

## COVID-Safe Restart Criteria

### Contents

COVID-Safe Worksite Criteria .....	2
COVID-Safe Worksite (Supply Works) Criteria .....	13
COVID-Safe Workforce Criteria .....	25
COVID-Safe Accommodation Criteria .....	35
COVID-Safe Transportation Criteria .....	39

COVID-Safe Worksite Criteria

**I. WORKSITE**

The following requirements apply to all projects. Exception is made for **small projects with project cost ≤\$3 million**, where requirements 8, 9 and 10 do not apply. In addition, only 1 activity<sup>1</sup> is allowed at site at any one time for these small projects.

**BEFORE WORKS START**

Requirement	What companies must show when requested
<b>To resume construction activities, all worksites must fulfil the requirements stated below.</b>	<b>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</b>
<b>A. Implement a system of Safe Management Measures at worksites</b>	
<p><b><u>Safe management measures</u></b></p> <ol style="list-style-type: none"> <li>1. Builder to establish and implement a system on <b>Safe Management Measures</b> to provide a safe working environment and minimise risks of further outbreaks.</li> <li>2. Builder to appoint <b>Safe Management Officers (“SMO”)</b> and <b>Safe Distancing Officers (“SDO”)</b><sup>2</sup> based on the following requirements: <ul style="list-style-type: none"> <li>• Total no. of workers<sup>3</sup> ≤ 10 – 1 SDO</li> <li>• Total no. of workers &gt; 10 but ≤ 50 – 1 SMO and 1 SDO</li> </ul> </li> </ol>	<p><i>List, duties and detailed tasks of SMOs.</i></p> <p><i>Show records of inspections, checks, and corrective actions.</i></p>

<sup>1</sup> **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.

<sup>2</sup> 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.

<sup>3</sup> Workers include Builder’s (Main Contractor) and Subcontractors’ workers working on site, and workers working as office assistants.

- 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.
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>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 <a href="http://www.bcaa.edu.sg/BESafe">www.bcaa.edu.sg/BESafe</a> .</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>B. Segregation of teams to reduce physical interaction and ensure safe distancing at worksite</b></p>	
<p><b><u>Requirements for workers to be cohorted</u></b></p> <p>7. Workers<sup>4</sup> working on the same project are to be cohorted together within a dedicated accommodation.</p> <p>7.1. <b>Dedicated Accommodation</b> refers to:</p> <ol style="list-style-type: none"> <li>a) On-site CTQ - this is preferred as it reduces the need for transportation of workers to site</li> <li>b) Off-site dedicated housing facilities</li> </ol> <p><b><u>Requirements on segregated teams</u></b></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>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.</p>	<p><i>List of all employees in an Excel spreadsheet with the following details:</i></p> <ol style="list-style-type: none"> <li>a. <i>Full name with NRIC/FIN</i></li> <li>b. <i>Work arrangements (“not working”, “telecommuting”, “onsite (Team number - shift I)” or “offsite (Team number- Shift II)”)</i></li> </ol>

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

- 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 Premise 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 work<sup>5</sup>. 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**

10. Builder to stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities<sup>6</sup>.
  - 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.
  - 10.4. Builder to stagger the use of shared facilities<sup>7</sup> e.g. canteen, toilets to ensure no mixing across teams (i.e. segregated teams shall not be using same facilities at the same time).

<sup>5</sup> 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.

<sup>6</sup> Including entrances, exits, lobbies, canteens, toilets and pantries

<sup>7</sup> Refer to Section G on the cleanliness requirements for shared facilities.

**SITE ENTRY/EXIT**

Requirement	What companies must show when requested
<b>To resume construction activities, all worksites must fulfil these requirements below.</b>	<b>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</b>
<b>C. Support contact tracing requirements</b>	
<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 personnel<sup>8</sup> entering or leaving the worksite have their ID cards (including NRIC, Workpass or driver's licence) scanned using SafeEntry (NRIC version).</p> <p>11.3. Builder to have a system to register and track all personnel entering/leaving site in addition to utilising SafeEntry (NRIC version). Information on the record of all personnel's health (including temperature, last swab date/results) who have been allowed entry to site, should be sent daily to BCA for our record.</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>
<p>12. SMOs to require all personnel, at the worksite to download and activate the TraceTogether app.</p> <p>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>
<b>D. Implement health checks and protocols</b>	
<p>13. Builder to conduct regular temperature screening and check for respiratory symptoms for all employees at least twice daily, and for visitors where relevant.</p> <p>13.1. SMOs to establish an electronic system for record of all personnel's health.</p> <p>13.2. Builders and subcontractors to ensure only healthy workers are allowed on site.</p>	<p><i>Show records for at least 28 days.</i></p>

