

**Checklist for SG Clean Programme – Cruise Terminal**

<b>7-Points for SG Clean Programme</b>	<b>Clause number for Implementation Requirement</b>
1. Appoint a “SG Clean” Manager to implement measures and ensure compliance to checklist of SG Clean Programme.	1
2. Have processes in place to check temperature and look out for respiratory symptoms of <b>employees</b> and ensure that those who have visited COVID-19 affected countries with travel restrictions in place or are under an active Stay-Home Notice (SHN) or Quarantine Order (QO) are not at the terminal.	2
3. Where feasible and applicable, have processes in place to check temperature, look out for respiratory symptoms of <b>tenants, contractors, suppliers, visitors and passengers</b> , and ensure that those who have visited COVID-19 affected countries with travel restrictions in place or are under an active SHN or QO are not at the terminal.  Implement appropriate safe distancing measures for visitors.	3
4. Step up frequency of disinfection for all common facilities, and ensure that employees observe good personal hygiene.	4
5. Check that procedures are in place to manage COVID-19 suspect cases.	5
6. Check that there are documents and records of all preventive measures.	6
7. Ensure compliance to government orders, guidelines and health advisories on the COVID-19.	7

## **Checklist for SG Clean Programme**

<b>1 Appoint a “SG Clean” Manager to implement measures and ensure compliance to checklist of “SG Clean” Programme (Hereinafter referred to as “Programme”)</b>
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### **1.1 Management Commitment**

Terminal operator should commit to develop, implement and, continually improve the effectiveness of the Programme.

### **1.2 SG Clean Manager**

Terminal operator should appoint a SG Clean Manager to ensure compliance with the requirements of the Programme. The roles and responsibilities of a SG Clean Manager should include, but are not limited to, the following:

- i. Develop and implement the measures identified in the Programme;
- ii. Take appropriate corrective and preventive actions and continually improve the effectiveness of the Programme;
- iii. Ensure that employees are familiar and comply with the requirements of the Programme.

### **1.3 Communication**

1.3.1 The terminal operator should communicate to its employees the following:

- i. Details, measures and requirements of the Programme;
- ii. Roles, responsibilities and how they can contribute to the effectiveness of the Programme;
- iii. Implications and potential consequences of not conforming to the measures and processes of the Programme.

1.3.2 The measures and requirements of the Programme should be made available to external stakeholders (such as tenants, contractors, suppliers, visitors and public) where required.

- 2 Have processes in place to check temperature and look out for respiratory symptoms of all employees and ensure that those who have visited COVID-19 affected countries with travel restrictions<sup>1</sup> in place or are under an active Stay-Home Notice (SHN) or Quarantine Order (QO) are not at the terminal.**

**2.1 Employees**

The terminal operator should conduct temperature checking and screen for respiratory symptoms such as cough or runny nose or shortness of breath of employees twice daily. Refer to Temperature Monitoring Log template (for reference only).



Temp Monitoring  
Log COVID-19.docx

- 2.2** The terminal operator should have processes in place to ensure employees who have visited COVID-19 affected areas or are under an active SHN or QO are not at the terminal.
- 2.3** Those who are unwell with temperature of 38 degree Celsius or higher, and/or display respiratory symptoms will be asked by the organisation to seek immediate medical attention.

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<sup>1</sup> To refer to MOH's website ([www.moh.gov.sg](http://www.moh.gov.sg)) for updated information on COVID-19 situation and Public Health travel Advisory. Countries as at 15 March include: Mainland China, France, Germany, Iran, Italy, Japan, Republic of Korea (South Korea), Spain, ASEAN countries, Switzerland and United Kingdom.

