

# **FOREIGN EMPLOYEE DORMITORIES ACT LICENCE CONDITIONS**

**REVISED EDITION 1 JUNE 2023**

**CLASS 1  
(SET A1)**

**FOR LICENSEES WHO APPLIED FOR PERMISSION FROM THE RELEVANT  
GOVERNMENT AGENCIES BEFORE 18 SEPTEMBER 2021 TO OPERATE THE  
SAID DORMITORY**

## **A. Dormitory Management**

### **1. Duties and Responsibilities of the Licensee**

- 1.1. The Licensee must ensure that the dormitory is operated and managed at all times.
- 1.2. The Licensee must comply with all existing laws, regulations, by-laws, codes of practice and any other laws, regulations and by-laws and codes of practice which may come into force and as amended from time to time, including but not limited to the following:
  - 1.2.1. Fire Safety 1993 Act and its subsidiary legislation.
  - 1.2.2. Road Traffic Act 1961 and its subsidiary legislation.
  - 1.2.3. Environmental Protection and Management Act 1999 and its subsidiary legislation.
  - 1.2.4. Environmental Public Health Act 1987.
  - 1.2.5. Control of Vectors and Pesticides Act 1998.
  - 1.2.6. Smoking (Prohibition in Certain Places) Act 1992.
  - 1.2.7. Infectious Diseases Act 1976.
  - 1.2.8. Sewerage and Drainage Act 1999 and its subsidiary legislation.
  - 1.2.9. Public Utilities Act 2001 and its subsidiary legislation.
  - 1.2.10. Employment Act 1968, Employment of Foreign Manpower Act 1990 and their subsidiary legislation.
  - 1.2.11. Immigration Act 1959 and its subsidiary legislation.
  - 1.2.12. Customs Act 1960 and its subsidiary legislation.
  - 1.2.13. Work Injury Compensation Act 2019 and its subsidiary legislation.
  - 1.2.14. Workplace Safety 2006 and its subsidiary legislation.
  - 1.2.15. Planning Act 1998 and its subsidiary legislation.
  - 1.2.16. Parks and Trees Act 2005 and its subsidiary legislation.

- 1.3. The Licensee must have access to all living units, by retaining a set of keys or access card or such other means of access, for the purposes of emergency situations, inspections, and ensuring compliance with any other licence conditions.
- 1.4. The Licensee must work with the local grassroots, grassroots Advisers and/ or Members of Parliament to address any community, safety and security issues.

## **2. Document Retention and Reporting**

- 2.1. The Licensee must keep and maintain the following documents within the dormitory premises:

- 2.1.1. An up-to-date register stating the names, designations, job responsibilities, NRIC numbers and mobile/ direct telephone numbers with photographs of persons employed by the Licensee to manage and operate the dormitory premises.

- 2.1.2. An up-to-date record of persons who are not dormitory residents or persons employed by the Licensee (e.g. visitors, employers of dormitory residents, outsourced service providers, commercial facility operators) entering into the Living Domain (i.e. dormitory living spaces, courtyard, cooking area, dining area, indoor social areas), containing the information below:

- Name
- Contact number
- Date and time of entering and leaving the dormitory
- Purpose of visit
- Company name (if applicable)
- NRIC/FIN/Work Pass number (last four digits)
- Occupation Title (if applicable)

The Licensee must maintain the record for at least one year and must keep the record within the dormitory premises.

- 2.1.3. A copy of the as-built drawings of the dormitory development (i.e. floor plans/ site plans and/ or accurate records of renovations done to the dormitory premises).

- 2.1.4. A copy of all the clearances and approvals for the dormitory by the relevant authorities.

- 2.1.5. A copy of licences issued by relevant authorities including but not limited to licences for the operation of the canteen, alcohol etc.

- 2.1.6. Up-to-date records in the event any service within the dormitory (e.g. cleaning, laundry and security) is outsourced to a third-party.

- 2.1.7. An up-to-date register of all the residents (foreign or local) housed in the dormitory, containing the information below.

<b>Register Details</b>	<b>Items to be Submitted</b>
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Details of Resident	Name Nationality Sex FIN/ NRIC number Work Pass number Work Pass type Industry sector Workplace address
Details of Employer and Sponsoring Company, if any	Name Address Name and telephone number of employer and sponsoring company person-in-charge, if any.
Details of Occupancy	Commencement date of resident's occupancy Expiry date of occupancy Room number occupied
Mode of transport	Mode of transport to workplace address. e.g. Company-arranged transport, public transport (bus, MRT, or both), self-arranged (walk, bicycle or own vehicle) (if applicable), dedicated mode of transport to public transport node: Company or Licensee arranged.

2.1.8. Upon request, the Licensee must submit the information specified in LC 2.1.1 to 2.1.7 to the Commissioner in the form, manner and frequency as the Commissioner specifies:

- 2.2. The Licensee must seek approval from the Commissioner of any change to the following:
  - 2.2.1. Directors or partners of the Licensee.
  - 2.2.2. Any form of legal restructuring of the Licensee.
  - 2.2.3. Name of Licensee or dormitory.
- 2.3. The Licensee must notify the Commissioner of any change in the information submitted in the Licence application, other than those stated in LC 2.2, within 14 days of the change.

### **3. Incident and Dispute Management**

- 3.1. Where there is a serious incident affecting the safety, security and/ or well-being of residents, the Licensee must manage the incident and if necessary, alert the relevant emergency response authorities and the Commissioner within three hours from the discovery of the incident, in the form and manner as determined by the Commissioner. The Licensee must also submit an incident report to the Commissioner within 24 hours

from the discovery of the incident, in the form and manner as determined by the Commissioner, unless otherwise directed by the Commissioner.

- 3.2. The Licensee must alert the Police, promptly if a civil disturbance, inter-ethnic group clash or potential law and order situation is imminent. After alerting the Police, the Licensee must also inform the Commissioner and the Land Agent as soon as reasonably practicable.
- 3.3. The Licensee must notify the Commissioner no less than 21 days prior to evicting or locking out residents. The Licensee must not evict or lock out residents without attempting to resolve the matter with the relevant parties (e.g. employer of the residents) or if directed by the Commissioner.
- 3.4. For the purposes of LC17.1. the Licensee must report to the Commissioner, in the form, manner and frequency as specified by the Commissioner, of every contravention by a resident of the House Rules for which a financial penalty had been imposed on the resident.
- 3.5. The Licensee must have in place measures to minimise the potential for conflicts amongst residents (e.g. reallocation of rooms for residents).
- 3.6. The Licensee must provide, maintain and inform the residents of an appropriate feedback, fault-reporting or grievance channel for residents and/ or employers to provide feedback with regard to the dormitory facilities and/ or conditions.
  - 3.6.1. The Licensee must address feedback, faults or grievances in a timely manner.
  - 3.6.2. The Licensee must document and keep records of the feedback as well as the measures taken to address them.
  - 3.6.3. The Licensee must maintain these records for at least one year and must keep the records within the dormitory premises.

## **B. Essential Living Standards**

### **4. Occupancy Limits and Living Space**

- 4.1. The Licensee must ensure that the following are observed:
  - 4.1.1. The Licensee must provide each resident with at least 4.5 square metres of living space. "Living space" includes the basic living facilities, such as the sleeping areas, living areas, sanitary facility areas, dining areas, kitchen areas, laundry areas, and yard areas as well.
  - 4.1.2. Each resident must not be housed such that the total number of residents in the dormitory is more than the maximum number specified or approved under i) the written permission for the dormitory issued by the Urban Redevelopment Authority, ii) SCDF, and iii) the FEDA licence granted by the Commissioner.

### **5. General Maintenance and Upkeep**

- 5.1. The Licensee must maintain the tidiness, cleanliness, sanitation, and good housekeeping of the dormitory at all times. This shall be in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority. Each distinct area in the dormitory which does not meet this requirement shall be considered as one contravention of this LC.

- 5.1.1. The following shall be considered as a distinct area for LC 5.1:
  - 5.1.1.1. Each living unit (i.e. residential unit).
  - 5.1.1.2. Each common sanitary facility area (i.e. common toilet).
  - 5.1.1.3. Each common cooking area.
  - 5.1.1.4. Each common dining area.
  - 5.1.1.5. Each recreational facility (e.g. gym, recreation room, hard court).
  - 5.1.1.6. Each common corridor (e.g. walkway to living unit on each level in each residential block).
  - 5.1.1.7. Any other area of the dormitory premises.
- 5.2. The Licensee must put in place sufficient measures, such as having an effective pest control programme, to ensure that each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, is free from all vectors (i.e. mosquitos, rats, fleas, flies and cockroaches), pests (e.g. termites, ants, wasps) and bedbugs.
- 5.3. In each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, the Licensee must keep the interior and exterior of buildings including the roof, drains, sanitary appliances, doors, windows or any structures thereto in good repair and condition.
- 5.4. The Licensee must ensure that any bicycles used by the residents are parked in an orderly manner.
- 6. Provision of Utilities**
  - 6.1. The Licensee must provide adequate water (including potable water) and electricity to the dormitory.
  - 6.2. The Licensee must not take any step to suspend, stop or in any way affect the continuous, uninterrupted and adequate supply of all utilities and any other services consumed or used at the dormitory without giving the Commissioner and the Land Agent at least 28 days prior notice.
  - 6.3. When directed by the Public Utilities Board (PUB), the Licensee must provide or install such sanitary facilities, sewerage systems or any other requirements as PUB may consider necessary.
  - 6.4. The Licensee must ensure all sanitary facilities and sewerage systems are operated, maintained, repaired, renewed or upgraded as required by and to the satisfaction of PUB.
- 7. Living Unit**
  - Bed**
    - 7.1. Each resident must be provided with a bed, which must include a frame and a base-board or mattress, by the Licensee.
    - 7.2. Each bed provided to a resident must be made of sturdy material that is not shaky and does not compromise the basic rest of the resident.

- 7.3. If stacked, each stack of beds must not be more than two decks high.

### **Cabinet**

- 7.4. Each resident must be provided with a lockable cabinet by the Licensee. The lockable cabinet must be located within the living unit for the resident to safe keep personal belongings.
- 7.5. Each lockable cabinet must be made of sturdy material and provide sufficient space for the resident to keep personal belongings.

### **Sanitary Facilities**

- 7.6. The Licensee must provide a minimum of one set of sanitary facilities per 15 residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin.
- 7.7. The Licensee must ensure that each water closet and each shower point are partitioned, with doors/ curtains installed to ensure privacy for the user.
- 7.8. The Licensee must not install CCTVs in the sanitary facilities or in private rest/sleeping areas.
- 7.9. If there are both male and female residents in the dormitory, each living unit and its sanitary facilities must be segregated for residents of different sex to ensure privacy. The Licensee must ensure that these living units and sanitary facilities are not accessible to residents of the other sex.

### **Lighting and Ventilation**

**The following LC 7.10. – 7.12. apply to each distinct area listed in LC 5.1.1.**

- 7.10. Adequate artificial lighting must be provided for daily living activities.
- 7.11. Mechanical ventilation (e.g. exhaust fans or fresh air fans) with air cleaning equipment (e.g. HEPA air filters or equivalent) must be provided when natural ventilation is inadequate for daily living activities or when directed by the Commissioner.
- 7.12. An adequate number of fans for sufficient air circulation must be provided in every living unit, as well as in common areas, isolation facilities, and amenities spaces. The fans must be reasonably spaced out.

## **8. Cooking Facilities**

- 8.1. The Licensee must provide at least one of the following:
- 8.1.1. Cooking facilities located within living units or outside living units.
  - 8.1.2. On-site cookhouse or canteen providing cooked meals.
  - 8.1.3. Catered cooked meals.
- 8.2. Except where the Commissioner permits in writing, the following minimum number and arrangement of cooking stoves, food preparation areas and dining areas must be provided, if the Licensee provides the cooking facilities under LC 8.1.1:

Type of dormitory	Minimum number of Cooking Stoves	Minimum number of Food Preparation Area	Minimum number of Dining Area
Cooking Facilities located within living units	One for every six bed spaces	One for every six bed spaces	
Cooking Facilities located outside living units	<u>First 4,000 bed spaces and below:</u> One for every six bed spaces <u>Above 4,000 bed spaces:</u> One for every eight bed spaces		

8.3. For dormitories with cooking facilities that are outside living units, the Licensee must:

8.3.1. Provide and maintain separate food preparation and cooking areas.

8.3.2. Ensure the cooking and food preparation areas are roofed, supplied with piped water and with adequate connections to the sewerage system.

8.4. The Licensee must provide sufficient non-refrigerated food storage facilities which are designed to restrict pest entry and discourage pest infestation.

#### **Catered Food**

8.5. Where the Licensee arranges for catered food to be provided for residents, the Licensee must ensure that such food is procured from licensed sources.

8.6. Where catered food is delivered to the dormitory (whether arranged for by the Licensee, employers or by the residents themselves), the Licensee must take reasonable measures to ensure the food delivered is protected from contamination until it is collected by the residents, such as food collection points and food storage.

### **9. Laundry Facilities**

9.1. The Licensee must provide either laundry facilities (e.g. washing machines) or laundry services for the residents.

9.2. The Licensee must ensure that wet laundry is not hung within each sleeping area.

9.3. The Licensee must provide sufficient and convenient sheltered clothes hanging facilities that enable proper drying of clothes. If the clothes' hanging area is within public view, appropriate screens must be provided to screen off the clothes hanging area from the public's view.

## **C. Resident Welfare**

### **10. Management of Resident Welfare**

#### **Education and Outreach**

10.1. The Licensee must conduct briefings on dormitory rules to the residents at the dormitory, within seven days of the residents taking up residency. Records of attendance of the residents at such briefings must be kept in the dormitory premises.

- 10.2. The Licensee must facilitate the education and outreach efforts by any government agency for residents of the dormitory.
- 10.3. The Licensee must have a system for the effective dissemination of information to all residents staying in the dormitory, including but not limited to installing notice boards at prominent locations in common areas and displaying educational materials throughout the dormitory.

#### **Events and Activities**

- 10.4. The Licensee must ensure that there are no activities taking place in the dormitory between 10.30 pm and 7 am that will cause a disturbance to the residents and the surrounding neighbourhood.
- 10.5. When directed by the Commissioner or relevant authorities, the Licensee must organise activities or facilitate the organisation of activities conducted by any third party.

### **11. Traffic Management**

#### **Prevent Traffic Obstruction**

- 11.1. The designated pick-up/ drop-off points must be located and maintained within the compound of the dormitory so as not to cause unnecessary obstruction to other road users. The Licensee must ensure that passenger pick-up and drop-off activities do not impede traffic flow along public roads.

### **12. Recreational and Commercial Amenities**

- 12.1. The Licensee must provide designated free Wi-Fi zones, with unlimited data per user, for residents in the following areas:

- 12.1.1. Common areas of the Living Domain (e.g. courtyard, cooking area, dining area, indoor social areas).

- 12.1.2. Social Domain, if present.

Access speed per user must not be lower than the recommended typical access speed per user for Wireless@SG.

## **D. Health and Safety**

### **13. Public Health Requirements**

#### **Isolation Facilities**

- 13.1. The Licensee must provide a minimum of one isolation bed per 100 bed spaces (i.e. 1%) or part thereof (rounded up to a whole number)<sup>[1]</sup> at all times.
  - 13.1.1. The first 0.1% of the isolation beds (rounded up to a whole number) must be situated in isolation rooms with en-suite sanitary facilities within each isolation room which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. Each isolation room must not contain more than two single-deck beds. The single-deck beds must be separated by a distance of at least

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<sup>1</sup> For example, if the dormitory has an occupancy load of 110 bed spaces, a minimum of two isolation beds must be provided.



two metres. Only one single-deck bed is allowed, if the two metres distance cannot be achieved.

- 13.1.2. For the remaining isolation beds, each isolation room can contain any number of single-deck beds or double-deck beds. The beds must be separated by a distance of at least one metre. Each isolation room must have sanitary facilities, but where it is impractical to provide en-suite sanitary facilities within each isolation room, the Licensee must provide a minimum of one set of sanitary facilities (located outside the isolation room) per five isolation beds, for the exclusive use of the isolation residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. The designated sanitary facilities must be wiped down after every use and regularly cleaned and in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
  - 13.1.2.1. These isolation beds may be converted from existing spaces, such as multi-purpose halls, recreation spaces or other open spaces.
- 13.2. When directed by the Commissioner, the Licensee must provide additional isolation facilities, at a minimum of three isolation beds per 200 bed spaces (i.e. 1.5%) or part thereof (rounded up to a whole number). Each isolation room can contain any number of single-deck beds or double-deck beds, but the beds must be separated by a distance of at least one metre. Each isolation room must have sanitary facilities, but where it is impractical to provide en-suite sanitary facilities within each isolation room, the Licensee must provide a minimum of one set of sanitary facilities (located outside the isolation room) per five isolation beds, for the exclusive use of the isolation residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. The designated sanitary facilities must be wiped down after every use and regularly cleaned and in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
  - 13.2.1. The additional isolation beds may be converted from existing spaces, such as multi-purpose halls, recreation spaces or other open spaces, as long as the Licensee can demonstrate that the space can be converted into isolation facilities when necessary.
  - 13.2.2. If tentages or other temporary structures in open spaces (e.g. open carpark) are used to set up additional isolation beds, the isolation facility containing such isolation beds must have good ventilation (e.g. by provisioning windows to allow natural ventilation).
- 13.3. The isolation facilities are to be clearly separated from the living units of residents.
- 13.4. The Licensee must implement one or more of the following measures for each isolation room:
  - 13.4.1. Provision of mosquito nets for isolation beds.
  - 13.4.2. Installation of netting for windows, doors and all other openings in the isolation room.
- 13.5. Each resident, employer or any party which acts as the Tenant must not be levied additional charges by the Licensee for the use of the isolation beds.

## **Infection Prevention and Control Measures**

- 13.6. The Licensee must inform and remind residents to monitor, record and report their individual health condition in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- 13.7. The Licensee must take all reasonable steps to ensure each resident is sent for medical tests and examinations, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, to identify cases of an infectious disease with potential for an outbreak<sup>[2]</sup>.
- 13.8. The Licensee must ensure that each resident who is symptomatic of or has contracted any infectious diseases,
  - 13.8.1. be provided with and required to wear a mask at all times when within the dormitory;
  - 13.8.2. be isolated in the isolation facility while waiting for medical treatment; and
  - 13.8.3. be provided or caused to be provided medical treatment.
- 13.9. The Licensee must, at all times, comply with infection prevention and control measures in any written law, advisory, guideline or other similar instrument issued by any competent authority. These measures may include, but are not limited to, ensuring dormitory staff and residents utilise appropriate equipment, service or gear to manage disease outbreak situations, including but not limited to temperature screening equipment, N95-compliant face masks and disinfection cleaning services.
- 13.10. The Licensee must take appropriate measures to prepare for and to address any health and safety issues, including issues of public health or infectious disease outbreaks. Such measures may include (but are not limited to) reducing the density of the residents in the living units of the dormitory, standing up more isolation beds, facilitating the deployment of mobile clinical teams, setting up of medical posts within the dormitory and/ or facilitating and effecting safe and expeditious evacuation of the dormitory, when necessary. Please refer to Annex A for measures that may be required if there is an infectious disease outbreak or when directed by the Commissioner.
- 14. Fire Safety**
- 14.1. Not applicable for this class.
- 15. Security Requirements**
- 15.1. The Licensee must implement any security measures as deemed necessary by SPF, SCDF or other relevant authorities.
- 16. Security Management**  
**Security**
- 16.1. The Licensee is responsible for the security management of the Development.
- 17. House Rules**

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<sup>2</sup> Infectious diseases with outbreak potential include seasonal influenza, chickenpox, measles, vector-borne diseases such as dengue, malaria and chikungunya and food-borne diseases.

