

SMMs for Work-related Events

Work-related events (both non customer-facing and customer-facing¹) can be held within the workplace premises and third-party venues. Such events are not permitted at public and common areas such as mall atriums, public transport nodes, HDB estates and common corridors. Prevailing guidelines for the respective event venues will apply.

Non customer-facing events:

- Such events are subject to a cap of 50 persons or a lower number, depending on venue capacity and safe distancing requirements.
- Meals should not be the main feature. Employers should also avoid holding events over mealtimes as far as possible. Food or drinks should only be served if incidental to the work-related event (e.g. the meeting or conference extends over lunchtime). In addition, the food must be served in individual portions², and participants must be seated while consuming the food and drinks. Participants should minimise the time that they are unmasked while eating and drinking.
- Should F&B establishments hold such events using their own premises, at least one-metre spacing between individuals must be maintained at all times.
- For events organised by external parties (where the F&B premises now function as a third-party venue), groups of up to 5 persons with at least one-metre spacing between groups are permitted.
- Should meals be provided as part of the event and it involves any participant who is not an employee of, or who does not regularly deliver goods or services to the enterprise organising the event, then every participant is required to be fully vaccinated (refer to paragraph 4.1.1. a – c for details of what constitutes 'fully vaccinated'³).

Customer-facing events:

- Such events organised by F&B establishments within their own F&B premises are subject to the maximum number of individuals that the venue may accommodate after safe distancing measures are adhered to.
- Events organised by external parties (where the F&B premises now function as a third-party venue) are subject to a cap of 50 persons (excluding the F&B establishment's service staff) or a lower number, depending on venue capacity and safe distancing requirements.
- Event participants can be in groups of up to 5 persons, with at least one-metre distancing between groups.
- Meals should not be the main feature. Event organisers should also avoid holding events over mealtimes as far as possible. Food or drinks should only be served if incidental to the work-related event (e.g. the meeting or product launch extends over lunchtime). In addition, the food must be served in individual portions⁴, participants must be seated while consuming the food and drinks, and there should be no intermingling between the groups. Participants should minimise the time that they are unmasked while eating and drinking.
- Should meals be provided as part of the event and it involves any participant who is not an employee of, or who does not regularly deliver goods or services to the

¹ Non customer-facing events include conferences, seminars, corporate retreats, etc, while customer-facing events include product launches, F&B establishment openings, marketing/branding events etc.

² Food served through staff-served food lines must also be served in individual portions.

³ Children aged 12 years and below may be included in the group. If there is more than one such child in the group, all children must be from the same household. For work-related events subject to the requirement for attendees to be fully vaccinated, the number of such children is capped at 20% of the actual event size.

⁴ Food served through staff-served food lines must also be served in individual portions.

enterprise organising the event, then every participant is required to be fully vaccinated (refer to paragraph 4.1.1. a – c for details of what constitutes ‘fully vaccinated’⁵).

⁵ Children aged 12 years and below may be included in the group. If there is more than one such child in the group, all children must be from the same household. For large-scale events, the number of children is capped at 20% of the actual event size. For work-related events subject to the requirement for attendees to be fully vaccinated, the number of such children is capped at 20% of the actual event size.