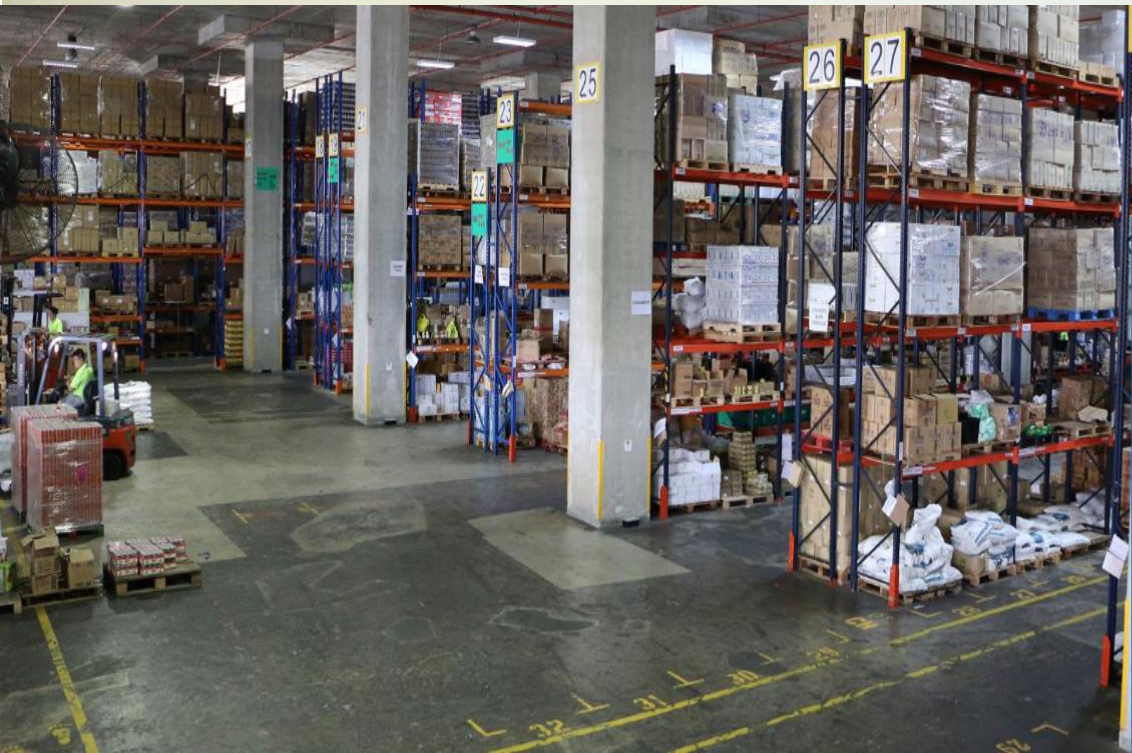




# YONG WEN

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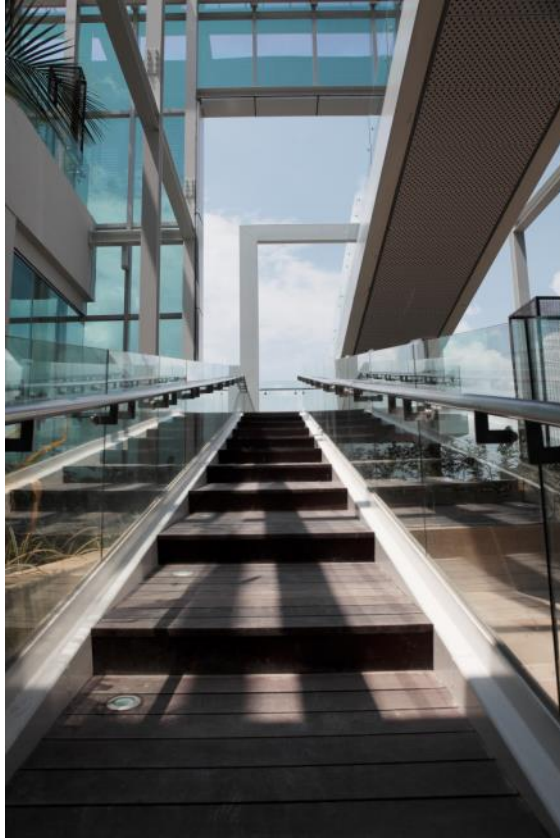
## YONG WEN FOOD (S) P/L

Safe Management Measures

– 24 Penjuru Rd #05-06

27 May 2020

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>1

# BACKGROUND

# About Yong Wen Food (S) Pte Ltd

> 1

- Yong Wen Food is a SME size Food distribution group of companies.
- As we have 105 staff, all staff are assigned specific duties and responsibilities which is not shared with other colleagues.
- We have been complying with the Circuit Breaker measures by having alternate shifts, WFH, splitting office into 2 teams by 2 colours as well as in operation, daily twice temperature checks (recorded), office sanitation, daily cleaning of common touch areas and more
- However we noted MTI recommendation to keep our on premise workforce well within 83% and will comply accordingly.