- 17.1. The Licensee must devise a written set of House Rules to be promulgated contractually between the Licensee and the residents. The House Rules must focus on the safety, security and well-being of residents of the dormitory, including:
  - 17.1.1. For dormitories with cooking facilities that are outside the living units, residents must store all sharp utensils (e.g. kitchen knives, choppers) inside the utensil storage areas provided by the Licensee near/ at the cooking facilities when not in use.
  - 17.1.2. Requiring residents who are ill to practise social responsibility and to report to the Licensee.
  - 17.1.3. Prohibiting residents from hanging wet laundry within the sleeping area.
  - 17.1.4. Measures to implement any public health requirement set out in any written law, advisory, guideline or other similar instrument issued by any competent authority (“Public Health Requirements”).
  - 17.1.5. Consequences (if any) for residents who contravene rules.
- 17.2. The Licensee must display the House Rules conspicuously in the dormitory.

## **ANNEX A - MEASURES IF THERE IS AN INFECTIOUS DISEASE OUTBREAK OR WHEN DIRECTED BY THE COMMISSIONER**

- A1. The Licensee must establish and apply appropriate procedures and controls in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, that enable or facilitate contact tracing (within the meaning of the Infectious Diseases Act) of all residents in the dormitory.
- A2. The Licensee must ensure that each shared facility (such as communal living units, dining areas, sanitary facilities, laundry areas, cooking areas) and each pick-up and drop-off point in the dormitory is not overcrowded for the health and safety of the residents.
- A3. The Licensee must take all reasonable steps to ensure that individual residents from the same company, employer or work-site are staying in the same room, living unit or level or block, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- A4. Records must be kept of the following:
  - A4.1. The identity of each resident who enters or leaves the dormitory each day.
  - A4.2. The respective times of each resident entering or leaving the dormitory.
- A5. Every visitor must have his or her temperature taken before he or she enters or leaves the dormitory. Any visitor who has a fever or looks unwell must leave the dormitory premises without delay.
- A6. Every resident must be checked if he or she looks unwell before he or she enters or leaves the dormitory. Any resident who has a fever or looks unwell must be, without delay,
  - A6.1. provided with and required to wear a mask at all times in the dormitory;
  - A6.2. isolated in the isolation facility while waiting for medical treatment, and
  - A6.3. provided or caused to be provided medical treatment.
- A7. Residents leaving the dormitory (for work or otherwise) must be staggered, to minimise residents staying in different living units leaving the dormitory at the same time.
- A8. The Licensee must not allow each resident to leave the dormitory unless the resident,
  - A8.1. has obtained permission from the Controller of Work Passes to do so; or
  - A8.2. is seeking medical treatment or help in an emergency or is required by lawful authority to evacuate the dormitory.
- A9. The Licensee must ensure that commercial service providers within the dormitory facilitate contactless ordering and delivery of their goods and items to minimise physical interaction.

# **FOREIGN EMPLOYEE DORMITORIES ACT LICENCE CONDITIONS**

**REVISED EDITION 1 JUNE 2023**

**CLASS 2**

**(SET A2)**

**FOR LICENSEES WHO APPLIED FOR PERMISSION FROM THE RELEVANT  
GOVERNMENT AGENCIES BEFORE 18 SEPTEMBER 2021 TO OPERATE THE  
SAID DORMITORY**

## **A. Dormitory Management**

### **1. Duties and Responsibilities of the Licensee**

- 1.1. The Licensee must ensure that the dormitory is operated and managed at all times.
- 1.2. The Licensee must comply with all existing laws, regulations, by-laws, codes of practice and any other laws, regulations and by-laws and codes of practice which may come into force and as amended from time to time, including but not limited to the following:
  - 1.2.1. Fire Safety 1993 Act and its subsidiary legislation.
  - 1.2.2. Road Traffic Act 1961 and its subsidiary legislation.
  - 1.2.3. Environmental Protection and Management Act 1999 and its subsidiary legislation.
  - 1.2.4. Environmental Public Health Act 1987.
  - 1.2.5. Control of Vectors and Pesticides Act 1998.
  - 1.2.6. Smoking (Prohibition in Certain Places) Act 1992.
  - 1.2.7. Infectious Diseases Act 1976.
  - 1.2.8. Sewerage and Drainage Act 1999 and its subsidiary legislation.
  - 1.2.9. Public Utilities Act 2001 and its subsidiary legislation.
  - 1.2.10. Employment Act 1968, Employment of Foreign Manpower Act 1990 and their subsidiary legislation.
  - 1.2.11. Immigration Act 1959 and its subsidiary legislation.
  - 1.2.12. Customs Act 1960 and its subsidiary legislation.
  - 1.2.13. Work Injury Compensation Act 2019 and its subsidiary legislation.
  - 1.2.14. Workplace Safety 2006 and its subsidiary legislation.
  - 1.2.15. Planning Act 1998 and its subsidiary legislation.
  - 1.2.16. Parks and Trees Act 2005 and its subsidiary legislation.

- 1.3. The Licensee must have access to all living units, by retaining a set of keys or access card or such other means of access, for the purposes of emergency situations, inspections, and ensuring compliance with any other licence conditions.
- 1.4. The Licensee must work with the local grassroots, grassroots Advisers and/ or Members of Parliament to address any community, safety and security issues.
- 1.5. The Licensee of a dormitory that houses foreign employees who are not employed by the Licensee must accommodate requests from employers or foreign employees who may not be able to lease an entire living unit.

## **2. Document Retention and Reporting**

- 2.1. The Licensee must keep and maintain the following documents within the dormitory premises:

- 2.1.1. An up-to-date register stating the names, designations, job responsibilities, NRIC numbers and mobile/ direct telephone numbers with photographs of persons employed by the Licensee to manage and operate the dormitory premises.
- 2.1.2. An up-to-date record of persons who are not dormitory residents or persons employed by the Licensee (e.g. visitors, employers of dormitory residents, outsourced service providers, commercial facility operators) entering into the Living Domain (i.e. dormitory living spaces, courtyard, cooking area, dining area, indoor social areas), containing the information below:
  - Name
  - Contact number
  - Date and time of entering and leaving the dormitory
  - Purpose of visit
  - Company name (if applicable)
  - NRIC/FIN/Work Pass number (last four digits)
  - Occupation Title (if applicable)

The Licensee must maintain the record for at least one year and must keep the record within the dormitory premises.

- 2.1.3. A copy of the as-built drawings of the dormitory development (i.e. floor plans/ site plans and/ or accurate records of renovations done to the dormitory premises).
- 2.1.4. A copy of all the clearances and approvals for the dormitory by the relevant authorities.
- 2.1.5. A copy of licences issued by relevant authorities including but not limited to licences for the operation of the canteen, alcohol etc.
- 2.1.6. Up-to-date records in the event any service within the dormitory (e.g. cleaning, laundry and security) is outsourced to a third-party.

2.1.7. An up-to-date register of all the residents (foreign or local) housed in the dormitory, containing the information below.

<b>Register Details</b>	<b>Items to be Submitted</b>
Details of Resident	Name Nationality Sex FIN/ NRIC number Work Pass number Work Pass type Industry sector Workplace address
Details of Employer and Sponsoring Company, if any	Name Address Name and telephone number of employer and sponsoring company person-in-charge, if any.
Details of Occupancy	Commencement date of resident's occupancy Expiry date of occupancy Room number occupied
Mode of transport	Mode of transport to workplace address. e.g. Company-arranged transport, public transport (bus, MRT, or both), self-arranged (walk, bicycle or own vehicle) (if applicable), dedicated mode of transport to public transport node: Company or Licensee arranged.

2.1.8. Upon request, the Licensee must submit the information specified in LC 2.1.1 to 2.1.7 to the Commissioner in the form, manner and frequency as the Commissioner specifies:

- 2.2. The Licensee must seek approval from the Commissioner of any change to the following:
  - 2.2.1. Directors or partners of the Licensee.
  - 2.2.2. Any form of legal restructuring of the Licensee.
  - 2.2.3. Name of Licensee or dormitory.
- 2.3. The Licensee must notify the Commissioner of any change in the information submitted in the Licence application, other than those stated in LC 2.2, within 14 days of the change.
- 2.4. The Licensee must submit to the Commissioner, management reports that are accurate and complete in the form, manner and frequency as determined by the Commissioner.

### **3. Incident and Dispute Management**

- 3.1. Where there is a serious incident affecting the safety, security and/ or well-being of residents, the Licensee must manage the incident and if necessary, alert the relevant emergency response authorities and the Commissioner within three hours from the discovery of the incident, in the form and manner as determined by the Commissioner. The Licensee must also submit an incident report to the Commissioner within 24 hours from the discovery of the incident, in the form and manner as determined by the Commissioner, unless otherwise directed by the Commissioner.
- 3.2. The Licensee must alert the Police, promptly if a civil disturbance, inter-ethnic group clash or potential law and order situation is imminent. After alerting the Police, the Licensee must also inform the Commissioner and the Land Agent as soon as reasonably practicable.
- 3.3. The Licensee must notify the Commissioner no less than 21 days prior to evicting or locking out residents. The Licensee must not evict or lock out residents without attempting to resolve the matter with the relevant parties (e.g. employer of the residents) or if directed by the Commissioner.
- 3.4. For the purposes of LC17.1. the Licensee must report to the Commissioner, in the form, manner and frequency as specified by the Commissioner, of every contravention by a resident of the House Rules for which a financial penalty had been imposed on the resident.
- 3.5. The Licensee must have in place measures to minimise the potential for conflicts amongst residents (e.g. reallocation of rooms for residents).
- 3.6. The Licensee must provide, maintain and inform the residents of an appropriate feedback, fault-reporting or grievance channel for residents and/ or employers to provide feedback with regard to the dormitory facilities and/ or conditions.
  - 3.6.1. The Licensee must address feedback, faults or grievances in a timely manner.
  - 3.6.2. The Licensee must document and keep records of the feedback as well as the measures taken to address them.
  - 3.6.3. The Licensee must maintain these records for at least one year and must keep the records within the dormitory premises.

### **B. Essential Living Standards**

#### **4. Occupancy Limits and Living Space**

- 4.1. The Licensee must ensure that the following are observed:
  - 4.1.1. The Licensee must provide each resident with at least 4.5 square metres of living space. “Living space” includes the basic living facilities, such as the sleeping areas, living areas, sanitary facility areas, dining areas, kitchen areas, laundry areas, and yard areas as well.
  - 4.1.2. Each resident must not be housed such that the total number of residents in the dormitory is more than the maximum number specified or approved under i) the written permission for the dormitory issued by the Urban Redevelopment Authority, ii) SCDF, and iii) the FEDA licence granted by the Commissioner.



4.1.3. Each section of not more than 240 residents is to be housed at each level of a residential block.

4.1.3.1. If two or more blocks are connected by a skylink, the number of residents across the level where the skylink is connected must not have more than 240 residents. The skylink must have a sheltered walkway.

4.1.3.2. If a level of a residential block houses more than 120 residents, the Licensee must be able to establish sections of not more than 120 residents, via physical barriers.

## **5. General Maintenance and Upkeep**

5.1. The Licensee must maintain the tidiness, cleanliness, sanitation, and good housekeeping of the dormitory at all times. This shall be in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority. Each distinct area in the dormitory which does not meet this requirement shall be considered as one contravention of this LC.

5.1.1. The following shall be considered as a distinct area for LC 5.1:

5.1.1.1. Each living unit (i.e. residential unit).

5.1.1.2. Each common sanitary facility area (i.e. common toilet).

5.1.1.3. Each common cooking area.

5.1.1.4. Each common dining area.

5.1.1.5. Each recreational facility (e.g. gym, recreation room, hard court).

5.1.1.6. Each common corridor (e.g. walkway to living unit on each level in each residential block).

5.1.1.7. Any other area of the dormitory premises.

5.2. The Licensee must put in place sufficient measures, such as having an effective pest control programme, to ensure that each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, is free from all vectors (i.e. mosquitos, rats, fleas, flies and cockroaches), pests (e.g. termites, ants, wasps) and bedbugs.

5.3. In each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, the Licensee must keep the interior and exterior of buildings including the roof, drains, sanitary appliances, doors, windows or any structures thereto in good repair and condition.

5.4. The Licensee must ensure that any bicycles used by the residents are parked in an orderly manner.

## **6. Provision of Utilities**

6.1. The Licensee must provide adequate water (including potable water) and electricity to the dormitory.

6.2. The Licensee must not take any step to suspend, stop or in any way affect the continuous, uninterrupted and adequate supply of all utilities and any other services

consumed or used at the dormitory without giving the Commissioner and the Land Agent at least 28 days prior notice.

- 6.3. When directed by the Public Utilities Board (PUB), the Licensee must provide or install such sanitary facilities, sewerage systems or any other requirements as PUB may consider necessary.
- 6.4. The Licensee must ensure all sanitary facilities and sewerage systems are operated, maintained, repaired, renewed or upgraded as required by and to the satisfaction of PUB.

## **7. Living Unit**

### **Bed**

- 7.1. Each resident must be provided with a bed, which must include a frame and a base-board or mattress, by the Licensee.
- 7.2. Each bed provided to a resident must be made of sturdy material that is not shaky and does not compromise the basic rest of the resident.
- 7.3. If stacked, each stack of beds must not be more than two decks high.

### **Cabinet**

- 7.4. Each resident must be provided with a lockable cabinet by the Licensee. The lockable cabinet must be located within the living unit for the resident to safe keep personal belongings.
- 7.5. Each lockable cabinet must be made of sturdy material and provide sufficient space for the resident to keep personal belongings.

### **Sanitary Facilities**

- 7.6. The Licensee must provide a minimum of one set of sanitary facilities per 15 residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin.
- 7.7. The Licensee must ensure that each water closet and each shower point are partitioned, with doors/ curtains installed to ensure privacy for the user.
- 7.8. The Licensee must not install CCTVs in the sanitary facilities or in private rest/sleeping areas.
- 7.9. If there are both male and female residents in the dormitory, each living unit and its sanitary facilities must be segregated for residents of different sex to ensure privacy. The Licensee must ensure that these living units and sanitary facilities are not accessible to residents of the other sex.

### **Lighting and Ventilation**

**The following LC 7.10. – 7.12. apply to each distinct area listed in LC 5.1.1.**

- 7.10. Adequate artificial lighting must be provided for daily living activities.
- 7.11. Mechanical ventilation (e.g. exhaust fans or fresh air fans) with air cleaning equipment (e.g. HEPA air filters or equivalent) must be provided when natural ventilation is inadequate for daily living activities or when directed by the Commissioner.

- 7.12. An adequate number of fans for sufficient air circulation must be provided in every living unit, as well as in common areas, isolation facilities, and amenities spaces. The fans must be reasonably spaced out.

## **8. Cooking Facilities**

- 8.1. The Licensee must provide at least one of the following:
- 8.1.1. Cooking facilities located within living units or outside living units.
  - 8.1.2. On-site cookhouse or canteen providing cooked meals.
  - 8.1.3. Catered cooked meals.
- 8.2. Except where the Commissioner permits in writing, the following minimum number and arrangement of cooking stoves, food preparation areas and dining areas must be provided, if the Licensee provides the cooking facilities under LC 8.1.1:

Type of dormitory	Minimum number of Cooking Stoves	Minimum number of Food Preparation Area	Minimum number of Dining Area
Cooking Facilities located within living units	One for every six bed spaces	One for every six bed spaces	
Cooking Facilities located outside living units	<u>First 4,000 bed spaces and below:</u> One for every six bed spaces <u>Above 4,000 bed spaces:</u> One for every eight bed spaces		

- 8.3. For dormitories with cooking facilities that are outside living units, the Licensee must:
- 8.3.1. Provide and maintain separate food preparation and cooking areas.
  - 8.3.2. Ensure the cooking and food preparation areas are roofed, supplied with piped water and with adequate connections to the sewerage system.
- 8.4. The Licensee must provide sufficient non-refrigerated food storage facilities which are designed to restrict pest entry and discourage pest infestation.

### **Catered Food**

- 8.5. Where the Licensee arranges for catered food to be provided for residents, the Licensee must ensure that such food is procured from licensed sources.
- 8.6. Where catered food is delivered to the dormitory (whether arranged for by the Licensee, employers or by the residents themselves), the Licensee must take reasonable measures to ensure the food delivered is protected from contamination until it is collected by the residents, such as food collection points and food storage.

## **9. Laundry Facilities**

- 9.1. The Licensee must provide either laundry facilities (e.g. washing machines) or laundry services for the residents.

- 9.2. The Licensee must ensure that wet laundry is not hung within each sleeping area.
- 9.3. The Licensee must provide sufficient and convenient sheltered clothes hanging facilities that enable proper drying of clothes. If the clothes' hanging area is within public view, appropriate screens must be provided to screen off the clothes hanging area from the public's view.

## **C. Resident Welfare**

### **10. Management of Resident Welfare**

#### **Education and Outreach**

- 10.1. The Licensee must conduct briefings on dormitory rules to the residents at the dormitory, within seven days of the residents taking up residency. Records of attendance of the residents at such briefings must be kept in the dormitory premises.
- 10.2. The Licensee must facilitate the education and outreach efforts by any government agency for residents of the dormitory.
- 10.3. The Licensee must have a system for the effective dissemination of information to all residents staying in the dormitory, including but not limited to installing notice boards at prominent locations in common areas and displaying educational materials throughout the dormitory.

#### **Events and Activities**

- 10.4. The Licensee must ensure that there are no activities taking place in the dormitory between 10.30 pm and 7 am that will cause a disturbance to the residents and the surrounding neighbourhood.
- 10.5. When directed by the Commissioner or relevant authorities, the Licensee must organise activities or facilitate the organisation of activities conducted by any third party.

### **11. Traffic Management**

#### **Prevent Traffic Obstruction**

- 11.1. The designated pick-up/ drop-off points must be located and maintained within the compound of the dormitory so as not to cause unnecessary obstruction to other road users. The Licensee must ensure that passenger pick-up and drop-off activities do not impede traffic flow along public roads.

### **12. Recreational and Commercial Amenities**

- 12.1. The Licensee must provide designated free Wi-Fi zones, with unlimited data per user, for residents in the following areas:

12.1.1. Common areas of the Living Domain (e.g. courtyard, cooking area, dining area, indoor social areas).

12.1.2. Social Domain, if present.

Access speed per user must not be lower than the recommended typical access speed per user for Wireless@SG.

