

PROCEDURES FOR WORKPLACES IN THE EVENT OF A MEMBER OF STAFF BEING DIAGNOSED WITH COVID-19

- In the event of a confirmed case of COVID-19 identified in a member of staff, the Duty Officer from the Ministry of Health will inform the relevant Head of Department of the confirmed case of COVID-19 in the workplace. If you are aware of a member of staff who was confirmed as a case of COVID-19 through another source, contact the 24-hour hotline on 148 and deliver the contact details of an identified focal point for MOH to contact and follow up.
- The principal, employer, or occupier should identify a senior officer to be the main focal point between the Ministry of Health and the workplace.
- The focal point should identify all staff who were in contact with the confirmed case since the date that the case became symptomatic. This includes:
 - All staff who share an office space or area if in an open place office
 - Close colleagues and other collaborators
 - Staff who shared meeting rooms
 - Other staff who were in a confined space with the case for greater than 30 minutes duration
- All identified staff should be sent home, isolate themselves, and advised to await further instructions.
- The workplace focal point should compile a line list of all workplace contacts with the following information:
 - Name
 - Contact number
 - Identity card
- This list is to be sent to the Ministry of Health Duty Officer and the workplace focal point should await further instructions from MOH on the necessary measures. These measures may include quarantine and/or presenting themselves to a designated site for testing.
- For further information, please contact the 24-hour hotline on 148.