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COVID-SAFE RESTART CRITERIA

FOR ENERGY & CHEMICALS (E&C) [1] PLANT OWNERS AND PROCESS CONSTRUCTION AND MAINTENANCE (PCM) COMPANIES[2] 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. *Note: The Government will act against errant employers, including the cessation of operations and enforcement.*	*When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.*
A. 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 (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.	***Provide monitoring plan for ensuring compliance with Safe Management Measures.***

Requirement	What companies must show when requested
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: • Total no. of workers[4] ≤ 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. **[Updated 6 Aug 2021]** For illustration, • 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.	***Provide a list, duties and detailed tasks of SMOs.*** *Show records of inspections, checks, and corrective actions.*

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[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
4) The duties of the SMO will include the following: 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. 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.	***Provide a list, duties and detailed tasks of SMOs.*** *Show records of inspections, checks, and corrective actions.*

Requirement	What companies must show when requested
6) **Risk Assessment Matrix [Updated 6 Aug 2021]** To reduce worksite transmission risk to as low as reasonably practicable, companies shall review the parameters / areas in the risk assessment matrix (***see Annex A***) and take the necessary proactive steps to reduce the transmission risk in the worksite.	
7) To improve ventilation and indoor air quality, companies shall refer to the prevailing NEA Advisory on 'Guidance on Improving Ventilation and Indoor Air Quality in Buildings amid the COVID-19 Situation' **[Updated 6 Aug 2021]**	

Requirement	What companies must show when requested
B. Pre-Screening and Segregation of Teams to Reduce Physical Interaction and Ensure Safe Distancing at Worksite	
8) Any personnel entering the production work zones* in a PCM worksite would need to adhere to the prevailing Rostered Routine Testing (RRT) regime and tested negative within the prevailing RRT cycle (14 days Polymerase Chain Reaction (PCR) Test for PCM worksites effective <u>31 Aug 2021</u>). Otherwise, an ad-hoc testing regime would apply for any personnel who enters the production work zones. **[Updated 12 Aug 2021].** Any personnel entering the production work zones* in the petrochemical terminals are to adhere to the prevailing RRT regime and tested negative within the prevailing RRT cycle (7 days RRT PCR effective <u>31 Aug 2021</u>). Otherwise, an ad-hoc testing regime would apply for any personnel who enters the production work zones **[Updated 12 Aug 2021].** These workers can adopt <u>either one</u> of the following measures: (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 respective 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. (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	*Show compliance of RRT and validity of negative swab test results based on respective programme/ regime prior allowing entry into* PCM *worksite.* *PCM worksite occupiers and Process Terminal operators must ensure the RRT compliance of any personnel entering their production work zones.*

need to wear their own 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 RRT or Ad-Hoc Testing Regime.

* 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

To register for RRT, companies can apply for Swab Registration System (SRS) company account creation via https://form.gov.sg/5f33ac4aef830b0012597673.

Requirement	What companies must show when requested
9) For the ad-hoc testing regime, personnel who are not on an RRT programme will be required to show a valid negative test result from a COVID-19 Polymerase Chain Reaction (PCR) test taken within the last 72 hours or Antigen Rapid Test (ART) taken within the last 24 hours prior entry into any work zone within a worksite which requires pre-entry screening. Similar to RRT, these personnel will be required to undergo regular testing during his/her work duration in the PCM worksite. After completion of their works at the worksite, they will be required to take a PCR or ART test on the 5th to 7th day after exit, and a final test on the 14th day after exit. The COVID-19 PCR test or ART may be done at any of the MOH-approved COVID-19 test providers (https://www.moh.gov.sg/licensing-and-regulation/regulations-guidelines-andcirculars/details/list-of-covid-19-swab-providers). The costs of the tests would be at the personnel's own or their employers' expense.	*Employers of these personnel must ensure their employees complete the ad-hoc testing regime and their results are uploaded into the Health Promotion Board's Swab Registration System.*
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.	*Show records of talks, invites for workshops/ emails/ posters.*
11) As far as is reasonably practicable, divide workers into different teams ("split teams") 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. **[Updated 6 Aug 2021]**	*Provide plans of the split teams. List the members of the teams (based on discrete projects, trades or shifts) and their allocated work zones.*

Requirement	What companies must show when requested
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.	*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.*
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.	*Provide monitoring plan to ensure workers from different companies are segregated at work site. Show signs and instructions to contractors.*

Requirement	What companies must show when requested
Segregation at Shared Facilities: 14) Stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities[5] and ensure no mixing across contractor teams. 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 facilities[6] 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 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	

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[5] Including entrances, exits, lobbies, canteens, toilets and pantries.
[6] Refer to Section G on the cleanliness requirements for shared facilities.

