

Guide to COVID-19 Incident Response and Management Protocol

● ● ● Updated on 29 Mar 2022



EDB:
SINGAPORE

“TRANSITION TO RESILIENCE - Key Messages”

- Singapore to ease the community SMMs as announced by MTF on 24 March 2022
- From **29 March 2022**, community SMMs will be eased along these 5 core parameters (**SMM 1 – 5 framework**) :

Five Core Parameters to Reset Our Safe Management Measures (SMMs)

<u>Parameter</u>	<u>Current Posture</u>
(1) Group Sizes	10
(2) Mask-Wearing	Required indoors Optional outdoors
(3) Workplace Requirements	75% of those who can work from home may return to office
(4) Safe Distancing	1m when mask-off, between individuals or groups
(5) Capacity Limits	75% for large settings and event sizes of >1,000 pax, where there is no 1m safe distancing
	Premises operators/event organisers to avoid chokepoints and spread crowds as evenly as possible.

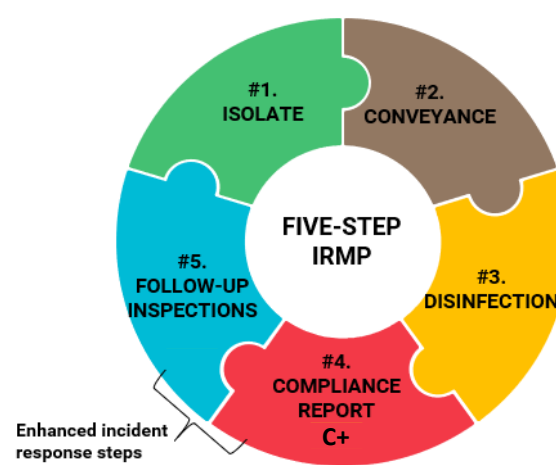
“TRANSITION TO RESILIENCE - Key Messages”

- Exercise personal responsibility in adhering to Safe Management Measures (SMM) and follow the appropriate health protocols should you test positive for COVID-19.
- Ministry of Health (MOH) has adjusted the health protocols into a simple set of 1-2-3 protocols:
 - Protocol (1) For individuals who are feeling unwell
 - Protocol (2) For individuals who are well and tested positive, or have been assessed by a doctor to have mild condition
 - Protocol (3) I am a close contact
 - Refer to www.covid.gov.sg for latest healthcare protocols
- Vaccination is the 1st line of defense. Under the Vaccinated / Workplace Differentiated Measures (VDS), companies are to ensure that workers are fully vaccinated before entering the workplaces.
- As the SMMs are streamlined, companies are strongly encouraged to incorporate SMM as best practices including a COVID-19 Incident Response and Management Protocol (IRMP) into their Business Continuity Plans (BCP) to minimise disruption to their operations in an outbreak.

C+/Ag+ Management for Shipyards with vessels under quarantined by Port Health Section and Maritime Port Authority of Singapore

- All vessels with C+ or Ag+ crew will have to adhere to the requirements of PHS and MPA.

Ag+ / C+ Incident Response and Management Plan (IRMP)



What do YOU do when a Ag+/ C+ case is detected at worksite?

Steps to follow:

Within 6 Hrs

- **Isolate** Ag+/C+ and close contacts
- **Convey** C+ back to accommodation to adhere to **Protocol 1 or 2**
- **Convey** Ag+ back to accommodation to adhere **Protocol 1 or 2**
- For **Ag+/C+**, company is strongly encouraged to **cordoned off** and **clean** affected work zones as part of housekeeping/cleaning regime **before restarting work**.
- Inform EDB of **large clusters of C+/Ag+ case(s) at your workplace**

Within 24 hours

- Companies **to maintain and provide** the following information upon request:
 - a) Nominal roll of Ag+/C+ and close contacts
 - b) Map out all locations where Ag+/C+ had worked in site layout
 - c) Cleaning records of affected workzones
- Any worker issued with **HRN** to adhere to **Protocol 3**
- Identified close contacts by companies but not issued **HRN** may consider undergoing Protocol 3 or alternatively **D1, D3-and D5 ART** under company's own discretion and resources.
- EDB assesses transmission risk level based on Risk Assessment Matrix (RAM)
 - Risk level – **High and above**: EDB may issue **SWO** under IDA at **affected work zone(s) or work site if companies are unresponsive to reduce transmission risk**

Over next 30 days

- Companies to map out all Ag+ / C+ detected over rolling past **3** consecutive days to determine if there is worksite transmission.
- Companies are to provide the above map to EDB when requested.
- **Follow-up worksite inspections on SMM may be conducted by EDB for large clusters incidents to determine if there is worksite transmission**
- For repeated non-compliance or breaches to SMM under **Workplace Safety and Health (COVID-19 Safe Workplace) Regulations 2021**, enforcement actions e.g. composition fines or SWO, may be taken **against the workers and/or companies**

