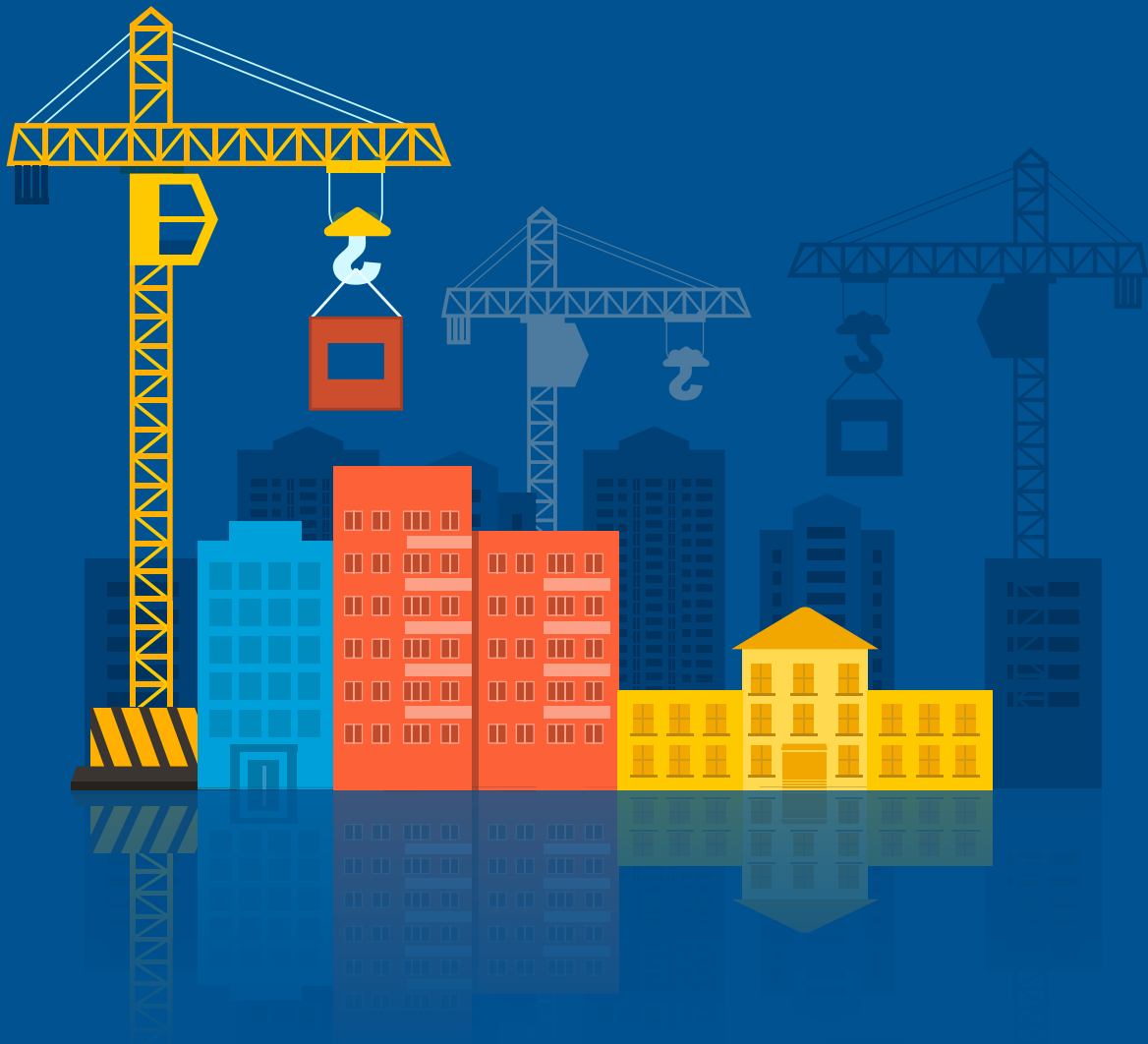


# RESOURCE KIT FOR SUB-CONTRACTORS TO RESUME WORK



# 1. PERMISSION TO RESTART

With effect from 10 August 2020, firms with foreign workers registered with the Ministry of Manpower (MOM) under a Construction Account are permitted to resume work. There is no need to apply to BCA for approval.\*



Refer to <http://go.gov.sg/bca-circular-resumption-safe-accom> for more information and conditions of permission.