SITE ENTRY/EXIT

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will act against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
C. Support Contact Tracing Requirements	
15) Require all employees at the workplace to actively use TraceTogether when they are at the worksite by downloading the TraceTogether app, carrying TraceTogether or BluePass tokens with them always. 16) 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. **[Updated 6 Aug 2021]**	*Show that all personnel are actively using TraceTogether.*
17) 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. **[Updated 6 Aug 2021]**	*Show how workplace access is limited only to essential employees and authorised visitors.*

Requirement	What companies must show when requested
18) Limit workplace access to only essential employees and authorised visitors.	
19) Obtain and keep the contact particulars of every individual before allowing entry to and exit from the worksite through SafeEntry.	*Show how SafeEntry requirements are implemented at entrances and exits.*
20) In the event of a C+ incident at the worksite and upon request from EDB, companies are required to expeditiously provide the Nominal Roll (NR) (see **Annex B** for template). The NR of the C+ and close contacts would be required for containment and recovery actions. If there is a special swab operation to be carried out for all workers of the worksite, the NR of all the workers including visitors who have been to the worksite within a certain duration 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. **[Updated 6 Aug 2021]**	*Show that the NR of their workers are updated regularly.*
21) Employees and visitors must declare via SafeEntry or other means (eg. electronic of hard copy records), before being allowed to enter premises, that they: a) Are currently not under a Quarantine Order, Stay-home Notice; b) Have not had close contact with a confirmed COVID-19 case in the past 14 days; c) Do not have any fever or flu-like symptoms. To make declarations via SafeEntry with NRIC, employers must display prominent signs informing all visitors and employees that they are making the required declarations by checking in via SafeEntry.	

Requirement	What companies must show when requested
22) Refuse entry to the workplace by personnel who are unwell.	*Show signs and instructions that unwell personnel are refused entry to the workplace.*
23) 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.	*Show posters and infographics in different languages at entrances and exits.*
24) Designate entrance/exit points and temporary holding areas with safe distancing markers to control the flow of contractor workers (if any)	*Show safe distancing markers at these areas*

DURING WORKSITE OPERATIONS

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will act against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
D. Reduce Physical Interaction and Ensure Safe Distancing at Worksite	
25) For employees who can work from home, adhere to the prevailing MOM Safe Management Measures (refer to www.mom.gov.sg/covid-19/requirements) **[Updated 6 Aug 2021]**	
26) Split all employees at the workplace premises (i.e. not telecommuting) into teams, with each team restricted to one work-zone, where functionally practicable. a) No cross-deployment/interaction between employees in different shifts, teams or worksites[7].	Show the workforce organisation and the working arrangements
27) For events or activities, adhere to the prevailing MOM Safe Management Measures (refer to www.mom.gov.sg/covid-19/requirements) **[Updated 6 Aug 2021]**	
28) Enable vulnerable employees [8] 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.	

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[7] if cross-deployment/interaction cannot be avoided due to operational reasons, safe distancing measures must be implemented and observed.
[8] Including older employees, pregnant employees, employees with underlying medical conditions.

Requirement	What companies must show when requested
29) 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. **[Updated 6 Aug 2021]**	*Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.*
30) Require all employees to keep a clear physical spacing of at least 1 metre between persons at all times.	*Show how safe distancing is carried out at workstations, and other common areas where congregation of workers may occur.*
31) 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.	
32) 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.	
33) 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.	*Show how the worksite is demarcated and/or details of the Movement Control System/protocols.*
34) 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.	*Show instructions to contractors and photos of identifiers assigned to different contractors*
35) Conduct briefings to workers in well-ventilated areas and keep briefing sizes small.	*Show signs and instructions for briefing, and records of briefing sessions*

