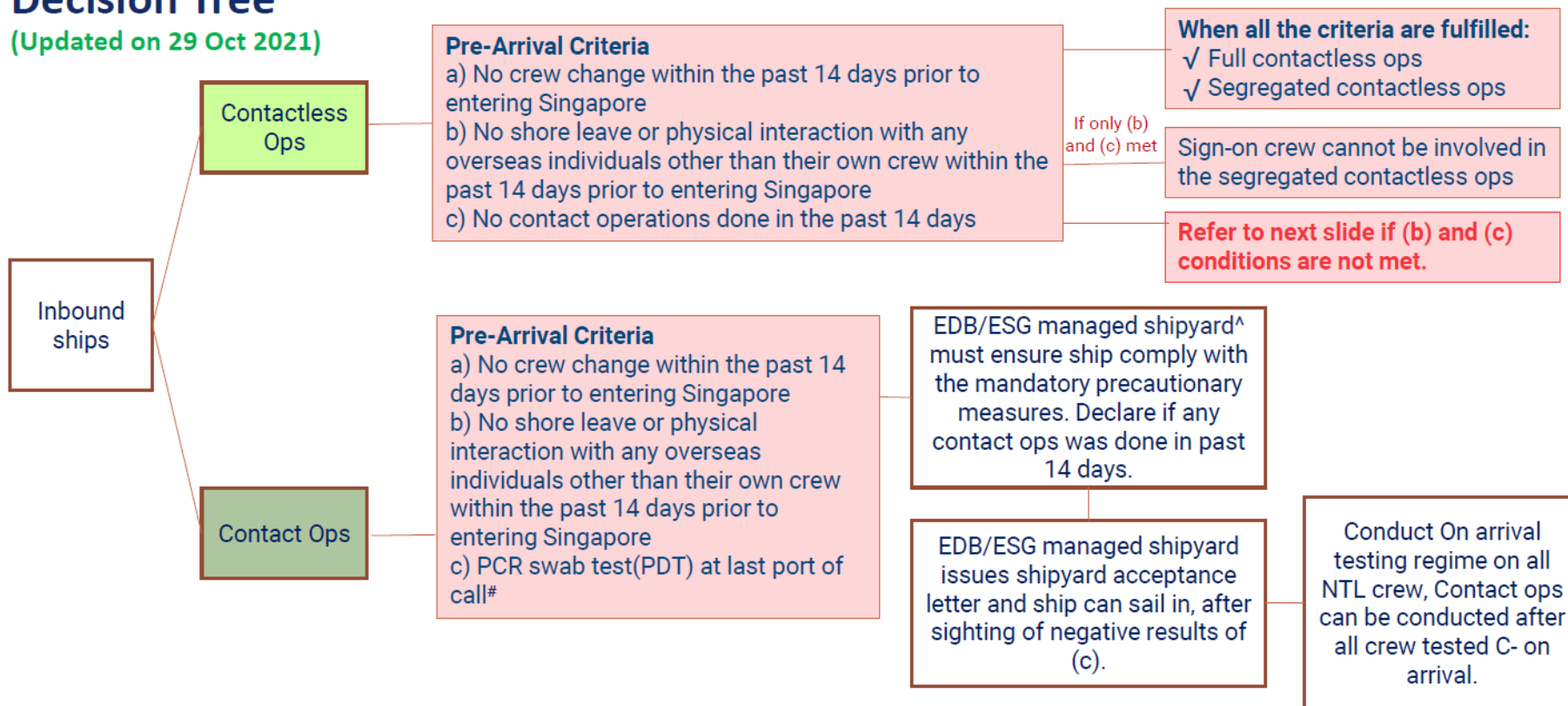
²¹ Refer to MPA's Port Marine Circular No. 04 of 2021, Annex B, point (d).

- h. Physical interaction between the shipyard and ship personnel should be limited to the shipyard Project Management Team and the ship's vessel management team (Captain, Chief Engineer, Chief Officer, etc.). The interaction to be kept to a minimum and in a group of not more than 10 persons. Where possible, virtual meetings should take the place of physical meetings.

Please refer to the flow-chart below for all inbound vessels calling on process terminals / marine and process waterfront facilities.

