

COVID-SAFE RESTART CRITERIA

FOR SHIPYARDS, RESIDENT CONTRACTORS AND COMMON CONTRACTORS¹ (MARINE & OFFSHORE)

Content	Page
COVID-Safe Worksite Criteria	2
COVID-Safe Workforce Criteria	17
COVID-Safe Accommodation Criteria	24
COVID-Safe Transportation Criteria	25
Annexes	Page
Annex A – C+ Worksite Transmission Risk Assessment Matrix (RAM)	26
Annex B – Additional Measures for Shipyards and Waterfront Facilities Accepting Vessels	28
Annex C – Enforcement Matrix for M&O Sector	32

¹ This refers to Shipyards, Resident Contractors and Common Contractors as per the Ministry of Manpower's (MOM's) definition of the Marine Shipyard Sector.

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 take action against errant employers, including the cessation of operations and enforcement. The Enforcement Matrix for Marine & Offshore Sector is in Annex C.</i>	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 (SMM) 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 SMM and issues (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.	<i>Provide monitoring plan for ensuring compliance with SMM.</i>
3) Appoint Safe Management Officers (SMO) and Safe Distancing Officers (SDO) ² to assist in the implementation and coordination of the system of SMM at the worksite based on the following requirement: <ul style="list-style-type: none"> Total no. of workers³ ≤ 10 – 1 SMO 	<i>Provide a list, duties and detailed tasks of SMOs.</i>

² 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.

³ Workers include the Shipyards’ and Contractors’ workers working on site, and non-production-based employees.

Requirement	What companies must show when requested
<ul style="list-style-type: none"> • 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 19 February] <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>4) The duties of the SMO will include the following:</p> <ol style="list-style-type: none"> a) To coordinate implementation of SMM, 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 checks to ensure compliance at all times 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>Show records of inspections, checks, and corrective actions.</i></p>
B. Pre-screening and segregation of teams to reduce physical interaction and ensure safe distancing at worksite	

Requirement	What companies must show when requested
6) Ensure that workers entering the work site are placed in prevailing Rostered Routine Testing (RRT) requirements or have undergone the required swab test(s) or served the Stay Home Notice (SHN) durations, if applicable.	<p><i>Show records of inspections, checks, and corrective actions.</i></p> <p><i>Show records of COVID-19-related conditions, Medical Certificates (MCs) and test results reported by employees.</i></p>
7) 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.	<p><i>Show records of talks, invites for workshops/emails/posters.</i></p>
8) 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. [updated 19 February]	<p><i>Provide plans of the split teams:</i></p> <p><i>List the members of the teams (based on discrete projects, trades or shifts), and their accommodation arrangements.</i></p> <p><i>List of all employees in an Excel spreadsheet with the following details:</i></p> <ul style="list-style-type: none"> <i>a. Full name</i> <i>b. NRIC/FIN</i> <i>c. Work arrangements (“not working”, “telecommuting”, “onsite (shift work)” or “onsite (non-shift work)”)</i> <i>d. Date of return to the workplace (indicate “Already onsite” if the employee has been working onsite during the enhanced circuit breaker)</i> <i>e. Team number/ name</i> <i>f. Place of residence</i> <i>g. Transport arrangement</i> <p><i>[updated 19 February]</i></p>
9) For specialist or sub-contractor workers which are not dedicated to a specific project or worksite, to ensure no direct interaction with other teams. Nominal roll of the specialist or sub-contractor workers must be submitted to the site occupier before start of work.	<p><i>Provide nominal roll/records of the specialist or sub-contractor when requested.</i></p> <p><i>[updated 19 February]</i></p>

Requirement	What companies must show when requested
<u>Segregation at shared facilities</u> 10) Stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities ⁴ . <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 facilities⁵ 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 	

SITE ENTRY/EXIT

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will take action 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.
C. Support contact tracing requirements	
11) Require all employees at the workplace to actively use TraceTogether when they are at the worksite by downloading the TraceTogether app or carrying TraceTogether or BluePass tokens with them at all times. 12) All personnel using the TraceTogether app must activate it and carry their mobile devices with them at all times.	<i>Show that all personnel are actively using TraceTogether.</i> <i>[updated 19 February]</i>

⁴ Including entrances, exits, lobbies, canteens, toilets and pantries.

