

# Good Practices on Safe Management Measures (SMMs)<sup>1</sup>



## Personal Protective Equipment (PPE)

- Personnel wear mask at all times, except during activities that require/permit masks to be removed (e.g. Meals).
- Masks are properly worn at all times (covering mouth and nose).
- Personnel are recommended to use masks with good filtration capability (e.g. reusable masks made of at least 2 layers of fabric, and surgical masks).



Cover nose & mouth



Pull hair back



Tie straps behind head & neck

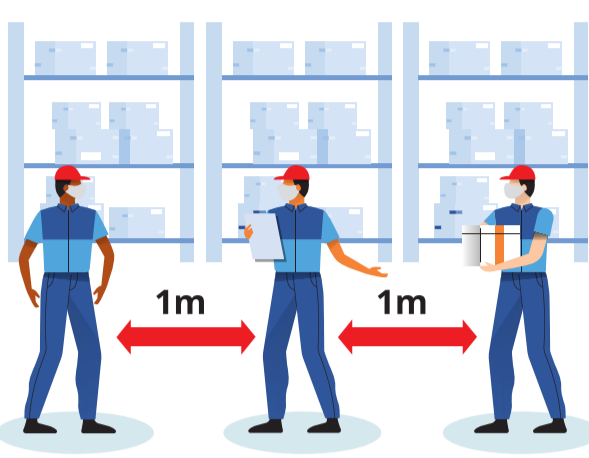


Remove by grabbing from the back



## Safe distancing

- Observe safe distancing at all times.



## Contactless delivery

- Contact between cargo delivery personnel and local handlers are kept minimal (e.g. PPEs in place, contactless delivery and e-invoicing).
- If e-invoicing is not available, businesses should consider having work-arounds to avoid physical contact in the processing of invoices.
- Cargo delivery personnel avoid leaving their vehicle unnecessarily.



## Designated loading, unloading, holding areas

- Cargo delivery personnel deliver cargo directly to destination and do not detour.
- Cargo delivery personnel do not move around unnecessarily.
- Good ventilation at designated delivery loading/unloading area and minimise the number of people in these areas at any point in time.



## Designated/portable toilets for delivery personnel

- Designated toilets are available for delivery personnel to use, located away from other staff amenities.
- Toilets are equipped with hand soap and cleaned regularly.



## Entry requirements

- Measures to facilitate TraceTogether-only SafeEntry and Contact tracing are adopted, where necessary.
- Unwell personnel are advised to stay home.
- All personnel are encouraged to download and activate the TraceTogether App/carry their TraceTogether token.



## Checks and reminders

- Checks are conducted to ensure that measures in place are adhered to.
- Personnel are reminded of measures in place.



## Hand hygiene practices



Hand soap is readily available at all hand washing sinks.



Palm to palm



Between fingers



Back of hands



Base of thumbs



Backs of fingers



Fingernails



Wrists



Rinse & wipe dry

- Wash hands with soap/sanitise your hands frequently.
- Avoid touching your face as much as possible.
- Hand hygiene is performed when necessary (e.g. before and after meals, after handling wastes, and after visit to toilets).
- Alcohol-based hand rub/sanitiser should be readily available. (Recommended for hand rub/sanitiser to contain at least 70% alcohol).



## Environmental cleaning

- High touch points and toilets are recommended to be cleaned at least twice daily, using appropriate cleaning products.



- 1 WC flush/sensor flush
- 2 Toilet bowl seat and cover
- 3 Safety grab handles
- 4 Soap dispenser
- 5 Taps and basin
- 6 Toilet paper dispenser



- 1 Telephones
- 2 Switches
- 3 Remote Controls
- 4 Cutlery/Glassware/Ice buckets
- 5 Safes
- 6 Mini bars/Kettles
- 7 HVAC/PTAC control panels
- 8 Handles/Bathroom handles



- 1 Pallet jacks handles
- 2 Shared equipment
- 3 Barricades
- 4 Forklift driving cockpit

<sup>1</sup>The list provided serves as a guide and is non-exhaustive.



Visit [www.moh.gov.sg](https://www.moh.gov.sg) for the latest updates on the COVID-19 situation.



Visit <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures> for the latest updates on SMMs at the workplace.