

CHECKLIST ON SAFE MANAGEMENT MEASURES FOR SAFE BUSINESS EVENTS FRAMEWORK

Updated as of 24 September 2021

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

| 1. Implement infection control measures before, during and after event | |
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| Develop clear reporting protocols and communication plans to monitor health of local and foreign participants before and after the event | |
| 1.1 | Submit the official programme for STB's review before event commencement. Should there be changes to the approved event programme, inform STB at least 3 working days in advance for further review. |
| 1.2 | Communicate the SMM requirements to all participants prior to the event, and implement signs reminding participants to practise safe distancing and good hygiene practices at the event. |
| 1.3 | Ensure the deployment and use of TraceTogether (TT)-only 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). |
| 1.4 | Remind all participants at the end of the event to monitor their health for COVID-19 symptoms ¹ 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 symptoms. |
| Develop procedures and protocols to ensure all participants are vaccinated for events with >50 participants | |
| 1.5 | Ensure that <u>all</u> participants entering or remaining in the event venue are fully vaccinated. An individual is considered fully vaccinated if he/ she is a) fully vaccinated (i.e. has received the full regimen of either Pfizer-BioNTech/Comirnaty, Moderna, or WHO EUL vaccines ² , with an additional two weeks for the vaccine to be fully effective), b) recovered from COVID-19, or c) has obtained a negative result on a Pre-Event Test taken in the past 24 hours before the expected end of the event. |
| 1.6 | EO must take all reasonably practicable steps to ensure an individual is able to present an Acceptable Document before entering the event venue. EOs must refuse entry if the individual refuses to show proof of an Acceptable Document. Refer to MOH's website ³ for the list of Acceptable Documents. |

¹ COVID-19 symptoms are fever, coughing, sneezing, breathlessness, a runny nose, or losing one's sense of smell.

² Individuals who are vaccinated with WHO-EUL vaccines will be considered as fully vaccinated and therefore eligible for vaccination-differentiated SMMs only if their vaccination records have been captured in MOH's national IT systems. Hard copy overseas vaccination certificates are not recognised for vaccination-differentiated SMMs. Please refer to MOH's Post Vaccination Matters website for more information: <https://www.moh.gov.sg/covid-19/vaccination/faqs---post-vaccination-matters>

³ <https://www.moh.gov.sg/covid-19/pet>



- 1.7 EO must ensure that the identity reflected in the Acceptable Documents corresponds with the identity of the individual being checked for entry.
- 1.8 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 1.5 above, the date and duration of the MICE event restrictions, and that entry or remaining without being fully vaccinated 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 1.5 above when requested by the EOs.
- 1.9 Clearly delineate the boundaries of the 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.
- 1.10 Ensure that all participants on Controlled Itineraries (CI) have a valid negative COVID-19 Pre-Event Test (PET) result from an MOH-approved COVID-19 test provider within the Validity Period⁴, 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 website⁵ for more information.

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

- 2.1 Ensure all participants and EO staff (which includes contractors) maintain at least 1 metre spacing between individuals at all times.
- 2.2 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.
- 2.3 Ensure that there are no more than 500/1000 participants (as the case may be) at any one time.
- 2.4 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).
- 2.5 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).

⁴ 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.

⁵ <https://www.moh.gov.sg/covid-19/pet>



3. Limit opportunities for and number of close contacts between individuals (including participants and staff)

- 3.1 Limit number of participants in each zone⁶ to ≤ 50 pax.
- 3.2 Maintain composition of individuals within each zone throughout each event day or session (as the case may be), with no intermingling allowed⁷ between individuals of different zones at any time. EO staff 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 500/1000 participants (as the case may be) at a time (in zones of 50 at a time) must be adhered to for each session. i.e. where participants are predominantly seated or standing in a fixed position, the session must not exceed 1000 participants at a time (e.g. meetings, conferences, conventions); where participants are predominantly non-seated and moving about, the session must not exceed 500 participants at a time (exhibitions, networking sessions).
 - (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 tours⁸.

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. 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.

⁶ Zone refers to the participants in one designated section of the event space.

⁷ 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.

⁸ <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-tours.html>



Passion
Made
Possible



- 3.7 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.
- 3.8 Prohibit sharing of equipment by speakers (e.g. microphones, etc.). If this cannot be done, equipment should be cleaned and disinfected after every use.

Meals (where approved by MTI)

- 3.9 During networking sessions, food and beverages must not be served or consumed by participants as removal of masks when consuming food and beverages, combined with individuals speaking to each other, increases the risk of transmission.
- 3.10 For all meals (including tea breaks) where individuals are permitted to remove their masks, the following shall apply:
- (i) The distance of at least 1 metre between participants must be maintained at all times even at meals.
 - (ii) Meals must only be provided in individual servings (e.g. no buffet).
 - (iii) Meals only be consumed when participants are and remain seated.
 - (iv) Music, lecture, or any other content (incl. pre-recorded videos) must not be played while F&B is served/consumed.
 - (v) There must be no cheering or other verbal exhortations accompanied by toasting or other rituals
 - (vi) Individuals must remain in the same table where a meal is consumed throughout the meal;
 - (vii) Each table of participants must not intermingle with any individual of another table while the meal is consumed; and
 - (viii) If a table includes any foreign participant(s) who is/are on a CI, the composition of individuals within that table must be maintained throughout each event day.
- 3.11 Meals 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 must remain masked when not consuming food and beverages.

Photography

- 3.12 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 if the photos are 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. Participants cannot unmask if photos are taken by the EO, other participants etc.



Registration

- 3.13 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.
- 3.14 All participants will be required to pre-register prior to event start date; there shall not be any walk-ins allowed.

Audience participation

- 3.15 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

3.16 For events with an exhibition component:

- (i) Without prejudice to para 3.1, separate the exhibition space into distinct exhibition sections⁹ with each section providing for not more than 50 individuals to be present, whether exhibitors or consumers¹⁰. 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) 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.

⁹ 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.

¹⁰ 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 participants

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 the latest advisory¹¹ from NEA as well as the SG Clean MICE Venues checklist¹²
- 4.2 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 and before and after use.
- 4.3 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.
- 4.4 Ensure entry is refused to any individual who is known to be under a Quarantine Order (QO) or Stay-Home Notice (SHN).

5. Prepare for any emergencies relating to COVID-19

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

- 5.1 (i) 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 and
(ii) Appoint a lead officer, who may be the Safe Management Officer (SMO), to oversee the development and implementation of the SMM plans, liaise with STB for review, and ensure awareness and compliance of SMMs throughout the event.
- 5.2 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.
- 5.3 Adhere to NEA's latest guidelines¹³ for environmental cleaning and disinfection of areas exposed to confirmed case(s) of COVID-19 in non-healthcare premises.
- 5.4 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).
- 5.5 Provide training for staff to ensure they are able to respond to situations and carry out procedures relating to COVID-19.

¹¹ <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines>

¹² <https://www.sgclean.gov.sg/join/for-owners/assessments/#mice>

¹³ <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/cleaning-and-disinfection/guidelines/guidelines-for-environmental-cleaning-and-disinfection>