

CHECKLIST ON SAFE MANAGEMENT MEASURES FOR MICE EVENTS

Updated as of 28 March 2022

1. Implement infection control measures at the event

Develop clear reporting protocols and communication plans to monitor health of local and foreign participants

- 1.1 Ensure the deployment and use of TraceTogether (TT)-only SafeEntry check-in for entry into and exit from the event venue or any premises in the event itinerary (including an event hall, a meeting room or a function room).

Develop procedures and protocols to ensure all participants are vaccinated

- 1.2 Ensure that all participants entering or remaining in the event venue are fully vaccinated. An individual is considered fully vaccinated if he/ she is a) has received the full regimen of a WHO EUL vaccine¹ or b) within the 180-day exemption period after recovery from COVID-19. From 14 February 2022, participants resident in Singapore aged 18 years and above and who have completed the primary vaccination series will be considered fully vaccinated for up to 270 days after the last dose of the primary vaccination status. Thereafter, such participants who are eligible for booster vaccination must do so in order to remain deemed as fully vaccinated.
- 1.3 EO must take all reasonably practicable steps to ensure an individual is able to present an Acceptable Document before entering the event venue. EOs must refuse entry if the individual refuses to show proof of an Acceptable Document. Refer to MOH's website² for the list of Acceptable Documents.
- 1.4 EO must ensure that the identity reflected in the Acceptable Documents corresponds with the identity of the individual being checked for entry.
- 1.5 Ensure that signages are displayed prominently at every exit and entry point(s) of the event venue (including emergency exits) specifying that access to the MICE event venue is restricted to individuals who have fulfilled the conditions in 1.3 above, the date and duration of the MICE event restrictions, and that entry or remaining without being fully vaccinated is an offence. The signages should also state that participants are required to identify themselves and their reason for seeking entry, and to show proof of fulfilling the conditions in 1.3 above when requested by the EOs.
- 1.6 Clearly delineate the boundaries of the event venue, for the duration of the MICE event. This could be by means of markings, fencing, stanchion with barrier rope or tape, signs, walls, windows, partition, screens or other barriers.
- 1.7 Ensure entry is refused to any individual who is known to be under an Isolation Order (IO), Stay-Home Notice (SHN), or any individual who has received a Health Risk Notice (HRN) and who has not adhered to MOH's requirements before seeking entry to the MICE event.

¹ <https://go.gov.sg/vdsmminfo>

² <https://www.moh.gov.sg/covid-19/pet>



2. Limit opportunities for close contacts between individuals during the event

- 2.1 Ensure safe distancing of at least 1 metre between groups of up to 10 participants for all mask-off settings. Safe distancing is encouraged but not required between individuals or groups in all mask-on settings.

Site Visits or Incentive Tours

- 2.2 For site visits or incentive tours, please refer and adhere to STB's latest guidelines on organising tours³.

Speakers

- 2.3 Ensure a safe distance of at least 1 metre between each group of up to 10 unmasked speakers and any other individual, and that speakers remain at the stage, lectern, podium or other area designated for public speaking.
- 2.4 Audience participation is allowed, provided the audience members remain masked.

Food and Beverages (F&B)

- 2.5 Where F&B is served to and consumed by participants, the requirements include:
- (i) A distance of at least 1 metre between groups of up to 10 participants must be maintained at all times. The number of participants in each group must not exceed 10.
 - (ii) F&B must be provided in individual servings. Staff-served buffets are allowed, but self-service buffets are prohibited.
 - (iii) F&B must only be consumed when participants are seated or standing in a substantially fixed position (e.g. no walking and eating/drinking at the same time at business networking sessions).

Live Performances

- 2.6 Live performances are permitted at MICE events. Refer to NAC's guidelines for live performances⁴.

Photography

- 2.7 Safe distancing of at least 1 metre between groups of up to 10 unmasked participants is required. The participants may only unmask during a take/ shot, and must promptly put their masks back on in between shots and after the shoot, if the photos are taken by staff of photography businesses listed under SSIC codes beginning with 742 and media businesses with SSIC codes beginning with 58 to 63. Freelancers have to be registered with ACRA, unless the business is carried out in their full name as reflected in their NRIC.
- 2.8 Participants cannot unmask if photos are taken by the EO, other participants etc.

³ <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-tours.html>

⁴ <https://www.nac.gov.sg/support/covid-19/safe-management-measures-smms/updated-resumption-of-live-performances>

3. Prepare for any emergencies relating to COVID-19

- 3.1 Regularly assess and identify the risks of transmission of COVID-19 that may arise in relation to all activities engaged in by every participant of the event present in the event venue and staff in the course of holding the event at the event venue.
- 3.2 Establish and apply appropriate internal policies, procedures and controls to mitigate the risk from the activities identified as presenting a higher risk of the transmission of COVID-19, which may include more stringent requirements than in this Annex.