

From: MTI COVID GoBusiness (MTI) <COVID_GoBusiness@mti.gov.sg>
Sent: 30 April 2020 3:16 PM
To: peckchoonheng@hotmail.com
Subject: Notification letter to submit manpower details

Notification letter to submit manpower details

Dear Sir / Madam

We refer to your submission via <https://covid.gobusiness.gov.sg> and our earlier notification to you that, **HOMEONE EURO TRADING PTE LTD (200105137M)** is required to suspend all on-site activities at your business premise and your premises must remain closed until further notice.

2. Upon further review, we are pleased to inform that **you may continue with operations for the duration of the Circuit Breaker only for emergency repair works**. In addition, your business is required to submit details of your workers to be deployed on-site during this period. The details required for each worker includes (i) either the NRIC or FIN identification number, and (ii) indication of whether the worker is working on shift-work / part-time. Your business is required to submit the information using the “Manpower Submission Form” at <https://covid.gobusiness.gov.sg> by **3 May 2020**. **You may log in to the website from 1 May 2020**.

3. As announced by the Multi-Ministry Taskforce on 14 April 2020, we aim to further reduce the number of workers that have to continue to go to work so that we can minimise the movement of people. Your business is required to reduce the number of workers required to work at your work premises to the minimum needed to continue the provision of your essential services. We recognise that this may be inconvenient or disruptive, but is necessary in our fight against COVID-19.

4. As you continue to operate during this period, you are required to comply with all applicable laws, including the provisions of the COVID-19 (Temporary Measures) Act. Businesses may be required to suspend their operations should any of their staff working on the premises become infected with COVID-19. In particular, you should ensure the following:

- a. For workplace premises which remain open, cross-deployment or movement of workers across different workplace premises (e.g. different branches) will be disallowed. Employers and on-site managers must ensure that this is complied with, to avoid transmissions of the virus across workplace premises. There should also be no physical interactions between teams working in different locations. For essential service providers who need to move between different locations to perform their services (e.g. IT support, maintenance, logistics, community nurses making house visits), safe distancing measures must be complied to.

- b. Employers and on-site managers are also required to implement strict safe distancing measures within their premises, and for company-arranged transport, to reduce social interactions among workers during their course of work, as well as during their meal and break times. Employers and on-site managers should ensure that workers on-site are wearing masks.
- c. Employers are required to ensure that their workers have appropriate housing options to mitigate against the spread of COVID-19.

5. We appreciate your contributions in the national fight against COVID-19. Should you have questions on the submission requirements, please refer to the answers to frequently asked questions at <https://covid.gobusiness.gov.sg>.

Thank you.

for Ministry of Trade and Industry