

Guidelines for Employers and Managing Agents of Establishments in the Food Sector on Safe Living Measures for Foreign Workers and Safe Management Measures at Workplaces

(This document supersedes the previous guideline “Guidelines for Employers/Managing Agents of Establishments in the Food Sector on Elevated Safe Distancing Measures” issued on 27 April)

Elevated safe distancing measures have been implemented since early April 2020 to reduce the local transmission of COVID-19 at the residences of foreign workers (FWs) such as dormitories, where close-living environments pose transmission risks, and at workplaces. On 30 May 2020, the Ministry of Manpower (MOM) had issued guidelines on the implementation of Safe Living measures in FW dormitories¹ to strengthen dormitory management practices. On 22 June 2020, The Ministry of Health (MOH) also issued guidelines for FWs residing in HDB flats & private residential premises (PRPs). The updates are incorporated into this document.

2 Employers and Managing Agents (“MAs”) of establishments in the food sector should observe the guidelines stipulated in this document to reduce and stem the local transmission of COVID-19.

For Dormitories and Other Close-Living Environments

Safe Living Measures

3 Employers/MAs should ensure Safe Living measures for their FWs, based on MOM’s advisories²:

Section A: Tighter control of entry and exit	
1.	Ensure 24/7 manning of entrances and track all movements in and out of the dormitory
2.	Regulate the entry and exit of FWs, in accordance with movement controls required by the Government
3.	<ul style="list-style-type: none"> • Check the temperature of every visitor to the dormitory • Register visitors and their purpose of visit, and issue them with identification passes before allowing them into the dormitory • During this period, visitors are only allowed for essential purposes e.g. repair works
4.	Visually inspect individuals entering or leaving the dormitory for symptoms of infection (coughing, sneezing, breathlessness, runny nose and loss of smell)
Section B: Limit inter-mixing of FWs	
<p>Note: MOM stated that the requirements in this Section may not be applicable in some instances, such as in dormitories with only en-suite cooking or toilet facilities, or dormitories that only have a single block</p>	

5.	Implement measures to group FWs by rooms, floors and blocks
6.	<ul style="list-style-type: none"> • Set up barriers and mark out routes from dormitory blocks to common areas and entrances, and ensure that FWs from different blocks and floors do not inter-mix • In particular, “cleared dormitories and blocks”, which will be used to house only FWs who have recovered from or who tested negative for COVID-19, should be separated from the rest of the dormitory that is not cleared
7.	<ul style="list-style-type: none"> • Mark out and assign shared toilets and communal cooking areas for the use by occupants of the same room • In communal kitchens, allow only one cook per stove at any one time (i.e. no sharing) • Where en-suite cooking facilities are available, FWs can be allowed to cook
8.	<ul style="list-style-type: none"> • Schedule the use of other communal facilities and shared services amongst “cleared blocks and dormitories” and ensure that FWs from different blocks and floors do not inter-mix • This includes access to outdoor recreational spaces, haircut and remittance services
9.	<ul style="list-style-type: none"> • Facilitate contactless ordering and delivery of purchases from minimarts, canteens and shops in the dormitory • Set up a process for FWs to safely collect purchases that are delivered by merchants outside the dormitory
10.	Continue to keep communal dining areas and indoor recreational facilities closed
11.	<ul style="list-style-type: none"> • Designate separate waiting areas for the pick-up and drop-off of FWs, such that FWs who live in different blocks or work for different employers do not inter-mix • Where necessary, coordinate with employers to stagger the pick-up and drop-off timings of FWs
<p>Section C: Strengthen health monitoring and facilitate contact tracing</p> <p>Note: MOM stated that the requirements in this Section must be implemented by all dormitories</p>	
12.	Monitor FWs’ health closely to identify FWs who display symptoms of infection (coughing, sneezing, breathlessness, runny nose and loss of smell)
13.	Ensure that FWs who are unwell have timely access to medical support from onsite or regional medical posts, as well as via tele-kiosks at night.
14.	<p>Set aside 5% of total dormitory capacity as isolation facilities for all dormitories, and an additional 3.5% as medical facilities for FEDA*-licensed dormitories</p> <p>*FEDA: Foreign Employee Dormitories Act</p>
15.	<ul style="list-style-type: none"> • Facilitate regular COVID-19 testing of FWs, quickly isolate positive cases and ensure that FWs who are close contacts of positive cases, as well as those issued with Quarantine Orders (QOs) or eQOs do not leave their floors • Disinfect the affected areas immediately
16.	Remind FWs to report their daily health status, i.e. temperature and symptoms of infection to the MOM at least twice daily, with 8 hours between each reporting.