Declare manpower details with the Ministry of Trade and Industry (MTI) using the “**Permission and Manpower Declaration**” link at <http://covid.gobusiness.gov.sg>.

\* For workers deployed to perform work at construction site or supply work premises, you need to provide their details to the Main Contractor to include in the application to BCA to seek approval to resume work at construction sites and supply work premises.

# 2. PLANNING FOR RESTART

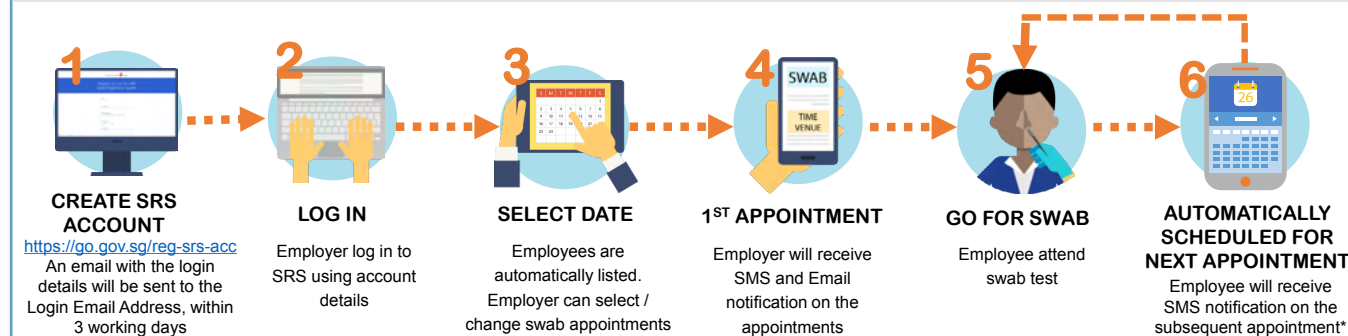
## SWAB REGISTRATION SYSTEM

Employers to take note:

- Book swab test appointments for your employees
- Monitor and ensure employees do not miss appointments, otherwise **AccessCode** will turn **RED**



From 1 Aug 2020, go to the [Swab Registration System \(SRS\)](#) to schedule your employees’ swab test appointment





1. Create an account for the **Swab Registration System (SRS)** and schedule your employees’ first swab test through the system. Your employees are required to meet the swabbing requirement if they are
  - S Pass or Work Permit holders construction account workers, regardless of their place of accommodation and work; OR
  - Deployed to perform works at construction sites or supply work premises.
2. Ensure that workers go for the Rostered Routine Testing (RRT).







3. Ensure your foreign workers install the following apps in their mobile phone and know how to use them: **TraceTogether**, **SGWorkPass** and **FWMOMCare**.

4. Educate your workers on Covid-Safe practices. Register them for the **COVID-Safe workers training** and monitor that they attend and pass the training within 4 weeks from work resumption.


5. Educate your workers to take temperature and declare their health status **TWICE DAILY** via **FWMOMCare**.



# 3. IMPLEMENT COVID-SAFE PRACTICES AT WORK

Typically, a sub-contractor firm could have workers involved in either one or all of these scenarios:


### SCENARIO 1



**> 6 WEEKS OVER 3-MONTH**

Workers deployed to work on a project at a construction site on full-time basis (i.e. 6 weeks or more over 3-month window).


### SCENARIO 2



**< 6 WEEKS WITHIN 3-MONTH**

Workers deployed to work on multiple projects at different construction sites on part-time basis (i.e. for less than 6 weeks at the project site within a 3-month window).

### SCENARIO 3



Workers deployed to work on projects/activities carried out at non-construction site and non-supply work premises.

