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**From:** 'ASMI'  
**Sent:** Wednesday, 20 May, 2020 9:13 AM  
**To:** 'ASMI'  
**Subject:** 6 Easy Steps for Safe Management at Workplaces  
**Attachments:** 6 Easy Steps for Safe Management at workplaces.pdf



**CIRCULAR TO MEMBERS**

20 May 2020

Dear Members,

**RE: 6 Easy Steps for Safe Management at Workplaces**

Please find the enclosed infographic from the Ministry of Trade and Industry and Ministry of Manpower on the 6 Easy Steps for Safe Management at workplaces for employers when businesses reopen.

Yours sincerely  
ASMI Secretariat

Enclosed:  
6 Easy Steps for Safe Management at workplaces [pdf]

*Be Ready, Stay Safe*

# 6 Easy Steps for Safe Management



**All companies in operation must take these steps to provide a safe working environment and prevent transmission at the workplace.**



## Step 1

### Implement a system of Safe Management Measures at workplaces

- Set up detailed monitoring plan to ensure compliance and resolve issues in a timely manner.
- Appoint Safe Management Officers.



## Step 2

### Reduce physical interaction and ensure safe distancing at workplaces



Have all employees who are able to telecommute to do so.



Reduce possible congregation of employees at all common spaces by staggering working and break hours.



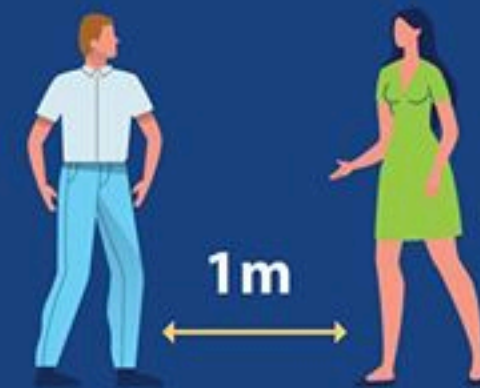
Conduct all meetings virtually where possible.



Prohibit activities with close or prolonged contact amongst employees, such as interacting at staff canteens or being in groups during meals or breaks.



If telecommuting is not possible, split employees into teams. No cross-deployment/interaction between employees in different teams or worksites, even outside work.



Require all personnel to keep distance of at least 1m between persons at all times, with demarcations to aid compliance.

## Step 3

### Support contact tracing requirements

- Limit workplace access to only essential employees and authorised visitors. Use SafeEntry visitor management system to manage the entry and exit of all personnel.
- Encourage all personnel, including suppliers and contractors, to download and activate the TraceTogether app.



