

COVID-SAFE RESTART CRITERIA

FOR ENERGY & CHEMICALS (E&C)¹ PLANT OWNERS UNDERTAKING:

- (I) PROCESS CONSTRUCTION WORKS NOT REGULATED UNDER THE BUILDING CONTROL ACT, OR**
- (II) PROCESS MAINTENANCE ACTIVITIES**

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Issued by



on behalf of the Ministry of Trade and Industry

¹ Energy & Chemicals (E&C) refers to the Petroleum/Petrochemicals and other Chemicals manufacturing sector.

COVID-Safe Worksite Criteria**BEFORE WORKS START AT THE WORKSITE**

| Requirement | What companies must show when requested |
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| <p>To resume business activities, all companies must fulfil these requirements below.</p> <p><i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i></p> | <p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p> |
| A. Implement a system of Safe Management Measures at worksites | |
| <p>1) Establish and implement a system of Safe Management Measures to provide a safe working environment and minimise risks of further outbreaks. Implement these measures in a sustainable manner, for as long as necessary.</p> | |
| <p>2) Implement a detailed monitoring plan to ensure compliance with Safe Management Measures and issues (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.</p> | <p><i>Provide monitoring plan for ensuring compliance with Safe Management Measures.</i></p> |
| <p>3) Appoint Safe Management Officers (“SMO”) and Safe Distancing Officers (“SDO”)² to assist in the implementation and coordination of the system of Safe Management Measures at the worksite based on the following requirement:</p> <ul style="list-style-type: none"> • Total no. of workers³ ≤ 10 – 1 SMO [updated 27 June] • Total no. of workers > 10 but ≤ 50 – 1 SMO and 1 SDO • Total no. of workers > 50 – at least 1 SMO, and 1 SDO for every 50 workers <p>For illustration,</p> <ul style="list-style-type: none"> • 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. | <p><i>Provide a list, duties and detailed tasks of SMOs.</i></p> <p><i>Show records of inspections, checks, and corrective actions.</i></p> |

² SMO/SDO can hold 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.

³ Workers include E&C Plant Owner’s and Process Construction & Maintenance (PCM) contractors’ workers working on site, and non-production-based employees.

| Requirement | What companies must show when requested |
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| <p>4) The duties of the SMO will include the following:</p> <ul style="list-style-type: none"> a) To coordinate implementation of Safe Management Measures, which includes identifying relevant risks, recommending and assisting in implementing measures to mitigate the risks, and communicating the measures to all personnel working in the workplace. b) To conduct inspections and checks to ensure compliance at all times and to report and document any non-compliance found during the inspections. c) To brief SDO team on corrective actions to be carried out if non-compliance is detected. d) To take immediate action to remedy any non-compliance found during the inspections and checks. e) To keep records of inspections and checks conducted and corrective actions taken. The records shall be made available upon request by a Government inspector. f) To review the SMM if constant non-compliance is detected. [updated 27 June] <p>5) SDO to assist SMO in ensuring the SMM are complied with and to help in carrying out necessary corrective actions. SDO to notify SMO if non-compliances to SMM are detected.</p> | |
| <p>B. Pre-screening and segregation of teams to reduce physical interaction and ensure safe distancing at worksite</p> | |
| <p>6) Ensure that PCM contractor⁴ workers entering the work site have undergone the required swab test(s) or served the Stay Home Notice (SHN) durations, if applicable.</p> | <p><i>Show records of inspections, checks, and corrective actions.</i></p> <p><i>Show records of COVID-19-related conditions, MCs and test results reported by employees.</i></p> |
| <p>7) Designate out-of-bound areas (e.g. control rooms) for contractor workers.</p> | <p><i>Show the designated out-of-bound areas on site.</i></p> |

⁴ Process Construction & Maintenance (PCM) contractors refers to registered members of the Association of Process Industry (ASPRI) that hire Process Sector Work Permit or S-Pass Holders.