Requirement	What companies must show when requested
36) Ensure workplace safety is not compromised with these measures.	
37) Optimise both day and night shift work manning to minimise number of workers at congested work areas.	
During Break Time [Updated 6 Aug 2021] 38) Stagger meal times and breaks to reduce possible congregation of workers at common areas such as canteen/toilets. 39) Remind all employees and visitors not to share food, beverage and/or utensils 40) All employees and visitors are reminded to maintain their safe distancing and to put on their masks immediately after consumption of food and drinks.	*Show the meal plans and allocated area per cohort within canteen for workers and show that congregation is minimised during lunch hours.*
Land Deliveries [Updated 6 Aug 2021] 41) 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.	*Show signs and instructions that short term workers and delivery personnel are required to adhere to safe distancing and control measures.*
42) 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. **[Updated 6 Aug 2021]**	

Requirement	What companies must show when requested
43) 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. **[Updated 6 Aug 2021]**	
44) 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. **[Updated 6 Aug 2021]**	
Waterfront Facilities Accepting Vessels **[Updated 6 Aug 2021]** 45) Process terminals / marine and process waterfront facilities which accept vessels are to adhere to the prevailing EDB's Heightened Mandatory Precautionary Measures. *(See Annex C for details).*	
E. Require Medical Personal Protective Equipment (PPE)	
46) 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 ae not considered as face masks or shields. (refer to MOH's website) **[Updated 6 Aug 2021]**	*Show instructions to employees and monitoring plan to ensure that employees are equipped with appropriate personal protective equipment.*

Requirement	What companies must show when requested
47) Ensure that all employees[9] 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.	*If disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily.*
F. Ensure Cleanliness of Workplace Premises	
48) Ensure adequate facilities for and timely disposal of domestic waste and recycled materials.	*Show the facilities on site.*
Sanitation and Hygiene of Common Areas and Facilities 49) 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 50) 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.	*Show cleaning schedules, evidence of photos and any other relevant instructions to/documents from cleaning service provider/personnel.*

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

Requirement	What companies must show when requested
51) 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. 52) Self-disinfecting liquids must be applied to high touch areas periodically as specified in the product specifications. 53) Adhere to sanitation and hygiene advisories disseminated by the National Environmental Agency[10]. 54) SMO to keep records of disinfection.	*Show cleaning schedules, evidence of photos and any other relevant instructions to/documents from cleaning service provider/personnel.*
Sanitation and Hygiene of Machinery, Equipment in Production Areas and Warehouses 55) 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. 56) 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. 57) SMO to keep records of disinfection.	*Show cleaning schedules, evidence of photos and any other relevant instructions to/documents from cleaning service provider/personnel.*

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[10] https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines

MANAGEMENT OF SUSPECTED CASES

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will act against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
G. Handling of Suspect and/or Confirmed C+ Cases	
58) 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-19[11]. 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 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.	*Show records of communication to all employees.* *Show records of COVID-19-related conditions, MCs and test results reported by employees.*

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

Requirement	What companies must show when requested
59) Establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on site. 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. 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. **[Updated 6 Aug 2021]**	*Provide evacuation plan.*

Requirement	What companies must show when requested

60) 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 6 Aug 2021]**
 	
Within 6 Hours:
• Isolate C+ and close contacts
• Call the ambulance at 64354060 to convey C+ to the hospital
• Inform dormitory operators of the total numbers of close contacts and send close contacts back to dormitories using dedicated transport. Dedicated transport to be disinfected according to NEA guidelines.
• Other non-dorm workers who are close contacts must self-isolate pending MOH's instructions
• Implement Voluntary Stop Work Order (VSWO) immediately at affected work area and cordon off access to affected work area*
 	
• Submit to Case Management Officer (CMO) at cco@edb.gov.sg:
    i. Nominal roll of C+ and close contacts (see **Annex B** for the template) ii. Worksite location of C+ and last onsite working date
    iii. Movement of C+ in the past 14 days with proofs (e.g. access control records, SafeEntry branch codes, etc.)
 	
