

CHECKLIST ON SAFE MANAGEMENT MEASURES FOR MICE EVENTS**Updated as of 14 March 2022****1. Implement infection control measures before, during and after event****Develop clear reporting protocols and communication plans to monitor health of local and foreign participants before and after the event**

- 1.1 Submit the official programme for STB's review before event commencement. Should there be changes to the approved event programme, inform STB at least 3 working days in advance for further review.
- 1.2 Communicate the SMM requirements to all participants¹ prior to the event, and implement signs reminding participants to practise safe distancing and good hygiene practices at the event.
- 1.3 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

- 1.4 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 vaccine² 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.
- 1.5 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 website³ for the list of Acceptable Documents.
- 1.6 EO must ensure that the identity reflected in the Acceptable Documents corresponds with the identity of the individual being checked for entry.
- 1.7 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 1.4 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

¹ The total operating capacity per session will include all participants of the event, including exhibitors, media attending the event, speakers, participants' liaison officers, etc. EO staff who are also participating in the event (e.g. as speakers, audience members, etc.) are included in the total operating capacity. All other EO staff and external service providers are excluded.

² <https://go.gov.sg/vdsmminfo>

³ <https://www.moh.gov.sg/covid-19/pet>



identify themselves and their reason for seeking entry, and to show proof of fulfilling the conditions in 1.4 above when requested by the EOs.

- 1.8 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.
- 1.9 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.

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 5 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 tours⁴.

Speakers

- 2.3 Limit the number of unmasked speakers to be ≤ 10 pax at any one time with each speaker either standing or seated generally in a fixed position with at least 1 metre spacing between the unmasked speakers at all times. Safe distancing of at least 1 metre between groups of up to 5 unmasked speakers is required. Participants must otherwise be required to remain masked during public speaking sessions. Ensure there is no intermingling between the unmasked speakers and other participants during the event.
- 2.4 Implement a distance of at least 1 metre between the stage and the audience. If the stage height places speakers at a higher vantage point, it is encouraged that audience and speakers are more than 1 metre apart as the trajectory of droplets projection would likely be further. Venues without a clearly defined stage area should have floor markings to demarcate the 1 metre boundary.
- 2.5 Avoid sharing of equipment by speakers (e.g. microphones, etc.). If this cannot be done, equipment should be cleaned and disinfected after every use.

⁴ <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-tours.html>



Food and Beverages (F&B)

2.6 Where F&B is served to and consumed by participants, the following shall apply:

- (i) Meals must be provided in a specially designated area. For clarity, the same venue can be used for both F&B and non-F&B segments.
- (ii) A distance of at least 1 metre between groups of up to 5 participants must be maintained at all times. The number of participants in each group must not exceed 5.
- (iii) Participants must be seated when consuming or about to consume the meal. To avoid doubt, participants must remain in the same table throughout the meal duration and must not intermingle with any individual of another table while the meal is being served/consumed.
- (iv) Meals must only be provided without using a self-service buffet and only in individual servings (e.g. no buffet).
- (v) Liquor must not be served or consumed after 10.30pm.
- (vi) Meals must only be consumed when participants are and remain seated.
- (vii) There must be no cheering or other verbal exhortations accompanied by toasting or other rituals.
- (viii) Individuals must remain in the same table where a meal is consumed throughout the meal duration.
- (ix) Each table of participants must not intermingle with any individual of another table while the meal is being served/consumed.
- (x) Participants must remain in their seats where there are live speeches, talks, presentations and/or panel discussions during meals taking place, individuals must remain in their seats during this period. EOs should not conduct facilitated/organised discussions amongst participants during live speeches, talks, presentations and/or panel discussions during meals.
- (xi) Where meals and tea-breaks are held at F&B establishments, there must be a full buy-out of the F&B establishment and no other activities (e.g. live speeches, talks and presentations) can take place during the meal.

2.7 Meal durations should be kept short to minimise the period that individuals are unmasked, and the meal should not be the main feature of the event. Participants must remain masked when not consuming food and beverages.

Live Performances

2.8 Ensure that any live performances are incidental and not the main feature of the event.

2.9 Refer to NAC's guidelines for live performances that should be adhered to⁵.

⁵ <https://www.nac.gov.sg/support/covid-19/safe-management-measures-smms/updated-resumption-of-live-performances>



Passion
Made
Possible



Photography

- 2.10 Limit the number of unmasked participants to be ≤ 10 pax at any one time with at least 1 metre spacing between the unmasked participants at all times. 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.
- 2.11 Participants cannot unmask if photos are taken by the EO, other participants etc.

Audience participation

- 2.12 There must be no audience participation (e.g. inviting audience members to come on stage, verbal exhortations from different tables such as toasting or cheering, etc.), but applause, Q&A sessions, and breakout discussions are allowed.

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.