⁵ Refer to Section G on the cleanliness requirements for shared facilities.

Requirement	What companies must show when requested
<p>13) Where possible, organise the work site into work zones and implement SafeEntry QR Code or equivalent zone access control system which enables the retrieval of workers' movements in each work zone.</p> <p>[updated 19 February]</p>	
14) Limit workplace access to only essential employees and authorised visitors.	<i>Show how workplace access is limited only to essential employees and authorised visitors.</i>
15) Obtain and keep the contact particulars of every individual before allowing entry to and exit from the worksite through SafeEntry.	<i>Show how SafeEntry requirements are implemented at entrances and exits.</i>
<p>16) Employees and visitors must declare via SafeEntry, before being allowed to enter premises, that they:</p> <ul style="list-style-type: none"> 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; and c) Do not have any fever or flu-like symptoms. <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. [updated 19 February]</p>	
17) 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>
18) 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>
19) 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>
D. Implement health checks and protocols	

Requirement	What companies must show when requested
20) Conduct regular temperature screening and check for respiratory symptoms for all onsite employees and visitors twice daily at minimum or where relevant. <i>[updated 19 February]</i>	<i>Demonstrate that regular checks for temperature and respiratory symptoms are in place. This could include facilities set up to screen temperature or records of temperature checks.</i> <i>[updated 19 February]</i>

DURING SITE OPERATIONS

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will take action 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 worksites	
21) Have all employees able to work from home do so.	
22) Split all employees at the workplace premises (i.e. not telecommuting) into teams, with each team restricted to one worksite, where applicable. a) No cross-deployment/interaction between employees in different shifts, teams or worksites, even outside work ⁶ .	
23) No events or activities with close or prolonged contact amongst participants ⁷ .	
24) 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.	

⁶ if cross-deployment/interaction cannot be avoided due to operational reasons, safe distancing measures must be implemented and observed.

⁷ Including conferences, seminars and exhibitions.

⁸ Including older employees, pregnant employees, employees with underlying medical conditions.

Requirement	What companies must show when requested
25) 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 liquid where possible. [updated 19 February]	<i>Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.</i>
<p>26) Require all employees to keep a clear physical spacing of at least 1 metre between persons at all times, including during boarding and disembarkation from rigs/vessels.</p> <p>27) 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.</p> <p>28) If a closer distance is required due to work constraints e.g. work in confined spaces within vessels etc., to minimise the time spent together at close range as much as possible.</p>	<i>Show how safe distancing is carried out at workstations, and other common areas where congregation of workers may occur.</i>
29) Demarcate clearly zones within site for, and assign identifiers (e.g. coloured vest, T-shirt, armband, stickers on safety helmet) to each team of workers to prevent mixing of split teams at the site.	<i>Show how the worksite is demarcated and show that all workers are assigned identifiers.</i>
30) Implement movement control and dedicated barriers (e.g. footpaths, barricade) to ensure workers stay within allocated area(s).	<i>Show instructions to workers on movement control and on-site barriers to ensure workers stay within allocated area(s).</i>
31) Conduct briefings to workers in well-ventilated areas and keep briefing sizes and operational teams small.	<i>Show signs and instructions for briefing, and records of briefing sessions</i>
<p>32) Avoid interaction between shipyard and contractor supervisors/customers except for safety checks and worksite inspection.</p> <p>33) Require suppliers/contractors to implement similar safe distancing measures while onsite, so that operations and business interactions with them are kept safe.</p>	<i>Show signs and instructions that contractor supervisors/customers are required to implement safe distancing measures</i>

