

## OFFICIAL MEMORANDUM



February 06, 2020

### **NOVEL CORONAVIRUS (2019 n-CoV) UPDATE**

Dear esteemed exhibitor,

With prior to the recent **novel coronavirus (2019-n CoV)** outbreak, as the organising committee of ADEX Asia Dive Expo, we would like to assure you that we are taking this matter firmly and are following and working closely with the relevant government advisories of Singapore with the latest updates on the status of this “international calamity”.

As reported widely, the outbreak has impacted many countries globally but with a deep concentration in China and some parts of Asia with Singapore affected as well. As established, the single biggest impact has been the near-complete evaporation of outbound Chinese tourism, but the tourism industry in Singapore (and indeed, the whole of Singapore) has rallied together in an extraordinary effort to keep Singapore healthy and safe.

The Singapore government is sparing no effort to safeguard the health of Singaporeans and our visitors thus the Ministry of Health, Singapore activated the **Disease Outbreak Response System Condition (DORSCON)\*** alert levels as a guide as to when an enterprise will activate their business continuity measures and adopt measures to be ramped up or down, in line with the advisories issued by MOH and other government agencies.

As of Thursday, February 6, 2020, 2:22PM local time, the DORSCON status in Singapore is **YELLOW**, which means “*minimal disruption*” and the Ministry of Health Singapore has mandated that there is ***no evidence of widespread transmission in the community*** yet and have advised that ***large-scale events may proceed as planned\*\****. **Herewith, ADEX Ocean Vision 2020 in Singapore on April 17-19 at Suntec Singapore will continue as planned unless advised by the Singapore government and its multi-ministry taskforce to postpone the show if the novel coronavirus (2019-n CoV) outbreak situation escalated to RED.**

The Singapore government and its Multi-Ministry Taskforce on the Wuhan Coronavirus has decided to take additional steps to contain nCoV:

- **Travel Restrictions**

- i) With effect from 1 February 2020, 2359h, all new visitors with recent travel history to mainland China (within the last 14 days) will not be allowed entry into Singapore, or to transit through Singapore. This applies to individuals regardless of their nationality.
- ii) With immediate effect, the following returning groups will be issued an advisory for them to be placed on a 14-day leave of absence (LOA) from the day of their return from China:
  - Residents (Singapore Citizens/ Permanent Residents) with recent travel history to mainland China within the last 14 days; and
  - Long-term pass holders (including Work Passes and Permits, Student Pass, Dependant’s Pass and Long-Term Visit Pass) with recent travel history to mainland China within the last 14 days.

The Ministry of Health (MOH) Singapore is closely monitoring the 2019 novel coronavirus situation. At present, Singapore has had a cluster of limited local transmission of the virus. Nevertheless, precautionary measures are encouraged in safeguarding the health and well-being of participants.

- **Precautionary measures for Large-Scale Events**

- i) Individuals who are unwell should not attend. They should avoid public spaces and contact with others, and instead seek medical attention. Any staff or participant who becomes unwell during the event should leave immediately to seek appropriate medical attention.
- ii) Individuals placed on Leave of Absence (LOA) should not attend events. They are strongly advised to remain at home and minimise their time spent in public spaces.
- iii) Individuals with recent travel history to mainland China, in particular Hubei province, should not attend.
- iv) Individuals who are well do not need to wear masks.
- v) Individuals should remain vigilant and practise good personal hygiene, such as washing their hands regularly, at all times.

**Organisations/ event organisers may consider the following measures to further mitigate the potential risk of disease transmission during events:**

- i) Prominently display notices at entrances to an event, and during pre- or onsite registration, to remind participants not to attend the event if they are unwell, placed on LOA, or have recent travel history to mainland China, in particular Hubei province, within the last 14 days.
- ii) Deny entry to staff and participants who are unwell with fever or respiratory symptoms such as cough or shortness of breath, individuals on LOA, and individuals with recent travel history to mainland China, in particular Hubei province, within the last 14 days.
- iii) Maintain a registration list of participants (if practicable).
- iv) Ensure that event venues are ventilated and are adequately equipped with hygiene facilities (hand sanitisers, surgical masks, thermometer etc) e.g. at the entrance and washroom.
- v) Temperature screening has been implemented at all our entry checkpoints, and all suspect cases will be referred to hospitals for further assessment and isolated as a precautionary measure.
- vi) All medical practitioners will look out for suspect cases and maintain strict infection control and prevention measures.

