

Checklist of Workplace Safe Management Measures

Safe Management Measure	What could companies do
A. Take care of your workers	
<p>1. Only employees who are fully vaccinated, or recovered from COVID-19 in the past 180 days, are allowed to enter the workplace</p> <p>Those who are certified by MOH to be medically ineligible for COVID-19 vaccination may continue to enter the workplace</p>	<p>Employers and employees can refer to the Updated Advisory on COVID-19 Vaccination at the Workplace for more details on work arrangements for unvaccinated employees.</p> <p>Employers may check their company's vaccination rate at https://go.gov.sg/percentvaccinated (CorpPass login required).</p>
<p>2. Up to 75% of employees who are able to work from home can be at the workplace at any point in time.</p> <p>For example, a company with 100 employees who can work from home can have up to 75 of these employees at the workplace at any point in time.</p> <p>a. Those who report to work onsite are encouraged to self-test weekly via an Antigen Rapid Test (ART).</p> <p>As workplace requirements and business models vary, employers are best placed to decide on work arrangements to ensure operational effectiveness and sustainability in the long run.</p>	<p>List of all employees in a log sheet or Excel spreadsheet (or other suitable means) with the following details:</p> <ul style="list-style-type: none"> a. Full name b. NRIC/FIN c. Vaccination Status / Vaccination Dates d. Work arrangements ("not working", "work-from-home", or "onsite")
<p>3. For employees (and contractors and vendors) who are physically onsite at the workplace, employers must ensure the following:</p>	

<ul style="list-style-type: none"> a. Wear masks when indoors, except during activities that require masks to be removed.⁵ b. In mask-off settings (e.g. staff canteen), there must be 1m between each group of up to 10 persons. c. Social gatherings at the workplace must be limited to the prevailing group size of 10 persons. Multiple groups of 10 persons must not congregate as a social gathering. 	
<p>4. The requirements for work-related events will be revised to the following:</p> <ul style="list-style-type: none"> a. Employers can organise events, including social events such as corporate dinner-and-dance. b. SMM 1-5 must be adhered to. For example, at mask-off events, there must be 1m between each group of up to 10 persons. At mask-on events, if there are more than 1000 attendees, the venue must not be filled to more than 75% of its capacity limit. c. Food and beverages must be served individually and consumed while seated. d. The event must be compliant with Vaccination-Differentiated Safe Management Measures (VDS), i.e. all attendees must be fully vaccinated, recovered from COVID-19 in the past 180 days, or medically ineligible for vaccination.³ 	
<p>5. Employers are also encouraged to:</p> <ul style="list-style-type: none"> a. Support employees' mental well-being during work (whether it is working from home or at the workplace). Employers can adopt the recommendations in the Tripartite Advisory on mental well-being at workplaces. b. Implement Flexible Work Arrangements (FWAs). Employers should continue to reap the benefits of hybrid work, which involves a mix of work done on-site and remotely, as well as other work flexibilities such as staggered start times and flexible workplace hours. These have the potential to boost business productivity and employees' well-being. 	

B. Take care of the workplace	
1. Use TraceTogether-only SafeEntry , or take other reasonably practicable measures, to record the entry of all personnel (including employees and visitors) entering the workplace.	
2. Clean common spaces and touchpoints regularly in accordance with NEA's advisory .	Keep cleaning schedules and any other relevant instructions to/documents from cleaning service provider.
3. Increase ventilation where possible, in accordance with advisories by NEA or BCA . You may also refer to WSH Council's video on improving workplace ventilation.	Employers can increase the mechanical airflow, open windows or doors to facilitate higher exchange of air. Employers are also encouraged to measure their carbon dioxide CO ₂ levels within the premises to keep within NEA's guidelines of 800 parts per million (ppm).
C. What to do when workers are infected with COVID-19	
1. Workers should inform their employers if they are unwell, tested positive for COVID-19, or identified by MOH as a close contact of an infected person. Workers should follow MOH's Health Protocol on isolation periods	Refer to prevailing Health Protocols .
2. Steps to take by employers: Upon notification that a worker has been infected, employers are encouraged to take the following steps to reduce risk of workplace transmission: <ol style="list-style-type: none"> a. Establish if the colleagues had interacted with the infected worker recently (e.g. meals together with colleagues). b. Conduct ART on colleagues who had interacted with the infected worker and follow Health Protocols. There is no need to send them home if they are tested negative. 	It is important that employers ensure that the risk of transmission at the workplace is reduced to as low as possible even as we transit to an endemic situation. Otherwise, employers may face severe disruption to their operations if more workers are infected.

<ul style="list-style-type: none"> c. Clean the area where the infected worker was working in accordance with NEA's advisory. Deep cleaning of the premises is not required. d. Review the implementation of Safe Management Measures. 	
<p>3. Employers should also refer to the Advisory on work and leave arrangements for employees who test positive for COVID-19 but are mildly symptomatic or physically well.</p>	
<p>D. Implement a system of Safe Management Measures at workplaces</p>	
<p>1. Employers must establish a system to implement the above SMM requirements in a sustainable manner so as to provide a safe working environment. This includes:</p> <ul style="list-style-type: none"> a. A detailed monitoring plan to ensure compliance with SMMs and timely resolution of outstanding issues. b. Communicate and explain measures to employees so as to reduce misunderstanding especially in measures related to working from home. c. Signs should also be put up to remind employees and visitors to observe all measures in place. d. Unionised companies should engage their unions on such arrangements. 	
<p>2. Appoint Safe Management Officers ("SMO") to assist in the implementation and coordination of the system of Safe Management Measures at the workplace.</p> <p>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. 	<p>List duties and detailed tasks of SMOs.</p> <p>Show records of inspections, checks, and corrective actions.</p>

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| <ul style="list-style-type: none">c. To take immediate action to remedy any non-compliance found during the inspections and checks.d. To keep records of inspections and checks conducted and corrective actions taken. The records shall be made available upon request by a Government inspector. | |
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There have been many changes to the SMM requirements over the months. As we move towards endemicity, some SMM requirements have been progressively lifted. To facilitate implementation of the prevailing SMM requirements, this section list down the past requirements that employers no longer need to implement:

- a. Demarcation of safe distancing (e.g. in meeting rooms)
- b. Restriction on cross-deployment across workplaces
- c. Staggering of start times and break times
- d. Temperature-taking at the workplace
- e. Limiting workplace access to essential employees and authorised visitors
- f. Evacuation plan for suspected COVID-19 cases
- g. Deep cleaning for positive COVID-19 cases at the workplace
- h. Requirements for work-related events with more than 50 attendees to implement zoning, to be static, and to notify the authorities beforehand