

UPDATED GUIDANCE NOTE ON SAFE MANAGEMENT MEASURES FOR COMPANIES

Dear Industry Partners,

Thank you for your support in combating COVID-19 thus far.

On 31 May 2021, PM Lee Hsien Loong shared the Government's plans to manage COVID-19, including increased testing, contact tracing and vaccinations. This note proposes additional Safe Management Measures (SMMs) that companies may wish to employ, to safeguard the health of your employees and customers. These additional SMMs are on top of the minimum standards specified in the national and sectoral rules (e.g. Requirements for Safe Management Measures at the workplace www.mom.gov.sg/covid-19/requirements-for-safe-management-measures).

1. **[Test] Place employees on regular testing using alternative tests.** Companies whose employees are not on Polymerase Chain Reaction (PCR) Rostered Routine Testing (RRT) ¹ may wish to consider putting your employees on regular testing using alternative tests such as Antigen Rapid Test (ART), especially if they are working in higher risk settings where there is a high density of people who are unmasked and in close proximity to one another for prolonged periods of time.
2. **[Trace] Manage COVID-19 Cases proactively.** Proactively manage potential contacts of COVID-19 cases at the workplace, to prevent clusters forming.
 - If an employee/visitor has tested positive for COVID-19, you should immediately ask any staff who were in close contact with the employee/visitor in the last 14 days (for example, working in the same zone or on the same shift) to self-isolate while MOH performs contact tracing. This will minimise the risk of further spread if any of them are infected.
 - When three or more COVID-19 cases that are epidemiologically linked are formed at your workplace, test all high risk² employees to detect additional cases before resuming operations. High risk employees are recommended to be placed on a 7-day Rostered Routine Testing after reopening.
3. **[Vaccinate] Encourage your workers to be vaccinated.** More vaccines will be delivered to Singapore over the next two months. Please encourage your workers to get vaccinated as soon as possible. Vaccines protect us, by lowering the risk of being infected, and reducing the severity of disease. The higher our vaccination rates, the faster we will be able to overcome COVID-19.

¹ RRT is a surveillance testing programme which involves recurrent PCR swab testing in a typical block of 14 days.

² Refers to close contacts of COVID-19 positive cases, and employees in work functions with close/extended contact with customers.

In addition to testing, tracing and vaccinating more aggressively, we urge companies to adhere strictly to prevailing SMMs, and update their workplace protocols to take into account the latest public health advisories.

4. **Enforce mask discipline.** Employees and patrons should use masks with good filtration capability. These include (a) disposable surgical masks with a minimum bacterial filtration efficiency (BFE) of 95%, and (b) reusable masks that are made of at least two layers of fabric, such as masks issued by the People's Association and Temasek Foundation. For more information on masks, you may refer to Health Science Authority's (HSA) article entitled "What you need to know about Masks" www.hsa.gov.sg/consumer-safety/articles/details/what-you-need-to-know-about-masks .

5. **Avoid workplace gatherings.** All large meetings or events at the workplace should be avoided as far as possible. If such meetings/events have to be held physically and cannot be held virtually, they must be capped at 50 persons, with 1 metre safe distancing maintained between attendees. Food and drinks are also not allowed at work-related events. Employees should also not mingle with each other in social settings outside the workplace.

6. **Ventilate your workplace.** Workplaces should maximise fresh air intake, and ensure appropriate cleaning of recirculated air by keeping ventilation systems in good working order. If necessary, consider purchasing portable air cleaners with high-efficiency air filters such as HEPA filters, which are effective at removing virus aerosols. Please refer to the guidance note for detailed technical recommendations for premises according to the type of ventilation systems used <https://www1.bca.gov.sg/docs/default-source/docs-corp-news-and-publications/circulars/guidance-note-on-improving-ventilation-and-indoor-air-quality-in-buildings.pdf> .

Thank you for your cooperation in the fight against COVID-19.

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Enterprise Singapore