Requirement	What companies must show when requested
<p>34) Any personnel entering the <u>shipyard's production site</u> would need to be on the RRT programme (7-day RRT as of 9 Jan 2021 until further notice) and tested negative within the prevailing RRT cycle prior entering the production site. Otherwise, the adhoc worker testing regime would apply.</p> <p>To register for RRT, companies can apply for Swab Registration System (SRS) company account creation via https://form.gov.sg/5f33ac4aef830b0012597673. Should companies have queries on RRT, please refer to the frequently asked questions (FAQs).</p> <p>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 or Antigen Rapid Test (ART) taken within the last 72 hours prior entry into shipyard's production site. Similar to RRT, these personnel will be required to undergo regular PCR test during his/her work duration in the shipyard's production site. After completion of their works at the shipyard's production site, they will be required to take a PCR test on the 5th to 7th day after exit, and a final PCR test on the 11th 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-and-circulars/details/list-of-covid-19-swab-providers). The costs of the tests would be at the personnel's own or their employers' expense.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Shipyards are to conduct checks on swab test results for these personnel at appropriate entry points prior allowing entry to the production site. 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. 2. Employers must ensure that employees on the adhoc worker testing regime complete their test regime after completion of works. <p>[updated 19 February]</p>	<p><i>Conduct checks to ensure compliance of RRT and validity of negative swab test results based on respective programme/ regime prior allowing entry into the shipyard's production site.</i></p> <p><i>[updated 19 February]</i></p>
<p>35) Optimise both day and night shift work manning to minimise number of workers at congested work areas.</p>	<p><i>Provide plans of works manning.</i></p>

Requirement	What companies must show when requested
36) Ensure workplace safety is not compromised with these measures.	
37) 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 in the shipyard. 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>
38) Deliveries arranged by shipyards, contractors, ship owners and ship agents at the shipyard's production site to be contactless. If contactless deliveries are not possible, limit physical interactions in a staggered manner, wear face shield, face mask, disposable gloves and keep durations as short as possible. Specific SMM plan to mitigate associated risks to non-contactless deliveries are to be included in worksite SMM. Employers are responsible to ensure compliance. [Updated 19 February]	<i>[updated 19 February]</i>
<u>During Break time</u> 39) Stagger meal times and breaks to reduce possible congregation of workers at common areas such as canteen/toilets. 40) Provide individually packed meals, with independent and disposable tableware between workers. 41) Remind all employees and visitors not to share food. 42) All employees and visitors are reminded to maintain their safe distancing and to put on their masks immediately after consumption of food and drinks. [updated 19 February]	<i>Show the meal plans for workers and show that no congregation during lunch hours.</i> <i>Show workers are provided with individually packed meals.</i>
F. Require medical personal protective equipment (PPE)	
43) Require all onsite personnel, including employees, visitors and vendors, to wear masks and other necessary personal protective equipment (PPE) at all times, except during activities that require masks to be removed (e.g. mealtimes).	<i>If disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily.</i>

Requirement	What companies must show when requested
44) Ensure that all employees ⁹ have sufficient 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.	
G. Ensure cleanliness of workplace premises	
45) Ensure adequate facilities for and timely disposal of waste and recycled materials.	<i>Show the facilities on site.</i>
<p><u>Sanitation and Hygiene of Common Areas and Facilities</u></p> <p>46) 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"> • 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 <p>47) At all toilet and hand-wash stations, cleaning agents (i.e. hand soap, paper towel, bidet spray, and toilet paper) must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p> <p>48) 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>49) Self-disinfecting liquids can be applied to high touch areas periodically as specified in the product specifications. [Updated 19 February]</p>	<i>Show cleaning schedules, records of disinfection and any other relevant instructions to/documents from cleaning service provider/personnel.</i>