<sup>8</sup> Personnel includes all employees and authorised visitors

**DURING SITE OPERATION**

Requirement	What companies must show when requested
<p><b>To resume construction activities, all worksites must fulfil these requirements below.</b></p>	<p><b>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</b></p>
<p><b>E. Reduce physical interaction and ensure safe distancing at worksite</b></p>	
<p><b><u>For all personnel</u></b></p> <p>14. . All personnel to keep a clear physical spacing of at least 1 metre between all other persons at all times.</p> <p>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> <p>14.2. Builder to demarcate such distances at the workplace premises with visual indicators or through physical means<sup>9</sup>, including but not limited to entrances, exits, workstations, lifts/hoists, pantries, canteens, meeting rooms/areas, toilets</p> <p><b><u>Management and Admin staff Working in Site Office</u></b></p> <p>15. Builder to have all employees who can telecommute to do so.</p> <p>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.</p> <p>15.2. All communications shall be done through video/conference calls, emails, WhatsApp or any other electronic means. There shall be no physical meeting.</p> <p>15.3. If there is a critical need for physical meetings, all employees to limit number of attendees and to shorten their durations.</p>	

<sup>9</sup> Including high barriers between workstations, relocation of workstations, meeting room seats.

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.

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



<p>b. To ensure that the workers observe safe distancing practices while carrying out their duties.</p> <p><b><u>Short-term works carried out by specialist contractors</u></b></p> <p>18. Specialist contractors who only need to work in construction sites for a short duration (1 or 2 days a week) E.g. installation of civil-defence shelter doors, fire doors, and waterproofing works, and whose workers work on multiple sites, must comply with the following conditions:</p> <ul style="list-style-type: none"> <li>i. All workers are to be housed in a dedicated dormitory of the company</li> <li>ii. All workers are to only work in their designated zones as demarcated by the builder</li> <li>iii. All workers are to be under the close supervision of a SDO, who is to ensure the following: <ul style="list-style-type: none"> <li>a. To ensure that these workers stay within their segregated zones, and do not interact with workers from other contractors</li> <li>b. To ensure that the workers observe safe distancing practices while carrying out their duties.</li> </ul> </li> <li>iv. A maximum of 2 specialist works are allowed to be carried out per day.</li> </ul>	
<p><b><u>Delivery of materials, precast components</u></b></p> <p>19. SMO to require delivery personnel to implement similar safe distancing measures while onsite.</p> <ul style="list-style-type: none"> <li>19.1. Builder to schedule deliveries and other physical interactions in a staggered manner and keep durations as short as possible.</li> <li>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.</li> </ul>	<p><i>Show signs and instructions that suppliers / contractors are required to implement safe distancing measures.</i></p>
<p><b><u>At communal shared facilities</u></b></p> <p>20. All personnel to avoid activities with close or prolonged contact:</p> <ul style="list-style-type: none"> <li>20.1. Builder to provide individually packed meals, with independent and personalised tableware for workers.</li> </ul> <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><b>F. Require medical personal protective equipment</b></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. Masks may be replaced by face shields if workers are involved in strenuous activities, and when no additional hazards are created by such use.</p> <p>22.2. Contractor to ensure that all employees<sup>10</sup> 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><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><b>G. Ensure cleanliness of workplace premises</b></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 Agency<sup>11</sup>.</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>	

<sup>10</sup> Employees include all management, administrative staff, supervisors, workers working on site and workers working as office assistants.

<sup>11</sup> <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

<p>24. Builder to provide:</p> <ol style="list-style-type: none"> <li>1. Adequate hand-wash stations at exits of work areas;</li> <li>2. Cleaning agents (e.g. hand soap, toilet paper) at all toilet and hand-wash stations;</li> <li>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.</li> </ol>	
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### MANAGING SUSPECTED CASES

Requirement	What companies must show when requested
<p><b>To resume construction activities, all worksites must fulfil these requirements below.</b></p>	<p><b>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</b></p>
<p><b>H. Implement health checks and protocols to manage potential cases</b></p>	
<p>25. Employers to require each employee to visit only one clinic for check-ups if unwell. Otherwise, the employee must inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19<sup>12</sup>.</p> <p>25.1. Require employees to submit records of their MCs and diagnoses provided (only for COVID-19-related symptoms, including acute respiratory infections), and if they were tested for COVID-19 and the results of their tests.</p> <p>25.2. Take preventive actions to guard against incipient outbreaks at the workplace, such as requiring these employees on MCs to closely monitor their health before returning to the workplace and requiring these employees' close contacts at the workplace to monitor their health more regularly.</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>

<sup>12</sup> Including but not limited to typical symptoms such as fever, cough and shortness of breath.

