



COVID-19 Delivery Guidelines

Covid-19 Delivery Updates

Dear Suppliers,

As the impact of the COVID-19 pandemic continues to affect everyone at a global scale, we continue to play our part by adhering to the advisory on COVID-19 precautions for receiving deliveries by Ministry of Trade and Industry Singapore.

Kindly refer to the following slide for the latest list of precautionary measures. Do note that for delivery personnel making deliveries from outside of Singapore has a separate advisory to observe the safe management measures which can also be found in the slide. Alternatively, you may also refer to the latest from the MTI website under Safe Management Measures. (<https://www.mti.gov.sg/Newsroom/Updates-on-COVID-19>)

Your safety and well-being is of utmost priority to us and together we will show our resilience and come back stronger. We sincerely appreciate your continued support and urge everyone to be safe and follow the advice of the authority.

Thank you.

08 January 2021

**ADVISORY ON COVID-19 PRECAUTIONS
FOR BUSINESSES RECEIVING DELIVERIES**

To ensure workplace safety and health, businesses are advised to put in place the following COVID-19 precautionary measures when receiving deliveries.

1. Businesses should ensure onsite personnel wears mask at all times, except during activities that require/permit masks to be removed (e.g. during meals).
2. Businesses should adopt measures to facilitate SafeEntry and contact tracing.
3. Businesses should ensure all personnel does SafeEntry and temperature checks before entering the site. Personnel who are unwell must be refused entry to the workplace. All personnel are encouraged to download and activate the TraceTogether App or carry their TraceTogether token.
4. Businesses should adopt procedures to observe safe distancing at all times, including during the unloading and delivery of cargo.
5. Businesses should adopt procedures to minimize contact between cargo delivery personnel and the local handlers. Contactless delivery and e-invoicing is strongly encouraged, and delivery personnel should avoid leaving their vehicle unnecessarily. If e-invoicing is not available, businesses should consider having work-arounds to avoid physical contact in the processing of invoices.
6. Businesses should designate delivery loading, unloading and holding areas for exclusive use by cargo delivery personnel. It is encouraged to improve the ventilation of these designated loading and unloading area and to minimize the number of people in this area at any point of time.
7. Businesses should designate toilets for exclusive use by cargo delivery personnel, located away from other staff amenities. Toilets should be equipped with hand soap and cleaned regularly.

For your information, delivery personnel making deliveries from outside Singapore have been provided a separate advisory to observe safe management measures:

1. Personnel to wear mask at all times, except during activities that require/permit masks to be removed (e.g. Meals).
2. To observe safe distancing at all times.
3. To avoid leaving the vehicle unnecessarily and any physical contact with others while making deliveries.
4. To deliver cargo directly to destination and do not detour or move around unnecessarily.
5. To check with employees on where are the toilets available for use.
6. To follow entry requirements in place (TraceTogether, SafeEntry & temperature-taking).
7. To not stay beyond 24 hours, unless there are extenuating circumstances.
8. Wash hands often with soap and avoid touching your face.