6 Easy Steps for Safe Management

Step 1  Implement a Safe Management System
- Set up a detailed monitoring plan to ensure Steps 2-6 are maintained and resolve issues in a timely manner.
- Assign Safe Management Officers.

Step 2  Reduce physical interaction, ensure safe distancing
- Set up a detailed monitoring plan to ensure Steps 2-6 are maintained and resolve issues in a timely manner.
- Appoint Safe Management Officers.

Step 3  Support contact tracing
- Allow only essential authorized visitors to enter your workplace. Use SafeEntry to record entry and exit.
- Encourage all personnel, including suppliers/contractors, to download and activate TraceTogether.

Step 4  Wear masks and observe good personal hygiene
- All personnel, including visitors, must wear masks and other necessary personal protective equipment.
- If employees feel unwell, they should see a doctor, stay at home and not go to work.

Step 5  Ensure workplace cleanliness
- Regularly clean and maintain common spaces and equipment, particularly during shift or split team changeovers.
- Provide hand soap at all hand-wash stations, and hand sanitiser at all common touchpoints (e.g. entrances and lift lobbies).

Step 6  Implement health checks and protocols to manage potential cases
- Have an evacuation plan for unwell / suspected cases and all others at the workplace. If there is a confirmed case:
  - Immediately vacate and cordon off the exposed section of the workplace premises.
  - Thoroughly clean and disinfect all exposed surfaces.

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

Note: Guidelines in this infographic are not comprehensive. Businesses should refer to go.gov.sg/covid19-safe-measures for the full guidelines.

For support on relevant digital solutions: mita.gov.sg/BizGoDigital
For pandemic support measures: covid19business.gov.sg
For info on SafeEntry: go.gov.sg/safeentry-visitor-management-system

Queries?
Call 6898 1800. Our hotline operates from:
8.30am - 10.00pm (Monday - Friday);
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Information accurate as of 19 May 2020