

**FREQUENTLY ASKED QUESTIONS (FAQS) ON COVID-19**

**SWAB TESTING**

**Question 1:** Who is required to do the swab test? (i.e. office administrative staff, workshop staff, site personnel, work permit/S Pass holders, Singaporean/PR)

**Answer:**

The criteria for swab testing

1. Process Sector or Marine Shipyard Sector Singapore Citizens/Permanent Residents/Employment Pass Holders/S Pass Holders/Work Permit Holders residing outside of dormitories, e.g. HDB, Private Residential Properties, Hotels; AND
2. Working on a production site (please do not include employees who do not work on the production site on an ongoing basis, e.g. HQ personnel, finance, admin, HR etc.); AND
3. Who are approved by MTI to continue working, AND
4. Who are not on House Quarantine Order, 5-day MC, Stay Home Notice, or Leave of Absence as at date of swab appointment

***ASPRI Circular Ref No: 030620 (1)***

All S Pass Holders/Work Permit Holders residing inside dormitories will be swab tested. Refer to Q4.

**Question 2:** If a company is currently operating with approval from MTI previously, do the PCM workers also need to go for a swab test or does it only apply for companies that are restarting? Are sales and service engineers who visit process plant worksites required to be swabbed prior to the visit?

**Answer:**

Yes. Companies will be required to declare all workers entering the worksite and ensure that those who are unwell or have not completed the required swab tests do not enter the worksite for the project.

***ASPRI Circular Ref No: 010620 (5)***

**Question 3:** Who does a company/employer contact/engage to conduct swab tests for employees?

**Answer:**

Companies should not approach laboratories/hospitals to set up a private arrangement for these tests.

Employers to submit all required documents to [swab@edb.gov.sg](mailto:swab@edb.gov.sg)

Eligible companies will be contacted by EDB to arrange for the employees to be tested at HPB swab test centres.

***ASPRI Circular Ref No: 030620 (1)***

**Question 4:** Are swab tests eligible for workers staying outside dormitories only? Are workers staying in dormitories eligible?

**Answer:**

Employees living in dormitories (in Purpose-Built Dormitories, Factory-Converted Dormitories, Construction Temporary Quarters, Temporary Occupation License Quarters) require pre-screening swab tests facilitated separately by the Government before they are allowed to start working. The Government will then arrange for regular swabbing of these employees after dormitories are cleared.

***ASPRI Circular Ref No: 030620 (1)***

**Question 5:** Do employers have to bear the cost of the swab tests?

**Answer:** The Government will waive the cost of required swab tests for PCM sector until August this year. The policy on charging for swab testing beyond August is under review and further details will be released later.

**ASPRI Circular Ref No: 030620 (1)**

**Question 6:** What is the frequency of swab test? Are companies/employers required to send healthy workers for subsequent swab tests? Do we still mirror BCA's fortnightly swab test?

**Answer:**

At this moment, regular swabbing is required every two weeks.

**ASPRI Circular Ref No: 030620 (1)**

**Question 7:** How soon after the swab tests will the results be ready? How do employers/employees get the swab test results?

**Answer:**

Test results would be out within 24 to 48 hours. Employee whose test results are negative will not receive any notification.

**ASPRI Circular Ref No: 030620 (1)**

**Question 8:** BCA requires construction sites to conduct 14-day cycle swab tests for everyone at work sites. EDB launched a similar arrangement but it is only applicable to those who are eligible based on the five criteria. For us who are in the PCM sector, should we follow the guidelines set by BCA or ASPRI?

**Answer:**

In general, Companies under the Process sector should refer to the guidelines set for the Process sector.

**ASPRI Circular Ref No: 030620 (1)**

Please clarify with your client if your process construction project is regulated under the Building Control Act under the Building Control Act, as BCA guidelines will apply.

**Question 9:** Our company is registered under SSIC 41 and has registered with BCA for a General Builder License. Our Construction Account S-Pass holders engineers are based in Corporate office. Are they subjected to swab test requirements (Table 3 and Table 4) set by BCA's advisory dated 25 May? Our S-Pass holders engineers are staying at residential housing, not staying in dormitories.