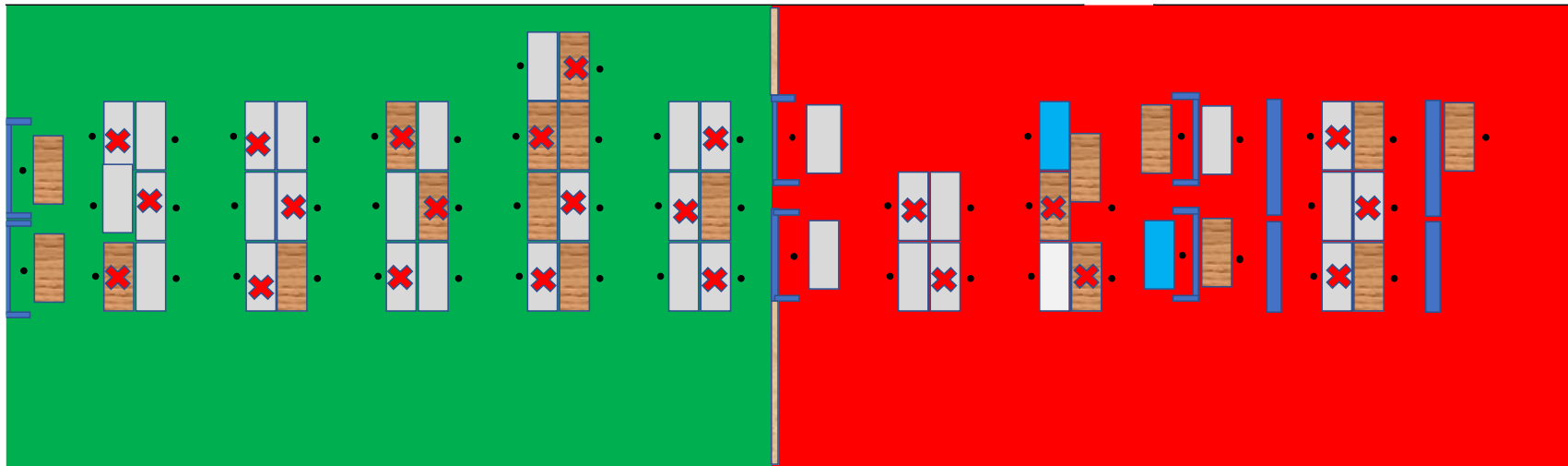
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# MANPOWER RESUMPTION

# Phase 1 Manpower Resumption

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- In addition to the Safe Management Measures issued by the tripartite partners, we will be implementing a gradual ramp-up of manpower in accordance to MTI recommendations.
- During this phase, staffs are encouraged to continue to work from home and those who require to work from office will need to obtain authorization from their respective department heads, keeping the Safe Management Officer (“SMO”) in the loop.
- The office are split into 2 teams using a staggered configuration based on the seating positions. This is to achieve maximum segregation for colleagues sitting directly diagonally across, with some mid level physical barrier between them.





# Phase 1 Manpower Resumption

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- We are doing effective cleaning and sanitizing of common and shared equipment areas.
- Additionally, we engaged professional cleaning company on a monthly basis just to sanitize and disinfect our whole premises for preventive measure FROM COVID VIRUS (safety data sheet upon request)

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# SAFE MANAGEMENT MEASURES



# SAFE MANAGEMENT MEASURES

> 3

- The following are our Safe Management Measures presented in the order of the Safe Management Measures issued by the tripartite partners.

Requirement	Plan
<b>A) Implement a system of Safe Management Measures at workplaces</b>	
1. Establish and implement a system of Safe Management Measures	As detailed in this document
2. Implement detailed monitoring plan	The GGM will be appointed as the Safe Management Officer (“SMO”). The duties will include:  1) Point of contact for any inspection by any government agency, however please note that the SMO will only be in the office on a as-need basis. 2) In charge of gaining an understanding of the directives and recommendation issued by MTI from time to time.

