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Subject: Government Updates on Support Measures and Sectoral Safe Restart Criteria & FAQs for the Marine & Offshore (M&O) Industry
Attachments: PR Foreign Worker Levy Rebates.pdf; Advisory for M&O Sector.pdf; Criteria for Shipyards.pdf

CIRCULAR TO MEMBERS

29 June 2020

Dear Members,

Government Updates on Support Measures and Sectoral Safe Restart Criteria & FAQs for the Marine & Offshore (M&O) Industry

1. Updates on Support Measures for the M&O Industry

1.1 As part of the Fortitude Budget, the M&O sector received a 100% Foreign Worker Levy (FWL) waiver and a \$750 FWL rebate in June, as well as a 50% FWL waiver and \$375 FWL rebate in July. The Ministry of Trade and Industry (MTI), Ministry of Manpower (MOM) and Ministry of National Development (MND) announced yesterday that the government will extend FWL rebates till end 2022 for the Construction, Marine Shipyard and Process (CMP) sectors. From August 2020, firms in these sectors will receive a \$90 FWL rebate monthly for each Work Permit Holder, until December 2021. Closer to December 2021, the government will decide if there is a need to further extend the FWL rebate by another year to December 2022.

1.2 In the previous EDB/Enterprise Singapore (ESG) advisory on Safe Restart for M&O industry on 1 June 2020, it was mentioned that the Government would pay for the periodic swab test for the M&O sector, up to August 2020. MTI, MOM and MND announced yesterday that the Government will now continue to bear the costs of COVID-19 testing for the M&O sector until 31 March 2021, to ensure a safe restart for the CMP sectors. The EDB/ESG advisory has been updated to reflect these new developments.

1.3 EDB and ESG are also working on a support package to help the M&O sector with compliance costs for Safe Restart. More details on this will be shared with the industry later.

1.4 The relevant press release is attached. It may also be found at: <https://www.mti.gov.sg/-/media/MTI/Newsroom/Press-Releases/2020/06/PR-Foreign-Worker-Levy-Rebates-Extended-final---27-Jun.pdf>

2. Updates on Sectoral Safe Restart Criteria & FAQs for the M&O Industry

2.1 Relevant Safe Restart criteria have been aligned with the latest MOM workplace requirements and the Building and Construction Authority's Safe Restart criteria on the use of face shields. For instance, the requirement to keep briefing and team sizes to 10 people has been removed, although companies should continue to keep briefing groups and teams small. Changes are marked "updated 27 June" in red, in the latest version.

2.2 There are new FAQs on SafeEntry, TraceTogether, covering the issue of whether dorm workers can walk, cycle or take private hire vehicles/taxis to work. The FAQs may be found here:

<https://covid.gobusiness.gov.sg/faq/sectorspecific/marine>

2.3 The relevant documents are attached for ease of reference. They may also be found at:

<https://covid.gobusiness.gov.sg/safemanagement/sector/>

Best Regards

ASMI Secretariat

Enclosed:

Advisory for M&O Sector [pdf]

Criteria for Shipyards [pdf]

PR Foreign Worker Levy Rebates [pdf]



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Updated on 27 June 2020

ADVISORY FOR A SAFE AND CONTROLLED RESTART OF THE MARINE & OFFSHORE SECTOR FROM 2 JUNE 2020

1. The Multi-Ministry Taskforce announced on 19 May 2020 that the Circuit Breaker measures will gradually ease from 2 June 2020. The Marine & Offshore sector will be allowed to resume work in phases, but in a safe and controlled manner to minimise the risk of a COVID-19 resurgence.
2. Under the COVID-19 (Temporary Measures) Act 2020 (“COVID-19 Act”) and the COVID-19 (Temporary Measures) (Control Order) Regulations 2020 (“Control Order”), activities under Marine & Offshore¹ which have been suspended during Circuit Breaker shall remain so even after 1 June 2020, until such time when approval from the Economic Development Board (EDB) or Enterprise Singapore (ESG) on behalf of the Ministry of Trade and Industry (MTI) is obtained for the relevant works to be restarted.

