

COVID-Safe Restart Criteria

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COVID-Safe Worksite Criteria

I. WORKSITE

The following requirements apply to all projects. For **small projects with project cost ≤\$3 million**, the number of on-going activities should be limited so as to observe Safe Management Measures. If more than 1 activity¹ is carried out at any given time, requirements 8,9 and 10 will apply.

BEFORE WORKS START

Requirement	What companies must show when requested
To resume construction activities, all worksites must fulfil the requirements stated below.	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
A. Implement a system of Safe Management Measures at worksites	
<p><u>Safe management measures</u></p> <ol style="list-style-type: none"> 1. Builder to establish and implement a system on Safe Management Measures to provide a safe working environment and minimise risks of further outbreaks. 2. Builder to appoint Safe Management Officers (“SMO”) and Safe Distancing Officers (“SDO”)² based on the following requirements: <ul style="list-style-type: none"> • Total no. of workers³ ≤ 10 – 1 SMO 	<p><i>List, duties and detailed tasks of SMOs.</i></p> <p><i>Show records of inspections, checks, and corrective actions.</i></p>

¹ **Activity** is defined as work by a same team of workers to complete a component or part of building or to create space to facilitate the construction of underground structures. Workers of the same activity must be staying at dedicated accommodation and are defined as one team.

² SMO/SDO are required to be on site for the full duration of when works are being carried out. They can hold this SMO/SDO role in addition to 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 Builder’s (Main Contractor) and Subcontractors’ workers working on site, and workers working as office assistants.

- 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

2.1. For illustration,

- For a site with a total of 50 workers, 1 SMO and 1 SDO are required.
- For a site with a total of 100 workers, 1 SMO and 2 SDOs are required.

3. SMO to assist in the implementation and coordination of the system of Safe Management Measures at the workplace.

3.1. SMO to carry out Safe Distancing induction for all personnel before they enter the site.

3.2. SMOs to put up posters and infographics at communal areas and high-traffic locations e.g. entrances/exits in various native languages to remind workers of Safe Distancing measures and the importance of personal hygiene.

Duties of SMO

3.3. The duties of the SMO will include the following:

- 3.3.1. To coordinate the implementation of Safe Management Measures, which include identifying relevant risks, recommending and assisting in implementing measures to mitigate the risks, and communicating the measures to SDO and all workers in the construction site.
- 3.3.2. To brief SDO team on corrective actions to be carried out if non-compliance is detected.
- 3.3.3. To conduct regular inspections and checks to ensure SDO team is effectively ensuring compliance at all times, and to report to the Builder and document any non-compliance found during the inspections.
- 3.3.4. To take immediate action to remedy any non-compliance found during the inspections and checks.
- 3.3.5. To keep records of inspections and checks conducted and corrective actions taken.
- 3.3.6. To review SMM if constant non-compliance is detected.

<p>4. SDO to assist SMO in ensuring the SMM are complied with and to help in carrying out necessary corrective actions. SDO to notify SMO and Builder if non-compliances to SMM are detected.</p> <p>5. SMO and SDO are required to attend the Safe Management Officers training for the construction sector. For more details on Safe Management Officers training, please visit www.bcaa.edu.sg/BESafe .</p>	
<p>6. Builder to implement a detailed monitoring plan to ensure compliance with Safe Management Measures and to ensure issues (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.</p> <p>6.1. Builder is encouraged to adopt an ICT system(s) to ensure that Safe Management Measures (such as social distancing measures and work area segregation) are upheld within the worksite.</p>	<p><i>Provide monitoring plan for ensuring compliance with Safe Management Measures.</i></p>
<p>B. Segregation of teams to reduce physical interaction and ensure safe distancing at worksite</p>	
<p><u>Requirements for workers to be cohorted</u></p> <p>7. Workers⁴ working on the same project are to be cohorted together within a dedicated accommodation, according to the requirements stipulated in the COVID-Safe Accommodation Criteria.</p> <p><u>Requirements on segregated teams</u></p> <p>8. Segregated teams are required if workers are working on different activities.</p> <p>9. Builder to segregate workers at the worksite into teams (undertaking the same activity), with each team restricted to working within a single zone.</p>	<p><i>List of all employees in an Excel spreadsheet with the following details:</i></p> <p><i>a. Full name with NRIC/FIN</i></p> <p><i>b. Work arrangements (“not working”, “telecommuting”, “onsite (Team number - shift I)” or “offsite (Team number- Shift II)”)</i></p>

⁴ Workers include Builder’s (Main Contractor) and Subcontractors’ workers working on site, and workers working as office assistants.

- 9.1. Builder must ensure each team of workers to work within the designated zone and away from workers of other teams. Zones must be separated from each other by at least 2m within the same floor or level, or by floor level.
- 9.2. Builder to provide separate office for each set of subcontractors' management and administrative staff.
- 9.3. Builder to demarcate clearly zones within the site, and assign visual identifiers (e.g. coloured vest, T-shirt, armband, stickers on helmets etc.) to each team of workers, to allow individuals to distance themselves from other teams.
- 9.4. Builder to provide movement control plan to ensure that facilities at the Construction Project Premises e.g. canteen, toilets, shared access points such as stairs, passenger hoists, are used in a manner such that the facilities will only be used by one Segregated Team at anytime.
- 9.5. Builder to ensure no cross-deployment/interaction between workers in different shifts, teams or worksites, even outside work⁵. This also applies to staff authorised to commute to site and non-office personnel e.g. staff residing on-site, authorised visitors etc.
- 9.6. Builder to ensure that at any one time at a Construction site, workers within a Segregated Team must be at least two (2) metre apart from any worker of another team.

Segregation at shared facilities [Updated on 30 September 2021]

10. Builder to stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities⁶
 - 10.1. Builder to provide staggered times for entry and exit points for different teams.
 - 10.2. Builder to provide rest areas in natural ventilation as much as possible for breaks
 - 10.3. Builder to stagger timings of lunch and other breaks for different teams.

⁵ If cross-deployment/interaction cannot be avoided due to operational reasons, safe distancing measures (see S/N 11 and 12) must be implemented and observed.

⁶ Including entrances, exits, lobbies, canteens, toilets and pantries.

<p>10.4. Builder to stagger the use of shared facilities⁷ e.g. canteen, toilets to ensure no mixing across teams (i.e. segregated teams shall not be using same facilities at the same time).</p> <p>10.5. Builder to ensure all canteens, rest areas and toilets each have an allowable capacity of 50% of maximum capacity⁸ at any one time[#]. Builder to display the maximum capacity and allowable capacity at each of these facilities.</p>	
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SITE ENTRY/EXIT

Requirement	What companies must show when requested
To resume construction activities, all worksites must fulfil these requirements below.	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
C. Support contact tracing requirements [Updated on 1 October 2021]	
<p>11. Builder to limit workplace access to only essential employees and authorised visitors.</p> <p>11.1. Employees rostered for telecommuting to obtain prior approval to travel to site.</p> <p>11.2. Builder to ensure that all personnel⁹ entering or leaving the worksite have their Trace Together app, or TraceTogether/BluePass token scanned using TraceTogether-only SafeEntry (TT-only SE).</p> <p>11.3. Builder to have a system to register and track all personnel entering/leaving site in addition to utilising TT-only SE.</p> <p>11.4. Builder to refuse entry to any personnel who are unwell to the worksite.</p>	<p><i>Show how workplace access is limited only to essential employees and authorised visitors.</i></p> <p><i>Show signs and instructions that unwell personnel are refused entry to the workplace.</i></p>

⁷ Refer to Section G on the cleanliness requirements for shared facilities.