C+/Ag+ Reporting requirements

1. Effective 18th March 2022, with regards to the reporting of COVID-19 cases to EDB-CCO, companies are only required to report large clusters of C+ / Ag+ cases at their workplaces to EDB-CCO. A large cluster is defined per the following criteria:
 - i. 20 or more C+/ 40 or more Ag+ cases detected over 3 consecutive days (refer RAM) and/or
 - ii. 5 or more work zones detected C+/Ag+ cases
2. For **ALL** C+/ Ag+ cases, please ensure the following information are made readily available upon request by the authority.
 - a. Contact details of the C+ case and his worksite
 - b. Details of the close contacts of C+
 - c. Worksite layout and affected workzone(s)
 - d. Cleaning records
3. For any query on C+ and Ag+ incident management, SMO can write in to Covid_AI@edb.gov.sg.
4. Thank you for your co-operation in keeping Singapore safe from the spread of COVID-19. Let us continue to work together in this journey towards a COVID-19 resilient nation.

- Find out more at:

<https://www.edb.gov.sg/en/how-we-help/supporting-you-through-covid-19/marine-offshore-process-sectors.html>

- #- <https://www.covid.gov.sg/>

- *-<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/guidelines-for-environmental-cleaning-and-disinfection>

Recommended Compliance Report template

Companies can continue to use the existing Compliance Report template as a best practice for COVID-19 incident management and records keeping.

1. Workforce Details

- Nominal Roll of C+ and close contacts (CC)
- Last date of C+ working on site
- Including a timeline of last 7 days onsite, including C+ movements, affected zones, close contacts
- Submit D1 ART results of workers issued with HRN or IO, when available.

2. Worksite Organisation

- Worksite address
- Affected worksite and work zone(s)
- Map out C+ 's movements on site and allocated amenities areas (Resting, Meals and Toilets) to C+ and his cohort. To provide SafeEntry UEN and Branch Code/s of affected work zones
- Map out all C+ cases detected on site and their affected work zones in the rolling past 7 consecutive days from date of reporting

3. Cleaning Details (which can be obtained from the cleaning crew)

- Disinfectants used and disinfection method statement in accordance to NEA Interim Guidelines*
- Attached photos/videos of cleaning operations
- Any change in subsequent cleaning regime over the next 30 days?

