

**Enterprise  
Singapore**

Growing Enterprises 



# Briefing on Re-opening of TIC sector (Post Circuit-Breaker)

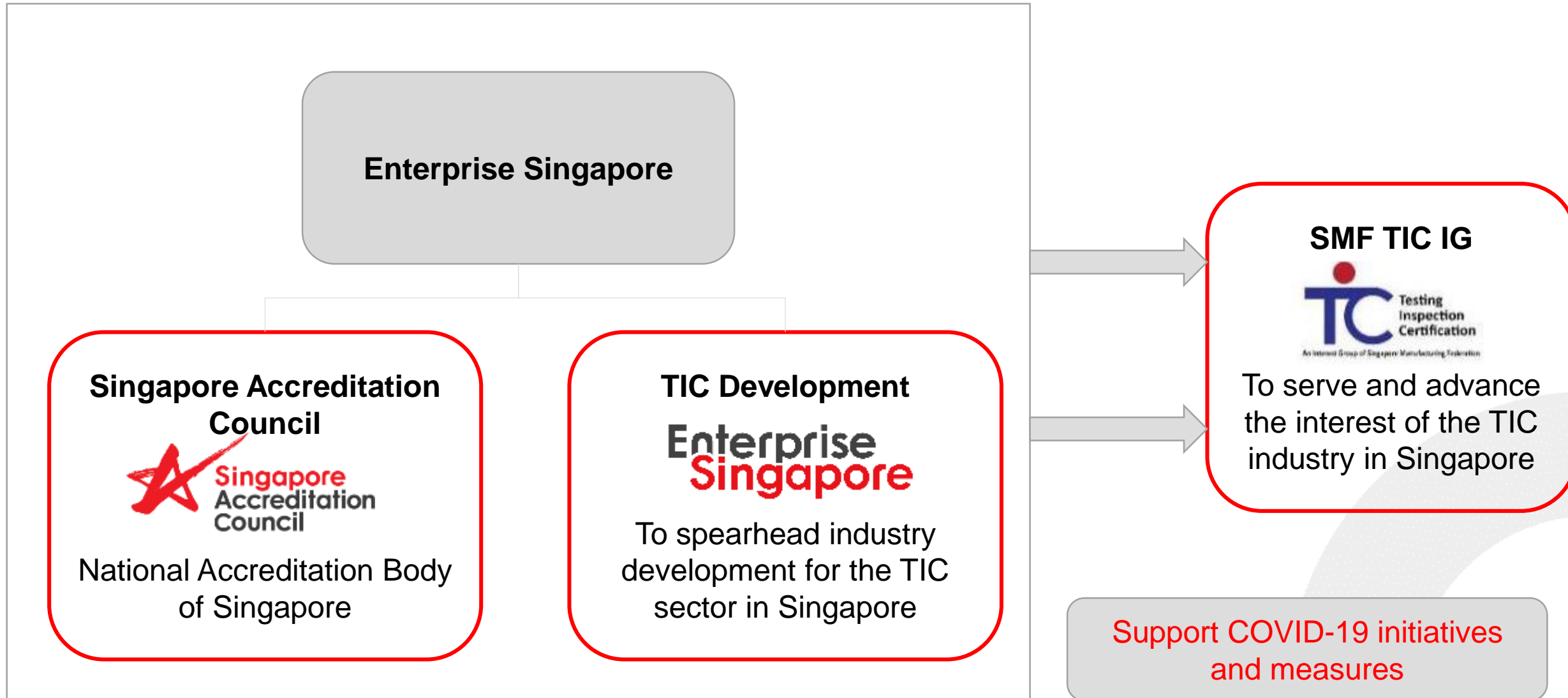
2 June 2020



# Agenda

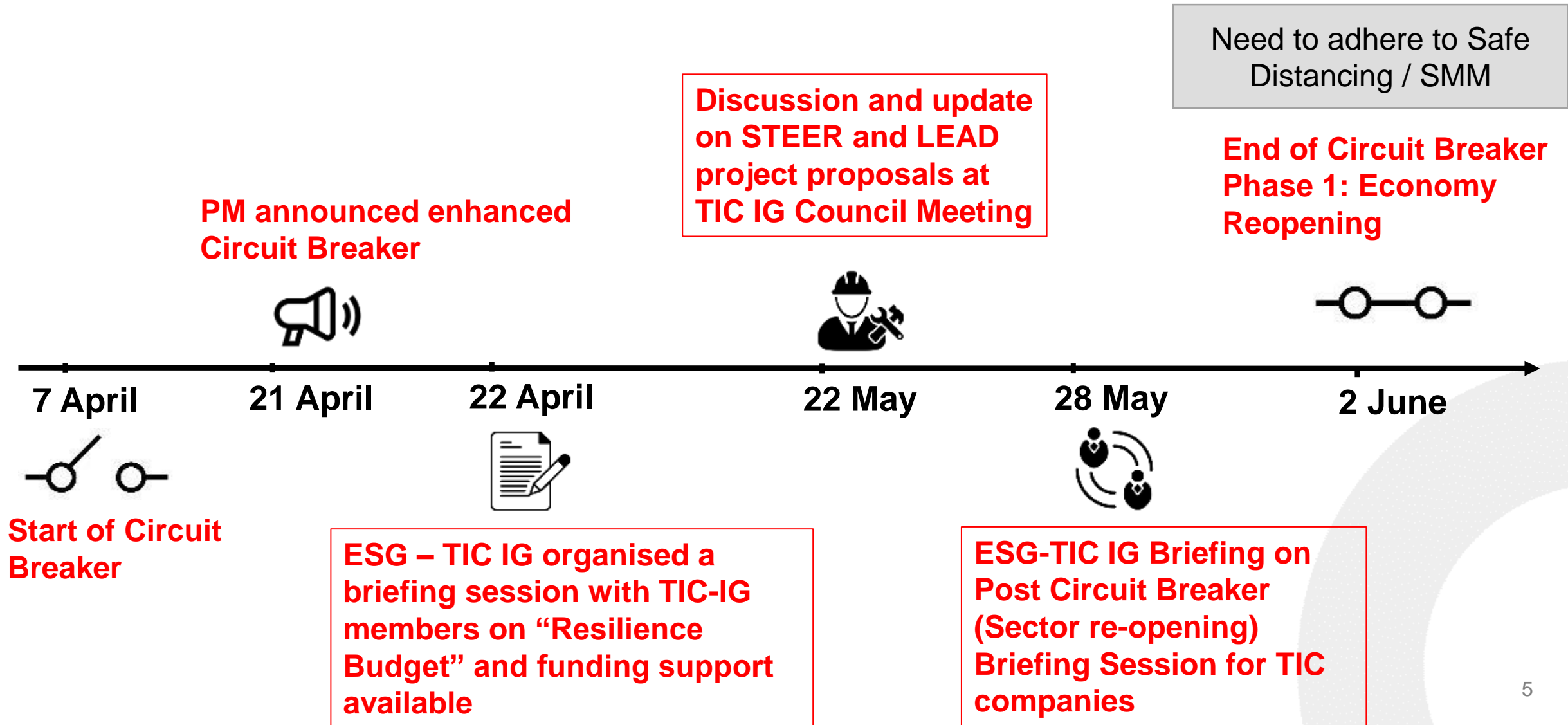
1. Introduction and updates on Enterprise Singapore
2. Re-opening arrangements
3. Safe Management Measures

# 1.1 Updates on ESG



# Re-opening arrangements

# 2.1 Timeline of Events



## 2.2 Re-opening Arrangements – Phased Approach

### HOW SINGAPORE WILL SAFELY EXIT THE CIRCUIT BREAKER

#### Phase 1: Safe Re-opening (from 2 June)

- Businesses that do not pose high risk re-open
- Leave home only for essential activities