*If companies are **unable to stop work safely** for affected work zone(s), they are to: iv. Submit nominal roll of fresh skeletal set of workers to Case Management Officer (CMO)
    v. Disinfect affected work zone(s)
	Update Company's SMM

Requirement	What companies must show when requested

Within 24 Hours:
• CMO assesses transmission risk level based on Worksite Transmission Risk Assessment Matrix (RAM) (refer to Annex A):
   i. Risk Level – **Medium and below**: Voluntary Stop Work Order at affected work zone(s)*.
   ii. Risk Level – **High and above**: If company is unresponsive and is unable to demonstrate the ability to isolate transmission effectively, CMO will issue Stop Work Order (SWO) at affected work zone(s).
 	
• If there is a requirement for a special swab operation to be mounted at the entire worksite, companies are required to expeditiously provide the Nominal Roll of all the workers including visitors who have been to the worksite for a certain duration (see Annex B for the template). 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.
 	
Within 72 Hours:
• Disinfects affected work areas and provide evidence (i.e. photos and videos). No work to be resumed at affected areas prior to disinfection except for those work zones which cannot stop work safely.
• Submit compliance report (refer to Annex D) to CMO.
• CMO verifies compliance report and inspects SWO worksite before approving company to restart safely.	

Requirement	What companies must show when requested
Over next 30 Days: • Follow-up worksite inspections in company by CMO and COVID-19 Audit & Inspection team to review SMM and evaluate post incident worksite transmission risk level. • For subsequent non-compliance or breaches to SMM, enforcement actions will be taken. • For queries on IRMP, please contact EDB CCO at cco@edb.gov.sg. Note: Worksite will be monitored over 30 days from last date of confirmed case. If more COVID-positive cases related to the worksite surfaces within 14 days, Stop Work Order (SWO) under the Infectious Disease Act (IDA) may be issued to the worksite.	

COVID-SAFE WORKFORCE CRITERIA

The COVID-Safe Workforce Criteria sets out in five (5) key areas, the roles and responsibilities of employers and employees involved in **PCM Sector Works**:

S/N	Key Areas	Roles and Responsibilities of	
		Employers	**Employees**
1	Good health status of workers	✓	✓
2	Ensure a contactable and traceable workforce and workplace	✓	✓
3	Awareness on COVID-19	✓	✓
4	Workforce wellbeing	✓	✓
5	Emergency preparedness for suspected COVID-19 cases	✓	✓
6	Responsibilities and care beyond working hours	✓	✓

Employers	Employees
1 **Good Health Status of Employees**	
1.1 Employers must ensure that the workers adhere to the prevailing RRT requirements (if any) except for non-dormitory[12] workers who work in non-production sites or work from home. 1.2 Employers must ensure any employee who is feeling unwell or showing symptoms of illness, leaves the workplace and consults a doctor immediately, even if the symptoms may appear mild and record these cases as part of SMM. 1.3 Where possible, employers must ensure that each employee visits only one clinic for check-ups, if unwell.	1.4 Employees must ensure that they do not report for work if they are on quarantine orders or stay home notices. 1.5 All employees, except for non-dormitory13 workers who work in non-production sites or work from home, must ensure that they comply with the prevailing RRT requirements (if any) and have valid negative COVID-19 test results to continue working. [Updated 6 Aug 2021] 1.6 Further restrictions may apply depending on the health status and employees are advised to check with the latest MOM/MOH advisory. 1.7 Employees who are feeling unwell or showing symptoms of COVID19 illness should report to their employer and dormitory operator (where relevant) even if the symptoms may appear mild. 1.8 Employees should inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19 (including but not limited to typical symptoms such as fever, cough and shortness of breath). Employees who have visited a clinic must submit to their employer records of their MCs and diagnoses provided (only for COVID-19-related symptoms, including acute respiratory infections). If they were tested for COVID-19, the results of their test must be reported to the employer and dorm operator.

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[12] Dormitories include purpose-built dormitories, factory-converted dormitories, construction temporary quarters, temporary occupation license quarters and government decant sites.