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
<p>50) Adhere to sanitation and hygiene advisories disseminated by the National Environment Agency¹⁰ (NEA).</p> <p>51) SMO to keep records of disinfection.</p>	
<p><u>Sanitation and Hygiene of Machinery, Equipment in Production Areas and Warehouses</u></p> <p>52) 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>53) Disinfecting agents (e.g. hand sanitiser) should be installed at key workstations and personnel interaction points. All disinfecting agents must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p> <p>54) SMO to keep records of disinfection.</p>	<p><i>Show cleaning schedules and any other relevant instructions to/documents from cleaning service provider/personnel.</i></p>
H. Additional measures for works onboard vessels	
<p>55) Shipyards that accepts vessels at their yard are to adhere to additional measures and incorporate them into their SMM. Please refer to Annex B.</p> <p>56) Shore-based personnel boarding a vessel in port (e.g. anchorage) must comply with the following:</p> <ol style="list-style-type: none"> Must have a valid negative test result from a COVID-19 Polymerase Chain Reaction (PCR) test from his/her (RRT), taken within the last 7 days prior to board the vessel If the shore-based personnel are not enrolled on an RRT programme, he/she must have a valid negative test result from a COVID-19 PCR test or Antigen Rapid Test (ART) within 72 hours prior to boarding the vessel. Similar to RRT, these personnel will be required to undergo regular PCR test during his/her work duration onboard the vessel. After completion of works and disembarking, these shore-based personnel must take a PCR test between the 5th and 7th day, and a final PCR test on the 11th day. 	<p><i>Companies to identify and keep updated records (swab test records, date of embarkation/disembarkation) of the essential shore-based personnel that are required to board vessels.</i></p>

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

Requirement	What companies must show when requested
<ul style="list-style-type: none"> c. Must check-in and check-out with SmartEntry@Sea at departure/landing points or the waterfront facilities when heading out to sea to work, as appropriate. d. Must not board a vessel if unwell. e. Must always wear a mask (unless the work activity requires that no mask be worn). In addition, shore-based personnel are to wear other appropriate PPE, such as gloves, and gown, without jeopardising operational and personal safety. 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 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 shore-based personnel. 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 shore-based personnel, and not in any case, stay onboard overnight. <p>[updated 19 January]</p>	<p><i>Companies to ensure these essential shore-based personnel wear the appropriate PPE and minimise interaction with the vessel crew. These essential shore-based personnel should also minimise interaction with other local workers.</i></p> <p>[updated 19 February]</p>

MANAGEMENT OF SUSPECTED CASES

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 take action 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>
H. Handling of suspect and/or confirmed cases	

Requirement	What companies must show when requested
<p>57) Require each workplace 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-19¹¹.</p> <ul style="list-style-type: none"> a) Require workplace 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. 	<p><i>Show records of communication to all workplace employees.</i></p> <p><i>Show records of COVID-19-related conditions, MCs and test results reported by employees.</i></p>
<p>58) 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 workplace and consult a doctor immediately, even if symptoms may appear mild. Employers must track and record these cases as part of SMM. b) Provide dedicated sick bay and associated isolation facilities, including provision of sufficient and adequate PPE, 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. 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>[updated 19 February]</p>	<p><i>Provide evacuation plan.</i></p>
<p>59) Implement an Incident Response and Management Plan (IRMP) for execution in the event of a confirmed case (C+). Companies should minimally adhere with below:</p>	

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

Requirement	What companies must show when requested
<p><u>Within 6 hours</u></p> <ul style="list-style-type: none"> 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 Implement Voluntary Stop Work Order (VSWO) immediately at affected work area and cordon off access to affected work area <p><u>Within 24 hours</u></p> <ul style="list-style-type: none"> Submit to Case Management Officer (CMO) at cco@edb.gov.sg: <ol style="list-style-type: none"> Nominal roll of C+ and close contacts Worksite location of C+ and last onsite working date Movement of C+ in the past 14 days with proofs (e.g. access control records, SafeEntry branch codes, etc.) CMO assesses transmission risk level based on C+ Worksite Transmission Risk Assessment Matrix (RAM) (refer to Annex A): <ul style="list-style-type: none"> Risk Level – Medium and below: Voluntary Stop Work Order at affected work zone(s) 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) under the Infectious Disease Act at affected work zone(s) If companies are unable to stop work safely for affected work zone(s) with SWO, they are to: <ol style="list-style-type: none"> Submit nominal roll of fresh skeletal set of workers to Case Management Officer (CMO) Disinfect affected work zone(s) Wait for approval (via email) from EDB Central COVID-19 Operations (CCO) for safe work restart 	

