COVID-SAFE RESTART CRITERIA

FOR PROCESS CONSTRUCTION AND MAINTENANCE (PCM) COMPANIES[1] PROVIDING:
- **(I)** PROCESS CONSTRUCTION SERVICES NOT REGULATED UNDER THE BUILDING CONTROL ACT OR
- **(II)** PROCESS MAINTENANCE SERVICES FOR THE PETROLEUM/PETROCHEMICALS AND OTHER CHEMICALS MANUFACTURING SECTOR

Issued by

EDB singapore

on behalf of the Ministry of Trade and Industry

---

[1] This refers to registered members of the Association of Process Industry (ASPRI) that hire Process Sector Work Permit or S-Pass Holders.

COVID-Safe Worksite Criteria

BEFORE WORKS START AT THE WORKSITE

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
A. Implement a system of Safe Management Measures at worksites	
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.	
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.	*Provide monitoring plan for ensuring compliance with Safe Management Measures.*
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: • Total no. of workers[3] ≤ 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 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.	*Provide a list, duties and detailed tasks of SMOs.* *Show records of inspections, checks, and corrective actions.*

---

[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 PCM contractors' workers working on site, and non-production-based employees.

Requirement	What companies must show when requested

4) The duties of the SMO will include the following:
 	
    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]
 	
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.	

B. Pre-screening and segregation of teams to reduce physical interaction and ensure safe distancing at worksite	
6) Have all employees able to work from home do so.	
7) No events or activities with close or prolonged contact amongst participants[4].	
8) Enable vulnerable employees[5] 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.	
9) Conduct work-related discussions and meetings (e.g. with E&C[6] plant owners/customers) through phone or teleconferencing. 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 time minimised.	*Show how interactions have been minimised or precautions have been taken to minimise risk at these touchpoints.*

---

[4] Including conferences, seminars and exhibitions.

[5] Including older employees, pregnant employees, employees with underlying medical conditions.

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

Requirement	What companies must show when requested
10) Ensure that all employees undergo regular swab tests, with the exception of non-dormitory[7] employees who work in non-production sites or work from home. [updated 26 September]	*Show records of COVID-19-related conditions, MCs and test results reported by employees.*
11) Carry out talks on good work practices for all workers before they commence work on site and to follow up with talks on a regular basis to remind workers.	*Show records of talks, invites for workshops/emails/posters.*
12) Divide workers into different teams ("split teams") that do not interact with each other at the workplace and at their living premises.	***Provide plans of the split teams:*** *List the members of the teams (based on discrete projects, trades or shifts), and their accommodation arrangements.* *List of all employees in an Excel spreadsheet with the following details:* *a. Full name* *b. NRIC/FIN* *c. Work arrangements ("not working", "telecommuting", "onsite (shift work)" or "onsite (non-shift work)")* *d. Date of return to the workplace (indicate "Already onsite" if the employee has been working onsite during the enhanced circuit breaker)* *e. Team number*
13) 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.	*Show instructions to specialist or subcontractors or how precautions have been taken to minimise risk at these touchpoints.*

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

Requirement	What companies must show when requested
C. Implement health checks and protocols	
14) Conduct regular temperature screening and check for respiratory symptoms for all employees twice daily or where relevant. a) SMOs to establish an electronic system for record of all personnel's health. b) Ensure only healthy workers are allowed on site at PCM company's own premises or E&C Plant Owner/Customer's premises.	*Show records for at least 28 days.*

AT PCM COMPANY'S OWN WORKSHOP PREMISES SUPPORTING ON-SITE PCM PROJECTS

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
D. Support contact tracing requirements	
15) Encourage all employees at the workplace to download and activate the TraceTogether app.	
16) Limit worksite access to only essential employees and authorised visitors.	*Show how workplace access is limited only to essential employees and authorised visitors.*
17) Obtain and keep the contact particulars of every individual before allowing entry to and exit from the worksite through SafeEntry. [updated 27 June]	*Show how SafeEntry requirements are implemented at entrances and exits.*
18) 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: a) Are currently not under a Quarantine Order, Stay-Home Notice;	*For SafeEntry with NRIC, show signs informing visitors and employees of the declarations being made by checking in.*

