

Resumption of business activities from June 2

Singapore exits the eight-week Circuit Breaker period when it ends on June 1, with the country resuming activities safely in three phases. In Phase 1, Singapore will gradually reopen economic activities that do not pose a high risk of Covid-19 transmission. In this final instalment of a three-part series, the Ministry of Trade and Industry (MTI) and the Ministry of Manpower (MOM) answer some common questions by companies on what they should take note of as they resume operations from June 2.



What is the rationale behind which companies should resume operations first in Phase 1?

The objective of Phase 1 is to resume economic and social activities in a safe and progressive manner. Therefore, we will gradually allow more workers to return to work, starting with businesses that operate in settings with lower transmission risks. These include manufacturing and production facilities and most businesses with employees working in office settings or settings which do not require interactions with large groups of people.

Before resuming activities, businesses must comply with the requirements for Safe Management Measures (<https://covid.gobusiness.gov.sg/safemanagement/general>) and any sector-specific requirements which apply to them.

Employers must adopt telecommuting to the maximum extent. Employees who have been working from home should continue to do so. They should only go to the office when demonstrably necessary, for example to access systems or equipment that cannot be accessed from home or to complete a transaction that is legally required to be completed in person and on-site.



How can I implement staggered working and break hours at the workplace?

Staggered working and break hours are important in reducing possible congregation of employees at all common spaces, including entrances, exits, lobbies, canteens and pantries.

The requirements for Safe Management Measures at the Workplace issued by the Ministry of Manpower require employers to implement staggered hours when they resume on-site activities. The staggered working hours must be implemented over at least three 1-hourly blocks, with not more than half of the employees reporting to work within each 1-hour block. For example, if the normal working hours are from 9am to 6pm, employers could stagger employees' reporting times at one-hour intervals between 7.30am and 10.30am (e.g. 7.30-8.30am, 8.30am-9.30am, and 9.30am-10.30am), with corresponding staggered timings for end of work. Timings of lunch and other breaks must also be staggered.

Where possible, reporting and ending times should not coincide with peak-hour travel, especially if employees require the use of public transport.

Employers should communicate the staggered working arrangements to the employees who are needed to work on-site prior to their resumption of on-site activities.

If it is not feasible to implement staggered working and break hours due to operational reasons (e.g.

manufacturing production line activities), employers must implement other systems to reduce congregation of employees at common spaces (e.g. arrange for different groups of employees to arrive/depart through different entrances/exits).



Will I receive an email or document to confirm my company can resume operations on June 2?

No. You will not receive any additional notifications. If you are unsure, visit bizfile.gov.sg and login with CorpPass to obtain the Singapore Standard Industrial Classification (SSIC) code for your primary business activity. You will be able to retrieve your SSIC code when you have logged in. Once you have the SSIC code for your primary business activity, check it against the list of permitted services which can be found on the GoBusiness COVID portal.



My business is on the list of permitted services. Do I still need to submit my manpower details?

Yes. All businesses must submit the number of workers working on-site via the GoBusiness COVID portal within two weeks of the date of resumption of operations. The portal is available to receive submissions with immediate effect.

Businesses that fail to do so will be in breach of the Covid-19 (Temporary Measures) Act. First-time offenders found operating will face a fine of up to S\$10,000, imprisonment of up to six months, or both. Subsequent offences may face a fine of up to S\$20,000, imprisonment of up to 12 months, or both.



What are the manpower details that I need to submit?

Companies are required to declare the number of workers who will be working on-site. In addition, companies must keep a list of employees with their working arrangements, including details of employees working in shifts, the time they arrive and leave the workplace, as well as their break hours and split-team arrangements. Companies do not have to submit these details via the COVID GoBusiness portal, but will have to show the documentation to enforcement officers upon request.

For the list of services that can resume on June 2, 2020:

<https://covid.gobusiness.gov.sg/guides/permittedserviceslist.pdf>

For Safe Management Measures and sector-specific requirements:

<https://covid.gobusiness.gov.sg/safemanagement/general> ("Safe Management Requirements")

For info on SafeEntry:

go.gov.sg/safeentry-visitor-management-system

For info on other support measures:

covid.gobusiness.gov.sg

Queries? Call **6898 1800**

Our hotline operates from:

8.30am - 5.30pm (Monday - Friday)

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