## **D. Health and Safety**

## **13. Public Health Requirements**

### **Isolation Facilities**

- 13.1. The Licensee must provide a minimum of one isolation bed per 100 bed spaces (i.e. 1%) or part thereof (rounded up to a whole number)<sup>[3]</sup> at all times.
- 13.1.1. The first 0.1% of the isolation beds (rounded up to a whole number) must be situated in isolation rooms with en-suite sanitary facilities within each isolation room which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. Each isolation room must not contain more than two single-deck beds. The single-deck beds must be separated by a distance of at least two metres. Only one single-deck bed is allowed, if the two metres distance cannot be achieved.
- 13.1.2. For the remaining isolation beds, each isolation room can contain any number of single-deck beds or double-deck beds. The beds must be separated by a distance of at least one metre. Each isolation room must have sanitary facilities, but where it is impractical to provide en-suite sanitary facilities within each isolation room, the Licensee must provide a minimum of one set of sanitary facilities (located outside the isolation room) per five isolation beds, for the exclusive use of the isolation residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. The designated sanitary facilities must be wiped down after every use and regularly cleaned and in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- 13.1.2.1. These isolation beds may be converted from existing spaces, such as multi-purpose halls, recreation spaces or other open spaces.
- 13.2. When directed by the Commissioner, the Licensee must provide additional isolation facilities, at a minimum of three isolation beds per 200 bed spaces (i.e. 1.5%) or part thereof (rounded up to a whole number). Each isolation room can contain any number of single-deck beds or double-deck beds, but the beds must be separated by a distance of at least one metre. Each isolation room must have sanitary facilities, but where it is impractical to provide en-suite sanitary facilities within each isolation room, the Licensee must provide a minimum of one set of sanitary facilities (located outside the isolation room) per five isolation beds, for the exclusive use of the isolation residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. The designated sanitary facilities must be wiped down after every use and regularly cleaned and in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- 13.2.1. The additional isolation beds may be converted from existing spaces, such as multi-purpose halls, recreation spaces or other open spaces, as long as the Licensee can demonstrate that the space can be converted into isolation facilities when necessary.
- 13.2.2. If tentages or other temporary structures in open spaces (e.g. open car parks) are used to set up additional isolation beds, the isolation facility containing

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<sup>3</sup> For example, if the dormitory has an occupancy load of 110 bed spaces, a minimum of two isolation beds must be provided.

such isolation beds must have good ventilation (e.g. by provisioning windows to allow natural ventilation).

- 13.3. The isolation facilities are to be clearly separated from the living units of residents.
- 13.4. The Licensee must implement one or more of the following measures for each isolation room:
  - 13.4.1. Provision of mosquito nets for isolation beds.
  - 13.4.2. Installation of netting for windows, doors and all other openings in the isolation room.
- 13.5. Each resident, employer or any party which acts as the Tenant must not be levied additional charges by the Licensee for the use of the isolation beds.

#### **Infection Prevention and Control Measures**

- 13.6. The Licensee must inform and remind residents to monitor, record and report their individual health condition in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- 13.7. The Licensee must take all reasonable steps to ensure each resident is sent for medical tests and examinations, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, to identify cases of an infectious disease with potential for an outbreak<sup>[4]</sup>.
- 13.8. The Licensee must ensure that each resident who is symptomatic of or has contracted any infectious diseases,
  - 13.8.1. be provided with and required to wear a mask at all times when within the dormitory;
  - 13.8.2. be isolated in the isolation facility while waiting for medical treatment; and
  - 13.8.3. be provided or caused to be provided medical treatment.
- 13.9. The Licensee must, at all times, comply with infection prevention and control measures in any written law, advisory, guideline or other similar instrument issued by any competent authority. These measures may include, but are not limited to, ensuring dormitory staff and residents utilise appropriate equipment, service or gear to manage disease outbreak situations, including but not limited to temperature screening equipment, N95-compliant face masks and disinfection cleaning services.
- 13.10. The Licensee must take appropriate measures to prepare for and to address any health and safety issues, including issues of public health or infectious disease outbreaks. Such measures may include (but are not limited to) reducing the density of the residents in the living units of the dormitory, standing up more isolation beds, facilitating the deployment of mobile clinical teams, setting up of medical posts within the dormitory and/ or facilitating and effecting safe and expeditious evacuation of the dormitory, when necessary. Please refer to Annex A for measures that may be required if there is an infectious disease outbreak or when directed by the Commissioner.

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<sup>4</sup> Infectious diseases with outbreak potential include seasonal influenza, chickenpox, measles, vector-borne diseases such as dengue, malaria and chikungunya and food-borne diseases.

### **Automated External Defibrillator**

- 13.11. The Licensee must provide at least one automated external defibrillator within the dormitory premises that is situated for convenient use by residents.

### **14. Fire Safety**

- 14.1. The Licensee must establish an Emergency Response Plan (including an in-place protection plan) and conduct fire drills (including communication exercises with neighbours) at least twice a year. The Emergency Response Plan and records of fire drills conducted are to be kept onsite at the dormitory.

### **15. Security Requirements**

- 15.1. The Licensee must implement any security measures as deemed necessary by SPF, SCDF or other relevant authorities.

### **16. Security Management**

#### **Security and Access Control**

- 16.1. The Licensee is responsible for the security management of the Development.
- 16.2. The Licensee must issue an identification pass to every resident of the dormitory. The pass must bear a unique, serialised number and the resident's photograph.
- 16.3. The Licensee must implement access control measures (e.g. security guards, computerised access system etc.) in the dormitory at all times and at all accessible entry and exit points of the dormitory to ensure the following:
- 16.3.1. That only persons who have been issued with identification passes and registered visitors who have been issued with visitor passes are allowed within the premises of the Living Domain of the dormitory.
- 16.4. The identification pass must be returned to the Licensee upon cessation of the residents' stay in the dormitory.

### **17. House Rules**

- 17.1. The Licensee must devise a written set of House Rules to be promulgated contractually between the Licensee and the residents. The House Rules must focus on the safety, security and well-being of residents of the dormitory, including:
- 17.1.1. For dormitories with cooking facilities that are outside the living units, residents must store all sharp utensils (e.g. kitchen knives, choppers) inside the utensil storage areas provided by the Licensee near/ at the cooking facilities when not in use.
- 17.1.2. Requiring residents who are ill to practise social responsibility and to report to the Licensee.
- 17.1.3. Prohibiting residents from hanging wet laundry within the sleeping area.
- 17.1.4. Measures to implement any public health requirement set out in any written law, advisory, guideline or other similar instrument issued by any competent authority ("Public Health Requirements").
- 17.1.5. Consequences (if any) for residents who contravene rules.

17.2. The Licensee must display the House Rules conspicuously in the dormitory.



**ANNEX A - MEASURES IF THERE IS AN INFECTIOUS DISEASE OUTBREAK OR WHEN DIRECTED BY THE COMMISSIONER**

- A1. The Licensee must establish and apply appropriate procedures and controls in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, that enable or facilitate contact tracing (within the meaning of the Infectious Diseases Act) of all residents in the dormitory.
- A2. The Licensee must ensure that each shared facility (such as communal living units, dining areas, sanitary facilities, laundry areas, cooking areas) and each pick-up and drop-off point in the dormitory is not overcrowded for the health and safety of the residents.
- A3. The Licensee must take all reasonable steps to ensure that individual residents from the same company, employer or work-site are staying in the same room, living unit or level or block, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- A10. Records must be kept of the following:
  - A4.3. The identity of each resident who enters or leaves the dormitory each day.
  - A4.4. The respective times of each resident entering or leaving the dormitory.
- A4. Every visitor must have his or her temperature taken before he or she enters or leaves the dormitory. Any visitor who has a fever or looks unwell must leave the dormitory premises without delay.
- A5. Every resident must be checked if he or she looks unwell before he or she enters or leaves the dormitory. Any resident who has a fever or looks unwell must be, without delay,
  - A6.4. provided with and required to wear a mask at all times in the dormitory;
  - A6.5. isolated in the isolation facility while waiting for medical treatment, and
  - A6.6. provided or caused to be provided medical treatment.
- A6. Residents leaving the dormitory (for work or otherwise) must be staggered, to minimise residents staying in different living units leaving the dormitory at the same time.
- A7. The Licensee must not allow each resident to leave the dormitory unless the resident,
  - A8.3. has obtained permission from the Controller of Work Passes to do so; or
  - A8.4. is seeking medical treatment or help in an emergency or is required by lawful authority to evacuate the dormitory.
- A8. The Licensee must ensure that commercial service providers within the dormitory facilitate contactless ordering and delivery of their goods and items to minimise physical interaction.

# **FOREIGN EMPLOYEE DORMITORIES ACT LICENCE CONDITIONS**

**REVISED EDITION 1 JUNE 2023**

**CLASS 3**

**(SET A3)**

**FOR LICENSEES WHO APPLIED FOR PERMISSION FROM THE RELEVANT  
GOVERNMENT AGENCIES BEFORE 18 SEPTEMBER 2021 TO OPERATE THE  
SAID DORMITORY**

## **A. Dormitory Management**

### **1. Duties and Responsibilities of the Licensee**

- 1.1. The Licensee must ensure that the dormitory is operated and managed at all times.
- 1.2. The Licensee must comply with all existing laws, regulations, by-laws, codes of practice and any other laws, regulations and by-laws and codes of practice which may come into force and as amended from time to time, including but not limited to the following:
  - 1.2.1. Fire Safety 1993 Act and its subsidiary legislation.
  - 1.2.2. Road Traffic Act 1961 and its subsidiary legislation.
  - 1.2.3. Environmental Protection and Management Act 1999 and its subsidiary legislation.
  - 1.2.4. Environmental Public Health Act 1987.
  - 1.2.5. Control of Vectors and Pesticides Act 1998.
  - 1.2.6. Smoking (Prohibition in Certain Places) Act 1992.
  - 1.2.7. Infectious Diseases Act 1976.
  - 1.2.8. Sewerage and Drainage Act 1999 and its subsidiary legislation.
  - 1.2.9. Public Utilities Act 2001 and its subsidiary legislation.
  - 1.2.10. Employment Act 1968, Employment of Foreign Manpower Act 1990 and their subsidiary legislation.
  - 1.2.11. Immigration Act 1959 and its subsidiary legislation.
  - 1.2.12. Customs Act 1960 and its subsidiary legislation.
  - 1.2.13. Work Injury Compensation Act 2019 and its subsidiary legislation.
  - 1.2.14. Workplace Safety 2006 and its subsidiary legislation.
  - 1.2.15. Planning Act 1998 and its subsidiary legislation.
  - 1.2.16. Parks and Trees Act 2005 and its subsidiary legislation.

- 1.3. The Licensee must have access to all living units, by retaining a set of keys or access card or such other means of access, for the purposes of emergency situations, inspections, and ensuring compliance with any other licence conditions.
- 1.4. The Licensee must work with the local grassroots, grassroots Advisers and/ or Members of Parliament to address any community, safety and security issues.
- 1.5. The Licensee of a dormitory that houses foreign employees who are not employed by the Licensee must accommodate requests from employers or foreign employees who may not be able to lease an entire living unit.
- 1.6. Where the Licensee is or is likely to be unable to pay its debt or is under any insolvency proceedings, the Licensee must make an application under section 91 of the Insolvency, Restructuring and Dissolution Act 2018 for an order that the company should be placed under the judicial management of a judicial manager and notify the Commissioner of Foreign Employee Dormitories (the “Commissioner”) of the application.
- 1.7. When directed by the Commissioner, the Licensee must facilitate the Government to occupy and manage the dormitory in the event the Licensee is or is likely unable to continue operating the dormitory.

## **2. Document Retention and Reporting**

- 2.1. The Licensee must keep and maintain the following documents within the dormitory premises:
  - 2.1.1. An up-to-date register stating the names, designations, job responsibilities, NRIC numbers and mobile/ direct telephone numbers with photographs of persons employed by the Licensee to manage and operate the dormitory premises.
  - 2.1.2. An up-to-date record of persons who are not dormitory residents or persons employed by the Licensee (e.g. visitors, employers of dormitory residents, outsourced service providers, commercial facility operators) entering into the Living Domain (i.e. dormitory living spaces, courtyard, cooking area, dining area, indoor social areas), containing the information below:
    - Name
    - Contact number
    - Date and time of entering and leaving the dormitory
    - Purpose of visit
    - Company name (if applicable)
    - NRIC/FIN/Work Pass number (last four digits)
    - Occupation Title (if applicable)

The Licensee must maintain the record for at least one year and must keep the record within the dormitory premises.

- 2.1.3. A copy of the as-built drawings of the dormitory development (i.e. floor plans/ site plans and/ or accurate records of renovations done to the dormitory premises).
- 2.1.4. A copy of all the clearances and approvals for the dormitory by the relevant authorities.
- 2.1.5. A copy of licences issued by relevant authorities including but not limited to licences for the operation of the canteen, alcohol etc.
- 2.1.6. Up-to-date records in the event any service within the dormitory (e.g. cleaning, laundry and security) is outsourced to a third-party.
- 2.1.7. An up-to-date register of all the residents (foreign or local) housed in the dormitory, containing the information below.

<b>Register Details</b>	<b>Items to be Submitted</b>
Details of Resident	Name Nationality Sex FIN/ NRIC number Work Pass number Work Pass type Industry sector Workplace address
Details of Employer and Sponsoring Company, if any	Name Address Name and telephone number of employer and sponsoring company person-in-charge, if any.
Details of Occupancy	Commencement date of resident's occupancy Expiry date of occupancy Room number occupied
Mode of transport	Mode of transport to workplace address. e.g. Company-arranged transport, public transport (bus, MRT, or both), self-arranged (walk, bicycle or own vehicle) (if applicable), dedicated mode of transport to public transport node: Company or Licensee arranged.

- 2.1.8. Upon request, the Licensee must submit the information specified in LC 2.1.1 to 2.1.7 to the Commissioner in the form, manner and frequency as the Commissioner specifies:
- 2.2. The Licensee must seek approval from the Commissioner of any change to the following:

- 2.2.1. Directors or partners of the Licensee.
- 2.2.2. Any form of legal restructuring of the Licensee.
- 2.2.3. Name of Licensee or dormitory.
- 2.3. The Licensee must notify the Commissioner of any change in the information submitted in the Licence application, other than those stated in LC 2.2, within 14 days of the change.
- 2.4. The Licensee must submit to the Commissioner, management reports that are accurate and complete in the form, manner and frequency as determined by the Commissioner.

### **3. Incident and Dispute Management**

- 3.1. Where there is a serious incident affecting the safety, security and/ or well-being of residents, the Licensee must manage the incident and if necessary, alert the relevant emergency response authorities and the Commissioner within three hours from the discovery of the incident, in the form and manner as determined by the Commissioner. The Licensee must also submit an incident report to the Commissioner within 24 hours from the discovery of the incident, in the form and manner as determined by the Commissioner, unless otherwise directed by the Commissioner.
- 3.2. The Licensee must alert the Police, promptly if a civil disturbance, inter-ethnic group clash or potential law and order situation is imminent. After alerting the Police, the Licensee must also inform the Commissioner and the Land Agent as soon as reasonably practicable.
- 3.3. The Licensee must notify the Commissioner no less than 21 days prior to evicting or locking out residents. The Licensee must not evict or lock out residents without attempting to resolve the matter with the relevant parties (e.g. employer of the residents) or if directed by the Commissioner.
- 3.4. For the purposes of LC17.1. the Licensee must report to the Commissioner, in the form, manner and frequency as specified by the Commissioner, of every contravention by a resident of the House Rules for which a financial penalty had been imposed on the resident.
- 3.5. The Licensee must have in place measures to minimise the potential for conflicts amongst residents (e.g. reallocation of rooms for residents).
- 3.6. The Licensee must provide, maintain and inform the residents of an appropriate feedback, fault-reporting or grievance channel for residents and/ or employers to provide feedback with regard to the dormitory facilities and/ or conditions.
  - 3.6.1. The Licensee must address feedback, faults or grievances in a timely manner.
  - 3.6.2. The Licensee must document and keep records of the feedback as well as the measures taken to address them.
  - 3.6.3. The Licensee must maintain these records for at least one year and must keep the records within the dormitory premises.

## **B. Essential Living Standards**

### **4. Occupancy Limits and Living Space**

- 4.1. The Licensee must ensure that the following are observed:
  - 4.1.1. The Licensee must provide each resident with at least 4.5 square metres of living space. "Living space" includes the basic living facilities, such as the sleeping areas, living areas, sanitary facility areas, dining areas, kitchen areas, laundry areas, and yard areas as well.
  - 4.1.2. Each resident must not be housed such that the total number of residents in the dormitory is more than the maximum number specified or approved under i) the written permission for the dormitory issued by the Urban Redevelopment Authority, ii) SCDF, and iii) the FEDA licence granted by the Commissioner.
  - 4.1.3. Each section of not more than 240 residents is to be housed at each level of a residential block.
    - 4.1.3.1. If two or more blocks are connected by a skylink, the number of residents across the level where the skylink is connected must not have more than 240 residents. The skylink must have a sheltered walkway.
    - 4.1.3.2. If a level of a residential block houses more than 120 residents, the Licensee must be able to establish sections of not more than 120 residents, via physical barriers.

## **5. General Maintenance and Upkeep**

- 5.1. The Licensee must maintain the tidiness, cleanliness, sanitation, and good housekeeping of the dormitory at all times. This shall be in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority. Each distinct area in the dormitory which does not meet this requirement shall be considered as one contravention of this LC.
  - 5.1.1. The following shall be considered as a distinct area for LC 5.1:
    - 5.1.1.1. Each living unit (i.e. residential unit).
    - 5.1.1.2. Each common sanitary facility area (i.e. common toilet).
    - 5.1.1.3. Each common cooking area.
    - 5.1.1.4. Each common dining area.
    - 5.1.1.5. Each recreational facility (e.g. gym, recreation room, hard court).
    - 5.1.1.6. Each common corridor (e.g. walkway to living unit on each level in each residential block).
    - 5.1.1.7. Any other area of the dormitory premises.
- 5.2. The Licensee must put in place sufficient measures, such as having an effective pest control programme, to ensure that each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, is free from all vectors (i.e. mosquitos, rats, fleas, flies and cockroaches), pests (e.g. termites, ants, wasps) and bedbugs.
- 5.3. In each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, the Licensee must keep the interior and exterior of buildings including the

roof, drains, sanitary appliances, doors, windows or any structures thereto in good repair and condition.

- 5.4. The Licensee must ensure that any bicycles used by the residents are parked in an orderly manner.

## **6. Provision of Utilities**

- 6.1. The Licensee must provide adequate water (including potable water) and electricity to the dormitory.
- 6.2. The Licensee must not take any step to suspend, stop or in any way affect the continuous, uninterrupted and adequate supply of all utilities and any other services consumed or used at the dormitory without giving the Commissioner and the Land Agent at least 28 days prior notice.
- 6.3. When directed by the Public Utilities Board (PUB), the Licensee must provide or install such sanitary facilities, sewerage systems or any other requirements as PUB may consider necessary.
- 6.4. The Licensee must ensure all sanitary facilities and sewerage systems are operated, maintained, repaired, renewed or upgraded as required by and to the satisfaction of PUB.

## **7. Living Unit**

### **Bed**

- 7.1. Each resident must be provided with a bed, which must include a frame and a base-board or mattress, by the Licensee.
- 7.2. Each bed provided to a resident must be made of sturdy material that is not shaky and does not compromise the basic rest of the resident.
- 7.3. If stacked, each stack of beds must not be more than two decks high.

### **Cabinet**

- 7.4. Each resident must be provided with a lockable cabinet by the Licensee. The lockable cabinet must be located within the living unit for the resident to safe keep personal belongings.
- 7.5. Each lockable cabinet must be made of sturdy material and provide sufficient space for the resident to keep personal belongings.

### **Sanitary Facilities**

- 7.6. The Licensee must provide a minimum of one set of sanitary facilities per 15 residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin.
- 7.7. The Licensee must ensure that each water closet and each shower point are partitioned, with doors/ curtains installed to ensure privacy for the user.
- 7.8. The Licensee must not install CCTVs in the sanitary facilities or in private rest/sleeping areas.

