Checklist of Workplace Safe Management Measures

Safe Management Measure	What could companies do
A. Take care of your workers	

1. For employees (and contractors and vendors) who are **physically onsite** at the workplace in healthcare facilities, residential care homes and public transport settings, mask wearing is required indoors except:
 	
   a. Persons are not interacting in person with another individual present in the area
 	
   b. Persons are not in customer-facing areas
 	
   c. During activities that require masks to be removed.	

2. Employers are also encouraged to:
 	
   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. Employers are encouraged to continue to offer flexible work arrangements (FWAs) such as telecommuting and staggered start times as such hybrid work arrangements have the potential to boost business productivity and employees' well-being.	

B. Take care of the workplace	

1. **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.
2. **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: 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. 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.	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.
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.	

D. Implement a system of Safe Management Measures at workplaces	

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:
 	
  a. Assess and identify the risks of transmission of COVID 19 that may arise in the workplace, and to mitigate it.
 	
  b. A detailed monitoring plan to ensure compliance with SMMs and timely resolution of outstanding issues.
 	
  c. Communicate and explain measures to employees so as to reduce misunderstanding especially in measures related to working from home.	

2. Appoint **Safe Management Officers ("SMO")** to assist in the implementation and coordination of the system of Safe Management Measures at the workplace.
 	
The duties of the SMO will include the following:
  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 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.
	List duties and detailed tasks of SMOs.
	
	Show records of inspections, checks, and corrective actions.

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
i. Safe distancing of 1m is for mask-off settings
j. Capacity limit for mask-off events
k. Use of TraceTogether-only SafeEntry, or take other reasonably practicable measures, to record the entry of all personnel (including employees and visitors) entering the workplace
l. Workforce Vaccination Measures
m. Indoor masking requirements for all workplaces except healthcare facilities, residential care homes and public transport settings