

# 7 KEY REQUIREMENTS FOR SAFE MANAGEMENT AT WORKPLACES

From 2 June 2020, more businesses will be allowed to gradually resume activities.

Businesses that may resume operations from 2 June must submit their on-site manpower numbers via the COVID GoBusiness portal (<https://covid.gobusiness.gov.sg>) within two weeks of resumption of on-site activities. Businesses may do so with immediate effect.

Before reopening, businesses must implement **SAFE MANAGEMENT MEASURES** to provide a safe environment for workers and customers.

## 1 Appoint Safe Management Officer(s) to assist in implementation of Safe Management Measures

Conduct inspections and checks, ensure compliance, and keep records of inspections and checks.



## 2 Employees who can work from home must continue to do so



Go to the office only if necessary to access systems and equipment which cannot be accessed from home, or to fulfil legal requirements.



Do **not** go to work for activities that can be done by teleconferencing or other means.

## 3 Reduce physical interaction and ensure safe distancing



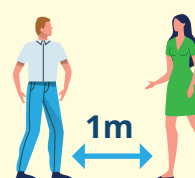
Work in split teams. No cross-deployment between shifts or teams.



Stagger working and break hours.



Avoid socialising with colleagues within and outside of the workplace.



Keep a safe distance of at least one metre between persons at all times.



Avoid congregation of employees at all common spaces like entrances, lobbies and pantries.

## 4 Support contact tracing



Use SafeEntry to record entry of all employees and visitors.

## 5 Wear masks and observe good personal hygiene



## 6 Keep workplaces clean



Frequently clean and disinfect common spaces and equipment.

## 7 Implement health checks and protocols to manage potential COVID-19 cases

- Check for fevers and respiratory symptoms - twice daily for employees, before entry for visitors.
- All personnel must make a health declaration before entering workplace. Those who are unwell must not go to work.
- Employees feeling unwell should see a doctor and, where possible, visit only one clinic.



Measures above must be in place and communicated to employees prior to resuming work.

Checks will be conducted. Businesses that do not fulfil the requirements will have their operations suspended. Report breaches or poor practices via SnapSAFE ([www.mom.gov.sg/eservices/snapsafe](http://www.mom.gov.sg/eservices/snapsafe)).

For the list of services that can resume on 2 June 2020:  
<https://covid.gobusiness.gov.sg/guides/permittedserviceslist.pdf>

For Safe Management Measures and sector-specific requirements:  
<https://covid.gobusiness.gov.sg/safemanagement/general>  
("Safe Management Requirements")

For info on SafeEntry:  
[go.gov.sg/safeentry-visitor-management-system](http://go.gov.sg/safeentry-visitor-management-system)

For info on other support measures:  
[covid.gobusiness.gov.sg](http://covid.gobusiness.gov.sg)

### Queries?

Call 6898 1800

Our hotline operates from:  
8.30am - 5.30pm (Monday - Friday);  
8.30am - 1.00pm (Saturdays)

\*Closed on public holidays



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