



# **SAFE MANAGEMENT MEASURES PLAN**

**CARGOPORT PTE LTD**

# Safe Management Measures Plan in the Workplace after Curcuit Breaker Period

- With the potential gradual relaxation of restrictions put in place to prevent the spread of COVID-19, Staff of Cargoport should note the following measures that have to be implemented when the circuit breaker eases after 1<sup>st</sup> June 2020.
- This update summarizes the measures that Cargoport Implement the requirement in workplace settings.
- All employees must ensure that these measures is mandatory. Failure to comply the measures will potentially result in the issuance of fines or stop-work orders by MOM or SNEF during their random visit at site.

## General Workplaces

In summary, Management & Staffs are required to:

- **Implement safe management measures;**
- **Reduce physical interaction and ensure safe distancing; eg. At least 1 meter distance**
- **Support contact tracing; eg. Check-In/Out Safe Entry and download Trace Together apps**
- **Require use of personal protective equipment and employees to observe good personal hygiene;**
- **Ensure cleanliness of workplace premises; and**
- **Staff has to follow given instruction should company arrange any health checks and Company protocols to manage potential cases.**

# IMPLEMENT SAFE MANAGEMENT MEASURES

Measure & Implementation	Actions & Steps
<p>Implement a detailed monitoring plan to ensure compliance with all safe management measures;</p> <p>Appoint Safe Management Officers to implement, coordinate and monitor all safe management measures. Eg. Workers; Workplaces and Those who may become unwell at workplaces.</p>	<ul style="list-style-type: none"><li>a) Lena Chen – Director was appointed as Safe Management Officer (Mobile: 81180606)</li><li>b) Patric Neo Hock Chye – CFS Manager was appointed as Co-Safety Management Officer/SGSecure Representative/Cleaning Officer (Mobile no. 98514402)</li><li>c) Elvin Thng – Assistant Warehouse Manager was appointed as Co-Safety Management Officer/SGSecure Representative/Cleaning Officer (Mobile no. 92374921)</li><li>d) Ei Ei Htwe – HR was appointed as SGSecure Representative and Cleaning Officer (Mobile no. 98394447)</li></ul>

# REDUCE PHYSICAL INTERACTION AND ENSURE SAFE DISTANCING

Measure & Implementation	Actions & Steps
Actively enable employees to work from home. Employees who have been working from home must continue to do so and go to office only where there is no alternative.	<b>3 Clerical staffs was assigned to work from home</b>
For employees who are still unable to work from home, Management will review work processes, provide the necessary IT equipment to employees and adopt solutions that enable remote working and online collaboration if possible.	<b>Cargoport Management had implemented online payment to minimize handling of Cash payment at the counter since 1<sup>st</sup> April 2020. Eg. PayNow, Bank Transfer etc.</b>
Companies should continue to <b>conduct virtual meetings as much as possible</b> . Physical meetings between employees and with suppliers / contractors must be minimised, e.g. by using tele-conferencing facilities	<b>Physical meeting with employees is minimize. Cargoport Management only conduct virtual meetings to interact with suppliers / customers / Interview. Eg. ZOOM, Whatsapp Video Call</b>
Employers must <b>cancel or defer all events or activities that involve close and prolonged contact</b> amongst participants, e.g. conferences, seminars and exhibitions.	<b>No events or activities until further notice</b>

# REDUCE PHYSICAL INTERACTION AND ENSURE SAFE DISTANCING

Measure & Implementation	Actions & Steps
<p>Companies should <b>pay special attention to vulnerable employees</b> (e.g. older employees, pregnant employees and employees who have underlying medical conditions). Besides enabling them to work from home, employers may also have to temporarily redeploy vulnerable employees to another role within the company.</p>	<p><b>Cargoport Mangement had restricted visitor at waiting point to minimize contact with vulnerable staff working in-house.</b></p>
<p>For job roles or functions where employees cannot work from home, employers must ensure the following precautions are in place prior to resuming operations:</p>	<p><b>Stagger lunch break hours –Company Implemented staggered lunch break hours and provide lunch to all staffs to lunch-in to reduce congregation of employees at the canteen and pantries.</b> <b>Group 1 - 11.30 am</b> <b>Group 2 – 12.30 pm</b> <b>Split Team – Company staggered the staffs to 3 difference worksite and refrained cross deployment to minimize the risk of cross infection.</b></p>

# REDUCE PHYSICAL INTERACTION AND ENSURE SAFE DISTANCING

Measure & Implementation	Actions & Steps
<p>For job roles or functions where employees cannot work from home, employers must ensure the following precautions are in place prior to resuming operations:</p>	<p><b>Stagger Report to Work Timing –Company Implemented staggered report to work timing to prevent over crowding at lobby entrance.</b></p> <p><b>Group 1 - 8.30 am</b> <b>Group 2 – 9.00 am</b></p> <p><b>Split Group – Company staggered the staffs to 3 difference worksite and refrained cross deployment to minimize the risk of cross infection.</b></p>

