

An MND Statutory Board

For enquiries, please contact:
Audit and Inspection Group
Tel: 1800 3425 222 (1800-DIAL-BCA)
or use our Online Feedback Form at:
<https://www.bca.gov.sg/feedbackform/>

19 January 2021

Dear Sir / Madam

REMINDER TO INDUSTRY ON MANAGEMENT OF COVID-19 RISK AT WORKSITES

Objective

1. This circular is to –
 - (a) Remind industry of requirements and good practices at worksites including management of short-term workers like delivery personnel; and
 - (b) Remind industry of Rostered Routine Test (RRT) requirements for both foreign and local workers

Potential Risk of COVID-19 Spread by Short-term or Untested workers

2. To minimise the potential risk of COVID-19 spread, permitted enterprises should implement and ensure that stringent Safe Management Measures (SMM) are adhered to, to prevent potential disruptions to worksites. We wish to remind permitted enterprises of the SMMs that should be implemented in respect of delivery personnel, including delivery personnel who are allowed entry into Singapore for delivering essential goods and supplies.
3. At the same time, permitted enterprises are reminded to send both foreign and local (SC/PRs) workers to RRT. The summary of swab test requirements can be found on BCA's website at <https://www1.bca.gov.sg/COVID-19/faqs/construction-sector/covid-safe-workforce>.

Current Requirements and Good Practices at Worksites

4. Under the current COVID-Safe Restart Criteria¹, safe management officers are to ensure safe distancing measures are implemented for their sites, and all persons at the sites including delivery personnel must comply with such measures. Builders are reminded to ensure the following conditions are complied with:

- i. Use of SafeEntry and implementation of Safe Distancing Measures (MTI and MOH have also jointly prepared infographics (**Annex A**) to remind businesses of good practices)
- ii. Temperature and details of all personnel should be taken at entrance. Only personnel who do not exhibit symptoms of COVID-19 should be allowed on site.
- iii. Deliveries should be scheduled in a staggered manner and any interaction kept minimal. Delivery personnel, including drivers and (eg. crane, excavator) operators shall stay within the vehicle/cabin and communicate with workers through digital devices. Meals are to be taken within the vehicle.

5. Builders are also encouraged to adopt additional good practices for deliveries to further mitigate the risk of spread of COVID-19 at sites:

- i. Loading/unloading to be carried out by on-site workers and not delivery personnel, where possible. Where contactless delivery and invoicing is unavailable, businesses should consider having work-arounds to avoid physical contact. (eg having a box/ tray where delivery personnel can drop the items/invoices)
- ii. If driver/operators need to leave the vehicle/cabin while on site, they should:
 - a. be provided with strong visual identifier for ease of ensuring adherence to enhanced SMMs; and
 - b. be escorted by safe management officer / safe distancing officer at all times while maintaining a safe distance
- iii. Keep clear records of time of delivery, vehicle plate numbers, and contact details of delivery personnel, as well as details of on-site workers who have handled deliveries.
- iv. Designate dedicated amenities for delivery personnel to use, located away from other staff amenities, where possible.

¹ Details can be found in <http://www1.bca.gov.sg/docs/default-source/bca-restart/covid-safe-restart-criteria.pdf>.

Testing of Workers who enter Worksites

6. All permitted enterprises are reminded of the mandatory RRT for all SC/PR, EP holders, S Pass, and WP holders who work at construction sites. A table of RRT requirements for various job roles is available on the BCA website for further clarification. (**Annex B**)

7. The appointments for RRT can be made through the online Swab Registration System (SRS) at <https://swab.hpb.gov.sg/ext/login.aspx>. Please be reminded that workers who missed their RRT will have their AccessCode status turned red and cannot be deployed to work.

Clarification

8. Please disseminate the contents of this circular to your members. If you need any clarification, please submit your enquiry through BCA's Online Feedback Form at <https://www.bca.gov.sg/feedbackform/>. Thank you.

Yours faithfully



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ALL CORENET E-INFO SUBSCRIBERS

Good Practices on Safe Management Measures (SMMs)¹



Personal Protective Equipment (PPE)

- Personnel wears mask at all times, except during activities that require/permit masks to be removed (eg. Meals).
- Masks are properly worn at all times (covering mouth and nose).




Safe Distancing

- Observe safe distancing at all times.



Contactless delivery

- Contact between cargo delivery personnel and local handlers are kept minimal (eg. Contactless delivery and e-invoicing).
- If e-invoicing is not available, businesses should consider having work-arounds to avoid physical contact in the processing of invoices.
- Cargo delivery personnel avoids leaving their vehicle unnecessarily.



Designated loading, unloading, holding areas

- Cargo delivery personnel delivers cargo directly to destination and do not detour.
- Cargo delivery personnel does not move around unnecessarily.
- Good ventilation at designated delivery loading/unloading area and minimise the number of people in these areas at any point in time.



Designated/portable toilets for delivery personnel

- Designated toilets are available for delivery personnel to use, located away from other staff amenities.
- Toilets are equipped with hand soap and cleaned regularly.



SafeEntry requirements

- Measures to facilitate SafeEntry and Contact tracing are available.
- SafeEntry and temperature checks are conducted for all personnel before entry into site.
- Unwell personnel are refused entry.
- All personnel are encouraged to download and activate the TraceTogether App/carry their TraceTogether token.



Checks and reminders

- Checks are conducted to ensure that measures in place are adhered to.
- Personnel are reminded of measures in place.



Hand Hygiene practices



Hand soap is readily available at all hand washing sinks.