Requirement	What companies must show when requested
<p><u>Within 72 hours</u></p> <ul style="list-style-type: none"> Disinfects affected work areas and show proofs (i.e. photos and videos). No work to be resumed at affected areas prior to disinfection. Submit compliance report (refer to Annex B) to CMO CMO verifies compliance report and inspects SWO worksite before approving company to restart safely <p><u>Over next 30 days</u></p> <ul style="list-style-type: none"> 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 <p>For queries on IRMP, please contact EDB CCO at cco@edb.gov.sg.</p> <p>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.</p> <p>[Updated 19 February]</p>	<p>Update and submit company's SMM to https://form.gov.sg/#!/5f97e2cff627ec001170fe81 [updated 19 February]</p>
<p>60) Shipyards with vessels under quarantined by Port Health Section due to COVID-19 confirmed or suspected cases on board the vessels are to support ship owner/ship agent as follows:</p> <ol style="list-style-type: none"> Facilitate the movements of C+ and quarantined crew along designated evacuation route from their vessel out of the shipyard to hospital or government quarantine facilities Provide services to ensure the safety and security of the unmanned quarantined vessel throughout the quarantine period, when engaged by ship owner/ship agent Cordon off the quarantined vessel with appropriate signages to ensure no unauthorised personnel are to board or disembark without Port Health Section's approval 	

Requirement	What companies must show when requested
<p>d) Facilitate the movements of the appointed cleaning contractor by Port Health Section and Port Health Section's officers to the quarantined vessel to allow them to disinfect the quarantined vessel</p> <p>[updated 19 February]</p>	

COVID-Safe Workforce Criteria

The COVID-Safe Workforce Criteria sets out in six (6) key areas, the roles and responsibilities of employers and employees involved in Marine Shipyard 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	
	<p>1.1 Employers must ensure that all workers undergo regular swab tests, with the exception of non-dormitory¹² workers who work in non-production sites or work from home.</p> <p>1.2 Employers must require employees to conduct regular temperature screening and check for COVID-19 related respiratory symptoms for all employees twice daily at minimum. For more details, please refer to the COVID-Safe Worksite Requirement. [updated 19 February]</p> <p>1.3 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.</p> <p>1.4 Where possible, employers must ensure that each employee visits only one clinic for check-ups, if unwell.</p>	<p>1.5 Employees must ensure that they do not report for work if they are on quarantine orders or stay home notices.</p> <p>1.6 All employees, with the exception of non-dormitory¹³ workers who work in non-production sites or work from home, must ensure that they comply with the prevailing RRT requirements and have valid negative COVID-19 test results to continue working. [updated 19 February]</p> <p>1.7 Further restrictions may apply depending on the health status and employees are advised to check with the latest MOM/MOH advisory.</p> <p>1.8 Employees should check their temperature twice daily at minimum. [updated 19 February]</p> <p>1.9 Employees who are feeling unwell or showing symptoms of COVID-19 illness should report to their employer and dormitory operator (where relevant) even if the symptoms may appear mild.</p> <p>1.10 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</p>