Decision Tree

(Updated on 29 Oct 2021)



Decision Tree

(Updated on 29 Oct 2021)

When the Pre-Arrival Criteria of (b) and (c) are not fulfilled

EDB/ESG-Managed Shipyards/ Process Terminals must adopt

Enhanced Segregated Contactless Operations (ESCO)

With the high number of infections in the community, EDB CCO is implementing the enhanced segregated contactless ops at EDB/ESG-managed shipyards and process terminals. The intent is to protect our shore-based personnel and reduce the risk of community transmission.

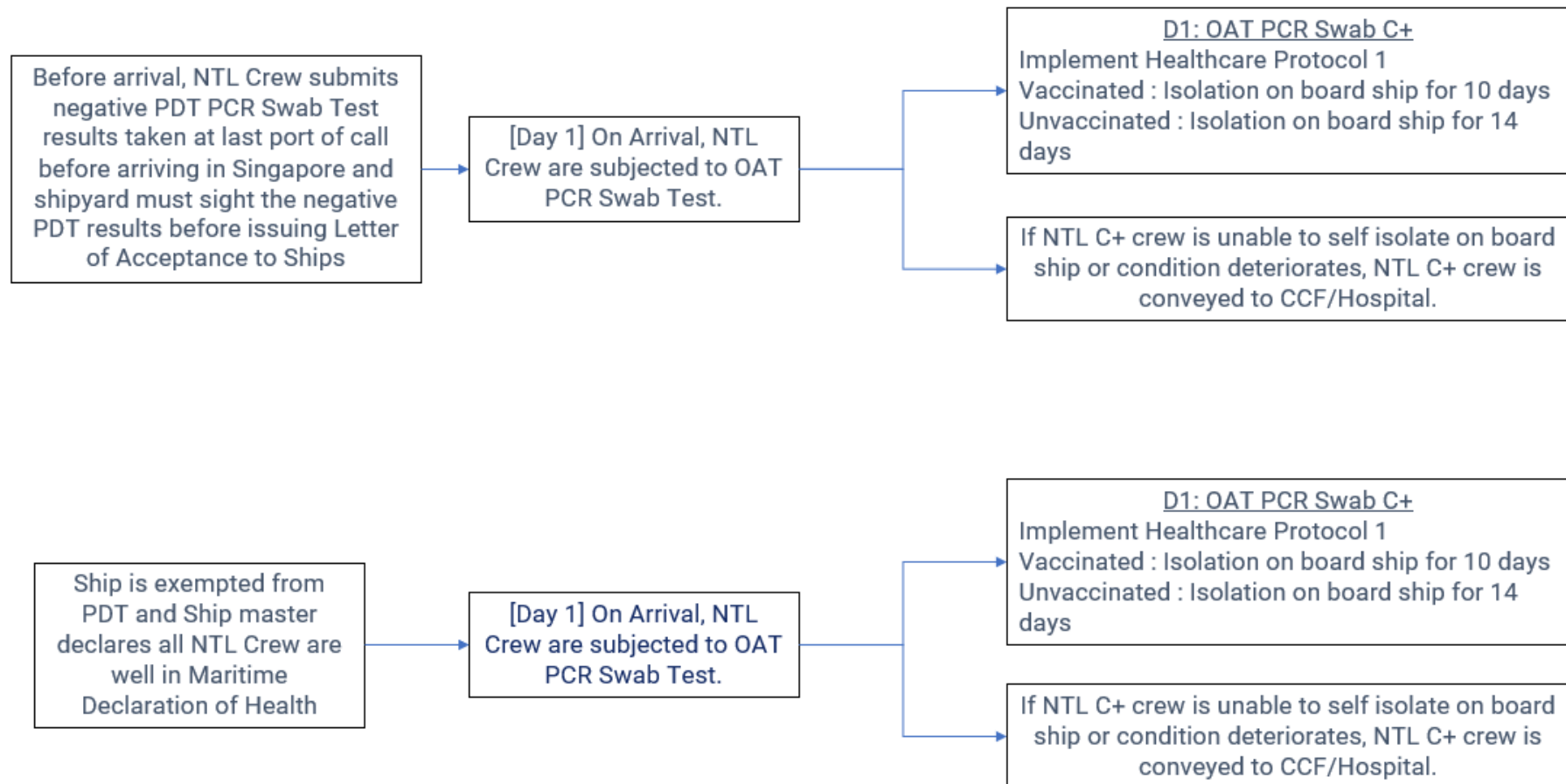
Mooring crew can board the vessel to connect/disconnect the loading arm and must disembark immediately once the work is completed.
(All vessel crew must be in their accommodation at all times)

Surveyor can board the vessel only with all the vessel crew stationed in their accommodation at all times.

