CHECKLIST ON SAFE MANAGEMENT MEASURES FOR SAFE BUSINESS EVENTS FRAMEWORK IN PHASE 3 (HEIGHTENED ALERT)

Updated as of 21 June 2021

IMPORTANT

1. On 10 June 2021, the Multi-Ministry Taskforce (MTF) announced that Singapore will move back to Phase 3 (Heightened Alert) in two steps as part of a calibrated re-opening.

2. Due to the persistence of undetected community transmission cases, we are recalibrating our reopening plans for higher risk activities.

3. These measures will be relaxed further from mid-July 2021, subject to the prevailing public health situation in Singapore. The information in this circular (which includes its annexes) supersedes that in previous advisories or statements.

Key updates for MICE event pilots:

i.   With effect from 14 June 2021:

   a) MICE event pilots can have up to 250 participants at a time, with mandatory Pre-Event Testing (PET) for all participants (local and foreign) except for exempted individuals;
   b) PET will not be required for MICE events with 50 or fewer participants unless specially required by MTI;
   c) Participants with photos taken by professional photographers[1] (up to 10 unmasked participants at a time) will be allowed to unmask.
   d) Ensure participants adhere to prevailing national guidelines e.g. participants must be seated in groups of not more than 5 (except during meals or tea breaks) and must have at least 1 metre distance between groups of participants at all times.

ii. With effect from 21 June 2021:

   a) Food and beverages can be served and consumed at MICE event pilots (including tea breaks). There must be no more than 2 participants per group (i.e. no more than 2 participants per banquet round table) and a distance of at least 1 metre must be maintained between participants at all times. When no food and beverages are served, participants may be seated in groups of 5 and a distance of at least 1 metre must be maintained between participants at all times.

   b) Speakers (up to 10 at a time) will be allowed to unmask. Please note that speakers at MICE event pilots taking place between 14 and 20 June 2021 (both dates inclusive) are not allowed to unmask.

   c) Ensure that there is no pre-recorded music (including background music), video, live performance, speech or presentation when meals (including tea breaks) are served.

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[1] Such photography is only allowed where it is taken by staff of photography businesses listed under SSIC codes beginning with 742 and media businesses with SSIC codes beginning with 58 to 63. Freelancers have to be registered with ACRA, unless the business is carried out in their full name as reflected in their NRIC.

iii. With effect from mid-July 2021 (date to be announced later):

    a. Food and beverages can be consumed at MICE event pilots (including tea breaks). There must be no more than 5 participants per group (i.e. no more than 5 participants per banquet round table) and maintain at least 1 metre distance between participants at all times

    b. Ensure that there is no pre-recorded music (including background music), video, live performance, speech or presentation when meals (including tea breaks) are served.

Updated as of 21 June 2021

The SMMs for EOs are mapped across the 5 outcomes as below:

1. Implement infection control measures before, during and after event
Develop clear reporting protocols and communication plans to monitor health of local and foreign participants before event Sections 1.1 to 1.3 apply to events with foreign participants who are on a Controlled Itinerary (CI) 1.1   Foreign participants on CI may be subject to further requirements. Please refer and adhere to Immigration & Checkpoints Authority's (ICA) Terms and Conditions at https://safetravel.ica.gov.sg. 1.2   Submit the official programme as well as the event itinerary of all foreign participants on CI for STB's review before event commencement. Foreign participants on CI must submit their request for entry into Singapore via the existing travel lane arrangements[2]. Should there be changes to the approved event itinerary, EOs are required to inform STB at least 3 days in advance for further review. 1.3   All participants who are on CI are required to take a PET from a MOH-approved COVID-19 test provider up to 24-hours before the end of each event day[3] (the "Validity Period"). EOs must ensure that participants on CI have a valid negative COVID-19 test result from a MOH-approved COVID-19 test provider within the Validity Period to participate in each event day. Other COVID-19 tests (e.g. PCR tests) done pursuant to other testing requirements (e.g. Reciprocal Green Lane, Rostered Routine Testing) can be used at entry checks, provided that the event is within the Validity Period. Refer to MOH PET website[4] for more information. 1.4   Ensure that all participants download, complete the registration, and keep the TraceTogether (TT) App activated. For local participants only: local participants can collect a TT Token from the community centres in their constituency. Ensure that all participants[5] carry their TT App or Token with them at all times during the event[6].

