**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. The number of persons present at any point in time (including the day of the cremation/burial and at the foot procession send off, if any) should not exceed the safe capacity of the venue. This is the higher of 1,000, 75% of the premises’ capacity taking into account the occupant load requirement under fire safety rules, or 75% of the fixed seating available (for premises with fixed seating), and takes into account the need for safe distancing between individuals or groups (if any).
2. Attendees to funeral events should continue to exercise prudence and restraint, and limit interactions of attendees to the same group they are seated with.
3. Mask-wearing is required at all times at funeral events held at indoor premises. If tentages are set up such that the outdoor area becomes substantially enclosed, it will be considered as an indoor setting. For funeral events held at outdoor non-enclosed places, mask-wearing is required when safe distancing of 1 metre between groups of 10 persons is not met.
4. Foot procession distance must be kept short.
5. 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.
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.
9. Attendees of funeral events should minimise 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 with 1 metre safe distancing from guests present at the funeral/wake event, and in groups of up to 10 individuals.
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. Religious workers involved in the conduct of the religious rites (e.g. preaching, chanting of prayers) and family members giving eulogies can unmask, provided that they keep to the group size of 10 unmasked persons, and keep a 1 metre safe distancing from others. For large group vocalisation activities beyond the group size of 10 persons, it would still be subject to masks being worn.
15. Live performances, including instrumental music, such as live singing and playing of wind instruments (instruments which require intentional expulsion of air, e.g. trumpets, conch shell) will be allowed at funeral events, provided that the performers keep to the group size of 10 unmasked persons, and keep a 1 metre safe distancing from others.
16. 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 <https://www.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 a breach of any of the above Terms and Conditions may be an offence under the Covid-19 (Temporary Measures) Act 2020, the Infectious Diseases Act 1976 and the relevant subsidiary legislations.**

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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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_