Shipyards, Resident Contractors and Common Contractors

Essential Ship Repair and Maintenance Activities

3. **Shipyards, Resident Contractors and Common Contractors** previously approved by MTI during the Circuit Breaker to carry out essential ship repair and maintenance activities are allowed to continue without EDB/ESG’s approval, subject to earlier approved manning levels. These works in this paragraph will be referred to as “**Earlier Permitted Activities**”.
4. Shipyards, Resident Contractors and Common Contractors undertaking Earlier Permitted Activities must adhere to the additional COVID-Safe Restart criteria for Shipyards, Resident Contractors and Common Contractors (Marine & Offshore), and **submit their safe management plans within 3 weeks from 2 June 2020**. Workers performing **Earlier Permitted Activities**, who work on the Shipyards’ production sites or at Contractors’ workshops and/or live in dormitories, will also be required to undergo regular swab tests from 2 June 2020.

Other Activities

5. Any **restart of shipbuilding, rig building and ship repair works and increase in manning levels** will require EDB/ESG’s approval on behalf of MTI. For **Shipyards, Resident Contractors and Common Contractors** eligible for resumption of work from 2 June 2020, EDB/ESG will notify the respective companies of the application process during the week of 1 June 2020. Companies which do not

¹ This includes Shipyards, Resident Contractors and Common Contractors as per the Ministry of Manpower’s (MOM’s) definition of the Marine Shipyard Sector, and other companies under Singapore Standard Industrial Classification (SSIC) codes 28112, 28241, 30110 and 30120.

receive notification from EDB/ESG within the week of 1 June 2020 should expect to resume work at a later date.

6. Eligible companies must similarly comply with additional COVID-Safe Restart Criteria for Shipyards, Resident Contractors and Common Contractors (Marine & Offshore); i.e. COVID-Safe Workforce, COVID-Safe Worksite and COVID-Safe Accommodation and Transport, where relevant.

(a) **COVID-Safe Workforce:** Employers must ensure that the following groups of employees undergo regular swab tests:

- i. Employees who work on the Shipyards' production sites or at Contractors' workshops; and/or
- ii. Employees who stay in purpose-built dormitories, factory-converted dormitories, construction temporary quarters or temporary occupation licence quarters.

Upon receiving companies' applications, EDB/ESG will inform relevant companies on the swab test arrangements. If any workers who are working are found to have missed regular testing, EDB/ESG reserve the right to withdraw any approval given for resumption of works. The Government had earlier announced that it would pay for the periodic swab test for the M&O sector, up to August 2020. The Government will now continue to bear the costs of COVID-19 testing for the M&O sector until 31 March 2021, to help ensure a safe restart.

(b) **COVID-Safe Worksite:** The national digital check-in system SafeEntry must be deployed to record all entries and exits. Additional COVID-Safe Restart measures must be enforced at worksites to prevent major COVID-19 outbreaks. These include segregating workers by split teams that minimise interaction and have staggered breaks. Safe Management Officers (SMOs) and/or Safe Distancing Officers (SDOs) are to be appointed as part of safe management measures at the worksite.

(c) **COVID-Safe Worker Accommodation and Transport:** Employers are to segregate workers by split teams that minimise interaction at their places of accommodation and provide dedicated transport for workers living in dormitories to and from their work sites, if workers are not residing at onsite accommodation.

7. It is essential for all companies along the value chain to cooperate and minimise the risk of a COVID-19 resurgence.

8. The full listing and details of the COVID-Safe Restart Criteria for Shipyards, Resident Contractors and Common Contractors (Marine & Offshore) may be downloaded from MTI's GoBusiness portal (<https://covid.gobusiness.gov.sg>).