17.	<ul style="list-style-type: none"> Remind FWs to download and activate the latest version of the TraceTogether mobile application for contact tracing and MOM's FWMOMCare mobile application to report their health and update their address daily
<p>Section D: Management of FWs and proper housekeeping</p> <p>Note: MOM stated that the requirements in this Section must be implemented by all dormitories</p>	
18.	Ensure all FWs wear a mask when accessing common areas, communal facilities and shared services
19.	Ensure disinfectant solution is always available in each room for FWs to clean the living areas regularly
20.	<ul style="list-style-type: none"> Provide hand-washing, disinfectant solution and sanitising stations at various locations, especially at common areas and communal facilities Ensure that soaps, disinfectant solution and hand sanitisers are always available
21.	<ul style="list-style-type: none"> Ensure common areas, communal facilities and shared services are clean and regularly disinfected Where the use of facilities and services are scheduled, they must be disinfected after the use by each group of FWs
22.	<ul style="list-style-type: none"> Ensure that Safe Distancing (maintaining at least 1m from another person) is practised in all parts of the dormitory Where needed, mark out, close or reorganise spaces that compromise the practice of Safe Distancing (e.g. cooking stoves placed next to each other)
23.	<ul style="list-style-type: none"> Maintain an up-to-date register of all FWs housed in the dormitory Upon request, send the updated register to MOM

Support for Foreign Workers

Food and Essential Items

4 Employers/MAs are required to ensure that FWs have sufficient food and essential items. When dining in their residences, FWs should consume the meals in their own rooms.

Remittance Services

5 Employers should also assist FWs to remit salaries to their home countries if these FWs need to remain inside their dormitories. Employers/MAs can refer to MOM's [advisory](#)³ for more information.

Management of FWs who are Unwell²

6 Employers/MAs should ensure that FWs monitor their health and take their temperatures twice daily. FWs should submit their health statuses via MOM's FWMOMCare mobile application twice daily, at least 8 hours apart. FWs are required to scan the QR code affixed in their rooms using MOM's FWMOMCare app to update the address where they are staying at daily. FWs who are sick, have a fever or exhibit any COVID-19 symptoms (coughing,

sneezing, breathlessness, runny nose and loss of smell or anosmia) should report to their employers/MAs. They **must be separated as early as possible** from other dormitory residents and be placed at isolation rooms and sick bays, and sent to the nearest medical post set-up by the Government, for medical treatment. FWs should go for all medical examinations or tests, including COVID 19 tests, as required by the Government.

7 Employers/MAs should also promptly vacate and cordon-off the immediate section of the dormitory, and carry out a thorough cleaning and disinfecting⁴. Other FWs who have been in **close contact** with the worker should also be **isolated and should not report to work**. Employers/MAs shall then inform SFA, as soon as practicable, by **contacting SFA at the number 9698 4168 (24-hour)**.

8 For more information on the above, employers/MAs can refer to the FAQs⁵ by MOM.

For HDB Flats and Private Residential Premises

Safe Living Measures

9 HDB flats are defined by MOM as public housing flats managed by the Housing and Development Board (HDB), which may be rented out as a whole flat or by rooms, subject to HDB's approval. PRPs are defined by MOM as private properties (e.g. condominiums, landed residential properties, and residential units in shop houses).

10 There should not be overcrowding in the HDB flats and PRPs:

- i. For HDB flats, HDB and MOM stipulate the following number of bedrooms that can be rented out as well as the maximum number of occupants allowed in each flat depending on flat type as indicated below.

