

7 August 2020

To: Foreign Employee Dormitories Act (FEDA) – Licensed Dormitory Operators and Employers of Construction, Marine and Process Sector workers residing in dormitories

Supported by the Singapore Contractors Association Limited (SCAL), Dormitory Association of Singapore Limited (DASL) and Specialists Trade Alliance of Singapore (STAS)

COHORTING EXERCISE FOR CONSTRUCTION, PROCESS AND MARINE SECTOR WORKERS RESIDING WITHIN FEDA-LICENSED DORMITORIES

1 This circular informs all stakeholders of the upcoming cohorting exercise for workers residing in FEDA-licensed dormitories and an update on the cohorting requirements.

2 Since the Circuit Breaker ended on 2 June 2020, the Construction, Marine, and Process Sectors have adopted additional safety measures, requiring workers to be cohorted in order to minimise intermixing of workers at their residence and mitigate the risks of any potential COVID-19 outbreak. These measures are necessary to safeguard the health and well-being of workers and prevent disruptions to businesses/projects in case of COVID-19 resurgence.

Cohorting Requirements for Workers Residing in Dormitories

3 BCA, EDB and ESG have worked together to review and align the cohorting requirements for the Construction, Marine, and Process Sectors. In addition, BCA has reviewed the cohorting requirements for the construction sector following feedback from the industry as dormitories are expected to be cleared of COVID-19 infection by the Inter-Agency Task Force (ITF) early next week.

4 The cohorting requirements, summarised in the table below, will apply to all Construction, Marine and Process Sectors' workers (including recovered workers) residing in FEDA-licensed dormitories. Employers and Dormitory Operators are ***expected to cohort these workers in compliance with the requirements by 30 Sep 2020, failing which the workers' AccessCode status will be turned red.***

Worker Type	Current dormitories Requirement	FEDA-licensed Cohorting Revised FEDA-licensed Cohorting Requirement
Construction Sector Site-Based Workers (Full Time)	Workers working at the same project site to be housed at the same floor or block	Workers working at the same project site to be housed in the same room, and in adjacent rooms if the workers are occupying more than one room. Otherwise, workers employed by the same firm to be housed in the same room, and in adjacent rooms if the workers are occupying more than one room. Limited to 1 employer for each room.
Construction Sector Site-Based Workers (Short Term ^[1])	Workers employed by the same firm to be housed in the same room. Limited to 1 employer for each room.	Workers employed by the same firm to be housed in the same room, and in adjacent rooms if the workers are occupying more than one room. Limited to a maximum of 2 employers housed within each room ^[2] .
Construction Sector Non Site-Based Workers	Workers employed by the same firm to be housed in the same room. Limited to 1 employer for each room.	Workers employed by the same firm to be housed in the same room, and in adjacent rooms if the workers are occupying more than one room. Limited to a maximum of 2 employers housed within each room ^[2] .
Process and Marine Sectors	Workers belonging to the same team (i.e. by discrete projects, shifts or trades) to be housed in the same room. Otherwise, workers employed by the same firm to be housed in the same room. Limited to 1 employer for each room.	Workers belonging to the same team (i.e. by discrete projects, shifts of trade) to be housed in the same room. Otherwise, workers employed by the same firm to be housed in the same room. Limited to a maximum of 2 employers housed within each room ^[3] .

[1] Workers who work for less than 6 weeks at the project site within a 3-month window

[2] Employers who do not employ enough part-time construction site-based workers or non-construction site-based workers and are unable to occupy a room fully may opt to share the room with workers from another employer with similar worker type (i.e. part-time construction site-based, non-construction site-based)

[3] Employers who do not employ enough workers to occupy a full room can opt to share a room with another employer who has workers of the same type (Marine / Process account workers).

5 We recognise that the cohorting exercise will take some time to complete. In the meantime, ***workers with green AccessCode can leave the dormitories for work.*** However, employers are to take ***extra precaution in reminding and ensuring their workers practise safe living and distancing measures at work sites and dormitories during the transition and after the cohorting exercise.***

6 Employers/Project Teams who have not received approval to restart operations or increase their worker manning levels are reminded to submit their applications to the respective authorities before deploying their workers at worksites.

- a. For Marine and Process Sectors: Application processes can be found at the Gobusiness Portal (<https://covid.gobusiness.gov.sg/safemanagement/sector/>).
- b. For Construction Sector: Application to perform works and deploy workers at construction site can be found at <https://www1.bca.gov.sg/COVID-19/applying-for-restart>.