⁸ Maximum capacity is defined as the maximum number of people that are able to use the facility while maintaining the minimum 1m safe distancing between another person

⁹ Personnel includes all employees and authorised visitors

[#] Applicable to Construction Projects and Supply Works with first application submitted to BCA on restart of construction works after 01 Oct 2021

<p>11.5. Builder to deploy minimum of 1 number of TraceTogether only-SafeEntry (TT-SE) points for every 500 workers deployed to site daily#. For illustration:</p> <ul style="list-style-type: none"> • Total number of workers deployed to site in a day \leq 500: 1 TT-SE point • Total number of workers deployed to site in a day $>$ 500 but \leq 1000: 2 TT-SE points 	
<p>12. SMOs to require all personnel, at the worksite to download and activate the TraceTogether app. 12.1. All personnel must have their mobile devices with TraceTogether app with them at all times.</p>	<p><i>Show that all personnel have downloaded the TraceTogether app, e.g. indicate in spreadsheet.</i></p>
<p>D. Implement health checks and protocols</p>	
<p>13. Clause 13 on “Implementation health checks and protocols” removed.</p>	

DURING SITE OPERATION

Requirement	What companies must show when requested
<p>To resume construction activities, all worksites must fulfil these requirements below.</p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<p>E. Reduce physical interaction and ensure safe distancing at worksite</p>	
<p><u>For all personnel [Updated on 10 June 2021]</u></p>	
<p>14. All personnel to keep a clear physical spacing of at least 1 metre between all other persons at all times. 14.1. If a closer distance is required due to work constraints e.g. lifting or fastening reinforcement bars with wires etc., the time spent together at close range is to be minimised as much as possible.</p>	

- 14.2. Builder to demarcate such distances at the workplace premises with visual indicators or through physical means¹⁰, including but not limited to entrances, exits, workstations, pantries, canteens, meeting rooms/areas, toilets.

Management and Admin staff Working in Site Office

15. Builder to have all employees who can telecommute to do so.
- 15.1. For employees that must work at site office, segregation must be carried out to segregate those at site office from those that commute to the worksite. There shall be no direct interaction between these groups of people.
- 15.2. All communications shall be done through video/conference calls, emails, WhatsApp or any other electronic means. There shall be no physical meeting.
- 15.3. If there is a critical need for physical meetings, all employees to limit number of attendees and to shorten their durations.
- 15.4. SMOs to appoint a single point of contact between management and supervisory level, and between supervisory and worker level for each team, to reduce the face-to-face exposure risk.

Workers Maintaining Site Office

- 15.4.1. Workers deployed as office assistants shall not interact with employees who are working in the site office.
- 15.4.2. Builder shall propose a work schedule for these workers to eliminate direct interaction between employees working in site office and workers maintaining site office.

Site, Safety and Quality Supervisors

16. All supervisors to conduct all inspections virtually, where possible.
- 16.1. For sub-contractor's supervisor(s)/staff authorised to commute to site, he is required to work at his respective site area, arrangements shall be made to segregate him from the workers. The Contractor shall provide a separate container office for him to carry out his duties in isolation.

¹⁰ Including high barriers between workstations, relocation of workstations, meeting room seats.

16.2. Site supervisor carrying out structural inspections shall ensure that the workers are kept away and as far as possible work in isolation. All comments, and follow-up actions shall be communicated to the contractor through email or WhatsApp.

Short term workers (a few hours) who need to be at site e.g. Testers, specialist contractors, vector control, disinfection crew etc.

17. For workers who need to be at site for short durations, to carry out their site visits and tasks outside the work hours of the main workforce (including during off hours i.e. at night/weekends or before work times), where possible.

17.1. If this is not feasible, workers must then comply with the following conditions:

- i. All workers are to only work in their designated zones as demarcated by the builder.
- ii. All workers are to be under the close supervision of a SDO, who is to ensure the following:
 - a. To ensure that these workers stay within their segregated zones, and do not interact with workers from other contractors
 - b. To ensure that the workers observe safe distancing practices while carrying out their duties.

Short-term works carried out by specialist contractors [\[Updated on 25 May 2021\]](#)

18. Specialist contractors who only need to work in construction sites for a short duration E.g. installation of civil-defence shelter doors, fire doors, lighting, air-conditioning and waterproofing works, and whose workers work on multiple sites, must comply with the following conditions:

- i. All workers are to only work in their designated zones as demarcated by the builder
- ii. All workers are to be under the close supervision of a SDO, who is to ensure the following:
 - a. To ensure that these workers stay within their segregated zones, and do not interact with workers from other contractors
 - b. To ensure that the workers observe safe distancing practices while carrying out their duties.

<p><u>Delivery of materials, precast components</u></p> <p>19. SMO to require delivery personnel to implement similar safe distancing measures while onsite.</p> <p>19.1. Builder to schedule deliveries and other physical interactions in a staggered manner and keep durations as short as possible.</p> <p>19.2. Delivery personnel (eg. for ready-mixed concrete, precast components and other building materials) and plant (eg. crane, excavator) operators shall stay within the cabin and communicate with workers through digital devices, such as walkie-talkie. Meals are to be taken within the vehicle. If the driver/operator needs to come out of the vehicle/cabin, they must wear a mask and keep a minimum distance of 1m away from workers.</p>	<p><i>Show signs and instructions that suppliers / contractors are required to implement safe distancing measures.</i></p>
<p><u>At communal shared facilities</u></p> <p>20. All personnel to avoid activities with close or prolonged contact:</p> <p>20.1. Builder to provide individually packed meals, and to remind workers not to share tableware and cutlery.</p> <p>21. SMO to remind all employees and visitors not to share food</p>	<p><i>Show how safe distancing is carried out at workstations, and other common areas where congregation of workers may occur.</i></p>
<p>F. Require medical personal protective equipment</p>	
<p>22. SMO to require all onsite personnel, to wear masks (either cloth or disposable) and other necessary personal protective equipment at all times, except during activities that require masks to be removed (e.g. mealtimes).</p> <p>22.1. Face shields may be used in place of face masks <u>only in instances</u> workers are involved in activities where the use of face shield is more appropriate for the type of work to be carried out (e.g. During cutter head intervention under compressed air condition, where wearing of face mask is difficult under compressed air condition). In doing so, there should be no additional hazards created by such use.</p>	<p><i>If disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily.</i></p>

<p>22.2. Contractor to ensure that all employees¹¹ 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 and workers to enable them to sustain wearing the masks.</p>	
<p>G. Ensure cleanliness of workplace premises</p>	
<p>23. Builder to regularly clean and maintain shared facilities and equipment, particularly during shift or segregated team changeovers.</p> <p>23.1. Cleaning can be carried out by workers or by professional disinfection company.</p> <p>23.2. Builder to adhere to sanitation and hygiene advisories disseminated by the National Environmental Agency¹².</p> <p>23.3. Builder to arrange disinfection of high-use shared facilities areas e.g. canteens and toilets at least two times a day.</p> <p>23.4. SMO to maintain the records of disinfection.</p> <p>23.5. Builder to ensure there are adequate facilities for, and timely disposal of, domestic waste and recycled materials.</p>	
<p>24. Builder to provide:</p> <ol style="list-style-type: none"> 1. Adequate hand-wash stations at exits of work areas; 2. Cleaning agents (e.g. hand soap, toilet paper) at all toilet and hand-wash stations; 3. Disinfecting agents (e.g. hand sanitisers) at all human traffic stoppage points within the worksite, such as entrances, reception areas, security booths and workers' hoist. 	