- 7.9. If there are both male and female residents in the dormitory, each living unit and its sanitary facilities must be segregated for residents of different sex to ensure privacy. The Licensee must ensure that these living units and sanitary facilities are not accessible to residents of the other sex.

### **Lighting and Ventilation**

**The following LC 7.10. – 7.12. apply to each distinct area listed in LC 5.1.1.**

- 7.10. Adequate artificial lighting must be provided for daily living activities.
- 7.11. Mechanical ventilation (e.g. exhaust fans or fresh air fans) with air cleaning equipment (e.g. HEPA air filters or equivalent) must be provided when natural ventilation is inadequate for daily living activities or when directed by the Commissioner.
- 7.12. An adequate number of fans for sufficient air circulation must be provided in every living unit, as well as in common areas, isolation facilities, and amenities spaces. The fans must be reasonably spaced out.

### **8. Cooking Facilities**

- 8.1. The Licensee must provide at least one of the following:
- 8.1.1. Cooking facilities located within living units or outside living units.
  - 8.1.2. On-site cookhouse or canteen providing cooked meals.
  - 8.1.3. Catered cooked meals.
- 8.2. Except where the Commissioner permits in writing, the following minimum number and arrangement of cooking stoves, food preparation areas and dining areas must be provided, if the Licensee provides the cooking facilities under LC 8.1.1:

Type of dormitory	Minimum number of Cooking Stoves	Minimum number of Food Preparation Area	Minimum number of Dining Area
Cooking Facilities located within living units	One for every six bed spaces	One for every six bed spaces	
Cooking Facilities located outside living units	<u>First 4,000 bed spaces and below:</u> One for every six bed spaces <u>Above 4,000 bed spaces:</u> One for every eight bed spaces		

- 8.3. For dormitories with cooking facilities that are outside living units, the Licensee must:
- 8.3.1. Provide and maintain separate food preparation and cooking areas.
  - 8.3.2. Ensure the cooking and food preparation areas are roofed, supplied with piped water and with adequate connections to the sewerage system.
- 8.4. The Licensee must provide sufficient non-refrigerated food storage facilities which are designed to restrict pest entry and discourage pest infestation.



### **Catered Food**

- 8.5. Where the Licensee arranges for catered food to be provided for residents, the Licensee must ensure that such food is procured from licensed sources.
- 8.6. Where catered food is delivered to the dormitory (whether arranged for by the Licensee, employers or by the residents themselves), the Licensee must take reasonable measures to ensure the food delivered is protected from contamination until it is collected by the residents, such as food collection points and food storage.

### **9. Laundry Facilities**

- 9.1. The Licensee must provide either laundry facilities (e.g. washing machines) or laundry services for the residents.
- 9.2. The Licensee must ensure that wet laundry is not hung within each sleeping area.
- 9.3. The Licensee must provide sufficient and convenient sheltered clothes hanging facilities that enable proper drying of clothes. If the clothes' hanging area is within public view, appropriate screens must be provided to screen off the clothes hanging area from the public's view.

## **C. Resident Welfare**

### **10. Management of Resident Welfare**

#### **Education and Outreach**

- 10.1. The Licensee must conduct briefings on dormitory rules to the residents at the dormitory, within seven days of the residents taking up residency. Records of attendance of the residents at such briefings must be kept in the dormitory premises.
- 10.2. The Licensee must facilitate the education and outreach efforts by any government agency for residents of the dormitory.
- 10.3. The Licensee must have a system for the effective dissemination of information to all residents staying in the dormitory, including but not limited to installing notice boards at prominent locations in common areas and displaying educational materials throughout the dormitory.

#### **Events and Activities**

- 10.4. The Licensee must ensure that there are no activities taking place in the dormitory between 10.30 pm and 7 am that will cause a disturbance to the residents and the surrounding neighbourhood.
- 10.5. When directed by the Commissioner or relevant authorities, the Licensee must organise activities or facilitate the organisation of activities conducted by any third party.

### **11. Traffic Management**

#### **Prevent Traffic Obstruction**

- 11.1. The designated pick-up/ drop-off points must be located and maintained within the compound of the dormitory so as not to cause unnecessary obstruction to other road users. The Licensee must ensure that passenger pick-up and drop-off activities do not impede traffic flow along public roads.

- 11.1.1. When directed by the Land Transport Authority (LTA), the Licensee must provide traffic marshals to manage the passenger pick-up/ drop-off activities such that the activities do not impede traffic flow along public roads.

#### **Provision of Dedicated Transport**

- 11.2. The Licensee must ensure that residents who do not walk or cycle to their workplaces have access to adequate dedicated transport arrangements to and from their workplaces. The Licensee must seek LTA's approval for any deviations from this requirement, such as providing dedicated transport arrangements for a minority of the residents between the dormitory and a public transport node (such as an MRT station or bus stop) that is approved by LTA. If required by LTA, the Licensee must implement additional measures that may include but are not limited to the provision of more frequent dedicated transport services between the dormitory and the residents' workplaces. The Licensee must not levy any charges on the residents for any dedicated transport provided by the Licensee in fulfilment of his obligations under this licence condition or additional measures required by LTA.

### **12. Recreational and Commercial Amenities**

- 12.1. The Licensee must provide designated free Wi-Fi zones, with unlimited data per user, for residents in the following areas:

12.1.1. Common areas of the Living Domain (e.g. courtyard, cooking area, dining area, indoor social areas).

12.1.2. Social Domain, if present.

Access speed per user must not be lower than the recommended typical access speed per user for Wireless@SG.

## **D. Health and Safety**

### **13. Public Health Requirements**

#### **Isolation Facilities**

- 13.1. The Licensee must provide a minimum of one isolation bed per 100 bed spaces (i.e. 1%) or part thereof (rounded up to a whole number)<sup>[5]</sup> at all times.

13.1.1. The first 0.1% of the isolation beds (rounded up to a whole number) must be situated in isolation rooms with en-suite sanitary facilities within each isolation room which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. Each isolation room must not contain more than two single-deck beds. The single-deck beds must be separated by a distance of at least two metres. Only one single-deck bed is allowed, if the two metres distance cannot be achieved.

13.1.2. For the remaining isolation beds, each isolation room can contain any number of single-deck beds or double-deck beds. The beds must be separated by a distance of at least one metre. Each isolation room must have sanitary facilities, but where it is impractical to provide en-suite sanitary facilities within each isolation room, the Licensee must provide a minimum of one set

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<sup>5</sup> For example, if the dormitory has an occupancy load of 110 bed spaces, a minimum of two isolation beds must be provided.

of sanitary facilities (located outside the isolation room) per five isolation beds, for the exclusive use of the isolation residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. The designated sanitary facilities must be wiped down after every use and regularly cleaned and in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.

13.1.2.1. These isolation beds may be converted from existing spaces, such as multi-purpose halls, recreation spaces or other open spaces.

13.2. When directed by the Commissioner, the Licensee must provide additional isolation facilities, at a minimum of three isolation beds per 200 bed spaces (i.e. 1.5%) or part thereof (rounded up to a whole number). Each isolation room can contain any number of single-deck beds or double-deck beds, but the beds must be separated by a distance of at least one metre. Each isolation room must have sanitary facilities, but where it is impractical to provide en-suite sanitary facilities within each isolation room, the Licensee must provide a minimum of one set of sanitary facilities (located outside the isolation room) per five isolation beds, for the exclusive use of the isolation residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. The designated sanitary facilities must be wiped down after every use and regularly cleaned and in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.

13.2.1. The additional isolation beds may be converted from existing spaces, such as multi-purpose halls, recreation spaces or other open spaces, as long as the Licensee can demonstrate that the space can be converted into isolation facilities when necessary.

13.2.2. If tentages or other temporary structures in open spaces (e.g. open carparks) are used to set up additional isolation beds, the isolation facility containing such isolation beds must have good ventilation (e.g. by provisioning windows to allow natural ventilation).

13.3. The isolation facilities are to be clearly separated from the living units of residents.

13.4. The Licensee must implement one or more of the following measures for each isolation room:

13.4.1. Provision of mosquito nets for isolation beds.

13.4.2. Installation of netting for windows, doors and all other openings in the isolation room.

13.5. Each resident, employer or any party which acts as the Tenant must not be levied additional charges by the Licensee for the use of the isolation beds.

#### **Infection Prevention and Control Measures**

13.6. The Licensee must inform and remind residents to monitor, record and report their individual health condition in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.

13.7. The Licensee must take all reasonable steps to ensure each resident is sent for medical tests and examinations, in accordance with any written law, advisory, guideline or

other similar instrument issued by any competent authority, to identify cases of an infectious disease with potential for an outbreak<sup>[6]</sup>.

- 13.8. The Licensee must ensure that each resident who is symptomatic of or has contracted any infectious diseases,
  - 13.8.1. be provided with and required to wear a mask at all times when within the dormitory;
  - 13.8.2. be isolated in the isolation facility while waiting for medical treatment; and
  - 13.8.3. be provided or caused to be provided medical treatment.
- 13.9. The Licensee must, at all times, comply with infection prevention and control measures in any written law, advisory, guideline or other similar instrument issued by any competent authority. These measures may include, but are not limited to, ensuring dormitory staff and residents utilise appropriate equipment, service or gear to manage disease outbreak situations, including but not limited to temperature screening equipment, N95-compliant face masks and disinfection cleaning services.
- 13.10. The Licensee must take appropriate measures to prepare for and to address any health and safety issues, including issues of public health or infectious disease outbreaks. Such measures may include (but are not limited to) reducing the density of the residents in the living units of the dormitory, standing up more isolation beds, facilitating the deployment of mobile clinical teams, setting up of medical posts within the dormitory and/ or facilitating and effecting safe and expeditious evacuation of the dormitory, when necessary. Please refer to Annex A for measures that may be required if there is an infectious disease outbreak or when directed by the Commissioner.

#### **Automated External Defibrillator**

- 13.11. The Licensee must provide at least one automated external defibrillator within the dormitory premises that is situated for convenient use by residents.

#### **14. Fire Safety**

- 14.1. The Licensee must establish an Emergency Response Plan (including an in-place protection plan) and conduct fire drills (including communication exercises with neighbours) at least twice a year. The Emergency Response Plan and records of fire drills conducted are to be kept onsite at the dormitory.

#### **15. Security Requirements**

- 15.1. The Licensee must implement any security measures as deemed necessary by SPF, SCDF or other relevant authorities.
- 15.2. All tables, chairs and benches at the designated alcohol consumption areas must be secured to the ground.
- 15.3. The Licensee must ensure sufficient CCTV coverage for the following areas<sup>[7]</sup>:

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<sup>6</sup> Infectious diseases with outbreak potential include seasonal influenza, chickenpox, measles, vector-borne diseases such as dengue, malaria and chikungunya and food-borne diseases.

<sup>7</sup> For more information of the various categories of fields of view and other CCTV standards, the Licensee can refer to the “VSS Standard for Buildings” published on the SPF website.

15.3.1. Along the perimeter fencing covering both sides of the fence. The CCTV field of view must be set at “Detect”.

15.3.2. At entry and exit points capturing the frontal view of any person entering or leaving the Living Domain of the dormitory, excluding service gates that are not accessible to the residents. The CCTV field of view for entry and points at the Living Domain must be set at “Recognise”.

## **16. Security Management**

### **Security, Access Control and Alcohol Consumption**

16.1. The Licensee is responsible for the security management of the Development.

16.2. The Licensee must issue an identification pass to every resident of the dormitory. The pass must bear a unique, serialised number and the resident’s photograph.

16.3. The Licensee must implement access control measures (e.g. security guards, computerised access system etc.) in the dormitory at all times and at all accessible entry and exit points of the dormitory to ensure the following:

16.3.1. That only persons who have been issued with identification passes and registered visitors who have been issued with visitor passes are allowed within the premises of the Living Domain of the dormitory.

16.4. The identification pass must be returned to the Licensee upon cessation of the residents’ stay in the dormitory.

16.5. The Licensee must ensure that there is no consumption of alcohol in the living units.

16.6. If the Licensee intends to permit alcohol consumption in the dormitory, the Licensee must designate specific areas where alcohol may be consumed. These designated areas must be clearly marked out on the dormitory floor plan and a copy of which must be provided to the Police immediately upon request.

16.6.1. The Licensee must ensure that all alcohol consumption within the premises are done at the designated areas.

16.7. Despite LC 16.6, the Licensee must ensure that no alcohol consumption is allowed during “live” screening of all sporting events.

## **17. House Rules**

17.1. The Licensee must devise a written set of House Rules to be promulgated contractually between the Licensee and the residents. The House Rules must focus on the safety, security and well-being of residents of the dormitory, including:

17.1.1. For dormitories with cooking facilities that are outside the living units, residents must store all sharp utensils (e.g. kitchen knives, choppers) inside the utensil storage areas provided by the Licensee near/ at the cooking facilities when not in use.

17.1.2. Requiring residents who are ill to practise social responsibility and to report to the Licensee.

17.1.3. Prohibiting residents from hanging wet laundry within the sleeping area.

- 17.1.4. Measures to implement any public health requirement set out in any written law, advisory, guideline or other similar instrument issued by any competent authority (“Public Health Requirements”).
- 17.1.5. Consequences (if any) for residents who contravene rules.
- 17.2. The Licensee must display the House Rules conspicuously in the dormitory.

**ANNEX A - MEASURES IF THERE IS AN INFECTIOUS DISEASE OUTBREAK OR  
WHEN DIRECTED BY THE COMMISSIONER**

- A1. The Licensee must establish and apply appropriate procedures and controls in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, that enable or facilitate contact tracing (within the meaning of the Infectious Diseases Act) of all residents in the dormitory.
- A2. The Licensee must ensure that each shared facility (such as communal living units, dining areas, sanitary facilities, laundry areas, cooking areas) and each pick-up and drop-off point in the dormitory is not overcrowded for the health and safety of the residents.
- A3. The Licensee must take all reasonable steps to ensure that individual residents from the same company, employer or work-site are staying in the same room, living unit or level or block, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- A11. Records must be kept of the following:
  - A4.5. The identity of each resident who enters or leaves the dormitory each day.
  - A4.6. The respective times of each resident entering or leaving the dormitory.
- A4. Every visitor must have his or her temperature taken before he or she enters or leaves the dormitory. Any visitor who has a fever or looks unwell must leave the dormitory premises without delay.
- A5. Every resident must be checked if he or she looks unwell before he or she enters or leaves the dormitory. Any resident who has a fever or looks unwell must be, without delay,
  - A6.7. provided with and required to wear a mask at all times in the dormitory;
  - A6.8. isolated in the isolation facility while waiting for medical treatment, and
  - A6.9. provided or caused to be provided medical treatment.
- A6. Residents leaving the dormitory (for work or otherwise) must be staggered, to minimise residents staying in different living units leaving the dormitory at the same time.
- A7. The Licensee must not allow each resident to leave the dormitory unless the resident,
  - A8.5. has obtained permission from the Controller of Work Passes to do so; or
  - A8.6. is seeking medical treatment or help in an emergency or is required by lawful authority to evacuate the dormitory.
- A8. The Licensee must ensure that commercial service providers within the dormitory facilitate contactless ordering and delivery of their goods and items to minimise physical interaction.

# **FOREIGN EMPLOYEE DORMITORIES ACT LICENCE CONDITIONS**

**REVISED EDITION 1 JUNE 2023**

**CLASS 1**

**(SET B1)**

**FOR LICENSEES WHO APPLIED FOR PERMISSION FROM THE RELEVANT  
GOVERNMENT AGENCIES ON OR AFTER 18 SEPTEMBER 2021 TO OPERATE  
THE SAID DORMITORY**

## **A. Dormitory Management**

### **1. Duties and Responsibilities of the Licensee**

- 1.1. The Licensee must ensure that the dormitory is operated and managed at all times.
- 1.2. The Licensee must comply with all existing laws, regulations, by-laws, codes of practice and any other laws, regulations and by-laws and codes of practice which may come into force and as amended from time to time, including but not limited to the following:
  - 1.2.1. Fire Safety 1993 Act and its subsidiary legislation.
  - 1.2.2. Road Traffic Act 1961 and its subsidiary legislation.
  - 1.2.3. Environmental Protection and Management Act 1999 and its subsidiary legislation.
  - 1.2.4. Environmental Public Health Act 1987.
  - 1.2.5. Control of Vectors and Pesticides Act 1998.
  - 1.2.6. Smoking (Prohibition in Certain Places) Act 1992.
  - 1.2.7. Infectious Diseases Act 1976.
  - 1.2.8. Sewerage and Drainage Act 1999 and its subsidiary legislation.
  - 1.2.9. Public Utilities Act 2001 and its subsidiary legislation.
  - 1.2.10. Employment Act 1968, Employment of Foreign Manpower Act 1990 and their subsidiary legislation.
  - 1.2.11. Immigration Act 1959 and its subsidiary legislation.
  - 1.2.12. Customs Act 1960 and its subsidiary legislation.
  - 1.2.13. Work Injury Compensation Act 2019 and its subsidiary legislation.
  - 1.2.14. Workplace Safety and Health Act 2006 and its subsidiary legislation.
  - 1.2.15. Planning Act 1998 and its subsidiary legislation.
  - 1.2.16. Parks and Trees Act 2005 and its subsidiary legislation.
- 1.3. The Licensee must have access to all living units, by retaining a set of keys or access card or such other means of access, for the purposes of emergency situations, inspections, and ensuring compliance with any other licence conditions.



- 1.4. The Licensee must work with the local grassroots, grassroots Advisers and/ or Members of Parliament to address any community, safety and security issues.

## **2. Document Retention and Reporting**

- 2.1. The Licensee must keep and maintain the following documents within the dormitory premises:

2.1.1. An up-to-date register stating the names, designations, job responsibilities, NRIC numbers and mobile/ direct telephone numbers with photographs of persons employed by the Licensee to manage and operate the dormitory premises.

2.1.2. An up-to-date record of persons who are not dormitory residents or persons employed by the Licensee (e.g. visitors, employers of dormitory residents, outsourced service providers, commercial facility operators) entering into the Living Domain (i.e. dormitory living spaces, courtyard, cooking area, dining area, indoor social areas), containing the information below:

- Name
- Contact number
- Date and time of entering and leaving the dormitory
- Purpose of visit
- Company name (if applicable)
- NRIC/FIN/Work Pass number (last four digits)
- Occupation Title (if applicable)

The Licensee must maintain the record for at least one year and must keep the record within the dormitory premises.

2.1.3. A copy of the as-built drawings of the dormitory development (i.e. floor plans/ site plans and/ or accurate records of renovations done to the dormitory premises).

2.1.4. A copy of all the clearances and approvals for the dormitory by the relevant authorities.

2.1.5. A copy of licences issued by relevant authorities including but not limited to licences for the operation of the canteen, alcohol etc.

2.1.6. Up-to-date records in the event any service within the dormitory (e.g. cleaning, laundry and security) is outsourced to a third-party.

2.1.7. An up-to-date register of all the residents (foreign or local) housed in the dormitory, containing the information below.

