

## COVID-SAFE RESTART CRITERIA

### FOR PORT OPERATORS AND PILOTAGE SERVICE PROVIDER

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## **Definitions**

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

- i. “Workplace” refers to work premises of the Port Operators and Pilotage Service Provider, which may include canteens, workshops, port terminals, piloted vessels, and marine services base.
- ii. “Operations personnel” refers to all employees of Port Operators and essential contractors of Port Operators; and Pilotage Service Provider.
- iii. “Employees” refers to all employees of Port Operators and Pilotage Service Provider.
- iv. “Workplace users” refers to all employees of contractors (who are not essential contractors of Port Operators), vendors and suppliers who use the Workplace.
- v. “Essential contractors of Port Operators” refers to companies that Port Operators contract to carry out essential port terminal operations (e.g. Lashing, Stevedoring).

**COVID-Safe Workplace Criteria**

Requirement
To resume business activities, all Port Operators and Pilotage Service Provider must fulfil these requirements below.
<i>Note: The Government will take action against errant employers, including enforcement under the relevant law, cessation of operations, suspension or revocation of licences.</i>
A. Implement a system of Safe Management Measures (SMMs) at workplaces
1) Establish and implement a system of SMMs to provide a safe working environment and minimise risks of outbreaks. Implement the SMMs in a sustainable manner as far as practicable.
2) Implement a detailed monitoring plan to ensure compliance with SMMs and issues (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.
B. Pre-screening, wearing of Personal Protective Equipment (PPE), and segregation of teams to reduce physical interaction and ensure safe distancing at workplace
3) Ensure that all employees properly wear the appropriate PPE such as gloves, face shield and gown at all times.
4) Rostered Routine Testing (RRT) <ul style="list-style-type: none"> <li>a) Ensure that any individual who is required to go onboard vessels berthed alongside port terminals or to carry out pilotage service onboard the vessel must have a valid COVID-19 Polymerase Chain Reaction (PCR) test taken within the last 7 days as part of the Rostered Routine Testing (RRT) programme before boarding a vessel. In addition, the individual is also required to take an Antigen Rapid Test (ART) from MOH-approved COVID-19 test providers<sup>1</sup> or under the Employer-led Supervised Self-Swab (ESSS) Programme 3 or 4 days after his/her last RRT PCR test.</li> <li>b) Ensure that all operations personnel who have to board ships for work or may come into contact with foreign crew such as lashing workers, stowage workers, stevedores, safety liaison officers, lifting supervisors, port operations officers, Workplace, Safety and Health (WSH) officers and marine pilots, and essential contractors of port operators staying in the port operators' dormitories must be registered for RRT and tested using a PCR test every 7 days. In addition, these personnel are also required to take ART from MOH-approved COVID-19 test providers<sup>2</sup> or under the ESSS Programme 3 or 4 days after the last RRT PCR test.</li> </ul>

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

<sup>2</sup>List of test providers can be found via <https://www.moh.gov.sg/licensing-and-regulation/regulations-guidelines-and-circulars/details/list-of-covid-10-swab-providers>

Requirement
<p>c) Excluding the operations personnel mentioned in paragraph 4)b), ensure that all other operations personnel and workplace users entering the workplace at PSA Marine, PSA Singapore and Jurong Port, must be registered for RRT and tested using a PCR test every 14 days. Those who are working in the office only are exempted from the RRT requirement.</p> <p>d) Ensure that all harbour craft crew must have a valid COVID-19 PCR test taken every 7 days as part of the RRT programme or undertake ART every 7 days under the ESSS Programme. For harbour craft crew who are Singaporeans, Permanent Residents or who have close interactions with ocean-going vessels' crew such as launch boat captains/crew, ensure that they must undertake an ART from MOH-approved COVID-19 test providers<sup>3</sup> or under the ESSS Programme 3 or 4 days after his/her last RRT PCR test.</p> <p>5) Ensure all individuals check-in and check-out via the TraceTogether-only SafeEntry at the workplace, and SmartEntry@Sea QR Code if going on board a vessel berthed alongside port terminals or to carry out pilotage service onboard the vessel.</p> <p>6) Ensure individuals who are unwell do not board a vessel berthed alongside port terminals or to carry out pilotage service onboard the vessel.</p> <p>7) Divide operations personnel into different teams ("split teams") as functionally small as practicable by discrete projects, risk zones, trades or shifts that do not interact with each other at the workplace, on board vessels berthed alongside the port terminals, while being transported and at their living premises.</p>
C. Ensure cleanliness of workplace
<p><u>Sanitation and Hygiene of Common Areas and Facilities</u></p> <p>8) 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:</p> <ul style="list-style-type: none"> <li>• Canteens, cafeteria, pantries, and rest spaces, including smoking areas</li> <li>• Company Provisioned Transportation (e.g. Buses, Lorries, Cars, Launches)</li> <li>• Toilets and hand-wash stations</li> <li>• Doors and windows</li> <li>• Lifts, stairways, corridors, and walkways</li> </ul>