| Requirement | What companies must show when requested |
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| 8) Carry out talks on good work practices for all workers before they commence work on-site and follow up with talks on a regular basis to remind workers. | <i>Show records of talks, invites for workshops/emails/posters.</i> |
| 9) For specialist or sub-contractor workers which are not dedicated to a specific project or worksite, to ensure no direct interaction with other teams. If direct interaction is required (e.g. for safety, quality checks, work supervision), safe distancing measures (including wearing of masks) must be observed and length of time of direct interaction minimised. | <i>Show instructions to specialist or subcontractors or how precautions have been taken to minimise risk at these touchpoints.</i> |
| 10) Ensure workers from different contractor companies are segregated at the work site. | <i>Provide monitoring plan to ensure workers from different companies are segregated at work site.</i> <i>Show signs and instructions to contractors.</i> |
| <p><u>Segregation at shared facilities</u> [updated 27 June]</p> <p>11) Stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities⁵ and ensure no mixing across contractor teams.</p> <ul style="list-style-type: none"> a) Show staggered times at entry and exit points for different teams. b) Provide rest areas in natural ventilation as much as possible for breaks. c) Stagger timings of lunch and other breaks for different teams. d) Stagger the use of shared facilities 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>If working and break hours cannot be staggered due to operational reasons, other systems must be implemented to reduce congregation of employees at common spaces.</p> | |

⁵ Including entrances, exits, lobbies, canteens, toilets and pantries.

SITE ENTRY/EXIT

| Requirement | What companies must show when requested |
|--|---|
| <p>To resume business activities, all companies must fulfil these requirements below.</p> <p><i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i></p> | <p>When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.</p> |
| C. Support contact tracing requirements | |
| 12) Encourage all employees at the workplace to download and activate the TraceTogether app. | |
| 13) Limit workplace access to only essential employees and authorised visitors. | <i>Show how workplace access is limited only to essential employees and authorised visitors.</i> |
| 14) Obtain and keep the contact particulars of every individual before allowing entry to and exit from the worksite through SafeEntry. [updated 27 June] | <i>Show how SafeEntry requirements are implemented at entrances and exits.</i> |
| <p>15) Employees and visitors must declare via SafeEntry or other means (e.g. electronic or hard copy records), before being allowed to enter premises, that they:</p> <ul style="list-style-type: none"> a) Are currently not under a Quarantine Order, Stay-Home Notice; b) Have not had close contact with a confirmed COVID-19 case in the past 14 days; and c) Do not have any fever or flu-like symptoms. <p>To make declarations via SafeEntry with NRIC, employers must display prominent signs informing all visitors and employees that they are making the required declarations by checking in via SafeEntry.</p> | <i>For SafeEntry with NRIC, show signs informing visitors and employees of the declarations being made by checking in.</i> |
| 16) Refuse entry to the workplace by personnel who are unwell. | <i>Show signs and instructions that unwell personnel are refused entry to the workplace.</i> |
| 17) Place posters and infographics in different languages at all entrances and exits to update and remind workers on rules of safe distancing and good practices to upkeep before entering and upon leaving worksite. | <i>Show posters and infographics in different languages at entrances and exits.</i> |

| Requirement | What companies must show when requested |
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| 18) Designate entrance/exit points and temporary holding areas with safe distancing markers to control flow of contractor workers. | <i>Show safe distancing markers at these areas.</i> |
| D. Implement health checks and protocols | |
| 19) Conduct regular temperature screening, check for respiratory symptoms and submit these records for all onsite employees and visitors twice daily or where relevant. Employees and visitors must declare, before being allowed to enter premises, if they have: <ul style="list-style-type: none"> a) Travelled overseas in the past 14 days; b) Received a quarantine or isolation order, stay-home notice, or been issued medical certificates for respiratory symptoms; or c) A close contact who is a confirmed case | <i>Show instructions to PCM Contractors and records for at least 28 days.</i> |