Register Details	Items to be Submitted
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Details of Resident	Name Nationality Sex FIN/ NRIC number Work Pass number Work Pass type Industry sector Workplace address
Details of Employer and Sponsoring Company, if any	Name Address Name and telephone number of employer and sponsoring company person-in-charge, if any.
Details of Occupancy	Commencement date of resident's occupancy Expiry date of occupancy Room number occupied
Mode of transport	Mode of transport to workplace address. e.g. Company-arranged transport, public transport (bus, MRT, or both), self-arranged (walk, bicycle or own vehicle) (if applicable), dedicated mode of transport to public transport node: Company or Licensee arranged.

2.1.8. Upon request, the Licensee must submit the information specified in LC 2.1.1 to 2.1.7 to the Commissioner in the form, manner and frequency as the Commissioner specifies.

2.2. The Licensee must seek approval from the Commissioner of any change to the following:

2.2.1. Directors or partners of the Licensee.

2.2.2. Any form of legal restructuring of the Licensee.

2.2.3. Name of Licensee or dormitory.

2.3. The Licensee must notify the Commissioner of any change in the information submitted in the Licence application, other than those stated in LC 2.2, within 14 days of the change.

### **3. Incident and Dispute Management**

3.1. Where there is a serious incident affecting the safety, security and/ or well-being of residents, the Licensee must manage the incident and if necessary, alert the relevant emergency response authorities and the Commissioner within three hours from the discovery of the incident, in the form and manner as determined by the Commissioner. The Licensee must also submit an incident report to the Commissioner within 24 hours

from the discovery of the incident, in the form and manner as determined by the Commissioner, unless otherwise directed by the Commissioner.

- 3.2. The Licensee must alert the Police, promptly if a civil disturbance, inter-ethnic group clash or potential law and order situation is imminent. After alerting the Police, the Licensee must also inform the Commissioner and the Land Agent as soon as reasonably practicable.
- 3.3. The Licensee must notify the Commissioner no less than 21 days prior to evicting or locking out residents. The Licensee must not evict or lock out residents without attempting to resolve the matter with the relevant parties (e.g. employer of the residents) or if directed by the Commissioner.
- 3.4. For the purposes of LC17.1. the Licensee must report to the Commissioner, in the form, manner and frequency as specified by the Commissioner, of every contravention by a resident of the House Rules for which a financial penalty had been imposed on the resident.
- 3.5. The Licensee must have in place measures to minimise the potential for conflicts amongst residents (e.g. reallocation of rooms for residents).
- 3.6. The Licensee must provide, maintain and inform the residents of an appropriate feedback, fault-reporting or grievance channel for residents and/ or employers to provide feedback with regard to the dormitory facilities and/ or conditions.
  - 3.6.1. The Licensee must address feedback, faults or grievances in a timely manner.
  - 3.6.2. The Licensee must document and keep records of the feedback as well as the measures taken to address them.
  - 3.6.3. The Licensee must maintain these records for at least one year and must keep the records within the dormitory premises.

## **B. Essential Living Standards**

### **4. Occupancy Limits and Living Space**

- 4.1. The Licensee must ensure that the following are observed:
  - 4.1.1. The Licensee must provide each resident with at least 4.2 square metres of living space. "Living space" includes the sleeping and living areas in the living unit. However, it excludes other areas in the living unit, such as the sanitary facility areas, dining areas, kitchen areas, laundry areas and yard areas.
    - 4.1.1.1 Each resident must not be housed in living unit with more than 12 residents.
  - 4.1.2. Each resident must not be housed such that the total number of residents in the dormitory is more than the maximum number specified or approved under i) the written permission for the dormitory issued by the Urban Redevelopment Authority, ii) SCDF, and iii) the FEDA licence granted by the Commissioner.

### **5. General Maintenance and Upkeep**

- 5.1. The Licensee must maintain the tidiness, cleanliness, sanitation, and good housekeeping of the dormitory at all times. This shall be in accordance with any written law, advisory, guideline or other similar instrument issued by any competent

authority. Each distinct area in the dormitory which does not meet this requirement shall be considered as one contravention of this LC.

5.1.1. The following shall be considered as a distinct area for LC 5.1:

- 5.1.1.1. Each living unit (i.e. residential unit).
- 5.1.1.2. Each common sanitary facility area (i.e. common toilet).
- 5.1.1.3. Each common cooking area.
- 5.1.1.4. Each common dining area.
- 5.1.1.5. Each recreational facility (e.g. gym, recreation room, hard court).
- 5.1.1.6. Each common corridor (e.g. walkway to living unit on each level in each residential block).
- 5.1.1.7. Any other area of the dormitory premises.

- 5.2. The Licensee must put in place sufficient measures, such as having an effective pest control programme, to ensure that each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, is free from all vectors (i.e. mosquitos, rats, fleas, flies and cockroaches), pests (e.g. termites, ants, wasps) and bedbugs.
- 5.3. In each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, the Licensee must keep the interior and exterior of buildings including the roof, drains, sanitary appliances, doors, windows or any structures thereto in good repair and condition.
- 5.4. The Licensee must ensure that any bicycles used by the residents are parked in an orderly manner.

## **6. Provision of Utilities**

- 6.1. The Licensee must provide adequate water (including potable water) and electricity to the dormitory.
- 6.2. The Licensee must not take any step to suspend, stop or in any way affect the continuous, uninterrupted and adequate supply of all utilities and any other services consumed or used at the dormitory without giving the Commissioner and the Land Agent at least 28 days prior notice.
- 6.3. When directed by the Public Utilities Board (PUB), the Licensee must provide or install such sanitary facilities, sewerage systems or any other requirements as PUB may consider necessary.
- 6.4. The Licensee must ensure all sanitary facilities and sewerage systems are operated, maintained, repaired, renewed or upgraded as required by and to the satisfaction of PUB.

## **7. Living Unit**

### **Bed**

- 7.1. Each resident must be provided with a bed, which must include a frame and a base-board or mattress, by the Licensee.

- 7.2. Each bed provided to a resident must be made of sturdy material that is not shaky and does not compromise the basic rest of the resident.
- 7.3. If stacked, each stack of beds must not be more than two decks high.
  - 7.3.1. There must be a minimum clearance of one metre horizontally between the edges of one bed and another bed.

### **Cabinet**

- 7.4. Each resident must be provided with a lockable cabinet by the Licensee. The lockable cabinet must be located within the living unit for the resident to safe keep personal belongings.
- 7.5. Each lockable cabinet must be made of sturdy material and provide sufficient space for the resident to keep personal belongings.

### **Sanitary Facilities**

- 7.6. The Licensee must provide each group of six bed spaces within each living unit with a minimum of one set of en-suite sanitary facilities, which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin.
- 7.7. The Licensee must ensure that each water closet and each shower point are partitioned, with doors/ curtains installed to ensure privacy for the user.
- 7.8. The Licensee must not install CCTVs in the sanitary facilities or in private rest/ sleeping areas.
- 7.9. If there are both male and female residents in the dormitory, each living unit and its sanitary facilities must be segregated for residents of different sex to ensure privacy. The Licensee must ensure that these living units and sanitary facilities are not accessible to residents of the other sex.

### **Lighting and Ventilation**

**The following LC 7.10. – 7.14. apply to each distinct area listed in LC 5.1.1.**

- 7.10. Adequate artificial lighting must be provided for daily living activities.
- 7.11. Mechanical ventilation (e.g. exhaust fans or fresh air fans) with air cleaning equipment (e.g. HEPA air filters or equivalent) must be provided when natural ventilation is inadequate for daily living activities or when directed by the Commissioner.
- 7.12. An adequate number of fans for sufficient air circulation must be provided in every living unit, as well as in common areas, isolation facilities, and amenities spaces. The fans must be reasonably spaced out.
- 7.13. Each sanitary facility must be equipped with at least one exhaust fan.
- 7.14. For each living unit or isolation facility that is only ventilated through air-conditioning and mechanical ventilation (i.e. no natural ventilation), the Licensee must provide at least one air filter of at least MERV14 rating, a system to introduce fresh air, and a pre-cool unit to cool and de-humidify the fresh air before it is introduced into the living unit or isolation facility.

### **Power socket**

- 7.15. The Licensee must provide each resident within each living unit with a minimum of one power socket that is fixed to the wall or floor. Extension plugs or cords must not be used to fulfil this requirement.

#### **Storage of Shoes**

- 7.16. Each living unit must have sufficient sheltered space or sheltered shoe rack for the residents to store their shoes. The sheltered space or sheltered shoe rack must be located outside of the living unit, or other locations as permitted by the Commissioner.

### **8. Cooking Facilities**

- 8.1. The Licensee must provide at least one of the following:

8.1.1. Cooking facilities that are permitted under the Code of Practice for Fire Precautions in Buildings.

8.1.2. On-site cookhouse or canteen providing cooked meals.

8.1.3. Catered cooked meals.

- 8.2. Except where the Commissioner permits in writing, the following minimum number and arrangement of cooking stoves, food preparation areas must be provided, if the Licensee provides the cooking facilities under LC 8.1.1:

Type of dormitory	Minimum number of Cooking Stoves	Minimum number of Food Preparation Area with Sinks
Cooking Facilities located within living units	One for every six bed spaces	One for every 12 bed spaces
Cooking Facilities located outside living units		
The cooking stoves and food preparation area must be separated into sections where each section is designated for the exclusive use of not more than 120 unique residents.		

- 8.3. For dormitories with cooking facilities that are outside living units, the Licensee must:

8.3.1. Provide and maintain separate food preparation and cooking areas.

8.3.2. Ensure the cooking and food preparation areas are roofed, supplied with piped water and with adequate connections to the sewerage system.

- 8.4. The Licensee must provide sufficient non-refrigerated food storage facilities which are designed to restrict pest entry and discourage pest infestation.

#### **Catered Food**

- 8.5. Where the Licensee arranges for catered food to be provided for residents, the Licensee must ensure that such food is procured from licensed sources.

- 8.6. Where catered food is delivered to the dormitory (whether arranged for by the Licensee, employers or by the residents themselves), the Licensee must take

reasonable measures to ensure the food delivered is protected from contamination until it is collected by the residents, such as food collection points and food storage.

### **Dining Area**

- 8.7. The Licensee must provide at least one dining seat for every six bed spaces.
  - 8.7.1. Each dining area must be separated into sections, where each section is designated for the exclusive use of not more than 120 unique residents.

### **Potable Water**

- 8.8. The Licensee must provide adequate water (including potable water) to the residents. This may be in the form of at least one hot or room-temperature water dispenser for every 24 bed spaces per floor, where the water dispensers must be spaced out and not located next to each other and situated conveniently for the assigned residents to use. Alternatively, the Licensee may provide at least two water kettles for the designated use of one living unit of 12 residents.
- 8.9. The Licensee must ensure that the water dispensers or water kettles, whichever are applicable, are properly maintained.

## **9. Laundry Facilities**

- 9.1. The Licensee must provide either laundry facilities (e.g. washing machines) or laundry services for the residents.
  - 9.1.1. If laundry facilities are provided, the Licensee must separate laundry facilities into sections where each section is designated for the exclusive use of not more than 120 unique residents.
- 9.2. The Licensee must ensure that wet laundry is not hung within each sleeping area.
- 9.3. The Licensee must provide sufficient and convenient sheltered clothes hanging facilities that enable proper drying of clothes. If the clothes' hanging area is within public view, appropriate screens must be provided to screen off the clothes hanging area from the public's view.

## **C. Resident Welfare**

### **10. Management of Resident Welfare**

#### **Education and Outreach**

- 10.1. The Licensee must conduct briefings on dormitory rules to the residents at the dormitory, within seven days of the residents taking up residency. Records of attendance of the residents at such briefings must be kept in the dormitory premises.
- 10.2. The Licensee must facilitate the education and outreach efforts by any government agency for residents of the dormitory.
- 10.3. The Licensee must have a system for the effective dissemination of information to all residents staying in the dormitory, including but not limited to installing notice boards at prominent locations in common areas and displaying educational materials throughout the dormitory.

#### **Events and Activities**

- 10.4. The Licensee must ensure that there are no activities taking place in the dormitory between 10.30 pm and 7 am that will cause a disturbance to the residents and the surrounding neighbourhood.
- 10.5. When directed by the Commissioner or relevant authorities, the Licensee must organise activities or facilitate the organisation of activities conducted by any third party.

## **11. Traffic Management**

### **Prevent Traffic Obstruction**

- 11.1. The designated pick-up/ drop-off points must be located and maintained within the compound of the dormitory so as not to cause unnecessary obstruction to other road users. The Licensee must ensure that passenger pick-up and drop-off activities do not impede traffic flow along public roads.

## **12. Recreational and Commercial Amenities**

- 12.1. The Licensee must provide designated free Wi-Fi zones, with unlimited data per user, for residents in each of the following areas:
  - 12.1.1. Each common areas of the Living Domain (e.g. courtyard, cooking area, dining area, indoor social areas).
  - 12.1.2. Each Social Domain, if present.
  - 12.1.3. Each living unit.
  - 12.1.4. Each isolation facilities.

Access speed per user must not be lower than the recommended typical access speed per user for Wireless@SG.

## **D. Health and Safety**

### **13. Public Health Requirements**

#### **Isolation Facilities**

- 13.1. The Licensee must provide a minimum of one isolation bed per 100 bed spaces (i.e. 1%) or part thereof (rounded up to a whole number)<sup>[8]</sup> at all times. All isolation beds provided must be single-deck beds.
  - 13.1.1. The first 0.5% of the isolation beds (rounded up to a whole number) must be situated in one bedded rooms with en-suite sanitary facilities within each isolation room which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin.
  - 13.1.2. The remaining isolation beds must be situated in one or two bedded rooms with en-suite sanitary facilities within each isolation room which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. For two bedded rooms, the isolation beds must be separated by a partition of at least

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<sup>8</sup> For example, if the dormitory has an occupancy load of 110 bed spaces, a minimum of two isolation beds must be provided.



1.8 metres in height between the beds such that there is a minimum clearance of one metre between the edges of the bed to another bed.

- 13.2. When directed by the Commissioner, the Licensee must provide additional isolation facilities, at a minimum of three isolation beds per 200 bed spaces (i.e. 1.5%) or part thereof (rounded up to a whole number). The isolation beds must be single-deck beds situated in one or two bedded rooms. Each isolation room must have sanitary facilities, but where it is impractical to provide en-suite sanitary facilities within each isolation room, the Licensee must provide a minimum of one set of sanitary facilities (located outside the isolation room) per five isolation beds, for the exclusive use of the isolation residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. The designated sanitary facilities must be wiped down after every use and regularly cleaned and in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority. For two bedded rooms, the isolation beds must be separated by a partition of at least 1.8 metres in height between beds such that there is a minimum clearance of one metre between the edges of the bed to another bed. The walls demarcating each isolation room must be at least 1.8 metres in height.

13.2.1. The additional isolation facilities may be converted from existing spaces, such as multi-purpose halls, recreation spaces or other open spaces, as long as the Licensee can demonstrate that the space can be converted into isolation facilities when necessary.

13.2.2. If tentages or other temporary structures in open spaces (e.g. open car parks) are used to set up additional isolation beds, the isolation facility containing such isolation beds must have good ventilation (e.g. by provisioning windows to allow natural ventilation).

- 13.3. The isolation facilities are to be clearly separated from the living units of residents.
- 13.4. The Licensee must implement one or more of the following measures for each isolation room:
- 13.4.1. Provision of mosquito nets for isolation beds.
- 13.4.2. Installation of netting for windows, doors and all other openings in the isolation room.
- 13.5. Each resident, employer or any party which acts as the Tenant must not be levied additional charges by the Licensee for the use of the isolation beds.

### **Infection Prevention and Control Measures**

- 13.6. The Licensee must inform and remind residents to monitor, record and report their individual health condition in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- 13.7. The Licensee must take all reasonable steps to ensure each resident is sent for medical tests and examinations, in accordance with any written law, advisory, guideline or

other similar instrument issued by any competent authority, to identify cases of an infectious disease with potential for an outbreak<sup>[9]</sup>.

- 13.8. The Licensee must ensure that each resident who is symptomatic of or has contracted any infectious diseases,
  - 13.8.1. be provided with and required to wear a mask at all times when within the dormitory;
  - 13.8.2. be isolated in the isolation facility while waiting for medical treatment; and
  - 13.8.3. be provided or caused to be provided medical treatment.
- 13.9. The Licensee must, at all times, comply with infection prevention and control measures in any written law, advisory, guideline or other similar instrument issued by any competent authority. These measures may include, but are not limited to, ensuring dormitory staff and residents utilise appropriate equipment, service or gear to manage disease outbreak situations, including but not limited to temperature screening equipment, N95-compliant face masks and disinfection cleaning services.
- 13.10. The Licensee must take appropriate measures to prepare for and to address any health and safety issues, including issues of public health or infectious disease outbreaks. Such measures may include (but are not limited to) reducing the density of the residents in the living units of the dormitory, standing up more isolation beds, facilitating the deployment of mobile clinical teams, setting up of medical posts within the dormitory and/ or facilitating and effecting safe and expeditious evacuation of the dormitory, when necessary. Please refer to Annex A for measures that may be required if there is an infectious disease outbreak or when directed by the Commissioner.

#### **14. Fire Safety**

- 14.1. Not applicable for this class.

#### **15. Security Requirements**

- 15.1. The Licensee must implement any security measures as deemed necessary by SPF, SCDF or other relevant authorities.

#### **16. Security Management**

##### **Security**

- 16.1. The Licensee is responsible for the security management of the Development.

#### **17. House Rules**

- 17.1. The Licensee must devise a written set of House Rules to be promulgated contractually between the Licensee and the residents. The House Rules must focus on the safety, security and well-being of residents of the dormitory, including:
  - 17.1.1. For dormitories with cooking facilities that are outside the living units, residents must store all sharp utensils (e.g. kitchen knives, choppers) inside the

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<sup>9</sup> Infectious diseases with outbreak potential include seasonal influenza, chickenpox, measles, vector-borne diseases such as dengue, malaria and chikungunya and food-borne diseases.

utensil storage areas provided by the Licensee near/ at the cooking facilities when not in use.

- 17.1.2. Requiring residents who are ill to practise social responsibility and to report to the Licensee.
- 17.1.3. Prohibiting residents from hanging wet laundry within the sleeping area.
- 17.1.4. Measures to implement any public health requirement set out in any written law, advisory, guideline or other similar instrument issued by any competent authority (“Public Health Requirements”).
- 17.1.5. Consequences (if any) for residents who contravene rules.
- 17.2. The Licensee must display the House Rules conspicuously in the dormitory.

## **ANNEX A - MEASURES IF THERE IS AN INFECTIOUS DISEASE OUTBREAK OR WHEN DIRECTED BY THE COMMISSIONER**

- A1. The Licensee must establish and apply appropriate procedures and controls in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, that enable or facilitate contact tracing (within the meaning of the Infectious Diseases Act) of all residents in the dormitory.
- A2. The Licensee must ensure that each shared facility (such as communal living units, dining areas, sanitary facilities, laundry areas, cooking areas) and each pick-up and drop-off point in the dormitory is not overcrowded for the health and safety of the residents.
- A3. The Licensee must take all reasonable steps to ensure that individual residents from the same company, employer or work-site are staying in the same room, living unit or level or block, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- A4. Records must be kept of the following:
  - A4.7. The identity of each resident who enters or leaves the dormitory each day.
  - A4.8. The respective times of each resident entering or leaving the dormitory.
- A5. Every visitor must have his or her temperature taken before he or she enters or leaves the dormitory. Any visitor who has a fever or looks unwell must leave the dormitory premises without delay.
- A6. Every resident must be checked if he or she looks unwell before he or she enters or leaves the dormitory. Any resident who has a fever or looks unwell must be, without delay,
  - A6.10. provided with and required to wear a mask at all times in the dormitory;
  - A6.11. isolated in the isolation facility while waiting for medical treatment, and
  - A6.12. provided or caused to be provided medical treatment.
- A7. Residents leaving the dormitory (for work or otherwise) must be staggered, to minimise residents staying in different living units leaving the dormitory at the same time.
- A8. The Licensee must not allow each resident to leave the dormitory unless the resident,
  - A8.7. has obtained permission from the Controller of Work Passes to do so; or
  - A8.8. is seeking medical treatment or help in an emergency or is required by lawful authority to evacuate the dormitory.
- A9. The Licensee must ensure that commercial service providers within the dormitory facilitate contactless ordering and delivery of their goods and items to minimise physical interaction.