# REDUCE PHYSICAL INTERACTION AND ENSURE SAFE DISTANCING

Measure & Implementation	Actions & Steps
<p><b>Minimise socialising</b></p> <p>a) Employers must ensure that employees <b>do not socialise or congregate in groups</b> at the workplace<sup>8</sup>, including during meals or breaks. Employees should have meals or breaks on their own.</p> <p>b) All social gatherings (e.g. birthday celebrations, team bonding activities, etc.) at the workplace must be cancelled or deferred.</p> <p>c) Employers should not organise social gatherings outside the workplace and should also remind their employees not to socialise outside of the workplace, both during or outside working hours (e.g. going out together for lunch, dinner, breaks or drinks), including with colleagues from separate teams / shifts / worksites.</p>	<p><b>Management had taken precautionary measures.</b></p> <p>a) <b>All staffs have to compulsory lunch-in.</b></p> <p>b) <b>All social gathering is not allow at workplaces.</b></p> <p>c) <b>All staffs are reminded No social gathering is allow at both workplace and outside of the workplace.</b></p>

# REQUIRE USE OF PERSONAL PROTECTIVE EQUIPMENT AND EMPLOYEES TO OBSERVE GOOD PERSONAL HYGIENE

Measure & Implementation	Actions & Steps
<p><b>Wear masks at the workplace:</b> Employers must ensure that all onsite personnel, including employees, visitors, suppliers and contractors, wear a mask and other necessary personal protective equipment<sup>9</sup> <b>at all times</b> at the workplace, except during activities that require masks to be removed</p>	<p><b>Management provides reusable masks, disposable Masks, Face Shield, Gloves and hand sanitizer to all staffs.</b></p>
<p><b>Observing good personal hygiene:</b> Employers should encourage their employees to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face.</p>	<p><b>Management provides all staff hand sanitizer and had also placed hand sanitizer in the office and worksites. All staff are reminded to wash their hand regularly and refrain from touching their face. They are encourage to put gloves during their work.</b></p>



# SUPPORT CONTACT TRACING

Measure & Implementation	Actions & Steps
<p><b>Control access at the workplace</b> to only essential employees and authorised visitors. Employers must <b>use the SafeEntry visitor management system</b> to record the entry of all personnel (including employees and visitors) entering the workplace<sup>11</sup>. All employees and visitors should check-in and check-out of workplaces using SafeEntry to help MOH in establishing potential transmission chains.</p>	<p><b>Management had setup SafeEntry Visitor Management System at Cargoport.</b></p> <ul style="list-style-type: none"><li>- <b>No Entry is allow at #01-104 and #01-106 except for authorized staff.</b></li><li>- <b>Temperature Scanning Station was set-up at the entrance of #01-104, #01-105 and #01-106.</b></li><li>- <b>SafeEntry QR Code was placed at Entrance of all warehouses. Visitors has to Check-In SafeEntry and have their temperature scanning done before entering to the sites.</b></li><li>- <b>Visitors has to wait at the allocated point behind the designated line to observe the social distancing rules</b></li><li>- <b>Personnel who are unwell (including having a fever upon temperature screening) will be refused entry to the workplace.</b></li><li>- <b>Visitors who are unwell must be asked to reschedule their appointments and return another day when they are well, or be served via alternate means.<sup>12</sup></b></li></ul>

# SUPPORT CONTACT TRACING

Measure & Implementation	Actions & Steps
<p>Employees and visitors must declare via SafeEntry or other means (e.g. electronic or hard copy records), before being allowed to enter premises, that they:</p> <ul style="list-style-type: none"><li>Are currently not under a quarantine order, stay-home notice;</li><li>Have not had close contact with a confirmed COVID-19 case in the past 14 days; and</li><li>Do not have any fever or flu-like symptoms.</li></ul>	<p><b>All employees was told not to come to work if they are under quarantine order, stay-home notice or had close contact with a confirmed COVID-19 case in the past 14 days. They are reminded to see a doctor if they have fever or flu-like symptoms.</b></p>
<p>Where physical interaction cannot be avoided, precautions should be taken to <b>ensure clear physical spacing of at least 1 metre between persons at all times through the following<sup>13</sup>:</b></p>	<ul style="list-style-type: none"><li>a) <b>Demarcate safe physical distances (at least 1m apart) at the workplace premises with visual indicators. This applied to common spaces, where congregation or queuing of employees or visitors / clients might occur, where reasonably practicable.</b></li><li>b) <b>If there is a critical need for physical meetings to proceed, Management will limit the number of attendees and shorten the durations.</b></li></ul>

