

29 Jan 2021

JOINT CAAS-CAG CIRCULAR: ENHANCED COVID-19 PRECAUTIONARY MEASURES AT CHANGI AIRFREIGHT CENTRE

In light of the rise of COVID-19 cases globally and the emergence of more infectious strains, the Civil Aviation Authority of Singapore (CAAS) and the Changi Airport Group (CAG) will enhance COVID-19 precautionary measures at Changi Airfreight Centre (CAC). This is to address the risk of COVID-19 importation into the CAC community in reference to Direction No. 1.2021 (Safe Management Measures at Airside and Changi Airfreight Centre) under Section 45 of the Civil Aviation Authority of Singapore Act.

Safe Management Measures

2 Under the COVID-19 (Temporary Measures) (Control Order) Regulations, all tenants at Changi Airfreight Centre (CAC) as permitted enterprises are responsible to ensure that the Safe Management Measures (SMM) are implemented and complied with at its permitted premises.

3 For the safety and protection of the aviation community, all companies and employees are reminded to comply with the SMM requirements (**Annex A**). Regular enforcement checks will be done and enforcement actions will be taken against any non-compliance. CAAS also requires companies to put up the SMM posters (**Annex B**) prominently at their premises.

4 There will also be a transition from SafeEntry to TraceTogether (TT) SafeEntry. In line with the nation's move to use TT for SafeEntry to facilitate contact tracing, **all airport staff are required to download the TraceTogether App** on their mobile devices or obtain a TT token, to do TT SafeEntry at Changi Airport.

5 Employers shall remind their employees, contractors, and visitors to CAC to download the TT app on their mobile devices or have the TT token ready before entering CAC. More than 2,500 TT tokens have been given out to the CAC community during the one-time testing exercise from 16 to 24 January 2021. For employees who need a TT token, companies are to remind them to collect one from a Community Centre as soon as possible. More information of TT token collections from Community Centres can be found at this website - <https://token.gowhere.gov.sg/>.

Rostered Routine Testing for Employees with Higher Exposure Risk

6 A Rostered Routine Testing (RRT) regime will be introduced for groups of employees who are assessed to be at a higher risk of exposure to the COVID-19 virus. Employees that have direct interactions with air crew or work onboard aircraft prior to

cleaning / disinfection, will be subjected to RRT. CAAS and CAG will be contacting your company to make RRT arrangements for this group of affected employees.

Use of Personal Protective Equipment

7 CAAS requires the following groups of individuals at CAC to wear appropriate Personal Protective Equipment (PPE). Employees are reminded to practise good hand hygiene and maintain social distancing during the course of their work.

Group	PPE Required
1. Individuals who need to enter or work in an aircraft cabin (cockpit inclusive) <u>before it is disinfected or cleaned</u>	i. N95 mask or its equivalent; ii. Face shield or goggles; iii. Disposable gloves; and iv. Gown
2. Individuals who interact with air crew, passengers, or cross-border truckers	i. Surgical mask; ii. Face shield or goggles; and iii. Disposable gloves
3. All other individuals	i. Mask

8 Employers shall provide the relevant PPE and training on the safe use and correct procedures for donning, doffing and disposal of the used PPE for relevant employees. Employers shall remind employees to observe good practices and hand hygiene.

9 Employers shall provide well-demarcated and appropriate sites for their employees, contractors, and visitors to don, doff and dispose of the PPE after use. Employees are required to don the PPE before commencing operations. PPE compliance checks shall be conducted by the employers.

Minimising Inter-mingling Between Cross Border Truckers and the Local Community

10 To reduce the risks of exposure arising from inter-mingling between cross border truckers and the local community, CAG has set aside CAC Pass Exchange Counter 1 for cross border truckers. Cross border trucker's temperature will be taken and they must also check in by using the TraceTogether (TT) mobile application or token. Those who are febrile and/or do not perform the TT SafeEntry check in will not be allowed to enter CAC. We seek your understanding should they be denied entry into CAC.

