

Checklist on Safe Management Measures for Piloting of MICE Events

The SMMs are mapped across the 5 outcomes as below:

1. Implement infection control measures before and after event	
Develop clear reporting protocols and communication plans to monitor health of local and foreign attendees before event	
<u>Sections 1.1 to 1.3 apply to events with foreign attendees</u>	
1.1	Submit the official programme as well as the event itinerary of all foreign attendees for STB’s review before event commencement. Foreign attendees must submit their request for entry into Singapore via the green / fast lane or air travel pass arrangements ¹ . The event itinerary must include details on the timing and location of the MICE event, any pre- or post-event social functions, sightseeing tours, free-and-easy components or any other activities that involve prolonged intermingling between individuals. EOs must map out the SMMs based on the various touchpoints of the attendees’ itineraries. EOs must arrange pick up for all foreign attendees by private transport upon arrival at Changi Airport and between the locations within the event itinerary. Should there be changes to the approved event itinerary, EOs are required to inform STB at least 3 days in advance for further review.
1.2	Organise a pre-departure briefing for all foreign attendees approved under the green / fast lane or air travel pass arrangements on the event itinerary and all green / fast lane or air travel pass requirements, including the requirement to submit to testing, the requirement to reside only at the contracted hotel, the requirement to use and enable the TraceTogether app (TT app) or TraceTogether token (TT Token) and the requirement for all foreign attendees to report their health condition to the EO up to 14 days after the event, even if overseas.
1.3	Ensure that all foreign attendees adhere to the requirements for green / fast lane or air travel pass arrangements. Please refer and adhere to Immigration & Checkpoints Authority’s (“ICA”) Terms and Conditions at https://safetravel.ica.gov.sg
1.4	Ensure that all attendees download, use and enable the TT app or collect a TT Token at the event venue and all other places in Singapore where SafeEntry is made available. Attendees who do not have the TT app or the TT Token may be barred from entry to the event, as use of the TT app or TT Token will be required for SafeEntry check-in to the event. The TT app is available from Apple and Google app stores for all countries. Alternatively, EOs may also work with STB to arrange for issuance of TT Tokens at the event premises for attendees who are unable to download the TT app or collect a TT Token.

¹ Please refer to ICA’s website at <https://safetravel.ica.gov.sg> for the list of countries that Singapore has implemented green / fast lane and air travel pass arrangements.

- 1.5 Ensure that all attendees are aware of the SMM requirements prior to the event. EOs are to develop a signage plan and implement signs reminding attendees to practise safe distancing and good hygiene practices at the event.

Develop reporting frameworks to monitor health of local and foreign attendees after event

- 1.6 EOs are required to submit 2 post-event reports to STB. The first report must be submitted 1 day after the end of the event, detailing any incident relevant to the SMMs; providing photographic evidence of SMMs being deployed before, during and after the event as well as attendee surveys and feedback on their overall experience of the event. The second report must be submitted 14 days after the end of the event (ie on the 15th day) to report on the status of health of all attendees (both local and foreign).
- 1.7 Remind foreign attendees to activate their TT app or carry their TT Token around for the duration of the event, and while they are in Singapore. Foreign attendees should also return their TT Tokens at the airport before leaving Singapore.
- 1.8 Remind all attendees at the end of the event to monitor their health for COVID-19 symptoms² for 14 days and to request all attendees to report to EOs within this period if any of them has displayed the symptoms, and encourage them to test for COVID-19 if they do have any such symptom.

2. Limit overall density of persons, especially in enclosed areas

- Ensuring at least 1 metre spacing between individuals at all times.
- The number of attendees within the event venue must comply with an operating capacity limit of one attendee per 10sqm for event spaces >930sqm.

- 2.1 Design and configure the space such that attendees and EO staff (which includes contractors) maintain at least 1 metre spacing between individuals at all times.
- 2.2 Ensure all attendees and staff maintain at least 1 metre spacing between individuals at all times.
- 2.3 Implement an operating capacity of 10sqm per attendee where the total attendee-accessible floor area³ reserved for use for all event spaces exceeds 930sqm.
- 2.4 Implement solutions to monitor and control the operating capacity within the event venue to ensure capacity does not exceed the allowable operating capacity.

