



**SECURITY ASSOCIATION
SINGAPORE**

SECURITY INDUSTRY COMMITTEE OF PRACTICE

**PROVISIONAL PRACTICE CIRCULAR ON THE CONDUCT OF SCREENING FOR HIGH TEMPERATURES
AND VISIBLE SYMPTOMS OF RESPIRATORY ILLNESS AT ENTRANCES TO PREMISES**

6 MAY 2021

BACKGROUND AND INTRODUCTION

1. Throughout the pandemic situation in Singapore, various government agencies and departments (MOH, MOM, ESG, and STB among others) have issued guidelines on the implementation of Safe Management Measures (SMM) to prevent the infection and spread of Covid-19.
2. This Practice Circular lays out concrete steps for Security Agencies and Service Buyers to adopt in order to comply with government guidelines on health screening of persons at entrances to premises.
3. STB guidelines specify the following:
“All malls, large standalone stores, supermarkets and stores providing personal care and beauty services must conduct temperature screening, employees must check for visible symptoms for customers at entrances, and turn away those with fever and/or who appear unwell.”¹
4. MOM guidelines on SMM at the workplace also require that health screening is undertaken:
“Personnel who are unwell (including having a fever upon temperature screening) must be refused entry to the workplace.”²

SCOPE OF PROVISIONAL PRACTICE CIRCULAR

5. This Provisional Practice Circular lays out a Standard Operating Procedure (SOP) for the conduct of health screenings for persons entering a premises, focussing on:
 - a. High Body Temperature (above 37.5° Celsius)
 - b. Visible Symptoms of Respiratory Illness (Coughing, Sneezing, Breathlessness, and/or Runny Nose)
6. Security Agencies and Buyers are reminded to ensure compliance of operations with other SMM requirements outside the scope of this Provisional Practice Circular.

¹ Retrieved from the STB Advisory on SMM for Retail Establishments, <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-retail-establishments.html>, on 6 May 2021

² Retrieved from the MOM Requirements for SMM at Workplaces, <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>, on 6 May 2021

SOP ON THE CONDUCT OF SCREENING FOR HIGH TEMPERATURES AND VISIBLE SYMPTOMS OF RESPIRATORY ILLNESS

7. Persons seeking entry to a prescribed premises must be screened for high temperatures and visible symptoms of respiratory illness. The following flowchart demonstrates the process, from the point of screening to allowing or refusing entry to the premises.