# SCENARIO 1 WORKERS WHO ARE INVOLVED FULL-TIME ON A PROJECT SITE

## SAFE ACCOMMODATION

- Discuss with the Main Contractor on cohorting requirements:
  - For workers staying in CTQ/TOLQ/TLQ, each room should be occupied by workers of the same employer and same team.
  - If your workers stay in HDB/PRP, the entire unit shall be occupied by workers of the same project, or minimally by workers under your firm\*.
  - If your workers stay in PBD/FCD:
    - They should minimally be cohorted according to employer by room, i.e. your workers shall not share a room with workers of another firm/ employer\*
    - If you have workers occupying multiple rooms, you should co-locate these rooms on the same floor.

\* Ensure that workers who work on construction sites and non-construction sites do not stay together.



- Update workers' accommodations details with MOM.



- Workers of the same team and in the same work zones stay together at their accommodation.

(as an illustration)

Team	No. of Workers	Allocated to numbers of room
A	18	3
B	21	4
C	11	2
D	10	2

## SAFE TRANSPORTATION

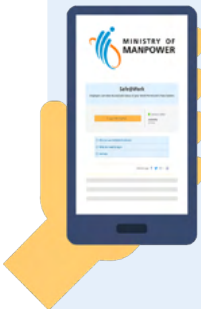
- Provide point-to-point transportation for your workers staying together who are Work Permit or S Pass holders, with staggered pick up/drop off. S Pass holders not residing in dormitories may take public transport.
- Workers residing in the same accommodation can travel in the same vehicle to / from multiple sites in a single trip.
- Adhere to **MOM's advisory on Safe Management Measures for workers on employer-provided transportation**, e.g. ensure workers wear a mask and not talk or interact while on the vehicle.
- Disinfect vehicles after each batch of workers.





SAFE WORKFORCE

- 1. Check that your workers are given their rest day on the same dates that BCA has pre-assigned for the particular project(s). Inform workers of their designated rest day.
- 2. You can verify workers' staggered rest day arrangement by logging in to MOM's Safe@Work system.



STAGGERED REST DAY

- Log in to MOM's Safe@Work system to select a rest day between Mon to Sat for workers
- Inform workers of their designated rest day
- Make necessary arrangements to help your workers adjust to the designated rest day

For details: [www.mom.gov.sg/eservices/services/safe-work](http://www.mom.gov.sg/eservices/services/safe-work) and [www.mom.gov.sg/covid-19/frequently-asked-questions](http://www.mom.gov.sg/covid-19/frequently-asked-questions).



