

COVID-SAFE RESTART CRITERIA

FOR PORT OPERATORS AND PILOTAGE SERVICE PROVIDER

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Definitions

In this COVID-SAFE restart criteria for Port Operators and Pilotage Service Provider,

- i. “Workplace” refers to work premises of the Port Operators and Pilotage Service Provider, such as canteens, workshops, port terminals, and marine services base.
- ii. “Operations personnel” refers to all employees of Port Operators and essential contractors of Port Operators; and Pilotage Service Provider.
- iii. “Employees” refers to all employees of Port Operators and Pilotage Service Provider.
- iv. “Workplace users” refers to all employees of contractors (who are not essential contractors of Port Operators), vendors and suppliers who use the Workplace.
- v. “Essential contractors of Port Operators” refers to companies that Port Operators contract to carry out essential port terminal operations (e.g. Lashing, Stevedoring).

COVID-Safe Workplace Criteria

Requirement
<p>To resume business activities, all Port Operators and Pilotage Service Provider must fulfil these requirements below.</p> <p><i>Note: The Government will take action against errant employers, including enforcement under the relevant law, cessation of operations, suspension or revocation of licences.</i></p>
<p>A. Implement a system of Safe Management Measures (SMMs) at workplaces</p>
<p>1) Establish and implement a system of SMMs to provide a safe working environment and minimise risks of outbreaks. Implement the SMMs in a sustainable manner as far as practicable.</p> <p>2) Implement a detailed monitoring plan to ensure compliance with SMMs and issues (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.</p> <p>3) Ensure that all employees properly wear the appropriate PPE at all times.</p>
<p>B. Ensure cleanliness of workplace</p>
<p><u>Sanitation and Hygiene of Common Areas and Facilities</u></p> <p>4) Clean and disinfect all common facilities and high touch areas at least once a day or once per every shift change where there is shift work. Common facilities and high touch areas include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Canteens, cafeteria, pantries, and rest spaces, including smoking areas • Company Provisioned Transportation (e.g. Buses, Lorries, Cars, Launches) • Toilets and hand-wash stations • Doors and windows • Lifts, stairways, corridors, and walkways <p>5) At all toilet and hand-wash stations, cleaning agents (i.e. hand soap, toilet paper) must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p>

Requirement
<p>6) Disinfecting agents (e.g. hand sanitiser) must be installed at all human traffic stoppage points within the facility (e.g. entrances, reception areas, security guardhouse and lift lobbies). All installed disinfecting agents must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p> <p>7) Self-disinfecting liquids can be applied to high touch areas periodically as specified in the product specifications.</p>
<p>C. Additional measures for Port Operators and Pilotage Service Provider for operations personnel boarding a vessel berthed alongside port terminals or to carry out pilotage service onboard the vessel; and workplace users boarding a vessel berthed alongside port terminals</p>
<p>8) Remind operations personnel boarding a vessel berthed alongside port terminals or to carry out pilotage service onboard the vessel; and workplace users boarding a vessel berthed alongside port terminals, to also comply with measures in Annex A.</p>
<p>D. Additional measures for Port Operators and Pilotage Service Provider for harbour craft alongside, or moored at its port terminals and marine services base</p>
<p>9) Allow provisions and stores ordered by the harbour craft licence holder to be supplied to the harbour craft. Contactless delivery of provisions and stores is encouraged.</p>