We advised all exhibitors to be assured and any further updates mandated by the Singapore government that is related to the event status will be shared at the earliest. **We thank you for your kind understanding and exhibitors who have already submitted and signed the ADEX Ocean Vision 2020 exhibitor contract, we encourage that you would honour and adhere the contract terms as indicated.**

For more details on the Singapore government and its Multi-Ministry Taskforce on the Wuhan Coronavirus, kindly refer to the appendix attached.

We look forward to seeing you in April!

Thank you.

Yours sincerely,

ADEX Asia Dive Expo  
Organising Committee

## **APPENDIX**

# TERMS AND CONDITIONS

## 1) Terms of Reference

In these terms and conditions for Participation, the term "Participant" shall include all employees, servants and agents of any individual company, partnership firm, organisation, exhibitors and sponsors who have applied for space and/or sponsorship packages for the purpose of exhibiting. The term "Exhibition" shall mean: The exhibition listed overleaf. The term "Organiser" shall be: Asian Geographic Magazines Pte Ltd, 20 Bedok South Road, Singapore 469277. The term "Venue" shall be as stipulated overleaf.

## 2) Application for Participation

All applications for participation shall be made on the prescribed exhibition space contract which shall be submitted to the Organiser or its representatives. The contract shall be established when the Participant submits the application form duly signed and pays to the Organiser 50% of the space and shell stand costs. The Organiser, however, may defer or refuse the acceptance of an application in the event that sufficient space is not available or the announced exhibits are considered by the Organiser not germane to the exhibition.

## 3) Allocation of Exhibit Space

The Organiser shall allocate the space in accordance with the order of application, size of the space applied for, the nature of the exhibits or in the manner the Organiser deem fit. The Organiser shall reserve the right to change the location and/or the size of the space allocated to the Participant at any time prior to the commencement of the build-up of the exhibition should exceptional circumstances demand and the Participant shall have no claim for compensation as a result of the changes.

## 4) Use of Exhibit Space

The Participant is bound to exhibit the announced exhibits and to man the exhibits with competent personnel during the whole period of the exhibition. All activities of the Participant and his staff must be conducted within their booth's perimeters. No soliciting of sales is allowed outside the booth perimeters. All exhibits must accord with the description on the application form, and be related to the theme of the exhibition. Participants must present their exhibits throughout the period of the exhibition. No Participant shall be allowed to remove their exhibits from the exhibition premises prior to the official closure of the exhibition. Modifications including decorations such as painting the floor, ceiling and pillars will not be permitted and consequent damage to the exhibition hall shall be compensated to the Organiser by the Participant. The Participant or any persons who conducts any business or activities at the Venue and/or the booth must possess and maintain valid and effective all necessary licenses, permits, approvals required by law or otherwise. (For example, any travel or tour agents selling tour packages including dive trips must possess and maintain valid and effective travel agent's licenses issued by the Singapore Tourism Board pursuant to Section 4 (1) of the Travel Agents Act)

## 5) Opening Ceremony

No work should be done during the Opening Ceremony and all Participants are requested to send their representative(s) to the ceremony.

## 6) Terms of Payment

The Participant must make a 50% non-refundable deposit within 30 days of submitting the application. This ensures the booth(s) is secured. The outstanding balance must be made 90 days prior to the Exhibition commencement date. Any cancellation after this 90 days will be charged in full. All payments, exempt from any bank charges, should be crossed and made payable in Singapore Dollars to: "ASIAN GEOGRAPHIC MAGAZINES PTE LTD". Telegraphic Transfers can be arranged to: ASIAN GEOGRAPHIC MAGAZINES PTE LTD, OCBC Bank Ltd, [Branch Code: 501], 65 Chulia Street, #10-00 OCBC Centre, Singapore 049513 - Singapore Dollars Current A/c No. 501-521546-001. Swift Code: OCBCSGSG. Bank Code: 7339. Official receipt will only be issued for cash payments and upon request.

## 7) Breach of Contract and Withdrawal by Participant

In the event of abandonment or rejection of all allocated space, the Organiser has the right to cancel the Participant's application. In this case, the participation fee already paid will not be refunded. In the event of partial abandonment or rejection of allocated space, the Participant shall forfeit the participation or application fee already paid for the abandoned or rejected space. And if the participation fee has not been paid fully, the Participant shall pay the remaining amount of the participation fee by the due date for all the space initially applied for.

