



# SIFMA Advisory on Recommended Measures for Facility Management

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# About SIFMA

Founded in 1980, International Facility Management Association (IFMA) is the world's largest and most widely recognized international association for facility management professionals. Since 2010, Singapore IFMA has been working actively with the Building and Construction Authority (BCA) of Singapore to explore further opportunities for Facility Managers to participate in endeavours for our building and construction industry. SIFMA is established in 2019 with the greater roles in contributing towards FM transformation.

SIFMA held several roundtable discussions with members and relevant industry professionals to garner feedback regarding the current challenges faced in the Facility Management industry. We have set up a **SIFMA COVID-19 Committee** (Comprising of CBRE, C&W, JLL, SMM) to provide recommendations for this advisory for service buyers and service providers to better manage and prepare their facilities for the restart of operations.



# Close Communication

*Between building Owners, FM Companies and Tenants*

During the Phase 1 Safe Re-Opening period., some of the workforce are still subject to movement restrictions and certain building systems require re-commissioning.



## **Ensures Timely and Effective Restart**

Dissemination of COVID-safe restart plans and measures to be put in place.



## **Obtaining Feedback**

Discussions or suggestions as we transit out of the Circuit Breaker into a sustainable "new normal".

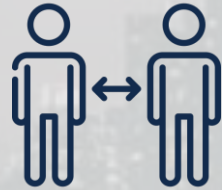


# Safety & Security Measures



## 1. Temperature Scanning Stations

Encouraged to be placed at **building entrances**



## 2. Safe Distancing Measures

Appoint SMO and SDO onsite; Visual **SDM markings** at various areas such as cafeteria, washrooms, workstations, shared transportation services and entrances. **Lift lobbies** should be supervised closely during peak hours.



## 3. SafeEntry App

All buildings or facilities must implement the **SafeEntry QR Code at all building entrances and exits**. This facilitates **detailed contact tracing**.



## 4. Evacuation and Response Plan

Being well prepared in managing risks. Having a proper isolation area for suspected COVID- 19 cases. Ensures **safety of building occupants and employees**.

# Cleaning & Disinfecting



## Office & Workspace Areas

Increased frequency of cleaning and disinfecting for high touch points such as lift lobbies (3 times a day). Employees to keep workstations clean and regularly disinfect their hands.



## Pest Control

To prevent possible cleanliness and pest growth issues due to more employees dining in. Review the existing cleaning, waste disposal and pest control procedures.



## Air-Conditioning Systems

Safety and hygiene tests required by relevant authorities. Carry out air purging or install air purification systems for better IAQ.



## Water Quality

Flush out stagnant water and possible bacteria build up and carry out water quality tests.

# Employee Welfare



## Employee Deployment Plan and Work Location Register

Implement **safety measures** based on the risk level of the work location. FM companies to **divide teams to prevent cross infection.**



## Rest Spaces with Safe Distancing

Proper **rest or eating areas** for employees as dine-in options at F&B outlets are not available.



## Hygiene Materials and Personal Protective Equipment (PPE)

**Masks, gloves, hand sanitisers** to be readily available especially for frontline workers (security officers, receptionists, cleaners, etc.).



# Workplace Strategies

*Employees are encouraged to continue working from home if possible. Employees returning to work should observe the following:*

**1. Separate meeting points**  
for visitors, away from employees' workspaces

**2. Staggered**  
work and lunch hours;  
**Split** team

**3. Cross out**  
alternate seats  
(waiting, lounge areas)

**4. Implement designated working areas**

**5. Desk dividers, partitions & acrylic boards for separated workstations**

# Smart FM

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It is a timely opportunity now to explore and scale up the adoption of **Smart FM technology solutions** during this period to **improve the overall operation productivity** and manage manpower dependency for various services and to **lower risks to businesses.**

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- SIFMA



# Final Thoughts

To be better prepared in the future, SIFMA will continue to engage with its members, industry professionals, authorities and FM companies to share knowledge and offer advice, best practices and management strategies.



Thank You