#### Phase 2: Safe Transition

- More businesses re-open with safe management measures
- All students fully return to school
- Sports & recreation facilities re-open with safe management measures

#### Phase 3: Safe Nation

Gatherings and events resume with sizes limited



- Singapore will end the Circuit Breaker on 1 Jun 2020
- Circuit Breaker measures will be lifted progressively over **3 phases**
- **Phase 1: Safe Re-opening** covers 4 areas
  - **Safe Work – Essential businesses and businesses that operate in settings with lower transmission risks**
  - Safe Home & Community
  - Safe School
  - Safe Care

## 2.3 Re-opening Arrangements – TIC Sector

- **Businesses that can re-open – TIC Sector**

- TIC sector has been permitted to operate during the Circuit Breaker and can continue to do so from 2 Jun
- TIC companies do not need to apply for exemption to operate from 2 Jun
- All businesses in operation from 2 Jun will need to fulfil the following
  - Submission of manpower details via the **GoBusiness portal**
    - No need to re-submit for TIC sector if submitted previously
    - For changes in manpower personnel or additions, to submit again as and when these changes are to be made
  - Comply with the **Safe Management Requirements (SMM)**



# 2.4 Re-opening Arrangements – Mfg & Services Sectors

### GRADUAL RESUMPTION OF ACTIVITIES AT WORKPLACES

All businesses and services are required to put in place **Safe Management Measures** before resuming activities. To check if your business may resume, please refer to [covid.govbusiness.gov.sg](https://www.covid.govbusiness.gov.sg).

**PHASE 1**  
FROM 2 JUNE 2020



The illustration shows a factory floor on the left with workers operating machinery and a modern office on the right with several people working at desks with computers.

#### MANUFACTURING AND PRODUCTION FACILITIES

- Semiconductors
- Consumer Electronics Manufacturing
- Other Electronic Modules & Components
- Precision Modules & Components
- Machinery & Systems
- Pharmaceuticals
- Medical Technology
- Petroleum/Petrochemicals and other Chemicals
- Aerospace
- Land Transport Engineering
- F&B Manufacturing
- Computer Peripherals & Data Storage
- Other Manufacturing (e.g. Furniture)
- Printing

#### SERVICES

- Finance & Insurance
- Wholesale Trade (excluding retail storefronts)
- Health & Social Services
- IT & Info Services
- Logistics/Storage
- Shipping
- Utilities
- Telecommunications
- Land Transport
- Air Transport
- Postal & Courier

- Administrative & Support Services (e.g. Cleaning, Security, HR, Office Admin, Call Centres, Recruitment & Employment Agencies)
- Head Office & Business Representative Offices
- Professional Services (Legal, Accounting, Business and Management Consultancy, Scientific & Technical Services, Real Estate)
- Other Info & Communications (e.g. Radio & TV Broadcasting, Print Media without general community interaction)
- Architectural & Engineering, Technical Testing & Analysis
- Equipment/Vehicle Rental and Leasing
- Basic Grooming, and Physiotherapy and Rehabilitation Services for Pets
- Air-con Servicing
- Vehicle Servicing
- All Hairdressing Services
- School Bookshops and Retail Shops Selling School Uniforms

TIC



## 2.5 Re-opening Arrangements – Other Sectors

- The key categories of businesses and the specific SSIC codes<sup>1</sup> permitted to open from 2 Jun can be found on *covid.gobusiness.gov.sg* website
- The resumption of activities in the **construction industry** will be subject to separate timelines and arrangements established by BCA (for the construction industry)
- The resumption of activities in the **marine & offshore**, and process construction and maintenance industries, which employ marine and process work permit holders, will be subject to separate timelines and arrangements established by EDB

<sup>1</sup> SSIC code should correspond with the 'primary business activity' in the business registration record

## 2.6 Examples of Sector Specific requirements - Manufacturing

All manufacturing companies seeking to continue or restart their manufacturing operations in Singapore are to establish a COVID-19 **Safe Management Programme**

- Ensure that the entire organization is familiar and comply with the Safe Management Plan,
- Take appropriate corrective and preventive actions and continually improve the effectiveness of the Safe Management Plan.