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

	Employers	Employees
		COVID-19, the results of their test must be reported to the employer and dorm operator.
2	Ensure a Contactable and Traceable Workforce	
	<p>2.1 Employers must update their employees' information on MOM's website in a timely and regular manner. Employers are to ensure that the information is valid.</p> <p>2.2 Employers must ensure that all employees have mobile devices with valid Singapore mobile contact number, actively use TraceTogether, activate SG Workpass apps, 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.</p> <p>2.3 Employers should monitor and keep records of changes in the residential location of all their employees.</p> <p>[updated 19 February]</p>	<p>2.4 Employees should provide their latest Singapore mobile contact number and WhatsApp contact number to the employer and dormitory operator.</p> <p>2.5 Employees should inform their employers of any change in residential location and keep records of their movements for contact tracing purposes.</p> <p>2.6 Employees must actively use TraceTogether, activate SG Workpass apps, 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.</p> <p>2.7 Employees must submit the following declarations daily via SafeEntry or manually:</p> <ol style="list-style-type: none"> 1. Travel history; 2. Whether they have received any quarantine or isolation order, Stay-Home Notice, or were issued MCs for respiratory symptoms; and 3. Whether they are a close contact of individuals serving quarantine order or confirmed cases of COVID -19. <p>[updated 19 February]</p>

	Employers	Employees
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 to 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	
	<p>4.1 Employers must ensure sufficient masks for all employees, including any need to replace masks due to workplace conditions (e.g. humidity).</p> <p>4.2 Employers should provide cleaning agents (e.g. hand soap, toilet paper) and disinfecting agents (e.g. hand sanitisers) to employees.</p> <p>4.3 Employers should encourage their employees to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face.</p> <p>4.4 Employers are encouraged to make available counselling services for their employees.</p>	4.5 Employees should safekeep their personal COVID-19 preventive kits.
5	Emergency preparedness for suspected COVID-19 cases	
	<p>5.1 Employers must establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on-site.</p> <p>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 SMM.</p>	5.4 Employees who are feeling unwell or showing symptoms of COVID-19 illness should report to their employer and dormitory operator (where relevant), even if symptoms may appear mild.

	Employers	Employees
	<ul style="list-style-type: none"> b) Provide dedicated sick bay and associated isolation facilities, including provision of sufficient and adequate PPE, 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. 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>5.2 Employers must implement an Incident Response and Management Plan (IRMP) in the event of a confirmed case.</p> <p>5.3 Ship Owner/Ship agent of vessels under quarantine due to COVID -19 are to:</p> <ul style="list-style-type: none"> a) Arrange for C+ crew and all quarantined crew to disembark to hospital or government quarantine facilities b) Plan and submit the safety and security management of the unmanned vessel to MPA for approval c) Appoint cleaning contractor to be approved by Port Health Section to disinfect the vessel within 72hrs or as early as possible d) If quarantined vessel is unable to power down, ship owner/ship agent must arrange for replacement crew 	

	Employers	Employees
	<p>for the minimal manning. All other crew are to be conveyed to government quarantine facilities leaving behind minimal manning crew. Once the replacement crew is available and the vessel is disinfected according to Port Health Section's instructions, the minimal manning crew will be serving out their remaining quarantine order in government quarantine facility. Replacement crew can board the vessel to man the vessel with Port Health Section's approval.</p> <p>e) Ship owner/ ship agent must arrange for alternative accommodation at their own costs and extend the special passes for their crew if their vessel has not been issued pratique and crew can return to their vessel as approved by Port Health Section.</p> <p>[updated 19 February]</p>	
6	Responsibilities and care beyond working hours	
	<p>6.1 Employers must nominate a representative (including a mobile number for this representative to be contactable at all times), 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.</p> <p>6.2 Employers must 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).</p>	<p>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.</p>

	Employers	Employees
	<p>6.3 Employers must 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.</p> <p>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.</p> <p>6.5 Employers must conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.</p> <p>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.</p> <p>6.7 Employers must work with premise operators to implement staggered rest days for workers.</p> <p>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.</p>	

COVID-Safe Accommodation Criteria

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will take action 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 (e.g. Dormitories)	
1) Nominate a representative (including a mobile number for this representative to be contactable at all times), 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>
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).	<i>Show records of communication to workers.</i>
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.	<i>Show records of communication to premise operators.</i>
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.	<i>Show records of housing for specialist/sub-contractor workers.</i>
5) Conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.	<i>Show records of checks at living quarters.</i>
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.	<i>Show staggered rest day implementation</i>
8) Ensure that workers residing in dormitories ¹³ 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>
9) Ensure that any on-site dormitories house only workers who work at the site.	

