RESOURCE KIT FOR SUB-CONTRACTORS TO RESUME WORK
1. PERMISSION TO RESTART

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

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

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

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

2. PLANNING FOR RESTART

SWAB REGISTRATION SYSTEM

Employers to take note:
- Book swab test appointments for your employees
- Monitor and ensure employees do not miss appointments, otherwise AccessCode will turn RED

Employers can schedule swab appointments for employees in the Swab Registration System (SRS) for their 1st appointment. Employees are automatically listed.

Employer will receive SMS and Email notification on the appointments

Employee will receive SMS notification on the subsequent appointment*

For more details, visit:
Health Promotion Board Website: http://www.hpb.gov.sg
General Line: 6435 3500

For general enquires and support, please contact:
SRS_Enquiries@bca.gov.sg

Download SRS Briefing Slides: https://go.gov.sg/srs-briefing-slides

Find out who needs to undergo periodic swab test: https://go.gov.sg/bca-summary-swab-requirements

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

2. Ensure that workers go for the Rostered Routine Testing (RRT).

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

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

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

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

SCENARIO 1
Workers deployed to work on a project at a construction site on full-time basis (i.e. 6 weeks or more over 3-month window).

SCENARIO 2
Workers deployed to work on multiple projects at different construction sites on part-time basis (i.e. for less than 6 weeks at the project site within a 3-month window).

SCENARIO 3
Workers deployed to work on projects/activities carried out at non-construction site and non-supply works premises.
SCENARIO 1

WORKERS WHO ARE INVOLVED FULL-TIME ON A PROJECT SITE

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

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

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

2. Update workers’ accommodations details with MOM.

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

<table>
<thead>
<tr>
<th>Team</th>
<th>No. of Workers</th>
<th>Allocated to numbers of rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>18</td>
<td>3</td>
</tr>
<tr>
<td>B</td>
<td>21</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>21</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>20</td>
<td>2</td>
</tr>
</tbody>
</table>
SAFE WORKFORCE

1. Check that your workers are given their rest day on the same dates that BCA has pre-assigned for the particular project(s). Inform workers of their designated rest day.

2. You can verify workers’ staggered rest day arrangement by logging in to MOM’s Safe@Work system.

STAGGERED REST DAY

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


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

SAFE WORKSITE

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

FAQ on staggered rest day

- Segregation on worksite including ingress and egress control

Site Zoning, Ingress & Egress

Legend:

Zone A
Zone B
Zone C
Zone D
Green Zone

Workers are not permitted entry to site, office at all times, only allocated cleaners or electrician may be allowed entry (subject to approval).
2. Discuss with Main Contractor to plan staggered working hours / meals and break times of different groups of workers.

3. Discuss on logistic arrangement such as transportation and individually packed food arrangement.

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

5. Familiarise workers with safety signages and posters.
6. Discuss with Main Contractor to educate your workers on Safe Management Measures through SMM Induction by the Main Contractor.


8. Keep the workplace and premises clean.

SCENARIO 2

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

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

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

2. Update workers’ accommodations details with MOM.

SAFE TRANSPORTATION
1. Provide point-to-point transportation for your workers staying together who are Work Permit or S Pass holders, with staggered pick up/drop off. S Pass holders not residing in dormitories may take public transport.

2. Workers residing in the same accommodation can travel in the same vehicle to / from multiple sites in a single trip.

3. Adhere to MOM’s advisory on Safe Management Measures for workers on employer-provided transportation, e.g. ensure workers wear a mask and not talk or interact while on the vehicle.

4. Disinfect vehicles after alighting all workers and before transporting the next batch of workers.
SAFE WORKSITE
1. Discuss with relevant Main Contractors to educate your workers on Safe Management Measures through SMM Induction conducted by the Main Contractors for various sites.

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

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

SAFE WORKFORCE
1. Staggered Rest Day
   • Log in to MOM’s Safe@Work system to select a rest day between Mon to Sat for workers
   • Inform workers of their designated rest day
   • Make necessary arrangements to help your workers adjust to the designated rest day


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

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

4. All workers are to only work in their designated zones as demarcated by the builder.
   • Zoning and Demarcation
   • Segregation on worksite including ingress and egress control.

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   • Segregation on worksite including ingress and egress control.

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


7. Keep the workplace and premises clean.

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

**SAFE ACCOMMODATION**

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

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

2. Update workers’ accommodations details with MOM.

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

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**SAFE TRANSPORTATION**

1. Provide point-to-point transportation for your workers staying together who are Work Permit or S Pass holders, with staggered pick up/drop off. S Pass holders not residing in dormitories may take public transport.

2. Workers residing in the same accommodation can travel in the same vehicle to / from multiple sites in a single trip.

3. Adhere to MOM’s advisory on Safe Management Measures for workers on employer-provided transportation, e.g. ensure workers wear a mask and not talk or interact while on the vehicle.
SAFE WORKFORCE

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

If you need your workers to rest on Sunday, submit an appeal to MOM at www.mom.gov.sg/appeal-restday.

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

SAFE WORKPLACE

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

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

Guides to set up SafeEntry NRIC

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