**For inclusion into Town Council’s Terms and Conditions**

**for use of common space for funeral wake services**

For funeral events, including funerals, funeral wakes and funeral processions, the applicant and organisers, including Funeral Directors, must ensure the following:

1. Attendees at funeral wakes should be kept to 30 persons or fewer at any one time, depending on the safe capacity of the venue, whichever is lower. On the day of the cremation/burial, attendees should be kept to 30 persons or fewer at any time, depending on the safe capacity of the venue, whichever is lower.
2. There are not more than 30 individuals participating in the foot procession send-off, if any. Foot procession distance must be kept short.
3. Religious workers, funeral staff and persons involved in the conduct of live instrumental music should be kept to a minimum number, subject to the venue’s capacity limit based on safe management principles, whichever is lower.
4. Every individual must wear a mask and maintain a distance of at least one metre away from any other individual at all times, including during the procession. Where it is not feasible to apply one metre safe distancing between individuals, this one metre requirement can instead be enforced between groups, with each group made up of not more than 5 persons, and with no mixing between groups.  Other safe management measures must also be in place.
5. Where seating at a table is provided, every chair for each table must be placed at least one metre away from any other chair for another table at all times. Tables and chairs must be arranged such that each table can accommodate not more than 5 individuals seated at the table or not more than 5 individuals in each group separated by space of at least one metre. There should be no mixing between groups.
6. Any person who is unwell must be turned away.
7. TraceTogether-only SafeEntry (TT-only SE) check-in is required. Funeral Directors are required to provide the necessary infrastructure (SE QR code and/or SafeEntry (Business) App with SafeEntry Gateway feature). Attendees must perform TT-only SE check-in, via TT app or TT token to enable or facilitate contact tracing. In instances where TT tokens are not accepted at the funeral, a relative or family member should help to perform a group check-in via TT app. Event organisers must do a visual check and turn away any persons who do not check in.
8. Display signages to remind attendees on safe distancing measures, i.e. to keep at least one metre apart and wear a mask at all times.
9. Attendees of funeral events should minimize their interaction with fellow attendees and leave the premises immediately after the event.
10. No buffet set-up or reception with food and drinks is allowed. Provision of individually packed drinks (i.e. bottled/packet drink) or individually packed titbits (e.g. peanuts, melon seeds) is disallowed at funeral wakes.
11. Individually packed food/drink (e.g. bento boxes) may be supplied to family members of the deceased who keep vigil for the duration of the funeral wake, and need to consume food at the premises. However, they should not interact with the other attendees when consuming their meals, and should consume their meals away from guests present at the funeral/wake event.
12. Wake area should be cordoned off, allowing a one-way flow for entry and exit point.
13. The area used for the entire funeral wake must not exceed the approved allocated space.
14. Hearse escort party, i.e. musical band and/or display contingent on foot and including vehicles ferrying banners/blanket/flowers, is not allowed during the funeral event.
15. Religious workers involved in the conduct of the religious rites (e.g. preachers, prayer leader, scripture reader), will be required to wear face mask, when performing their speaking duties (i.e. preach, chanting of prayers) at funeral wakes and funeral services (i.e. cremation or burial services). They should largely remain at the spot from which they are speaking and must be at least one metre away from any other individual. Use of face shields in place of face mask is no longer allowed.
16. Only live instrumental (non-wind) music is allowed. No other performances (e.g. singing, dance, variety act) is allowed. When live instrumental music is played, the following Safe Management Measures must be adhered to.

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| **Parameter** | **Safe Management Measures** |
| Prohibitions | * Live instrumental (non-wind) music only.
* Playing of wind instruments (instruments which require intentional expulsion of air, e.g. trumpets, conch shell) are not allowed.
* No other performances (e.g. singing, dance, variety act) are allowed.
* Persons involved in the conduct of live instrumental music should not join the funeral foot procession
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| Persons involved in/supporting the live instrumental music segment  | * Keep persons involved to the minimum required
* Persons must be masked at all times
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| Safe distance  | * Default 1 metre safe distance applies at all times.
* Persons involved in the conduct of live instrumental music should minimise movement to ensure that the 1 metre safe distance can be adhered to at all times
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| Responses from attendees | * Attendees are to remain masked and can give spoken responses (no singing)
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| Others | * No sharing of equipment (e.g. musical instruments, microphones, props)
* If unavoidable, equipment should be cleaned/ disinfected before handled or used by others
* All technical equipment (e.g. camera, lights) should be cleaned at the beginning and end of each session, and between each user
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1. Funeral staff are strongly encouraged to administer self-testing regime using the Antigen Rapid Test (ART) kits available for purchase over retail counters. Family members may also consider performing self-testing if they are worried that they may have COVID-19 and want to put their mind at ease. For more information on ART self-test kits, please visit <https://www.moh.gov.sg/covid-19/selftestart>.

You must implement all the above measures for any funeral event organised by you at the multi-purpose hall / void deck and other common areas managed by xxxx Town Council.

(For more information on the latest MOH updates on the local COVID-19 situation, please visit MOH’s website at moh.gov.sg/covid-19).

**I have read the above Terms and Conditions and agree to abide by them. I have engaged the Funeral Director (details below) to organise the funeral event, and will bring the contents of this document to his/her attention.**

**I am aware and acknowledge that the above Terms and Conditions are requirements under the Covid-19 (Temporary Measures) (Control Order) Regulations 2020, and that breach of any of the requirements is an offence under the Regulations, punishable with a fine of up to $10,000 or imprisonment of up to 6 months or both. For second or subsequent offences, the penalty is a fine of up to $20,000, or imprisonment of up to 12 months, or both.**

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| Name of Funeral Services Company: |  |
| Name of Funeral Director: |  |
| Contact details: (mobile and office number) |  |
| Email address: |  |

Name of applicant :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_