

29 Jan 2021

JOINT CAAS-CAG CIRCULAR: ENHANCED COVID-19 PRECAUTIONARY MEASURES AT CHANGI AIRFREIGHT CENTRE

In light of the rise of COVID-19 cases globally and the emergence of more infectious strains, the Civil Aviation Authority of Singapore (CAAS) and the Changi Airport Group (CAG) will enhance COVID-19 precautionary measures at Changi Airfreight Centre (CAC). This is to address the risk of COVID-19 importation into the CAC community in reference to Direction No. 1.2021 (Safe Management Measures at Airside and Changi Airfreight Centre) under Section 45 of the Civil Aviation Authority of Singapore Act.

Safe Management Measures

2 Under the COVID-19 (Temporary Measures) (Control Order) Regulations, all tenants at Changi Airfreight Centre (CAC) as permitted enterprises are responsible to ensure that the Safe Management Measures (SMM) are implemented and complied with at its permitted premises.

3 For the safety and protection of the aviation community, all companies and employees are reminded to comply with the SMM requirements (**Annex A**). Regular enforcement checks will be done and enforcement actions will be taken against any non-compliance. CAAS also requires companies to put up the SMM posters (**Annex B**) prominently at their premises.

4 There will also be a transition from SafeEntry to TraceTogether (TT) SafeEntry. In line with the nation's move to use TT for SafeEntry to facilitate contact tracing, **all airport staff are required to download the TraceTogether App** on their mobile devices or obtain a TT token, to do TT SafeEntry at Changi Airport.

5 Employers shall remind their employees, contractors, and visitors to CAC to download the TT app on their mobile devices or have the TT token ready before entering CAC. More than 2,500 TT tokens have been given out to the CAC community during the one-time testing exercise from 16 to 24 January 2021. For employees who need a TT token, companies are to remind them to collect one from a Community Centre as soon as possible. More information of TT token collections from Community Centres can be found at this website - <https://token.gowhere.gov.sg/>.

Rostered Routine Testing for Employees with Higher Exposure Risk

6 A Rostered Routine Testing (RRT) regime will be introduced for groups of employees who are assessed to be at a higher risk of exposure to the COVID-19 virus. Employees that have direct interactions with air crew or work onboard aircraft prior to

cleaning / disinfection, will be subjected to RRT. CAAS and CAG will be contacting your company to make RRT arrangements for this group of affected employees.

Use of Personal Protective Equipment

7 CAAS requires the following groups of individuals at CAC to wear appropriate Personal Protective Equipment (PPE). Employees are reminded to practise good hand hygiene and maintain social distancing during the course of their work.

Group	PPE Required
1. Individuals who need to enter or work in an aircraft cabin (cockpit inclusive) <u>before it is disinfected or cleaned</u>	i. N95 mask or its equivalent; ii. Face shield or goggles; iii. Disposable gloves; and iv. Gown
2. Individuals who interact with air crew, passengers, or cross-border truckers	i. Surgical mask; ii. Face shield or goggles; and iii. Disposable gloves
3. All other individuals	i. Mask

8 Employers shall provide the relevant PPE and training on the safe use and correct procedures for donning, doffing and disposal of the used PPE for relevant employees. Employers shall remind employees to observe good practices and hand hygiene.

9 Employers shall provide well-demarcated and appropriate sites for their employees, contractors, and visitors to don, doff and dispose of the PPE after use. Employees are required to don the PPE before commencing operations. PPE compliance checks shall be conducted by the employers.

Minimising Inter-mingling Between Cross Border Truckers and the Local Community

10 To reduce the risks of exposure arising from inter-mingling between cross border truckers and the local community, CAG has set aside CAC Pass Exchange Counter 1 for cross border truckers. Cross border trucker’s temperature will be taken and they must also check in by using the TraceTogether (TT) mobile application or token. Those who are febrile and/or do not perform the TT SafeEntry check in will not be allowed to enter CAC. We seek your understanding should they be denied entry into CAC.

11 For interactions with cross border truckers, cargo document processing and physical delivery/collection of cargos should be done at the vehicle itself, and not within the companies’ premises or documentation handling area. Cross border truckers are to remain in their vehicle as far as possible during the loading/unloading of cargo.

12 CAG has set up portable toilets around CAC, as well as a designated rest area at the carpark behind NParks Centre for Animal and Plant Quarantine for cross border truckers (see **Annex C** for locations). Companies are to direct cross border truckers to these amenities that have been designated for use by them only. Companies should also remind local staff and workers not to use those designated amenities.

Vaccination for the Aviation Community

13 Vaccinations for the aviation community have started. All employees in the aviation community are strongly encouraged to participate in the vaccination exercise. CAG is administering a registration programme to allow individuals to express interest for the vaccination through your company representative. Confirmed parties will be scheduled by CAG for vaccination in phases as soon as possible.

Enquiries and Clarifications

14 Enquiries and clarifications pertaining to this Joint Circular can be sent to CAAS at CAAS_CAC_COVID@caas.gov.sg or to CAG at CAC.COVID19@changiairport.com.