Other Marine & Offshore Companies

9. Other Marine & Offshore companies (excluding Shipyards, Resident Contractors and Common Contractors) previously approved by MTI during the Circuit Breaker to carry out essential activities may continue without EDB/ESG's approval, subject to earlier approved manning levels.
10. Companies wishing to resume work or increase current manning levels can apply for General Exemption via MTI's GoBusiness portal (<https://covid.gobusiness.gov.sg>) from **1 July 2020**. Companies requesting to deploy foreign workers staying in dormitories should verify that their workers are living in dormitories with COVID-19 free status and have COVID-19 free health status before filing an application.
11. Companies must put in place safe management measures, in line with the Ministry of Manpower (MOM)'s latest advisories².

Audit and Inspection

12. An Audit and Inspection regime will be implemented by MOM to check on the implementation of COVID-Safe management measures. Marine & Offshore companies will be responsible for ensuring compliance with the measures and all prevailing legal and regulatory requirements, and for putting in place the procedures and COVID-Safe management plans or declaration checklists, approved by EDB/ESG on behalf of MTI.

Updates and Clarifications

13. There will be regular reviews of measures and requirements as the global and local COVID-19 situations evolve. You can refer to MTI's GoBusiness portal (<https://covid.gobusiness.gov.sg/>) for updates.
14. For foreign-owned enterprises and large local enterprises, please contact EDB at <http://www.edb.gov.sg/en/contact/contact-us.html> if you have any queries or require clarifications. All other local enterprises can contact ESG at <https://covid.gobusiness.gov.sg/contact-us/> if you have any queries or require clarifications.

**ECONOMIC DEVELOPMENT BOARD and ENTERPRISE SINGAPORE,
ON BEHALF OF THE MINISTRY OF TRADE AND INDUSTRY**



² <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

Table 1: Summary of Application Processes for Work Resumption in the Marine & Offshore Sector

Company Segment	Application needed?	Additional criteria to be met?
<p>Shipyards, Resident Contractors and Common Contractors³</p>	<p>Earlier Permitted Activities can continue after 1 June 2020 without further approval, subject to earlier approved manning levels. Companies are to submit their safe management plans within 3 weeks from 2 June 2020.</p> <p>Any increase in manning levels and the resumption of shipbuilding, rig building and ship repair works require EDB/ESG’s approval on behalf of MTI. Eligible companies will be notified by EDB or ESG during the week of 1 June 2020 to apply.</p>	<p>COVID-Safe Restart Criteria for Shipyards, Resident Contractors and Common Contractors (Marine & Offshore):</p> <ul style="list-style-type: none"> a) COVID-Safe Worksite b) COVID-Safe Workforce c) COVID-Safe Accommodation d) COVID-Safe Transport <p>Required swab tests for workers who work on the Shipyards’ production sites or their Contractors’ workshops, and/or live in dormitories.</p>
<p>Other Companies (excluding the above) under SSIC codes 28112, 28241, 30110 and 30120</p>	<p>Earlier Permitted Activities can continue after 1 June 2020 without further approval, subject to earlier approved manning levels.</p> <p>For any increase in manning levels or to resume onsite operations, companies can apply for General Exemption via MTI’s GoBusiness portal (https://covid.gobusiness.gov.sg/) from 1 July 2020.</p> <p>For requests to deploy foreign workers staying in dormitories, companies should verify that their workers are living in dormitories with COVID-19 free status <u>and</u> have COVID-19 free health status before filing an application.</p>	<p>MOM’s Safe Management Measures⁴</p>

³ This refers to Shipyards, Resident Contractors and Common Contractors as per MOM’s definition of the Marine Shipyard Sector.

⁴ <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

COVID-SAFE RESTART CRITERIA

FOR SHIPYARDS, RESIDENT CONTRACTORS AND COMMON CONTRACTORS¹ (MARINE & OFFSHORE)

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on behalf of the Ministry of Trade and Industry

¹ This refers to Shipyards, Resident Contractors and Common Contractors as per the Ministry of Manpower's (MOM's) definition of the Marine Shipyard Sector.