<p>26. SMO to put in place an evacuation plan for suspected cases, as well as for all other onsite personnel.</p> <ul style="list-style-type: none"> <li>a. Builder to provide adequate sick bays (in compliance with MOM’s requirements) for timely segregation of suspected cases.</li> <li>b. Builder to convey worker to clinic as soon as possible.</li> <li>c. Any other employee who is feeling unwell or showing symptoms of illness to report to his employer, leave the workplace and consult a doctor immediately, even if symptoms may appear mild.</li> <li>d. Builder must track and record these cases as part of safe management measures.</li> </ul>	<p><i>Show evacuation plan.</i></p>
<p>27. Follow-up plan in the event of a confirmed case:</p> <ul style="list-style-type: none"> <li>a. SMO to immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked. The team that the confirmed worker belongs to should be put into isolation.</li> <li>b. Builder to carry out a thorough cleaning and disinfect entire site, in accordance with NEA guidelines.</li> <li>c. Builder to inform BCA of any confirmed cases.</li> </ul>	<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><b>To resume business activities, all Supply Works Premise must fulfil the requirements stated below.</b></p>	<p><b>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</b></p>
<p><b>I. Implement a system of Safe Management Measures at Supply Works Premise</b></p>	
<p><b><u>Safe management measures</u></b>                      1. Occupier to establish and implement a system on <b>Safe Management Measures</b> 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>   <i>Show records of inspections, checks, and corrective actions.</i></p>

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| <p>2. Occupier to appoint <b>Safe Management Officers (“SMO”)</b> and <b>Safe Distancing Officers (“SDO”)</b><sup>13</sup> based on the following requirements:</p> <ul style="list-style-type: none"><li>• Total number of workers<sup>14</sup> <math>\leq 10</math> – 1 SDO</li><li>• Total number of workers <math>&gt; 10</math> but <math>\leq 50</math> – 1 SMO and 1 SDO</li><li>• Total number of workers <math>&gt; 50</math> – at least 1 SMO, and 1 SDO for every 50 workers</li></ul> <p>2.1 For illustration,</p> <ul style="list-style-type: none"><li>• For a Supply Works Premise with a total of 50 workers, 1 SMO and 1 SDO are required.</li><li>• For a Supply Works Premise with a total of 100 workers, 1 SMO and 2 SDOs are required</li></ul> <p>3. SMO to assist in the implementation and coordination of the system of Safe Management Measures at the Supply Works Premise.</p> <p>3.1 SMO to carry out Safe Distancing induction for all personnel before they enter the Supply Works Premise.</p> <p>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.</p> <p><b><u>Duties of SMO</u></b></p> <p>3.3 The duties of the SMO will include the following:</p> <p>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.</p> <p>3.3.2. To brief SDO team on corrective actions to be carried out if non-compliance is detected.</p> |  |
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<sup>13</sup> 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.

<sup>14</sup> 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 <a href="http://www.bcaa.edu.sg/BESafe">www.bcaa.edu.sg/BESafe</a>.</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><b>J. Segregation of teams to reduce physical interaction and ensure safe distancing at Supply Works Premise</b></p>	
<p><b><u>Requirements for workers to be cohorted</u></b></p> <p>7. Workers working at the Supply Works Premise are to be cohorted together within the accommodation.</p> <p>7.1 <b>Accommodation</b> refers to:</p> <p>a) Accommodation at the Supply Works Premise/on-site CTQs.</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>

b) Off-site dormitories.

**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 activity<sup>15</sup>), 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 work<sup>16</sup>. 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 )”)*

<sup>15</sup> 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.