## Step 4

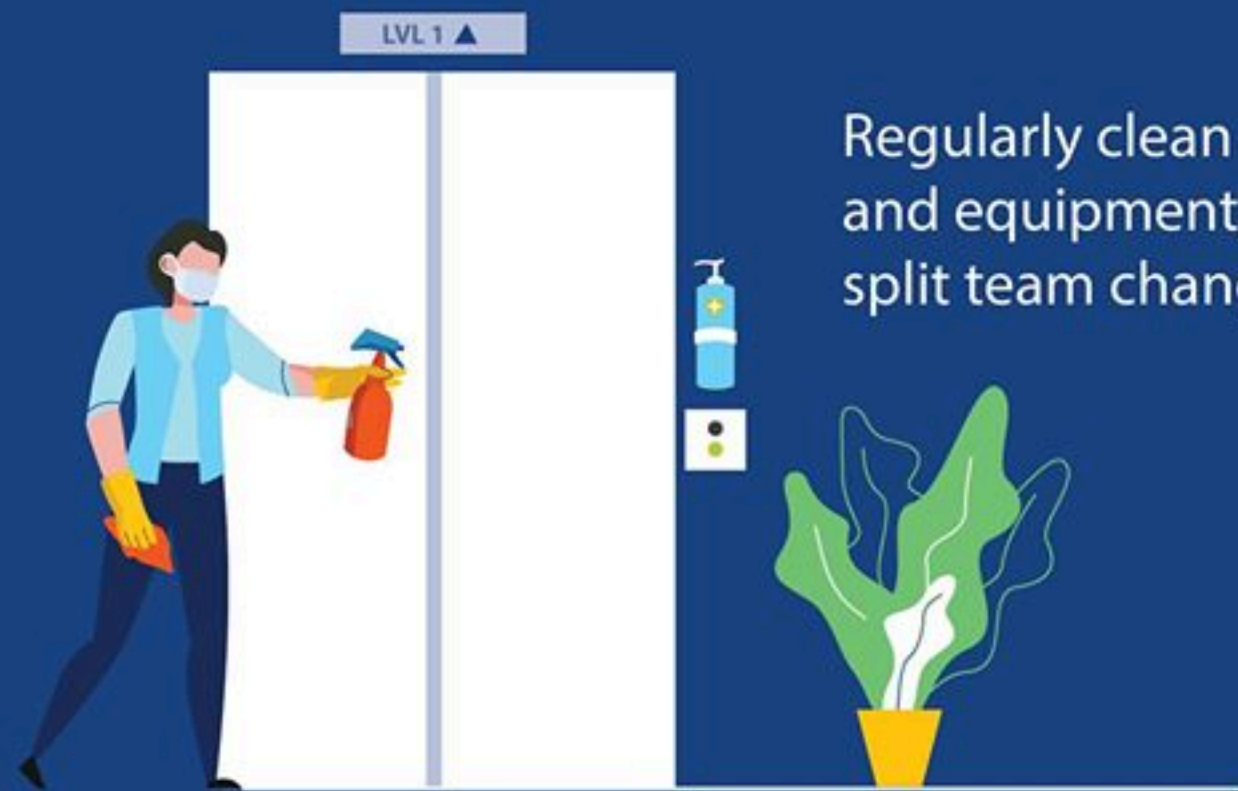
### Require personal protective equipment and observe good personal hygiene

- Require all onsite personnel, including employees and visitors, to wear masks and other necessary personal protective equipment at all times.
- Employees should observe good personal hygiene. If they feel unwell, they should see a doctor, stay at home and not go to work.



# Step 5

## Ensure cleanliness of workplace premises



Regularly clean and maintain common spaces and equipment, particularly during shift or split team changeovers.

Provide cleaning agents (e.g. hand soap) at all toilets and hand-wash stations as well as disinfecting agents (e.g. hand sanitisers) at all common touchpoints within the workplace, such as entrances and lift lobbies.



## Step 6

### Implement health checks and protocols to manage potential cases

Conduct regular temperature screening and check for respiratory symptoms for all onsite employees at least twice daily and submit declarations relating to travel history, stay-home notice where relevant. Similar for visitors. Keep declaration records for at least 28 days for inspection purposes.



Have employees stay home if they are unwell



Take preventive actions to guard against outbreaks at the workplace:

- Ensure employees do not clinic-hop.
- Track and record cases of employees who are feeling unwell.

# Step 6

## Implement health checks and protocols to manage potential cases

Prepare an evacuation plan for confirmed cases and for all other onsite personnel. In the event of a confirmed case:

- Immediately vacate and cordon off the exposed section of the workplace premises.
- Carry out thorough cleaning and disinfecting of all exposed areas and assets.



**These measures must be put in place, communicated and explained to employees prior to resuming work.**



### For more on the guidelines:

[go.gov.sg/covid19-safe-measures](https://go.gov.sg/covid19-safe-measures)

### For info on other support measures:

[covid.gobusiness.gov.sg](https://covid.gobusiness.gov.sg)

### For support on relevant digital solutions:

[imda.gov.sg/BizGoDigital](https://imda.gov.sg/BizGoDigital)

### For info on SafeEntry:

[go.gov.sg/safeentry-visitor-management-system](https://go.gov.sg/safeentry-visitor-management-system)

## Queries?

Call 6898 1800. Our hotline will operate from:  
8.30am - 5.30pm (Mon - Fri);  
8.30am - 1.00pm (Sat)

*\*Closed on public holidays*



'COVID-19 Chat for Biz' chatbot - get real-time responses to your queries now!

Information accurate as of 12 May 2020