¹³ Dormitories include purpose-built dormitories, factory-converted dormitories, construction temporary quarters, temporary occupation license quarters, temporary living quarters and government decant sites.

COVID-Safe Transportation Criteria

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 take action 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>

Annex A – C+ Worksite Transmission Risk Assessment Matrix (RAM)

Risk Level	Affected Individual's Swab Status	Affected Individual's Serology Status (known after 48hrs)	No. of C+ cases reported in worksite per incident	No. of Close Contacts in worksite linked to C+ individual	% of work zones/ areas affected	Accommodation Cohorting and Safe Distancing Measures Rules Observed	Transport Cohorting and Safe Distancing Measures Rules Observed	Worksite Cohorting and Safe Distancing Measures Rules Observed
Low	C+	S+	1 (asymptomatic)	<10	≤ 30%	Same accommodation for same work zone	Dedicated transport for same work zone	Dedicated amenities facilities e.g. rest areas and toilets per contractor in same work zone
Medium	C+	S- or S Nil	1 (asymptomatic)	<50	≤ 30%	Same accommodation for same work zone	Dedicated transport to work site but may be different work zones	Dedicated amenities facilities e.g. rest areas and toilets per contractor in same work zone
High	C+	S+	2 or more (asymptomatic) in same work zone	>50	< 30%	Different accommodations for same work site	Dedicated transport from each dormitory to worksite	Dedicated amenities facilities e.g. rest areas and toilets per contractor in same work zone
	C+	S- or S Nil	1 (symptomatic)	>10	> 30%	Same work zone workers come from different accommodations	Different transport	Works in different work zones. Shared amenities facilities
Very High	C+	S- or S Nil	≥ 2 and works in multiple work zones	>50	> 30%	Not applicable	Not applicable	Not applicable
	C+	S- or S Nil	≥ 1	>10	> 30%	No cohorting	No cohorting	No cohorting

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 B – Additional Measures for Shipyards and Waterfront Facilities (e.g. Loyang Offshore Supply Base) Accepting Vessels

MANDATORY PRECAUTIONARY MEASURES FOR SHIPYARD REPAIR CALLS AND WATERFRONT FACILITIES ACCEPTING VESSELS IN SINGAPORE

To mitigate the risks of COVID-19 transmission from vessel crew, shipyards and waterfront facilities are to implement the following measures when accepting vessels at their premises.

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 if other suitable risk mitigation measures can be implemented. An approval may be given on a case-by-case basis.

Mandatory Precautionary Measures for Shipyard Repair Calls and Waterfront Facilities Accepting Vessels in Singapore	
Criteria for Default Approval	
Passenger Ships¹⁴ <i>(e.g. cruise ships, crew boats, yachts, ferries, etc.)</i>	Non-Passenger Ships <i>(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.)</i>
<ul style="list-style-type: none"> Ship must have been <u>at sea for minimally 14 days</u> prior to entering the Port of Singapore, unless it had previously departed from Singapore without any embarkation; or arriving from a declared lay-up location or repatriation port where there has been no crew signed on or physical crew interaction with onshore personnel for minimally 14 days. For entry into shipyards, the total number of crew onboard is less than 250 persons. There is a maximum of 20 sign-ons per shipyard call. Sign-ons will be carried out according to the Maritime and Port Authority of Singapore's (MPA) crew change guidelines within 48 hours prior to ship's departure from Singapore. There is a maximum of 50 signoffs per shipyard call. Signoffs can be carried out in the shipyard according to MPA's crew change guidelines. 	<ul style="list-style-type: none"> Ship must <u>not have had any sign-ons within the last 14 days</u> prior to entering the Port of Singapore. All crew must <u>not have had shore leave within the last 14 days</u> prior to entering the Port of Singapore. If the ship had called on the list of countries in Immigration and Checkpoints Authority's (ICA) Travel Advisory (https://safetravel.ica.gov.sg/files/SHN-and-swab-summary.pdf) requiring a pre-departure swab test within the last 14 days prior to entering the Port of Singapore, yards must ensure that: <ul style="list-style-type: none"> ➤ A negative COVID-19 PCR test for all crew was taken 72 hours before departure from the last port of call coinciding with the list of countries state and before issuance of Shipyard Acceptance letter. An on-arrival PCR test for all crew is done onboard the ship in the yard or berthed next to shore¹⁶. No shore-based worker, except

