

06 July 2020

MANDATORY SAFE MANAGEMENT MEASURES AT WORKPLACE

As part of the gradual resumption of business activities from 2 June 2020 (CAAS Circular 2020/32), businesses that are permitted to reopen are required to comply with mandatory Safe Management Measures to provide a safe working environment for their workers and customers. For an overview of these requirements, please refer to **Annex A - 7 Key Requirements for Safe Management at Workplace** by the Ministry of Trade & Industry (MTI) and the Ministry of Manpower (MOM).

Mandatory Use of SafeEntry

2 As part of our national effort to facilitate contact tracing, SafeEntry has been introduced since 12 May 2020. It is **mandatory** for all businesses that are in operation to implement SafeEntry. The SafeEntry system helps to record the entry and the exit of all personnel (including employees, customers, and visitors) at the workplace and other premises of the business, to support contact tracing.

3 If you have not implemented SafeEntry at your workplace, please do so immediately. To register your business for SafeEntry, please visit www.safeentry.gov.sg and click on “Get Started” → “Register your Business”. For businesses registered with ACRA, you may register using your CorpPass. For business not registered with ACRA, you may register using your business name and email. After registration, you can log into your account at <https://safeentry.gov.sg/logins/new> using your registered business name and email to add your business/branch address into the system. This will generate a “branch code” which you will require when setting up your NRIC scanners and/or smartphone scanners. For more information on SafeEntry and detailed user guides, please visit www.safeentry.gov.sg.

Submission of SafeEntry Registration to CAAS

4 To ensure compliance with the mandatory use of SafeEntry, businesses permitted to reopen since 2 June 2020 must provide CAAS with the email confirmation from

GovTech that the firm has registered for SafeEntry (see Figure 1). Please submit this email confirmation to caas_covid19@caas.gov.sg by 10 July 2020.



Figure 1: Sample of email confirmation from GovTech upon SafeEntry registration

5 A business that does not comply with the mandatory Safe Management Measures may be prosecuted under the *COVID-19 (Temporary Measures) (Control Order) Regulations 2020*, or any other applicable law.

6 Please contact CAAS at caas_covid19@caas.gov.sg for any enquiries. Thank you.

Peter Wee
Director (Corporate Development & Emergency Preparedness)
Civil Aviation Authority of Singapore

[no signature required]

7 KEY REQUIREMENTS FOR SAFE MANAGEMENT AT WORKPLACES



From 2 June 2020, more businesses will be allowed to gradually resume activities.

Businesses that may resume operations from 2 June must submit their on-site manpower numbers via the COVID GoBusiness portal (<https://covid.gobusiness.gov.sg>) within two weeks of resumption of on-site activities. Businesses may do so with immediate effect.

Before reopening, businesses must implement **SAFE MANAGEMENT MEASURES** to provide a safe environment for workers and customers.



1 Appoint Safe Management Officer(s) to assist in implementation of Safe Management Measures

Conduct inspections and checks, ensure compliance, and keep records of inspections and checks.



2 Employees who can work from home must continue to do so



Go to the office only if necessary to access systems and equipment which cannot be accessed from home, or to fulfil legal requirements.



Do **not** go to work for activities that can be done by teleconferencing or other means.

3 Reduce physical interaction and ensure safe distancing



Work in split teams. No cross-deployment between shifts or teams.



Stagger working and break hours.



Avoid socialising with colleagues within and outside of the workplace.



Keep a safe distance of at least one metre between persons at all times.



Avoid congregation of employees at all common spaces like entrances, lobbies and pantries.

4 Support contact tracing



Use SafeEntry to record entry of all employees and visitors.

5 Wear masks and observe good personal hygiene



6 Keep workplaces clean



Frequently clean and disinfect common spaces and equipment.

7 Implement health checks and protocols to manage potential COVID-19 cases

- Check for fevers and respiratory symptoms - twice daily for employees, before entry for visitors.
- All personnel must make a health declaration before entering workplace. Those who are unwell must not go to work.
- Employees feeling unwell should see a doctor and, where possible, visit only one clinic.



Measures above must be in place and communicated to employees prior to resuming work.

Checks will be conducted. Businesses that do not fulfil the requirements will have their operations suspended. Report breaches or poor practices via SnapSAFE (www.mom.gov.sg/eservices/snapsafe).

For the list of services that can resume on 2 June 2020:
<https://covid.gobusiness.gov.sg/guides/permittedserviceslist.pdf>

For Safe Management Measures and sector-specific requirements:
<https://covid.gobusiness.gov.sg/safemanagement/general>
("Safe Management Requirements")

For info on SafeEntry:
go.gov.sg/safeentry-visitor-management-system

For info on other support measures:
covid.gobusiness.gov.sg

Queries?

Call **6898 1800**
Our hotline operates from:
8.30am - 5.30pm (Monday - Friday);
8.30am - 1.00pm (Saturdays)

**Closed on public holidays*



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