**3 Where feasible and applicable, have processes in place to check temperature and look out for respiratory symptoms of tenants, contractors, suppliers, visitors<sup>2</sup> and passengers, and ensure that who have visited COVID-19 affected countries with travel restrictions in place or are under an active SHN or QO are not at the terminal. Implement appropriate safe distancing measures for visitors.**

### **3.1 Tenants, contractors, suppliers and visitors.**

- 3.1.1 Where feasible and applicable, the terminal operator should have processes in place to check temperature and look out for respiratory symptoms such as cough or runny nose or shortness of breath of tenants, contractors, suppliers and visitors.
- 3.1.2 Where feasible and applicable, the terminal operator should have processes in place to ensure tenants, contractors and suppliers who have visited COVID-19 affected countries with travel restrictions in place, or are under an active SHN or QO are not at the terminal.
- 3.1.3 The observations for tenants, contractors and suppliers and visitors, where feasible and applicable, should be recorded in declaration form. Refer to travel declaration and contact tracing form template or the terminal operator may use the Govtech produced apps [<https://www.ndi-api.gov.sg/travel-health-declaration> and <https://www.tracetogether.gov.sg>] for this purpose.



Contact Tracing Form  
COVID-19 (001).docx

- 3.1.4 Those who are unwell with temperature of 38 degree Celsius or higher, and/or display respiratory symptoms will be asked by the Terminal operator to seek immediate medical attention.

### **3.2 Passengers**

- 3.2.1 Support cruise lines to conduct temperature screening of all embarkation passengers and crew.
- 3.2.2 Support Maritime Port Authority (MPA) to conduct temperature screening of all disembarkation passengers and crew.

### **3.3 Where feasible and applicable, display updated health advisories for information.**

Where feasible and applicable, the Terminal operator should display updated health advisories indicating the necessary precautionary measures. This includes, but not limited to daily temperature screening, taking note of respiratory symptoms such as cough or runny nose or shortness of breath, and to remain vigilant and practice good personal hygiene, such as wash their hands regularly and refrain from touching their face unnecessarily.

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<sup>2</sup> Visitors may include cruise passengers, shoppers, business partners or government authorities.

### **3.4 Implement appropriate safe distancing measures for visitors.**

3.4.1 The terminal operator should put in place necessary precautionary measures to ensure safe distancing measures:

- i. Queue management<sup>3</sup> – To limit the number of visitors gathering within or outside the establishment and ensure queues are fast-moving
- ii. Seating management<sup>4</sup> – To ensure a safe distance of at least one metre between tables, between seats and between different groups of visitors
- iii. Communication<sup>5</sup> – To ensure clear communication of safe distancing

## **4 Step up frequency of disinfection for all common facilities, and that employees observe good personal hygiene**

### **4.1 Disinfection of common facilities**

4.1.1 Develop and implement processes to disinfect common facilities more frequently for premises/areas with high traffic flow.

Common facilities include, but are not limited to, the following:

- i. Lifts including but not limited to buttons, railings and handles, where applicable
- ii. Doors including but not limited to doorknobs and handles
- iii. Handrails of escalators and staircases, where applicable
- iv. Toilets
- v. Immigration hall area
- vi. Linkway between passenger boarding bridge and terminal building
- vii. Other common areas such as chairs/ benches, common corridors, staff rest areas etc.

**4.2 The terminal operator should develop processes to protect employees and/or contractors doing disinfection work.**

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<sup>3</sup> Examples can include but not limited to staggering visitors queueing at reception/information/immigration counters and other common facilities, and clearly demarcating queuing areas by using floor markers to guide queue distancing of at least one metre.

<sup>4</sup> Examples can include but not limited to implementing chequerboard seating, and spreading the layout of chairs and benches in common facilities, where possible.

<sup>5</sup> Examples can include but not limited to having signage or posters to clearly communicate safe distancing measures, and training employees to convey the principles behind safe distancing to visitors when queried.

#### **4.3 Ensuring good personal hygiene of employees**

- 4.3.1 The terminal operator develops processes or use relevant collaterals to educate its employees and tenants on infection control and good personal hygiene.
- 4.3.2 The terminal operator should comply with and implement National Environment Agency (NEA) General Sanitation and Hygiene Advisory For Premises Owners and Operators.