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[2] 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.

[3] The Validity Period of a pre-event test is 24-hours before the end of each event day e.g. If the event day ends at 5:00pm, a participant must take his/her pre-event test no earlier than 5:00pm the day before.

[4] https://www.moh.gov.sg/covid-19/pet

[5] Participants exclude EO and premise staff. For avoidance of doubt, EO staff who are also participating in the event (e.g. as speakers, audience members, etc) are included in the total operating capacity.

[6] The TT App is available on Apple, Google and Huawei app stores for all countries.

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

Develop procedures and protocols to implement Pre-Event Testing (PET) requirements for events with >50 participants

1.6　EOs must ensure that <u>all</u> participants entering or remaining in the event venue, where PET is required, must have a negative test result. This <u>excludes</u> individuals who are not required to undergo PET (i.e. exempted individuals). Refer to MOH's website on PET[7] for the list of exempted individuals.

1.7　EOs must take all reasonably practicable steps to ensure an individual who does not fulfil the conditions in 1.6 above and is not able to present an Acceptable Document[8] does not enter or remain at the MICE event venue. EOs must refuse entry if the individual refuses to show the proof of Acceptable Document or being exempted when asked. Refer to MOH PET website[9] for the list of Acceptable Documents.

1.8　EOs must ensure that the identity reflected in the Acceptable Documents corresponds with the identity of the individual being checked for entry.

1.9　Ensure that signages are displayed prominently at every exit and entry point(s) of the event venue (including emergency exits) specifying that access to the MICE event venue is restricted to individuals who have fulfilled the conditions in 1.6 above, the date and duration of the MICE event restrictions, and that entry or remaining without having passed PET or exemption is an offence. The signages should also state that participants are required to identify themselves and their reason for seeking entry, and to show proof of fulfilling the conditions in 1.6 above when requested by the EOs.

1.10　EOs must clearly delineate the boundaries of the MICE event venue, for the duration of the MICE event. This could be by means of markings, fencing, stanchion with barrier rope or tape, signs, walls, windows, partition, screens or other barriers

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

1.11　Remind foreign participants to activate their TT App for the duration of their stay in Singapore. If the TT App is used, remind foreign attendees to retain the TT App on their mobile devices for 14 consecutive days after leaving Singapore.

1.12　Remind all participants at the end of the event to monitor their health for COVID-19 symptoms[10] for 14 days and report to EOs within this period if any of them has displayed the symptoms, and to encourage them to test for COVID-19 if they do have any such symptom.

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[7] https://www.moh.gov.sg/covid-19/pet
[8] The list of Acceptable Document can be found on https://www.moh.gov.sg/covid-19/pet
[9] https://www.moh.gov.sg/covid-19/pet
[10] COVID-19 symptoms are fever, coughing, sneezing, breathlessness, a runny nose, or losing one's sense of smell.

2. Limit overall density of persons, especially in enclosed areas
• Ensuring at least 1 metre spacing between individuals at all times.
• Ensuring there are no more than 250 participants at any one time for each event space that exceeds 930sqm.

2.1	Design and configure the space such that participants and EO staff (which includes contractors) maintain at least 1 metre spacing between individuals at all times.
2.2	Ensure all participants and staff maintain at least 1 metre spacing between individuals at all times.
2.3	Ensure that there are no more than 250 participants at any one time for each event space that exceeds 930sqm. (e.g. there must be no more than 250 participants in a function room with floor area exceeding 930sqm)
2.4	Implement solutions to monitor and control the operating capacity within the event venue to ensure capacity does not exceed allowable operating capacity.
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).
2.7	For events with an exhibition component, stagger arrivals to the exhibition sections to prevent crowding and ensure individuals from different zones do not join or intermingle. EOs must also implement controls to prevent crowding at each exhibition booth (e.g. provision of visual markers for buyers to stand at safe distances).

3. Limit opportunities for and number of close contacts between individuals (including participants and staff)
• Limit the number of participants in each zone to ≤50 pax. Ensure there is no intermingling between different zones at all times.
• Ensure that participants of different zones will not be able to intermingle at any time.
• Implement other SMMs relating to speakers, meals, photography, registration and exhibitions.