Requirement	What companies must show when requested
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. 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.	
19) Refuse entry to the workplace by personnel who are unwell.	*Show signs and instructions that unwell personnel are refused entry to the workplace.*
E. Reduce physical interaction and ensure safe distancing at worksite	
20) Minimise need for common physical touchpoints (e.g. by deploying contactless access controls) where possible.	*Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.*
21) Require all employees to keep a clear physical spacing of at least 1 metre between persons at all times. 22) Demarcate such distances at the worksite with visual indicators or through physical means, including but not limited to entrances, exits, workstations, lifts, pantries, canteens, meeting rooms/areas. 23) If a closer distance is required due to work constraints, to minimise the time spent together at close range as much as possible.	*Show how safe distancing is carried out at workstations, and other common areas where congregation of workers may occur.*
24) Ensure that short term workers and delivery personnel who are authorised to commute to site on a need basis avoid any direct interaction with employees. Safe distancing and movement control measures must be enforced. 25) Schedule deliveries and other physical interactions in a staggered manner and keep durations as short as possible.	*Show signs and instructions that short term workers and delivery personnel are required to adhere to safe distancing measures.*

Requirement	What companies must show when requested
G. Ensure cleanliness of workplace premises	
26) Ensure adequate facilities for and timely disposal of domestic waste and recycled materials.	*Show the facilities on site.*
Sanitation and Hygiene of Common Areas and Facilities 27) Step up frequency of cleaning and disinfection for all common facilities and high touch areas to once per every shift change. Common facilities and high touch areas include, but are not limited to, the following: • 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 28) 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. 29) Disinfecting agents (e.g. Hand sanitizer) 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. 30) Adhere to sanitation and hygiene advisories disseminated by the National Environmental Agency[8].	*Show cleaning schedules, records of disinfection and any other relevant instructions to/documents from cleaning service provider/personnel.*

---

[8] https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines

Requirement	What companies must show when requested
31) SMO to keep records of disinfection.	
Sanitation and Hygiene of Machinery, Equipment in Production Areas and Warehouses 32) 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. 33) Disinfecting agents (e.g. Hand Sanitizer) 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. 34) SMO to keep records of disinfection.	*Show cleaning schedules and any other relevant instructions to/documents from cleaning service provider/personnel.*

AT E&C PLANT OWNER/CUSTOMER'S WORKSITE

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*	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	
35) Avoid interaction with E&C plant owner/customer's employees. If face-to-face interactions 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.	*Show how interactions have been minimised or precautions have been taken to minimise risk at these touchpoints.*

Requirement	What companies must show when requested
36) Require all employees to keep a clear physical spacing of at least 1 metre between persons at all times. 37) 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.	*Show how safe distancing is carried out at worksite, and other common areas where congregation of workers may occur.*
38) Conduct briefings to PCM contractor workers in well-ventilated areas and keep briefing sizes small. [updated 27 June]	*Show instructions for briefing, and records of briefing sessions.*
39) Assign identifiers (e.g. coloured vest, T-shirt, armband, stickers on safety helmet) to each team of workers to prevent mixing of teams at the worksite, and work with E&C plant owner/customer to demarcate clearly zones within the site or implement movement control system/protocols to prevent mixing of different teams/contractor workers.	*Show identifiers assigned to workers and correspondences with E&C Plant Owner/Customer regarding Movement Control System/protocols.*
40) Ensure workplace safety is not compromised with these measures.	

DURING SITE OPERATIONS (AT OWN OR CUSTOMER'S PREMISES)

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
41) Cancel or defer all social gatherings (e.g. birthday celebrations, team bonding activities, etc.) at the worksite. 42) Ensure employees do not socialise or congregate in groups at the worksite[9], including during meals or breaks.	*Show instructions that social gatherings or socialisation/congregation in groups are not allowed.*

---

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

Requirement	What companies must show when requested
43) Do 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.	
F. Require medical personal protective equipment	
44) Require all onsite personnel, including employees, 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). 45) Face shields may be used in place of face masks <u>only</u> 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] 46) Ensure that all employees[10] 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.	*Show instructions to employees and monitoring plan to ensure that employees are equipped with appropriate personal protective equipment.* *If disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily.*

---

[10] Employees include all management, administrative staff, supervisors, workers working on site and workers working as office assistants.