2	Ensure a Contactable and Traceable Workforce	
	2.1 Employers must update their employees' information on MOM's website in a timely and regular manner (if required). Employers are to ensure that the information is valid. 2.2 Employers must ensure that all employees have mobile devices with valid Singapore mobile contact number, actively use TraceTogether, activate SG Workpass apps (if applicable), wear their TraceTogether or BluePass tokens and comply with SafeEntry and SmartEntry@Sea requirements, where applicable. Employers should also encourage employees to have access to their mobile devices to stay contactable at all times, where reasonably practicable.	2.4 Employers should provide their latest Singapore mobile contact number and WhatsApp contact number to the employer and dormitory operator. 2.5 Employees should inform their employers of any change in residential location and keep records of their movements for contact tracing purposes. 2.6 Employees must use the TraceTogether and SG Workpass apps (if applicable), wear their TraceTogether or BluePass tokens and adhere with SafeEntry and SmartEntry@Sea processes, including checking in and out of their workplace(s) and accommodation.

	Employers	Employees
	2.3 Employers should monitor and keep records of changes in the residential location of all their employees.	2.7 Employees must submit the following declarations daily via SafeEntry or manually: a) Travel history; b) Whether they have received any quarantine or isolation order, Stay-Home Notice, or were issued MCs for respiratory symptoms; and; c) Whether they are a close contact of individuals serving quarantine order or confirmed cases of COVID-19.
3	**Awareness on COVID-19**	
	3.1 Employers must carry out talks on good work practices for all workers before they commence work on site and follow up with talks on a regular basis to remind workers.	3.2 Before starting work, employees must attend talks on good work practices to prevent further transmission of COVID-19.
4	**Workforce Wellbeing**	
	4.1 Employers must ensure sufficient masks for all employees, including any need to replace masks due to workplace conditions (e.g. humidity). 4.2 Employers should provide cleaning agents (e.g. hand soap, toilet paper) and disinfecting agents (e.g. hand sanitisers) to employees.	4.5 Employees should safekeep their personal COVID-19 preventive kits.

	Employers	Employees
	4.3 Employers should encourage their employees to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face. 4.4 Employers are encouraged to make available counselling services for their employees.	
5	**Emergency Preparedness for Suspected COVID-19 Cases**	

	5.1 Employers must establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on-site.
	   a) Any employee who is feeling unwell or showing symptoms of illness should report to his employer, leave the workplace and consult a doctor immediately, even if symptoms may appear mild. Employers must track and record these cases as part of safe management measures (SMM).
	   b) Provide dedicated sick bay and associated isolation facilities for timely segregation of suspected cases.
	   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.
	
	 5.2 Employers must adhere to the Incident Response and Management Plan (IRMP) in the event of a confirmed case.
		5.3 Employees who are feeling unwell or showing symptoms of COVID-19 illness should report to their employer and dorm operator (where relevant), even if symptoms may appear mild.

	Employers	Employees
6	**Responsibilities and Care Beyond Working Hours - For Workers who are Staying in Dormitories**	
	6.1 Employers must always nominate a representative (including a mobile number for this representative to be contactable), 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. 6.2 Employers must educate workers to minimize 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). 6.3 Employers must work with premise operators to avoid intermixing 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. 6.4 For specialist or sub-contractor workers which are not dedicated to a specific project or worksite, employers to decant them from dormitories or segregate them from the rest of the workers. 6.5 Employers must conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.	6.9 To further control the transmission of COVID-19, foreign workers 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.

Employers	Employees
6.6 For workers who have been moved to temporary dormitories, employers must 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. 6.7 Employers must work with premise operators to implement staggered rest days for workers. 6.8 To further control the transmission of COVID-19, employers must ensure that foreign 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.	

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. *Note: The Government will act against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
Safe Accommodation	
At Living Premises	
1. 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.	***Provide list of representatives and records of communication with premise operators.***
2. 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).	*Show records of communication to workers.*
3. 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.	*Show records of communication to premise operators.*
4. 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.	*Show records of housing for specialist/subcontractor workers.*
5. Conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.	*Show records of checks at living quarters.*

Requirement	What companies must show when requested
6. 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.	
7. Work with premise operators to implement staggered rest days for workers.	*Show staggered rest day implementation.*
8. 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.	*Show records of checks.*
9. 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
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will act against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
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.	*Show records of instructions to transport providers.*
3. Ensure vehicle is disinfected after every batch of workers disembark.	*Show cleaning schedules, disinfection records, or any other relevant instructions/documents to cleaning service provider/personnel.*
4. Keep proper record of vehicle movements, assigned vehicle numbers and drivers' details (i.e. NRIC/FIN and Name).	*Show records of vehicle and driver details.*