## 8) No Show Policy

If booth space is not occupied by 5pm on the eve of the show in accordance with the show policy, the Organiser shall be at liberty without prejudice to its legal, contractual and other rights to mitigate the loss and use and re-let the cancelled space, and continue to hold the Participant liable for all such loss and damage.

## 9) Cancellation

The Organiser reserves the right at all times to, in exceptional circumstances which is beyond the control of the Organiser, without the Participant having the right to compensation, (1) change the dates & venue of the Exhibition; or (2) cancel the Exhibition. The Organiser shall accordingly inform the Exhibitor in the event of any such change.

## 10) Construction and decoration of Stand and Display

All Participants must complete their construction and/or decoration, and move-in and display exhibits by the date and time stipulated by the Organiser.

## 11) Movement of Exhibits and Stand things

Participants shall remove all exhibits and things from the exhibition hall within the period stipulated by the Organiser and indemnify the Organiser against any cost incurred by reason of delay or damage to the exhibition hall and outdoor area.

## 12) Security, Risk and Insurance

The Organiser shall take reasonable security precautions in the interests of participants and visitors.

The Participant shall be responsible to effect at his own costs and expenses all necessary insurances in connection with the Participant's use of the Exhibition space.

The Participant shall be held responsible for any loss or theft of or damage to exhibits, stand things or any article belonging to the Participant during the construction, exhibition and dismantling periods. In the event that the Participant intentionally or negligently causes a fire, theft, breakage or other accidents incurring damages to the Organiser or others, the Participant shall be responsible for damages. Participants shall be responsible for insuring goods exhibited.

The Organiser shall not be held responsible for any restrictions or conditions which prevents the construction, alteration or dismantling of stands or moving in or removal of exhibits, or for the failure of any services provided by the hall landlords or other third parties.

The Participant shall ensure that the insurance referred to in Terms & Conditions is maintained with an insurance company duly licensed in Singapore or an international insurance company acceptable to the Organiser.

For the duration of the period from the moving in date to the moving out date as specified in this Contract, the Participant shall maintain and/or caused to be maintained comprehensive general liability insurance in the sum of not less than S\$5 million for each and every claim, providing coverage against claims for bodily injury, death, property damage or loss occurring in or upon or resulting from the organisation or holding of the Exhibition, or arising out of the provision of any services by the Participant and such other insurances that the Participant may in its absolute discretion require.

## 13) Sub-licensing and non-assignment

This license to participate in the Exhibition is personal to the Participant and is non-transferable. Not more than two fascia names are allowed for multi-booth bookings. No licensing or sub-licensing may be granted by the Participant to any other party. The Participant shall not assign or sublet the stand space or any part thereof. The Organiser may without the consent or approval of the Participant assign or transfer its rights and/or obligations under this Agreement. The Participant may not assign or transfer any of its rights or obligations under this Agreement without the prior approval of the Organiser.

## 14) Participating in Exhibition without Main Distributor

We do not encourage participants to participate in the Exhibition without the presence of the Main Product Distributor. If the said Main Product Distributor is absent, the Organiser shall have the right to determine whether to accept the participant for the Exhibition.

## 15) Force Majeure

The Organiser shall not be liable to the Participant in the event of any cancellation, shortening of opening days and/or hours of the exhibition, for any non-performance of their obligations under this contract or for any amendment or alteration to all or any of the Rules and Regulations of the exhibition if such occurrence is due to any circumstance not within their control.

## 16) Indemnity

The Participant shall indemnify and keep the Organiser indemnified at all times against all actions, claims, demands, damages, expenses, compensation, costs, charges, liabilities and proceedings which the Organiser may suffer or incur arising out of or in connection with the use of the Exhibition space by the Participant.

Also, the Participant shall indemnify and hold the Organiser free and harmless from and against all and any litigation costs and expense arising out of and in connection with any patent, trademark and copyright infringement alleged to have been committed or committed by the Participant during the Exhibition.

The Participant is liable for all damages caused to third parties as a result of his Exhibition participation, including damages to the Venue and/or their furniture and things, save where such damages are covered by local third party indemnity insurance.

## 17) Liabilities

The Organiser shall not be liable to the Participant, the Participant's servants, employees or agents for any accidents, happenings or injuries sustained or for any loss of or damage to property goods or chattels at the Exhibition space or Venue save where they are caused and/or contributed to by any act, omission, default or negligence of the Organiser's servants, employees or agents.