¹⁴ Passenger and Non-Passenger Ships together form an exhaustive list of all ships coming into yards for repair.

¹⁶ Any Ministry of Health, Singapore (MOH) Licensed Healthcare Institute (HCI) listed in <https://www.moh.gov.sg/licensing-and-regulation/regulations-guidelines-and-circulars/details/list-of->

<ul style="list-style-type: none"> Any pre-departure swab tests required for signoffs from Singapore are to be done onboard the ship in the yard or berthed next to shore¹⁵. Crew change is allowed based on the prevailing limits for sign-ons and signoffs. Shore leave for crew is subject to MPA's prevailing shore leave framework. 	<p>approved essential personnel, is allowed to board the ship, until all crew swab test results are cleared. Shipyards are to seek EDB/ESG approval for these essential workers.</p> <ul style="list-style-type: none"> While in Singapore waters, only shore personnel approved by MPA to board for the ship's preparation to call at shipyard (i.e. MPA Port Chemist, PSA harbour pilot and shipyard's Dockmaster) are allowed to board the vessel before the on-arrival crew swab test results are cleared. For entry into shipyards, the total number of crew onboard is less than 100 persons. There is a maximum of 20 sign-ons per shipyard call. Sign-ons will be carried out according to MPA's crew change guidelines within 48 hours prior to ship's departure from Singapore. There is a maximum of 50 signoffs per shipyard call. Signoffs can be carried out in yard according to MPA's crew change guidelines. Any pre-departure swab tests required for signoffs from Singapore are to be done onboard the ship in the yard or berthed next to shore. Crew change is allowed based on the prevailing limits for sign-ons and signoffs. Shore leave for crew is subject to MPA's prevailing shore leave framework.
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[updated 19 February]

[covid-19-swab-providers](#) that is approved to perform offsite PCR tests can perform the pre-departure PCR test for sign-offs and on-arrival PCR test onboard the ship in the yard or berthed next to shore. No PCR tests shall be performed at anchorage. If the HCI is not approved by MOH Licensing Division to perform offsite PCR, it will need to seek MOH Licensing Division's approval via eLIS@moh.gov.sg (cc cco@edb.gov.sg).

¹⁵ 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).

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:

- 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.
- Ship will submit the ship's SMM plan¹⁷ 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.
- Shipyards shall communicate to ship their SMM plans that will cover management of potential COVID-19 positive cases when vessel is in the shipyard.
- Vessel Safety Coordination Committee (VSCC) meetings should be conducted virtually before ship crew are tested negative.
- 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.
- Physical interaction between ship crew and yard workers (except ship's vessel management team) is prohibited.
- There is no sharing of amenities (e.g. food, bathrooms, etc.) between crew and yard workers.
- 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.

[updated 19 February]

¹⁷ Refer to MPA's Port Marine Circular No. 04 of 2021, Annex B, point (d).

MPA PORT MARINE CIRCULARS

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. 05 of 2021	CREW CHANGE FOR CARGO SHIPS IN THE PORT OF SINGAPORE
No. 04 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. 038 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

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 C – Enforcement Matrix for M&O Sector

	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
M&P 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

Company With no C+ Case	Company With C+ Case	Definition
Tier 1 (Minor)	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)	Tier 2 (Major)	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 wear masks and other necessary personal protective equipment at all times)
Tier 3 (Major)	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 on Mandatory Precautionary Measures criteria (MPM).
- 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.

[updated 19 February]

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 is able to 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.

[updated 19 February]