Requirement	What companies must show when requested
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 6 Aug 2021]

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 C+ Cases	Serology Status (known after 48 hrs)
Low	<100	No	<10	Yes, with ability to track workers entering into each work zone	<30%	>=80% (Completed 2nd 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	1 (asymptomatic)	S+
Medium	<500	No	<50	Yes, but no ability to track workers entering into each work zone	< 30%	>50% but <80% (Completed 2nd 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	1 (asymptomatic)	S- or S Nil
High	<1000	Yes (But isolated to specific work zones)	>50	No, but able to track workers' movements within work site	>30%	<10% (Completed 2nd dose) 100% (completed 1st 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	S+ S- or S Nil	2 or more (asymptomatic) in same work zone 1 (symptomatic)
Very High	>1000	Yes (Non-local based workers allowed to move around worksite freely)	>50	No, and unable to track workers' movements within worksite	>30%	No	<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	S- or S Nil	>2 in multiple work zones

ANNEX B: Template for Nominal Roll [Updated 6 Aug 2021]

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 (YYYYMMDD)	Gender (M/F)	Natio nality	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 6 Aug 2021]

1.   With reference to EDB's advisory sent out on 28 Apr 2021, 1 May 2021 and 22 July 2021, vessels arriving from or transiting through India, Bangladesh, Nepal, Pakistan, Sri Lanka and Myanmar (termed as the NTL countries) and Indonesia, within the past 21 days and calling at process terminals / process waterfront facilities need to seek approval from EDB. Process terminals/marine & process waterfront facilities are to work with ship agents, and email cco@edb.gov.sg with the header **"EDB's Approval required: Acceptance of Ships arriving from India / Bangladesh / Nepal / Pakistan / Sri Lanka / Myanmar / Indonesia"**.

Contactless Operations:

2.   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.

- No shore-based personnel, including shipowners/operator/charterers/terminal representatives, cargo interest representatives and 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).

Heightened Mandatory Precautionary Measures for Contact Operations:

3.   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 heightened mandatory precautionary measures, as follow:

Pre-Arrival Criteria:

a. No crew change within the past 21 days prior to entering Singapore.
b. No shore leave or physical interaction with any overseas individuals other than own crew within the past 21 days prior entering Singapore.
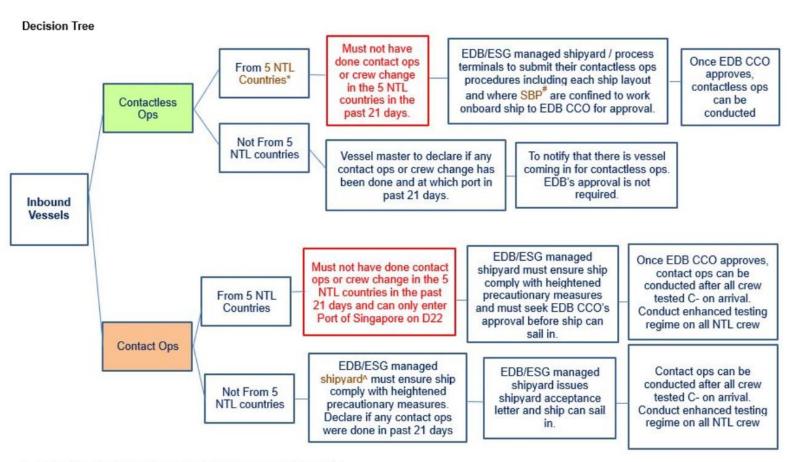c. All crew must have negative pre-departure swab test results, taken at their last port call.

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

a. On arrival Swab and Serology (Total Ab or IgM+IgG) tests.
b. Day 3, D7, and D14 Swab tests.

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

Decision Tree

Inbound Vessels

Contactless Ops

From 5 NTL Countries*

Must not have done contact ops or crew change in the 5 NTL countries in the past 21 days.

EDB/ESG managed shipyard / process terminals to submit their contactless ops procedures including each ship layout and where SBP# are confined to work onboard ship to EDB CCO for approval.

Once EDB CCO approves, contactless ops can be conducted

Not From 5 NTL countries

Vessel master to declare if any contact ops or crew change has been done and at which port in past 21 days.