Co-development and Co-delivery of the Cohorting Implementation Plan

7 BCA/EDB, supported by MOM/ITF, have set up a coordinating centre to work with individual Dormitory Operators, as well as their tenants, to co-develop and co-deliver a cohorting implementation plan unique to each dormitory's condition. The list of key contact information to BCA, EDB and individual dormitories can be found in Annex B.

8 Employers and Dormitory Operators must play a proactive role and work together for the exercise to be completed in a smooth and timely manner. The roles and steps undertaken by employers and dormitory operators are outlined in Annex A. Importantly, employers need to provide full support to facilitate Dormitory Operators' movement of their workers by:

- a. Communicating to workers that they must cooperate with the FEDA-licensed dormitory operators throughout the exercise (including packing up their belongings and clearing up their existing rooms prior to the shift).
- b. Providing workers' information or project details promptly;
- c. Appointing a Point-of-Contact (POC) to liaise and coordinate with BCA/EDB and the FEDA-licensed dormitories operators on the cohorting operations;

9 For the latest updates from BCA, companies can visit BCA's COVID-19 webpage (www1.bca.gov.sg/COVID-19) and subscribe to BCA's channel on the Telegram app (t.me/BCASingapore).

Annex A: Step-by-Step Guide on Worker Cohorting in FEDA-licensed dormitories

Stages	Actions
Preparation for Shift	<ol style="list-style-type: none"> 1. [Dormitory Operators and Employers] Work with BCA/EDB and plan the cohorting schedule by floor or block (where applicable) as well as employers on the room allocation details 2. [Dormitory Operators] Inform employers and workers of the cohorting schedule and room allocation details 3. [Employers] Inform workers on the cohorting schedule and room allocation details to workers in advance to facilitate packing up 4. [Employers] Communicate to workers to cooperate with the FEDA-licensed dormitories operators on the cohorting operations, including the need to clear up and make good their existing rooms prior to shifting 5. [Employers] Assign a point-of-contact (POC) to liaise and coordinate with BCA/EDB and the FEDA-licensed dormitories operators on the cohorting operations (Note: POC should also be present on the day of shifting to manage their workers' queries and facilitate the operations accordingly.) 6. [Employers] Update FEDA-licensed dormitories operators on the POC assigned 7. [Dormitory Operators] Assist the workers to prepare for the shift, FEDA-licensed dormitories operators to provide the necessary resources and/or materials (e.g. trollies, boxes, cleaning supplier etc) for workers to pack and move their personal belongings as well as clean up their existing rooms
Day of Shift	<ol style="list-style-type: none"> 8. [Dormitory Operators] Coordinate workers and execute cohorting plans (Supported by BCA/EDB and Forward Assurance and Support Teams (FAST)) 9. [Employers] POC should also be present on the day of shifting to manage their workers' queries and facilitate the operations accordingly and be on stand-by to address issues that may arise during shifting of workers
Post-Shift	<ol style="list-style-type: none"> 10. [Dormitory Operators] Conduct a physical check to ensure that all workers scheduled for the shift had been relocated to the allocated rooms accordingly before updating the nominal roll 11. [Dormitory Operators] Update the necessary records (e.g. workers' access cards, update nominal rolls) 12. [Dormitory Operators] Confirm the final room details with the respective employers. 13. [Employers] Update accommodation addresses and unit number of workers on the Ministry of Manpower (MOM)'s Online Foreign Worker Address Service (OFWAS).