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

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>
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 the Shipyards’ and Contractors’ workers working on site, and non-production based employees.

Requirement	What companies must show when requested
<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 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) 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.</p>	<p><i>Show records of talks, invites for workshops/emails/posters.</i></p>
<p>8) Divide workers into different teams (“split teams”) by discrete projects, trades or shifts that do not interact with each other at the workplace and at their living premises.</p>	<p><i>Provide plans of the split teams:</i> <i>List the members of the teams (based on discrete projects, trades or shifts), and their accommodation arrangements.</i></p>

Requirement	What companies must show when requested
	<p>List of all employees in an Excel spreadsheet with the following details:</p> <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)”) 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
<p>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.</p>	<p>Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.</p>
<p><u>Segregation at shared facilities</u></p> <p>10) Stagger working and break hours by work teams to reduce possible congregation of employees at all shared facilities⁴.</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 facilities⁵ e.g. canteen, toilets to ensure no mixing across teams (i.e. segregated teams shall not be using same facilities at the same time). 	

⁴ Including entrances, exits, lobbies, canteens, toilets and pantries.

⁵ Refer to Section G on the cleanliness requirements for shared facilities.

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	
11) Require all employees at the workplace to download and activate the TraceTogether app.	<i>Show that all personnel have downloaded the TraceTogether app.</i>
12) All personnel must have their mobile devices with TraceTogether app with them at all times.	
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>	
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
18) Stagger the arrival and exit timings of different teams of workers.	<i>Show that there is no overcrowding at entry/exit point during peak hours.</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 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 worksites	
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. <ul style="list-style-type: none"> a) No cross-deployment/interaction between employees in different shifts, teams or worksites, even outside work⁶. 	

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
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.	
<p>24) Cancel or defer all social gatherings (e.g. birthday celebrations, team bonding activities, etc.) at the workplace.</p> <p>25) Ensure employees do not socialise or congregate in groups at the workplace⁹, including during meals or breaks.</p> <p>26) Not organise social gatherings outside the workplace and remind employees not to socialise outside of the workplace, 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.</p>	<p><i>Show signs and instructions at common spaces in the workplace that social gatherings or socialisation/congregation in groups are not allowed.</i></p>
27) Minimise need for common physical touchpoints (e.g. by deploying contactless access controls) where possible.	<p><i>Show how physical touchpoints have been minimised or precautions have been taken to minimise risk at these touchpoints.</i></p>
<p>28) Require all employees to keep a clear physical spacing of at least 1 metre between persons at all times, including during boarding and disembarkation from rigs/vessels.</p> <p>29) 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>30) If a closer distance is required due to work constraints e.g. work in confined spaces within vessels etc., to minimise the time spent together at close range as much as possible.</p>	<p><i>Show how safe distancing is carried out at workstations, and other common areas where congregation of workers may occur.</i></p>

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
31) Demarcate clearly zones within site for, and assign identifiers (e.g. coloured vest, T-shirt, armband, stickers on safety helmet) to each team of workers to prevent mixing of split teams at the site.	<i>Show how the worksite is demarcated and show that all workers are assigned identifiers.</i>
32) Implement movement control and dedicated barriers (e.g. footpaths, barricade) to ensure workers stay within allocated area(s).	<i>Show instructions to workers on movement control and on site barriers to ensure workers stay within allocated area(s).</i>
33) Conduct briefings to workers in well-ventilated areas, and keep briefing sizes and operational teams small. [updated 27 June]	<i>Show signs and instructions for briefing, and records of briefing sessions</i>
34) Avoid interaction between shipyard and contractor supervisors/customers except for safety checks and worksite inspection. 35) Require suppliers/contractors to implement similar safe distancing measures while onsite, so that operations and business interactions with them are kept safe.	<i>Show signs and instructions that contractor supervisors/customers are required to implement safe distancing measures.</i>
36) Optimise both day and night shift works manning to minimise number of workers at congested work areas.	<i>Provide plans of works manning.</i>
37) Ensure workplace safety is not compromised with these measures.	
38) 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 shipyard. Safe distancing and movement control measures must be enforced. 39) Schedule deliveries and other physical interactions in a staggered manner and keep durations as short as possible.	<i>Show signs and instructions that short term workers and delivery personnel are required to adhere to safe distancing measures.</i>
<u>During Break time</u> 40) Stagger meal times and breaks to reduce possible congregation of workers at common areas such as canteen/toilets.	<i>Show the meal plans for workers, and show that no congregation during lunch hours.</i>