# **FOREIGN EMPLOYEE DORMITORIES ACT LICENCE CONDITIONS**

**REVISED EDITION 1 JUNE 2023**

**CLASS 2**

**(SET B2)**

**FOR LICENSEES WHO APPLIED FOR PERMISSION FROM THE RELEVANT  
GOVERNMENT AGENCIES ON OR AFTER 18 SEPTEMBER 2021 TO OPERATE  
THE SAID DORMITORY**

## **A. Dormitory Management**

### **1. Duties and Responsibilities of the Licensee**

- 1.1. The Licensee must ensure that the dormitory is operated and managed at all times.
- 1.2. The Licensee must comply with all existing laws, regulations, by-laws, codes of practice and any other laws, regulations and by-laws and codes of practice which may come into force and as amended from time to time, including but not limited to the following:
  - 1.2.1. Fire Safety 1993 Act and its subsidiary legislation.
  - 1.2.2. Road Traffic Act 1961 and its subsidiary legislation.
  - 1.2.3. Environmental Protection and Management Act 1999 and its subsidiary legislation.
  - 1.2.4. Environmental Public Health Act 1987.
  - 1.2.5. Control of Vectors and Pesticides Act 1998.
  - 1.2.6. Smoking (Prohibition in Certain Places) Act 1992.
  - 1.2.7. Infectious Diseases Act 1976.
  - 1.2.8. Sewerage and Drainage Act 1999 and its subsidiary legislation.
  - 1.2.9. Public Utilities Act 2001 and its subsidiary legislation.
  - 1.2.10. Employment Act 1968, Employment of Foreign Manpower Act 1990 and their subsidiary legislation.
  - 1.2.11. Immigration Act 1959 and its subsidiary legislation.
  - 1.2.12. Customs Act 1960 and its subsidiary legislation.
  - 1.2.13. Work Injury Compensation Act 2019 and its subsidiary legislation.
  - 1.2.14. Workplace Safety and Health Act 2006 and its subsidiary legislation.
  - 1.2.15. Planning Act 1998 and its subsidiary legislation.
  - 1.2.16. Parks and Trees Act 2005 and its subsidiary legislation.
- 1.3. The Licensee must have access to all living units, by retaining a set of keys or access card or such other means of access, for the purposes of emergency situations, inspections, and ensuring compliance with any other licence conditions.

- 1.4. The Licensee must work with the local grassroots, grassroots Advisers and/ or Members of Parliament to address any community, safety and security issues.
- 1.5. The Licensee of a dormitory that houses foreign employees who are not employed by the Licensee must accommodate requests from employers or foreign employees who may not be able to lease an entire living unit.

## **2. Document Retention and Reporting**

- 2.1. The Licensee must keep and maintain the following documents within the dormitory premises:

- 2.1.1. An up-to-date register stating the names, designations, job responsibilities, NRIC numbers and mobile/ direct telephone numbers with photographs of persons employed by the Licensee to manage and operate the dormitory premises.
- 2.1.2. An up-to-date record of persons who are not dormitory residents or persons employed by the Licensee (e.g. visitors, employers of dormitory residents, outsourced service providers, commercial facility operators) entering into the Living Domain (i.e. dormitory living spaces, courtyard, cooking area, dining area, indoor social areas), containing the information below:
  - Name
  - Contact number
  - Date and time of entering and leaving the dormitory
  - Purpose of visit
  - Company name (if applicable)
  - NRIC/FIN/Work Pass number (last four digits)
  - Occupation Title (if applicable)

The Licensee must maintain the record for at least one year and must keep the record within the dormitory premises.

- 2.1.3. A copy of the as-built drawings of the dormitory development (i.e. floor plans/ site plans and/ or accurate records of renovations done to the dormitory premises).
- 2.1.4. A copy of all the clearances and approvals for the dormitory by the relevant authorities.
- 2.1.5. A copy of licences issued by relevant authorities including but not limited to licences for the operation of the canteen, alcohol etc.
- 2.1.6. Up-to-date records in the event any service within the dormitory (e.g. cleaning, laundry and security) is outsourced to a third-party.
- 2.1.7. An up-to-date register of all the residents (foreign or local) housed in the dormitory, containing the information below.

<b>Register Details</b>	<b>Items to be Submitted</b>
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Details of Resident	Name Nationality Sex FIN/ NRIC number Work Pass number Work Pass type Industry sector Workplace address
Details of Employer and Sponsoring Company, if any	Name Address Name and telephone number of employer and sponsoring company person-in-charge, if any.
Details of Occupancy	Commencement date of resident's occupancy Expiry date of occupancy Room number occupied
Mode of transport	Mode of transport to workplace address. e.g. Company-arranged transport, public transport (bus, MRT, or both), self-arranged (walk, bicycle or own vehicle) (if applicable), dedicated mode of transport to public transport node: Company or Licensee arranged.

2.1.8. Upon request, the Licensee must submit the information specified in LC 2.1.1 to 2.1.7 to the Commissioner in the form, manner and frequency as the Commissioner specifies.

2.2. The Licensee must seek approval from the Commissioner of any change to the following:

2.2.1. Directors or partners of the Licensee.

2.2.2. Any form of legal restructuring of the Licensee.

2.2.3. Name of Licensee or dormitory.

2.3. The Licensee must notify the Commissioner of any change in the information submitted in the Licence application, other than those stated in LC 2.2, within 14 days of the change.

2.4. The Licensee must submit to the Commissioner, management reports that are accurate and complete in the form, manner and frequency as determined by the Commissioner.

### **3. Incident and Dispute Management**

3.1. Where there is a serious incident affecting the safety, security and/ or well-being of residents, the Licensee must manage the incident and if necessary, alert the relevant emergency response authorities and the Commissioner within three hours from the

discovery of the incident, in the form and manner as determined by the Commissioner. The Licensee must also submit an incident report to the Commissioner within 24 hours from the discovery of the incident, in the form and manner as determined by the Commissioner, unless otherwise directed by the Commissioner.

- 3.2. The Licensee must alert the Police, promptly if a civil disturbance, inter-ethnic group clash or potential law and order situation is imminent. After alerting the Police, the Licensee must also inform the Commissioner and the Land Agent as soon as reasonably practicable.
- 3.3. The Licensee must notify the Commissioner no less than 21 days prior to evicting or locking out residents. The Licensee must not evict or lock out residents without attempting to resolve the matter with the relevant parties (e.g. employer of the residents) or if directed by the Commissioner.
- 3.4. For the purposes of LC17.1. the Licensee must report to the Commissioner, in the form, manner and frequency as specified by the Commissioner, of every contravention by a resident of the House Rules for which a financial penalty had been imposed on the resident.
- 3.5. The Licensee must have in place measures to minimise the potential for conflicts amongst residents (e.g. reallocation of rooms for residents).
- 3.6. The Licensee must provide, maintain and inform the residents of an appropriate feedback, fault-reporting or grievance channel for residents and/ or employers to provide feedback with regard to the dormitory facilities and/ or conditions.
  - 3.6.1. The Licensee must address feedback, faults or grievances in a timely manner.
  - 3.6.2. The Licensee must document and keep records of the feedback as well as the measures taken to address them.
  - 3.6.3. The Licensee must maintain these records for at least one year and must keep the records within the dormitory premises.

## **B. Essential Living Standards**

### **4. Occupancy Limits and Living Space**

- 4.1. The Licensee must ensure that the following are observed:
  - 4.1.1. The Licensee must provide each resident with at least 4.2 square metres of living space. "Living space" includes the sleeping and living areas in the living unit. However, it excludes other areas in the living unit, such as the sanitary facility areas, dining areas, kitchen areas, laundry areas and yard areas.
    - 4.1.1.1 Each resident must not be housed in living unit with more than 12 residents.
  - 4.1.2. Each resident must not be housed such that the total number of residents in the dormitory is more than the maximum number specified or approved under i) the written permission for the dormitory issued by the Urban Redevelopment Authority, ii) SCDF, and iii) the FEDA licence granted by the Commissioner.
  - 4.1.3. Each section of not more than 240 residents is to be housed at each level of a residential block.



- 4.1.3.1. If two or more blocks are connected by a skylink, the number of residents across the level where the skylink is connected must not have more than 240 residents. The skylink must have a sheltered walkway.
- 4.1.3.2. If a level of a residential block houses more than 120 residents, the Licensee must be able to establish sections of not more than 120 residents, via physical barriers.

## **5. General Maintenance and Upkeep**

- 5.1. The Licensee must maintain the tidiness, cleanliness, sanitation, and good housekeeping of the dormitory at all times. This shall be in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority. Each distinct area in the dormitory which does not meet this requirement shall be considered as one contravention of this LC.
  - 5.1.1. The following shall be considered as a distinct area for LC 5.1:
    - 5.1.1.1. Each living unit (i.e. residential unit).
    - 5.1.1.2. Each common sanitary facility area (i.e. common toilet).
    - 5.1.1.3. Each common cooking area.
    - 5.1.1.4. Each common dining area.
    - 5.1.1.5. Each recreational facility (e.g. gym, recreation room, hard court).
    - 5.1.1.6. Each common corridor (e.g. walkway to living unit on each level in each residential block).
    - 5.1.1.7. Any other area of the dormitory premises.
- 5.2. The Licensee must put in place sufficient measures, such as having an effective pest control programme, to ensure that each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, is free from all vectors (i.e. mosquitos, rats, fleas, flies and cockroaches), pests (e.g. termites, ants, wasps) and bedbugs.
- 5.3. In each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, the Licensee must keep the interior and exterior of buildings including the roof, drains, sanitary appliances, doors, windows or any structures thereto in good repair and condition.
- 5.4. The Licensee must ensure that any bicycles used by the residents are parked in an orderly manner.

## **6. Provision of Utilities**

- 6.1. The Licensee must provide adequate water (including potable water) and electricity to the dormitory.
- 6.2. The Licensee must not take any step to suspend, stop or in any way affect the continuous, uninterrupted and adequate supply of all utilities and any other services consumed or used at the dormitory without giving the Commissioner and the Land Agent at least 28 days prior notice.

- 6.3. When directed by the Public Utilities Board (PUB), the Licensee must provide or install such sanitary facilities, sewerage systems or any other requirements as PUB may consider necessary.
- 6.4. The Licensee must ensure all sanitary facilities and sewerage systems are operated, maintained, repaired, renewed or upgraded as required by and to the satisfaction of PUB.

## **7. Living Unit**

### **Bed**

- 7.1. Each resident must be provided with a bed, which must include a frame and a base-board or mattress, by the Licensee.
- 7.2. Each bed provided to a resident must be made of sturdy material that is not shaky and does not compromise the basic rest of the resident.
- 7.3. If stacked, each stack of beds must not be more than two decks high.
  - 7.3.1. There must be a minimum clearance of one metre horizontally between the edges of one bed and another bed.

### **Cabinet**

- 7.4. Each resident must be provided with a lockable cabinet by the Licensee. The lockable cabinet must be located within the living unit for the resident to safe keep personal belongings.
- 7.5. Each lockable cabinet must be made of sturdy material and provide sufficient space for the resident to keep personal belongings.

### **Sanitary Facilities**

- 7.6. The Licensee must provide each group of six bed spaces within each living unit with a minimum of one set of en-suite sanitary facilities, which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin.
- 7.7. The Licensee must ensure that each water closet and each shower point are partitioned, with doors/ curtains installed to ensure privacy for the user.
- 7.8. The Licensee must not install CCTVs in the sanitary facilities or in private rest/sleeping areas.
- 7.9. If there are both male and female residents in the dormitory, each living unit and its sanitary facilities must be segregated for residents of different sex to ensure privacy. The Licensee must ensure that these living units and sanitary facilities are not accessible to residents of the other sex.

### **Lighting and Ventilation**

**The following LC 7.10. – 7.14. apply to each distinct area listed in LC 5.1.1.**

- 7.10. Adequate artificial lighting must be provided for daily living activities.
- 7.11. Mechanical ventilation (e.g. exhaust fans or fresh air fans) with air cleaning equipment (e.g. HEPA air filters or equivalent) must be provided when natural ventilation is inadequate for daily living activities or when directed by the Commissioner.

- 7.12. An adequate number of fans for sufficient air circulation must be provided in every living unit, as well as in common areas, isolation facilities, and amenities spaces. The fans must be reasonably spaced out.
- 7.13. Each sanitary facility must be equipped with at least one exhaust fan.
- 7.14. For each living unit or isolation facility that is only ventilated through air-conditioning and mechanical ventilation (i.e. no natural ventilation), the Licensee must provide at least one air filter of at least MERV14 rating, a system to introduce fresh air, and a pre-cool unit to cool and de-humidify the fresh air before it is introduced into the living unit or isolation facility.

#### **Power socket**

- 7.15. The Licensee must provide each resident within each living unit with a minimum of one power socket that is fixed to the wall or floor. Extension plugs or cords must not be used to fulfil this requirement.

#### **Storage of Shoes**

- 7.16. Each living unit must have sufficient sheltered space or sheltered shoe rack for the residents to store their shoes. The sheltered space or sheltered shoe rack must be located outside of the living unit, or other locations as permitted by the Commissioner.

### **8. Cooking Facilities**

- 8.1. The Licensee must provide at least one of the following:
- 8.1.1. Cooking facilities that are permitted under the Code of Practice for Fire Precautions in Buildings.
  - 8.1.2. On-site cookhouse or canteen providing cooked meals.
  - 8.1.3. Catered cooked meals.
- 8.2. Except where the Commissioner permits in writing, the following minimum number and arrangement of cooking stoves, food preparation areas must be provided, if the Licensee provides the cooking facilities under LC 8.1.1:

Type of dormitory	Minimum number of Cooking Stoves	Minimum number of Food Preparation Area with Sinks
Cooking Facilities located within living units	One for every six bed spaces	One for every 12 bed spaces
Cooking Facilities located outside living units		
The cooking stoves and food preparation area must be separated into sections where each section is designated for the exclusive use of not more than 120 unique residents.		

- 8.3. For dormitories with cooking facilities that are outside living units, the Licensee must:
- 8.3.1. Provide and maintain separate food preparation and cooking areas.

- 8.3.2. Ensure the cooking and food preparation areas are roofed, supplied with piped water and with adequate connections to the sewerage system.
- 8.4. The Licensee must provide sufficient non-refrigerated food storage facilities which are designed to restrict pest entry and discourage pest infestation.

#### **Catered Food**

- 8.5. Where the Licensee arranges for catered food to be provided for residents, the Licensee must ensure that such food is procured from licensed sources.
- 8.6. Where catered food is delivered to the dormitory (whether arranged for by the Licensee, employers or by the residents themselves), the Licensee must take reasonable measures to ensure the food delivered is protected from contamination until it is collected by the residents, such as food collection points and food storage.

#### **Dining Area**

- 8.7. The Licensee must provide at least one dining seat for every six bed spaces.
- 8.7.1. Each dining area must be separated into sections, where each section is designated for the exclusive use of not more than 120 unique residents.

#### **Potable Water**

- 8.8. The Licensee must provide adequate water (including potable water) to the residents. This may be in the form of at least one hot or room-temperature water dispenser for every 24 bed spaces per floor, where the water dispensers must be spaced out and not located next to each other and situated conveniently for the assigned residents to use. Alternatively, the Licensee may provide at least two water kettles for the designated use of one living unit of 12 residents.
- 8.9. The Licensee must ensure that the water dispensers or water kettles, whichever are applicable, are properly maintained.

### **9. Laundry Facilities**

- 9.1. The Licensee must provide either laundry facilities (e.g. washing machines) or laundry services for the residents.
- 9.1.1. If laundry facilities are provided, the Licensee must separate laundry facilities into sections where each section is designated for the exclusive use of not more than 120 unique residents.
- 9.2. The Licensee must ensure that wet laundry is not hung within each sleeping area.
- 9.3. The Licensee must provide sufficient and convenient sheltered clothes hanging facilities that enable proper drying of clothes. If the clothes' hanging area is within public view, appropriate screens must be provided to screen off the clothes hanging area from the public's view.

## **C. Resident Welfare**

### **10. Management of Resident Welfare**

#### **Education and Outreach**

- 10.1. The Licensee must conduct briefings on dormitory rules to the residents at the dormitory, within seven days of the residents taking up residency. Records of attendance of the residents at such briefings must be kept in the dormitory premises.
- 10.2. The Licensee must facilitate the education and outreach efforts by any government agency for residents of the dormitory.
- 10.3. The Licensee must have a system for the effective dissemination of information to all residents staying in the dormitory, including but not limited to installing notice boards at prominent locations in common areas and displaying educational materials throughout the dormitory.

#### **Events and Activities**

- 10.4. The Licensee must ensure that there are no activities taking place in the dormitory between 10.30 pm and 7 am that will cause a disturbance to the residents and the surrounding neighbourhood.
- 10.5. When directed by the Commissioner or relevant authorities, the Licensee must organise activities or facilitate the organisation of activities conducted by any third party.

### **11. Traffic Management**

#### **Prevent Traffic Obstruction**

- 11.1. The designated pick-up/ drop-off points must be located and maintained within the compound of the dormitory so as not to cause unnecessary obstruction to other road users. The Licensee must ensure that passenger pick-up and drop-off activities do not impede traffic flow along public roads.

### **12. Recreational and Commercial Amenities**

- 12.1. The Licensee must provide designated free Wi-Fi zones, with unlimited data per user, for residents in each of the following areas:
  - 12.1.1. Each common areas of the Living Domain (e.g. courtyard, cooking area, dining area, indoor social areas).
  - 12.1.2. Each Social Domain, if present.
  - 12.1.3. Each living unit.
  - 12.1.4. Each isolation facilities.

Access speed per user must not be lower than the recommended typical access speed per user for Wireless@SG.