DURING SITE OPERATIONS

| Requirement | What companies must show when requested |
|---|--|
| To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i> | When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements. |
| E. Reduce physical interaction and ensure safe distancing at worksite | |
| 20) Have all employees able to work from home do so. | |
| 21) Split all employees at the workplace premises (i.e. not telecommuting) into teams, with each team restricted to one worksite, where applicable. [updated 27 June] <ul style="list-style-type: none"> a) No cross-deployment/interaction between employees in different shifts, teams or worksites, even outside work⁶. | <i>Show list of all employees in an Excel spreadsheet with the following details:</i> <ul style="list-style-type: none"> a. Full name b. NRIC/FIN c. Work arrangements (“not working”, “telecommuting”, “onsite (shift work)” or “onsite (non-shift work)”) |

⁶ if cross-deployment/interaction cannot be avoided due to operational reasons, safe distancing measures must be implemented and observed.

| Requirement | What companies must show when requested |
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| | <p><i>d. Date of return to the workplace (indicate "Already onsite" if the employee has been working onsite during the enhanced circuit breaker)</i></p> <p><i>e. Team number</i></p> |
| 22) No events or activities with close or prolonged contact amongst participants ⁷ . | |
| 23) Enable vulnerable employees ⁸ to work from home, including temporarily redeploying them to another role within the company that is suitable for working from home, as far as possible. | |
| 24) Provide additional personal protective equipment (including, as appropriate, a face mask and eye protection) for employees who have to be in close contact with contractor workers. | <i>Show that employees are equipped with adequate PPE.</i> |
| 25) Employees to avoid any interaction with contractor workers except for safety and quality checks. | <i>Show how interactions have been minimised or precautions have been taken to minimise risk at these touchpoints.</i> |
| 26) Conduct work-related discussions and meetings between Plant Owner and PCM contractor supervisors over teleconference. If face-to-face engagements are required (e.g. for safety, quality checks), safe distancing measures (including wearing of masks) must be observed and length of face-to-face meeting minimised. | |
| 27) Cancel or defer all social gatherings (e.g. birthday celebrations, team bonding activities, etc.) at the worksite. | <i>Show signs and instructions that social gatherings or socialisation/congregation in groups are not allowed.</i> |
| 28) Ensure employees do not socialise or congregate in groups at the worksite ⁹ , including during meals or breaks. | |

⁷ Including conferences, seminars and exhibitions.

⁸ Including older employees, pregnant employees, employees with underlying medical conditions.

⁹ Including common spaces such as staff canteens, pantries, water coolers/vending machines, smoking corners, etc.

| Requirement | What companies must show when requested |
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| 29) Not organise social gatherings outside the worksite and remind employees not to socialise outside of the worksite, both during or outside working hours (e.g. going out together for lunch, dinner, breaks or drinks), including with colleagues from separate teams/shifts/worksites. | |
| 30) Minimise need for common physical touchpoints (e.g. by deploying contactless access controls) where possible. | <i>Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.</i> |
| <p>31) Require all employees to keep a clear physical spacing of at least 1 metre between persons at all times.</p> <p>32) Demarcate such distances at the workplace premises with visual indicators or through physical means, including but not limited to entrances, exits, workstations, lifts, pantries, canteens, meeting rooms/areas.</p> <p>33) If a closer distance is required due to work constraints e.g. insulation, mechanical, scaffolding, electrical & instrumentation works etc., to minimise the time spent together at close range as much as possible.</p> | <i>Show how safe distancing is carried out at worksite, and other common areas where congregation of workers may occur.</i> |
| 34) Assign identifiers (e.g. coloured vest, T-shirt, armband, stickers on safety helmet) to each contractor to prevent mixing of different contractors at the work site. | <i>Show instructions to contractors and photos of identifiers assigned to different contractors.</i> |
| 35) Demarcate clearly zones within the work site for different contractors and implement movement control system and protocols to ensure workers stay within allocated area(s) and prevent inter-mixing of different contractor workers. | <i>Show how the work site is demarcated and/or details of the Movement Control System/protocols.</i> |
| 36) Conduct briefings to PCM contractor workers in well-ventilated areas and keep briefing sizes small. | <i>Show signs and instructions for briefing, and records of briefing sessions.</i> |