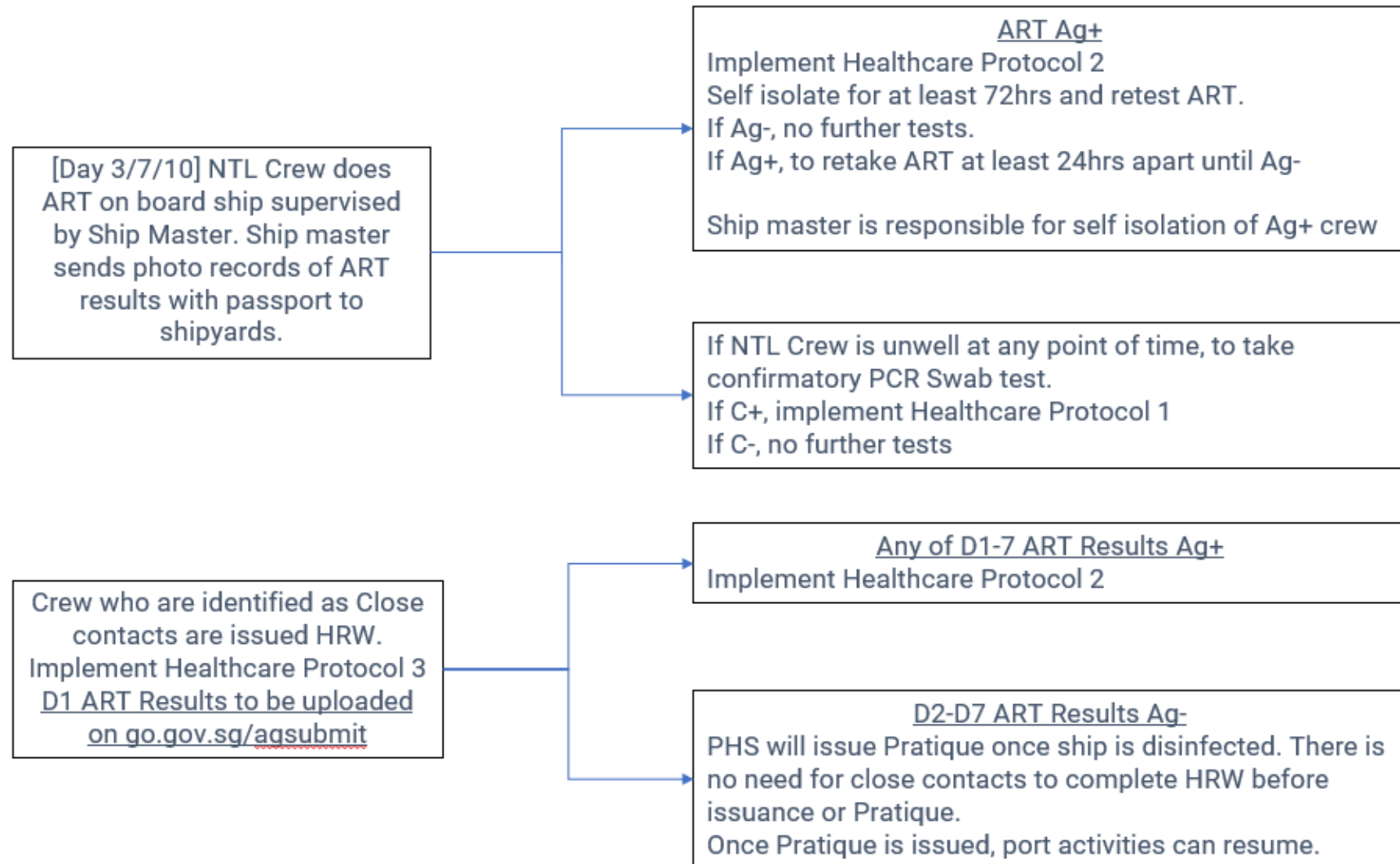
If a surveyor conducts segregated contactless ops with vessel crew (who signed on >14 days), the surveyor must don on heightened Personal Protective Equipment (PPE) (*details on next slide*) before boarding the vessel. There must be at least a 3m safe distancing maintained at all times.