¹¹ Employees include all management, administrative staff, supervisors, workers working on site and workers working as office assistants.

¹² <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

MANAGING SUSPECTED CASES

Requirement	What companies must show when requested
<p>To resume construction activities, all worksites must fulfil these requirements below.</p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<p>H. Implement health checks and protocols to manage potential cases [Updated on 21 Feb 2022]</p>	
<p>25. Employers to require each employee to visit only one clinic for check-ups if unwell. 25.1. Require employees to submit records if they were tested for COVID-19 and the results of their tests.</p>	<p><i>Show records of communication to all workplace employees.</i></p> <p><i>Show records of COVID-19-related symptoms, MCs and test results reported by employees.</i></p>
<p>26. SMO to put in place an evacuation plan for all onsite personnel. a. Builder to convey the unwell worker to clinic as soon as possible and ensure that the unwell worker avoids contact from other workers at site.</p>	<p><i>Show evacuation plan.</i></p>
<p>27. Follow-up plan in the event of a confirmed case: a. SMO to immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked. b. Builder to carry out a thorough cleaning and disinfect entire site, in accordance with NEA guidelines. c. Builder to inform BCA of any confirmed cases.</p>	<p><i>Show follow-up plan.</i></p>

COVID-Safe Worksite (Supply Works) Criteria

COVID-Safe Worksite (Supply Works) Criteria

Is applicable to :

- (a) works carried out at a conventional precast concrete yard;
- (b) works carried out at an integrated construction and prefabrication hub;
- (c) works carried out at a prefabricated prefinished volumetric construction fit-out factory;
- (d) works carried out at a prefabricated bathroom unit fit-out factory;
- (e) works carried out at a prefabricated mechanical, electrical and plumbing factory;
- (f) works carried out at a ready-mixed concrete plant; and
- (g) works carried out at a sand and aggregate terminal

BEFORE WORKS START

Requirement	What companies must show when requested
<p>To resume business activities, all Supply Works Premises must fulfil the requirements stated below.</p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<p>I. Implement a system of Safe Management Measures at Supply Works Premises</p>	
<p><u>Safe management measures</u></p> <p>1. Occupier to establish and implement a system on Safe Management Measures to provide a safe working environment and accommodation (where applicable) to minimise risks of further outbreaks.</p>	<p><i>List duties and detailed tasks of SMOs.</i></p> <p><i>Show records of inspections, checks, and corrective actions.</i></p>

2. Occupier to appoint **Safe Management Officers (“SMO”)** and **Safe Distancing Officers (“SDO”)**¹³ based on the following requirements:
 - Total number of workers¹⁴ ≤ 10 – 1 SMO
 - Total number of workers > 10 but ≤ 50 – 1 SMO and 1 SDO
 - Total number of workers > 50 – at least 1 SMO, and 1 SDO for every 50 workers
 - 2.1 For illustration,
 - For a Supply Works Premise with a total of 50 workers, 1 SMO and 1 SDO are required.
 - For a Supply Works Premise with a total of 100 workers, 1 SMO and 2 SDOs are required
3. SMO to assist in the implementation and coordination of the system of Safe Management Measures at the Supply Works Premise.
 - 3.1 SMO to carry out Safe Distancing induction for all personnel before they enter the Supply Works Premise.
 - 3.2 SMOs to put up posters and infographics at communal areas and high-traffic locations e.g. entrances/exits in various native languages to remind workers of Safe Distancing measures and the importance of personal hygiene.

Duties of SMO

 - 3.3 The duties of the SMO will include the following:
 - 3.3.1. To coordinate the implementation of Safe Management Measures, which include identifying relevant risks, recommending and assisting in implementing measures to mitigate the risks, and communicating the measures to all workers in the Supply Works Premise.
 - 3.3.2. To brief SDO team on corrective actions to be carried out if non-compliance is detected.

¹³ SMO/SDO are required to be at the Supply Works Premise for the full duration when works are being carried out. They can hold this SMO/SDO role in addition to 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.

¹⁴ Workers include Occupier’s and Subcontractors’ workers working at the Supply Works Premise, and workers working as office assistants.

<p>3.3.3. To conduct regular inspections and checks to ensure SDO team is effectively ensuring compliance at all times, and to report to the Occupier and document any non-compliance found during the inspections.</p> <p>3.3.4. To take immediate action to remedy any non-compliance found during the inspections and checks.</p> <p>3.3.5. To keep records of inspections and checks conducted and corrective actions taken.</p> <p>3.3.6. To review SMM if constant non-compliance is detected.</p> <p>4. SDO to assist SMO in ensuring the SMM are complied with and to help in carrying out necessary corrective actions. SDO to notify SMO and Occupier if non-compliances to SMM are detected.</p>	
<p>5. SMO and SDO are required to attend the Safe Management Officers training for the construction sector. For more details on Safe Management Officers training, please visit www.bcaa.edu.sg/BESafe.</p>	
<p>6. Occupier to implement a detailed monitoring plan to ensure compliance with Safe Management Measures and to ensure issues (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.</p> <p>6.1 Occupier is encouraged to adopt an ICT system(s) to ensure that Safe Management Measures (such as social distancing measures and work area segregation) are upheld within the Supply Works Premise.</p>	<p><i>Provide monitoring plan for ensuring compliance with Safe Management Measures.</i></p>
<p>J. Segregation of teams to reduce physical interaction and ensure safe distancing at Supply Works Premise</p>	
<p><u>Requirements for workers to be cohorted</u> [Updated on 25 May 2021]</p> <p>7. Workers working at the Supply Works Premise are to be cohorted together within a dedicated accommodation, according to the requirements stipulated in the COVID-Safe Accommodation Criteria.</p>	<p><i>List of all employees in an Excel spreadsheet with the following details:</i></p> <p><i>c. Full name with NRIC/FIN</i></p>

Requirements on segregated teams

8. Segregated teams are required if workers are working on different activities.
9. Occupier to segregate workers at the Supply Works Premise into teams (undertaking the same activity¹⁵), with each team restricted to working within a single zone.
 - 9.1 Occupier must ensure each team of workers to work within the designated zone and away from workers of other teams. Zones must be separated from each other by at least 2m within the same floor or level, or by floor level.
 - 9.2 Occupier to provide separate office for each set of subcontractors' management and administrative staff.
 - 9.3 Occupier to demarcate clearly zones within the Supply Works Premise, and assign visual identifiers (e.g. coloured vest, T-shirt, armband, stickers on helmets etc.) to each team of workers, to allow individuals to distance themselves from other teams.
 - 9.4 Occupier to provide movement control plan to ensure that facilities at the Supply Works Premise e.g. canteen, toilets, shared access points such as stairs, lifts, are used in a manner such that the facilities will only be used by one Segregated Team at any time.
 - 9.5 Occupier to ensure no cross-deployment/interaction between workers in different shifts or teams, even outside work¹⁶. This also applies to staff authorised to commute to Supply Works Premise and non-office personnel e.g. staff residing at the accommodation at the Supply Works Premise, authorised visitors etc.
 - 9.6 Occupier to ensure that at any one time at the Supply Works Premise, workers within a Segregated Team must be at least two (2) metre apart from any worker of another team.

d. Work arrangements (“not working”, “telecommuting”, “Supply Works Premise (Team number - shift I)” or “Supply Works Premise (Team number- Shift II)”)

¹⁵ Activity is defined as work by a same team of workers to complete a specific scope of work. Workers of the same activity must be staying within the same accommodation and are defined as one team.