Whole Flat	
Flat Type	Max Number of Occupants
1-room or 2-room	4
3-room	6
4-room or bigger	6
Bedrooms	
Flat Type	Max Number of Bedrooms that can be Rented Out
1-room or 2-room	Not allowed
3-room	1
4-room or bigger	2

- ii. For PRPs, URA and MOM stipulate a maximum of 6 occupants per PRP unit, regardless of the unit size

11 FWs from the same workplace should be cohorted to stay together in the same HDB/PRP unit as far as possible. There should not be sharing of units, rooms or amenities between FWs from different workplaces.

12 Only if it is not possible, FWs from the different workplaces may share the same unit, but only FWs from the same workplaces can be cohorted to stay together in the same room. FWs should avoid interacting with other residents from different workplaces.

Use of Toilets

13 FWs should only use toilets designated for their use e.g. en-suite toilets if available, or toilets on the same floor. When using the toilet, to practise the following:

- i. Dispose of used toilet paper in the toilet bowl;
- ii. Flush the toilet. Where there are seat covers, these should be shut before flushing;
- iii. Wipe down the toilet for next use by other residents;
- iv. Wash hands thoroughly with soap and water; and
- v. Dry hands with a paper towel or a hand dryer.

General Cleanliness

14 FWs should ensure that their residences are cleaned and disinfected regularly. High touch surfaces e.g. door handles, railings, lift buttons, should be cleaned and disinfected regularly. For the latest information on cleaning and disinfection, please refer to the National Environmental Agency's Environmental Cleaning Guidelines at www.nea.gov.sg.

Personal Hygiene and Responsibility for Own Health

15 FWs should practise good hand hygiene and wash their hands frequently with soap and water especially if hands are visibly soiled, or with alcohol hand rub. FWs should avoid touching their faces before thorough hand washing and should wash their hands if they touch their faces.

16 FWs should check their temperature twice daily, and monitor themselves for symptoms including cough, runny nose, sore throat, loss of smell/taste, and breathlessness. If unwell, they should seek medical attention immediately and maintain a minimum distance of 2m from others at all times.

Seeking Medical Attention

17 FWs who feel unwell should seek medical attention immediately and should inform their employers. If required, they should be conveyed to the nearest hospital via SCDF ambulance by calling the hotline "995". Unwell workers should note the following when out of the HDB/PRP:

- i. To only visit the clinic when out of the HDB/PRP; and
- ii. To wear a surgical mask at all times; and
- iii. To observe safe distancing measures

Safe Management Measures

18 MOM, the National Trades Union Congress (NTUC) and the Singapore National Employers Federation (SNEF) have issued details on Safe Management Measures⁶ (SMMs) for

employers and these requirements are meant for general workplace settings. The measures are as follows:

i. **Take Care of Workers**

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

ii. **Take care of the workplace**

- Use the SafeEntry visitor management system to record all individuals entering the workplace to help MOH in establishing potential transmission chains
- Where physical interaction cannot be avoided, precautions should be taken to ensure clear physical spacing of at least 1m between all individuals at all times, including at common areas and during break/meal times.
- Step up cleaning of workplace premises and provide cleaning and disinfecting agents like soap and sanitisers at common areas and to frontline personnel

iii. **Take care of workers who become unwell at the workplace**

- Ensure regular checks for temperature and respiratory symptoms for all employees and visitors (e.g. vendors and contractors), twice daily, or where relevant
- Employers should encourage employees to use the TraceTogether app to help MOH quickly identify potential close contacts of COVID-19 patients and reduce disease transmission
- **Manage unwell cases** - An evacuation plan must be prepared for unwell or suspected cases.
 - a. Any employee who is feeling unwell or showing symptoms of illness should report to his employer, leave the workplace and consult a doctor immediately, even if symptoms may appear mild. Employers must track and record these cases as part of SMM.
 - b. For incapacitated or unconscious individuals, employers must clear the area of other personnel and administer aid immediately. Employers should call 995 for an emergency ambulance to ferry them to the nearest hospital.
- **Manage confirmed cases** - A follow-up plan must be put in place in the event of a confirmed case. Upon being notified of a confirmed case, employers must adopt the following precautionary measures:
 - a. Immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked. There is no need

to vacate the building or the whole floor if there had been no sustained and close contact with the confirmed case; and

b. Carry out a thorough cleaning and disinfecting all relevant on-site areas and assets that were exposed to confirmed cases, in accordance to NEA guidelines⁴.