**Answer:**

You may wish to clarify with BCA.

**Question 10:** Our company is registered under SSIC 41 and has registered with BCA for a General Builder License. Our engineers must conduct site surveys for clients in Process sector (mainly located in Jurong Island), are they subjected to swab test requirements (Table 3) set by BCA's advisory dated 25 May?

**Answer:**

You may wish to clarify with BCA.

**DORMITORY RESIDENTS**

**Question 1:** For healthy workers who need to be moved to a different block as preparation for their resumption of work, how will the arrangement be in terms of utilities and dormitory cost? Should they share rooms with workers from other companies?

**Answer:**

Companies would have to check with their respective dormitory operators on the cost arrangements. For sharing of rooms, selected plant owners and contractors are working on the arrangement. More details will be released soon.

**Question 2:** Some of our workers served SHN in the hotel and now reside in HDBs. Their personal belongings are left in their rooms at the dorm, how will they be assured their belongings are safe? Will they be given a chance to get them?

**Answer:**

Work with dormitory operators to remove your workers' personal belongings if they are no longer residing in the room. You should help your workers safekeep them in a suitable storage space and tag them properly so that your workers can collect them eventually.

<https://www.mom.gov.sg/-/media/mom/documents/covid-19/faq-employers-on-safe-living-measures-for-dormitories.pdf>

**Question 3:** In the latest advisory, it was mentioned that employers should ensure that workers at the dormitory have access to food and essential items. Can they cook in the new rooms they are going to be moved into? If yes, who shall provide their common appliances like refrigerator, rice cooker, cooking utensils, etc.? What about their washing machines?

**Answer:**

To seek guidance from respective dormitory operators, who would in turn check with the Taskforce@Dormitory. However, employers should note that interaction among residents should be minimised to reduce the risk of cross contamination.

**Question 4:** Our company has all SMM in place as per Government's advisories. Does it mean we can deploy our workers who are residing at Westlite Papan Dormitory? When and how?

**Question 5:** With the new MOH discharge policy, with the 1<sup>st</sup> swab test done on 20<sup>th</sup> May, does it mean that all the workers in Westlite Papan, who are healthy, can all go back to work on 17<sup>th</sup> June?

**Answer:**

As of 4 June, all residents at ASPRI-Westlite Papan have completed the two rounds of swab tests. The dormitory operator is working closely with the relevant authorities with the swab test results and various measures in place for segregation and movement control.

Only after the government classifies Papan as a clean dormitory, workers would be allowed to be deployed.

For other dormitories, please check with respective dormitory operators or you can refer to: <https://www.mom.gov.sg/covid-19/cleared-dormitories> for a live update on the dormitory situation.

**Question 6:** One of my workers reported sick for some symptoms about two weeks ago. The doctor at the dormitory referred him for isolation at a hotel. On 30 May, the tests show that he is negative, and we were told that he was fetched back to the dormitory where it was in lock down due to viral infections. Why was he sent back to an infected environment when he was already cleared as negative? Should he not be sent straight to Block for Recovered Workers (BRW)? Another of our workers at SGH who was cleared of the virus experienced the same thing. Is this not counterproductive and extends the productive time of workers to join back the workforce? Is there not a high chance that these cleared workers get infected by returning to the locked down locations?

**Answer:**

This is a decision taken at dormitory level, you may wish to clarify with the Joint Task Force commander at the affected dormitory.

**Question 7:** Can the same team (i.e. same project job site) stay in different rooms but within the same dormitory?

**Answer:**

Cohort arrangements are currently reviewed by plant owners with their contractors. Please check with your Plant owner client.

*Cohort: grouping workers according to projects/worksites to minimise risk of cross-infection.*

**Question 8:** Is Malaysian worker S pass/work permit holders staying in HDB units or Private Residential Premises or Factory Converted dormitories required to stay at same dormitory as per workforce?