# ENSURE CLEANLINESS OF WORKPLACE PREMISES

Measure & Implementation	Actions & Steps
<p><b>Step up cleaning of workplace premises through the following:</b></p> <p>Management and staffs must ensure regular cleaning of common spaces, particularly areas with high human contact. Where physical meetings are held or meals are taken at common spaces such as pantries or canteens, employers must clean and disinfect tables between each meeting or seating.</p> <p>Employers must ensure that machinery and equipment shared between different employees across different shifts or alternate teams are cleaned and disinfected before changing hands. The sanitation and hygiene advisories<sup>17</sup> disseminated by the National Environmental Agency (NEA) must be adhered to.</p>	<p><b>Hand sanitizers were installed at all human traffic stoppage points within the workplace, such as entrances, reception areas, pantries and office.</b></p> <p><b>a) Work station are allocate to individual staff. No sharing of seat is allow thus individual are responsible to clean and disinfect their table and chair regularly.</b></p> <p><b>b) Disinfecting spray are provided next to the copier machine. Every staffs are responsible to clean and disinfect after use.</b></p> <p><b>c) Forklift are assigned to designated Forklift driver thus no sharing is allow. All drivers are responsible to clean and disinfect regularly after use.</b></p>

# IMPLEMENT HEALTH CHECKS AND COMPANY PROTOCOLS TO MANAGE POTENTIAL CASE

Measure & Implementation	Actions & Steps
<p><b>Ensure regular checks for temperature and respiratory symptoms for all onsite employees and visitors,</b> twice daily or where relevant. Employers must be able to demonstrate that these checks are in place during inspections.</p>	<ul style="list-style-type: none"><li>a) <b>All staffs will have their temperature taken twice a day. Once in the morning before they start work and another will be taken after lunch time at 1.30pm (The record list will indicated AM and PM)</b></li><li>b) <b>Visitor will have their temperature taken at the Temperature Scanning Station before their entry.</b></li><li>c) <b>Visitor will have to write down their Name, Date In, Contact number, Company Name and their temperature taken record and Check-In SafeEntry before entering the site.</b></li></ul>
<p><b>Record proximity data on phones:</b> To help MOH to more quickly identify potential close contacts of COVID-19 patients and reduce disease transmission, employers should encourage all employees to <b>download and activate the <a href="#">TraceTogether app</a></b><sup>18</sup>.</p>	<p><b>The SMO had helped and guided all staff to download the TraceTogether app.</b></p>

# IMPLEMENT HEALTH CHECKS AND COMPANY PROTOCOLS TO MANAGE POTENTIAL CASE

Measure & Implementation	Actions & Steps
<p><b>Actively monitor unwell employees and guard against incipient outbreaks:</b> Employees at the workplace who have visited a clinic must submit to their employers records of their MCs and diagnoses provided (only for COVID-19-related symptoms, including acute respiratory infections), and if they were tested for COVID-19 and the results of their tests.</p> <p>Employers must take preventive action to guard against incipient outbreaks at the workplace, such as requiring these employees on MCs to closely monitor their health before returning to the workplace and requiring these employees' close contacts at the workplace to monitor their health more regularly.</p>	<ul style="list-style-type: none"><li>a) <b>Management had informed all the staff to consult a Doctor if feeling unwell and submit their records of their MCs and diagnoses provided.</b></li><li>b) <b>HR will follow up to call those who are given MC to monitor their health condition before they return to workplace.</b></li><li>c) <b>All employees are told to visits only one clinic for check-ups if unwell.</b></li></ul>

# IMPLEMENT HEALTH CHECKS AND COMPANY PROTOCOLS TO MANAGE POTENTIAL CASE

Measure & Implementation	Actions & Steps
<p><b>Manage unwell cases:</b> An evacuation plan must be prepared for unwell or suspected cases, as well as for other onsite personnel.</p>	<p><b>Any employee who is feeling unwell or showing symptoms of illness should report to the Management and leave the workplace to consult a doctor immediately, even if symptoms may appear mild. Employees were advised should not clinic-hop.</b></p> <p><b>Management will track and record these cases as part of Safe Management Measures.</b></p> <p><b>For incapacitated or unconscious individuals, SMO is to isolate subject in the isolation area, no other personnel is to be around the subject. SMO is to inform PSA immediately for activation of Emergency response team and Ambulance.</b></p>

# IMPLEMENT HEALTH CHECKS AND COMPANY PROTOCOLS TO MANAGE POTENTIAL CASE

Measure & Implementation	Actions & Steps
<p><b>Manage confirmed cases:</b> 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:</p>	<p><b>The Safe Management Officer will take Immediate action to vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked. SMO is to call for stop work and closure of warehouse and engage NEA certified cleaning company to carry out a thorough cleaning and disinfecting all relevant on-site areas and assets that were exposed to confirmed cases, in accordance to NEA guidelines.</b></p> <ol style="list-style-type: none"><li data-bbox="1286 949 1987 1120">1. ABBA Maintenance Services Pte Ltd Website: <a href="http://www.officecleanings.com.sg">www.officecleanings.com.sg</a> Email: <a href="mailto:contact@officecleanings.com.sg">contact@officecleanings.com.sg</a> Hotline: 9277 7835</li><li data-bbox="1286 1170 2000 1342">2. Anticimex Pest Management Pte Ltd Email: <a href="mailto:sales.sg@anticimex.com.sg">sales.sg@anticimex.com.sg</a> Website: <a href="https://www.anticimex.com.sg/">https://www.anticimex.com.sg/</a> Hotline: 9383 1166</li></ol>



# Thank You & Stay Safe

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CARGOPORT MANAGEMENT



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