11 For interactions with cross border truckers, cargo document processing and physical delivery/collection of cargos should be done at the vehicle itself, and not within the companies' premises or documentation handling area. Cross border truckers are to remain in their vehicle as far as possible during the loading/unloading of cargo.

12 CAG has set up portable toilets around CAC, as well as a designated rest area at the carpark behind NParks Centre for Animal and Plant Quarantine for cross border truckers (see **Annex C** for locations). Companies are to direct cross border truckers to these amenities that have been designated for use by them only. Companies should also remind local staff and workers not to use those designated amenities.

Vaccination for the Aviation Community

13 Vaccinations for the aviation community have started. All employees in the aviation community are strongly encouraged to participate in the vaccination exercise. CAG is administering a registration programme to allow individuals to express interest for the vaccination through your company representative. Confirmed parties will be scheduled by CAG for vaccination in phases as soon as possible.

Enquiries and Clarifications

14 Enquiries and clarifications pertaining to this Joint Circular can be sent to CAAS at CAAS_CAC_COVID@caas.gov.sg or to CAG at CAC.COVID19@changiairport.com.

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Annex A – Guidelines for Safe Management Measures at Changi Airfreight Centre
Annex B – Safe Management Measures and Trace Together Posters [Attached Separately]
Annex C – Location of Designated Rest Area and Portable Toilets for Cross Border Truckers

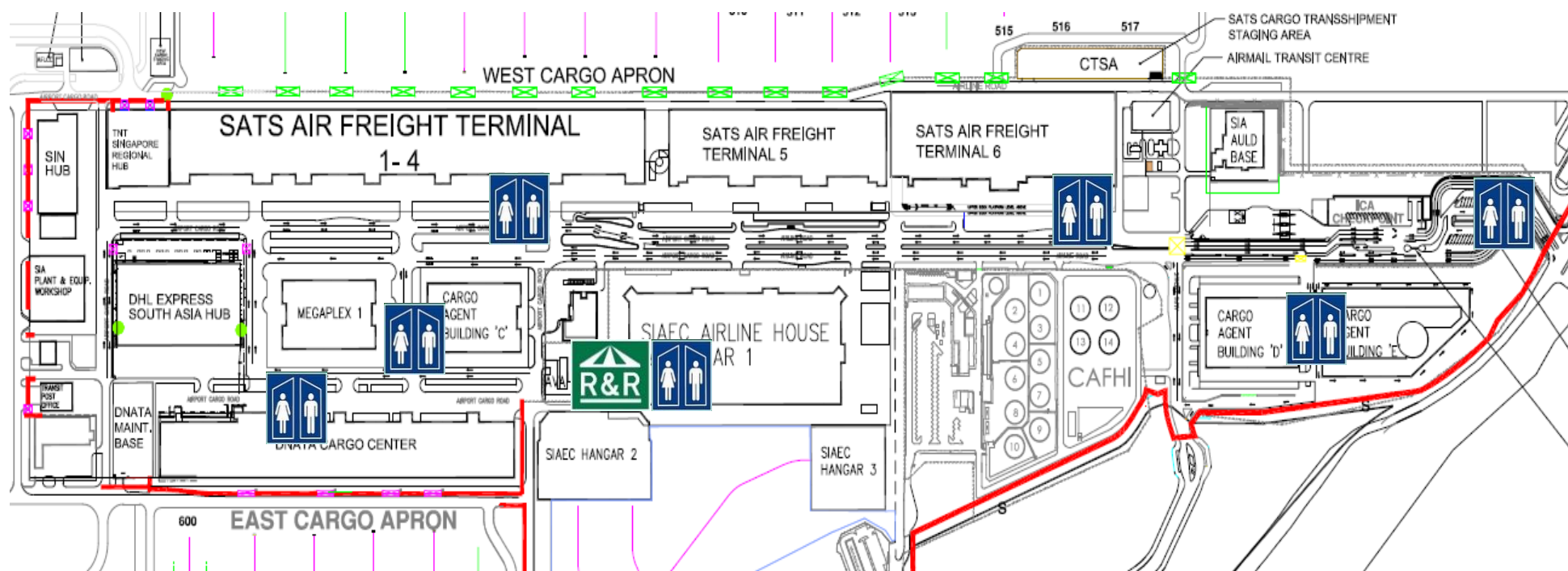
Guidelines for Safe Management Measures at Changi Airfreight Centre