Please refer to the flow-chart below for the testing regime:

Flowchart for Updated Testing Regime effective from 29 Oct 21



Flowchart for Updated Testing Regime effective from 29 Oct 21



Evaluation Criteria on Contactless Operations:

No.	Activities	Ship's Crew	Shore-Based Personnel
1	Health Declaration	<p>Vessel calling into the terminal/waterfront facility must compare the MPA's Maritime Declaration of Health. Applicant shall conduct its own risk assessment based on the declaration before allowing vessels to be berthed.</p> <p>Applicant shall verify and declare all contact operations vessel has undertaken in any port located within any of the specified countries.</p>	<p>Shore based personnel shall preferably be fully be inoculated with Singapore approved COVID-19 vaccines and have undergone at least 4 cycles of the 3D FET RRT cycles after receiving their second dose.</p> <p>Applicant shall not deploy any shore-based personnel who have exhibited any ARI symptoms in the last 14 days.</p>
2	Safe Distancing	<p>To remain in designated accommodation always and not to interact with shore-based personnel.</p>	<p>At least 3 metres from any other personnel onboard the vessel.</p> <p>Always not to have any form of physical interaction with ship crew and limited to the declared work areas.</p> <p>Applicant <u>SHALL</u> declare if interaction between shore-based personnel and ship crew cannot be avoided.</p>
3	Enhanced Segregation Measures	<p>Unless otherwise approved, vessel crew shall remain in their designated accommodation area throughout the ops.</p>	<p>Dock master / pilots assisting in the berthing and unberthing of vessel shall, as far as possible, conduct their activity at an open area, i.e. the bridge wing. They are also to be mandatorily in full PPE.</p> <p>Shore-based personnel shall limit their movement to the declared work zones on board the vessel only.</p> <p>Shore-based personnel shall not consume meals while onboard, and must not use any of the common facilities, such as toilet, pantry and smoking area.</p> <p>Submission / receiving of documents shall be done electronically or be contactless, and meetings with vessel crew shall be done virtually or through other non-face-to-face means, such as a walkie-talkie.</p>
4	PPE	<p>Vessel crew shall always wear a fitted N95 mask. Additionally, other appropriate personal protective equipment (PPE), such as gloves and gown should be worn if they do not jeopardise operational and personal safety.</p>	<p>Shore-based personnel shall always wear a fitted N95 mask. Additionally, other appropriate personal protective equipment (PPE), such as gloves and gown should be worn if they do not jeopardise operational and personal safety.</p> <p>PPE must be discarded in a bio-hazard bin.</p>

No.	Activities	Ship's Crew	Shore-Based Personnel
5	When Vessels Arrive at the Terminal	<p>Sanitize gangway, common areas and areas with high touch points before shore-based personnel board the vessel</p> <p>Ensure that there are hand sanitizers available at these areas. The vessel's crew shall remain in their accommodation upon completion of the task.</p>	No unauthorised personnel are to go onboard the vessel. At all times, apart from the vessel crew, only the mooring crew, loading master, and appointed 3 rd Party Surveyor donned in Full PPE shall be permitted onboard with no physical interaction with crew. A minimal standoff distance of 3m to be strictly adhered to.
6	Hose Connection	Remain in the accommodation. Monitor operations from the bridge, or at other appropriate locations within the accommodation block.	Mooring crew movement is restricted between the gangway and cargo manifold. Not to access the accommodation block when onboard the vessel. Disembark the vessel safely upon hose connection completion.
7	Tank Gauging and Cargo Sampling	Only the Chief Officer and 1 crew member can carry out the tank gauging and cargo sampling. Move away from the area when the Loading Master and 3 rd Party Surveyor are verifying readings.	Observe the operations from at least 3m away. Proceed to verify the reading after the crew members have moved at least 3m away from the area.
8	Safety Checklist and Cargo Papers	<p>Signing of safety checklist, pre and post vessel / shore figures shall be conducted in separate areas.</p> <p>Bill of Lading shall be done electronically.</p>	<p>Signing of safety checklist, pre and post vessel / shore figures shall be conducted in separate areas. Loading Master and 3rd Party Surveyor shall not enter the accommodation block as well as minimize time being on board the vessel.</p> <p>Bill of Lading shall be done electronically.</p>
9	Tending the Vessel's Mooring and Cargo Operations	As far as reasonably practicable, minimize the number of crew and time spent on deck during cargo operations. When conducting such operations, vessel crew shall adhere to strict safe distancing and safe management measures,	<p>Avoid being in the same general area of the deck as the vessel crew at any time (e.g. if vessel crew are moving along seaward side of the vessel, shore-based personnel are to move along the shore-side of the vessel.) Such movements are to be coordinated by the vessel crew using radios.</p> <p>All lines should be handled by heaving lines. Mooring line eyes and heaving lines shall be disinfected prior vessel berthing.</p>
10	Post Operations Duffing	NA	Shore-based personnel shall duff (disinfect) themselves thoroughly upon reaching the shore end of the gangway. PPEs shall be disposed in strict accordance to existing guidelines on disposal of infectious waste.