Requirement	What companies must show when requested
41) Provide individually packed meals, with independent and disposable tableware between workers. 42) Remind all employees and visitors not to share food.	<i>Show workers are provided with individually packed meals.</i>
F. Require medical personal protective equipment	
43) 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). 44) 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] 45) 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.	<i>If disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily.</i>
G. Ensure cleanliness of workplace premises	
46) Ensure adequate facilities for and timely disposal of domestic waste and recycled materials.	<i>Show the facilities on site.</i>
<u>Sanitation and Hygiene of Common Areas and Facilities</u> 47) 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: <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 	<i>Show cleaning schedules, records of disinfection and any other relevant instructions to/documents from cleaning service provider/personnel.</i>

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

Requirement	What companies must show when requested
<p>48) 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>49) 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>50) Adhere to sanitation and hygiene advisories disseminated by the National Environmental Agency¹¹.</p> <p>51) SMO to keep records of disinfection.</p>	
<p><u>Sanitation and Hygiene of Machinery, Equipment in Production Areas and Warehouses</u></p> <p>52) 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>53) 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.</p> <p>54) SMO to keep records of disinfection.</p>	<p><i>Show cleaning schedules and any other relevant instructions to/documents from cleaning service provider/personnel.</i></p>

¹¹ <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

MANAGEMENT OF SUSPECTED CASES

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>
H. Handling of suspect and/or confirmed cases	
<p>55) Require each workplace 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-19¹².</p> <p>a) Require workplace 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</p> <p>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.</p>	<p><i>Show records of communication to all workplace employees.</i></p> <p><i>Show records of COVID-19-related conditions, MCs and test results reported by employees.</i></p>
<p>56) 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 mild. Employers must track and record these cases as part of safe management measures</p> <p>b) Dedicated sick bay and associated isolation facilities for timely segregation of suspected cases.</p> <p>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>	<p><i>Provide evacuation plan.</i></p>

¹² Including but not limited to typical symptoms such as fever, cough and shortness of breath.

Requirement	What companies must show when requested
<p>57) 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 with NEA guidelines. <p>Note: For workplaces 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 six (6) key areas, the roles and responsibilities of employers and employees involved in Marine Shipyard 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	
	<p>1.1 Employers must ensure that the following groups of employees undergo regular swab tests:</p> <ul style="list-style-type: none"> a) Employees who work on the Shipyards' production sites or their Contractors' workshops; and b) Employees who stay in purpose-built dormitories, factory-converted dormitories, construction temporary quarters or temporary occupation licence quarters. <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 The following groups of employees must ensure that they tested COVID-19 negative at any MOH-recognised facilities once every 14 days to continue working:</p> <ul style="list-style-type: none"> a) Employees who work on the production site; and b) Employees who stay in purpose-built dormitories, factory-converted dormitories, construction temporary quarters or temporary occupation licence quarters. <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 their 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 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</p>

	Employers	Employees
		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	
	<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 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.</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 their latest Singapore mobile contact number and WhatsApp contact number to the employer and dorm operator.</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 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]</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 received any quarantine or isolation order, Stay-Home Notice, or were issued medical certificates for respiratory symptoms; and c) Whether they are 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 to 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</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>immediately, even if symptoms may appear 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. 	