### **Safe Management Programme**

1. Appointment of Safe Management Officers (“SMO”) – **at least 2 for manufacturing**
2. Develop and implement a Safe Management Plan aligned to the COVID-19 Safe Management Guidelines for Manufacturing Sector
3. The Safe Management Plan, which should include, but not be limited to, the following sections
  - i. Management of information (dissemination, compilation, and reporting)
  - ii. Management of business activities
  - iii. Management of internal on-site personnel (i.e. Employees)
  - iv. Management of external on-site personnel (i.e. Contractors, suppliers, customers)
  - v. Management of common areas
  - vi. Management of assets exposed to personnel
  - vii. Management of suspect and/or confirmed cases

## 2.7 Examples of Sector Specific requirements - Construction

- All construction projects, supply works, renovation works and construction account works which have been **suspended during Circuit Breaker** are required to seek BCA's approval to re-start operations
  - BCA will identify selected construction projects and supply works for resumption of work from 2 Jun and notify respective companies of the application process by 27 May
- Companies **previously approved by MTI during the Circuit Breaker** to carry out essential site activities are required to make the necessary submissions to BCA and have employees tested for COVID-19 by 15 Jun
  - Companies will be notified by BCA of the submission process
- Companies that have received MTI's approval to resume work in corporate offices and non-construction sites can continue to do so without BCA's approval so long as such works they do not deploy Construction work permit holders and S-pass holders

# Safe Management Measures

## 3.1 Safe Management Measures

- MOM, NTUC and SNEF jointly issued a set of **Safe Management Measures (SMM)** required of employers which will be allowed to resume operations from 2 Jun 2020
- Employers can refer to the infographics and checklist provided by MOM for reference<sup>1</sup>
- MOM, MOH and ESG **can take action** against errant employers including the cessation of operations and enforcement

<sup>1</sup> References can be found at <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

# REQUIREMENTS FOR ALL BUSINESSES FROM 2 JUNE



Businesses permitted to resume on-site activities at workplaces from 2 June are class exempted and need not apply to MTI for approval.

They must submit on-site manpower numbers via [covid.gobusiness.gov.sg](https://covid.gobusiness.gov.sg) within two weeks of resuming activities.

To ensure COVID-safe workplaces, businesses must implement SAFE MANAGEMENT MEASURES.

**TAKE CARE OF THE WORKPLACE**

- Use SafeEntry to record entry of all employees and visitors.**
  - Make a health declaration before entering workplace.
- Always keep at least one metre between persons.**
- Step up cleaning of common spaces and equipment.**

### Take care of your workers



- Continue to work from home.
- Stagger work and break hours
- Work in split teams. No cross-deployment between shifts or teams.
- Avoid socialising within and outside of the workplace.
- Avoid congregation at all common spaces.
- Wear masks and observe good personal hygiene.
- If unwell, do not go to work

### Take care of workers who become unwell at the workplace



- Check for fever and respiratory symptoms twice daily.
- Those feeling unwell should see a doctor and, where possible, visit only one clinic.
- Actively monitor unwell employees.

### Implement a system of Safe Management Measures



- Appoint Safe Management Officer(s) to assist with implementation.
- Implement a detailed monitoring plan to ensure compliance.

All measures must be in place and communicated to employees before resuming work.

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](https://www.mom.gov.sg/eservices/snapsafe)).

For more on 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](https://go.gov.sg/safeentry-visitor-management-system)



### Queries?

Call **6896 1800**  
Our hotline operates from:  
8.30am - 5.30pm (Monday - Friday);  
8.30am - 1.00pm (Saturday)

\*Closed on public holidays



"COVID-19 Chat for Biz" chatbot  
Get real-time responses to your queries now!