Annex D: Shipyards with vessels under quarantined by Port Health

Section due to COVID-19 [Updated 3 Feb 22]

S/N	Criteria	Revised arrangement
1	For symptomatic person and tested ART positive	<ul style="list-style-type: none"> For symptomatic crew who is tested Ag+, agent to arrange for telemedicine for clinical assessment. Crew will be isolated and placed on recovery plan onboard ship*. Self-isolate for 10 days if fully vaccinated. Self-isolate for 14 days if unvaccinated. <p>The ship master will be responsible to ensure that the self-isolation is duly served by the crew. MPA to inform PHS when the ship is leaving and PHS will reiterate the instruction to them prior leaving.</p> <ul style="list-style-type: none"> Crew to be discharged after completing the self-isolation period, without the need for further tests at the point of discharge. <p><i>*Crew will be extracted to CCF/ Hospital if they are unable to self-isolate or when the crew's condition deteriorates.</i></p>
2	For asymptomatic person but tested ART positive	<ul style="list-style-type: none"> Crew to be placed under self-isolation and monitor health conditions for 72 hours. Thereafter, do another ART test. If the result is Ag-, the crew can exit isolation. If still Ag+ after 72 hours, continue to isolate and repeat ART test at least 1 day apart until Ag-. If crew become unwell, to follow the protocol for unwell person. <p>The ship master will be responsible to ensure that the self-isolation is duly served by the crew. MPA to inform PHS when the ship is leaving and PHS will reiterate the instruction to them prior leaving.</p>
3	Contact tracing	<ul style="list-style-type: none"> Shipyards / Shipmaster to identify the close contacts based on the guiding principle of "household equivalent" close contacts. The ship agent will then submit the list of identified close contacts via FormSG to MOH, for the HRW to be raised.
4	Close contacts	<ul style="list-style-type: none"> The crew issued with HRW shall do a D1 ART and upload result immediately. The crew can continue normal activities if result is Ag- No further tests needed if crew tested Ag- on D7. If there are any embarkation/ disembarkation of personnel (e.g. shore-based personnel / crew from other vessels) from D2-D6, the crew has to first tested Ag-. If there are no embarkation/ disembarkation, the close contact crew are only required to do ART with Ag- result on D1 and D7.

Annex E: Relevant MPA PORT MARINE CIRCULARS [Updated 3 Feb 22]

Vessel owners/agents, shipyards that accepts vessels and personnel boarding a vessel in port (e.g. anchorage) are to adhere to measures stipulated in MPA's Port Marine Circulars. In particular:

Port Marine Circular	Description
No 40 of 2021	REQUIREMENTS FOR VESSELS ARRIVING IN THE PORT OF SINGAPORE DURING COVID-19
No. 39 of 2021	ENHANCEMENTS TO CREW CHANGE FOR CARGO SHIPS IN THE PORT OF SINGAPORE AND APPLICATION OF VACCINATION
No 26 of 2021	CHANGES TO PRE-ARRIVAL NOTIFICATION AND NOTIFICATION OF ARRIVAL
No. 08 of 2021	REQUIREMENTS FOR SHORE-BASED PERSONNEL BOARDING VESSELS AT ANCHORAGES, SHIPYARDS, TERMINALS AND MARINAS, IN THE PORT OF SINGAPORE
No. 043 of 2020	SHORE LEAVE FOR CREW WORKING ONBOARD VESSELS IN PORT OF SINGAPORE
No. 042 of 2020	FURTHER ENHANCEMENTS TO CREW CHANGE FOR CARGO SHIPS IN THE PORT OF SINGAPORE
No. 035 of 2020	ADVISORY ON MARINE SERVICE PROVIDERS ATTENDING TO VESSELS AT ANCHORAGES AND TERMINALS IN THE PORT OF SINGAPORE
No. 032 of 2020	ADVISORY FOR SHORE PERSONNEL AND SHIP CREW VISITING OR WORKING ONBOARD VESSELS ALONGSIDE WHARVES, IN SHIPYARDS AND AT ANCHORAGES
No. 016 of 2020	MARITIME DECLARATION OF HEALTH
No. 05 of 2006	GUIDELINES FOR PREPARING VESSEL FOR GAS-FREE INSPECTION

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-notifies/port-marine-circular>.