**Answer:**

Cohort arrangements are currently reviewed by plant owners with their contractors. Depending on the outcome of the Cohort arrangements, workers may be required to relocate to stay together. Please check with your Plant owner client.

*Cohort: grouping workers according to projects/worksites to minimise risk of cross-infection.*

**Question 9:** Will dormitories provide companies with the name list of workers reshuffled? Due to the reshuffling, there will be a mixture of different company workers residing in the same room.

**Answer:**

The Inter-agency Task Force (ITF) is working with dormitory operators to progressively create CCFs, CRFs and BRWs. In order to do so, it will be necessary to relocate certain residents to other parts of the dormitories, so that the spaces vacated can be disinfected and serve as CCFs, CRFs or BRWs. It may also be necessary to place workers from different employers into the same room or level. These steps are all part of a plan to enable the dormitory population to be housed in blocks free from COVID-19 infection, and to be eventually able to resume work safely.

<https://www.mom.gov.sg/covid-19/advisory-to-employers-with-foreign-workers-living-in-dormitories>

**Question 10:** Will the workers be provided with meals after CB is lifted? If yes, who will bear the costs of these meals?

**Answer:**

If the Government is currently providing catered meals for your workers, the Government will continue to do so, until the employer is notified of any changes. If you currently provide meals for your workers, you should continue to do so.

Employers may choose to bear the cost of providing food and essential items for their workers, or work out a mutual agreement on how the cost will be borne between the employer and worker. Employers who wish to make any salary deductions for the provision of these must obtain the worker's written consent and

notify MOM beforehand. The total amount of salary deductions for the worker must not exceed 50% of his salary. You may refer to the MOM website for more information on allowable salary deductions.

<https://www.mom.gov.sg/-/media/mom/documents/covid-19/faq-employers-on-safe-living-measures-for-dormitories.pdf>

**Question 11:** Will the workers staying in HDBs assigned by EDB/MOM be able to return to their Original Dormitory (clean block)?

**Answer:**

To be further advised by the authority depending on the situation.

RESUMPTION OF WORK ACTIVITIES
<p><b>Question 1:</b> Can a process sector worker staying in a dormitory be released to work at offices/warehouses?</p> <p><b>Answer:</b> No. Employees living in dormitories (in Purpose-Built Dormitories, Factory-Converted Dormitories, Construction Temporary Quarters, Temporary Occupation License Quarters) require pre-screening swab tests facilitated separately by the government before they are allowed to start working. The government will then arrange for regular swabbing of these employees after dormitories are cleared. <i>ASPRI Circular Ref No: 030620 (1)</i></p>
<p><b>Question 2:</b> Do we still need to apply for and get approval from MOM/MTI to resume work after CB?</p> <p><b>Answer:</b> No. Companies can utilise the approval given by MTI and deploy workers according to the latest quota given by MTI. <a href="https://covid.gobusiness.gov.sg/faq/sectorspecific/process">https://covid.gobusiness.gov.sg/faq/sectorspecific/process</a></p>
<p><b>Question 3:</b> When will be a practical start date for contractor companies to have the entire manpower at site?</p> <p><b>Answer:</b> To be further advised by authorities depending on the situation. However, companies should note that the resumption of work activities will be gradual and business will not be as usual after CB. Regardless, companies are expected to implement safe management measures at all times</p>
<p><b>Question 4:</b> MOH mentioned that medical exams/screenings for employment will not be available until the later phases post-CB. Will the work permits expiring this June be extended again? Or will the submission for the medical report not be required during the actual renewal on the MOM system? The last time we tried it, we were still required to attach the medical report.</p> <p><b>Answer:</b> Pending reply by MOM.</p>
<p><b>Question 5:</b> Are we still required to obtain quota for our warehouse/logistics support crew/in-house fabrication work crew working in our workshop? If yes, how and who do we obtain the quota from?</p> <p><b>Answer:</b> No. Companies can utilise the approval given by MTI and deploy workers according to the latest quota given by MTI. If you require additional manpower, please submit an application at: <a href="https://form.gov.sg/#!/5ec36d8b153ba4001171e326">https://form.gov.sg/#!/5ec36d8b153ba4001171e326</a></p>
<p><b>Question 6:</b> How do we obtain MTI quota to do site visits at clients' premise?</p> <p><b>Answer:</b> If you require additional manpower, please submit an application at: <a href="https://form.gov.sg/#!/5ec36d8b153ba4001171e326">https://form.gov.sg/#!/5ec36d8b153ba4001171e326</a></p>