To notify that there is vessel coming in for contactless ops. EDB's approval is not required.

Contact Ops

From 5 NTL Countries

Must not have done contact ops or crew change in the 5 NTL countries in the past 21 days and can only enter Port of Singapore on D22

EDB/ESG managed shipyard must ensure ship comply with heightened precautionary measures and must seek EDB CCO's approval before ship can sail in.

Once EDB CCO approves, contact ops can be conducted after all crew tested C- on arrival. Conduct enhanced testing regime on all NTL crew

Not From 5 NTL countries

EDB/ESG managed shipyard^ must ensure ship comply with heightened precautionary measures. Declare if any contact ops were done in past 21 days

EDB/ESG managed shipyard issues shipyard acceptance letter and ship can sail in.

Contact ops can be conducted after all crew tested C- on arrival. Conduct enhanced testing regime on all NTL crew

* - 5 NTL countries refers to India, Bangladesh, Nepal, Pakistan and Sri Lanka
\# - Shore-Based Personnel
^ - Process terminals are to conduct contactless ops by default.

Evaluation Criteria on Contactless Operations:

No.	Activities	Ship's Crew	Shore-Based Personnel
1	**Health Declaration**	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. Applicant shall verify and declare all contact operations vessel has undertaken in any port located within any of the specified countries.	Shore based personnel shall preferably be fully be inoculated with Singapore approved COVID-19 vaccines and have undergone at least 2 7D RRT cycles after receiving their second dose. Applicant shall not deploy any shore-based personnel who have exhibited any ARI symptoms in the last 14 days.
2	**Safe Distancing**	To remain in designated accommodation always and not to interact with shore-based personnel.	At least 3 metres from any other personnel onboard the vessel. Always not to have any form of physical interaction with ship crew and limited to the declared work areas. Applicant **SHALL** declare if interaction between shore-based personnel and ship crew cannot be avoided.
3	**Enhanced Segregation Measures**	Unless otherwise approved, vessel crew shall remain in their designated accommodation area throughout the ops.	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. Shore-based personnel shall limit their movement to the declared work zones on board the vessel only. 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. 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.

No.	Activities	Ship's Crew	Shore-Based Personnel
4	**PPE**	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.	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. PPE must be discarded in a bio-hazard bin.
5	**When Vessels Arrive at the Terminal**	Sanitize gangway, common areas and areas with high touch points before shore-based personnel board the vessel. Ensure that there are hand sanitizers available at these areas. The vessel's crew shall remain in their accommodation upon completion of the task.	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 3rd 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 3rd 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**	Signing of safety checklist, pre and post vessel / shore figures shall be conducted in separate areas. Bill of Lading shall be done electronically.	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. Bill of Lading shall be done electronically.

No.	Activities	Ship's Crew	Shore-Based Personnel
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.	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 ae to move along the shore-side of the vessel.) Such movements are to be coordinated by the vessel crew using radios. All lines should be handled by heaving lines. Mooring line eyes and heaving lines shall be disinfected prior vessel berthing.
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.

MPA PORT MARINE CIRCULARS

Vessel owners/agents, waterfront facilities that accept 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. 31 of 2021	REQUIREMENTS FOR VESSELS ARRIVING IN THE PORT OF SINGAPORE DURING COVID-19
No. 30 of 2021	ENHANCEMENTS TO CREW CHANGE FOR CARGO SHIPS IN THE PORT OF SINGAPORE
No. 24 of 2021	REQUIREMENTS FOR VESSELS ARRIVING FROM COUNTRIES WITH SUSTAINED INCREASE IN COVID-19 CASES
No. 15 of 2021	PROHIBITION OF CREW CHANGE IN SINGAPORE FOR CREW WITH RECENT TRAVEL HISTORY TO BANGLADESH, INDIA, NEPAL, PAKISTAN AND SRI LANKA
No. 043 of 2020	SHORE LEAVE FOR CREW WORKING ONBOARD VESSELS IN PORT OF SINGAPORE
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-notifices/port-marinecircular.

ANNEX D: Compliance Report Content [Updated 6 Aug 2021]

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.

ENFORCEMENT MATRIX: [Updated 6 Aug 2021]

	Minor Offences	Major Offences
Individuals	• 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	• 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⁺

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