	Employers	Employees
6	Responsibilities and care beyond working hours	
	<p>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.</p> <p>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).</p> <p>6.3 Employers must work with premise operators to avoid inter-mixing of workers across different teams/projects while staying at the dormitory/quarters and implement mandatory registration of time in/out when workers leave the dormitory/quarters.</p> <p>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.</p> <p>6.5 Employers must conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.</p> <p>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</p>	<p>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.</p>

	Employers	Employees
	<p>ensure the safety and well-being of the workers, and that of the surrounding community.</p> <p>6.7 Employers must work with premise operators to implement staggered rest days for workers.</p> <p>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.</p>	

COVID-Safe Accommodation Criteria

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>
Safe Accommodation	
At Living Premises (e.g. Dormitories)	
<p>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.</p>	<p><i>Provide list of representatives and records of communication with premise operators.</i></p>
<p>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).</p>	<p><i>Show records of communication to workers.</i></p>
<p>3) Work with premise operators to avoid inter-mixing of workers across different teams/projects while staying at the dormitory/quarters and implement mandatory registration of time in/out when workers leave the dormitory/quarters.</p>	<p><i>Show records of communication to premise operators.</i></p>
<p>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.</p>	<p><i>Show records of housing for specialist/sub-contractor workers.</i></p>
<p>5) Conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.</p>	<p><i>Show records of checks at living quarters.</i></p>
<p>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.</p>	
<p>7) Work with premise operators to implement staggered rest days for workers.</p>	<p><i>Show plans for staggering rest days.</i></p>
<p>8) Ensure that workers remain in their accommodation after working hours, including on their off days, until the movement restriction is lifted.</p>	<p><i>Show records of checks.</i></p>
<p>9) Ensure that any on-site dormitories house only workers who work at the site.</p>	

COVID-Safe Transportation Criteria

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>
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.	<i>Show records of instructions to transport providers.</i>
3) Ensure vehicle is disinfected after every batch of workers disembark.	<i>Show cleaning schedules, disinfection records, or any other relevant instructions/documents to cleaning service provider/personnel.</i>
4) Keep proper record of vehicle movements, assigned vehicle numbers and drivers' details (i.e. NRIC/FIN and Name).	<i>Show records of vehicle and driver details.</i>



P R E S S R E L E A S E

27 June 2020

**Foreign Worker Levy Rebates Extended
for Construction, Marine Shipyard and Process Sectors**
Relief for costs of COVID-19 Safe Management Measures

The government has set aside **up to \$920 million** to extend foreign worker levy (FWL) rebates till end 2022 for the Construction, Marine Shipyard and Process sectors. This is to better support the estimated **15,000 firms** in these sectors, which have to adjust to much more stringent Safe Management Measures (SMM) as a result of COVID-19.

2 From August 2020, firms in these sectors will receive a \$90 FWL rebate monthly for each Work Permit Holder, until December 2021. Closer to December 2021, the government will decide if there is a need to further extend the FWL rebate by another year to December 2022.

3 Most businesses have to adjust to SMM at workplaces. However, requirements in the Construction, Marine and Process sectors have imposed significantly higher costs. For example, their workers must take dedicated transport to and from work. Cohorting arrangements mean that most workers cannot be redeployed across worksites. Staggered rest days will also require much tighter coordination across different sub-contractors.

4 As part of the Fortitude Budget, firms that are unable to restart work in June will receive 100% FWL waiver and a \$750 FWL rebate 2020. In July, they will receive a 50% FWL waiver and \$375 FWL. All firms in the Construction, Marine Shipyard and Process sectors are automatically eligible for these waivers and rebates. Based on current projections, the vast majority of the workers in these sectors living in dormitories will be cleared and available to resume work by end July. Accordingly, the FWL waivers will cease from August. However, the levy rebate will be extended at a lower rate to provide continued support to businesses in these sectors. This will provide more time for them to adjust.

5 To further support businesses, a new Built Environment Assistance Package support will be extended to firms in the local Built Environment sector. For the Process, Construction and Maintenance and Marine and Offshore sectors, another support package will also provide further assistance. Further details of this package will be shared in due course.