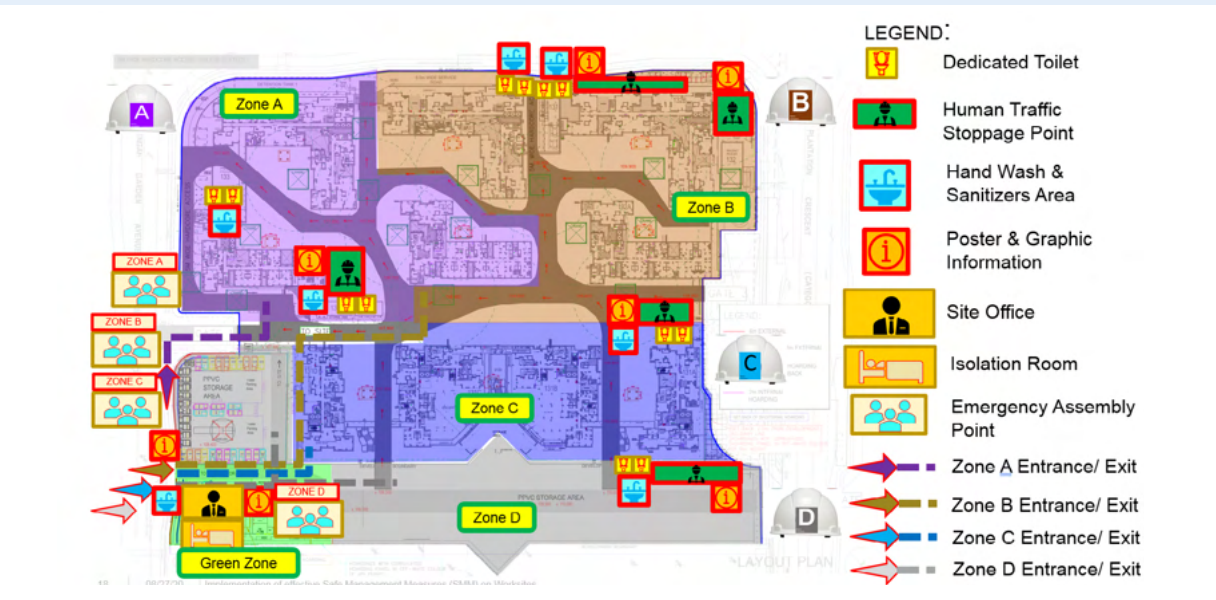
FAQ on staggered rest day

- 3. Educate your workers to check their AccessCode every morning, and to leave their place of accommodation only if AccessCode is "GREEN".



SAFE WORKSITE

- 1. Discuss with Main Contractor on Safe Management Plan:
  - Zoning and Demarcation



Segregation on worksite including ingress and egress control





- Safe distancing and segregation at work



Safe distancing markings to guide workers in maintaining 1m distances



- Isolation facilities



Sick Bay



Hand wash provided at all toilet facilities



Isolation Toilet



Site Office



2. Discuss with Main Contractor to plan staggered working hours / meals and break times of different groups of workers.
3. Discuss on logistic arrangement such as transportation and individually packed food arrangement.



4. Reinforce the importance of observing and practicing SMM to workers.



5. Familiarise workers with safety signages and posters.

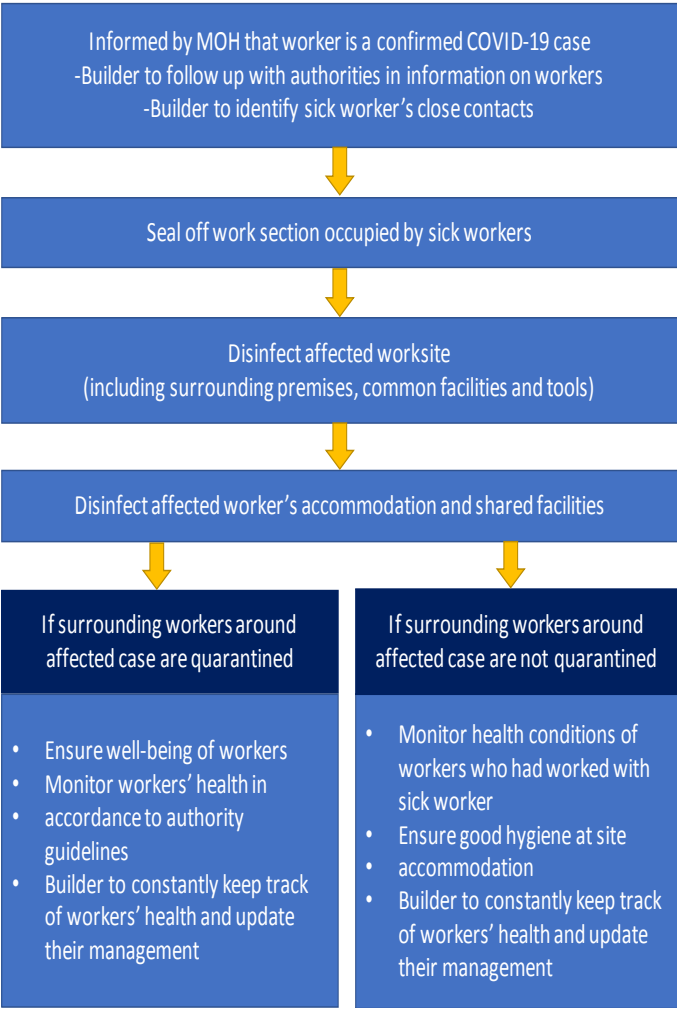




6. Discuss with Main Contractor to educate your workers on Safe Management Measures through SMM Induction by the Main Contractor.



