

Safe Management and Distancing Measures in the Workplace after the Circuit Breaker Period

With the potential gradual relaxation of restrictions put in place to prevent the spread of COVID-19, employers should note the following measures that have to be implemented when the circuit breaker eases after 1 June 2020.

This update summarises the measures employers are required to implement in workplace settings. These measures are issued by the tripartite partners, i.e. the Ministry of Manpower (“**MOM**”), the National Trades Union Congress (“**NTUC**”) and the Singapore National Employers Federation (“**SNEF**”). Employers must ensure that these measures are communicated clearly to all employees. Failure to implement these measures will potentially result in the issuance of fines or stop-work orders.

General Workplaces

In summary, employers are required to:

- (a) Implement safe management measures;
- (b) Reduce physical interaction and ensure safe distancing;
- (c) Support contact tracing;
- (d) Require use of personal protective equipment and employees to observe good personal hygiene;
- (e) Ensure cleanliness of workplace premises; and
- (f) Implement health checks and company protocols to manage potential cases.

We set out below a table summarising the present requirements. Employers should also refer to this [advisory](#) and further updates published by the relevant authorities.

Measure	Implementation steps
Implement safe management measures	
Employers must:	<u>Detailed monitoring plan</u>
(a) Implement a detailed monitoring plan to ensure compliance with all safe management measures; and	Employers must develop and implement a monitoring plan that details the specifics of all safe management measures.
(b) Appoint Safe Management Officers to implement, coordinate and monitor all safe management measures.	Employers should also develop remedies to target any non-compliance and risk mitigation.

Measure	Implementation steps
	<p><u>Safe Management Officers</u></p> <p>Safe Management Officers must identify and mitigate risks, and communicate measures to all employees. They must also conduct inspections to ensure compliance, as well as report, document and remedy any non-compliance. Records of inspections and any corrective action taken must be documented and made available upon request by a Government Inspector. In the event of any investigations / inspections, these records can be used to show that the employer has proper processes in place.</p>
<p>Reduce physical interaction and ensure safe distancing</p>	
<p>Employers must:</p> <ul style="list-style-type: none"> (a) Ensure employees telecommute from home, where employees can perform their work in such manner; (b) Minimise physical meetings and conduct both internal and external meetings virtually, if possible; and (c) Cancel or postpone all events that involve close and prolonged contact. <p>MOM also recommends that employers pay special attention to vulnerable employees.</p> <p>For roles where employees cannot work from home, employers must:</p> <ul style="list-style-type: none"> (a) Stagger working and break hours; (b) Implement shift or split team arrangements; (c) Minimise physical touchpoints where possible; and (d) Ensure clear physical spacing of at least 1 metre between all persons in the workplace at all times. 	<p><u>Telecommuting</u></p> <p>Employers should provide the necessary equipment and IT solutions to employees to enable working from home.</p> <p><u>Virtual meetings</u></p> <p>Employers should set up tele-conferencing facilities and ensure that there are safety protocols in place to maintain security and confidentiality of the virtual meetings.</p> <p><u>Cancelling / postponing events</u></p> <p>Employers must ensure conferences, seminars and exhibitions do not occur. Similarly, social gatherings and meals among employees must not take place.</p> <p><u>Vulnerable employees</u></p> <p>Older employees, pregnant employees and employees with underlying medical conditions should work from home. If necessary and suitable, employers can consider temporarily redeploying vulnerable employees to another role within the organisation.</p>