**Question 7:** Do we need to apply quota to occasionally return to the office and collect mails or do some work where it could only be performed in office?

**Answer:**

Employees should go to the office only where it is demonstrably necessary e.g. to access specialized systems/equipment that cannot be accessed from home, or to fulfil legal requirements (e.g. to complete contracts or transactions).

If your employee meets the above-mentioned requirement, you can apply for temporary operations for your workplace at <https://form.gov.sg/#!/5ed05c2cde28b7001163f2f2>

**Note:** Your application will only take effect on the following day after your submission.

You are allowed to submit applications only twice every week (each week starting from Sunday 12:00am to Saturday 11:59pm)

If you require additional manpower, please submit an application at:

<https://form.gov.sg/#!/5ec36d8b153ba4001171e326>

**Question 8:** With the reduction of 25% occupancy in transporting workers, workers will not be able to arrive all at the same time as before. Will plant owners be willing to accept staggered start and end times in the morning and evening to cater for this?

**Answer:**

The Safe Transport Criteria is enacted to mixing risk of infection during transportation. Please engage your respective Plant Owner client to work out a mutually agreeable arrangement.

**Question 9:** After 2nd June, do we need MTI approval/ register name to EDB for Process WP and S Pass holders (not staying in dormitories) for office works admin, design, warehouse management including works at our fabrication shop (manufacturing)?

**Answer:**

Essential maintenance activities carried out by

(a) firms that are allowed to operate from 2 June 2020, or

(b) firms that are operating on an exemption basis at earlier approved manning levels by MTI

will not require any additional approval, subject to earlier approved manning levels.

**Question 10:** If our workplace under-1 MTI Phase-1 resumption (fabrication) then, do we still need to register the workplace with MTI or can work resume on 2nd June with SMS in place?

**Answer:**

Essential maintenance activities carried out by (a) firms that are allowed to operate from 2 June 2020, or (b)

firms that are operating on an exemption basis at earlier approved manning levels by MTI will not require

any additional approval, subject to earlier approved manning levels.

<https://covid.gobusiness.gov.sg/faq/sectorspecific/process>

**Question 12:** How do we submit our corporate office (on-site) manpower numbers via the COVID GoBusiness portal (<https://covid.gobusiness.gov.sg>) for business resumption on 2 June? We understand that we must submit our manpower numbers within two weeks of resumption of our corporate office (on-site) activities and we have implemented the requirements for SMM at the workplace.

**Answer:**

Refer to the detail guide below on the submission:

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

**Question 13:** How do I check if my turnaround projects can resume work?

**Question 14:** Who is supposed to apply for approval from government authorities to resume work for turnaround maintenance work?

**Answer:**

To seek guidance from respective plant owners who in turn will seek approval from EDB.

**Question 15:** If approval to resume work is granted, are all or only part of the workforce allowed to work as per headcount given in MTI GoBusiness portal?

**Answer:**

Not all are allowed to go to work. Companies previously approved by MTI during the Circuit Breaker to carry out essential process plant maintenance activities are allowed to continue without EDB's approval, subject to earlier approved manning levels.

**Question 16:** Is resumption of administrative works in head office permissible? Are their particulars required to be registered in MTI GoBusiness portal?