7. Work with Main Contractor on COVID Response Plan / Emergency Response Plan.



8. Keep the workplace and premises clean.



## SCENARIO 2 WORKERS WHO WORK ON MULTIPLE SITES ON PART-TIME BASIS (less than 6 weeks at project site within a 3-month window)

### SAFE ACCOMMODATION

- For workers who work on a project site for A SHORT PERIOD OF TIME (less than 6 weeks at the project site within a 3-month window):
  - If they stay in HDB/PRP, the entire unit shall be occupied by workers from your firm\*.
  - If they stay in PBD/FCD:
    - Each room could only be shared with one other firm. i.e. workers sharing the same room shall be from a maximum of 2 firms/employers\*.
    - If your workers occupy multiple rooms, you should co-locate these rooms on the same floor, and as far as possible, in adjacent rooms.

\* Ensure that workers who work on construction sites and non-construction sites do not stay together.

2. Update workers' accommodations details with MOM.



### SAFE TRANSPORTATION

- Provide point-to-point transportation for your workers staying together who are Work Permit or S Pass holders, with staggered pick up/drop off. S Pass holders not residing in dormitories may take public transport.
- Workers residing in the same accommodation can travel in the same vehicle to / from multiple sites in a single trip.
- Adhere to MOM's advisory on Safe Management Measures for workers on employer-provided transportation, e.g. ensure workers wear a mask and not talk or interact while on the vehicle.
- Disinfect vehicles after alighting all workers and before transporting the next batch of workers.





SAFE WORKFORCE

1. Staggered Rest Day

- Log in to MOM's Safe@Work system to select a rest day between Mon to Sat for workers
- Inform workers of their designated rest day
- Make necessary arrangements to help your workers adjust to the designated rest day

For details: [www.mom.gov.sg/eservices/services/safe-work](http://www.mom.gov.sg/eservices/services/safe-work) and [www.mom.gov.sg/covid-19/frequently-asked-questions](http://www.mom.gov.sg/covid-19/frequently-asked-questions).



FAQ on staggered rest day

2. Educate your workers to check their **AccessCode** every morning, and to leave their place of accommodation only if AccessCode is “**GREEN**”.



3. Ensure your workers do not mix with other workers while on construction sites

SAFE WORKSITE

1. Discuss with relevant Main Contractors to educate your workers on Safe Management Measures through SMM Induction conducted by the Main Contractors for various sites.