Measure	Implementation steps
	<p><u>Staggering hours</u></p> <p>Employers must implement staggered working and break hours to reduce congregation of employees at common spaces (e.g. entrances, exits, lobbies, canteens and pantries). If possible, reporting and ending times should not coincide with peak-hour travel. Staggered working hours must be implemented over at least 3 one-hourly blocks. Not more than half of the employees are to report to work within each block. Where staggering is not possible, systems must be implemented to reduce congestion of employees at common spaces.</p> <p><u>Shift or split team arrangements</u></p> <p>If appropriate, employers must split employees at workplace premises into teams. There must be no cross-deployment or interaction between employees in different teams.</p> <p><u>Physical touchpoints</u></p> <p>Employers should reduce the need for employees to use common physical touchpoints (e.g. swipe scanners, security keypads) in the workplace. If such touchpoints are required, employers can consider measures such as frequent disinfection to minimise the risk of cross infection.</p> <p><u>Clear spacing of at least 1 metre</u></p> <p>Employers must demarcate safe physical distances at workstations, meeting rooms, as well as all common areas.</p>
Support contact tracing	
<p>Employers must use the SafeEntry visitor management system to record the entry of all personnel (including employees and visitors) entering the workplace.</p>	<p>Employers must ensure access to the workplace is limited to only essential employees and authorised visitors.</p>

Measure	Implementation steps
<p>MOM recommends that employers also encourage all employees to download and activate the TraceTogether Application.</p>	
<p>Require use of personal protective equipment and employees to observe good personal hygiene</p>	
<p>Employers must ensure that all personnel at the workplace (including employees, visitors, suppliers and contractors) wear a mask and any necessary personal protective equipment at all times.</p> <p>MOM also recommends that employers encourage employees to observe good personal hygiene.</p>	<p>Employers must ensure that there are sufficient masks for all employees, taking into account the need to replace masks due to workplace conditions.</p>
<p>Ensure cleanliness of workplace premises</p>	
<p>Employers must:</p> <ul style="list-style-type: none"> (a) Ensure regular cleaning of common areas, especially areas with high human contact; (b) Clean and disinfect meeting tables after physical meetings are held; (c) Ensure any machinery and equipment shared between different employees across different shifts or teams are cleaned and disinfected before changing hands; and (d) Provide cleaning and disinfecting agents at all toilets / hand-wash stations and all human traffic stoppage points (e.g. entrances, reception areas, lobbies) respectively. 	<p>Employers should ensure that all shared office equipment (e.g. office printers / photocopiers, beverage dispensing machines) are cleaned and disinfected if such equipment is used by employees from different shifts or teams.</p> <p>Employers must adhere to the sanitation and hygiene advisories issued by the National Environmental Agency.</p>
<p>Implement health checks and company protocols to manage potential cases</p>	
<p>Employers must:</p> <ul style="list-style-type: none"> (a) Conduct regular temperature screening of all employees (twice daily) and visitors at the workplace; (b) Take travel and health declarations from visitors before they are allowed entry; 	<p><u>Health screening</u></p> <p>All employees at the workplace must record and report their temperature twice daily.</p>

Measure	Implementation steps
<ul style="list-style-type: none"> (c) Ensure all unwell personnel are refused entry; (d) Keep declaration records of all employees and visitors for at least 28 days; (e) Ensure employees adhere to the Ministry of Health’s travel advisory to defer all travel; (f) Ensure employees do not clinic-hop; (g) Ensure employees submit records of their medical certificates and diagnosis provided (if employees have COVID-19 related symptoms); (h) Implement an evacuation plan for personnel who feel unwell; and (i) Implement a follow-up plan in the event of a confirmed case. 	<p><u>Employer protocols</u></p> <p>Employers should communicate to all employees that they should not clinic-hop.</p> <p>Employers should require employees to alert them immediately if they are tested for COVID-19. Employees must notify employers of their test results. The health of employees on medical leave should also be monitored closely.</p> <p>If an employee at the workplace feels unwell, employers must advise the employee to leave and consult a doctor immediately, as well as track and record the diagnosis of the unwell employee.</p> <p>Upon notification of a confirmed case, employers must immediately vacate and cordon-off the section of the workplace premises where the confirmed case worked. Employers must then carry out a thorough cleaning and disinfection of all workplace areas that were exposed to the confirmed case.</p>

Specific Workplaces

Employers in the manufacturing sector, employers that have customer-facing operations and employers that provide transportation for employees must, in addition to the general measures outlined above, also adopt sector-specific measures. Employers may refer to the [sector-specific guidance](#).

If you would like information or assistance on the above or any other area of law, you may wish to contact the Partner at WongPartnership whom you normally work with or any of the following Partners:



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