## 18) Governing Law

This Contract shall be governed by, and construed in accordance with; the laws of Singapore and the parties hereby agree to submit to the exclusive jurisdiction of the Singapore courts.

## 19) Unforeseen Occurrences

In the event of any occurrences not foreseen in the Terms and Conditions, and the Rules and Regulations enclosed in the Exhibitor Manual, the decision of the Organiser shall be final.

## 20) Changes to Terms & Conditions

The Organiser reserves the rights at any time to amend these Terms and Conditions, and upon notification these shall be made applicable to the Participants and other persons using the Venue and/or booth.

Read & Sign by:

**ASIAN GEOGRAPHIC MAGAZINES PTE LTD**

20 BEDOK SOUTH ROAD, SINGAPORE 469277

TEL: +65 6298 3241 • FAX: +65 6291 2068



Passion  
Made  
Possible



1 February 2020

Dear Valued Partner,

1. Greetings from the Singapore Tourism Board (STB) and Happy Lunar New Year.
2. Many of us are now hard at work dealing with the challenges arising from the 2019 novel coronavirus (2019-nCoV) in our respective cities and countries. The single biggest impact has been the near-complete evaporation of outbound Chinese tourism, but the tourism industry in Singapore (and indeed, the whole of Singapore) has rallied together in an extraordinary effort to keep Singapore healthy and safe. At this point, all the confirmed cases are imported ones and contact tracing has been swiftly implemented - and we want to keep it that way! I thought it would be useful to keep you informed of our efforts in Singapore.
3. We learned very hard but incredibly useful lessons from SARS in 2003. Since then, many hotels, venues, attractions and event organisers have developed protocols and processes to deal with contingency scenarios such as the spread of an infectious disease. These protocols have stood us well during this period. Our airport, cruise terminals, hotels, attractions and event venues have literally gone into overdrive, stepping up their vigilance and cleaning/sanitisation regimens. I have visited several venues and I am completely confident in the robustness of their processes and the dedication of their leadership and their people.
4. Equally important, the Singapore government has moved swiftly to mobilise a Whole-of-Government effort to strengthen our defences, enhance our vigilance and shore up our ability to reduce the risk of importation and transmission of the novel coronavirus (nCoV). The government is sparing no effort to safeguard the health of Singaporeans and our visitors.
5. The Singapore government has taken the following measures to contain nCoV:
  - a) All individuals (regardless of nationality) with recent travel history (14 days) to China will not be allowed to enter or transit through Singapore;
  - b) Temperature screening has been implemented at all our entry checkpoints, and all suspect cases will be referred to hospitals for further assessment and isolated as a precautionary measure;
  - c) Health Advisory Notices have been issued to all travellers arriving at Changi Airport from China, and health advisory posters are distributed at all land and sea checkpoints;
  - d) All medical practitioners will look out for suspect cases and maintain strict infection control and prevention measures;
  - e) We have also given detailed advice to our hotels on how to deal with guests who display symptoms of the illness, so that they in turn can contain any potential infection immediately.

Our Singapore stakeholders such as the hotels, the business events community, attractions, etc. will all abide by the guidelines set by the Ministry of Health (<https://www.moh.gov.sg/2019-ncov-wuhan>).



6. There will be updates to the situation and you will be able to find these updates on STB's corporate website (<https://www.stb.gov.sg/content/stb/en/home-pages/faq-on-wuhan-coronavirus.html#FAQ>) and social media channels, which we strongly encourage you to share with your clients and delegates that are planning to visit Singapore. Please let them know that life in Singapore remains normal and we are open for business as usual!

7. If you have any further questions, please do not hesitate to email your usual STB regional office or Singapore partner. Thank you for your understanding and continued support for Singapore.

**Yours sincerely,**

A handwritten signature in black ink, appearing to read 'Keith Tan', written in a cursive style.

**Keith Tan**  
**Chief Executive**



**5 FEBRUARY 2020**

**ADVISORY FOR LARGE-SCALE EVENTS AMIDST THE NOVEL CORONAVIRUS SITUATION**

1. The Ministry of Health (MOH) is closely monitoring the 2019 novel coronavirus situation. At present, Singapore has had a cluster of limited local transmission of the virus. However, there is no evidence of widespread transmission in the community yet. As such, large-scale events may proceed as planned. Nevertheless, we urge everyone to be pro-active in safeguarding the health and well-being of participants.