3.1	Limit number of participants in each zone to ≤ 50 pax. Within each zone[11], individuals must continue to maintain at least 1 metre spacing between groups of individuals at all times.
3.2	Maintain composition of individuals within each zone throughout each event day, with no intermingling allowed[12] between individuals of different zones at any time. EO staff

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[11] Zone refers to the participants in one designated section of the event space
[12] 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.

attached to each zone must also avoid intermingling with participants or EO staff of other zones at any time.

3.3   Where approval has been given for events with more than one session per day:

(i)   Capacity limits of up to 250 participants at a time (5 zones of 50 at a time) must be adhered to for each session.
(ii)   Where there is more than one session at the event venue, ensure at least 60 minutes between the end of each session and the start of registration for the next session, with full crowd dispersal from the event venue, to prevent mingling between participants of different sessions.
(iii)   Individuals must remain within the same zone throughout the session. If a zone includes any foreign participant(s) who is/are on a CI, the composition of individuals within that zone must be maintained throughout each event day.

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

(i)   Stagger the movement of participants to/from each zone to ensure that participants at a zone will not at any time be in the same zone with participants from another zone; and
(ii)   Cordon off or physically segregate the zones from one another. Ensure that a solid partition with height of at least 1.8 metres is used to segregate participants of different zones. In the event that a solid partition is not practicable, ensure that other physical barriers such as queue poles or traffic cones are used to clearly demarcate at least 3 metres spacing between zones. Ensure that participants of different zones cannot physically interact or intermingle at any time.

3.5   For sightseeing tours, ensure that there is a distance of at least 1 metre between groups participants at all times, please refer and adhere to STB's latest guidelines for sightseeing tours[13].

Speakers

3.6   Limit the number of unmasked speakers to be ≤10 pax at any one time with at least 1 metre spacing between the unmasked speakers at all times. Ensure there is no intermingling between the unmasked speakers and participants during the event.

3.7   In the event that the unmasked speakers are from different zones, they must be seated at least 2 metres apart on stage during the event proceedings.

3.8   Implement a distance of at least 3 metres between the stage and the audience. If the stage height places speakers at a higher vantage point, it is encouraged that audience and speakers are more than 3 metres apart as the trajectory of droplets projection would likely be further. Venues without a clearly defined stage area should have floor markings to demarcate the 3 metres boundary.

Meals

3.9   During networking sessions, food and drinks should not be served or consumed by participants as removal of masks when consuming food and drinks, combined with individuals speaking to each other, increases risk of transmission.

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[13] https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-tours.html

3.10 For all meals (including tea breaks) where individuals are permitted to remove their masks, the following shall apply:

(i) The number of participants in each group must not exceed the prevailing group size of 2 in Singapore (Note: Group size for meals may increase to 5 from mid-July 2021 (dates to be announced later);

(ii) Individuals must remain in the same group of 2 throughout each session;

(iii) Each group of 2 participants must not intermingle with any individual of another group (Note: Group size for meals may increase to 5 from mid-July 2021 (dates to be announced later); and

(iv) All participants and staff must maintain at least 1 metre distance between individuals at all times. If a group includes any foreign participant(s) who is/are on a CI, the composition of individuals within that group must be maintained throughout each event day.

3.11 Meal durations should be kept short to minimise the period that individuals are unmasked, and the meal should not be a main feature of the event. Participants are to remain masked when not consuming food and beverages.

3.12 Ensure that there is no pre-recorded music (including background music), video, live performance, speech or presentation when meals (including tea breaks) are served.

Photography

3.13 Limit the number of unmasked participants to be ≤10 pax at any one time with at least 1 metre spacing between the unmasked participants at all times. The participants may only unmask during a take/ shot, and must promptly put their masks back on in between shots and after the shoot. Such photography is only allowed where it is taken by staff of photography businesses listed under SSIC codes beginning with 742 and media businesses with SSIC codes beginning with 58 to 63. Freelancers have to be registered with ACRA, unless the business is carried out in their full name as reflected in their NRIC.

Registration

3.14 Arrange for participants 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.

3.15 All participants will be required to pre-register prior to event start date; there shall not be any walk-ins allowed.

