Checklist for SG Clean Programme - Exhibition and Convention Centre

7-Points for SG Clean Programme	Clause number for Implementation Requirement
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 **employees,** 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 centre.	2
3. Where feasible and applicable, have processes in place to check temperature, look out for respiratory symptoms of **tenants, contractors, suppliers and visitors** 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 centre. 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

<u>Checklist for SG Clean Programme</u>

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1   Appoint a "SG Clean" Manager to implement measures and ensure compliance to checklist of SG Clean Programme (Hereinafter referred to as "Programme")

1.1   **Management Commitment**

Centre management should commit to develop, implement and, continually improve the effectiveness of the Programme.

1.2   **SG Clean Manager**

Centre management 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.

iv.   Conducting inspection and checks to ensure compliance at all times,

v.   Keeping records of inspection and checks.

1.3   **Communication**

1.3.1   The Centre 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 following the measures and processes of the Programme

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

> **2 Have processes in place to check temperature and look out for respiratory symptoms of employees and ensure that those who have visited COVID-19 affected countries with travel restrictions[1] in place or are under an active Stay Home Notice (SHN) or Quarantine Order (QO) are not at the centre. Implement appropriate safe distancing measures for employees.**

2.1 Employees

2.1.1 The Centre should conduct temperature checking and look out 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

2.1.2 The Centre should have processes in place to ensure employees who have visited COVID-19 affected countries with travel restrictions in place or are under an active SHN or QO are not at the centre.

2.1.3 The observations for employees, where feasible and applicable, should be recorded in declaration forms. Refer to travel and health declaration form template or the hotel may use the Govtech produced apps [https://www.ndi-api.gov.sg/travel-health-declaration and https://www.tracetogether.gov.sg] for this purpose.

Travel and Health
Declaration Form.doc

2.1.4 Use SafeEntry visitor management system to record entry of all personnel.

2.1.5 Those who are unwell with temperature of 38 degree Celsius or higher, and/or display respiratory symptoms should be asked by the organisation to seek immediate medical attention.

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[1] To refer to MOH's website (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 and visitors[2] 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 centre. Implement appropriate safe distancing measures for visitors.**

3.1   Tenants, contractors, suppliers and visitors

3.1.1   Where feasible and applicable, the centre 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 all tenants, contractors, suppliers and visitors.

3.1.2   Where feasible and applicable, the centre should have processes in place to ensure tenants, contractors, suppliers and visitors who have visited COVID-19 affected countries with travel restrictions in place, or are under an active SHN or QO are not performing work at the centre.

3.1.3   The observations for tenants, contractors and suppliers, where feasible and applicable, should be recorded in declaration forms. Refer to travel and health declaration form template or the centre may use the Govtech produced apps [https://www.ndi-api.gov.sg/travel-health-declaration and https://www.tracetogether.gov.sg] for this purpose.

Travel and Health
Declaration Form.doc

3.1.4   Use SafeEntry visitor management system to record entry of all personnel.

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

3.2   Where feasible and applicable, display updated health advisories for information.

Where feasible and applicable, the organisation 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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[2] Visitors may include customers, shoppers, business partners or government authorities.

3.3 **Implement appropriate safe distancing measures for visitors.**

3.3.1 The centre should put in place necessary precautionary measures to ensure safe distancing measures:

    i.   Queue management[3] – To limit the number of visitors gathering within or outside the establishment and ensure queues are fast-moving

    ii.   Seating management[4] – To ensure a safe distance of at least one metre between participants

    iii.   Capacity management[5] – To manage visitor capacity within the establishment

    iv.   Communication[6] – To ensure clear communication of safe distancing

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

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4.1 **Disinfection of common facilities.**

4.1.1 The Centre should 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.   Meeting rooms, exhibition halls and pre-function areas

    vi.   Pantry or canteen, kitchens and food preparation areas

    vii.   Vehicle drop off and pick up points e.g. Taxi Stands, Coach Bay

    viii.   Other common areas such as chairs/ benches, common corridors, staff rest areas etc.

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[3] Examples can include but not limited to staggering guests queueing at reception/information counters and other common facilities; clearly demarcating queuing areas by using floor markers to guide queue distancing of at least one metre; encourage online and mobile purchase of tickets; and adopt e-payment modes to minimise handling of cash.

[4] Examples can include but not limited to leave one or two vacant seats between visitors or implement chequerboard seating; spreading the layout of tables and seats to ensure a safe distance of at least one metre between visitors.

[5] Examples can include but not limited to staggering entry and exit timings, increasing the number of entry and exit points where possible; cancelling all event components that encourage close contact of more than 30 minutes within two metres between visitors such as pre/post event receptions; cancelling all event components where participation is standing-room-only and there is close physical interaction between visitors such as non-seated breakout sessions.

[6] 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.

4.2   **The Centre should develop processes to protect employees and/or contractors performing disinfection work.**

4.3   **Ensuring good personal hygiene of employees**

4.3.1   The Centre has developed processes or use relevant collaterals to educate its employees on infection control and good personal hygiene.

4.3.2   Refer to 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

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

5.1   **During handling COVID-19 suspect cases**

5.1.1   The Centre should develop processes to identify and manage unwell personnel. for managing unwell employees, tenants, contractors and suppliers, including:

      i.   Turning away unwell or suspected cases and recommending them to seek immediate medical treatment

      ii.   Arrangement of isolation/ quarantine areas for unwell or suspected cases

      iii.   Designating an isolation route to the quarantine areas and transport pickup area

      iv.   Arrangement of transport to designated flu clinic or hospital, where applicable

      v.   Evacuation plan of the remaining employees, 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 Centre should disinfect quarantine areas 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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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 Centre should consider appropriate identification and description (e.g. title, date, author, reference number).

6.1.2   The Centre should ensure that all documents and records be retained for at least 3 months for traceability.

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

7.1 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 as per Infectious Diseases Act (Chapter 137), Infectious Diseases (Measures to Prevent Spread of COVID-19) Regulations 2020, and put in place appropriate safe distancing measures, where possible[7]. 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

7.3 Refer to MOM's Requirements for Safe Management Measures at the workplace after Circuit Breaker and put in place the appropriate measures.

https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures

7.4 Maintain and comply with list of relevant guidelines and health advisories on the COVID-19 from government agencies[8] and ensure that this list is up-to-date[9]. This includes identifying relevant measures and determining how they should be implemented in the attraction.

7.5 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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[7] Refer to safe distancing measure from MOH, https://www.moh.gov.sg/news-highlights/details/tighter-measures-to-minimise-further-spread-of-covid-19.

[8] 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).

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