

# New guidelines issued for businesses to ensure workplace health & safety and support employees needs

Low risk individuals eligible to be in the workplace, but those who can effectively do their jobs remotely to continue to work from home

## Employers are required to accommodate staff needs:



Parents may choose to work from home while schools are closed



Pressure or penalties not be imposed on those eligible to return to work

Sector-specific guidelines include **attendance caps at 30%\***, **social distancing**, and **sanitization of work and communal spaces.**

\*Except Construction, Manufacturing & Utilities



## Criteria for low risk individuals eligible to be in the workplace issued by DED

Those that can effectively carry out their jobs remotely to continue working from home\*

### Eligible



- Aged 18 – 55
- Live alone or with low risk individuals
- Not affected by chronic diseases

### Ineligible



- Aged 55<sup>+</sup>
- Pregnant women
- Living with anyone with chronic diseases or who is 60+ years old

\*Except Construction, Manufacturing & Utilities



## WORKPLACE GUIDELINES

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DEPARTMENT OF ECONOMIC DEVELOPMENT

### **Transport**

#### Additional measures:



Thermal cameras installed at key transportation hubs



Face masks and gloves to be worn at all times



No standing allowed, adjacent seat must remain empty at all times



Hand-washing or sanitization available to passengers and workers at key transportation hubs



All vehicles to be thoroughly sanitized every 2 hours, including high-touch surfaces



Services to be increased on key routes



Social distancing wherever possible between passengers



Fevers or noticeable symptoms to be reported immediately to DoH



Capacity on all mass passenger transportation methods limited to 50%



Buses at maximum 50% capacity



Sanitization facilities made available inside all forms of transport



Driver shielded with plastic layer from passengers in all modes of transport



A maximum of 2 passengers allowed per taxi. The use of front seat is not permitted



Natural ventilation wherever possible



## WORKPLACE GUIDELINES

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# Hospitality and Restaurants

### Additional measures:



Thermal cameras installed at entrance to any facility with more than 30 people



Face masks and gloves to be worn by staff at all times



Maximum capacity set; groups no larger than 4



Buffets, open food displays, food samples, shared canapés and shisha not allowed



Hand-washing or sanitization at entry points



Restaurants will use only disposable cutlery, napkins & menus; with hand sanitizer available on all tables



Tables will maintain separation of at least 2.5m, with a maximum group of 4 customers per table



Contactless payments



Natural ventilation to be prioritized wherever possible



Fevers or noticeable symptoms to be reported immediately to D



Face masks for customers, gloves encouraged



Signage to help maintain 2m distancing



No physical contact between staff and customers



Hotels to install disinfection gateways at entry and exit points



All high-touch surfaces to be thoroughly sanitized at least every 2 hours, all other surfaces every 4 hours



Restaurants will not accept: children under ages 3 - 12, and customers aged 65 and over



Wherever possible staff separated from customers by a plastic shield



Use of high-touch surfaces to be reduced or minimized wherever possible





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## Wholesale and retail

### Additional measures:



Thermal cameras installed at mall entrances and other large retail spaces



Fevers or noticeable symptoms to be reported immediately to DoH



Face masks and gloves to be worn by staff at all times



Face masks for customers, gloves encouraged



All displays protected behind plastic shielding, physical barriers, or removed entirely



Maximum store capacity set, and not exceed 5m<sup>2</sup> per customer



Signage to help maintain 2m distancing



All social areas closed



No physical contact between staff and customers



Hand-washing or sanitization at entry points



Separate entry and exit points to ensure unidirectional flow



Malls to install disinfection gateway at entry and exit points, where customers and staff will be required to sanitize



Mall car parks are limited to 50% capacity



Mall staff are tested & cleared before returning to work



Contactless payments



Use of high-touch surfaces to be minimized or eliminated wherever possible



Wherever possible staff separated from customers by a plastic shield



## WORKPLACE GUIDELINES

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# Construction, Manufacturing, Utilities

### Additional measures:



Temperature checks on entry to site



Fevers or noticeable symptoms should be reported immediately to management



Face masks to be worn at all times



Disposable gloves in communal workspaces, highly encouraged



Leaving the site during breaks is forbidden



Buses at maximum 50% capacity



Hand-washing or sanitization at entry points



Daily disinfection of high-touch surfaces



Social distancing is enforced in common areas during breaks



Drivers not to leave cabins of trucks during their visits, even for loading/unloading



Staggering breaks, arrival and departure times



Social distancing wherever possible, with a separation of at least 1 meter



Equipment shared as little as possible



Employees are advised to work on tasks independently, when possible