# SAFE MANAGEMENT MEASURES

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Requirement	Plan
3. Safe Management Officer – cont'd	<ol style="list-style-type: none"><li data-bbox="1281 486 2372 782">3) Discuss and develop Safe Management Measures with Directors (including identifying relevant risks, recommending and assisting in implementing measures to mitigate the risks), and communicating the measures to all personnel working in the workplace via notices and emails.</li><li data-bbox="1281 791 2372 982">4) Conduct inspections and checks to ensure compliance at all times and to document and report to Directors any non-compliance found during the inspections</li><li data-bbox="1281 991 2372 1136">5) In consultation with the Directors, take immediate action to remedy any non-compliance found during the inspections and checks.</li></ol>

# SAFE MANAGEMENT MEASURES

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Requirement	Plan
3. Safe Management Officer – cont'd	6) Keep records of inspections and checks conducted and corrective actions taken. The records shall be made available upon request by a Government inspector
<b>B) Reduce physical interaction and ensure safe distancing at workplaces</b>	
4. Have all employees able to telecommute do so	<p>For the current phase, up to a maximum of 83% of office manpower is allow to work in the office, the rest will work from home.</p> <p>Notices for staff authorized to work will be provided to the SMO by the Department Head. This will be pasted at the entrance where the SafeEntry QR code is located. Information include: Full Name, NRIC/FIN, Work Arrangements, Date of Return to Workplace, Shift hours, Team Number (Red or Green)</p>

# SAFE MANAGEMENT MEASURES

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Requirement	Plan
<b>B) Reduce physical interaction and ensure safe distancing at workplaces</b>	
5. Stagger working hours - reporting and ending times should not coincide with peak-hour travel, if employees require the use of public transport	7.00am - 3.45pm 8.00am - 5.30pm 9.00am - 5.45pm 10.00am - 7.30pm
6. Split employees into teams and no cross-deployment	Refer to manpower resumption
7. Conduct all meetings virtually where possible	We have implemented Skype, Whatsapp, Microsoft Teams and Zoom.
8. No events or activities with close or prolonged contact amongst participants	Where physical meeting is required, this shall be limited to half hour per session. Authorization will need to be obtained from the SMO at least 2 days in advance. Social distancing will be observed for the meeting.

# SAFE MANAGEMENT MEASURES

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Requirement	Plan
9. Enable vulnerable employees to work from home	Staff with Medical Certificate or with flu symptoms will not be allowed into the office at any time until certified fit for work by doctor.
10. Cancel or defer all social gatherings.	Notices will be placed at entrances to the various rooms to notify: <ol style="list-style-type: none"><li>1) Conference room – restricted to maximum of 4 persons</li><li>2) Pantry – restrict small chat, lunch at own workstation</li><li>3) Photocopying – restricted to maximum of 1 person and safe distancing while waiting</li></ol>

# SAFE MANAGEMENT MEASURES

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Requirement	Plan
11. Minimise need for common physical touchpoints	Notices will be placed at the copier machine and pantry to notify: 1) All staff to set function to normal print 2) Lunch are to be consumed at the respective workstations.
12. Require all employees to keep a clear physical spacing of at least 1 metre.	In addition to point 10 and 11 above, please see our slides on manpower resumption.
13. Require suppliers/contractors to implement similar safe distancing measures while onsite	Notices will be pasted at the entrance where the SafeEntry QR code is located to notify suppliers and contractors to adopt safe distancing measures while onsite.

# SAFE MANAGEMENT MEASURES

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Requirement	Plan
<b>C) Support contact tracing requirements</b>	
14. Download and activate Trace Together app	<p>Notices will be pasted at the entrance where the SafeEntry QR code is located to remind staff to activate.</p> <p>This is in addition to the need to check-in and check-out the SafeEntry Management System</p>
15. Limit workplace access to only essential employees and authorized visitors	See point 4 and 8 above.



# SAFE MANAGEMENT MEASURES

> 3

Requirement	Plan
<b>D) Require personal protective equipment</b>	
16. Require all onsite personnel including visitors to wear masks except meal times	Notices will be pasted at the entrance where the SafeEntry QR code is located to remind staff and visitors to ensure mask is worn at all times and those without masks will be denied entry.  Staff will be issued a mask for each day they are working in office.
<b>E) Ensure cleanliness of workplace premises</b>	
17. Regularly clean and maintain common spaces and equipment	Cleaner will clean the office including disinfect common spaces, commonly used equipment and workstations.
18. Provide disinfecting agents at all human traffic stoppage points	Sanitizer will be placed at entrance where QR code is located, all meeting rooms, pantry, receiving and shared equipment areas