<sup>16</sup> 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**

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| <p>10. Occupier to stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities<sup>17</sup>.</p> <p>10.1 Occupier to provide staggered times for entry and exit points for different teams.</p> <p>10.2 Occupier to provide rest areas in natural ventilation as much as possible for breaks</p> <p>10.3 Occupier to stagger timings of lunch and other breaks for different teams.</p> <p>10.4 Occupier to stagger the use of shared facilities<sup>18</sup> 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> |  |
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<sup>17</sup> Including entrances, exits, lobbies, canteens, toilets and pantries.

<sup>18</sup> Refer to Section G on the cleanliness requirements for shared facilities.

**ENTRY/EXIT AT SUPPLY WORKS PREMISE**

Requirement	What companies must show when requested
<p><b>To resume business activities, all Supply Works Premise must fulfil these requirements below.</b></p>	<p><b>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</b></p>
<p><b>K. Support contact tracing requirements</b></p>	
<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 personnel<sup>19</sup> entering or leaving the Supply Works Premise have their ID cards (including NRIC, Workpass or driver’s licence) scanned using SafeEntry (NRIC version).</p> <p>11.3 Occupier to have a system to register and track all personnel entering/leaving the Supply Works Premise in addition to utilising SafeEntry (NRIC version). Information on the record of the health of all personnel (including temperature, last swab date/results) who have been allowed entry to the Supply Works Premise, should be sent daily to BCA for our record.</p> <p>11.4 Occupier to refuse entry to any personnel who are unwell to the Supply Works Premise.</p>	<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>
<p>12. SMOs to require all personnel at the Supply Works Premise to download and activate the TraceTogether app.</p> <p>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><b>L. Implement health checks and protocols</b></p>	
<p>13. Occupier to conduct regular temperature screening and check for respiratory symptoms for all employees at least twice daily, and for visitors where relevant.</p>	<p><i>Show records for at least 28 days.</i></p>

<sup>19</sup> Personnel includes all employees and authorised visitors

<p>13.1 SMOs to establish an electronic system for record of all personnel's health.</p> <p>13.2 Occupier and subcontractors to ensure only healthy workers are allowed at the Supply Works Premise.</p>	
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#### DURING OPERATION AT SUPPLY WORKS PREMISE

Requirement	What companies must show when requested
<p><b>To resume business activities, all Supply Works Premise must fulfil these requirements below.</b></p>	<p><b>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</b></p>
<p><b>M. Reduce physical interaction and ensure safe distancing at Supply Works Premise</b></p>	
<p><b><u>For all personnel</u></b></p> <p>14. All personnel to keep a clear physical spacing of at least 1 metre between all other persons at all times.</p> <p>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> <p>14.2 Occupier to demarcate such distances at the Supply Works Premise with visual indicators or through physical means<sup>20</sup>, including but not limited to entrances, exits, workstations, lifts, pantries, canteens, meeting rooms/areas, toilets.</p> <p><b><u>Management and Admin staff Working in Supply Works Premise Office</u></b></p> <p>15. Occupier to have all employees who can telecommute to do so.</p> <p>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.</p> <p>15.2. All communications shall be done through video/conference calls, emails, WhatsApp or any other electronic means. There shall be no physical meeting.</p>	

<sup>20</sup> Including high barriers between workstations, relocation of workstations, meeting room seats.

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.

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

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.

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 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"> <li>• To ensure that these workers stay within their segregated zones, and do not interact with workers from other contractors.</li> <li>• To ensure that the workers observe safe distancing practices while carrying out their duties.</li> </ul> <p><b><u>Short-term works carried out by specialist contractors</u></b></p> <p>18. Specialist contractors who only need to work in Supply Works Premise for a short duration (1 or 2 days a week) e.g. installation of civil-defence shelter doors, fire doors and waterproofing works, and whose workers work on multiple sites, must comply with the following conditions:</p> <ol style="list-style-type: none"> <li>i. All workers are to be housed in a dedicated dormitory of the company</li> <li>ii. All workers are to only work in their designated zones as demarcated by the occupier</li> <li>iii. All workers are to be under the close supervision of a SDO, who is to ensure the following: <ul style="list-style-type: none"> <li>• To ensure that these workers stay within their segregated zones, and do not interact with workers from other contractors</li> <li>• To ensure that the workers observe safe distancing practices while carrying out their duties.</li> </ul> </li> <li>iv. A maximum of 2 specialist works are allowed to be carried out per day.</li> </ol>	
<p><b><u>Delivery of materials</u></b></p> <p>19. SMOs to require delivery personnel to implement similar safe distancing measures while at Supply Works Premise.</p> <ol style="list-style-type: none"> <li>19.1. Occupier to schedule deliveries and other physical interactions in a staggered manner and keep durations as short as possible.</li> <li>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.</li> </ol>	<p><i>Show signs and instructions that suppliers are required to implement safe distancing measures.</i></p>