| Requirement | What companies must show when requested |
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| <p>37) Ensure that short term workers and delivery personnel who are authorised to commute to site on a need basis avoid any direct interaction with workers in the worksite. Safe distancing and movement control measures must be enforced.</p> <p>38) Schedule deliveries and other physical interactions in a staggered manner and keep durations as short as possible.</p> | <p><i>Show signs and instructions that short term workers and delivery personnel are required to implement safe distancing measures.</i></p> |
| <p>39) Ensure workplace safety is not compromised with these measures.</p> | |
| <p>F. Require medical personal protective equipment</p> | |
| <p>40) Require all onsite personnel, including employees, PCM workers¹⁰, visitors and vendors, to wear masks and other necessary personal protective equipment at all times, except during activities that require masks to be removed (e.g. mealtimes).</p> <p>41) Face shields may be used in place of face masks only in instances workers are involved in activities where the use of face shield is more appropriate for the type of work to be carried out. In doing so, there should be no additional hazards created by such use. [updated 27 June]</p> <p>42) Ensure that all employees¹¹ 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 to enable them to sustain wearing the masks.</p> | <p><i>Show instructions to PCM contractors and monitoring plan to ensure that PCM contractor workers are equipped with appropriate PPE.</i></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>G. Ensure cleanliness of workplace premises</p> | |
| <p>43) Ensure adequate facilities for and timely disposal of domestic waste and recycled materials.</p> | <p><i>Show the facilities on site.</i></p> |
| <p><u>Sanitation and Hygiene of Common Areas and Facilities</u></p> | <p><i>Show cleaning schedules, records of disinfection and any other relevant</i></p> |

¹⁰ PCM workers refer to employees of PCM companies, which are registered members of the Association of Process Industry (ASPRI) that hire Process Sector Work Permit or S-Pass Holders.

¹¹ Employees include all management, administrative staff, supervisors, employees working on site and employees working as office assistants.

| Requirement | What companies must show when requested |
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| <p>44) Step up frequency of cleaning and disinfection for all common facilities and high touch areas to once after each meal or break time. 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, • Company Provisioned Transportation Vehicles (e.g. Buses, Lorries) • Toilets and hand-wash stations • Doors and windows • Lifts, stairways, corridors, and walkways <p>45) At all toilet and hand-wash stations, cleaning agents (i.e. hand soap, paper towel, bidet spray, and toilet paper) must be available and/or functioning at all times. Spare supplies for replenishment must be available.</p> <p>46) 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>47) Adhere to sanitation and hygiene advisories disseminated by the National Environmental Agency¹².</p> <p>48) SMO to keep records of disinfection.</p> | <p><i>instructions to/documents from cleaning service provider/personnel.</i></p> |
| <p><u>Sanitation and Hygiene of Machinery, Equipment in Production Areas and Warehouses</u></p> <p>49) Step up frequency of cleaning and disinfection (as reasonably practicable as possible) for all machinery and equipment that the on-site personnel have interacted with to once per every shift change.</p> | <p><i>Show cleaning schedules and any other relevant instructions to/documents from cleaning service provider/personnel.</i></p> |

¹² <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

| Requirement | What companies must show when requested |
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| 50) Disinfecting agents (e.g. hand sanitiser) should be installed at key work stations and personnel interaction points. All disinfecting agents must be available and/or functioning at all times. Spare supplies for replenishment must be available. 51) SMO to keep records of disinfection. | |