1. All onsite personnel shall wear masks, except during activities that require masks to be removed (e.g. mealtimes).
2. SMM advisory posters shall be displayed prominently on site. Please refer to **Annex B** for the advisory posters.
3. Temperature checks shall be done for all personnel entering tenanted premises.
4. All personnel should download and activate the TT app or have a TT Token.
5. All personnel must check in via TraceTogether (TT) SafeEntry mobile application or TT token when entering warehouse and offices.
6. Personnel who are unwell, who are found to be a symptomatic case in accordance with the COVID-19 (Temporary Measures) (Control Order) Regulations 2020, and/or who refuse to be subjected to a temperature check must be refused entry to the workplace.

Guidelines for Contactless Delivery

7. All personnel shall keep a clear physical spacing of at least 1 metre between persons at all times.
8. Delivery personnel who are unwell or who are found to be a symptomatic case in accordance with the COVID-19 (Temporary Measures) (Control Order) Regulations 2020 must be refused entry to the workplace.
9. Processes shall be established to minimise contact between delivery personnel and workers.
10. Delivery schedules should be spaced out, and delivery durations should be minimized, where practicable.
11. Areas for loading, unloading and holding onsite should be demarcated with visual indicators, such as signs or physical barriers, where practicable.
12. Cleaning agents, such as hand soap and toilet paper, shall be provided at all toilets and hand-wash stations.

Location of Designated Rest Area and Portable Toilets for Cross Border Truckers



Rest Area



Toilet

Designated Rest Area (Truck Park for Cross Border Truckers)

- Behind NParks Centre for Animal and Plant Quarantine

Designated Toilets

- Pass Office
- Temporary Truck Park
- SATS (Guardhouses at Gates 5 and 8)
- Dnata (Guardhouse at Main Gate)
- Between Cargo Agent Building 'C' and Megaplex
- Between Cargo Agent Building 'D' and 'E'

Safe Management Measures in Singapore (Cargo Deliveries)

新加坡的安全管理措施（货运）

Langkah-Langkah Pengurusan Selamat di Singapura (Penghantaran Kargo)

சிங்கப்பூரில் பாதுகாப்பை நிர்வகிக்கும் நடவடிக்கைகள் (சரக்கு விநியோகம்)



Personal Protective Equipment (PPE)

个人防护用品 . Peralatan Perlindungan Diri (PPE) . தனிநபர் பாதுகாப்பு சாதனம் (PPE)

- Personnel wears mask at all times, except during activities that require/permit masks to be removed (eg. Meals).

除了进行必须或获准摘下口罩的活动（如用餐）外，送货人员应随时戴口罩。
Kakitangan diwajibkan memakai pelitup pada setiap masa, kecuali ketika melakukan kegiatan yang perlu menanggalkan pelitup. (Contoh: Ketika makan).
முகக்கவசத்தை எந்நேரமும் சரியாக அணிந்திருக்கவேண்டும் (வாயும் மூக்கும் மூடிப்பிடிக்கவேண்டும்).



Do: Cover nose & mouth

正确方法：遮住口鼻
Wajib: Menutup hidung dan mulut.
மூக்கையும் வாயையும்



Do: Pull hair back

正确方法：把头发扎起来
Wajib: Menutup hidung dan mulut.
மூக்கையும் வாயையும்



Do: Tie straps behind head & neck

正确方法：把松紧带绑在头和颈后
Wajib: Mengikat tali pelitup di belakang kepala dan leher.
தலைக்கும் கழுத்துக்கும் பின்னால் வாரைக் கட்டவும்



Do: Remove by grabbing from the back

正确方法：从头后方抓住松紧带以便摘除口罩
Wajib: Menanggalkan dari belakang
பின்பக்கமிருந்து பிடித்திழுத்து அகற்றவும்

- Masks are properly worn at all times (covering mouth and nose).