MANAGEMENT OF SUSPECTED CASES

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*	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	

47) 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[11].
  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.
	Show records of communication to all employees.
	
	Show records of COVID-19-related conditions, MCs and test results reported by employees.

48) Establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on site.
  a) Any employee who is feeling unwell or showing symptoms of illness should report to his employer, leave the worksite 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.
	Provide evacuation plan.

---

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

Requirement	What companies must show when requested
d) Report the case to the E&C plant owner/customer and follow the plant owner's directive; assist government authorities in investigation and contact tracing.	

49) Put in place a follow-up plan in the event of a confirmed case:
   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 to NEA guidelines.
   c) Resume operations at E&C plant owner/customer's premises only when deemed safe by the plant owner
Note: For worksites with confirmed cases, businesses could be suspended if there are public health grounds to do so.
	Provide follow-up plan.

COVID-Safe Workforce Criteria

The COVID-Safe Workforce Criteria sets out in six (6) 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	✓	✓
6	Responsibilities and care beyond working hours	✓	✓

	Employers	Employees
1	**Good Health Status of Employees**	
	1.1 Employers must ensure that all employees undergo regular swab tests, with the exception of non-dormitory[12] employees who work in non-production sites or work from home. [updated 26 September] 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. 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. 1.4 Where possible, employers must ensure that each employee visits only one clinic for check-ups, if unwell	1.5 Employees must ensure that they do not report for work if they are on quarantine orders or stay home notices. 1.6 All employees must ensure that they tested COVID-19 negative at any MOH-recognised facilities once every 14 days to continue working, except non-dormitory[13] employees who work in non-production sites or work from home. [updated 26 September] 1.7 Further restrictions may apply depending on the health status and employees are advised to check with the latest MOM/MOH advisory 1.8 Employees should check their temperature twice daily and keep records for at least 28 days 1.9 Employees who are feeling unwell or showing symptoms of COVID-19 illness should report to the employer and dorm operator even if the symptoms may appear mild 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 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

---

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

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

	Employers	Employees
		they were tested for COVID-19, the results of their test must be reported to the employer and dorm operator.
2	**Ensure a Contactable and Traceable Workforce**	
	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. 2.2 Employers must provide MTI with additional information of all employees as required in the Application Form, including but not limited to: ➢ Name ➢ FIN No ➢ Occupation 2.3 Where relevant, employers should also update their employees' information on MOM website in a timely and regular manner. 2.4 Employers must ensure that all employees have mobile devices with valid Singapore mobile contact number, activate TraceTogether and SG Workpass apps and 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. [updated 27 June] 2.5 Employers must keep daily declaration records for all employees for at least 28 days for inspection purposes.	2.7 Employees should provide the latest Singapore mobile contact number and WhatsApps contact number to the employer and dorm operator. 2.8 Employees should inform their employer of any change in residential location, and keep records of their movements for contact tracing purposes. 2.9 Employees must activate the TraceTogether and SG workpass apps and adhere with SafeEntry processes, including checking in and out of their workplace(s) and accommodation. [updated 27 June] 2.10 Employees must submit the following declarations daily to employers: a) Travel history; b) That they have not received any quarantine or isolation order, Stay-Home Notice, or issued medical certificates for respiratory symptoms; and c) That 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**	
	4.1 Employers must ensure sufficient masks for all employees, including any need to replace masks due to workplace conditions (e.g. humidity). 4.2 Employers should provide cleaning agents (e.g. hand soap, toilet paper) and disinfecting agents (e.g. hand sanitisers) to employees. 4.3 Employers should encourage their employees to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face. 4.4 Employers are encouraged to make available counselling services for their employees.	4.5 Employees should safekeep their personal COVID-19 preventive kits.