## **D. Health and Safety**

### **13. Public Health Requirements**

#### **Isolation Facilities**

- 13.1. The Licensee must provide a minimum of one isolation bed per 100 bed spaces (i.e. 1%) or part thereof (rounded up to a whole number)<sup>[10]</sup> at all times. All isolation beds provided must be single-deck beds.
- 13.1.1. The first 0.5% of the isolation beds (rounded up to a whole number) must be situated in one bedded rooms with en-suite sanitary facilities within each isolation room which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin.
- 13.1.2. The remaining isolation beds must be situated in one or two bedded rooms with en-suite sanitary facilities within each isolation room which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. For two bedded rooms, the isolation beds must be separated by a partition of at least 1.8 metres in height between the beds such that there is a minimum clearance of one metre between the edges of the bed to another bed.
- 13.2. When directed by the Commissioner, the Licensee must provide additional isolation facilities, at a minimum of three isolation beds per 200 bed spaces (i.e. 1.5%) or part thereof (rounded up to a whole number). The isolation beds must be single-deck beds situated in one or two bedded rooms. Each isolation room must have sanitary facilities, but where it is impractical to provide en-suite sanitary facilities within each isolation room, the Licensee must provide a minimum of one set of sanitary facilities (located outside the isolation room) per five isolation beds, for the exclusive use of the isolation residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. The designated sanitary facilities must be wiped down after every use and regularly cleaned and in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority. For two bedded rooms, the isolation beds must be separated by a partition of at least 1.8 metres in height between beds such that there is a minimum clearance of one metre between the edges of the bed to another bed. The walls demarcating each isolation room must be at least 1.8 metres in height.
- 13.2.1. The additional isolation facilities may be converted from existing spaces, such as multi-purpose halls, recreation spaces or other open spaces, as long as the Licensee can demonstrate that the space can be converted into isolation facilities when necessary.
- 13.2.2. If tentages or other temporary structures in open spaces (e.g. open car parks) are used to set up additional isolation beds, the isolation facility containing such isolation beds must have good ventilation (e.g. by provisioning windows to allow natural ventilation).
- 13.3. The isolation facilities are to be clearly separated from the living units of residents.
- 13.4. The Licensee must implement one or more of the following measures for each isolation room:
- 13.4.1. Provision of mosquito nets for isolation beds.

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<sup>10</sup> For example, if the dormitory has an occupancy load of 110 bed spaces, a minimum of two isolation beds must be provided.

- 13.4.2. Installation of netting for windows, doors and all other openings in the isolation room.
- 13.5. Each resident, employer or any party which acts as the Tenant must not be levied additional charges by the Licensee for the use of the isolation beds.

#### **Infection Prevention and Control Measures**

- 13.6. The Licensee must inform and remind residents to monitor, record and report their individual health condition in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- 13.7. The Licensee must take all reasonable steps to ensure each resident is sent for medical tests and examinations, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, to identify cases of an infectious disease with potential for an outbreak<sup>[11]</sup>.
- 13.8. The Licensee must ensure that each resident who is symptomatic of or has contracted any infectious diseases,
- 13.8.1. be provided with and required to wear a mask at all times when within the dormitory;
- 13.8.2. be isolated in the isolation facility while waiting for medical treatment; and
- 13.8.3. be provided or caused to be provided medical treatment.
- 13.9. The Licensee must, at all times, comply with infection prevention and control measures in any written law, advisory, guideline or other similar instrument issued by any competent authority. These measures may include, but are not limited to, ensuring dormitory staff and residents utilise appropriate equipment, service or gear to manage disease outbreak situations, including but not limited to temperature screening equipment, N95-compliant face masks and disinfection cleaning services.
- 13.10. The Licensee must take appropriate measures to prepare for and to address any health and safety issues, including issues of public health or infectious disease outbreaks. Such measures may include (but are not limited to) reducing the density of the residents in the living units of the dormitory, standing up more isolation beds, facilitating the deployment of mobile clinical teams, setting up of medical posts within the dormitory and/ or facilitating and effecting safe and expeditious evacuation of the dormitory, when necessary. Please refer to Annex A for measures that may be required if there is an infectious disease outbreak or when directed by the Commissioner.

#### **Automated External Defibrillator**

- 13.11. The Licensee must provide at least one automated external defibrillator within the dormitory that is situated for convenient use by residents.

### **14. Fire Safety**

- 14.1. The Licensee must establish an Emergency Response Plan (including an in-place protection plan) and conduct fire drills (including communication exercises with

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<sup>11</sup> Infectious diseases with outbreak potential include seasonal influenza, chickenpox, measles, vector-borne diseases such as dengue, malaria and chikungunya and food-borne diseases.

neighbours) at least twice a year. The Emergency Response Plan and records of fire drills conducted are to be kept onsite at the dormitory.

## **15. Security Requirements**

- 15.1. The Licensee must implement any security measures as deemed necessary by SPF, SCDF or other relevant authorities.

## **16. Security Management**

### **Security and Access Control**

- 16.1. The Licensee is responsible for the security management of the Development.
- 16.2. The Licensee must issue an identification pass to every resident of the dormitory. The pass must bear a unique, serialised number and the resident's photograph.
- 16.3. The Licensee must implement access control measures (e.g. security guards, computerised access system etc.) in the dormitory at all times and at all accessible entry and exit points of the dormitory to ensure the following:
  - 16.3.1. that only persons who have been issued with identification passes and registered visitors who have been issued with visitor passes are allowed within the premises of the Living Domain of the dormitory.
- 16.4. The identification pass must be returned to the Licensee upon cessation of the residents' stay in the dormitory.

## **17. House Rules**

- 17.1. The Licensee must devise a written set of House Rules to be promulgated contractually between the Licensee and the residents. The House Rules must focus on the safety, security and well-being of residents of the dormitory, including:
  - 17.1.1. For dormitories with cooking facilities that are outside the living units, residents must store all sharp utensils (e.g. kitchen knives, choppers) inside the utensil storage areas provided by the Licensee near/ at the cooking facilities when not in use.
  - 17.1.2. Requiring residents who are ill to practise social responsibility and to report to the Licensee.
  - 17.1.3. Prohibiting residents from hanging wet laundry within the sleeping area.
  - 17.1.4. Measures to implement any public health requirement set out in any written law, advisory, guideline or other similar instrument issued by any competent authority ("Public Health Requirements").
  - 17.1.5. Consequences (if any) for residents who contravene rules.
- 17.2. The Licensee must display the House Rules conspicuously in the dormitory.



## **ANNEX A - MEASURES IF THERE IS AN INFECTIOUS DISEASE OUTBREAK OR WHEN DIRECTED BY THE COMMISSIONER**

- A1. The Licensee must establish and apply appropriate procedures and controls in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, that enable or facilitate contact tracing (within the meaning of the Infectious Diseases Act) of all residents in the dormitory.
- A2. The Licensee must ensure that each shared facility (such as communal living units, dining areas, sanitary facilities, laundry areas, cooking areas) and each pick-up and drop-off point in the dormitory is not overcrowded for the health and safety of the residents.
- A3. The Licensee must take all reasonable steps to ensure that individual residents from the same company, employer or work-site are staying in the same room, living unit or level or block, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- A4. Records must be kept of the following:
  - A4.9. The identity of each resident who enters or leaves the dormitory each day.
  - A4.10. The respective times of each resident entering or leaving the dormitory.
- A5. Every visitor must have his or her temperature taken before he or she enters or leaves the dormitory. Any visitor who has a fever or looks unwell must leave the dormitory premises without delay.
- A6. Every resident must be checked if he or she looks unwell before he or she enters or leaves the dormitory. Any resident who has a fever or looks unwell must be, without delay,
  - A6.13. provided with and required to wear a mask at all times in the dormitory;
  - A6.14. isolated in the isolation facility while waiting for medical treatment, and
  - A6.15. provided or caused to be provided medical treatment.
- A7. Residents leaving the dormitory (for work or otherwise) must be staggered, to minimise residents staying in different living units leaving the dormitory at the same time.
- A8. The Licensee must not allow each resident to leave the dormitory unless the resident,
  - A8.9. has obtained permission from the Controller of Work Passes to do so; or
  - A8.10. is seeking medical treatment or help in an emergency or is required by lawful authority to evacuate the dormitory.
- A9. The Licensee must ensure that commercial service providers within the dormitory facilitate contactless ordering and delivery of their goods and items to minimise physical interaction.

# **FOREIGN EMPLOYEE DORMITORIES ACT LICENCE CONDITIONS**

**REVISED EDITION 1 JUNE 2023**

**CLASS 3**

**(SET B3)**

**FOR LICENSEES WHO APPLIED FOR PERMISSION FROM THE RELEVANT  
GOVERNMENT AGENCIES ON OR AFTER 18 SEPTEMBER 2021 TO OPERATE  
THE SAID DORMITORY**

## **A. Dormitory Management**

### **1. Duties and Responsibilities of the Licensee**

- 1.1. The Licensee must ensure that the dormitory is operated and managed at all times.
- 1.2. The Licensee must comply with all existing laws, regulations, by-laws, codes of practice and any other laws, regulations and by-laws and codes of practice which may come into force and as amended from time to time, including but not limited to the following:
  - 1.2.1. Fire Safety 1993 Act and its subsidiary legislation.
  - 1.2.2. Road Traffic Act 1961 and its subsidiary legislation.
  - 1.2.3. Environmental Protection and Management Act 1999 and its subsidiary legislation.
  - 1.2.4. Environmental Public Health Act 1987.
  - 1.2.5. Control of Vectors and Pesticides Act 1998.
  - 1.2.6. Smoking (Prohibition in Certain Places) Act 1992.
  - 1.2.7. Infectious Diseases Act 1976.
  - 1.2.8. Sewerage and Drainage Act 1999 and its subsidiary legislation.
  - 1.2.9. Public Utilities Act 2001 and its subsidiary legislation.
  - 1.2.10. Employment Act 1968, Employment of Foreign Manpower Act 1990 and their subsidiary legislation.
  - 1.2.11. Immigration Act 1959 and its subsidiary legislation.
  - 1.2.12. Customs Act 1960 and its subsidiary legislation.
  - 1.2.13. Work Injury Compensation Act 2019 and its subsidiary legislation.
  - 1.2.14. Workplace Safety and Health Act 2006 and its subsidiary legislation.
  - 1.2.15. Planning Act 1998 and its subsidiary legislation.
  - 1.2.16. Parks and Trees Act 2005 and its subsidiary legislation.
- 1.3. The Licensee must have access to all living units, by retaining a set of keys or access card or such other means of access, for the purposes of emergency situations, inspections, and ensuring compliance with any other licence conditions.

- 1.4. The Licensee must work with the local grassroots, grassroots Advisers and/ or Members of Parliament to address any community, safety and security issues.
- 1.5. The Licensee of a dormitory that houses foreign employees who are not employed by the Licensee must accommodate requests from employers or foreign employees who may not be able to lease an entire living unit.
- 1.6. Where the Licensee is or is likely to be unable to pay its debt or is under any insolvency proceedings, the Licensee must make an application under section 91 of the Insolvency, Restructuring and Dissolution Act 2018 for an order that the company should be placed under the judicial management of a judicial manager and notify the Commissioner of Foreign Employee Dormitories (the “Commissioner”) of the application.
- 1.7. When directed by the Commissioner, the Licensee must facilitate the Government to occupy and manage the dormitory in the event the Licensee is or is likely unable to continue operating the dormitory.

## **2. Document Retention and Reporting**

- 2.1. The Licensee must keep and maintain the following documents within the dormitory premises:
  - 2.1.1. An up-to-date register stating the names, designations, job responsibilities, NRIC numbers and mobile/ direct telephone numbers with photographs of persons employed by the Licensee to manage and operate the dormitory premises.
  - 2.1.2. An up-to-date record of persons who are not dormitory residents or persons employed by the Licensee (e.g. visitors, employers of dormitory residents, outsourced service providers, commercial facility operators) entering into the Living Domain (i.e. dormitory living spaces, courtyard, cooking area, dining area, indoor social areas), containing the information below:
    - Name
    - Contact number
    - Date and time of entering and leaving the dormitory
    - Purpose of visit
    - Company name (if applicable)
    - NRIC/FIN/Work Pass number (last four digits)
    - Occupation Title (if applicable)

The Licensee must maintain the record for at least one year and must keep the record within the dormitory premises.
  - 2.1.3. A copy of the as-built drawings of the dormitory development (i.e. floor plans/ site plans and/ or accurate records of renovations done to the dormitory premises).
  - 2.1.4. A copy of all the clearances and approvals for the dormitory by the relevant authorities.

- 2.1.5. A copy of licences issued by relevant authorities including but not limited to licences for the operation of the canteen, alcohol etc.
- 2.1.6. Up-to-date records in the event any service within the dormitory (e.g. cleaning, laundry and security) is outsourced to a third-party.
- 2.1.7. An up-to-date register of all the residents (foreign or local) housed in the dormitory, containing the information below.

<b>Register Details</b>	<b>Items to be Submitted</b>
Details of Resident	Name Nationality Sex FIN/ NRIC number Work Pass number Work Pass type Industry sector Workplace address
Details of Employer and Sponsoring Company, if any	Name Address Name and telephone number of employer and sponsoring company person-in-charge, if any.
Details of Occupancy	Commencement date of resident's occupancy Expiry date of occupancy Room number occupied
Mode of transport	Mode of transport to workplace address. e.g. Company-arranged transport, public transport (bus, MRT, or both), self-arranged (walk, bicycle or own vehicle) (if applicable), dedicated mode of transport to public transport node: Company or Licensee arranged.

- 2.1.8. Upon request, the Licensee must submit the information specified in LC 2.1.1 to 2.1.7 to the Commissioner in the form, manner and frequency as the Commissioner specifies.
- 2.2. The Licensee must seek approval from the Commissioner of any change to the following:
- 2.2.1. Directors or partners of the Licensee.
- 2.2.2. Any form of legal restructuring of the Licensee.
- 2.2.3. Name of Licensee or dormitory.

2.3. The Licensee must notify the Commissioner of any change in the information submitted in the Licence application, other than those stated in LC 2.2, within 14 days of the change.

2.4. The Licensee must submit to the Commissioner, management reports that are accurate and complete in the form, manner and frequency as determined by the Commissioner.

### **3. Incident and Dispute Management**

3.1. Where there is a serious incident affecting the safety, security and/ or well-being of residents, the Licensee must manage the incident and if necessary, alert the relevant emergency response authorities and the Commissioner within three hours from the discovery of the incident, in the form and manner as determined by the Commissioner. The Licensee must also submit an incident report to the Commissioner within 24 hours from the discovery of the incident, in the form and manner as determined by the Commissioner, unless otherwise directed by the Commissioner.

3.2. The Licensee must alert the Police, promptly if a civil disturbance, inter-ethnic group clash or potential law and order situation is imminent. After alerting the Police, the Licensee must also inform the Commissioner and the Land Agent as soon as reasonably practicable.

3.3. The Licensee must notify the Commissioner no less than 21 days prior to evicting or locking out residents. The Licensee must not evict or lock out residents without attempting to resolve the matter with the relevant parties (e.g. employer of the residents) or if directed by the Commissioner.

3.4. For the purposes of LC17.1. the Licensee must report to the Commissioner, in the form, manner and frequency as specified by the Commissioner, of every contravention by a resident of the House Rules for which a financial penalty had been imposed on the resident.

3.5. The Licensee must have in place measures to minimise the potential for conflicts amongst residents (e.g. reallocation of rooms for residents).

3.6. The Licensee must provide, maintain and inform the residents of an appropriate feedback, fault-reporting or grievance channel for residents and/ or employers to provide feedback with regard to the dormitory facilities and/ or conditions.

3.6.1. The Licensee must address feedback, faults or grievances in a timely manner.

3.6.2. The Licensee must document and keep records of the feedback as well as the measures taken to address them.

3.6.3. The Licensee must maintain these records for at least one year and must keep the records within the dormitory premises.

## **B. Essential Living Standards**

### **4. Occupancy Limits and Living Space**

4.1. The Licensee must ensure that the following are observed:

4.1.1. The Licensee must provide each resident with at least 4.2 square metres of living space. "Living space" includes the sleeping and living areas in the living

unit. However, it excludes other areas in the living unit, such as the sanitary facility areas, dining areas, kitchen areas, laundry areas and yard areas.

4.1.1.1 Each resident must not be housed in living unit with more than 12 residents.

4.1.2. Each resident must not be housed such that the total number of residents in the dormitory is more than the maximum number specified or approved under i) the written permission for the dormitory issued by the Urban Redevelopment Authority, ii) SCDF, and iii) the FEDA licence granted by the Commissioner.

4.1.3. Each section of not more than 240 residents is to be housed at each level of a residential block.

4.1.3.1. If two or more blocks are connected by a skylink, the number of residents across the level where the skylink is connected must not have more than 240 residents. The skylink must have a sheltered walkway.

4.1.3.2. If a level of a residential block houses more than 120 residents, the Licensee must be able to establish sections of not more than 120 residents, via physical barriers.

## **5. General Maintenance and Upkeep**

5.1. The Licensee must maintain the tidiness, cleanliness, sanitation, and good housekeeping of the dormitory at all times. This shall be in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority. Each distinct area in the dormitory which does not meet this requirement shall be considered as one contravention of this LC.

5.1.1. The following shall be considered as a distinct area for LC 5.1:

5.1.1.1. Each living unit (i.e. residential unit).

5.1.1.2. Each common sanitary facility area (i.e. common toilet).

5.1.1.3. Each common cooking area.

5.1.1.4. Each common dining area.

5.1.1.5. Each recreational facility (e.g. gym, recreation room, hard court).

5.1.1.6. Each common corridor (e.g. walkway to living unit on each level in each residential block).

5.1.1.7. Any other area of the dormitory premises.

5.2. The Licensee must put in place sufficient measures, such as having an effective pest control programme, to ensure that each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, is free from all vectors (i.e. mosquitos, rats, fleas, flies and cockroaches), pests (e.g. termites, ants, wasps) and bedbugs.

5.3. In each distinct area listed in LC 5.1.1, as well as all other parts of the dormitory premises, the Licensee must keep the interior and exterior of buildings including the roof, drains, sanitary appliances, doors, windows or any structures thereto in good repair and condition.

- 5.4. The Licensee must ensure that any bicycles used by the residents are parked in an orderly manner.

**6. Provision of Utilities**

- 6.1. The Licensee must provide adequate water (including potable water) and electricity to the dormitory.
- 6.2. The Licensee must not take any step to suspend, stop or in any way affect the continuous, uninterrupted and adequate supply of all utilities and any other services consumed or used at the dormitory without giving the Commissioner and the Land Agent at least 28 days prior notice.
- 6.3. When directed by the Public Utilities Board (PUB), the Licensee must provide or install such sanitary facilities, sewerage systems or any other requirements as PUB may consider necessary.
- 6.4. The Licensee must ensure all sanitary facilities and sewerage systems are operated, maintained, repaired, renewed or upgraded as required by and to the satisfaction of PUB.

**7. Living Unit**

**Bed**

- 7.1. Each resident must be provided with a bed, which must include a frame and a base-board or mattress, by the Licensee.
- 7.2. Each bed provided to a resident must be made of sturdy material that is not shaky and does not compromise the basic rest of the resident.
- 7.3. If stacked, each stack of beds must not be more than two decks high.
- 7.3.1. There must be a minimum clearance of one metre horizontally between the edges of one bed and another bed.

**Cabinet**

- 7.4. Each resident must be provided with a lockable cabinet by the Licensee. The lockable cabinet must be located within the living unit for the resident to safe keep personal belongings.
- 7.5. Each lockable cabinet must be made of sturdy material and provide sufficient space for the resident to keep personal belongings.

**Sanitary Facilities**

- 7.6. The Licensee must provide each group of six bed spaces within each living unit with a minimum of one set of en-suite sanitary facilities, which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin.
- 7.7. The Licensee must ensure that each water closet and each shower point are partitioned, with doors/ curtains installed to ensure privacy for the user.
- 7.8. The Licensee must not install CCTVs in the sanitary facilities or in private rest/ sleeping areas.

- 7.9. If there are both male and female residents in the dormitory, each living unit and its sanitary facilities must be segregated for residents of different sex to ensure privacy. The Licensee must ensure that these living units and sanitary facilities are not accessible to residents of the other sex.