¹⁶ If cross-deployment/interaction cannot be avoided due to operational reasons, safe distancing measures (see S/N 11 and 12) must be implemented and observed.

Segregation at shared facilities [Updated on 1 October 2021]

10. Occupier to stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities¹⁷.
 - 10.1 Occupier to provide staggered times for entry and exit points for different teams.
 - 10.2 Occupier to provide rest areas in natural ventilation as much as possible for breaks
 - 10.3 Occupier to stagger timings of lunch and other breaks for different teams.
 - 10.4 Occupier to stagger the use of shared facilities¹⁸ e.g. canteen, toilets to ensure no mixing across teams (i.e. segregated teams shall not be using same facilities at the same time).
 - 10.5 Occupier to ensure all canteens, rest areas and toilets each have an allowable capacity of 50% of maximum capacity¹⁹ at any one time#. Occupier to display the maximum capacity and allowable capacity at each of these facilities.

¹⁷ Including entrances, exits, lobbies, canteens, toilets and pantries.

¹⁸ Refer to Section G on the cleanliness requirements for shared facilities.

¹⁹ Maximum capacity is defined as the maximum number of people that are able to use the facility while maintaining the minimum 1m safe distancing between another person

Applicable to Construction Projects and Supply Works with first application submitted to BCA on restart of construction works after 01 Oct 2021

ENTRY/EXIT AT SUPPLY WORKS PREMISE

Requirement	What companies must show when requested
To resume business activities, all Supply Works Premise must fulfil these requirements below.	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
K. Support contact tracing requirements [Updated on 30 September 2021]	
<p>11. Occupier to limit workplace access to only essential employees and authorised visitors.</p> <p>11.1 Employees rostered for telecommuting to obtain prior approval to travel to Supply Works Premise.</p> <p>11.2 Occupier to ensure that all personnel²⁰ entering or leaving the Supply Works Premise have their Trace Together app. or TraceTogether/BluePass token scanned using TraceTogether-only SafeEntry (TT-only SE).</p> <p>11.3 Occupier to have a system to register and track all personnel entering/leaving site in addition to utilising TraceTogether-only SafeEntry.</p> <p>11.4 Occupier to refuse entry to any personnel who are unwell to the Supply Works Premise.</p> <p>11.5 Occupier to deploy minimum of 1 number of TraceTogether only-SafeEntry (TT-SE) points for every 500 workers deployed to site daily[#]. For illustration:</p> <ul style="list-style-type: none"> • Total number of workers deployed to site in a day ≤ 500: 1 TT-SE point • Total number of workers deployed to site in a day > 500 but ≤ 1000: 2 TT-SE points 	<p><i>Show how Supply Works Premise access is limited only to essential employees and authorised visitors.</i></p> <p><i>Show signs and instructions that unwell personnel are refused entry to the Supply Works Premise.</i></p>

²⁰ Personnel includes all employees and authorised visitors

12. SMOs to require all personnel at the Supply Works Premise to download and activate the TraceTogether app. 12.1 All personnel must have their mobile devices with TraceTogether app with them at all times.	<i>Show that all personnel have downloaded the TraceTogether app, e.g. indicate in spreadsheet.</i>
L. Implement health checks and protocols	
13. Clause 13 on “Implementation health checks and protocols” removed.	

DURING OPERATION AT SUPPLY WORKS PREMISE

Requirement	What companies must show when requested
To resume business activities, all Supply Works Premise must fulfil these requirements below.	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
M. Reduce physical interaction and ensure safe distancing at Supply Works Premise	
<i>For all personnel [Updated on 10 June 2021]</i>	
14. All personnel to keep a clear physical spacing of at least 1 metre between all other persons at all times. 14.1 If a closer distance is required due to work constraints e.g. lifting or fastening reinforcement bars with wires etc., the time spent together at close range is to be minimised as much as possible. 14.2 Occupier to demarcate such distances at the Supply Works Premise with visual indicators or through physical means ²¹ , including but not limited to entrances, exits, workstations, pantries, canteens, meeting rooms/areas, toilets.	
<u>Management and Admin staff Working in Supply Works Premise Office</u>	
15. Occupier to have all employees who can telecommute to do so.	

²¹ Including high barriers between workstations, relocation of workstations, meeting room seats.

- 15.1. For employees that must work at Supply Works Premise office, segregation must be carried out to segregate those at Supply Works Premise office from those that commute to the Supply Works Premise. There shall be no direct interaction between these groups of people.
- 15.2. All communications shall be done through video/conference calls, emails, WhatsApp or any other electronic means. There shall be no physical meeting.
- 15.3. If there is a critical need for physical meetings, all employees to limit number of attendees and to shorten their durations.
- 15.4. SMOs to appoint a single point of contact between management and supervisory level, and between supervisory and worker level for each team, to reduce the face-to-face exposure risk.

Workers Maintaining Supply Works Premise Office

- 15.4.1. Workers deployed as office assistants shall not interact with staff/workers who are working in Supply Works Premise office.
- 15.4.2. Occupier shall propose a work schedule for these workers to eliminate direct interaction between employees working in Supply Works Premise office and workers maintaining Supply Works Premise office.

Supply Works Premise, Safety and Quality Supervisors

16. All supervisors to conduct all inspections virtually, where possible.
 - 16.1. For sub-contractor's supervisor(s)/staff authorised to commute to Supply Works Premise, he is required to work at his respective Supply Works Premise area and arrangements shall be made to segregate him from the workers. The Occupier shall provide a separate office for him to carry out his duties in isolation.
 - 16.2. Supply Works Premise supervisor carrying out inspections shall ensure that the workers are kept away and as far as possible work in isolation. All comments and follow-up actions shall be communicated to the occupier through email or WhatsApp.