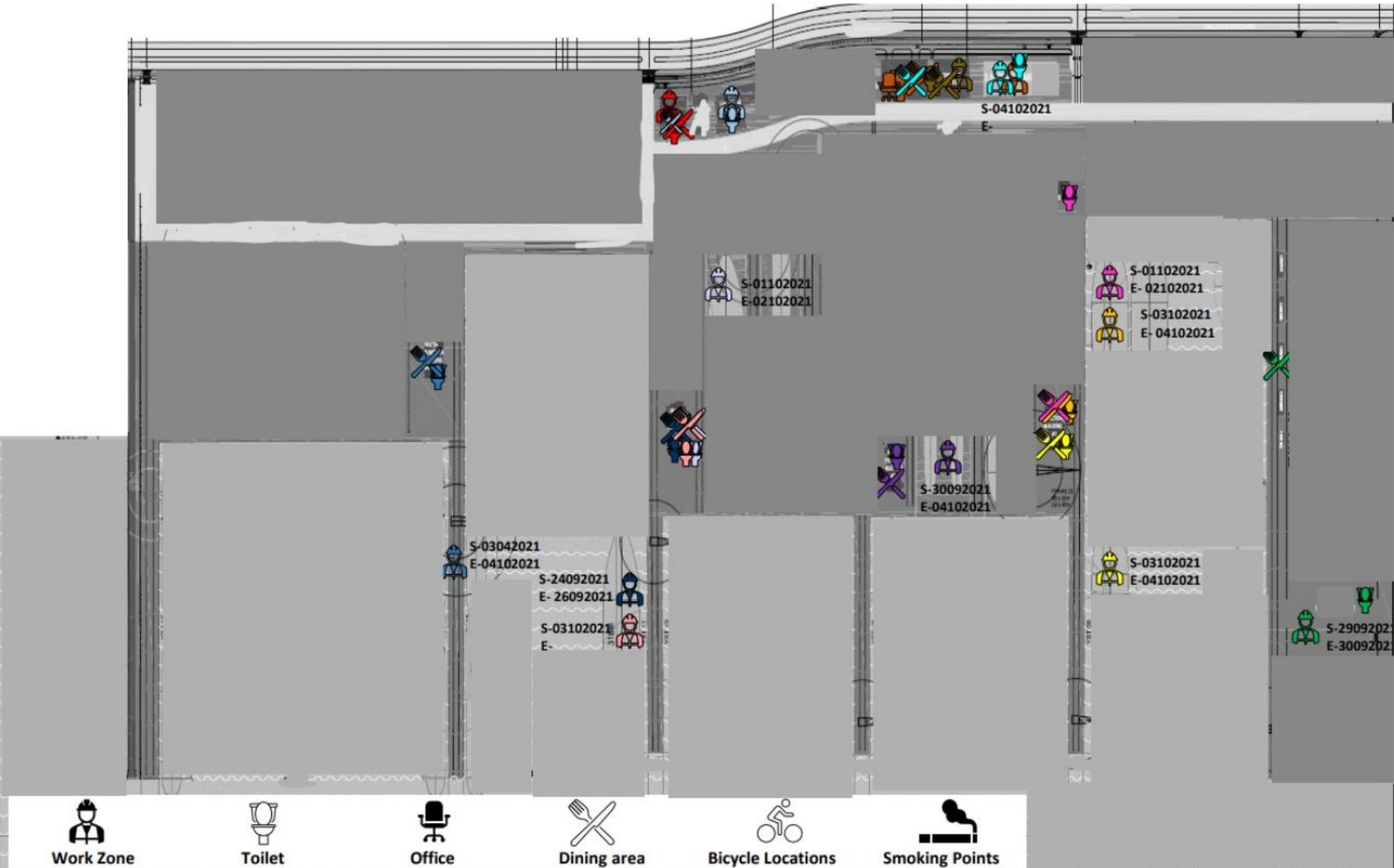
4. Closure of Identified SMM Gaps

- State what was done to close identified SMM Gaps and attach before and after photos/videos
- If unable to close SMM gaps, state what is the stop gap measure and when can the SMM gap be closed? If the gaps still cannot be closed after stipulated time without valid reasons, SWO under IDA may be imposed to the worksite if the companies are unresponsive.

Worksite Layout depicting Ag+/C+ cases detected over the rolling past 3 consecutive days

Updated 29 Mar 22

Colour	Case No. (Last date of C+ at site)
Brown	Case 48 (29/09/2021)
Blue	Case 49 (29/09/2021)
Pink	Case 50 (28/09/2021)
Cyan	Case 51 (29/09/2021)
Dark Blue	Case 52 (27/09/2021)
Light Blue	Case 53 & 53.1 (29/09/2021)
Green	Case 54 (29/09/2021)
Orange	Case 55 (30/09/2021)
Yellow	Case 56 (01/10/2021)
Light Blue	Case 57 (28/09/2021)
Orange	Case 58 (28/09/2021)
Pink	Case 59 (30/09/2021)
Light Purple	Case 62 (01/10/2021)
Red	Case 63 (01/10/2021)
Purple	Case 64 (02/10/2021)



COVID Risk Assessment Matrix (RAM)

Updated 29 Mar 22

The RAM was developed with MOH Epidemiological Team. The intent of RAM enables companies to assess their worksite transmission risk and reduce the risk to as low as reasonably practicable (ALARP). Companies must ensure they comply with their safe management measures and lower risks through RAM, to protect their worksites from COVID outbreaks.

Risks	Parameters / Areas to Reduce Worksite Transmission Risk										In the event of Ag+ / C+	
	Total Number of workers in worksite	Physical Interaction with Non-Local based workers*	Work group cohort size	Worksite divided into zones	% of work zones that workers are deployed to	Vaccinated workers Population	RRT Compliance Rate (if any)	Accommodation Cohorting	Transport Cohorting	Worksite Cohorting	No of Ag+ / C+ Cases over 3 consecutive days	No. of affected work zones
Low	<500	No	<30	Yes, with ability to track workers entering into each work zone	<30%	>=90% (Completed 2 nd dose)	>=98%	Workers from the same work zone staying in same accommodation (no other worker)	Dedicated Transport per work zone	Dedicated facilities e.g. rest areas and toilets for workers in the same zone	12 or less / 6 or less	Less than 5
Medium	>=500, <1000	No	>=30, <50	Yes, but no ability to track workers entering into each work zone	< 30%	>=80% (Completed 2 nd dose)	>90%, <98%	Workers from the same work zone staying in different accommodations (no other worker)	Dedicated transport per work site but may be different zones	Shared facilities for a few work zones	16 to 39 / 8 to 19	Less than 5
High	>=1000, <3000	Yes (But isolated to specific work zones)	>=50	No, but able to track workers' movements within work site	>30%	<80% (Completed 2 nd dose)	>=85%, <90%	Workers from the same work zone sharing accommodation (in similar location) with other workers	Dedicated transport for Dorm workers but own transport for non-dorm workers	Shared facilities for workers in the worksite	40 or more / 20 or more	Less than 5
Very High	>=3000	Yes (Non-local based workers allowed to move around worksite freely)	>=50	No, and unable to track workers' movements within worksite	>30%	<70% (Completed 2 nd dose)	<85%	Workers from the same work zone sharing accommodation (in different locations) with other workers	No dedicated transport to worksite	Shared facilities for workers in production sites and visitors	40 or more / 20 or more	5 or more

*Non-local based workers refer to Not-to-Land (NTL) crew and Malaysian truck drivers



End



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