² COVID-19 symptoms are fever, coughing, sneezing, breathlessness, a runny nose, or losing the sense of smell.

³ Total attendee-accessible floor area refers to the overall event facility demarcated for use by events including meeting/ convention/ function room areas and any common facilities such as walkways, reception areas within the event facility. The demarcation should be marked clearly.

- 2.5 Implement a one-way traffic flow at the event space as well as exclusive entry and exit points for each zone, where practicable.
- 2.6 Identify hotspots for potential bunching (e.g. entry/exit points, toilets) and propose a control mechanism to prevent/disperse crowds (e.g. frequent reminders over public announcement system, staff to manually disperse crowds, provision of visual markers for safe distancing).

3. Limit opportunities for and number of close contacts between individuals (incl. attendees and staff)

- Limit the number of persons in each zone to ≤50pax at any one time, with ≤20 pax allowed in any one cohort. Ensure there is no intermingling between different cohorts at all times.
- For approved pilot events with up to 5 zones of 50 attendees each, ensure that attendees of different zones will not be able to intermingle at any time.

3.1 Limit number of attendees in each zone to ≤ 50 pax (excluding EO staff) at any one time, and to ≤20 pax within each cohort. Within each cohort and zone⁴, individuals must continue to maintain at least 1 metre spacing between individuals at all times.

3.2 Maintain composition of individuals within each cohort throughout the event with no intermingling allowed⁵ between cohorts at any time. EO staff attached to each cohort must also avoid intermingling with attendees or EO staff of other cohorts at any time.

3.3 During networking sessions, refrain from serving food and drinks to attendees or allowing attendees to consume food and drinks. Removal of masks when consuming food and drinks, combined with individuals speaking to each other, increases risk of transmission.

3.4 During meals or any other scenario where individuals are permitted to remove their masks, the following shall apply:

- (i) Number in each group must not exceed 5 pax;
- (ii) Composition of each such group of 5 must be maintained during the scenario and throughout the duration of the event for all activities where masks need not be worn; and
- (iii) Groups of 5 pax must not intermingle.

3.5 Where approval has been given for events with multiple zones:

- (i) Stagger the movement of attendees to/from each zone to ensure that attendees of each zone will not meet attendees from other zones and

⁴ Transient intermingling at common walkways, entry and exit points, lift lobbies and toilets are allowed. EOs must implement a detailed cleaning and disinfecting schedule and ensure event spaces and common areas including high-touch areas are cleaned regularly.

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- (ii) Cordon off or otherwise physically segregate the zones. Ensure that a solid partition with height of at least 1.8m is used to segregate attendees of different zones. In the event that a solid partition is not practicable, ensure that other physical barriers such as queue poles or cones are used to clearly demarcate at least 3m spacing between zones.
- 3.6 Arrange for attendees to register online, print their name badges, and assemble their name badges and lanyards in advance of the event, where reasonably practicable. Utilise technology where reasonably practicable to enable touch-less interactions e.g. e-registrations, e-ticket sales, e-forms, e-declarations.
- 3.7 Save that the EO must ensure that there is a distance of at least 1 metre between attendees at all times, please refer and adhere to STB's latest guidelines for sightseeing tours at <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-tours.html>

4 Ensure a safe and clean environment for employees and attendees

- Ensure the event complies with SMM requirements of Singapore government agencies and SG Clean sanitation and hygiene measures.

SMM requirements of Singapore government agencies and SG Clean sanitation and hygiene measures include but are not limited to the following:

- 4.1 Adhere to prevailing sanitation and hygiene measures published by the National Environmental Agency ("NEA") and SG Clean sanitation and hygiene measures. Please refer and adhere to the latest advisory from NEA at <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines> as well as the SG Clean MICE Venues checklist at <https://www.sgclean.gov.sg/join/for-owners/assessments/#mice>.
- 4.2 Adhere to prevailing workplace measures published by the Ministry of Manpower ("MOM"). Please refer and adhere to MOM's latest requirements for SMMs for the workplace at <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>. In particular:
- Implement a detailed monitoring plan and appointing a Safe Management Officer ("SMO") to assist with implementation of and compliance with all SMMs at the workplace and relevant premises;
 - Indicate the number of staff (including contractors) on site, and their job functions;
 - Implement safe distancing (e.g. reconfiguration of workspaces), reducing close interactions (e.g. staggered work and lunch hours) and touch points (e.g. common laptop/ iPad); and implementing telecommuting and a business continuity plan (e.g. team A/B arrangement);
 - Require attendees and staff to wear masks at all times, except where allowed under the Control Order (e.g. where eating, drinking or taking medication, etc.);
 - Communicate relevant SMMs to all staff.