<p><u>Short term workers (a few hours) who need to be at Supply Works Premise e.g. Testers, specialist contractors, vector control, disinfection crew etc.</u></p> <p>17. For workers who need to be at Supply Works Premise for short durations, to carry out their visits and tasks outside the work hours of the main workforce (including during off hours i.e. at night/weekends or before work times), where possible.</p> <p>17.1 If this is not feasible, workers must then comply with the following conditions:</p> <ol style="list-style-type: none"> i. All workers are to only work in their designated zones as demarcated by the occupier. ii. All workers are to be under the close supervision of a SDO, who is to ensure the following: <ul style="list-style-type: none"> • To ensure that these workers stay within their segregated zones, and do not interact with workers from other contractors. • To ensure that the workers observe safe distancing practices while carrying out their duties. <p><u>Short-term works carried out by specialist contractors [Updated on 25 May 2021]</u></p> <p>18. Specialist contractors who only need to work in construction sites for a short duration E.g. installation of civil-defence shelter doors, fire doors, lighting, air-conditioning and waterproofing works, and whose workers work on multiple sites, must comply with the following conditions:</p> <ol style="list-style-type: none"> i. All workers are to only work in their designated zones as demarcated by the occupier ii. All workers are to be under the close supervision of a SDO, who is to ensure the following: <ol style="list-style-type: none"> a. To ensure that these workers stay within their segregated zones, and do not interact with workers from other contractors b. To ensure that the workers observe safe distancing practices while carrying out their duties. 	
<p><u>Delivery of materials</u></p> <p>19. SMOs to require delivery personnel to implement similar safe distancing measures while at Supply Works Premise.</p>	<p><i>Show signs and instructions that suppliers are required to implement safe distancing measures.</i></p>

<p>19.1. Occupier to schedule deliveries and other physical interactions in a staggered manner and keep durations as short as possible.</p> <p>19.2. Delivery personnel (e.g. for building materials) and plant (e.g. crane) operators shall stay within the cabin and communicate with workers through digital devices, such as walkie-talkie. Meals are to be taken within the vehicle. If the driver/operator needs to come out of the vehicle/cabin, they must wear a mask and keep a minimum distance of 1m away from workers.</p>	
<p><u>At communal shared facilities</u></p> <p>20. All personnel to avoid activities with close or prolonged contact:</p> <p>20.1. Occupier to provide individually packed meals, and to remind workers not to share tableware and cutlery.</p> <p>21. SMO to remind all employees and visitors not to share food.</p>	<p><i>Show how safe distancing is carried out at workstations, and other common areas where congregation of workers may occur.</i></p>
<p>N. Require medical personal protective equipment</p>	
<p>22. SMO to require all personnel to wear masks (either cloth or disposable) and other necessary personal protective equipment at all times, except during activities that require masks to be removed (e.g. mealtimes).</p> <p>22.1. Face shields may be used in place of face masks <u>only in instances</u> workers are involved in activities where the use of face shield is more appropriate for the type of work to be carried out. In doing so, there should be no additional hazards created by such use.</p> <p>22.2. Occupier to ensure that all employees²² have sufficient masks, including any need to replace masks due to Supply Works Premise conditions (e.g. humidity). Where possible, occupier should consider improving the working environment for employees and workers to enable them to sustain wearing the masks.</p>	<p><i>If disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily.</i></p>

²² Employees include all management, administrative staff, supervisors, workers working at Supply Works Premise and workers working as office assistants.

O. Ensure cleanliness of Supply Works Premise	
<p>23. Occupier to regularly clean, disinfect and maintain shared facilities and equipment, particularly during shift or segregated team changeovers.</p> <p>23.1. Cleaning and disinfection can be carried out by workers or by professional disinfection company.</p> <p>23.2. Occupier to adhere to sanitation and hygiene advisories disseminated by the National Environmental Agency²³.</p> <p>23.3. Occupier to arrange disinfection of high-use shared facilities areas e.g. canteens and toilets at least two times a day.</p> <p>23.4. SMO to maintain the records of disinfection.</p> <p>23.5. Occupier to ensure there are adequate facilities for, and timely disposal of, domestic waste and recycled materials.</p>	
<p>24. Occupier to provide:</p> <p>24.1. Adequate hand-wash stations at exits of work areas;</p> <p>24.2. Cleaning agents (e.g. hand soap, toilet paper) at all toilet and hand-wash stations;</p> <p>24.3. Disinfecting agents (e.g. hand sanitisers) at all human traffic stoppage points within the Supply Works Premise, such as entrances, reception areas, security booths and lift lobbies.</p>	

²³ <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

MANAGING SUSPECTED CASES

Requirement	What companies must show when requested
<p>To resume business activities, all Supply Works Premise must fulfil these requirements below.</p>	<p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p>
<p>P. Implement health checks and protocols to manage potential cases [Updated on 21 Feb 2022]</p>	
<p>25. Employers to require each employee to visit only one clinic for check-ups if unwell. 25.1. Require employees to submit records if they were tested for COVID-19 and the results of their tests.</p>	<p><i>Show records of communication to all workplace employees.</i></p> <p><i>Show records of COVID-19-related symptoms, MCs and test results reported by employees.</i></p>
<p>26. SMO to put in place an evacuation plan for all other personnel. 26.1. Occupier to convey unwell worker to clinic as soon as possible. 26.2. Any other employee who is feeling unwell or showing symptoms of illness to report to his employer, leave the Supply Works Premise and consult a doctor immediately, even if symptoms may appear mild. 26.3. Occupier must track and record these cases as part of safe management measures.</p>	<p><i>Show evacuation plan.</i></p>
<p>27. Follow-up plan in the event of a confirmed case: 27.1. SMO to immediately vacate and cordon-off the immediate section of the Supply Works Premise where the confirmed case worked. 27.2. Occupier to carry out a thorough cleaning and disinfect entire Supply Works Premise, in accordance with NEA guidelines. 27.3. Occupier to inform BCA of any confirmed cases.</p>	<p><i>Show follow-up plan.</i></p>

COVID-Safe Workforce Criteria

The COVID Safe Workforce sets out in seven (7) key areas, the roles and responsibilities of employers and employees involved in Construction Projects, Supply Works and Construction Account Works:

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

	Employers	Employees
1.1	Good Health Status of Employees [Updated on 18 Feb 2022]	
	<p>1.1.1 Employers must ensure any employee who is feeling unwell or showing symptoms of illness, to leave the workplace and consult a doctor immediately, even if the symptoms may appear mild and record these cases as part of safe management measures.</p> <p>1.1.2 Where possible, employers must ensure that each employee visits only one clinic for check-ups, if unwell</p>	<p>1.1.3 Employees must ensure that they are not: a) on quarantine orders or stay home notices.</p> <p>1.1.4 Further restrictions may apply depending on the health status and employees are advised to check with the latest MOM/MOH advisory</p> <p>1.1.5 Employees who are feeling unwell or showing symptoms of COVID-19 illness should report to the employer, dorm operator, COVID safety leader, even if the symptoms may appear mild</p> <p>1.1.6 Employees who have visited a clinic must submit to their employer records of their Medical Certificates and diagnoses provided (only for COVID-19-related symptoms, including acute respiratory infections). If they were tested for COVID-19, the results of their test must be reported to the employer and dorm operator.</p>

	Employers	Employees
1.2	Ensure a Contactable and Traceable Workforce and Workplace	
	<p>1.2.1 Employers must update the employees valid information on MOM’s website within 7 days prior to the submission date of Application for Restart and submit a copy of the updates done on MOM’s website (i.e. scanned copy of the updates) to BCA during application.</p> <p>1.2.2 Employers must provide BCA with additional information of all employees as required in the Application Form², including but not limited to:</p> <ul style="list-style-type: none"> ➤ Name ➤ FIN No ➤ Occupation <p>1.2.3 Where relevant, employers should also update their employees’ information on MOM website timely and regularly (refer to 1.2.1)</p> <p>1.2.4 Employers must ensure that all employees have mobile devices with valid Singapore mobile contact number to activate TraceTogether and SGworkpass apps and comply with SafeEntry requirements. Employers should also encourage employees to have access to their mobile devices to stay contactable at all times, where reasonably practicable</p>	<p>1.2.5 Employees should provide the latest Singapore mobile contact number and WhatsApps contact number to the employer, dorm operator, and COVID safety leader</p> <p>1.2.6 Employees should make their locations known to employers, dorm operator and COVID safety leader at all times</p> <p>1.2.7 Employees should activate the TraceTogether, SG workpass apps and adhere with SafeEntry processes, including checking in and out of their workplace(s) and accommodation</p>