送货人员应随时正确戴口罩，即遮住口鼻。
Pelitup perlu dipakai dengan betul pada setiap masa (menutupi mulut dan hidung).
முகக்கவசத்தை எந்நேரமும் சரியாக அணிந்திருக்கவேண்டும் (வாயும் மூக்கும் மூடிப்பிடிக்கவேண்டும்).

Safe distancing

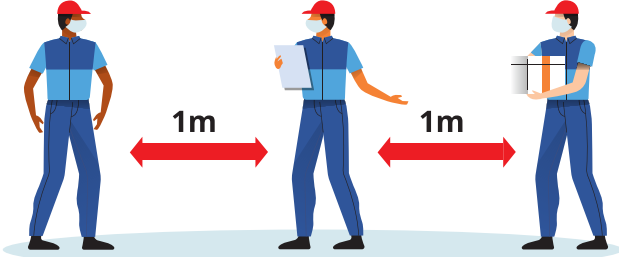
安全距离

Jarak Keselamatan

பாதுகாப்பான தூர இடைவெளி

- Observe safe distancing at all times.

随时遵守安全距离。
Patuhi jarak selamat pada setiap masa.
பாதுகாப்பான தூர இடைவெளியை எந்நேரமும் கடைப்பிடிக்கவும்.



Contactless delivery

免接触式送货

Penghantaran tanpa kontak

தொடர்பில்லா விநியோகம்

- Avoid physical contact with others while making deliveries.

送货时，避免与他人有肢体接触。
Elakkan dari bersentuhan bersama orang lain ketika melakukan penghantaran.
பொருட்களை விநியோகிக்கும்போது
அடுத்தவர்களைத் தொடுவதைத்
தவிர்க்கவும்.

- Avoid leaving your vehicle unnecessarily.

若非必要，避免离开车辆。
Elakkan dari meninggalkan kenderaan sembarangan.
தேவையில்லாமல் உங்கள்
வாகனத்திலிருந்து வளையீடு வராவதைத்
தவிர்க்கவும்.



Loading, unloading, holding areas

装卸货区、等候区

Kawasan memunggah naik dan turun, menunggu

சரக்கு ஏற்றும், இறக்கும், வைக்கும் இடங்கள்

- Do deliver your cargo directly to destination and do not detour.

把货物直接送到目的地，不要绕道。
Lakukan penghantaran kargo secara langsung ke destinasi dan elakkan dari membuat sebarang persinggahan.
சரக்குகளைச் சேர்க்கவேண்டிய இடத்திற்கு நேரடியாகச்
செல்லவும். வேறு இடங்களுக்காகச் செல்லக்கூடாது.

- Avoid moving around unnecessarily.

若非必要，避免到处走动。
Elakkan dari meronda sembarangan, jika tidak perlu.
தேவையில்லாமல் அங்குமிங்கும் செல்வதைத்
தவிர்க்கவும்.



Toilets

厕所

Tandas

கழிவறைகள்

- Check with the employees on where are the toilets available for use.

向员工查询送货人员可使用的厕所。
Periksa dengan kakitangan tentang lokasi tandas yang boleh digunakan.
பயன்படுத்தக்கூடிய கழிவறைகள் எங்கே இருக்கின்றன என்பதை
ஊழியர்களிடம் கேட்டறியவும்.





Entry requirements

进入场所的要求 . Syarat-syarat memasuki . நுழைவு நிபந்தனைகள்

Follow the SafeEntry measures.

使用SafeEntry访客登记系统。

Patuhi langkah-langkah SafeEntry.

SafeEntry நடமாற்றங்களைப் பின்பற்றவும்.

All personnel are required to download and activate the TraceTogether App OR carry their TraceTogether token with them at all times.

所有送货人员应下载并启动“合力追踪”(TraceTogether)应用程序或随身携带他们的“合力追踪”携手防疫器。

Kesemua kakitangan diwajibkan untuk memuat turun dan menggunakan aplikasi TraceTogether atau Bawa Token TraceTogether mereka pada setiap masa.