**Answer:**

For companies that are allowed to resume work from 2 June 2020 based on MTI's advisory dated 19 May 2020 or have received approval to restart PCM works, the intent is still to have the workforce that can telecommute to do so. Employees should go to the office only where it is demonstrably necessary e.g. to access specialized systems/equipment that cannot be accessed from home, or to fulfil legal requirements (e.g. to complete contracts or transactions).

<https://covid.gobusiness.gov.sg/faq/sectorspecific/process>

**Question 17:** Procedure for reallocation of workforce to other job site once turnaround project completed/postponed or cancel during halfway of executing.

**Answer:**

Please contact ASPRI. We will require more information from member.

**Question 18:** After the CB ends from 2<sup>nd</sup> June onwards, how soon will workers be able to commence work if they are already segregated under Block of Recovered Workers?

**Answer:**

Dormitory operators, employers and workers need to fulfil a set of requirements before workers can be allowed to exit dormitories for work. Refer to <https://www.mom.gov.sg/>



</media/mom/documents/covid-19/posters/enabling-workers-in-dorms-to-return-to-work-safely.pdf>

For details.

**Question 19:** If we want to resume site demolition work in support of essential service (e.g. to SRC), after 2<sup>nd</sup> June, which authorities do we submit the application to – BCA or MTI?

**Answer:**

Refer to [Table 1: Summary of Application Processes for Work Resumption in the PCM Sector](#)

**Question 20:** For office staff who are supporting overseas operations and required to be in the office, which authorities do we submit the application to? Previously they WFH but now that our clients and our affiliated companies overseas have started work, the relevant teams have to be in the office.

**Answer:**

Employees should go to the office only where it is demonstrably necessary e.g. to access specialized systems/equipment that cannot be accessed from home, or to fulfil legal requirements (e.g. to complete contracts or transactions).

If your employee meets the above-mentioned requirement, you can apply for temporary operations for your workplace at <https://form.gov.sg/#!/5ed05c2cde28b7001163f2f2>

**Note:** Your application will only take effect on the following day after your submission.

You are allowed to submit applications only twice every week (each week starting from Sunday 12:00am to Saturday 11:59pm)

<https://covid.qobusiness.gov.sg/faq/sectorspecific/process>

**Question 21:** Can we proceed to work as long as we have received approval from one of the authorities? Example: Name lists submitted to MTI and already approved, but not recognised or captured in MOM SGWorkpass.

**Answer:**

Companies previously approved by MTI during the Circuit Breaker to carry out essential process plant maintenance activities are allowed to continue without EDB's approval, subject to earlier approved manning levels.

<https://covid.qobusiness.gov.sg/faq/sectorspecific/process>

**Question 22:** What are the next steps to continue operations in process plants for those who already got approval from MTI during CB?

**Answer:**

Companies previously approved by MTI during the Circuit Breaker to carry out essential process plant maintenance activities are allowed to continue without EDB's approval, subject to earlier approved manning levels.

<https://covid.qobusiness.gov.sg/faq/sectorspecific/process>

**Question 23:** Our client has received approval to resume work, but we have not. How do we go about appealing for approval from authorities to support our client?

Additionally, our client has requested we house our workers in COVID-19 free accommodation which are not dormitories after they are tested negative for swab tests. Is this allowed by law?

**Answer:**

Appeals will be considered on a case-by-case basis. PCM companies may apply jointly with the E&C plant owner at <http://www.edb.gov.sg/en/contact/contact-us.html>

Foreign workers have been restricted from moving in and out of dormitories since 21 April 2020, in order to help contain the spread of COVID-19. MOH and MOM will have to clear workers before they would be allowed to move out. Companies can clarify with their respective dormitory operators on the status of the clearance.

<https://covid.gobusiness.gov.sg/faq/sectorspecific/process>

**Question 24:** Do companies need to apply for Time Limited Exemption for office staff after CB?

**Answer:**

Employees should go to the office only where it is demonstrably necessary e.g. to access specialized systems/equipment that cannot be accessed from home, or to fulfil legal requirements (e.g. to complete contracts or transactions).