- Employers must be able to demonstrate that these checks are in place during inspections

iv. Implement a System of Safe Management Measures

- Employers must appoint Safe Management Officer(s)(SMO) to assist in the implementation, coordination and monitoring of SMM at the workplace
- Employers must provide appointed SMOs with adequate instruction, information and supervision as is necessary for them to fulfil their required duties
- For more information, employers can refer to a joint advisory⁷ for food retail establishments. SMOs can refer to the checklist⁸ by the MOM on the SMMs that should be in place

Others

19 Employers/MAs are encouraged to engage workers and help them understand the importance of these measures and the necessary adjustments that they have to make for their own health and safety and those of their fellow workers. Those who do not comply may face consequences such as fines or other enforcement actions.

20 Food business operations are essential in supporting Singapore's daily needs and it is of paramount importance that the above measures are complied with. This is to ensure workers are protected from contracting COVID-19 and to prevent any disruptions to food operations which may have adverse impact on Singapore's food supply. To better support the worker's needs, employers/MAs may also refer to MOM's advisory at www.mom.gov.sg/covid-19.

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References

1	Refers to Purpose-built Dormitories, Factory-converted Dormitories, Construction Temporary Quarters, Temporary Living Quarters (with seven or more foreign worker residents), Quarters on Temporary Occupation Licence Sites and Government-provided accommodation facilities (e.g. vacant HDB flats, old schools and sports halls). Excludes HDB flats and private residential premises.	
2	<p>Advisory to employers on Safe Living measures for foreign worker dormitories - Issued on 30 May 2020 https://www.mom.gov.sg/covid-19/advisory-to-employers-on-safe-living-for-foreign-worker-dormitories</p> <p>Advisory for dormitory operators on implementation of Safe Living measures in foreign worker dormitories - Issued on 30 May 2020 https://www.mom.gov.sg/covid-19/advisory-for-dormitory-operators-on-safe-living-measures-foreign-worker-dormitories</p>	 
3	<p>Advisory on employer-assisted remittance for foreign workers residing in dormitories – Issued on 16 Apr 2020 https://www.mom.gov.sg/covid-19/advisory-on-employer-assisted-remittance-for-foreign-workers-residing-in-dormitories</p>	
4	<p>Interim Guidelines for Environmental Cleaning and Disinfection of Areas Exposed to Confirmed Case(s) of COVID-10 in Non-Healthcare Premises by NEA - Revised 30 June 2020 https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/guidelines-for-environmental-cleaning-and-disinfection</p>	
5	<p>FAQ for Advisory to Employers on Safe Living Measures for Foreign Worker Dormitories – Issued 30 May 2020 https://www.mom.gov.sg/-/media/mom/documents/covid-19/fag-employers-on-safe-living-measures-for-dormitories.pdf</p> <p>FAQ for Advisory for Dormitory Operators on Implementation of Safe Living Measures in Foreign Worker Dormitories - Issued on 30 May 2020 https://www.mom.gov.sg/-/media/mom/documents/covid-19/fag-dorm-operators-on-safe-living-measures-for-dormitories.pdf</p>	 

6	<p>Requirements for Safe Management Measures at the workplace – Updated on 1 June 2020</p> <p>https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures</p>	
7	<p>(Joint Advisory) Advisory for Phase 2 Re-opening of Food & Beverage Establishments – Issued on 16 June 2020</p> <p>https://www.enterprisesg.gov.sg/-/media/esg/files/media-centre/media-releases/2020/jun-2020/fnb-advisory_16-june-2020/safe-management-measures-for-fb_reopening.pdf?la=en</p>	
8	<p>Checklist of Safe Management Measures Required at the Workplace for Resumption of Business Activities</p> <p>https://www.mom.gov.sg/-/media/mom/documents/covid-19/annex-b-checklist-of-safe-management-measures.pdf</p>	