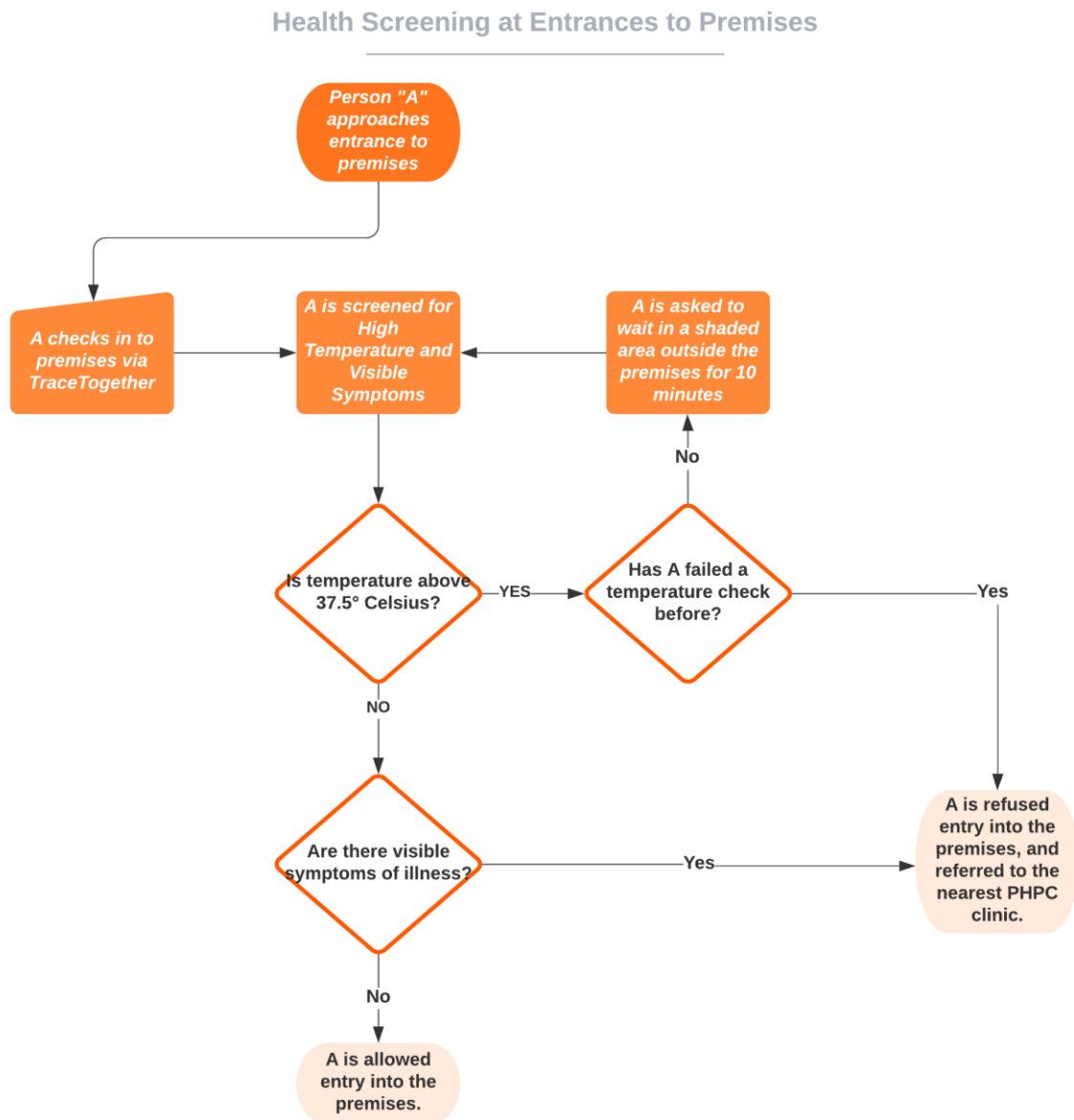


Figure 1: A Flowchart Diagram depicting the general process of health screenings at entrances to premises.

8. Screening for High Temperatures (above 37.5° Celsius)

Staff screening persons seeking entry must properly operate the temperature screening devices used to quickly and accurately identify persons with High Temperatures.

When to Measure Temperatures

Temperatures should only be measured at least half an hour after smoking, eating, or drinking a hot or cold liquid, and at least one hour after heavy exercise or taking a hot bath.

Temperature Measurement Varies According to Tools and Technologies Deployed

This Practice Circular lays out important factors for the more common tools and technologies used for temperature screening. It is important to note the manufacturer's instruction on the proper use of temperature measurement tools.

Ear Thermometer

- Use disposable probe caps for every measurement, and do not use the same caps for different persons.
- Do not force in the probe tip. Instead, center the tip in the ear and push in gently.

Non-Contact Forehead Thermometer

- Measurements should be taken about 3-5 cm away from the person being screened, on the forehead or temple only, and not any other bodypart.
- The person should remain still for about 2-3 seconds until a reading is displayed.
- For best results, screening should be done in a shaded area away from direct sunlight.
- Persons being screened should wait about 30 minutes after being in direct sunlight for an accurate measurement.

Autonomous InfraRed Camera Systems / Wide Area InfraRed Camera Monitoring

- For systems measuring temperatures individually, ensure that the person being screened is located at the proper distance from the system.
- For Wide Area IR Monitoring, ensure that the temperature colour gradient is sufficiently striking that persons with high temperatures appear obvious on the display.
- Place the systems indoors, or in shaded areas away from direct sunlight.

9. Screening for Visible Symptoms of Respiratory Illness

Personnel screening persons must keep a look out for the following visible symptoms, and refuse entry to persons exhibiting them:

- Repeated Coughing
- Repeated Sneezing
- Shortness of Breath
- Runny Nose

HEALTH SCREENING AND REFUSAL OF ENTRY INTO PREMISES TO BE CONDUCTED BY TRAINED AND LICENSED SECURITY OFFICERS

10. Section 13 (d) of the Private Security Industry Act clarifies that one function of a security officer is to *“in respect of any public place or other premises and as part of his regular duties, perform any function of screening individuals seeking entry thereto”*.
11. Section 14 of the Act further states that any persons carrying out the functions in Section 13 must be licensed.
12. Therefore, the conduct of health screening at entrances to premises should only be undertaken by trained and licensed Security Officers.

SAFETY CONSIDERATIONS AND ESCALATION OF INCIDENTS

13. The safety and health of personnel deployed to screen persons must be safeguarded. Security Agencies and Service Buyers are jointly responsible for providing the officers deployed to health screening duties with the necessary Personal Protective Equipment.
14. Deployed personnel should also be well trained in dealing with difficult members of the public, or persons who are not cooperative when given instructions or refused entry. There must be a clear process for the escalation of situations (where persons become aggressive and do not cooperate) to supervisors and/or the authorities.

This Provisional Practice Circular is issued on 6 May 2021, and remains valid until such time as announced by the Security Industry Committee of Practice.