<p><b><u>At communal shared facilities</u></b></p> <p>20. All personnel to avoid activities with close or prolonged contact:</p> <p>20.1. Occupier to provide individually packed meals, with independent and personalised tableware for workers.</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><b>N. Require medical personal protective equipment</b></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. Masks may be replaced by face shields if workers are involved in strenuous activities, and when no additional hazards are created by such use.</p> <p>22.2. Occupier to ensure that all employees<sup>21</sup> 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>
<p><b>O. Ensure cleanliness of Supply Works Premise</b></p>	
<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 Agency<sup>22</sup>.</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>	

<sup>21</sup> Employees include all management, administrative staff, supervisors, workers working at Supply Works Premise and workers working as office assistants.

<sup>22</sup> <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

23.5. Occupier to ensure there are adequate facilities for, and timely disposal of, domestic waste and recycled materials.	
24. Occupier to provide: 24.1. Adequate hand-wash stations at exits of work areas; 24.2. Cleaning agents (e.g. hand soap, toilet paper) at all toilet and hand-wash stations; 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.	

#### MANAGING SUSPECTED CASES

Requirement	What companies must show when requested
<b>To resume business activities, all Supply Works Premise must fulfil these requirements below.</b>	<b>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</b>
<b>P. Implement health checks and protocols to manage potential cases</b>	
25. Employers to require each employee to visit only one clinic for check-ups if unwell. Otherwise, the employee must inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19 <sup>23</sup> . 25.1. Require employees to submit records of their MCs and diagnoses provided (only for COVID-19-related symptoms, including acute respiratory infections), and if they were tested for COVID-19 and the results of their tests. 25.2. Take preventive actions to guard against incipient outbreaks at the Supply Works Premise, such as requiring these employees on MCs to closely monitor their health	<i>Show records of communication to all workplace employees.</i>  <i>Show records of COVID-19-related symptoms, MCs and test results reported by employees.</i>

<sup>23</sup> Including but not limited to typical symptoms such as fever, cough and shortness of breath.

<p>before returning to the Supply Works Premise and requiring these employees' close contacts at the Supply Works Premise to monitor their health more regularly.</p>	
<p>26. SMO to put in place an evacuation plan for suspected cases, as well as for all other personnel.</p> <p>26.1. Occupier to provide adequate sick bays (in compliance with MOM's requirements) for timely segregation of suspected cases.</p> <p>26.2. Occupier to convey worker to clinic as soon as possible.</p> <p>26.3. 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.</p> <p>26.4. 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:</p> <p>27.1. SMO to immediately vacate and cordon-off the immediate section of the Supply Works Premise where the confirmed case worked. The team that the confirmed worker belongs to should be put into isolation.</p> <p>27.2. Occupier to carry out a thorough cleaning and disinfect entire Supply Works Premise, in accordance with NEA guidelines.</p> <p>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 <sup>1</sup>
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	<b>Good Health Status of Employees</b>	
	<p>1.1.1 Employers must ensure their relevant employees undergo regular swab tests and fulfill the swab test requirements for the various types of employees involved in the respective types of works, as stated in Annex A.</p> <p>1.1.2 Employers must require employees to conduct regular temperature screening and check for COVID-19 related respiratory symptoms for all employees twice daily, and keep the record for minimum of 28 days for inspection by any government agency. For more details, please refer to COVID Safe Worksite Requirement</p> <p>1.1.3 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>1.1.4 Where possible, employers must ensure that each employee visits only one clinic for check-ups, if unwell</p>	<p>1.1.5 Employees must ensure that they are not: a) on quarantine orders or stay home notices and b) tested COVID-19 negative at any MOH-recognised facilities once every 14 days to continue working.</p> <p>1.1.6 Further restrictions may apply depending on the health status and employees are advised to check with the latest MOM/MOH advisory</p> <p>1.1.7 Employees should check their temperature twice daily and keep records for at least 28 days</p> <p>1.1.8 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>1.1.9 Employees should inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19 (including but not limited to typical symptoms such as fever, cough and shortness of breath). Employees who have visited a clinic must submit to their employer records of their Medical Certificates and diagnoses provided (only for COVID-19-related</p>

