

CHECKLIST ON SAFE MANAGEMENT MEASURES FOR MICE EVENTS**Updated as of 29 April 2022****1. Implement infection control measures at the event****Develop procedures and protocols to ensure all participants are vaccinated for MICE events with more than 500 participants¹**

- 1.1 Ensure that all participants entering or remaining in the event venue are fully vaccinated. An individual is considered fully vaccinated if he/ she is a) has received the full regimen of a WHO EUL vaccine² or b) within the 180-day exemption period after recovery from COVID-19. From 14 February 2022, participants resident in Singapore aged 18 years and above and who have completed the primary vaccination series will be considered fully vaccinated for up to 270 days after the last dose of the primary vaccination status. Thereafter, such participants who are eligible for booster vaccination must do so in order to remain deemed as fully vaccinated.
- 1.2 EO must take all reasonably practicable steps to ensure an individual is able to present an Acceptable Document that shows the individual's vaccination status before entering the event venue. EOs must refuse entry if the individual refuses to show proof of an Acceptable Document. Refer to MOH's website³ for the list of Acceptable Documents.
- 1.3 EOs may choose to use the TraceTogether (TT) app technology e.g. SafeEntry (Business) App to check the participant's vaccination status.
- 1.4 EO must ensure that the identity reflected in the Acceptable Documents corresponds with the identity of the individual being checked for entry.
- 1.5 Ensure that signages are displayed prominently at every exit and entry point(s) of the event venue (including emergency exits) specifying that access to the MICE event venue is restricted to individuals who have fulfilled the conditions in 1.3 above, the date and duration of the MICE event restrictions, and that entry or remaining without being fully vaccinated is an offence. The signages should also state that participants are required to identify themselves and their reason for seeking entry, and to show proof of fulfilling the conditions in 1.3 above when requested by the EOs.
- 1.6 Clearly delineate the boundaries of the event venue, for the duration of the MICE event. This could be by means of markings, fencing, stanchion with barrier rope or tape, signs, walls, windows, partition, screens or other barriers.

¹ The total capacity at any point in time will include all participants of the event, including exhibitors, media attending the event, speakers, participants' liaison officers, etc. EO staff and external service providers who are present at the event venue are included.

² <https://go.gov.sg/vdsmminfo>

³ <https://www.moh.gov.sg/covid-19/pet>



2. Limit opportunities for close contacts between individuals during the event

- 2.1 Safe distancing is encouraged but not required between individuals or groups in all settings.

Site Visits or Incentive Tours

- 2.2 For site visits or incentive tours, please refer and adhere to STB's latest guidelines on organising tours⁴.

Speakers

- 2.3 Audience participation is allowed, provided the audience members remain masked.

Food and Beverages (F&B)

- 2.4 Buffets (staffed or self-served) and communal servings are allowed

- 2.5 All participants consuming F&B at the MICE event must be fully vaccinated⁵.

Live Performances

- 2.6 Live performances are permitted at MICE events. Refer to NAC's guidelines for live performances⁶.

Photography

- 2.7 When indoors, participants may only unmask during a take/ shot, and must promptly put their masks back on in between shots and after the shoot.

3. Prepare for any emergencies relating to COVID-19

- 3.1 Regularly assess and identify the risks of transmission of COVID-19 that may arise in relation to all activities engaged in by every participant of the event present in the event venue and staff in the course of holding the event at the event venue.

- 3.2 Establish and apply appropriate internal policies, procedures and controls to mitigate the risk from the activities identified as presenting a higher risk of the transmission of COVID-19, which may include more stringent requirements than in this Annex.

⁴ <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-tours.html>

⁵ <https://go.gov.sg/vdsmminfo>

⁶ <https://www.nac.gov.sg/support/covid-19/safe-management-measures-smms/updated-resumption-of-live-performances>