

**S A F E**  
**AIRSIDE FOR**  
**EVERYONE**

# AIRSIDE SAFETY NOTICE



SINGAPORE CHANGI AIRPORT No. 02/2021 · 05 February 2021

## ENHANCED SAFE MANAGEMENT MEASURES AT CHANGI AIRSIDE

1 In view of the global COVID-19 pandemic, the Civil Aviation Authority of Singapore (CAAS) has issued the Direction No. 1/2021 (Safe Management Measures at Airside and Changi Airfreight Centre) under Section 45 of the CAAS Act in the public interest. In reference to the Direction, Changi Airport Group (CAG) will enhance the safe management measures (“SMMs”) at Changi Airside. Effective implementation of these measures would reduce the risk of widespread COVID-19 and safeguard the well-being of everyone in the community.

2 These requirements will be effective from 12 February 2021 0000H. CAG will enforce these enhanced SMMs and take action against any non-compliance, including possible suspension of airport pass.

### **Mandatory SafeEntry Check-in via TraceTogether App or Token and Temperature Checks**

3 For entry into the airside, all individuals are required to use the TraceTogether (TT) app, or a TT token for SafeEntry check-in. This is in line with the nation’s drive to use TT for SafeEntry and contact tracing.

4 Employers shall remind all employees to download and set up the TraceTogether app on their mobile devices. For those who need a TraceTogether token, employers shall remind the employees to collect one from a Community Centre. More information of TraceTogether token collections from Community Centres can be found at this website - <https://token.gowhere.gov.sg/>. For the convenience of airside personnel, CAG will be distributing TraceTogether tokens to those who require it. More details will be shared when available. Employers shall also remind their contractors or visitors wishing to enter the airside to set up the TraceTogether app on their mobile devices or have the TraceTogether token ready before entering the airside.

5 Anyone who refuses to comply with the use of the TT app or token for SafeEntry will be denied entry into the airside. Temperature checks will also be carried out at the airside entrances on all individuals entering the airside from the public area. Anyone who registers a temperature higher than 37.5°C, or who refuses to be subjected to temperature check will be denied entry.

6 Companies with direct access points to the airside from their premises are required to set up at their own costs the facilities needed to ensure that their employees, contractors, and visitors perform TraceTogether SafeEntry and temperature checks before entering the airside.

## Personal Protective Equipment

7 CAAS requires the following groups of individuals to be protected with appropriate Personal Protective Equipment (PPE).

Group		PPE Required
1.	i. Individuals who enter an aircraft before it is cleaned or disinfected, during which the aircraft is being cleaned	i. N95 mask or its equivalent; ii. Face shield or goggles; iii. Disposable gloves; and iv. Gown
	ii. Individuals who enter an aircraft before it is cleaned or disinfected, during which no cleaning activities are being conducted	i. Surgical mask; 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.	Individuals who may touch baggage	i. Surgical mask; and ii. Gloves

8 Employers shall provide the relevant PPE to such individuals and require them to don the PPE before commencing operations. Compliance checks shall be conducted by the employers.

9 Employers shall also ensure such individuals are trained on the safe use and correct procedures for donning, doffing and disposal of the used PPE. Training attendance shall be endorsed by trainers and furnished to CAG upon request. CAG also reserves the right to sit in and observe the training sessions with reasonable notice.

10 Employers shall remind such individuals to observe good practices, such as keeping gloved hands away from the face, replacing damaged gloves and observing hand hygiene before donning new gloves, not touching personal items with contaminated gloves and not touching or adjusting other PPE.

11 Additionally, employers shall provide facilities at well-demarcated and appropriate sites for their employees, contractors, and visitors to don, doff and dispose of the PPE after use. As a guide, PPE must be donned in a clean zone and removed just before leaving the aircraft as much as practicable. Soiled PPE must be secured in plastic bags before they are disposed. Please refer to **Annex A** on the proper steps to don and doff PPE.

12 For those who do not fall under the three groups of individuals listed in para 7, the existing requirement of wearing a mask at all times apply. Please be reminded to put on the mask properly to ensure good protection. CAAS or CAG may also require such individuals to don other appropriate PPE.

## **Rostered Routine Testing**

13 CAAS requires the three (3) groups of individuals listed in Para 7 to undergo Rostered Routine Testing (RRT), except those who interact with cross-border truckers. Employers shall ensure such individuals are identified and take steps to ensure that they are scheduled and attend the RRT.

## **Enquiries and Clarifications**

14 Employers are responsible for the implementation of the aforementioned safe management measures. Individuals may approach your employer for more details on the measures implemented.

15 Further enquiries and clarifications pertaining to this notice can be sent to [muhammad.abd.rahman@changiairport.com](mailto:muhammad.abd.rahman@changiairport.com) and [yeo.xingjie@changiairport.com](mailto:yeo.xingjie@changiairport.com).

## **Keeping Safe**

16 The enhanced safe management measures will help us minimise the risk of a spread of COVID-19. We seek the cooperation of everyone to comply with these measures so as to stay safe. Let us all do our part.

This Airside Safety Notice contains information on Operational Safety matters.

Recipients must ensure that this Airside Safety Notice is copied and made known to all staff members who need to take appropriate action or who may have an interest in the information (including any in-house or contracted organisations and relevant outside contractors). To make changes to the recipient list, email Parames or Harry at [parames.chelliah@changiairport.com](mailto:parames.chelliah@changiairport.com) or [harry.tan@changiairport.com](mailto:harry.tan@changiairport.com).

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# Proper Steps to Don PPE

## Personal Protective Equipment



1 Perform hand hygiene.



2 Put on N95 mask.



3 Put on eye protection.



4 Put on gown and tie the top strap.



5 Tie the waist strap securely.



6 Put on gloves and pull gloves over gown cuff.



# Proper Steps to Remove PPE

## Personal Protective Equipment



1 Remove gloves by grasping the edges near your wrist and peel away, turning gloves inside-out.



2 Discard gloves



3 Perform hand hygiene.



4 Remove gown, untie waist strap followed by top strap.



5 Turn gown inside out and fold neatly.



6 Discard gown



7 Perform hand hygiene.



8 Carefully remove eye protection.



9 Perform hand hygiene.



10 Carefully remove the mask. Do not touch the front surface of the mask.



11 Discard mask



12 Perform hand hygiene.