Management of Suspected Cases

Requirement
E. Handling of suspect and/or confirmed cases
<p>10) Port Operators and Pilotage Service Provider shall encourage their employees to visit only one clinic for check-ups when unwell. However, if this is not possible, Port Operators and Pilotage Service Provider shall encourage its employees to inform the clinic of all recent doctor visits over past 7 days for any symptoms that may be related to COVID-19.</p> <ul style="list-style-type: none"> a) Port Operators and Pilotage Service Provider shall require their employees to submit records of their MCs (where available) and diagnoses provided (for COVID-19-related symptoms, including acute respiratory infections), and if they were tested for COVID-19 and the results of their tests. b) Port Operators and Pilotage Service Provider shall take preventive actions to guard against incipient outbreaks at the workplace, such as requiring their 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>11) Establish and maintain the following process for the management of all unwell, suspected, and at-risk operations personnel and workplace users on-site.</p> <ul style="list-style-type: none"> a) Port Operators and Pilotage Service Provider shall require any operations personnel and workplace users who is feeling unwell or showing symptoms of illness to report to his employer, and implement MOH's Health Protocols 1-2-3. Port Operators and Pilotage Service Provider must track and record cases involving their employees as part of SMMs. b) For incapacitated or unconscious individuals at the workplace – clear the area of other personnel and administer aid immediately. Port Operators and Pilotage Service Provider should call 995 for an emergency ambulance to ferry them to the nearest hospital. c) Port Operators and Pilotage Service Provider must ensure they have an incident response and evacuation plan (including evacuation route, transport arrangement, designated clinic, etc.) for any suspected/confirmed conscious/unconscious cases to be included in the SMM plan with necessary and sufficient PPE kept on standby as well as temporary isolation areas/facilities. d) If required by MPA, Port Operators and Pilotage Service Provider must inform and provide all information requested by MPA and relevant authorities where there are COVID-19 positive cases detected during the PCR test and/or ART of operations personnel.

COVID-Safe Accommodation Criteria

Requirement
To resume business activities, all Port Operators must fulfil these requirements below.
<i>Note: The Government will take action against errant employers, including enforcement under the relevant law, cessation of operations, suspension or revocation of licences.</i>
Safe Accommodation
F. SMMs at living premises under Port Operators' management (e.g. Dormitories, HDB flats)
12) Conduct routine cleaning of common areas in the accommodation and ensure that accommodation is well-ventilated.

COVID-Safe Transportation Criteria

Requirement
To resume business activities, all Port Operators and Pilotage Service Provider must fulfil these requirements below.
<i>Note: The Government will take action against errant employers, including enforcement under the relevant law, cessation of operations, suspension or revocation of licences.</i>
Safe Transport
G. Measures for transportation of operations personnel to/from/within the Workplace/Accommodation
13) Adhere to guidelines stipulated by Ministry of Manpower (MOM) and Land Transport Authority (LTA).
14) Ensure vehicle is disinfected regularly.

Enforcement

15) MPA may conduct enforcement checks to ensure compliance with this set of COVID-19 safe restart criteria for Port Operators and Pilotage Service Provider, including SMMs proposed by the companies. Enforcement action will be taken against offenders who fail to comply.

16) Under the COVID-19 (Temporary Measures) Act 2020, failure to comply with SMMs is punishable with a fine of up to \$10,000, imprisonment of up to 6 months, or both, for first time offenders. Repeated non-compliance is punishable with a fine of up to \$20,000, imprisonment of up to 12 months or both.

17) MPA may also take actions based on the conditions in the Public Licence(s) issued to the Port Operators and Pilotage Service Provider and Part XII of the Maritime and Port Authority of Singapore Act, such as the issuance of a direction for closure of affected premises or cessation of affected operations or imposition of a fine as MPA deems fit.

18) Enforcement action may be taken by any of the following persons:

- A police officer;
- A Health Officer appointed under section 4(1)(a) or (b) of the Infectious Diseases Act;
- A public officer;
- An officer of a statutory body;
- An auxiliary police officer; and
- An employee of a prescribed institution under the Infectious Diseases Act.

19) Identity of enforcement officers can be verified via their authority cards or public service identification cards.

ANNEX A

Measures for operations personnel and workplace users boarding a vessel in the Port of Singapore

Operations personnel who go on board vessels berthed alongside port terminals or to carry out pilotage service onboard vessel; and workplace users who go on board vessels berthed alongside port terminals, must comply with the following:

- a. Must not board a vessel if he/she is unwell.
- b. Must not interact with the vessel's crew who are unwell and in isolation onboard the vessel.
- c. Must always wear a mask¹ at all times (unless the work activity requires that no mask be worn) when inside the enclosed areas of the vessel (e.g. accommodation space, enclosed wheelhouse/bridge, engine room, ship office, meeting room, cabin, saloon).

¹ As far as reasonably practicable, the operations personnel should wear a fitted N95 mask.