

03 April 2020

Management Corporation
Chairperson/ Secretary/ Council Members

Dear Sir/Madam

BCA's Guidance on Compliance with Safe Distancing Measures for MCSTs amid COVID-19 Situation

1 We refer to the recent announcements by the Government on stricter safe distancing measures to reduce the risk of local transmission of COVID-19, Management Corporations (MCSTs) must do their part to support implementation of the Government's advisories and guidelines to reduce the risk of local transmission of COVID-19 within their estates.

2 Under prescribed by-law 18(2) in the Second Schedule to the Building Maintenance (Strata Management) Regulations, subsidiary proprietors and occupiers must not do anything or permit any guests to do anything that will likely create a hazard for other subsidiary proprietors and occupiers. Acts that will increase the risk of further local transmission of COVID-19 are clearly hazards to public health, and subsidiary proprietors and occupiers must refrain from such acts.

3 MCSTs should implement measures which are consistent with by-law 18(2):

Use of Common Facilities (eg. Swimming Pool, Playground, BBQ Pit, Gym, Studio)

4 MCSTs should limit the operating capacity of common facilities to less than one person per 16sqm of usable space, and no more than 10 persons at any one particular common facility at the same time, with the observation of at least 1 metre safe distancing during usage.

5 Where it is not feasible to adhere to the above (e.g. enclosed facility is too small), MCSTs should suspend the use of common facilities, and issue circulars to inform and explain to residents of such suspension.

Events, Gatherings, and Classes

6 To minimise social interaction, the conduct of events (e.g. gatherings, classes etc.) at common facilities should be avoided. Where events at their estates cannot be avoided, MCSTs must ensure that there are no more than 10 persons attending.

Day-to-Day Activities

7 When in common facilities, residents should keep a safe distance of at least 1 metre from each other.

8 To prevent overcrowding, residents should email or call to inform the Council/Managing Agent before visiting the security guard house or MCST's office. MCSTs can consider setting up an alternative email address to handle enquiries and feedback from residents in relation to COVID-19 matters.

9 As the COVID-19 situation continues to evolve, MCSTs should closely monitor the situation and keep abreast of advisories issued by the Government, so that appropriate changes to the measures may be implemented, where necessary. MCSTs should also provide sufficient notice of the measures.

10 BCA seeks the support of all condominium residents during this exceptional period to work together with MCSTs to keep their estates safe, and comply with all measures in respect of the use of common facilities that are consistent with by-law 18(2).

11 Please complete the attached declaration as set out in at **Annex A**, and return a copy to BCA at BMSMA_Info@bca.gov.sg by **7 April 2020**.

Commissioner of Buildings
Building and Construction Authority
03 April 2020

Annex A: Self Declaration by MCST

To: BCA

I, _____ (name of key contact person), declare on behalf of the MCST that the MCST Plan No. _____ has complied and implemented# all the Government's advisories and guidelines on safe distancing measures in respect of the use of common facilities within the estate on _____ (date).

(signature)

Sign by : _____ (name of key contact person)

Details of key contact person (please fill in):

- 1) MCST Plan No.: _____
- 2) MCST Development Name: _____
- 3) Name of key contact person*: _____
- 4) Contact no. of key contact person: _____ (HP number)
- 5) Email address of key contact person: _____

Please Take Note:

- a) * The MCST should appoint a key contact person to handle matters relating to COVID-19 for the estate and that person should be contactable at all times. This should be decided by the council.
- b) # MCST should continue to refer to updates from the relevant government agencies on their advisories and guidelines and comply with them, as these could be updated regularly.
- c) # Attached a copy of the circular prepared and posted by the MCST to inform residents to comply with the recommended safe distancing measures on the notice boards.
- d) # Attached a copy of the supporting documents (photos etc.) showing the safe distancing measures put in place by the MCSTs within the estate.