- 4.3 Develop and implement a detailed cleaning and disinfecting plan and schedule. Ensure event spaces and common areas are cleaned and disinfected before and after use, including high-touch areas such as tables, chairs, handrails, door handles, interactive kiosks and lift buttons.
- 4.4 Provide at all times easily accessible disinfecting agents like hand sanitisers, disinfectant sprays, paper towels and wipes for the free use of attendees and staff at event spaces, including near high-touch surfaces such as handrails, door handles, interactive kiosks and lift buttons.
- 4.5 Ensure attendees and staff are screened⁶ for COVID-19 symptoms before they are allowed to enter the event venue or any premises. Ensure entry is refused to any individual that refuses to comply with or fails the screening, or is known to be subject to a quarantine order or stay-home notice.
- 4.6 Ensure the deployment and use of contact tracing measures and SafeEntry check-in for entry into and exit from the event venue or any premises in the event itinerary (including an event hall, a meeting room or a function room). For all MICE events, a special SafeEntry QR code that requires the TT App or TT Token to check-in will be deployed.
- 4.7 Where meals or where F&B services are provided, ensure that this is not provided via self-service buffet (whether at a meal time or a tea break), where queues or clustering could be formed. Sale or provision of pre-packed food and drink is permissible. Save that the EO must ensure that there is a distance of at least 1 metre between attendees at all times, please refer and adhere to ESG's latest guidelines for F&B establishments at https://www.enterprisesg.gov.sg/-/media/esg/files/media-centre/media-releases/2020/jun-2020/fnb-advisory_16-june-2020/safe-management-measures-for-fb-reopening.pdf?la=en.
- 4.8 Ensure queue markers with at least 1 metre spacing between individuals are implemented where queues are expected e.g. at registration counters. Ensure all seats that are not fixed to the floor are spaced at least 1 metre apart, and alternate seats that are fixed to the floor are demarcated as seats not to be occupied.

⁶ Screening for COVID-19 symptoms must comprise taking the temperature and a visual check (without physical contact) of the individual to see if the individual is coughing, sneezing, breathless, or has a runny nose.



5. Prepare for any emergencies relating to Covid-19

Have an overall emergency preparedness/response plan covering the below areas:

- 5.1 Appoint a clear decision-making authority within the EO and an agreed procedure to modify, restrict, postpone or cancel the event if the prevailing COVID-19 situation worsens.
- 5.2 Appoint a lead officer, who may be the SMO, to oversee the development and implementation of the SMM plans, liaise with STB for review, and ensure awareness and compliance of SMMs throughout event.
- 5.3 Develop and implement responses to situations such as handling attendees or staff who are found to display COVID-19 symptoms, seeking medical treatment for any such attendees (e.g. determining nearest medical facilities and opening hours), coordinating information flow with all relevant parties (e.g. who to contact, how to facilitate contact tracing, informing the relevant authorities, and dealing with external communications), and handling uncooperative attendees.
- 5.4 Ensure detailed procedures are developed and implemented in the event any attendee or EO staff is found to display COVID-19 symptoms (e.g. isolating the individual in a safe area, closing off affected sections/areas, cleaning and disinfecting potentially contaminated surfaces, establishing a protocol for proper waste management, especially biohazardous waste).
- 5.5 Inform STB immediately of any attendee (whether local or foreign) or EO staff confirmed to have COVID-19 (up to 14 days after attending the event).
- 5.6 Please refer to and adhere to NEA latest guidelines for environmental cleaning and disinfection of areas exposed to confirmed case(s) of COVID-19 in non-healthcare premises: <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/cleaning-and-disinfection/guidelines/guidelines-for-environmental-cleaning-and-disinfection>.
- 5.7 Providing training for staff to ensure they are able to respond to situations and carry out procedures relating to COVID-19.