2. MOH recommends the following precautions for large-scale events:

- Individuals who are unwell should not attend. They should avoid public spaces and contact with others, and instead seek medical attention. Any staff or participant who becomes unwell during the event should leave immediately to seek appropriate medical attention.
- Individuals placed on Leave of Absence (LOA) should not attend events. They are strongly advised to remain at home and minimise their time spent in public spaces.
- Individuals with recent travel history to mainland China, in particular Hubei province, should not attend.
- Individuals who are well do not need to wear masks.
- Individuals should remain vigilant and practise good personal hygiene, such as washing their hands regularly, at all times.

3. Organisations/ event organisers may consider the following measures to further mitigate the potential risk of disease transmission during events:

- Prominently display notices at entrances to an event, and during pre- or onsite registration, to remind participants not to attend the event if they are unwell, placed on LOA, or have recent travel history to mainland China, in particular Hubei province, within the last 14 days.
- Deny entry to staff and participants who are unwell with fever or respiratory symptoms such as cough or shortness of breath, individuals on LOA, and individuals with recent travel history to mainland China, in particular Hubei province, within the last 14 days.
- Maintain a registration list of participants (if practicable).
- Ensure that event venues are ventilated and are adequately equipped with hygiene facilities e.g. washrooms.

- Increase the frequency of cleaning of commonly used areas, such as toilets, registration and payment counters, and dining areas.
4. As the 2019 novel coronavirus situation is evolving rapidly, MOH will continue to monitor the situation closely, and provide updates and further advice when necessary.
  5. For the latest information on the 2019 novel coronavirus situation, please visit the Singapore Ministry of Health website at [www.moh.gov.sg](http://www.moh.gov.sg).

**MINISTRY OF HEALTH**  
**5 FEBRUARY 2020**

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# Disease Outbreak Response System Condition (DORSCON) - Colour Coded Framework

Colour	Nature of Disease	Impact on Daily Life	Advice to Public
Red	Disease is severe <u>AND</u> is spreading widely	Major disruption e.g. school closures, work from home orders, significant number of deaths	<ul style="list-style-type: none"> <li>• Be socially responsible – if you are sick, stay home</li> <li>• Maintain good personal hygiene</li> <li>• Look out for health advisories</li> <li>• Comply with control measures</li> <li>• Practise social distancing – avoid crowded areas</li> </ul>
Orange	Disease is severe <u>AND</u> spreads easily from person to person, but disease has not spread widely in Singapore and is being contained (e.g. SARS experience in Singapore)	Moderate disruption e.g. quarantine, temperature screening, visitor restrictions at hospitals	<ul style="list-style-type: none"> <li>• Be socially responsible – if you are sick, stay home</li> <li>• Maintain good personal hygiene</li> <li>• Look out for health advisories</li> <li>• Comply with control measures</li> </ul>
<b>Current Level</b> As at 29 Jan 2020  <b>Yellow</b>	<b>Disease is severe and spreads easily from person to person, but is occurring outside of Singapore</b> <b>OR</b> Disease is spreading in Singapore but is (a) typically mild i.e. only slightly more severe than seasonal influenza. Could be severe in vulnerable groups (e.g. H1N1 pandemic) OR (b) being contained	Minimal disruption e.g. additional measures at border and / or healthcare settings expected, higher school and work absenteeism likely	<ul style="list-style-type: none"> <li>• Be socially responsible – if you are sick, stay home</li> <li>• Maintain good personal hygiene</li> <li>• Look out for health advisories</li> </ul>
Green	Disease is mild <b>OR</b> Disease is severe but does not spread easily from person to person (e.g. MERS, H7N9)	Minimal disruption e.g. border screening, travel advice	<ul style="list-style-type: none"> <li>• Be socially responsible – if you are sick, stay home</li> <li>• Maintain good personal hygiene</li> <li>• Look out for health advisories</li> </ul>

**01 February 2020**

**Advisory on the Wuhan Coronavirus for Businesses**

1. The Multi-Ministry Taskforce on the Wuhan Coronavirus has decided to take additional steps to limit the potential risk that new travelers arriving from mainland China pose to Singapore.

**Travel Restrictions**

2. With effect from 1 February 2020, 2359h, all new visitors with recent travel history to mainland China (within the last 14 days) will not be allowed entry into Singapore, or to transit through Singapore. This applies to individuals regardless of their nationality.