# SAFE MANAGEMENT MEASURES

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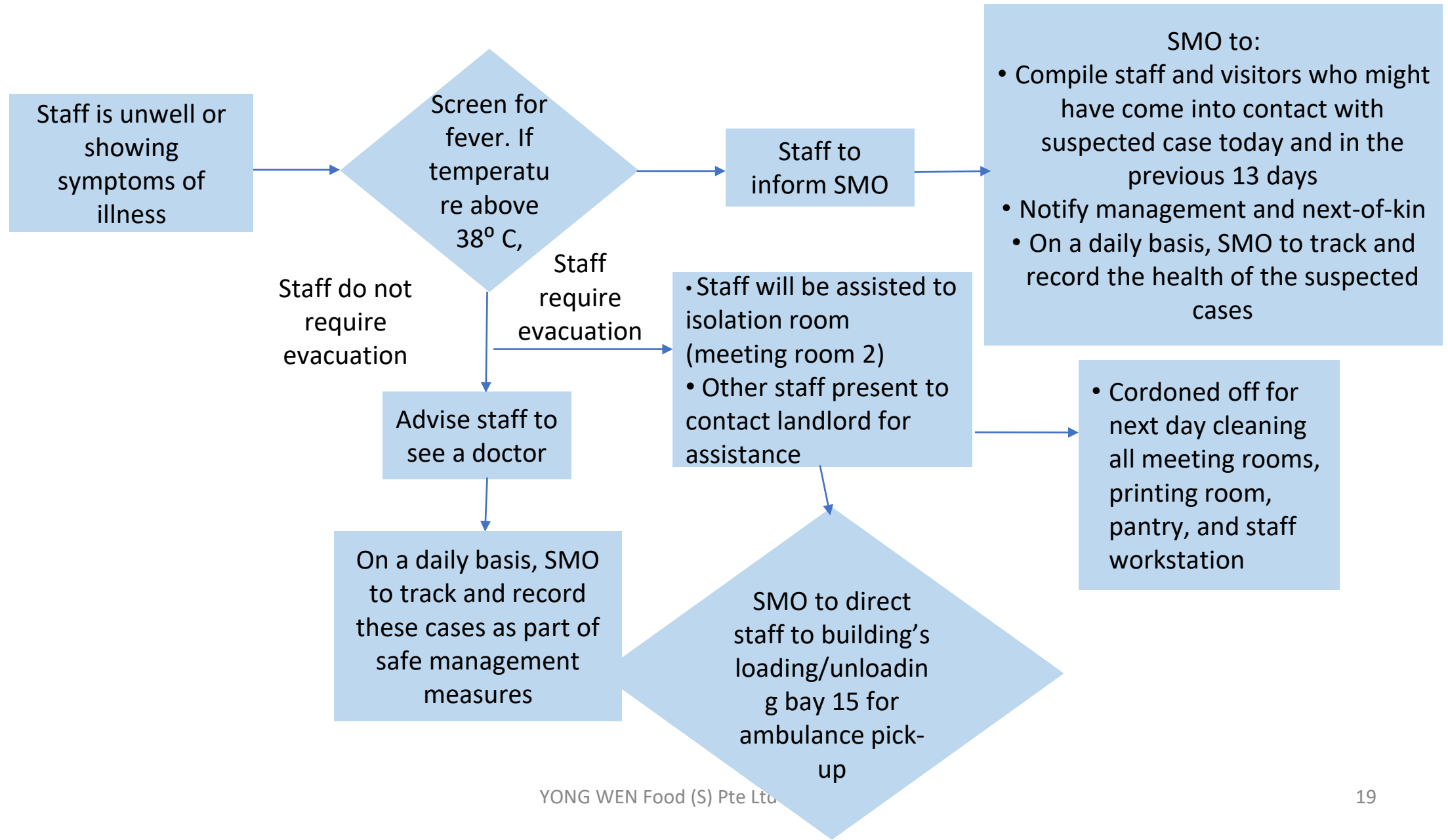
Requirement	Plan
<b>F) Implement health checks and protocols to manage potential cases</b>	
<p>19. Ensure twice daily temperature and symptoms check for all employees and visitors</p>	<p>Notices will be pasted at the entrance where the SafeEntry QR code to notify that check-in to system implies that they:</p> <ol style="list-style-type: none"><li>1) are currently not under a quarantined or isolation order, Stay-Home Notice, or been issued medical certificates for respiratory symptoms</li><li>2) Have not had close contact with a confirmed COVID-19 case in the past 14 days; and</li><li>3) Do not have any fever or flu-like symptoms</li></ol> <p>A thermometer will be placed within the office for Staff to perform temperature checks twice daily and they will be required to maintain a personal record of the checks. These will be consolidated by the SMO on a weekly basis.</p>