ANNEX F: Compliance Report Content

Should a COVID case be discovered at a worksite, companies should be ready to furnish the compliance report with the following information:

1. Workforce Details

- Nominal Roll of C+ and close contacts
- Last date of C+ working on site
- Including a timeline of last 14 days on site, including C+ movements, affected zones, close contacts

2. Worksite Organization

- Affected worksite and work zone(s)
- Map out C+'s movements on site and allocated amenities areas (Resting, Meals and Toilets) to C+ and his cohort. To provide SafeEntry UEN and Branch Code(s) of affected work zones

3. Disinfection Report (which can be obtained from the cleaning crew)

- Disinfectants used and disinfection method statement in accordance to NEA Interim Guidelines
- Attach photos/videos of disinfection operations
- Any change in subsequent cleaning regime over the next 30 days

4. Closure of Identified Safe Management Measures (SMM) Gaps

- State what was done to close identified SMM gaps and attach before and after photos/videos
- If unable to close SMM gaps, state what is the stop gap measure and when can the SMM gap be closed. If the gaps still cannot be closed after the stipulated time without valid reasons, SWO under IDA will be imposed to the worksite.

ANNEX G: ENFORCEMENT MATRIX

	Minor Offences	Major Offences
Individuals	<ul style="list-style-type: none"> • First offence – Offer of composition at \$300 • Second offence – Offer of composition at \$1,000 • Third or subsequent offence – Prosecution 	Prosecution
Sector Permitted Enterprises, Owners and Occupier	<ul style="list-style-type: none"> • First offence – Offer of composition at \$1,000 • Second offence – Offer of composition at \$2,000 • Third or subsequent offence – Prosecution 	Prosecution

Definition of Tier 1-3:

Tiers	Definition
Tier 1 (Minor)	Offences with no direct risk to public health (e.g. Failed to ensure that employees and visitors declare, before being allowed to enter premises).
Tier 2 (Minor)	Offences which poses a risk to public health (e.g. Failed to ensure that employees are not cross deployed across shifts, teams or worksites; Failed to ensure all personnel in the workplace always wear masks and other necessary personal protective equipment).
Tier 3 (Major)	Repeated/blatant errant company which poses a risk to public health (e.g. Failed to implement its Safe Management Measure plans to provide a safe working environment and minimize risks of further outbreak, repeated breach on any of the MPM).

Offences Below which might Constitute as an Immediate Major⁺

- Any individuals who are uncooperative or abusive towards Inspectors, or openly defiant of legislative requirements, or hinders or obstructs the Inspectors.
- ≥3 minor findings.
- Any breaches of mandatory measures, e.g. Mandatory Precautionary Measures (MPM) criteria.
- Any Tier 2 findings after a C+ case.
- Any breaches from SMM review after a C+ case.
- No SMO/SDO appointment at all.
- No SMM implementation or not able to produce SMM upon request.
- No requirement to put on mask within the premises.

Appeals Against Composition Offers:

Enforcement officers may waive composition sums in full upon receiving appeals or requests to review a composition notice that has been issued to an offender. A suitably senior enforcement officer should be appointed to consider such cases accordingly. Exceptional cases which are particularly high-profile, novel or sensitive should nonetheless be forwarded to AGC for consideration of such decisions.

For avoidance of doubt composition may not be waived in part. I.e. agencies are not to allow for part payment of a composition sum and a waiver of the remainder.

Composition should be waived in full only in the following exceptional circumstances:

- (i) The offender can adduce evidence that the underlying offence has not been committed.
- (ii) The offender faces genuine financial difficulty and is unable to pay the composition sum; or
- (iii) The offender suffers from a mental condition (including low IQ) that caused or contributed to the commission of the offence.

For (i) above, the appropriate action is to take no further action against the offender thereafter. For (ii) and (iii), the offender should be issued a 12-month conditional warning for the same offence after waiving the composition sum.