2. Discuss with Main Contractor to plan your workers working hours and mealtime with packed food, if required.

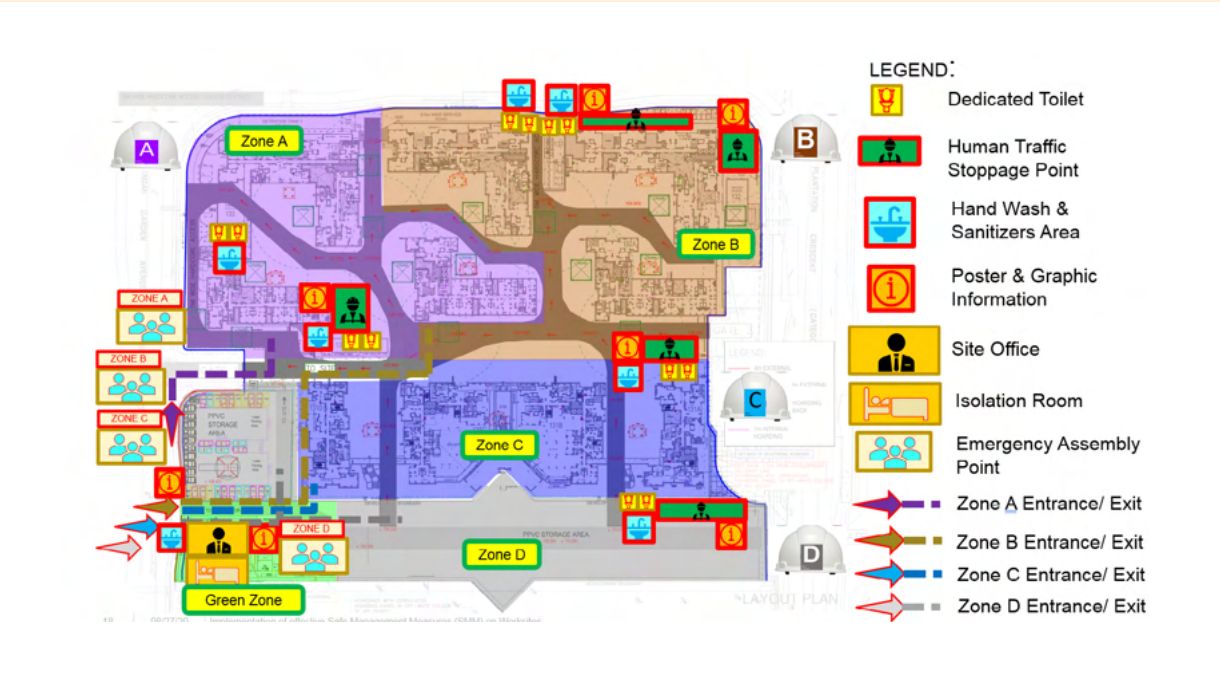
Zone	Contractor / Pax	Access Routing	Start time to workplace	Lunch Time	Dinner Time	Location of Rest Area for lunch & dinner	Shift Using Hours
Zone E	Santai 55	Gate 7 Security Entrance	0730hrs	1130-1230hrs	1900-2000hrs	KCL Dorm	0930-1030hrs 1630hrs
	KTC 10	Gate 7 Security Entrance	0800hrs	1130-1230hrs		West Rest area 2 (40)	1030-1100hrs 1630-1700hrs
	Presscret e 20	Gate 7 Security Entrance	0800hrs	1130-1230hrs		West Rest area 2	1030-1100hrs 1630-1700hrs
	Hirose 10	Gate 7 Security Entrance	0830hrs	1240-1340hrs		West Rest area 2	1100-1130hrs 1700-1730hrs
	CSBP 15	Gate 7 Security Entrance	0830hrs	1240-1340hrs		West Rest area 2	1100-1130hrs 1700-1730hrs
	Dong Woon 9	Gate 7 Security Entrance	0900hrs	1240-1340hrs		East Rest area (40)	1130-1200hrs 1730-1800hrs
	Wohhup 25	Gate 7 Security Entrance	0900hrs	1240-1340hrs		East Rest area 3	1130-1200hrs 1730-1800hrs

3. Educate your workers to familiarise with various safety signages and posters on site.



4. All workers are to only work in their designated zones as demarcated by the builder.

- **Zoning and Demarcation**
- **Segregation on worksite including ingress and egress control.**



- All workers are to be under the close supervision of a SDO, who is to ensure the following:
- a. Workers stay within their segregated zones, and do not interact with workers from other contractors
  - b. Workers observe safe distancing practices while carrying out their duties.

- **Safe distancing and segregation at work**





- Remind your workers to practise good SMM (e.g. workers only work in their zones as demarcated by the builder, under close supervision of a SDO, do not interact with workers from other contractors, observe safe distancing practices)



#### 6. Briefed by Main Contractor's SMO on COVID Response Plan / Emergency Response Plan.

Informed by MOH that worker is a confirmed COVID-19 case  
 -Builder to follow up with authorities in information on workers  
 -Builder to identify sick worker's close contacts

Seal off work section occupied by sick workers

Disinfect affected worksite  
 (including surrounding premises, common facilities and tools)

Disinfect affected worker's accommodation and shared facilities

If surrounding workers around affected case are quarantined

- Ensure well-being of workers
- Monitor workers' health in accordance to authority guidelines
- Builder to constantly keep track of workers' health and update their management