MANAGEMENT OF SUSPECTED CASES

| Requirement | What companies must show when requested |
|--|---|
| To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i> | When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements. |
| H. Handling of suspect and/or confirmed cases | |
| 52) Require each employee to visit only one clinic for check-ups when unwell. Otherwise, employees must inform the clinic of all recent doctor visits over past 14 days for any symptoms that may be related to COVID-19 ¹³ . a) 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. b) 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. | <i>Show records of communication to all employees.</i> <i>Show records of COVID-19-related conditions, MCs and test results reported by employees.</i> |

¹³ Including but not limited to typical symptoms such as fever, cough and shortness of breath.

| Requirement | What companies must show when requested |
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| <p>53) Establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on-site.</p> <ul style="list-style-type: none"> a) Any employee who is feeling unwell or showing symptoms of illness should report to his employer, 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 b) Dedicated sick bay and associated isolation facilities for timely segregation of suspected cases. c) For incapacitated or unconscious individuals – clear the area of other personnel and administer aid immediately. Employers should call 995 for an emergency ambulance to ferry them to the nearest hospital. | <p><i>Provide evacuation plan.</i></p> |
| <p>54) Put in place a follow-up plan in the event of a confirmed case:</p> <ul style="list-style-type: none"> a) Immediately vacate and cordon-off the immediate section of the worksite premises where the confirmed case worked. There is no need to vacate the building or the whole floor if there is no sustained and close contact with the confirmed case; b) Carry out a thorough cleaning and disinfect all relevant on-site areas and assets exposed to confirmed cases, in accordance with NEA guidelines. <p>Note: For worksites with confirmed cases, businesses could be suspended if there are public health grounds to do so.</p> | <p><i>Provide follow-up plan.</i></p> |

COVID-Safe Workforce Criteria

The COVID-Safe Workforce Criteria sets out in five (5) key areas, the roles and responsibilities of employers and employees involved in PCM Sector Works:

| S/N | Key Areas | Roles and Responsibilities of | |
|-----|--|-------------------------------|-----------|
| | | Employers | Employees |
| 1 | Good health status of workers | ✓ | ✓ |
| 2 | Ensure a contactable and traceable workforce and workplace | ✓ | ✓ |
| 3 | Awareness on COVID-19 | ✓ | ✓ |
| 4 | Workforce wellbeing | ✓ | ✓ |
| 5 | Emergency preparedness for suspected COVID-19 cases | ✓ | ✓ |

| | Employers | Employees |
|---|---|--|
| 1 | Good Health Status of Employees | |
| | <p>1.1 Employers must work with their contractors to ensure that all PCM workers¹⁴ undergo regular swab tests, with the exception of non-dormitory¹⁵ workers who work in non-production sites or work from home. [updated 26 September]</p> <p>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 the COVID-Safe Worksite Requirement.</p> <p>1.3 Employers must ensure any employee who is feeling unwell or showing symptoms of illness, leaves the workplace and consults a doctor immediately, even if the symptoms may appear mild and record these cases as part of safe management measures.</p> <p>1.4 Where possible, employers must ensure that each employee visits only one clinic for check-ups, if unwell.</p> | <p>1.5 Employees must ensure that they do not report for work if they are on quarantine orders or stay home notices.</p> <p>1.6 All PCM contractor workers, with the exception of non-dormitory¹⁶ workers who work in non-production sites or work from home, must ensure that they tested COVID-19 negative at any MOH-recognised facilities once every 14 days to continue working. [updated 26 September]</p> <p>1.7 Further restrictions may apply depending on the health status and employees are advised to check with the latest MOM/MOH advisory.</p> <p>1.8 Employees should check their temperature twice daily and keep records for at least 28 days.</p> <p>1.9 Employees who are feeling unwell or showing symptoms of COVID-19 illness should report to the employer and dorm operator (where relevant), even if the symptoms may appear mild.</p> <p>1.10 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</p> |

¹⁴ PCM workers refer to employees of PCM companies, which are registered members of the Association of Process Industry (ASPRI) that hire Process Sector Work Permit or S-Pass Holders.