Audience participation

3.16 There must be no audience participation (e.g. inviting audience members to come on stage, verbal exhortations from different tables, etc.), but applause, Q&A sessions, and breakout discussions are allowed.

Exhibitions

3.17   For events with an exhibition component:

(i)   Without prejudice to para 3.1, separate the exhibition space into distinct exhibition sections[14] with each section providing for not more than 50 individuals to be present, whether exhibitors or consumers[15]. Please refer to Annex B for illustrations of possible exhibition formats.

(ii)   Without prejudice to para.3.4(ii), cordon off or otherwise physically segregate the exhibition sections from one another. Ensure that a solid partition with height of at least 1.8 metres is used to segregate participants of different exhibition sections. In the event that a solid partition is not practicable, ensure that other physical barriers such as queue poles or traffic cones are used to clearly demarcate at least 3 metres spacing between zones. Ensure that participants of different exhibition sections cannot intermingle at all times.

(iii) Ensure that a solid partition (e.g. U-Shaped plexiglass shield) at least 1.8m high is implemented for exhibitors to interact with visitors throughout the event. Exhibitors and visitors should remain on separate sides of the partition throughout the event. Illustrations of the solid partitions are included in Annex B.

(iv) Implement contactless technology solutions at exhibition booths (e.g. QR codes) for visitors to collect information about a product and exchange contact details. Exhibition displays should be low-touch and cleaned at regular intervals.

(v) Implement safe meeting spaces with a solid partition (e.g. U-Shaped plexiglass shield) at least 1.8m high for extended meetings between exhibitors and visitors, or between participants from different zones. Require meetings to be pre-scheduled, where practicable.

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[14] Exhibition section refers to an area of exhibition space where only 50 individuals are allowed to occupy at any one time. One event can have multiple exhibition sections.
[15] E.g. Where an exhibition section has 10 exhibitors, only 40 visitors are permitted to occupy the exhibition section at any one time, so as to remain within the capacity limit of 50 individuals per section.

4 Ensure a safe and clean environment for employees and participants
- 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 sanitisation and hygiene measures include but are not limited to the following:

4.1   Adhere to prevailing sanitisation and hygiene measures published by the National Environmental Agency ("NEA") and SG Clean sanitisation and hygiene measures. Please refer and adhere to the latest advisory[16] from NEA as well as the SG Clean MICE Venues checklist[17]

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[18]. In particular:
   (i)   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;
   (ii)   Indicate the number of staff (including contractors) on site, and their job functions;
   (iii)   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 a business continuity plan;
   (iv)   Require participants and staff to wear masks at all times, except where allowed under the Control Order (e.g. where eating, drinking or taking medication, etc.);
   (v)   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   Particularly where approval has been given for events with more than one session per day, ensure high-touch areas, display products and common spaces within the event venue are cleaned and disinfected between sessions.

4.5   Prohibit sharing of equipment by speakers (e.g. microphones, etc.) If this cannot be done, equipment should be cleaned and disinfected after every use.

4.6   Provide at all times easily accessible disinfecting agents like hand sanitisers, disinfectant sprays, paper towels and wipes for the free use of participants and staff at event spaces, including near high-touch surfaces such as handrails, door handles, interactive kiosks and lift buttons.

4.7   Ensure participants and staff are screened[19] for COVID-19 symptoms before they are allowed to enter the event venue or any premises. Ensure entry is refused to any individual

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[16] https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines
[17] https://www.sgclean.gov.sg/join/for-owners/assessments/#mice
[18] https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures
[19] 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.

who refuses to comply with or fails the screening, or is known to be subject to a quarantine order or stay-home notice.

4.8   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 SafeEntry QR code that requires the TT App or TT Token to check-in will be deployed.

4.9   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.

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 participants or staff who are found to display COVID-19 symptoms, seeking medical treatment for any such participants (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 participants.

5.4   Ensure detailed procedures are developed and implemented in the event any participant 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 participant (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's latest guidelines[20] for environmental cleaning and disinfection of areas exposed to confirmed case(s) of COVID-19 in non-healthcare premises.

5.7   Provide training for staff to ensure they are able to respond to situations and carry out procedures relating to COVID-19.

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[20]https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/cleaning-and-disinfection/guidelines/guidelines-for-environmental-cleaning-and-disinfection