If your employee meets the above-mentioned requirement, you can apply for temporary operations for your workplace at <https://form.gov.sg/#!/5ed05c2cde28b7001163f2f2>

**Note:** Your application will only take effect on the following day after your submission.

You are allowed to submit applications only twice every week (each week starting from Sunday 12:00am to Saturday 11:59pm)

<https://covid.gobusiness.gov.sg/faq/sectorspecific/process>

**Question 25:** How does a company request for secondment/transfer of workers? Would MOM be regulating the terms of such secondment, commercial arrangement, and what will be the respective MOM obligations be on each company?

**Answer:**

Pending MOM's response.

**Question 26:** If we have already gotten approval from MTI and was still working during the CB, are we still required to resubmit our manpower number via GoBusiness?

**Answer:**

Companies previously approved by MTI during the Circuit Breaker to carry out essential process plant maintenance activities are allowed to continue without EDB's approval, subject to earlier approved manning levels.

<https://covid.gobusiness.gov.sg/faq/sectorspecific/process>

**Question 27:** Every worker has to use their handphones for COVID-19 tracing. Can they continue to use handphones in plants which restrict the use of handphones?

**Answer:**

While TraceTogether is not mandatory given that not all workers will be able to hold on to mobile phones while at the work area in live plants, logging the entry of all personnel via the SafeEntry visitor management system will be required to support contact tracing efforts.

More information here: <https://www.safeentry.gov.sg>

<https://covid.gobusiness.gov.sg/faq/sectorspecific/process>

IMPLEMENTATION OF SAFE MANAGEMENT MEASURES (SMMs)
<p><b>Question 1:</b> What is the procedure to register for a SMO course? Who is required to undergo the SMO course? Can BCA SMM/SMO and SDO courses be applied to the PCM sector?</p> <p><b>Answer:</b>            ASPRI-IPI will launch free SMO courses for the process industry on 5 June 2020. Members can look out for our circular on it and attend the course to gain a better understanding of SMO’s role and responsibilities.</p> <p>For projects that are classified under Building Control Act, BCA requirements and the associated SMM/SMO requirements will also apply.</p>
<p><b>Question 2:</b> Are process industry employees required to attend SMM course?</p> <p><b>Answer:</b>            ASPRI-IPI will launch free SMO courses for the process industry on 5 June 2020. Members can look out for our circular on it and attend the course to gain a better understanding of SMO’s role and responsibilities.</p> <p>Additionally, employers must carry out talks on good work practices for all workers before they commence work on site, and follow up with talks on a regular basis to remind workers. Before starting work, employees must attend the talks on good work practices by Employers to prevent further transmission of COVID-19</p>
<p><b>Question 3:</b> Do workers need to attend COVID-19 Safe Training?</p> <p><b>Answer:</b>            Employers must carry out talks on good work practices for all workers before they commence work on site, and follow up with talks on a regular basis to remind workers. Before starting work, employees must attend the talks on good work practices by Employers to prevent further transmission of COVID-19.  <a href="https://covid.gobusiness.gov.sg/faq/sectorspecific/process">https://covid.gobusiness.gov.sg/faq/sectorspecific/process</a></p> <p>ASPRI-IPI would be launching free SMO courses for the process industry later this week. Members can look out for our circular on it and attend the course to gain a better understanding of SMO’s role and responsibilities.</p>
<p><b>Question 3:</b> Is there a ratio of SMO and SDO to the total number of workers on site?</p> <p><b>Answer:</b>            Yes, the ratio is as follows:</p> <ul style="list-style-type: none"> <li>• Total no. of workers ≤ 10 – 1 SDO</li> <li>• Total no. of workers &gt; 10 but ≤ 50 – 1 SMO and 1 SDO</li> <li>• Total no. of workers &gt; 50 – at least 1 SMO, and 1 SDO for every 50 workers</li> </ul> <p>For illustration,</p> <ul style="list-style-type: none"> <li>• For a site with a total of 50 workers, 1 SMO and 1 SDO are required.</li> <li>• For a site with a total of 100 workers, 1 SMO and 2 SDOs are required</li> </ul> <p>Refer to: <a href="#">COVID-safe restart criteria for PCM companies</a></p>
<p><b>Question 4:</b> Who is going to bear the additional cost in implementing SMM?</p> <p><b>Answer:</b>            There is no indication that government would be providing support for implementation of SMM.</p>