Annex B: List of Key Contact Persons

S/N	Organisation	Name	Contact No.	Email
1	BCA	-	-	BCA_SafeAccom_Cohorting@bca.gov.sg
2	EDB	-	-	Covid@edb.gov.sg
3	Acacia Lodge	Teoh Soo Huat	63170457	SH.Teoh@keppelhousing.com
4	Alaunia Lodge	Ng Chin Chye	67506476	chinchye.ng@sembmarine.com
5	Avery Lodge	Raymond Mak Kong Mun	62659616	raymond@averic.com.sg
6	Blue Stars Dormitory	Fong Yew Kong, Sean	68676955 (Ext 101)	sean@mesgroup.com.sg
7	Brani Residences	Tan Yeow Chin	62778802	yctan@globalpsa.com
8	Cassia @ Penjuru	Teoh Soo Huat	66640581	sh.teoh@keppelhousing.com
9	CDPL Tuas Dormitory	Allan Tan Guo Zhong	63163882	tuasdorm@gmail.com
10	Central Staff Apartments	Lian Kah Geok (Eleen)	62885448	maxiconsultancy@yahoo.com.sg
11	Centurion – Lian Beng (Papan) Pte Ltd [also known as Aspri Westlite Papan]	Tan Kah Aik	62551028	mike.tan@westlite.com.sg
12	Changi Lodge 2	Koh Hui Liam (William)	65876200	william@s11dorms.com
13	Cochrane Lodge 1	Mohamed Faizal Ali	67521210	mohamed@vobis.com.sg
14	Cochrane Lodge 2	Mohamed Faizal Ali	67521210	mohamed@vobis.com.sg
15	Homestay Lodge	Mohamed Fuad Bin Abdul Rahman	67419988	fuad@homestaymgt.com.sg
16	Hulett Dormitory	Jack Ng Yong Hern	68511028	jack.ng@chuanlim.com
17	Jurong Apartments	Chris Tan Kok Tuck	65586155	Chris.tan@cwservices.com
18	Jurong Penjuru Dormitory 1	Yeo Chee How Douglas	62640700	douglas@mesgroup.com.sg
19	Jurong Penjuru Dormitory 2	Samuel Francis	63372666	samuel@mesgroup.com.sg
20	Kian Teck Dormitory	Muhammad Muzaffar Bin Amin	62611280	muzaffar@averic.com.sg
21	Kian Teck Hostel	Gilbert Ho Tee Yong	62664327	gilbert.ho@keppelhousing.com
22	Kranji Lodge 1	Aaron Lim	63687501	aaronlim@vobis.com.sg
23	Mandai Lodge 1	Christina Goh Choy Boon	63622851	Christina.goh@cwservices.com
24	North Coast Lodge	Stephen Ong Hock Shing	63622180	stephen@dracoventure.com
25	Pasir Panjang Residence	Tan Yeow Chin	62778802	yctan@globalpsa.com
26	PPT Lodge 1A	Toh Chee Keong	65563118	cktoh@teeup.com.sg
27	PPT Lodge 1B	Syafwan Farrell	65876200	syafwan@s11capital.com
28	SCM Tuas Lodge	Jimmy Kong	63754824	jimmy.kong@sembmarine.com
29	Shaw Lodge Dormitory	Henry Wong Chee Keong	62837368	henry@shawlodge.sg
30	Space @ Tuas Apartment	Jovita Kon	97322725	Jovita.kon@tsgrp.com.sg
31	SSKBJV	Alexander Wu	62995880	alex@dwall.com.sg
32	Sungei Tengah Lodge	Velukkannu Uma Sankar	68912232	sankar@stlodge.sg
33	Tampines Dormitory	Rafeah Md Ghani	67846929	rafeah.ghani@averic.com.sg

34	The Leo	Zubair	67457377	zubair@mesgroup.com.sg
35	Toh Guan Dormitory	Teo Kim Poh	68967280	teokimpoh@cdpl.com.sg
36	Tuas Seatown Dormitory Pte Ltd [formerly known as Seatown Dormitory]	Alexander Wu Deng ZhengZhi	62995903	alex@dwall.com.sg
37	Tuas South Dormitory	Than Lin Htaik	65709867	thanlinhtaik@tiongaik.com.sg
38	Tuas View Dormitory	Mahendran S/O Nagalingam	65703002	mahendran@tsgrp.sg
39	Westlite Dormitory (Toh Guan) Pte Ltd [also known as Westlite Toh Guan]	Vasudavan Krishnan Dave	63163018	Dave@westlite.com.sg
40	Westlite Juniper [formerly known as Juniper Lodge]	Tan Yong Hee	67405811	Yhtan@westlite.com.sg
41	Westlite Mandai Dormitory	Colin Alexander Tolson	63681878	colin.tolson@westlite.com.sg
42	Westlite Woodlands Dormitory	Ng Yew Chai	62506616	yewchai.ng@westlite.com.sg
43	Woodlands Dormitory	Ong Eng Koon Jerald	67533041	jerald@averic.com.sg
44	Woodlands Lodge 1	Ann Teo	67837811	ann.teo@kttgroup.com.sg
45	Woodlands Lodge 2	Alexander Wu	62995880	alex@dwall.com.sg