	Employers	Employees
		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
1.2	<b>Ensure a Contactable and Traceable Workforce and Workplace</b>	
	<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 Form<sup>2</sup>, including but not limited to:</p> <ul style="list-style-type: none"> <li>➤ Name</li> <li>➤ FIN No</li> <li>➤ Occupation</li> </ul> <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</p>	<p>1.2.7 Employees should provide the latest Singapore mobile contact number and WhatsApps contact number to the employer, dorm operator, and COVID safety leader</p> <p>1.2.8 Employees should make their locations known to employers, dorm operator and COVID safety leader at all times</p> <p>1.2.9 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> <p>1.2.10 Employees must submit the following declarations daily to employers:</p> <ol style="list-style-type: none"> <li>a. Travel history;</li> <li>b. That they have not received any quarantine or isolation order, Stay-Home Notice, or issued medical certificates for respiratory symptoms; and</li> <li>c. That they are not a close contact of individuals serving quarantine order or confirmed cases of COVID -19.</li> </ol>

	Employers	Employees
	<p>devices to stay contactable at all times, where reasonably practicable</p> <p>1.2.5 Employers should keep daily declaration records for all employees for at least 28 days for inspection purposes</p> <p>1.2.6 Employers should monitor movements of all their employees from the accommodation and keep records for at least 28 days for inspection purposes</p>	
1.3	<b>Awareness on COVID-19</b>	
	<p>1.3.1 Before starting work, employers must ensure that employees to attend and pass the mandatory training on their roles and responsibilities to stay COVID-Safe. For more details on the COVID-Safe Training for Workers Supporting the Built Environment, please visit <a href="http://www.bcaa.edu.sg/BESafe">www.bcaa.edu.sg/BESafe</a></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>	<p>1.3.4 Before starting work, employees must attend and pass the mandatory training on their roles and responsibilities to prevent further transmission of COVID-19. Please follow the instructions provided by BCA to attend and pass the training</p>

	Employers	Employees
1.4	<b>Workforce Wellbeing</b>	
	<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	<b>Workforce Management</b>	
	<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 Restart<sup>2</sup></p>	<p>1.5.2 Additional Responsibilities of COVID Safe Workers' Leaders:</p> <ul style="list-style-type: none"> <li>➤ Conduct daily temperature exercise twice a day with team members and compile their health status</li> </ul>

	Employers	Employees
		<ul style="list-style-type: none"> <li>➤ 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</li>   <li>➤ 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 should stop work immediately and to seek medical attention</li>   <li>➤ 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</li>   <li>➤ Remind team members to comply with OVID 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</li> </ul>

	Employers	Employees
		<ul style="list-style-type: none"> <li>➤ 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</li> </ul>
1.6	<b>Emergency Preparedness for Suspected COVID-19 Cases</b>	
	<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"> <li>➤ 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</li> <li>➤ 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</li> </ul>	<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
	<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> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> </ul>	
1.7	<b>Responsibilities And Care Beyond Working Hours</b>	
	<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 Form<sup>2</sup> 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>1.7.4 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>



	<b>Employers</b>	<b>Employees</b>
	1.7.3 To prevent crowding, employers are required to stagger foreign workers' off days throughout the week	

**Annex A: Summary on Swab Test Requirements**

<b>Workforce</b>	<b>Working at construction sites (includes site maintenance, site safety, vector control, I&amp;M, etc.)</b>	<b>Not working at construction sites (includes facilities management, etc.)</b>
<b>Singapore Citizens/ Permanent Residents/ Employment Pass holders from all sectors</b>	To undergo swab test (and tested negative) within first 2 weeks of starting work. Subsequently, will be subjected to regular swab test, once every 2 weeks.	NIL
<b>S-Pass, Work Permit holders from the Construction sector</b>	<p>To undergo swab test (and tested negative) before being allowed to start work. Subsequently, will be subjected to regular swab test, once every 2 weeks.</p> <p>However, if the employee was carrying out Earlier Permitted Activities, the employee can continue to work, but to undergo swabbing by 15 June.</p> <p><i>Note: This requirement will also apply to S-Pass and Work Permit holders from other sectors.</i></p>	<p>To undergo swab test (and tested negative) before being allowed to start work. Subsequently, will be subject to regular swab test, once every 2 weeks.</p> <p>However, if the employee was carrying out Earlier Permitted Activities, the employee can continue to work, but to undergo swab test by 15 June.</p>

## COVID-Safe Accommodation Criteria

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

A. Safe Distancing Measures
<input type="checkbox"/> Provide clear demarcation of safe distance (1m apart or follow COVID-19 (Temporary Measures) (Control Order) Regulations <sup>24</sup> ) 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 to stay within their designated areas.