**Question 5:** Face masks VS face shields – which is more important: protection or comfort?

**Question 6:** Why is the word “alternative” used when talking about face masks and face shields? Ref: <https://www.straitstimes.com/singapore/do-i-have-to-wear-a-face-shield-and-how-do-i-clean-it>

**Answer:**

Protection would hold higher priority. Masks may be replaced by face shields if workers are involved in strenuous activities, and when no additional hazards are created by such use.

*ASPRI Circular Ref No: 010620 (5)*

**Question 7:** We have implemented staggered working days. Are we required to stagger working hours and break hours too?

**Answer:**

Employers must work with premise operators to implement staggered rest **days** for workers and ensure **minimal interaction** among employees to prevent cross contamination. Employers are required to remind employees not to socialise outside of the worksite, both during or outside working hours (e.g. going out together for lunch, dinner, breaks or drinks), including with colleagues from separate teams/shifts/worksites.

*ASPRI Circular Ref No: 010620 (5)*

**Question 8:** Short Term Maintenance: Few onsite maintenance jobs last for short periods (2 days to 15 days). This team generally need to move from one site to another after job completion. Is there any restriction on this?

**Answer:**

Currently, selected plant owners and dormitory operators are working out an appropriate arrangement. More details will be released soon.

**Question 9:** The new requirement on seated passengers not less than 0.496 sqm, which is 25% reduction of the maximum passenger capacity allowable for each lorry based on the MPC label. Currently for 10 ft lorry, we are only allow 4 pax in order to comply to the 1m safe distancing. If we follow the 25% reduction, this means more pax can be seated behind the lorry. Please advise.

**Answer:**

When using a lorry or van, the clear floor space of the deck available for each seated passenger shall not be less than 0.496 square metres. This means a 25% reduction of the Maximum Passenger Capacity (MPC) allowable for each lorry or van. For example, if the MPC label states 36 pax, the vehicle will be allowed to carry up to 27 pax.

*ASPRI Circular Ref No: 010620 (5)*

**Government Grants & Support**

**Question 1:** Is there any financial support provided after the introduction of new regulations related to transportation of workers, limitation of workers staying in single unit and etc?

**Answer:**

ASPRI has circulated available government support to all members and will continue to do so for future announcements in a timely manner.

**Question 2:** What perks and concessions are accorded to SMEs in the process sector? Government grants have been helpful, however, they are inadequate in our actual running cost. How then can Government agencies support local companies?

**Answer:**

ASPRI has circulated available government support to all members and will continue to do so for future announcements in a timely manner. Members can also refer to the Fortitude Budget for more information on support available: [https://www.singaporebudget.gov.sg/docs/default-source/budget\\_2020/download/pdf/fy2020\\_fortitude\\_infographic.pdf](https://www.singaporebudget.gov.sg/docs/default-source/budget_2020/download/pdf/fy2020_fortitude_infographic.pdf)

**Question 3:** As there is rental relief from landlords, then what about SME with JTC landed factory? Can JTC support the SMEs through this difficult time to waive the rental fee till end of 2020?

**Answer:**

Members can also refer to the Fortitude Budget for more information on Rental Relief:

[https://www.singaporebudget.gov.sg/docs/default-source/budget\\_2020/download/pdf/fy2020\\_fortitude\\_infographic.pdf](https://www.singaporebudget.gov.sg/docs/default-source/budget_2020/download/pdf/fy2020_fortitude_infographic.pdf)

**Question 4:** My business is considered an essential service. However, all our workers are locked down in the dormitories. Are we entitled to levy concessions and JSS for June & July 2020?