### **Lighting and Ventilation**

**The following LC 7.10. – 7.14. apply to each distinct area listed in LC 5.1.1.**

- 7.10. Adequate artificial lighting must be provided for daily living activities.
- 7.11. Mechanical ventilation (e.g. exhaust fans or fresh air fans) with air cleaning equipment (e.g. HEPA air filters or equivalent) must be provided when natural ventilation is inadequate for daily living activities or when directed by the Commissioner.
- 7.12. An adequate number of fans for sufficient air circulation must be provided in every living unit, as well as in common areas, isolation facilities, and amenities spaces. The fans must be reasonably spaced out.
- 7.13. Each sanitary facility must be equipped with at least one exhaust fan.
- 7.14. For each living unit or isolation facility that is only ventilated through air-conditioning and mechanical ventilation (i.e. no natural ventilation), the Licensee must provide at least one air filter of at least MERV14 rating, a system to introduce fresh air, and a pre-cool unit to cool and de-humidify the fresh air before it is introduced into the living unit or isolation facility.

### **Power socket**

- 7.15. The Licensee must provide each resident within each living unit with a minimum of one power socket that is fixed to the wall or floor. Extension plugs or cords must not be used to fulfil this requirement.

### **Storage of Shoes**

- 7.16. Each living unit must have sufficient sheltered space or sheltered shoe rack for the residents to store their shoes. The sheltered space or sheltered shoe rack must be located outside of the living unit, or other locations as permitted by the Commissioner.

## **8. Cooking Facilities**

- 8.1. The Licensee must provide at least one of the following:
- 8.1.1. Cooking facilities that are permitted under the Code of Practice for Fire Precautions in Buildings.
  - 8.1.2. On-site cookhouse or canteen providing cooked meals.
  - 8.1.3. Catered cooked meals.
- 8.2. Except where the Commissioner permits in writing, the following minimum number and arrangement of cooking stoves, food preparation areas must be provided, if the Licensee provides the cooking facilities under LC 8.1.1:

Type of dormitory	Minimum number of Cooking Stoves	Minimum number of Food Preparation Area with Sinks



Cooking Facilities located within living units	One for every six bed spaces	One for every 12 bed spaces
Cooking Facilities located outside living units		
The cooking stoves and food preparation area must be separated into sections where each section is designated for the exclusive use of not more than 120 unique residents.		

8.3. For dormitories with cooking facilities that are outside living units, the Licensee must:

8.3.1. Provide and maintain separate food preparation and cooking areas.

8.3.2. Ensure the cooking and food preparation areas are roofed, supplied with piped water and with adequate connections to the sewerage system.

8.4. The Licensee must provide sufficient non-refrigerated food storage facilities which are designed to restrict pest entry and discourage pest infestation.

#### **Catered Food**

8.5. Where the Licensee arranges for catered food to be provided for residents, the Licensee must ensure that such food is procured from licensed sources.

8.6. Where catered food is delivered to the dormitory (whether arranged for by the Licensee, employers or by the residents themselves), the Licensee must take reasonable measures to ensure the food delivered is protected from contamination until it is collected by the residents, such as food collection points and food storage.

#### **Dining Area**

8.7. The Licensee must provide at least one dining seat for every six bed spaces.

8.7.1. Each dining area must be separated into sections, where each section is designated for the exclusive use of not more than 120 unique residents.

#### **Potable Water**

8.8. The Licensee must provide adequate water (including potable water) to the residents. This may be in the form of at least one hot or room-temperature water dispenser for every 24 bed spaces per floor, where the water dispensers must be spaced out and not located next to each other and situated conveniently for the assigned residents to use. Alternatively, the Licensee may provide at least two water kettles for the designated use of one living unit of 12 residents.

8.9. The Licensee must ensure that the water dispensers or water kettles, whichever are applicable, are properly maintained.

### **9. Laundry Facilities**

9.1. The Licensee must provide either laundry facilities (e.g. washing machines) or laundry services for the residents.

- 9.1.1. If laundry facilities are provided, the Licensee must separate laundry facilities into sections where each section is designated for the exclusive use of not more than 120 unique residents.
- 9.2. The Licensee must ensure that wet laundry is not hung within each sleeping area.
- 9.3. The Licensee must provide sufficient and convenient sheltered clothes hanging facilities that enable proper drying of clothes. If the clothes' hanging area is within public view, appropriate screens must be provided to screen off the clothes hanging area from the public's view.

## **C. Resident Welfare**

### **10. Management of Resident Welfare**

#### **Education and Outreach**

- 10.1. The Licensee must conduct briefings on dormitory rules to the residents at the dormitory, within seven days of the residents taking up residency. Records of attendance of the residents at such briefings must be kept in the dormitory premises.
- 10.2. The Licensee must facilitate the education and outreach efforts by any government agency for residents of the dormitory.
- 10.3. The Licensee must have a system for the effective dissemination of information to all residents staying in the dormitory, including but not limited to installing notice boards at prominent locations in common areas and displaying educational materials throughout the dormitory.

#### **Events and Activities**

- 10.4. The Licensee must ensure that there are no activities taking place in the dormitory between 10.30 pm and 7 am that will cause a disturbance to the residents and the surrounding neighbourhood.
- 10.5. When directed by the Commissioner or relevant authorities, the Licensee must organise activities or facilitate the organisation of activities conducted by any third party.

### **11. Traffic Management**

#### **Prevent Traffic Obstruction**

- 11.1. The designated pick-up/ drop-off points must be located and maintained within the compound of the dormitory so as not to cause unnecessary obstruction to other road users. The Licensee must ensure that passenger pick-up and drop-off activities do not impede traffic flow along public roads.
- 11.1.1. When directed by the Land Transport Authority (LTA), the Licensee must provide traffic marshals to manage the passenger pick-up/ drop-off activities such that the activities do not impede traffic flow along public roads.

#### **Provision of Dedicated Transport**

- 11.2. The Licensee must ensure that residents who do not walk or cycle to their workplaces have access to adequate dedicated transport arrangements to and from their workplaces. The Licensee must seek LTA's approval for any deviations from this

requirement, such as providing dedicated transport arrangements for a minority of the residents between the dormitory and a public transport node (such as an MRT station or bus stop) that is approved by LTA. If required by LTA, the Licensee must implement additional measures that may include but are not limited to the provision of more frequent dedicated transport services between the dormitory and the residents' workplaces. The Licensee must not levy any charges on the residents for any dedicated transport provided by the Licensee in fulfilment of his obligations under this licence condition or additional measures required by LTA.

## **12. Recreational and Commercial Amenities**

- 12.1. The Licensee must provide designated free Wi-Fi zones, with unlimited data per user, for residents in each of the following areas:

12.1.1. Each common areas of the Living Domain (e.g. courtyard, cooking area, dining area, indoor social areas).

12.1.2. Each Social Domain, if present.

12.1.3. Each living unit.

12.1.4. Each isolation facilities.

Access speed per user must not be lower than the recommended typical access speed per user for Wireless@SG.

## **D. Health and Safety**

### **13. Public Health Requirements**

#### **Isolation Facilities**

- 13.1. The Licensee must provide a minimum of one isolation bed per 100 bed spaces (i.e. 1%) or part thereof (rounded up to a whole number)<sup>[12]</sup> at all times. All isolation beds provided must be single-deck beds.

13.1.1. The first 0.5% of the isolation beds (rounded up to a whole number) must be situated in one bedded rooms with en-suite sanitary facilities within each isolation room which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin.

13.1.2. The remaining isolation beds must be situated in one or two bedded rooms with en-suite sanitary facilities within each isolation room which must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. For two bedded rooms, the isolation beds must be separated by a partition of at least 1.8 metres in height between the beds such that there is a minimum clearance of one metre between the edges of the bed to another bed.

- 13.2. When directed by the Commissioner, the Licensee must provide additional isolation facilities, at a minimum of three isolation beds per 200 bed spaces (i.e. 1.5%) or part thereof (rounded up to a whole number). The isolation beds must be single-deck beds situated in one or two bedded rooms. Each isolation room must have sanitary facilities, but where it is impractical to provide en-suite sanitary facilities within each isolation

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<sup>12</sup> For example, if the dormitory has an occupancy load of 110 bed spaces, a minimum of two isolation beds must be provided.

room, the Licensee must provide a minimum of one set of sanitary facilities (located outside the isolation room) per five isolation beds, for the exclusive use of the isolation residents. Each set of sanitary facilities must include a water closet (i.e. toilet bowl), a shower point and a hand wash basin. The designated sanitary facilities must be wiped down after every use and regularly cleaned and in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority. For two bedded rooms, the isolation beds must be separated by a partition of at least 1.8 metres in height between beds such that there is a minimum clearance of one metre between the edges of the bed to another bed. The walls demarcating each isolation room must be at least 1.8 metres in height.

13.2.1. The additional isolation facilities may be converted from existing spaces, such as multi-purpose halls, recreation spaces or other open spaces, as long as the Licensee can demonstrate that the space can be converted into isolation facilities when necessary.

13.2.2. If tentages or other temporary structures in open spaces (e.g. open carparks) are used to set up additional isolation beds, the isolation facility containing such isolation beds must have good ventilation (e.g. by provisioning windows to allow natural ventilation).

13.3. The isolation facilities are to be clearly separated from the living units of residents.

13.4. The Licensee must implement one or more of the following measures for each isolation room:

13.4.1. Provision of mosquito nets for isolation beds.

13.4.2. Installation of netting for windows, doors and all other openings in the isolation room.

13.5. Each resident, employer or any party which acts as the Tenant must not be levied additional charges by the Licensee for the use of the isolation beds.

### **Infection Prevention and Control Measures**

13.6. The Licensee must inform and remind residents to monitor, record and report their individual health condition in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.

13.7. The Licensee must take all reasonable steps to ensure each resident is sent for medical tests and examinations, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, to identify cases of an infectious disease with potential for an outbreak<sup>[13]</sup>.

13.8. The Licensee must ensure that each resident who is symptomatic of or has contracted any infectious diseases,

13.8.1. be provided with and required to wear a mask at all times when within the dormitory;

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<sup>13</sup> Infectious diseases with outbreak potential include seasonal influenza, chickenpox, measles, vector-borne diseases such as dengue, malaria and chikungunya and food-borne diseases.

13.8.2. be isolated in the isolation facility while waiting for medical treatment; and

13.8.3. be provided or caused to be provided medical treatment.

- 13.9. The Licensee must, at all times, comply with infection prevention and control measures in any written law, advisory, guideline or other similar instrument issued by any competent authority. These measures may include, but are not limited to, ensuring dormitory staff and residents utilise appropriate equipment, service or gear to manage disease outbreak situations, including but not limited to temperature screening equipment, N95-compliant face masks and disinfection cleaning services.
- 13.10. The Licensee must take appropriate measures to prepare for and to address any health and safety issues, including issues of public health or infectious disease outbreaks. Such measures may include (but are not limited to) reducing the density of the residents in the living units of the dormitory, standing up more isolation beds, facilitating the deployment of mobile clinical teams, setting up of medical posts within the dormitory and/ or facilitating and effecting safe and expeditious evacuation of the dormitory, when necessary. Please refer to Annex A for measures that may be required if there is an infectious disease outbreak or when directed by the Commissioner.

#### **Automated External Defibrillator**

- 13.11. The Licensee must provide at least one automated external defibrillator within the dormitory that is situated for convenient use by residents.

#### **Wastewater Surveillance**

- 13.12. If the occupancy load of the dormitory is 500 or above, the Licensee must provide a minimum of one dedicated inspection chamber receiving sewage from the sanitary facilities per 1,000 bed spaces (to be calculated based on the dormitory's occupancy load, rounded off to the nearest 1,000). The sewage must not be mixed with sewage from sanitary facilities that are used by other residents, to facilitate accurate sampling of assigned residents. A minimum of one power point must be installed in close proximity to the dedicated inspection chamber, for the installation of autosamplers. The inspection chamber and related apparatuses must be in compliance with the public health requirements set out in any written law, advisory, guideline or other similar instrument issued by any competent authority.
- 13.13. If the occupancy load of the dormitory is 500 or above, the Licensee must provide a separate sanitary line for isolation facilities to ensure that the sewage from isolation facilities is not received by the dedicated inspection chamber required in LC 13.12.
- 13.14. When directed by the Commissioner, the Licensee must provide, deploy and maintain one autosampler and attachments at each dedicated inspection chamber required in LC 13.12, according to specifications in Annex C, for the detection of contagious diseases. Shelter must be provided for each autosampler. This only applies to dormitories with an occupancy load of 500 or more.

### **14. Fire Safety**

- 14.1. The Licensee must establish an Emergency Response Plan (including an in-place protection plan) and conduct fire drills (including communication exercises with neighbours) at least twice a year. The Emergency Response Plan and records of fire drills conducted are to be kept onsite at the dormitory.

## **15. Security Requirements**

- 15.1. The Licensee must implement any security measures as deemed necessary by SPF, SCDF or other relevant authorities.
- 15.2. All tables, chairs and benches at the designated alcohol consumption areas must be secured to the ground.
- 15.3. The Licensee must ensure sufficient CCTV coverage for the following areas<sup>[14]</sup>:
  - 15.3.1. Along the perimeter fencing covering both sides of the fence. The CCTV field of view must be set at “Detect”.
  - 15.3.2. At entry and exit points capturing the frontal view of any person entering or leaving the Living Domain of the dormitory, excluding service gates that are not accessible to the residents. The CCTV field of view for entry and points at the Living Domain must be set at “Recognise”.

## **16. Security Management**

### **Security, Access Control and Alcohol Consumption**

- 16.1. The Licensee is responsible for the security management of the Development.
- 16.2. The Licensee must issue an identification pass to every resident of the dormitory. The pass must bear a unique, serialised number and the resident’s photograph.
- 16.3. The Licensee must implement access control measures (e.g. security guards, computerised access system etc.) in the dormitory at all times and at all accessible entry and exit points of the dormitory to ensure the following:
  - 16.3.1. that only persons who have been issued with identification passes and registered visitors who have been issued with visitor passes are allowed within the premises of the Living Domain of the dormitory.
- 16.4. The identification pass must be returned to the Licensee upon cessation of the residents’ stay in the dormitory.
- 16.5. The Licensee must ensure that there is no consumption of alcohol in the living units.
- 16.6. If the Licensee intends to permit alcohol consumption in the dormitory, the Licensee must designate specific areas where alcohol may be consumed. These designated areas must be clearly marked out on the dormitory floor plan and a copy of which must be provided to the Police immediately upon request.
  - 16.6.1. The Licensee must ensure that all alcohol consumption within the dormitory premises are done at the designated areas.
- 16.7. Despite LC 16.6, the Licensee must ensure that no alcohol consumption is allowed during “live” screening of all sporting events.

## **17. House Rules**

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<sup>14</sup> For more information of the various categories of fields of view and other CCTV standards, the Licensee can refer to the “VSS Standard for Buildings” published on the SPF website.

- 17.1. The Licensee must devise a written set of House Rules to be promulgated contractually between the Licensee and the residents. The House Rules must focus on the safety, security and well-being of residents of the dormitory, including:
  - 17.1.1. For dormitories with cooking facilities that are outside the living units, residents must store all sharp utensils (e.g. kitchen knives, choppers) inside the utensil storage areas provided by the Licensee near/ at the cooking facilities when not in use.
  - 17.1.2. Requiring residents who are ill to practise social responsibility and to report to the Licensee.
  - 17.1.3. Prohibiting residents from hanging wet laundry within the sleeping area.
  - 17.1.4. Measures to implement any public health requirement set out in any written law, advisory, guideline or other similar instrument issued by any competent authority (“Public Health Requirements”).
  - 17.1.5. Consequences (if any) for residents who contravene rules.
- 17.2. The Licensee must display the House Rules conspicuously in the dormitory.

## **ANNEX A - MEASURES IF THERE IS AN INFECTIOUS DISEASE OUTBREAK OR WHEN DIRECTED BY THE COMMISSIONER**

- A1. The Licensee must establish and apply appropriate procedures and controls in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority, that enable or facilitate contact tracing (within the meaning of the Infectious Diseases Act) of all residents in the dormitory.
- A2. The Licensee must ensure that each shared facility (such as communal living units, dining areas, sanitary facilities, laundry areas, cooking areas) and each pick-up and drop-off point in the dormitory is not overcrowded for the health and safety of the residents.
- A3. The Licensee must take all reasonable steps to ensure that individual residents from the same company, employer or work-site are staying in the same room, living unit or level or block, in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.
- A4. Records must be kept of the following:
  - A4.11. The identity of each resident who enters or leaves the dormitory each day.
  - A4.12. The respective times of each resident entering or leaving the dormitory.
- A5. Every visitor must have his or her temperature taken before he or she enters or leaves the dormitory. Any visitor who has a fever or looks unwell must leave the dormitory premises without delay.
- A6. Every resident must be checked if he or she looks unwell before he or she enters or leaves the dormitory. Any resident who has a fever or looks unwell must be, without delay,
  - A6.16. provided with and required to wear a mask at all times in the dormitory;
  - A6.17. isolated in the isolation facility while waiting for medical treatment, and
  - A6.18. provided or caused to be provided medical treatment.
- A7. Residents leaving the dormitory (for work or otherwise) must be staggered, to minimise residents staying in different living units leaving the dormitory at the same time.
- A8. The Licensee must not allow each resident to leave the dormitory unless the resident,
  - A8.11. has obtained permission from the Controller of Work Passes to do so; or
  - A8.12. is seeking medical treatment or help in an emergency or is required by lawful authority to evacuate the dormitory.
- A9. The Licensee must ensure that commercial service providers within the dormitory facilitate contactless ordering and delivery of their goods and items to minimise physical interaction.



## **ANNEX B**

Not applicable for this class.

## **ANNEX C - SPECIFICATIONS OF AUTOSAMPLER AND INSPECTION CHAMBER DURING DEPLOYMENT**

The purpose of these guidelines is to assist dormitory operators to meet the required specifications for autosampler and inspection chamber during deployment, when directed by the Commissioner under LC 13.12.

### **Specifications for Autosampler**

- C1. The deployed autosampler:
  - C1.1. must include a 10 metre braided suction intake hose;
  - C1.2. must include 24 one-litre polypropylene, polyethylene or high-density polyethylene collection bottles with lids;
  - C1.3. must come with one multi-hole stainless steel strainer that fits the 10m braided suction intake hose for deterring the accumulation of debris when the hose is submerged in flowing effluent;
  - C1.4. must include batteries or an appropriate power source with sufficient power to complete at least one cycle of water sampling (24 one-litre bottles) over a period of 24 hours (only applicable to battery-operated autosamplers);
  - C1.5. must be programmable to operate at both uniform and non-uniform time intervals and multiple bottle compositing;
  - C1.6. must be capable of one-shot sampling volumes ranging from 50 to 350 millilitre accurately; and
  - C1.7. must come with a distributor arm to prevent cross contamination and sample spillage between collection bottles.

### **Specifications for Inspection Chambers when Autosamplers are Deployed:**

- C2. A customised cover is required for deployment of autosamplers. The cover must have a hole to allow insertion of autosampler tubings into the chamber, and a crossbar to secure the customised cover and to prevent unauthorised removal and tampered with. The area surrounding the manhole and autosampler shall be properly barricaded for safety.
- C3. [Optional] Attachments to secure and guide autosampler tubings (technical drawings should be submitted to PUB for comments, registration and record).