3. With immediate effect, the following returning groups will be issued an advisory for them to be placed on a 14-day leave of absence from the day of their return from China:

- a. Residents (Singapore Citizens/ Permanent Residents) with recent travel history to mainland China within the last 14 days; and
- b. Long-term pass holders (including Work Passes and Permits, Student Pass, Dependant's Pass and Long-Term Visit Pass) with recent travel history to mainland China within the last 14 days.

4. MOM requires returning work pass holders entering Singapore with travel history to mainland China (within the last 14 days) to take a 14-day leave of absence upon arrival in Singapore. Existing work pass holders with Hubei-issued passports or with recent travel history to Hubei will continue to be quarantined upon their return to Singapore.

5. Employers may refer to MOH's [Health Advisory for Persons Placed on Leave of Absence \(LOA\)](#) for details.

6. Previously announced quarantine requirements for returning residents and long-term pass holders with travel history to Hubei, or with PRC passports issued in Hubei, remain in effect.

**Visas and Work Passes**

7. The Immigration and Checkpoints Authority (ICA) will suspend issuance of all forms of new visas (including work passes) to PRC passport holders. We will also suspend Singapore's status as a visa-free transit facility for PRC passport holders.

8. Previously issued short-term and multiple-visit visas will also be suspended for individuals with PRC passports. During this period of suspension, they will not be allowed entry into Singapore.
9. Existing holders of Work Passes and Permits, Student Pass, Dependant's Pass, and Long-Term Visit Pass will be allowed to enter Singapore. Businesses should plan ahead and renew your work passes in a timely manner. Given that no new work passes for PRC passport holders will be granted until the suspension is lifted, businesses are encouraged to submit applications to renew their work passes early. The Government will work closely with businesses to facilitate this process.
  - a. Work Permits can be renewed as soon as businesses receive their renewal notices 6 weeks prior to expiry; and
  - b. Dependant's Pass, Long Term Visit Pass, EntrePass, Employment Pass, S Pass can be renewed up to 6 months prior to expiry.

### **Impact on Businesses**

10. Businesses should stay prepared with business continuity plans. To facilitate this, a Business Continuity Guide has been prepared to help businesses in developing plans to deal with the Wuhan Coronavirus. The guide will serve as a general reference for businesses in planning for a pandemic caused by influenza and other novel respiratory infections, and recommend actions that businesses may take at each alert code (as determined by the MOH). This guide is available on Enterprise Singapore's website ([www.enterprisesg.gov.sg/2019-ncov](http://www.enterprisesg.gov.sg/2019-ncov)).
11. Although there are no signs of a community spread in Singapore, we advise all businesses to take the appropriate precautionary measures in accordance with the latest advisories published by the [Ministry of Health \(MOH\)](#) and the [Ministry of Manpower \(MOM\)](#).
12. We will continue to monitor developments and work closely with partners – businesses, the Trade Associations and Chambers, and Unions – to support businesses and workers.

### **Latest Updates**

13. All businesses and employees should closely monitor Wuhan Coronavirus-related developments and follow travel and health advisories. Please refer to the [MOH website for the latest update on the Wuhan Coronavirus situation](#).

14. Please refer to the list of Frequently Asked Questions attached. For further queries, please contact:

Ministry of Manpower  
MOM Contact Centre, Tel: (65) 6438 5122  
Online Enquiry via this link:  
[www.mom.gov.sg/feedback](http://www.mom.gov.sg/feedback)  
Website: [www.mom.gov.sg](http://www.mom.gov.sg)

Ministry of Health  
MOH General Hotline, Tel: (65) 6325 9220  
Online Enquiry via this link:  
<https://crms.moh.gov.sg/mohfeedback.aspx>  
Website: [www.moh.gov.sg](http://www.moh.gov.sg)

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This advisory is based on information updated as of 1 February 2020.

## Frequently Asked Questions (FAQs) for Businesses

### Travel Restrictions and Precautionary Measures

#### **1. Do the entry restrictions apply to travellers to the Special Administrative Regions of China?**

No, the travel ban and precautionary measures apply to new visitors who have travelled to mainland China in the past 14 days.

#### **2. What is a Leave of Absence (LOA)?**

A LOA is a precautionary measure intended to prevent possible transmissions of infections.