**Answer:**

All businesses in the Construction, Marine and Process sectors will be eligible for the 3<sup>rd</sup> round of FWL rebate and waiver regardless if they are in MTI's list of companies permitted to operate. However, these businesses must submit the online acknowledgement form to accept the conditions at:

<https://form.gov.sg/#!/5ed07a6242ee5f00110d997a>

<https://www.mom.gov.sg/covid-19/frequently-asked-questions/levy-rebate-and-levy-waiver>

As circuit breaker measures are gradually eased, employers not yet allowed to resume operations will continue to receive 75% wage support, during the period for which they are not allowed to resume operations, or until Aug 2020, whichever is earlier.

More information on the qualifying criteria can be located at:

<https://www.iras.gov.sg/irashome/Schemes/Businesses/Jobs-Support-Scheme--JSS-/#B>

You may wish to consider submitting an appeal for your case at :

<https://form.gov.sg/#!/5e845afe41d035001110b715>

**Question 5:** The 3<sup>rd</sup> round of FWL waiver and rebate is only applicable to companies whose businesses are not permitted by MTI. My company is MTI-permitted so we are not eligible for the FWL waiver and rebate. However, 90% of my workforce is unable to continue working due to COVID-19. Companies who are experiencing this should be eligible for the waiver and rebate.

**Answer:**

All businesses in the Construction, Marine and Process sectors will be eligible for the 3<sup>rd</sup> round of FWL rebate and waiver regardless if they are in MTI's list of companies permitted to operate. However, these businesses must submit the online acknowledgement form to accept the conditions at:

<https://form.gov.sg/#!/5ed07a6242ee5f00110d997a>

<https://www.mom.gov.sg/covid-19/frequently-asked-questions/levy-rebate-and-levy-waiver>

**Question 6:** Corporate insurance stated it does not cover any medical or hospital related costs related to COVID-19. Is the Government going to bear the costs? It is not fair to let the employers shoulder the costs. Additionally, not all employees can afford or possess additional insurance.

**Answer:**

The Government will cover the cost of inpatient COVID-19 treatment at public hospitals for all long term pass holders, including work pass holders, holders of In-Principle Approvals (IPA), Letters of Eligibility (LOE) and temporary work permits (TWP).

All work pass holders (including those issued with IPA, LOE and TWP) should inform the hospital that he/she is holding on to a MOM-issued work pass and present the work pass, or relevant documents at the public hospital upon admission. Failure to do so could result in the work pass holder being billed as a short-term visit pass holder.

From 27 March 2020, any Singapore Citizen, Permanent Resident and long-term pass holder who leaves Singapore despite the travel advisories issued by MOH will be made responsible for their COVID-19 treatment at unsubsidised rates.

<https://www.mom.gov.sg/covid-19/frequently-asked-questions/eligible-claims-and-medical-benefits>

**Question 7:** MOM could play an advisory role to explain the constraints and burdens of the Company to employees to urge them to tide through this difficult times hand-in-hand with the Company – temporary salary revisions or payment for less workdays etc.

**Answer:**

MOM advises both employers and employees to negotiate and try to reach an acceptable agreement, taking into consideration business needs and the employee's concerns. In the event that no agreement can be reached, the initial contractual terms and conditions must remain unchanged but either party can serve notice and end the employment relationship. Employers cannot make changes to the employment terms and conditions without the employee's consent. To prevent misunderstandings or disputes, a written agreement with the new terms and conditions clearly stated, whether temporary or permanent, should be signed.

<https://www.mom.gov.sg/covid-19/frequently-asked-questions/salary-and-leave-arrangements>

### Miscellaneous

**Question 1:** How can companies exercise cost cutting measures without considering retrenchment or salary cuts?

**Answer:**

Companies should tap on all available support provided by government such as Levy Waiver, Levy Rebate, eligible claims and medical benefits.

<https://www.mom.gov.sg/covid-19/frequently-asked-questions>