	Employers	Employees
5	**Emergency preparedness for suspected COVID-19 cases**	
	5.1 Employers must establish and maintain the following process for the management of all unwell, suspected and at-risk personnel on site. 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. 5.2 Employers must put in place a follow-up plan in the event of a confirmed case: 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.	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
6	**Responsibilities and care beyond working hours**	**Responsibilities and care beyond working hours**
	6.1 Employers must nominate a representative (including a mobile number for this representative to be contactable at all times), who has the authority to make decisions with premise operators on the ground to address any issues with your workers quickly when the need arises. 6.2 Employers must educate workers to minimise social contact after work and not to congregate at public places at their own accommodation locations (e.g. corridors, void decks, lobbies, units/rooms of each other). 6.3 Employers must work with premise operators to avoid inter-mixing of workers across different projects/companies while staying at the dormitory/quarters and implement mandatory registration of time in/out when workers leave the dormitory/quarters. 6.4 For specialist or sub-contractor workers which are not dedicated to a specific project or worksite, employers to decant them from dorms or segregate them from the rest of the workers. 6.5 Employers must conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to. 6.6 For workers who have been moved to temporary dormitories, employers must cooperate with the teams running the temporary dormitories, such as the premise operators, managing agent and security personnel, and to aid in the communications between them and the workers. This is to ensure the safety and well-being of the workers, and that of the surrounding community.	6.9 To further control the transmission of COVID-19, foreign workers must remain in their accommodation after working hours, including on their off days, until the movement restriction is lifted.

Employers	Employees
6.7 Employers must work with premise operators to implement staggered rest days for workers. 6.8 To further control the transmission of COVID-19, employers must ensure that foreign workers remain in their accommodation after working hours, including on their off days, until the movement restriction is lifted.	

COVID-Safe Accommodation Criteria

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
Safe Accommodation	
At Living Premises (e.g. Dormitories)	
1) Nominate a representative (including a mobile number for this representative to be contactable at all times), who has the authority to make decisions with premise operators on the ground to address any issues with your workers quickly when the need arises.	***Provide list of representatives and records of communication with premise operators.***
2) Educate workers to minimise social contact after work and not to congregate at public places at their own accommodation locations (e.g. corridors, void decks, lobbies, units/rooms of each other).	*Show records of communication to workers.*
3) Work with premise operators to avoid inter-mixing of workers across different projects/companies while staying at the dormitory/quarters and implement mandatory registration of time in/out when workers leave the dormitory/quarters.	*Show records of communication to premise operators.*
4) For specialist or sub-contractor workers which are not dedicated to a specific project or worksite, to decant them from dorms or segregate them from rest of workers.	*Show records of housing for specialist/sub-contractor workers.*
5) Conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.	*Show records of checks at living quarters.*
6) For workers who have been moved to temporary dormitories, to cooperate with the teams running the temporary dormitories, such as the premise operators, managing agent and security personnel, and to aid in the communications between them and the workers. This is to ensure the safety and well-being of the workers, and that of the surrounding community.	
7) Work with premise operators to implement staggered rest days for workers.	*Show plans for staggering rest days.*
8) Ensure that workers remain in their accommodation after working hours, including on their off days, until the movement restriction is lifted.	*Show records of checks.*

COVID-Safe Transportation Criteria

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. *Note: The Government will take action against errant employers, including the cessation of operations and enforcement.*	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
Safe Transport	
Transporting Workers to and from the Workplace/ Accommodation Sites	
1) Adhere to guidelines stipulated by MOM and LTA.	
2) Employers are to ensure the provision of point-to-point dedicated transportation for all foreign workers living in dormitories between their accommodation and worksites, by teams, without any intermediate stops.	*Show records of instructions to transport providers.*
3) Ensure vehicle is disinfected after every batch of workers disembark.	*Show cleaning schedules, disinfection records, or any other relevant instructions/documents to cleaning service provider/personnel.*
4) Keep proper record of vehicle movements, assigned vehicle numbers and drivers' details (i.e. NRIC/FIN and Name).	*Show records of vehicle and driver details.*