



## NOTE TO INDUSTRY (NTI)

TOPIC <b>ADVISORY AND GUIDANCE FOR WORKPLACES TO CURB COMMUNITY TRANSMISSION OF COVID-19</b>			Reference Number 2021/NTI/11
Approved by: Chief Inspector, Industry	Issue date: 6 September 2021	Expiry date: None	Revision No: 1

**Purpose:** This Note to Industry (NTI) serves to provide general advice and guidance to all workplaces in Brunei Darussalam in response to the current wave of COVID-19 outbreaks in the country. This guidance shall apply with immediate effect.

The Safety, Health and Environment National Authority (SHENA) would like to remind all Principals, Occupiers, Employers and Employees as well as Self-Employed Persons in Brunei Darussalam to comply with the Workplace Safety and Health Order, 2009 and its regulations thereunder as well as the Standard Operating Procedures (SOP) and directives of the Ministry of Health, Brunei Darussalam in curbing the recent local transmissions of COVID-19.

As per the Workplace Safety and Health (Risk Management) Regulations, 2014, all Principals, Occupiers, Employers and Self-Employed Persons are to implement such reasonably practicable measures to minimise risk and such safe work procedures to control risk. In this respect, all Principals, Occupiers, Employers and Self-Employed Persons are asked to implement such measures to reduce the risk of transmission and potential exposure of themselves and their employees and workers to COVID-19 throughout their operations. Such safe work procedures include but are not limited to:

- a) Ensuring Employees, Clients and Visitors scan in and out utilizing the BruHealth QR code of the workplace when they enter and exit the workplace.
- b) Ensuring Employees, Clients or Visitors who are displaying cold or flu like symptoms to refrain from entering the workplace and to seek medical attention or a SARS-CoV-2 swab test, if appropriate or necessary.
- c) The wearing of face masks at all times, ensuring the nose and mouth are covered properly and that any used face masks are disposed of appropriately to avoid cross-contamination.
- d) Temperature checks and the provision of hand sanitisers (with at least 70% alcohol content) upon entry.
- e) Ensuring appropriate social distancing measures and the placement of such signs in confined spaces such as lifts.
- f) Ensuring good hygiene practices such as frequent hand washing.
- g) Utilizing Video Conferencing for meetings in place of physical meetings where possible.
- h) Having a crisis management team and a crisis management plan to address the situation if an employee or employees have tested positive for COVID-19.

Such measures may also include enhanced control measures towards vulnerable groups within the organisation such as pregnant women and the elderly. In addition, constant monitoring and supervision should also be in place to ensure the effective implementation of controls.

To support the Ministry of Health and provide guidance to workplaces in the country, SHENA has updated the Workplace Assessment Checklist for COVID-19 (Rev. 2, Aug 2021) to be used by all Principals, Occupiers and Employers to assess the measures they have in place to minimise Covid-19 transmission in their workplace. The document can be accessed via the downloadable documents tab on the SHENA website: [www.shena.gov.bn](http://www.shena.gov.bn)

SHENA would like to reiterate that the Workplace Assessment Checklist for COVID-19 (Rev. 2, Aug 2021) only serves as a guide and should not be construed as implying any liability nor should it be taken to encapsulate all the responsibilities and obligations of Principals, Occupiers, Employers and Employees as well as Self-Employed Persons under the law.

SHENA hereby also informs all stakeholders, particularly those in the Construction Industry of the availability of guidance from the Authority on Building Control and Construction Industry (ABCI) entitled “Guidelines for COVID-19 Preventive Measures at Construction Sites” which is available on their website: [www.abci.gov.bn](http://www.abci.gov.bn) and provides suitable measures for the safety and health of workers during the current pandemic. SHENA would like to advise stakeholders in the Construction Industry to adhere to this guidance.

In addition to this, SHENA would also like to take the opportunity to remind all stakeholders to adhere to the controls and procedures put in place by the Ministry of Health during this pandemic. These include but are not limited to:

- a) Activation of respective Business Continuity Plans (BCP) whereby all workers, in both the public and private sectors are encouraged to work-from-home (WFH) in order to minimise movement and contact amongst individuals except those in essential service sectors such as:
  - Frontliners (health sector, security sector, hospitality sector, transportation sector)
  - Daily necessities sector (food, retail business)
  - Utilities sector (electricity, water, telecommunications)
  - People working at border and points of entry into Brunei Darussalam
  - Oil & gas downstream sectors
  - Construction sector
  - Agri-food and forestry sectors
  
- b) Ensuring that employees who have been issued with self-isolation notices, quarantine orders and/or are flagged as Code Red, Purple or Blue on the BruHealth Application should immediately inform their supervisors, focal persons, or crisis management teams in their organisations. Employees should be warned that under no circumstances should they leave their households (including for vaccination appointments) whereby violation of such directives from the Ministry of Health is an offence under the Infectious Diseases Act (Chapter 204) and they will be liable to fines and/or imprisonment.

- c) Encouraging employees who have not yet obtained a COVID-19 vaccination to book an appointment, as being vaccinated remains the most effective measure to combat the spread of the virus.

All Principals, Occupiers and Employers are encouraged to keep their employees updated on the current situation of COVID-19 in Brunei Darussalam by cascading of authentic and verified information from official sources through their selected platforms such as WhatsApp, Telegram or emails, amongst others.

All Principals, Occupiers, Employers, Self-Employed Persons and Employees are also requested to obtain the latest updates from the official website of the Ministry of Health [www.moh.gov.bn](http://www.moh.gov.bn) or through the BruHealth App in view that the situation pertaining to the pandemic may change and new measures could be instituted by authorities at any given time.

For further information, all Principals, Occupiers, Employers and Employees may contact the Ministry of Health through their Health Advice Line at 148 or through the BruHealth App.

SHENA seeks the support of all relevant stakeholders in ensuring Brunei is a safe place to work and live. Let us all do our part in supporting the Ministry of Health in controlling the local transmission of COVID-19 in Brunei Darussalam. Should further clarifications be required, please email [info@shena.gov.bn](mailto:info@shena.gov.bn).

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