

**From:** 'ASMI'  
**Sent:** Monday, 20 April, 2020 4:32 PM  
**To:** 'ASMI'  
**Subject:** EDB's Advisory To Safeguard Against Work-related Transmission Risks: Ship Repair, Maintenance and Overhaul Services for Marine and Offshore Engineering Companies  
**Attachments:** EDB's Advisory To Safeguard Against Work-related Transmission Risks Ship Repair, Maintenance and Overhaul Services for Marine and Offshore Engineering Companies.pdf



## **CIRCULAR TO MEMBERS**

20 April 2020

Dear Members,

### **EDB'S ADVISORY TO SAFEGUARD AGAINST WORK-RELATED TRANSMISSION RISKS: SHIP REPAIR, MAINTENANCE AND OVERHAUL SERVICES FOR MARINE & OFFSHORE ENGINEERING COMPANIES**

Please find enclosed EDB's Advisory to Marine & Offshore Engineering (M&OE) companies performing ship repair, maintenance and overhaul services. This is a reminder to employers in the M&OE industry to exercise their utmost responsibility to safeguard their firms, employees and Singapore against the risk of COVID-19 transmission.

Please help to convey this Advisory to your employees, contractors, customers and all other stakeholders. We seek your cooperation to fight COVID-19 outbreak together.

Best Regards  
ASMI Secretariat

**Advisory to safeguard against work-related transmission risks:**

**Ship repair, maintenance and overhaul services for Marine & Offshore Engineering companies**

Employers must exercise utmost responsibility to safeguard your firm, employees and Singapore against the risk of COVID-19 transmission. In addition to complying with MOM and MOH advisories on safe distancing at both work and living spaces, employers should also undertake the following:

- Employees who can work from home should be required to continue to work from home as far as reasonably practicable.
- Employees who are unwell should not report to work.
- **At shipyards**, companies should implement additional precautions including:
  - Carrying out twice-daily temperature screening;
  - Looking out for respiratory symptoms such as cough and runny nose amongst workers;
  - Sending unwell employees away from workplace to see a doctor immediately;
  - Stepping up cleaning of workplace premises;
  - Maintaining adequate safe distancing during rest times, including the staggering of meal times and breaks;
  - Placing safe distancing markers in common areas and educating and ensuring workers are following safe distance practices when eating, resting, and during boarding and disembarkation from rigs/vessels;
  - Maintaining adequate safe distancing during group interactions such as safety and operational briefings and team-based operational work, including i) conducting briefings in well-ventilated areas, ii) maintaining safe distances of at least 1 metre between persons in group interactions, and iii) keeping briefing sizes and operational teams small (not more than 10 persons);
  - Maintaining a daily log of movements of all persons to and from site for the purposes of contact tracing;
  - Minimising unnecessary interactions between workers and refrain from prolonged interactions in close proximity;
  - Requiring personnel to wear reusable masks in common areas or places;
  - Providing more drinking water points and handwash stations at site;
  - Implementing staggered working hours to reduce possible congregation of employees at common spaces such as entrances/exits;
  - Optimising both day and night shift works manning to minimise number of workers at congested work areas;
  - As far as practicable, implementing business continuity measures and segregating essential workers into split teams that should not interact at any time either at work or in their dormitory/quarters; and
  - Ensuring workplace and occupational safety are not compromised with these measures.

- **For vessels going to the shipyards**, companies should refer to MPA's updated advisories via the Port Marine Circular and seek approval from the relevant government agencies (e.g. MPA, Port Health, ICA) before the vessel enters Singapore. Queries can be sent to [pms@mpa.gov.sg](mailto:pms@mpa.gov.sg), [Port\\_Health\\_CRO@nea.gov.sg](mailto:Port_Health_CRO@nea.gov.sg) and [ICA\\_Sea\\_Domain\\_OPS\\_Centre@ica.gov.sg](mailto:ICA_Sea_Domain_OPS_Centre@ica.gov.sg).

**In addition, to safeguard against transmission risks for foreign workers, employers should also undertake the following:**

- **At their living spaces**, ensure workers minimise social contact after work and stay confined to their accommodation units. They are not allowed to congregate at public places at their own accommodation locations (e.g. corridors, void decks, lobbies, units/rooms of each other). Workers should remain in their accommodations at all times, unless when going to work. There should be no inter-mixing of workers while staying at the dormitory/quarters and mandatory registration of time in/out when workers leave the dormitory/quarters. For workers who have recently moved from the dormitories to alternative accommodation, employers should also provide meals for the foreign workers at the alternative accommodations where necessary, so as to remove the need for them to head out to purchase their meals. Employers should also conduct periodic checks at the living quarters to ensure that guidelines are strictly adhered to.
- **When transporting workers** to and from the workplace to the accommodation sites, it is important to ensure that they minimise contact with the general population. This is for the safety of both the workers as well as the general public. There should therefore not be any intermediate stops in between unless absolutely necessary. Safe distancing measures should also be implemented on the various modes of transportation, such as making multiple trips or increasing number of transportation vehicles. This applies to when your workers commute to and from work.
- It is absolutely essential that you continue to **ensure the safety and well-being of your workers**.
- If your workers have been moved to temporary dormitories, employers are **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. **Employers must also nominate a representative (including a mobile number for this representative to be contactable at all times), who has the authority to make decisions** with our premise operators on the ground to address any issues with your workers quickly when the need arises.

Companies may also wish to refer to the following reference on standards/guidelines for risk management and business continuity management systems:  
[www.singaporestandardseshop.sg/Covid19](http://www.singaporestandardseshop.sg/Covid19)

Please continue to refer to MOM, MOH, MTI and MPA's websites for the latest advisories. Together, we can overcome COVID-19 and emerge stronger.