<sup>3</sup>List of test providers can be found via <https://www.moh.gov.sg/licensing-and-regulation/regulations-guidelines-and-circulars/details/list-of-covid-10-swab-providers>

Requirement
<p>9) At all toilet and hand-wash stations, cleaning agents (i.e. hand soap, toilet paper) must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p> <p>10) Disinfecting agents (e.g. hand sanitiser) must be installed at all human traffic stoppage points within the facility (e.g. entrances, reception areas, security guardhouse and lift lobbies). All installed disinfecting agents must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p> <p>11) Self-disinfecting liquids can be applied to high touch areas periodically as specified in the product specifications.</p> <p>12) Where possible, Port Operators should provide dedicated toilet facilities ashore for operations personnel and workplace users going onboard vessels berthed alongside port terminals to use.</p> <p>13) Common facilities such as wait/rest areas, toilets and canteens as well as transportation services must have a separate section for use by operations personnel with RRT requirements in paragraph 4b.</p>
<p><b>D. Additional measures for Port Operators and Pilotage Service Provider for operations personnel boarding a vessel berthed alongside port terminals or to carry out pilotage service onboard the vessel; and workplace users boarding a vessel berthed alongside port terminals</b></p>
<p>14) Remind operations personnel boarding a vessel berthed alongside port terminals or to carry out pilotage service onboard the vessel; and workplace users boarding a vessel berthed alongside port terminals, to also comply with measures in <b>Annex A</b>.</p>
<p><b>E. Additional measures for Port Operators and Pilotage Service Provider for harbour craft alongside, or moored at its port terminals and marine services base</b></p>
<p>15) Remind long-term pass holders (LTPH) harbour craft crew whose registered residential address is a harbour craft that is alongside or moored at its port terminals and marine services base to stay onboard and they are not permitted to go on shore unless permitted by the Maritime and Port Authority of Singapore (MPA) or there is an emergency and MPA's permission cannot be obtained in time.</p> <p>16) Check that any LTPH disembarking has MPA's permission. LTPH may only disembark for essential purposes such as going to the Ministry of Manpower for work pass matters, embassy for passport matters, attending mandatory courses prescribed by MPA or visits to clinics for work pass renewal.</p> <p>17) Allow provisions and stores ordered by the harbour craft licence holder to be supplied to the harbour craft and ensure that the delivery of provisions and stores is carried out in a contactless manner.</p>

Requirement
<p>18) Ensure or make suitable arrangements with the harbour craft licence holder that any unwell LTPH seeks immediate medical advice via telemedicine <a href="https://www.moh.gov.sg/licensing-and-regulation/telemedicine">https://www.moh.gov.sg/licensing-and-regulation/telemedicine</a> and where necessary, seek MPA's permission to allow the LTPH to come ashore for medical treatment. Exception is given to emergency cases where the LTPH must be conveyed to hospital via ambulance, and Port Operators and Pilotage Service Provider shall notify MPA, ICA and NEA Port Health subsequently.</p> <p>19) Ensure or make suitable arrangements with the harbour craft licence holder, where applicable, that crew assigned by the harbour craft licence holder on each harbour craft shall not mix or inter-mingle with crew from other harbour craft at all times when the harbour craft is alongside or moored at its port terminals and marine services base, unless such mixing or inter-mingling is necessary for the crew to carry out work duties.</p>

#### Management of Suspected Cases

Requirement
<p><b>F. Handling of suspect and/or confirmed cases</b></p> <p>20) Port Operators and Pilotage Service Provider shall require their employees to visit only one clinic for check-ups when unwell. However, if this is not possible, Port Operators and Pilotage Service Provider must require that its employees inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19.</p> <ul style="list-style-type: none"> <li>a) Port Operators and Pilotage Service Provider shall require their employees to submit records of their MCs and diagnoses provided ( for COVID-19-related symptoms, including acute respiratory infections), and if they were tested for COVID-19 and the results of their tests.</li> <li>b) Port Operators and Pilotage Service Provider shall take preventive actions to guard against incipient outbreaks at the workplace, such as requiring their employees on MCs to closely monitor their health before returning to the workplace and requiring these employees' close contacts at the workplace to monitor their health more regularly.</li> </ul> <p>21) Establish and maintain the following process for the management of all unwell, suspected, and at-risk operations personnel and workplace users on-site.</p> <ul style="list-style-type: none"> <li>a) Port Operators and Pilotage Service Provider shall require any operations personnel and workplace users who is feeling unwell or showing symptoms of illness to report to his employer, leave the workplace and consult a doctor immediately, even if symptoms may appear mild. Port Operators and Pilotage Service Provider must track and record cases involving their employees as part of SMMs.</li> </ul>