¹⁵ Dormitories include purpose-built dormitories, factory-converted dormitories, construction temporary quarters, temporary occupation license quarters, temporary living quarters and government decant sites.

¹⁶ Dormitories include purpose-built dormitories, factory-converted dormitories, construction temporary quarters, temporary occupation license quarters, temporary living quarters and government decant sites.

| | Employers | Employees |
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| | | 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 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 (where relevant). |
| 2 | Ensure a Contactable and Traceable Workforce | |
| | <p>2.1 Employers must update their employees' 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 MTI during application. Employers are to ensure that the information is valid.</p> <p>2.2 Employers must provide MTI with additional information of all employees as required in the Application Form, including but not limited to:</p> <ul style="list-style-type: none"> ➤ Name ➤ FIN No ➤ Occupation <p>2.3 Where relevant, employers should also update their employees' information on MOM's website in a timely and regular manner.</p> <p>2.4 Employers must ensure that all employees comply with SafeEntry requirements. Employers should also encourage employees to have access to their mobile devices to stay contactable at all times, where reasonably practicable.</p> <p>2.5 Employers must keep daily declaration records for all employees for at least 28 days for inspection purposes.</p> | <p>2.7 Employees should provide the latest Singapore mobile contact number and WhatsApp contact number to the employer and dorm operator (where relevant).</p> <p>2.8 Employees should inform their employers of any change in residential location, and keep records of their movements for contact tracing purposes.</p> <p>2.9 Where relevant, 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>2.10 Employees must submit the following declarations daily to employers:</p> <ul style="list-style-type: none"> a) Travel history; b) Whether they have not received any quarantine or isolation order, Stay-Home Notice, or were issued medical certificates for respiratory symptoms; and c) Whether they are not a close contact of individuals serving quarantine order or confirmed cases of COVID -19. |

| | Employers | Employees |
|----------|---|--|
| | 2.6 Employers should monitor and keep records of changes in the residential location of all their employees. | |
| 3 | Awareness on COVID-19 | |
| | 3.1 Employers must carry out talks on good work practices for all workers before they commence work on site, and follow up with talks on a regular basis to remind workers. | 3.2 Before starting work, employees must attend talks on good work practices to prevent further transmission of COVID-19. |
| 4 | Workforce Wellbeing | |
| | <p>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>4.2 Employers should provide cleaning agents (e.g. hand soap, toilet paper) and disinfecting agents (e.g. hand sanitisers) to employees.</p> <p>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>4.4 Employers are encouraged to make available counselling services for their employees.</p> | 4.5 Employees should safekeep their personal COVID-19 preventive kits. |
| 5 | Emergency preparedness for suspected COVID-19 cases | |
| | <p>5.1 Employers must establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on-site.</p> <p>a) Any employee who is feeling unwell or showing symptoms of illness should report to his employer, leave the workplace and consult a doctor immediately, even if symptoms may appear</p> | 5.3 Employees who are feeling unwell or showing symptoms of COVID-19 illness should report to their employer and dorm operator (where relevant), even if symptoms may appear mild. |

| | Employers | Employees |
|--|---|-----------|
| | <p>mild. Employers must track and record these cases as part of safe management measures.</p> <ul style="list-style-type: none"> b) Dedicated sick bay and associated isolation facilities for timely segregation of suspected cases. c) For incapacitated or unconscious individuals – clear the area of other personnel and administer aid immediately. Employers should call 995 for an emergency ambulance to ferry them to the nearest hospital. <p>5.2 Employers must put in place a follow-up plan in the event of a confirmed case:</p> <ul style="list-style-type: none"> a) Immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked. There is no need to vacate the building or the whole floor if there is no sustained and close contact with the confirmed case; b) Carry out a thorough cleaning and disinfect all relevant on-site areas and assets exposed to confirmed cases, in accordance to NEA guidelines. | |