  

B. Cohorting and Segregation of Workers
<input type="checkbox"/> <b>In order to reduce intermixing and cross infection of construction workers of different projects across different accommodations, the construction workers will be cohorted into a single dedicated accommodation based on their construction projects. Dedicated Accommodation refers to:</b> <ol style="list-style-type: none"> <li>a) On-site CTQ – this is preferred as it reduces the need for transportation of workers to site; or</li> <li>b) Off-site TOLQ – off-site dedicated housing facilities; or</li> <li>c) Where there is insufficient space to house workers from a project under a single dedicated accommodation, the remaining construction workers shall be cohorted into one accommodation and segregated from construction workers serving other projects.</li> </ol>
<input type="checkbox"/> For <b>construction workers</b> who are working on construction projects (including workers performing essential services such as site safety, site maintenance) staying in: <ol style="list-style-type: none"> <li>1. <u>Construction Temporary Quarters (CTQ) and Temporary Occupation License Quarter (TOLQ)</u> <ul style="list-style-type: none"> <li>• All construction workers staying in a CTQ/TOLQ will only be allowed to work on the same project which the on-site accommodation is sited and not at other construction projects.</li> <li>• Construction Workers from other projects are not allowed to stay in the CTQ/TOLQ.</li> </ul> </li> <li>2. <u>Housing Development Board (HDB) Units / Private Residential Premises (PRP)</u> <ul style="list-style-type: none"> <li>• All construction workers staying at HDB units / PRP are to be cohorted at their project site accommodations (CTQ/TOLQ)</li> <li>• If there are insufficient bed spaces in CTQ/TOLQ, or building of CTQ/TOLQ is not complete, construction workers are to be cohorted in other dedicated accommodation.</li> </ul> </li> <li>3. <u>Purpose Built Dormitory (PBD)/Factory-Converted Dormitory (FCD) including ICPH dormitory</u></li> </ol>

<sup>24</sup> [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)

- All Construction workers to be cohorted in different floors based on their projects (i.e. workers from different projects cannot be located on the same floor)
- Construction workers to be further segregated by worksite teams in different rooms.

4. Ancillary Factory-Converted Dormitory (AFCD)

- Only workers employed under the factory/employer can reside in the AFCD

For **Non-project specific sub-contractors and specialists' construction workers** staying in:

1. Housing Development Board (HDB) Units / Private Residential Premises (PRP)

- Small sub-contractors and specialists' construction workers to be cohorted based on employers at the HDB Units or PRP .

2. Purpose Built Dormitory (PBD) / Factory-Converted Dormitory (FCD)

- Smaller sub-contractors and specialists' construction workers will have to be clearly segregated away from all other construction workers that are currently working on other project sites.
- Small sub-contractors and specialists' construction workers will be segregated based on their employers and housed in different rooms

For **construction account workers (FM, L&E, RMC suppliers and Aggregate Terminal operators/importers)** staying in:

1. Housing Development Board (HDB) Units / PRP

- Construction account workers to be cohorted based on employers and must be segregated from Construction site workers.

2. Purpose Built Dormitory (PBD) / Factory-Converted Dormitory (FCD)

- Construction account workers will have to be clearly segregated from all construction site workers.
- Construction account workers to be segregated based on their employers and housed in different rooms

**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 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 Employers and Dorm Operators 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**

- Provide sanitisation and hand washing stations at various locations in the accommodations. Ensure that all hand sanitisers and soaps to be refilled regularly.

- Provide cleaning services for all toilet and shower facilities twice a day.
- Ensure that common areas are disinfected regularly. Tables and chairs to be disinfected after use.
- Provide adequate facilities and ensure timely disposal of domestic waste and recycled materials.
- 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**

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

**G. Remain Vigilant to Identify and Isolate Cases**

- Roommates and team members of suspected COVID-19 patients to be relocated to different rooms and to observe quarantine procedures.

## COVID-Safe Transportation Criteria

### **H. Safe Transportation Measures**

- Employers to ensure the provision of point-to-point dedicated transportation for all foreign workers from their accommodations to worksites, by teams.
- 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)