பணியாளர்கள் அனைவரும் TraceTogether செயலியைப் பதிவிறக்கம் செய்து செயல்படுத்தவேண்டும் அல்லது TraceTogether சாதனத்தை எந்தநேரமும் கையோடு வதைத்திருக்கவேண்டும்.



Follow the temperature-taking measures.

测量体温。

Patuhi langkah-langkah pengambilan suhu badan.

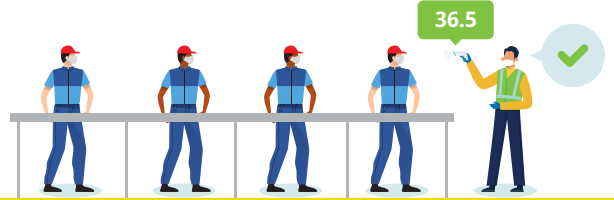
உடல்வெப்பப் பரிசோதனை நடமாற்றங்களைப் பின்பற்றவும்.

Follow any other entry requirements as required.

遵守任何其他进入场所的要求。

Patuhi syarat-syarat memasuki lain yang diperlukan

தவையான மற்ற நுழைவு நிபந்தனைகளையும் பின்பற்றவும்.



Duration of stay in Singapore

在新加坡逗留的时间

Tempoh keberadaan di Singapura

சிங்கப்பூரில் இருக்கக்கூடிய காலகட்டம்

All personnel are required to not stay beyond 24 hours, unless there are extenuating circumstances.

若非情有可原的情况，所有送货人员都不得在新加坡逗留超过24小时。

Kesemua kakitangan tidak diizinkan untuk berada di Singapura melebihi 24 jam, kecuali di bawah situasi-situasi tertentu.

பணியாளர்கள் அனைவரும், தவிர்க்கமுடியாத சமூநிலைகள் இருந்தாலொழிய, 24 மணி நேரத்திற்கு மேலாக சிங்கப்பூரில் இருக்கக்கூடாது.



Feeling unwell?

身体不适?

Berasa Kurang Sihat?

உடல்நலம் இல்லையா?

Do inform the Immigration & Checkpoints Authority personnel should you be feeling unwell.

若身体不适，请通知移民与关卡局人员。

Beritahu kepada kakitangan Penguasa Imigresen dan Pusat Pemeriksaan sekiranya anda kurang sihat.

உங்களுக்கு உடல்நலம் இல்லாவிட்டால் காபிநுழைவு, சோதனைச்சாவி ஆணைய அலுவலரிடம் தெரியப்படுத்தவும்.



Hand hygiene practices

保持双手清洁 . Amalan Kebersihan Tangan . கை சுகாதாரப் பழக்கங்கள்

Wash hands with soap/ sanitise your hands frequently.

经常用肥皂洗手或为双手消毒。

Cuci tangan menggunakan sabun/ sanitiser sekerap mungkin.

உங்கள் கைகளை

சவர்க்காரம்/சுத்திகரிப்பான்

பயன்படுத்தி அடிக்கடி கழுவவும்.

Avoid touching your face as much as possible.

尽量避免触碰脸部。

Elakkan dari menyentuh bahagian muka semana mampu.

கைமாவனவரை உங்கள் முகத்தைத் தொடுவதைத் தவிர்க்கவும்.

Hand hygiene is performed when necessary (e.g. before and after meals, after handling wastes, and after visit to toilets).

必要时（如用餐前后、处理垃圾后及如厕后），把双手洗干净。

Lakukan kebersihan tangan apabila perlu (contoh, sebelum dan selepas makan, selepas mengangkat sampah dan selepas ke tandas).

தவேயானபோது கைகளைச் சுத்தம் செய்யவும் (எடுத்துக்காட்டாக, சாப்பிடுவதற்கு முன்பும் சாப்பிட்ட பிறகும், கழிவுகளைக் கையாண்ட பிறகு, கழிவுகளைச் சென்ற பிறகு).



Palm to palm



Between fingers



Back of hands



Base of thumbs



Backs of fingers



Fingernails



Wrists



Rinse & wipe dry



Please visit www.moh.gov.sg for updates on the COVID-19 situation.