If surrounding workers around affected case are not quarantined

- Monitor health conditions of workers who had worked with sick worker
- Ensure good hygiene at site accommodation
- Builder to constantly keep track of workers' health and update their management

#### 7. Keep the workplace and premises clean.



## SCENARIO 3 WORKERS WHO WORK ON NON-CONSTRUCTION SITE / NON-SUPPLY WORK SITE

### SAFE ACCOMMODATION

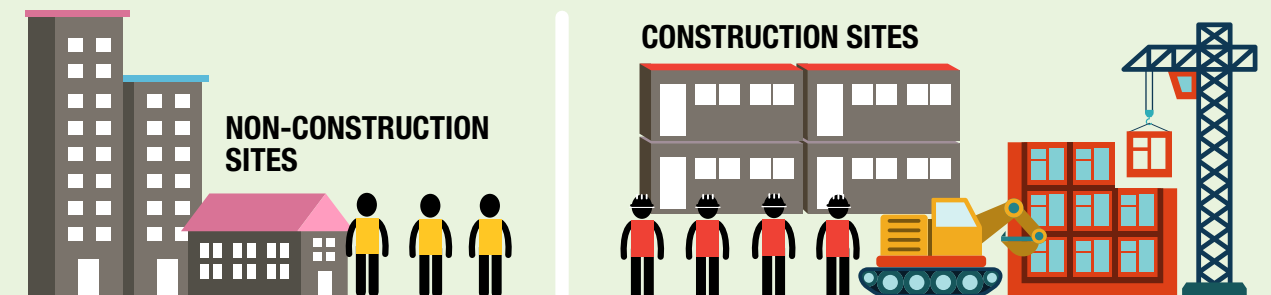
- If they stay in HDB/PRP, the entire unit shall be occupied by workers of your firm\*.
  - If they stay in PBD/FCD:
    - Each room could only be shared with one other firm. I.e. workers sharing the same room shall be from a maximum of 2 firms/employers.
    - If you have workers occupying multiple rooms, you should co-locate these rooms on the same floor, and as far as possible, in adjacent rooms.

\* Ensure that workers who work on construction sites and non-construction sites do not stay together.

- Update workers' accommodations details with MOM.



- Workers working on non-construction sites and construction sites should not stay together.



### SAFE TRANSPORTATION

- Provide point-to-point transportation for your workers staying together who are Work Permit or S Pass holders, with staggered pick up/drop off. S Pass holders not residing in dormitories may take public transport.
- Workers residing in the same accommodation can travel in the same vehicle to / from multiple sites in a single trip.
- Adhere to **MOM's advisory on Safe Management Measures for workers on employer-provided transportation**, e.g. ensure workers wear a mask and not talk or interact while on the vehicle.





## SAFE WORKFORCE

### 1. Staggered Rest Day

- Log in to **MOM's Safe@Work** system to select a rest day between Mon to Sat for workers
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FAQ on staggered rest day

For details: [www.mom.gov.sg/eservices/services/safe-work](http://www.mom.gov.sg/eservices/services/safe-work) and [www.mom.gov.sg/covid-19/frequently-asked-questions](http://www.mom.gov.sg/covid-19/frequently-asked-questions).

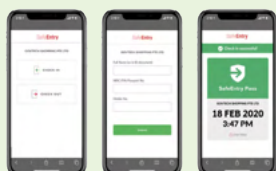
If you need your workers to rest on Sunday, submit an appeal to MOM at [www.mom.gov.sg/appeal-restday](http://www.mom.gov.sg/appeal-restday).

- ### 2. Ensure your workers to check their **AccessCode** every morning, and to leave their place of accommodation only if AccessCode is "**GREEN**".



## SAFE WORKPLACE

- ### 1. Set up **SafeEntry** at entry point of workplace.
- Minimally SafeEntry QR Code version should be used.



Guides to set up SafeEntry NRIC

- ### 2. Remind workers on Key requirements for Safe Management at **Workplaces**



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