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Annex A – Guidelines for Safe Management Measures at Changi Airfreight Centre
Annex B – Safe Management Measures and Trace Together Posters [Attached Separately]
Annex C – Location of Designated Rest Area and Portable Toilets for Cross Border Truckers

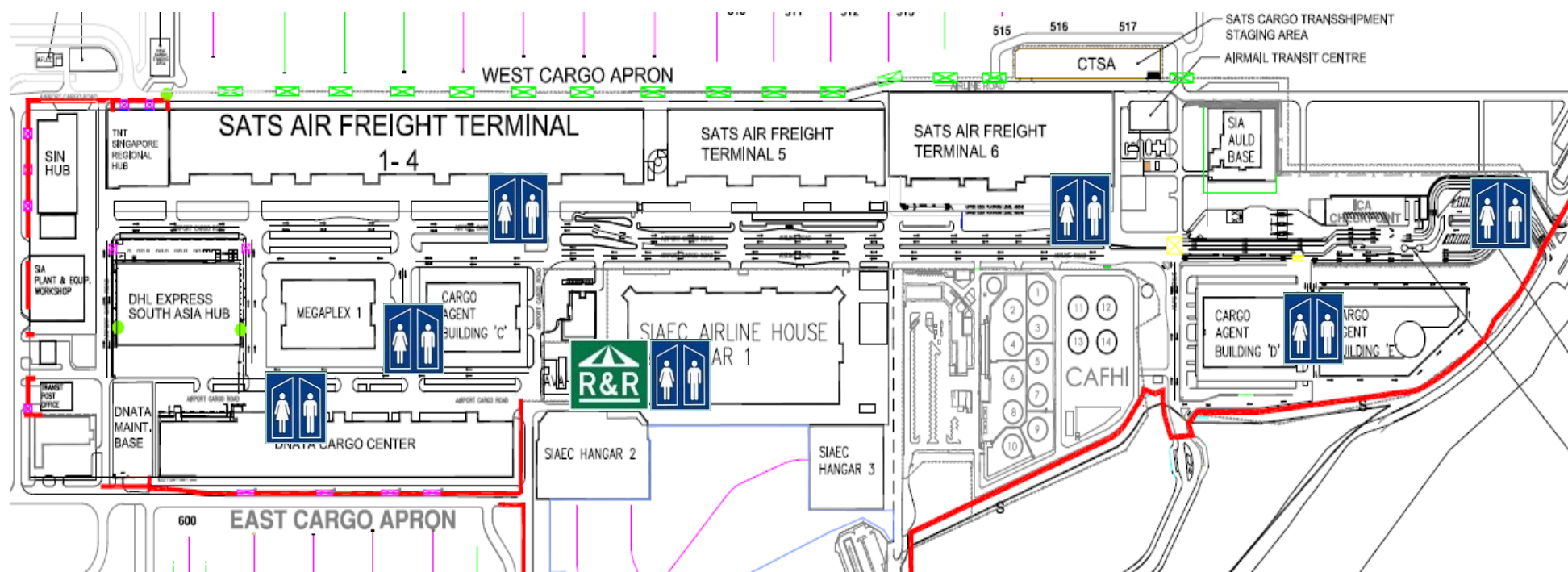
Guidelines for Safe Management Measures at Changi Airfreight Centre

1. All onsite personnel shall wear masks, except during activities that require masks to be removed (e.g. mealtimes).
2. SMM advisory posters shall be displayed prominently on site. Please refer to **Annex B** for the advisory posters.
3. Temperature checks shall be done for all personnel entering tenanted premises.
4. All personnel should download and activate the TT app or have a TT Token.
5. All personnel must check in via TraceTogether (TT) SafeEntry mobile application or TT token when entering warehouse and offices.
6. Personnel who are unwell, who are found to be a symptomatic case in accordance with the COVID-19 (Temporary Measures) (Control Order) Regulations 2020, and/or who refuse to be subjected to a temperature check must be refused entry to the workplace.

Guidelines for Contactless Delivery

7. All personnel shall keep a clear physical spacing of at least 1 metre between persons at all times.
8. Delivery personnel who are unwell or who are found to be a symptomatic case in accordance with the COVID-19 (Temporary Measures) (Control Order) Regulations 2020 must be refused entry to the workplace.
9. Processes shall be established to minimise contact between delivery personnel and workers.
10. Delivery schedules should be spaced out, and delivery durations should be minimized, where practicable.
11. Areas for loading, unloading and holding onsite should be demarcated with visual indicators, such as signs or physical barriers, where practicable.
12. Cleaning agents, such as hand soap and toilet paper, shall be provided at all toilets and hand-wash stations.

Location of Designated Rest Area and Portable Toilets for Cross Border Truckers



Rest Area



Toilet

- | |
|---|
| <p>Designated Rest Area (Truck Park for Cross Border Truckers)</p> <ul style="list-style-type: none"> - Behind NParks Centre for Animal and Plant Quarantine |
| <p>Designated Toilets</p> <ul style="list-style-type: none"> - Pass Office - Temporary Truck Park - SATS (Guardhouses at Gates 5 and 8) - Dnata (Guardhouse at Main Gate) - Between Cargo Agent Building 'C' and Megaplex - Between Cargo Agent Building 'D' and 'E' |