Requirement
<p>b) Port Operators and Pilotage Service Provider must provide dedicated sick bay and associated isolation facilities, including provision of sufficient and adequate PPE, for timely segregation of suspected cases.</p> <p>c) For incapacitated or unconscious individuals at the workplace – clear the area of other personnel and administer aid immediately. Port Operators and Pilotage Service Provider should call 995 for an emergency ambulance to ferry them to the nearest hospital.</p> <p>d) Port Operators and Pilotage Service Provider must ensure they have an incident response and evacuation plan (including evacuation route, transport arrangement, designated clinic, etc.) for any suspected/confirmed conscious/unconscious cases to be included in the SMM plan with necessary and sufficient PPE kept on standby as well as temporary isolation areas/facilities.</p> <p>e) If there are COVID-19 positive cases detected during the PCR test and/or ART of operations personnel, the Port Operators and Pilotage Service Provider must inform MPA and the relevant authorities, where applicable, immediately, and provide all information requested.</p>

**COVID-Safe Accommodation Criteria**

Requirement
To resume business activities, all Port Operators must fulfil these requirements below.
<i>Note: The Government will take action against errant employers, including enforcement under the relevant law, cessation of operations, suspension or revocation of licences.</i>
Safe Accommodation
G. SMMs at living premises under Port Operators' management (e.g. Dormitories, HDB flats)
22) Conduct routine cleaning of common areas in the accommodation and ensure that accommodation is well-ventilated.
23) Educate residents of the accommodation to minimise social contact after work and not to congregate at public places at their own accommodation locations (e.g. corridors, void decks, lobbies, units/rooms of each other).
24) Conduct periodic checks at the accommodation to ensure that guidelines are strictly adhered to.
25) Ensure residents' rooming and floor level arrangements are segregated by same work group to avoid inter-mixing and implement mandatory registration of time in/out when workers leave at the accommodation.
26) Ensure foreign employees residing in dormitories must remain in their accommodation after working hours, including on their off days, unless they have obtained an Exit Pass on their assigned rest day.



**COVID-Safe Transportation Criteria**

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

## **Enforcement**

31) MPA will conduct enforcement checks to ensure compliance with this set of COVID-19 safe restart criteria for Port Operators and Pilotage Service Provider, including SMMs proposed by the companies. Enforcement action will be taken against offenders who fail to comply.

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

33) MPA may also take actions based on the conditions in the Public Licence(s) issued to the Port Operators and Pilotage Service Provider and Part XII of the Maritime and Port Authority of Singapore Act, such as the issuance of a direction for closure of affected premises or cessation of affected operations or imposition of a fine as MPA deems fit.

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

- A police officer;
- A Health Officer appointed under section 4(1)(a) or (b) of the Infectious Diseases Act;
- A public officer;
- An officer of a statutory body;
- An auxiliary police officer; and
- An employee of a prescribed institution under the Infectious Diseases Act.

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

**ANNEX A**

**Measures for operations personnel and workplace users boarding a vessel in the Port of Singapore**

Operations personnel who go on board vessels berthed alongside port terminals or to carry out pilotage service onboard vessel; and workplace users who go on board vessels berthed alongside port terminals, must comply with the following:

- a. Must have a valid COVID-19 PCR test taken within the last 7 days as part of the RRT programme before boarding the vessel. In addition, these workers are also required to take ART from MOH-approved COVID-19 test providers<sup>4</sup> or under the ESSS Programme 3 or 4 days after the last RRT PCR test.
- b. Must check-in and check-out via the TraceTogether-only SafeEntry at the workplace, and with the SmartEntry@Sea QR Code if going on board vessels.
- c. Must not board a vessel if he/she is unwell.
- d. Must always wear a mask<sup>5</sup> at all times (unless the work activity requires that no mask be worn). In addition, operations personnel must properly wear other appropriate PPE, such as gloves, face shield and gown, without jeopardising operational and personal safety.
- e. Must bring disinfectant and/or sanitiser to disinfect their equipment and/or tools before and after completion of work.
- f. Must minimise interaction with the vessel's crew, as far as reasonably practicable.
- g. Must bring and consume his/her own food and beverages, using his/her own utensils; and consume his/her meals in an open area separate, and at a safe distance, from the vessel's crew.
- h. Must not consume any food and beverages from the ships' stores.
- i. Must ensure a safe distance of at least 1 metre between himself or herself and any other individual on board.
- j. Must not convene or take part in any gathering when on board except where necessary or in the course of the performance of his or her duties as operations personnel or workplace users.
- k. No loitering in the crew living or common areas.
- l. Not remain onboard for a longer period than necessary to discharge his or her duties as operations personnel or workplace users, and not in any case, stay onboard overnight.
- m. Must avoid using the toilets onboard when they board a vessel.

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<sup>4</sup> List of test providers can be found via <https://www.moh.gov.sg/licensing-and-regulation/regulations-guidelines-and-circulars/details/list-of-covid-10-swab-providers>

<sup>5</sup> As far as reasonably practicable, the operations personnel should wear a fitted N95 mask.

- n. Must not go onboard a pleasure craft or harbour craft if he had in the past 7 days gone onboard an ocean-going vessel.