

ANNEX B

Summary of Safe Management Measures required at the workplace premises

The Ministry of Manpower (MOM), the National Trades Union Congress (NTUC), and the Singapore National Employers Federation (SNEF) have issued details of the Safe Management Measures for employers to resume operations. These requirements are meant for general workplace settings.

Refer to [MOM's website](#) for full details.

A. Take care of your workers

- Actively enable employees to work from home. Working from home must remain the default for all businesses where feasible.
- For job roles or functions where employees cannot work from home, employers should stagger work and break hours, and implement shift or split team arrangements.
- There should be no cross-deployment or interaction between employees in different shifts, teams or worksites, even outside of work. If cross-deployment cannot be avoided (e.g. due to the nature of the job), additional safeguards must be taken to minimise the risk of cross infection.
- Wear masks and other necessary personal protective equipment at the workplace and observe good personal hygiene. Employees should keep their masks on at all times except when eating.

B. Take care of the workplace

- Use the SafeEntry visitor management system to record all personnel (including employees, vendors and visitors) entering the workplace¹.
- Retail establishments are encouraged to reduce the number of employees onsite, including third party suppliers and merchandisers, particularly for smaller premises, in order to allow for safe distancing. Where physical interaction cannot be avoided, precautions should be taken to ensure clear physical spacing of at least one metre between all personnel at all times, including at common areas and during break/meal times.
- Step up cleaning of workplace premises and provide cleaning and disinfecting agents like soap and sanitisers at common areas and to frontline personnel.

C. Take care of workers who become unwell at the workplace

- Ensure regular checks for temperature and respiratory symptoms for all onsite employees and visitors (e.g. vendors and contractors), twice daily, or where relevant. Employers must be able to demonstrate that these checks are in place during inspections.

¹ For the full list of workplaces where SafeEntry must be deployed, please refer to <https://www.safeentry.gov.sg/deployment>.

D. Implement a system of Safe Management Measures

- Employers must appoint **Safe Management Officer(s) (SMO)** to assist in the implementation, coordination and monitoring of the Safe Management Measures at the workplace. Employers must provide appointed SMOs with adequate instruction, information and supervision as is necessary for them to fulfil their required duties.