Individuals who have been put on a leave of absence should stay at home and avoid social contact. They should avoid crowded places and attending social or public gatherings, so as to minimise close contact with others. They should monitor their health closely, and seek medical attention if they develop any fever or symptoms of acute respiratory illness such as cough or shortness of breath.

Please refer to MOH's [Health Advisory for Persons Placed on Leave of Absence \(LOA\)](#) for more details.

#### **3. Do the entry restrictions apply to all travellers?**

The following returning groups will be allowed entry:

- a. Singapore Citizens;
- b. Permanent Residents (PRs); and
- c. Long-term pass holders (including Work Passes and Permits, Student Pass, Dependant's Pass and Long-Term Visit Pass).

#### **4. What should businesses do if they have employees who have travelled to China / are planning to travel to China?**

Businesses are advised to obtain health and travel declarations from employees on whether they have travelled to China recently, or if they have any upcoming travel plans to China. Businesses are advised to defer all travel to Hubei Province and non-essential travel to mainland China.

Employees with mainland China travel history (within the past 14 days) will be issued an advisory to be placed on a 14-day leave of absence (LOA) from the day of their return from mainland China.

MOM requires work pass holders entering Singapore with travel history to mainland China (within the last 14 days) to take a 14-day leave of absence upon arrival in Singapore.

**5. What should I do if there is no space or spare dormitories within my institution to segregate staff who have returned from mainland China?**

There is no need to segregate staff who have returned from mainland China. The leave of absence is intended to mitigate potential risks by minimizing the time the individual spends at the workplace or educational institution. Instead, employers should monitor the health of those staff, and advise them to maintain good personal hygiene, and to seek medical attention if unwell.

**6. Who will be quarantined? How are employers affected?**

The following groups of people will be quarantined:

- Individuals who have travelled to Hubei within the last 14 days
- Returning PRs and long-term pass holders with PRC passports issued in Hubei
- Recent travellers from Hubei who are already in Singapore – MOH will assess who among this group are at higher risk and will quarantine them

Employees who are served a Quarantine Order will be deemed to be on paid hospitalisation leave, as part of the employees' hospitalisation leave eligibility under their employment contracts or agreements.

**7. What about employees who have family members who returned from China recently? Will these individuals be subject to quarantine or LOA?**

Employers should monitor the health of their staff, and advise them to keep good personal hygiene and to seek medical attention if unwell. These individuals will not be subject to quarantine or LOA, but should follow MOH's health advisory.

## **Work Passes**

### **8. Can existing work passes be renewed for foreign workers holding PRC passports?**

Yes, existing work passes can be renewed. However, if these employees have returned or have plans to return to mainland China, they will be quarantined upon their return to

Singapore. In light of the rapidly evolving situation, employers are strongly encouraged to plan ahead and renew their work passes early, to retain their existing workers.

### **9. Can individuals with in-principle approved work passes, who have travelled to mainland China within the last 14 days, enter Singapore?**

Yes. Work pass holders entering Singapore with travel history to mainland China (within the last 14 days) are required to take a 14-day LOA upon arrival in Singapore.

Individuals arriving from Hubei or with a Hubei-issued passport will be quarantined upon entering Singapore.

## **Support for Businesses**

### **10. Will the Government put in place support measures for affected businesses?**

The Government is monitoring the situation closely, and are working with the Trade Associations and Chambers (TACs) and Unions to put in place the necessary support measures for our enterprises and workers. The Government is also studying how best to support the hospitality, tourism, retail, and food and beverage sectors, which have been especially hit by the Wuhan coronavirus outbreak.

More information on the support measures for businesses and Singaporeans will be provided at a later date.

On 29 January 2020, MOH set up the Quarantine Order Allowance (QOA) Scheme to mitigate financial impact for those who have been served Quarantine Orders. Under the scheme, claims of \$100 per day can be made by two groups:

- Self-employed; and
- Employers, who have employees issued with Quarantine Orders.

Please refer to MOH's website for more details on the QOA scheme.

In the meantime, we recommend for businesses to start developing or updating their business continuity plans. A Business Continuity Guide has been prepared to help

businesses in developing plans to deal with the Wuhan Coronavirus. The guide will serve as a general reference for businesses in planning for a pandemic caused by influenza and other novel respiratory infections, and recommend actions that businesses may take at each alert code (as determined by the MOH). This guide is available on Enterprise Singapore's website ([www.enterprisesg.gov.sg/2019-ncov](http://www.enterprisesg.gov.sg/2019-ncov)).