# SAFE MANAGEMENT MEASURES

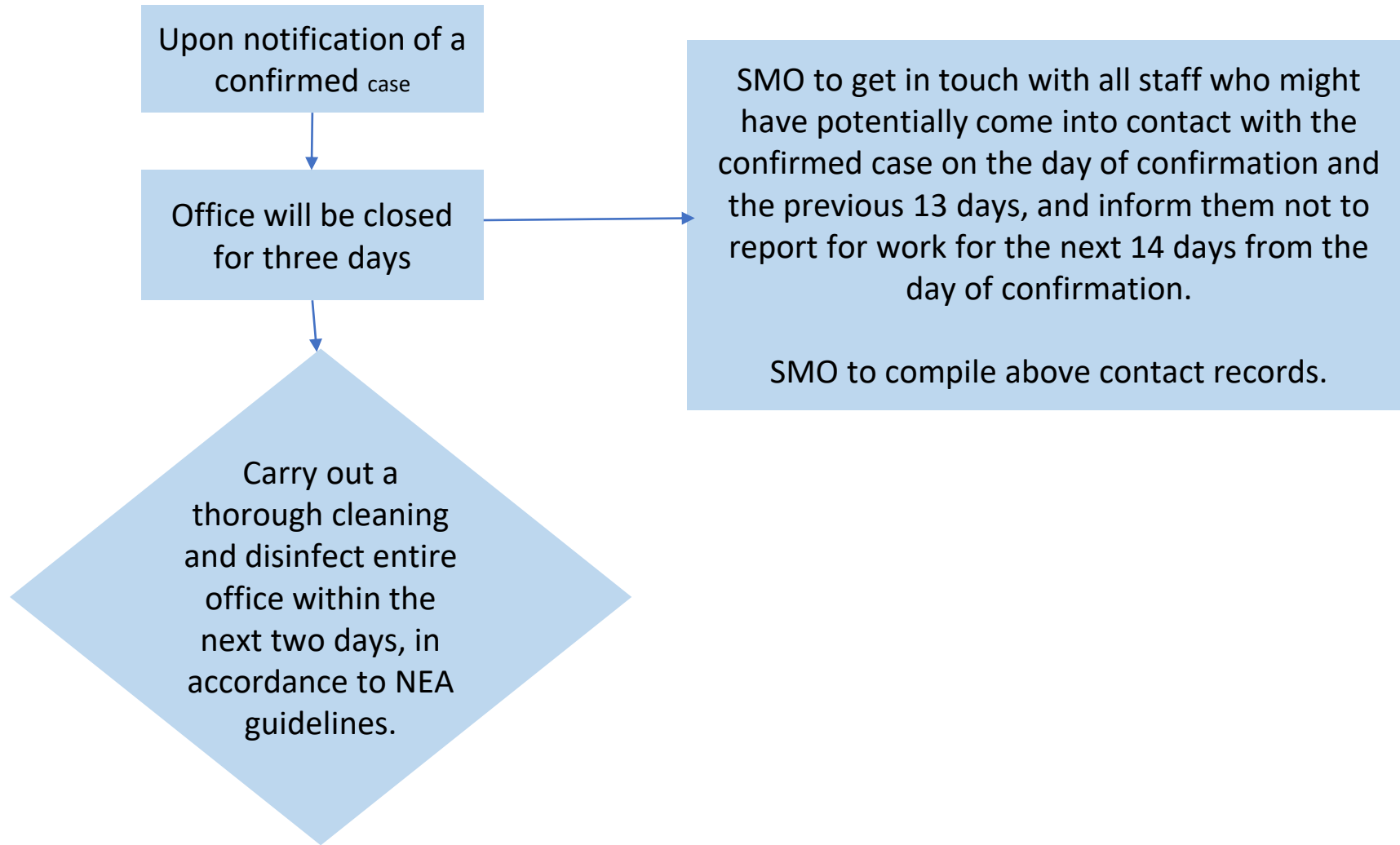
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Requirement	Plan
20. Require each workplace employee to visit only one clinic for check-ups, show record of COVID-19 related conditions, MCs and test results.	Notices will be placed at the location of the QR code to remind staff to submit records of their MCs and diagnoses provided (only for COVID-19 related symptoms, including acute respiratory infections), and if they were tested for COVID-19 and the results of their tests. The records will be consolidated by SMO.  See point 9 above.
21. Put in place evacuation plan for suspected case	See flowchart below
22. Put in place follow-up plan in event of a confirmed case	See flowchart below

## 21\_Evacuation Plan for Suspected Cases



## 22\_Follow-up Plan in the Event of a Confirmed Case



# Thank you

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Be Safe  
Stay Healthy