	Employers	Employees
1.3	Awareness on COVID-19 [Updated on 17 May 2021]	
	<p>1.3.1 With effect from 1 June 2021, it will not be necessary for employees to attend and pass the mandatory training (COVID-Safe Training for Workers supporting the Built Environment Sector). Those who have applied for the course will be required to complete and pass the course by 10 June 2021. Notwithstanding this, the relevant COVID-safe training contents and knowledge will be covered under the Apply Workplace Safety and Health (AWSH) in Construction Sites Course, previously known as the Construction Safety Orientation Course (CSOC) for all new workers from 1 June 2021.</p> <p>1.3.2 Employers should provide educational materials on prevention of COVID-19 and good practices of personal hygiene to all employees. <i>(Refer to NEA and MOH guidelines on good practices to maintain personal hygiene in preventing COVID-19 virus)</i></p> <p>1.3.3 Employers should conduct briefings monthly to employees on good practices to prevent COVID-19 and procedures to report on COVID-19 related matters</p>	
1.4	Workforce Wellbeing	

	Employers	Employees
	<p>1.4.1 Employers must ensure sufficient masks for all employees, including any need to replace masks due to workplace conditions (e.g. humidity)</p> <p>1.4.2 Employers should provide cleaning agents (e.g. hand soap, toilet paper) and disinfecting agents (e.g. hand sanitisers) to employees</p> <p>1.4.3 Employers should encourage their employees to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face</p> <p>1.4.4 Employers should make available counselling services for their employees</p>	<p>1.4.5 Employees should safekeep personal COVID preventive kits</p>
1.5	Workforce Management [Updated on 18 Feb 2022]	
	<p>1.5.1 Employers must appoint one COVID Safe Workers' Leader to every 20 employees and submit the details of the Leader to BCA at the point of Application for Restart²</p>	<p>1.5.2 Additional Responsibilities of COVID Safe Workers' Leaders:</p> <ul style="list-style-type: none"> ➤ Keep track of team members' movements and accommodation arrangement to comply with safe distancing measures under COVID Safe Worksite, and safe living under COVID Safe Accommodation requirement, respectively

	Employers	Employees
		<ul style="list-style-type: none"> ➤ Notify the employer and dorm operator any team member is suspected to be feeling unwell with fever and flu-like symptoms; coordinate with employer and dorm operator to arrange for such team members to stop work immediately and to seek medical attention ➤ Notify the employer and dorm operator any team member is suspected to be in close contact with any confirmed or suspected COVID patient(s); coordinate with employer and dorm operator to arrange for such team members to stop work and report immediately to the zones assigned for isolation and quarantine ➤ Remind team members to comply with COVID Safe Worksite, COVID Safe Transport, and COVID Safe Accommodation requirement, and notify the employer and dorm operator if any team member is not complying with the requirement ➤ Assist employer and dorm operators to frequently remind team members to comply with roles and responsibilities and check in with them on their wellbeing and psychological status

	Employers	Employees
1.6	Emergency Preparedness for Suspected COVID-19 Cases	
	<p>1.6.1 For the management of unwell cases, employers must prepare an emergency preparedness plan according to COVID Safe Worksite requirement, including but not limited to:</p> <ul style="list-style-type: none"> ➤ Arrange employee who is feeling unwell or showing symptoms of illness to leave the workplace and consult a doctor immediately, even if symptoms may appear mild. Employers must track and record these cases as part of safe management measures ➤ For incapacitated or unconscious individuals, employers must ensure the evacuation plan for suspected cases, as well as for all other onsite personnel is implemented immediately, in accordance to COVID Safe Worksite requirement. Employers should call 995 for an emergency ambulance to ferry the sick to the nearest hospital <p>1.6.2 Once notified of a confirmed COVID-19 case, employers must follow-up according to COVID Safe Worksite requirement and adopt the precautionary measures, including but not limited to:</p>	<p>1.6.3 Employee who is feeling unwell or showing symptoms of illness should report to the employer, dorm operator, COVID Safety Workers' Leader, even if symptoms may appear mild</p>

	Employers	Employees
	<ul style="list-style-type: none"> ➤ Vacate and cordon-off the section of the accommodation of the confirmed case immediately. There is no need to vacate the building or the whole floor if there had been no sustained close contact with the confirmed case; and ➤ Carry out a thorough cleaning and disinfecting of all relevant on-site areas and assets that had been exposed to the suspected/confirmed cases, in accordance to NEA guidelines 	
1.7	Responsibilities and Care Beyond Working Hours [Updated on 18 Feb 2022]	
	<p>1.7.1 To further control the transmission of COVID-19, employers must ensure that foreign workers remain in their accommodation after working hours, including their off days, until the movement restriction is lifted</p> <p>1.7.2 Employers must indicate in the Application Form² if the projects are subjected to the NEA’s “No-Work Rule on Sunday and Public Holidays” at the point of Application for Restart</p> <p>1.7.3 Stagger your workers’ rest days to help them enjoy their safely and mitigates the risk of COVID-19 transmission. Please refer to link.</p>	<p>1.7.4 To stay COVID safe, foreign workers shall remain in their accommodation after working hours, including their off days, until the movement restriction is lifted</p>

Table 1: Testing Regime for Workers [Updated on 18 Feb 2022]

From 18 February 2022, workers in the following groups will be exempted from Rostered Routine Testing (RRT):

- a. Fully vaccinated workers residing in the dormitories¹;
- b. Workers in Construction, Marine and Process sector; and
- c. Frontline workers working at dormitories, onboarding centres and migrant workers' recreation centres (RCs)

Note 1: Excluding residents living in Brani and Pasir Panjang dorms

Unvaccinated workers or partially vaccinated workers residing at dormitories will still maintain their 3-day supervised Fast and Easy Testing (FET)-RRT regime. As this group may be more susceptible to severe disease if infected with COVID-19, the RRT will help them to better monitor their health.

Worker groups	FET-RRT Requirement (From 18 Feb 2022 onwards)
Unvaccinated/ partially vaccinated	<ul style="list-style-type: none"> • Dormitory workers need to undergo RRT: Employer-supervised ART every 3 days

All migrant workers, except fully vaccinated recovered workers², who have a positive Antigen Rapid Test (ART) or Polymerase Chain Reaction (PCR) result will still need to go through the prevailing health protocol for COVID-19 recovery.

Note 2: Fully vaccinated recovered workers who are asymptomatic and tested Ag+ are not required to undergo health protocol 2 as they have better protection against the COVID-19 infection and are at lower risk of symptomatic or severe disease if infected. Fully vaccinated and recovered workers who are symptomatic (i.e. with fever, cough, runny nose) should still report sick and undergo the appropriate health protocol based on clinical assessment.

