



## **GUIDELINES FOR PRIVATE BUSINESS OFFICES, MANUFACTURING AND PROCESSING COMPANIES**

1. This document provides guidelines for the re-opening of business premises and updates to current business operations including activities permitted during the Transition Phase of the National COVID-19 Recovery Framework.
2. The Transition Phase will begin on 19 November 2021 and among the measures that can be implemented is the re-opening of workplaces and business premises in stages with some restrictions still in place to prevent severe cases of infections, hospitalization and deaths due to COVID-19.
3. The Transition Phase approach will ensure compliance with the COVID-19 Control Measures, encourage the use of Antigen Rapid Test (ART) as a measure of early detection of the infection and introduce different restrictions for vaccinated and unvaccinated individuals.
4. The COVID-19 Control Measures are as follows:
  - a) Use of BruHealth App
    - BruHealth Registration : All premises must register for a BruHealth QR code that is printed and placed at the entrance area.
    - Employees registration : Owners are required to ensure all their employees are registered in the BruHealth App. The employees are required to scan in/out when they arrive/leave the work premises.
    - Scan the BruHealth Code : Premise owners must ensure that all individuals entering the premise scan their BruHealth App upon entry (including all employees / staff / volunteers).
    - BruHealth Code Colour : Premise owners must ensure that only individuals with BruHealth green and yellow codes are allowed to enter.



The individual's identity card must also be checked for verification.

- b) Complete Vaccination - Premise owners must ensure that all employees / staff / volunteers who are eligible to be vaccinated (no medical contraindications) have been fully vaccinated. An individual is considered to have been fully vaccinated if he or she has received **two doses** of the vaccine in the World Health Organization (WHO) Emergency Use List or a vaccine approved by the Brunei Darussalam Medicines Control Authority (BDMCA). Vaccination status in the BruHealth app, International Vaccination Certificate or Prophylaxis Book (Yellow Book) or other acceptable vaccination record can be shown to the company management or event organizer as proof of vaccination.
  - c) Social distancing - Adopt social and physical distancing measures of at least 1.5 metres between individuals if possible.
  - d) Premise Ventilation - Owners must ensure adequate ventilation of their premises.
  - e) Business Continuity Protocols - Have a Business Continuity Plan (BCP) in place to ensure business remains operational during an outbreak such as having alternate teams and contact tracing guidelines.
  - f) Antigen Rapid Test (ART) - Implement ART, when necessary, according to the ART Guidelines issued by the Ministry of Health (MOH).
5. Business premises are required to provide their full cooperation and comply with any directives issued by the Government from time to time. Any business premise owner found not in compliance with the guidelines for re-opening of business premises **may be subject to legal action under the Infectious Diseases Act Chapter 204** and the premises **may be ordered to close immediately**.



6. Updates to operational measures and requirements for private business offices, manufacturing and processing companies are as follows:

<b>Owners/Employees</b>	<b>Customers</b>
<ul style="list-style-type: none"> <li>• Employees that have completed <b>two (2) doses of vaccine are allowed</b> to work.</li> <li>• <b>Partially vaccinated employees (completed one (1) dose of vaccine) that are required to carry out essential work can be permitted to work provided that they undergo daily ART testing and receive a negative ART result.</b> This consideration <b>only applies to employees that have no public interaction</b> such as back office.</li> <li>• The owner is advised to carry out regular ART testing on all employees in line with the Antigen Rapid Test (ART) Guidelines issued by the Ministry of Health.</li> <li>• Employees with <b>GREEN</b> and <b>YELLOW</b> BruHealth colour codes only will be allowed to enter the premises and work.</li> <li>• Any employee that is not feeling well is advised not to come to work.</li> <li>• Employees are required to wear face masks at all times.</li> <li>• Premises must register for a BruHealth QR code that is printed and placed at the entrance area.</li> </ul>	<ul style="list-style-type: none"> <li>• Scan QR code using the BruHealth app. Only individuals with <b>GREEN</b> and <b>YELLOW</b> BruHealth colour codes will be allowed to enter the premises.</li> <li>• Only individuals that have completed <b>two (2) doses of vaccine</b> are allowed entry by showing their vaccination status on the BruHealth app or Vaccination Booklet (Yellow Book).</li> <li>• Unvaccinated individuals (including children under the age of 12) and individuals that have not completed two (2) doses of vaccine are not permitted to enter.</li> <li>• Individuals who are not feeling well are advised not to enter the premises.</li> <li>• Face mask is required at all times.</li> <li>• Practice personal hygiene at all times such as washing hands regularly or using hand sanitiser.</li> </ul>



<b>Owners/Employees</b>	<b>Customers</b>
<ul style="list-style-type: none"><li>• Number of employees allowed to enter is limited to <b>50% of the normal office capacity with social distancing measures in place.</b></li><li>• Notice regarding the number of maximum and 50% capacity and declaration of the vaccination status of all employees as per <b>APPENDIX 1</b> must be displayed outside the premise.</li><li>• Perform body temperature checks before entering the premise and provide hand sanitisers.</li><li>• Adhere to guidelines on cleaning and sanitation of premises.</li></ul>	



## **APPENDIX 1**

[Please insert the company letterhead if applicable]

Company Name	
Capacity at 100%	
Capacity at 50%	
No. of employees	
<p><b>We hereby declare that all employees of this company are fully vaccinated with 2 doses.</b></p> <p>----- [owner's signature and company chop]</p> <p><b>*False declaration may result in legal action as per the provisions under Section 62A of the Infectious Diseases Act Chapter 204</b></p>	