Visit the COVID GoBusiness website  
<https://covid.gobusiness.gov.sg/>



# A: Take care your workers

## Actively enable employees to work from home

- Work from home must be the default mode of working and employees should go to office only when there is no alternative
- For employees who are still unable to work from home, employers should review work processes, provide IT equipment and adopt IT solutions to enable remote working and online collaboration
- Conduct virtual meetings instead of physical meetings
- Cancel or defer all events or activities that involve close and prolonged contact
- Pay special attention to vulnerable employees (elderly/pregnant employees)

## Where it is not possible to work from home, employers must ensure the following precautions are in place:

- Stagger work and break hours to reduce possible congregation
- Implement shift or split team arrangements
- Minimize socializing and congregation in groups
- Wear masks at all times
- Observe good hygiene practices

# B: Take care the workplace

## Control access at the workplace and use the SafeEntry visitor management system

- Allow access to only essential employees and authorized visitors
- Use SafeEntry to record entry and declaration of all personnel entering the workplace

## Adhere to travel advisories

- Ensure that employees adhere to prevailing travel advisory

## Ensure clear physical spacing of at least 1 metre between persons at all times

- Demarcate safe physical distances of at least 1 metre using visual indicators
- Limit the number of employees and shorten duration of meetings
- Enforce safe distancing measures on suppliers and contractors

## Minimize need for physical touchpoints

- Minimize occurrences of or need for common physical touchpoints in the workplace

## Provide cleaning and disinfection agents and step up cleaning of workplace premises

- Ensure regular cleaning of common spaces especially those with high human contact
- Shared machineries and equipment need to be disinfected before change of shifts/teams

# C: Take care your workers who become unwell at workplace

## Regular checks for temperature and respiratory symptoms for all onsite employees and visitors

- Need to be conducted twice daily or where relevant
- Demonstrate that checks are in place during inspections

## Record proximity data on phones

- Encourage employees to download and use the TraceTogether app

## Actively monitor unwell employees and guard against incipient outbreak

- Submit records of employees' MCs and diagnoses provided for Covid-19 related symptoms
- Take preventive actions to guard against incipient outbreaks

## Manage unwell and confirmed cases

- Evacuation plan must be prepared for unwell and suspected cases
- Follow up plan must be put in place in the event of a confirmed case

# D: Implement a system of Safe Management Measures

## Establish a system to implement Safe Management Measures



- Implement a detailed monitoring plan to ensure compliance with SMM and issues are resolved in a timely manner
- Appoint Safe Management Officer(s) to assist in the coordination, inspection, remedying non-compliance, keeping records of SMM measures

## 3.2 Next Steps

- Moving forward, businesses must be prepared to show/provide evidence that they have fulfilled the SMM requirements when inspected by relevant government agencies
- MOM and sector agencies will take calibrated enforcement actions based on the areas of non-compliance found. For workplaces which severely lack SMM, MOM may direct employers to stop operations at the workplace.
- Under the COVID-19 Temporary Measures Act, failure to comply with SMM will result in fines of up to \$10,000, jail terms of up to 6 months; or both.

## 3.3 Useful Links

- Resources to support employers

Resources	
Guide on Business Continuity Planning for COVID-19	 <p><a href="#">Guide on BCP</a></p>
IMDA Digital Solutions and Resources for Companies	 <p><a href="#">Digital Solutions and resources</a></p>
Application for Productivity Solutions Grant (PSG)	 <p><a href="#">Business Grant Portal</a></p>

Employers can use this BCP guide for COVID-19 which covers the key business operational risks: Human Resource, Processes & Business Functions, Supplier & Customer Management, Communications.

Employers can tap on a list of technology solutions by IMDA & SG Tech across several categories: Remote Working, Workforce Management, Visitor Management, Bill and Pay Online, Sell Online

Employers can tap on the pre-approved digital solutions under ESG which enhances firms' productivity

- 1) Implementation of SafeEntry – <https://safeentry.gov.sg>
- 2) MOM SMM - <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>



# Thank you!

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