Palm to palm



Between fingers



Back of hands



Base of thumbs



Backs of fingers



Fingernails



Wrists



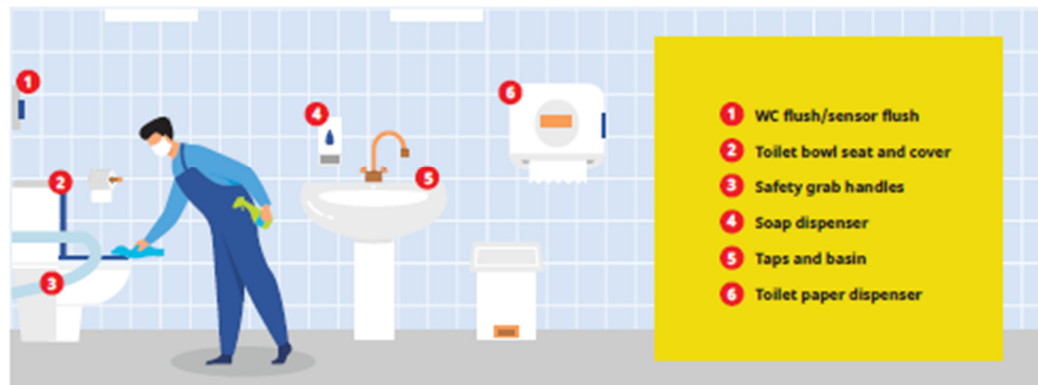
Rinse & wipe dry

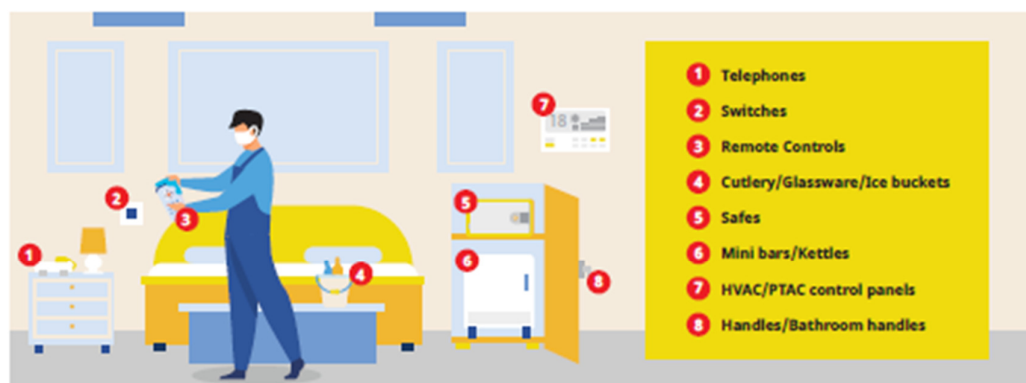
- Wash hands with soap/sanitise your hands frequently.
- Avoid touching your face as much as possible.
- Hand hygiene is performed when necessary (e.g. before and after meals, after handling wastes, and after visit to toilets).
- Alcohol-based hand rub/sanitiser should be readily available. (Recommended for hand rub/sanitiser to contain at least 70% alcohol).



Environmental Cleaning

- High touch points (HTPs) and toilets are recommended to be cleaned at least 2 times daily, using appropriate cleaning products.





¹The list provided serves as a guide and is non-exhaustive.



Please visit www.moh.gov.sg for updates on the COVID-19 situation.

MTI MINISTRY OF TRADE
AND INDUSTRY
SINGAPORE

MINISTRY OF HEALTH
SINGAPORE

Annex B – RRT Requirements for Various Job Roles

Clarity on RRT Requirements [Added on 9 September]

The table below provides clarity on the various job roles that require or do not require to undergo RRT. Please note that builders/companies will still need to meet the COVID-Safe restart criteria and observe Safe Management Measures.

S/N	Job role with examples	RRT Requirements	Additional Conditions to be met
1	Developers' / Consultants' Rep who are SC/PR/EP holders not stationed on-site or visitors to the construction site. For example: <ul style="list-style-type: none"> Management level reps of developers and consultants not stationed on-site Homeowners of residential landed properties Foreign delegates 	Not required to undergo RRT provided they meet ALL the additional conditions stated	<ul style="list-style-type: none"> No or minimal physical contact with on-site personnel No usage of on-site facilities, e.g. toilets Duration of each visit is less than 2 hours Visit construction site only once a month or less frequent (may visit different sites but not more than one site per month) To be accompanied by Safe Distancing Officers when on-site
2	Drivers who are SC/PR/EP/non-construction account foreign workers and are not staying in dormitories and transporting non-construction material supplies. For example: <ul style="list-style-type: none"> Waste refuse collectors (excluding sanitary waste disposal personnel) F&B drivers 	Not required to undergo RRT provided they meet ALL the additional conditions stated	<ul style="list-style-type: none"> No physical contact arrangement with onsite personnel while the drivers are at the site. Manage strict SMM and contactless deliveries/collection No usage of on-site facilities, e.g. toilets Duration of each visit is less than 1 hour To be accompanied by Safe Distancing Officers when on-site
3	Drivers (SC/PR/EP/non-construction account foreign workers) who are not staying in dormitories and transporting construction material supplies, sanitary waste and foreign workers. <ul style="list-style-type: none"> Examples of construction material supplies are: Ready-mixed concrete Steel reinforcements Precast components 	RRT is required	N/A
4	Inspectors who are stationed on-site or off-site. For example: <ul style="list-style-type: none"> Inspectors from government agencies Assessors (e.g. QC / ISO) / Resident Engineers (REs) / Resident Technical Officers (RTOs) Safety officers 	RRT is required	N/A
5	Other on-site personnel. For example: <ul style="list-style-type: none"> Security personnel Full time on-site cleaners Full time on-site canteen operators Site admin clerks Maintenance crew (e.g. pest control) 	RRT is required	N/A