COVID-Safe Accommodation Criteria [Updated on 14 Aug 2020]

The requirements provided below follow closely to the principle and requirements in MOM's Advisory on Safe Living Measures for Operators of Foreign Worker Dormitories.

Note: With effect from 10 August 2020, the requirement for the workforce on construction sites and supply work premises to be limited to only 10 accommodations will be temporarily suspended to facilitate restart. Employers should still work towards housing their foreign workers together by project, but minimally by employer (preferably by the project sites they are deployed at) in as few accommodations as possible.

A. Safe Distancing Measures
<input type="checkbox"/> Provide clear demarcation of safe distance (1m apart or follow COVID-19 (Temporary Measures) (Control Order) Regulations ²⁴) in all areas, including space between beds in workers' rooms.
<input type="checkbox"/> Masks to be worn whenever occupants leave their rooms.
<input type="checkbox"/> All communal facilities and spaces to be clearly segregated and ensure workers stay within their designated areas.

B. Cohorting and Segregation of Workers
<p>1. In order to reduce intermixing and cross infection of construction workers of different projects across different accommodations, the construction workers will be cohorted into dedicated accommodations (up to 10 accommodation addresses²⁵). The following accommodations may be considered Dedicated Accommodation:</p> <ul style="list-style-type: none"> a) On-site Construction Temporary Quarters (CTQ); b) Off-site Temporary Occupancy License Quarters (TOLQ); c) Purpose Built Dormitories (PBDs); d) Factory-Converted Dormitory (FCD); e) Housing Development Board (HDB) off-site dedicated housing facilities; or f) Private Residential Premises (PRP) <p style="padding-left: 40px;">Where segregated from construction workers serving other projects.</p>
<p>2. For construction workers working full-time (i.e. more than 6 weeks within a 3-month window) on construction projects (including workers performing essential services such as site safety, site maintenance) and staying in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>CTQ and TOLQ</u> <ul style="list-style-type: none"> • Workers staying at the CTQ/TOLQ can only work on the project where the CTQ/TOLQ is sited and not at other construction projects. • Workers from other projects are not allowed to stay in the CTQ/TOLQ.

²⁴ [https://www.moh.gov.sg/policies-and-legislation/covid-19-\(temporary-measures\)-\(control-order\)-regulations](https://www.moh.gov.sg/policies-and-legislation/covid-19-(temporary-measures)-(control-order)-regulations)

²⁵ With effect from 10 August 2020, the requirement for the workforce on construction sites and supply work premises to be limited to only 10 accommodations will be temporarily suspended to facilitate restart. Employers should still work towards housing their foreign workers together by project, but minimally by employer (preferably by the project sites they are deployed at) in as few accommodations as possible.

- HDB Units / PRP
 - Workers staying in HDB units / PRP are to be cohorted by project teams
 - Workers from other projects are not allowed to stay in the same HDB/PRP unit

- PBD/ FCD
 - Workers staying at the PBD/FCD to be cohorted by project teams (or minimally by employers) in adjacent rooms. If employers/main contractors have sufficient workers to do so, they should occupy the entire floor/block. Employers should put in place strict segregation measures to prevent intermixing of workers at the accommodations
 - Workers from other projects/employers are not allowed to stay in the same room/floor/block.

- Ancillary FCD (AFCD)
 - Only workers working in the factory or employed by the factory owner can reside in the AFCD

3. For **Non-project specific sub-contractors and specialists’ construction workers working part time on site (i.e. working for less than 6 weeks or less at the project site within a 3-month window, including specialist sub-contractors)** staying in:

- HDB Units / PRP
 - All workers staying in HDB units / PRP are to be cohorted by their project team. Workers from other projects or who are construction account workers (i.e. those non site-based) are not allowed to stay in the same HDB/PRP unit

- PBD / FCD
 - All workers staying at the PBD/FCD are to be cohorted by their project team (or minimally by employers) in adjacent rooms. If employers/main contractors have sufficient workers to do so, they should occupy the entire floor/block. Employers should put in place strict segregation measures to prevent intermixing of workers at the accommodations.
 - Workers from other projects/employers are not allowed to stay in the same room/floor/block.

4. For **construction account workers (FM, L&E)** staying in:

- HDB Units / PRP
 - Workers staying in units / PRP are to be cohorted based on employers
 - Workers working at construction sites are not allowed to stay in the same HDB/PRP unit

- PBD / FCD
 - All workers staying at the PBD/FCD are to be cohorted based on their employers and housed in different rooms
 - Workers working at construction sites are not allowed to stay in the same HDB/PRP unit

C. Appointment of Safe Management Officers, Safe Distancing Officers and COVID-Safe Worker Leaders

1. Safe Management Officers

- Builder to appoint Safe Management Officers (SMO) in accordance to Safe Worksite Criteria.
- SMOs appointed under Safe Worksite requirements may also fill the role of accommodation SMOs. For workers staying in PBDs/FCDs, project SMOs can report any cases of non-compliance to dormitory operators for immediate rectification.
- SMOs to coordinate the implementation of Safe Management Measures, which include identifying relevant risks, recommending and assisting in implementing measures to mitigate the risks, and communicating the measures to Safe Distancing Officers (SDO) and all workers in the construction site.
- SMOs to brief SDO team on corrective actions to be carried out if non-compliance is detected.
- SMOs to conduct regular inspections and checks to ensure compliance, and to report to the Developer and Builder and document any non-compliance found during the inspections.
- SMOs to take immediate action to remedy any non-compliance found during the inspections and checks.
- SMOs to keep records of inspections and checks conducted and corrective actions taken.
- SMOs to review SMMs if constant non-compliance is detected.

2. Safe Distancing Officers (SDO)

- Builder to appoint Safe Distancing Officers (SDO) in accordance to Safe Worksite criteria to ensure that workers within their assigned teams will adhere to the safe distancing measures and the instructions given by Safe Management Officers (SMO).
- SDOs appointed under Safe Worksite requirements may also fill the role of accommodation SDO.
- SDOs to assist the SMOs to conduct regular inspections and checks to ensure compliance, and to report to the SMOs and document any non-compliance found during the inspections.
- SDOs to notify project SMOs if non-compliance is detected and carry out possible corrective actions while complying with Safe Accommodation Guidelines.

3. COVID Safe Worker Leader (CSWL)

- Employers of foreign workers are to appoint one COVID Safe Worker Leader (CSWL) per room at the PBD/CTQ/FCD and one CSWL per unit at HDB/PRP to assist roommates in complying with their roles and responsibilities and to check in with them on their physical and psychological well-being.
- CSWLs to gather roommates to conduct daily temperature exercises twice a day and gather their health status.
- CSWLs to keep track of roommates movements at all times.

- CSWLs to notify (i) Employers and Dorm Operators (for those residing in dormitories) or (ii) Employers (for those residing in non-dormitories) if there are suspected COVID cases, or roommate feeling unwell with fever and flu-like symptoms. Medical attention is to be sought immediately.
- CSWLs to notify Safe Distancing Officers (SDO) of any roommates who are not complying with requirements.

D. Tighter Control of Entry and Exit

- Accommodation operators to keep records of all visitors entry/exit movements and to ensure visitors have their temperatures taken and recorded down before entering the accommodation. Visitors who register at temperatures above 37.5 degrees Celsius will not be permitted to enter the accommodations.

