

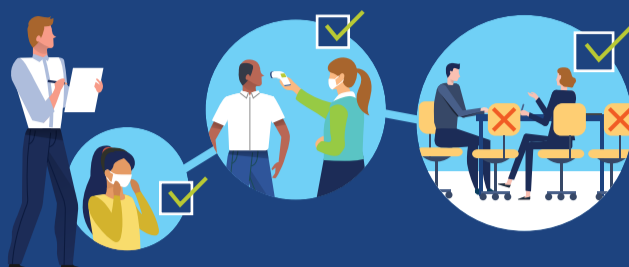
6 Easy Steps for Safe Management

All companies in operation must take these steps to provide a safe working environment and prevent transmission at the workplace.

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.
- Appoint Safe Management Officers.



Step 2

Reduce physical interaction, ensure safe distancing



Telecommute where possible.



If telecommuting is not possible, work in split teams. Do not cross-deploy or socialise even outside work.



Stagger working and break hours.



Meet virtually where possible.



Avoid socialising with colleagues (E.g. interacting at staff canteens or having meals in groups).



Keep at least 1m safe distance at all times.

Step 3

Support contact tracing

- Allow only essential authorised visitors to enter your workplace. Use SafeEntry to record entry of all personnel.
- Encourage all personnel, including suppliers/contractors, to download and activate TraceTogether.



Step 4

Wear masks and observe good personal hygiene

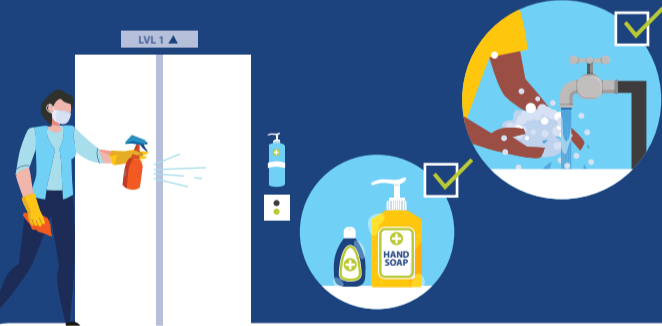
- All personnel, including visitors, must wear masks and other necessary personal protective equipment.
- If employees feel unwell, they should see a doctor, stay at home and not go to work.



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

- Employees and visitors must:
 - Check their temperature and for respiratory symptoms twice daily.
 - Declare orders to quarantine / stay home, no fever or flu-like symptoms or close contact with COVID-19 case.
- Ensure employees do not clinic-hop. Track and record cases of employees with COVID-19 related symptoms.
- 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:
imda.gov.sg/BizGoDigital

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

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

Queries?

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

*Closed on public holidays



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