<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/advisories/general-sanitation-and-hygiene-advisory-for-premises-owners-and-operators>

## **5 Check that procedures are in place to manage COVID-19 suspect cases**

### **5.1 Handling COVID-19 suspect cases** (excluding cruise passengers<sup>6</sup>)

- 5.1.1 The terminal operator should develop procedures for managing unwell employees, tenants, contractors and suppliers, and visitors including:
- i. Turning away unwell or suspected cases and recommending them to seek immediate medical treatment
  - ii. Arrangement of quarantine areas for unwell or suspected cases
  - iii. Designation of an isolation route to the quarantine area(s) and transport pickup area
  - iv. Arrangement of transport to designated Public Health Preparedness Clinics (PHPCs) or hospital, where applicable
  - v. Evacuation plan of the remaining employees, tenants, contractors, suppliers and visitors, where applicable
- 5.1.2 Procedures for assisting with contact tracing.
- 5.1.3 Procedures for cleaning and disinfecting premises exposed to suspected case(s) of the COVID-19.

### **5.2 Post- handling COVID-19 suspect/confirmed cases**

- 5.2.1 The terminal operator should disinfect quarantine area(s) and isolation route immediately after handling COVID-19 suspect cases.
- 5.2.2 Refer to NEA Interim List of Household products and Active Ingredients for Disinfection of Novel Coronavirus (COVID-19).  
<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/interim-list-of-household-products-and-active-ingredients-for-disinfection-of-novel-navirus>
- 5.2.3 Where a confirmed case has been present in the premises or public spaces, refer to NEA Interim Guidelines for Environmental Cleaning and Disinfection of Premises with Transient Exposure to Confirmed Case(s) of the Novel Coronavirus (COVID-19).  
<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/interim-guidelines-for-environmental-cleaning-and-disinfection-of-premises-with-transient-exposure-to-confirmed-cases-of-the-novel-coronavirus>

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<sup>6</sup> There is an existing SOP in place for disembarking passengers managed by MPA, and a SOP for embarking passengers managed by cruise line operators.

## **6 Check that there are documents and records of all preventive measures**

### **6.1 Documents and records**

- 6.1.1 When creating and updating the COVID-19 related documents, the terminal operator should consider appropriate identification and description (e.g. title, date, author, reference number).
- 6.1.2 The terminal operator should ensure that all documents and records be retained for at least 3 months for traceability.

## **7 Ensure compliance to government orders, guidelines and health advisories on the COVID-19**

- 7.1 The terminal operator should comply with all government orders such as Stay-Home Notice (SHN) and Quarantine Order (QO) issued by the various Ministries.
- 7.2 Refer to orders, guidelines and advisories on safe distancing and put in place appropriate safe distancing measures, where possible<sup>7</sup>. Refer to the Advisory on Safe Distancing Measures for Tourism Stakeholders.  
[https://www.stb.gov.sg/content/dam/stb/documents/pages/STB%20Tourism%20Industry%20Advisory\\_safe%20distancing.pdf](https://www.stb.gov.sg/content/dam/stb/documents/pages/STB%20Tourism%20Industry%20Advisory_safe%20distancing.pdf)
- 7.3 The terminal operator should maintain and comply with list of relevant guidelines and health advisories on the COVID-19 from government agencies<sup>8</sup> and ensure that this list is up-to-date<sup>9</sup>. This includes identifying relevant measures and determining how they should be implemented in the Terminal.
- 7.4 The terminal operator should comply with government circular on collection/use of personal data during the event of an emergency. Refer to PDPC Advisory on Collection of Personal Data for COVID-19 Contact Tracing.  
<https://www.pdpc.gov.sg/Advisory-on-CUD-for-COVID-19>

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<sup>7</sup> Refer to safe distancing measure from MOH, <https://www.moh.gov.sg/news-highlights/details/stricter-safe-distancing-measures-to-prevent-further-spread-of-covid-19-cases>.

<sup>8</sup> The health advisories can include, but not limited to, Ministry of Health (MOH), Early Childhood Development Agency (ECDA), Enterprise Singapore (ESG), Ministry of Education (MOE), Ministry of Manpower (MOM), National Environment Agency (NEA), Singapore Food Agency (SFA), and Singapore Tourism Board (STB).

<sup>9</sup> Refer and comply to the latest updates on the health advisories from MOH <https://www.moh.gov.sg/covid-19/advisories-for-various-sectors>