E. Hygiene and Housekeeping

- Accommodation operators to carry out the following:
 - a. Provide sanitisation and hand washing stations at various locations in the accommodations. Ensure that all hand sanitisers, disinfectants and soaps to be refilled regularly.
 - b. Provide cleaning services for all toilet and shower facilities twice a day.
 - c. Ensure that common areas and disinfected regularly. Tables and chairs to be disinfected after use.
 - d. Provide adequate facilities and ensure timely disposal of domestic waste and recycled materials.
 - e. Ensure workers' living spaces are pest free and there is no stagnant water that could cause mosquito breeding.

F. Welfare and Well-being of Workers

- Accommodation operators to carry out the following:
 - a. Ensure all workers are provided with their own personal bed and lockers.
 - b. Provide sufficient electrical power points for workers and ensure that electrical power points are not overloaded.
 - c. Provide free Wi-Fi for all workers.
 - d. Provide proper and adequate screens for all worker rooms, toilet and shower facilities to ensure workers are hidden from public's view.
 - e. All workers to be provided with essential necessities such as masks, toiletries and hand sanitisers.
 - f. Make available counselling services to workers.

G. Remain Vigilant to Identify and Isolate Cases

- Accommodation operators to carry out the following:
 - Monitor residents' health closely to identify roommates and team members who display symptoms of infection

- Relocate residents of suspected COVID-19 patients to different rooms and to observe quarantine procedures.
- Quickly isolate positive cases and ensure that residents who are in close contact of positive cases, as well as those issued with Quarantine Orders (QO) or eQOs do not leave their floors.

Summary of Cohorting Requirements [Updated on 14 Aug 2020]

Note: With effect from 10 August 2020, the requirement for the workforce on construction sites and supply work premises to be limited to only 10 accommodations will be temporarily suspended to facilitate restart. Employers should still work towards housing their foreign workers together by project, but minimally by employer (preferably by the project sites they are deployed at) in as few accommodations as possible.

Workplace	Employment Type	Work Pass ^[1]	Employees to be cohorted by:	Limit on Accommodation Counts under Safe Accommodation
Non-Construction site	Part and Full Time	S-Pass (SP)	<ul style="list-style-type: none"> Employees living in PBD/FCDs to be cohorted by employer into a room (maximum of 2 employers per room). Employers who occupy multiple rooms in PBD/FCDs to co-locate these rooms on the same floor (i.e. rooms to be adjacent to one another). Employees living in non-dormitories to be cohorted by employer 	Not applicable
		Work Permit (WP)		
Construction site	Part Time ^[2] <i>(i.e. working for less than 6 weeks at the project site within a 3-month window)</i>	SP	<ul style="list-style-type: none"> Employees living in PBD/FCDs to be cohorted by project (or minimally employer) into a room (maximum of 2 employers per room). Employers who occupy multiple rooms in PBD/FCDs to co-locate these rooms on the same floor (i.e. rooms to be adjacent to one another). Employees living in non-dormitories to be cohorted by projects (or minimally employer) 	Not applicable
		WP		
	Full Time ^[3]	SP	<ul style="list-style-type: none"> Employees living in PBD/FCDs to be cohorted: <ul style="list-style-type: none"> By project by floor/block (no restriction on number of employers per room). Minimally by employer into a room (maximum of 1 employer per room); or Employers who occupy multiple rooms in PBD/FCDs to co-locate these rooms on the same floor (i.e. rooms to be adjacent to one another). Employees living in CTQ/TOLQ to be cohorted by projects Employees living in non-dormitories to be cohorted by projects (or minimally employer) 	<p>[Temporarily suspended with effect from 10 Aug 2020]</p> <p>Main contractors are required to cohort the main workforce of each project (including those of the main contractor and subcontractors) into 10 or less accommodation addresses. There is no cap to the total number of workers residing in these accommodation addresses.^[4]</p>
		WP		

[1] Type of work pass includes all Foreign Employees holding Work Permit or S-Pass in the construction sector

[2] Part time construction-site based employees should not be living in the same accommodation (for those living in non-dormitories) or room (for those living in dormitories or Government Sourced Facilities) as (a) non-construction site-based SP/WP holders (b) full time construction-site based SP/WP holders.

[3] Full time construction-site based employees should not be living in the same accommodation (for those living in non-dormitories) or room (for those living in dormitories or Government Sourced Facilities) as (a) non-construction site-based SP/WP holders (b) part-time construction site-based SP/WP holders.

[4] This excludes landed housing projects with less than 50 Work Permit (WP) holders in an application. Notwithstanding, employers are to (a) implement Safe Management Measures (SMM) on site as well as necessary hygiene precautions and practices at accommodation; (b) provide dedicated transport for their workers;

COVID-Safe Transportation Criteria [Updated on 10 March 2021]

H. Safe Transportation Measures

- Employers to ensure the provision of point-to-point dedicated transportation for:
 - All SP holders and WPH living in Dormitories and Government Sourced Facilities (GSF)
 - All WPH living in Non-dormitories and working in construction sites
 - See appended table for more information
- Employers to ensure that workers living in dormitories and GSF do not use their own personal vehicles to commute to work. See appended table for more information.
- Employers to ensure an updated schedule of staggered pick-up / drop-off of foreign workers at accommodations and worksites.
- Keep proper record of vehicle movements, assigned vehicle numbers and drivers' details (i.e. NRIC/FIN and Name).

Summary of COVID-safe Dedicated Transport Requirements [Updated on 10 Mar 2021]

Employee's Accommodation	Work Pass ^[1]	Workplace	Employer to provide dedicated transport	Allowed to take Public Transport (MRT, Bus)	Allowed to take Private Hire Vehicles (PHVs) & Taxis	Allowed to Walk/Cycle	Allowed to commute by personal motorcycles or cars
Non-dormitories ^[2]	S-Pass	Non-Construction Site	No restriction				
		Construction Site ^[5]					
	Work Permit	Non-Construction Site	No	Yes	Yes	Yes	Yes
		Construction Site ^[5]	Yes ^[8]	No	Yes	Yes	Yes
Dormitories ^[3] and Government Sourced Facilities (GSF) ^[4]	S-Pass & Work Permit	Non-Construction Site	Yes ^[8]	No	Yes ^[6]	Yes ^[7]	No
		Construction Site ^[5]					

[1] Type of work pass includes work permits or S-passes in the construction sector

[2] Non-dormitories include HDB and private residential properties

[3] Dormitories include purpose-built dorms, factory converted dorms, temporary occupation license quarters, construction temporary quarters and temporary living quarters

[4] Government Sourced Facilities are facilities set up by government for workers who have recovered from COVID-19 or decanted from dormitories.

[5] This includes those who work in site office

[6] Employers must work with dormitory operators to plan and coordinate pick-up times, pre-arrange and pre-pay for taxis/ PHVs and comply with relevant SMMs

[7] Employers to ensure their workers comply with relevant SMMs

[8] Workers residing in the same accommodation can travel in the same vehicle to / from multiple sites in a single trip. For workers residing in HDB/private residential premises, same accommodation refers to the same house unit. For workers who are already cohorted by project / employer in the same dormitory, they can travel in the same vehicle.