Checklist for SG Clean Programme – Sentosa Transport Nodes

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 station.	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 station. 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

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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**

The transport node management should commit to develop, implement and, continually improve the effectiveness of the Programme.

1.2   **SG Clean Manager**

The station management should appoint a SG Clean Manager to ensure compliance with the requirements of this 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 station 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 SG Clean Programme

  1.3.2   The measures and requirements of the Programme should be made available to external stakeholders (such as tenants, contractors and suppliers, customers and general public), 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 station.**

2.1 **Employees**

The station 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

2.1.1 The station 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 station.

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

> **3 Where feasible and applicable, have processes in place to check temperature and 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 station. Implement appropriate safe distancing measures for visitors.**

3.1 **Tenants, contractors and suppliers**

3.1.1 Where feasible and applicable, the station 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 and suppliers.

3.1.2 Where feasible and applicable, the station 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 performing work at the station.

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

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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.

Contact Tracing Form
COVID-19 (001).docx

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

3.2   **Visitors**

3.2.1   Where feasible and applicable, the station should have processes in place to check temperature and look out for respiratory symptoms such as cough and shortness of breath of visitors.

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

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

Where feasible and applicable, the station 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 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.

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

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

i.   Queue management[2] – To limit the number of visitors gathering within or outside the establishment and ensure queues are fast-moving

ii.   Communication[3] – To ensure clear communication of safe distancing

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[2] Examples can include but not limited to clearly demarcating queuing areas by using floor markers to guide queue distancing of at least one metre.

[3] 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.

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

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4.1   **Disinfection of common facilities**

4.1.1   The station should develop and implement processes to disinfect common facilities more frequently for premises/areas with high traffic flow or high touch surfaces and interactive components within the station.

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

   i.   Escalators, staircases, turnstiles and corresponding areas including but not limited to buttons, railings and handles, where applicable

   ii.   Booths, payment and ticketing counters, where applicable

   iii.   Doors including but not limited to doorknobs and handles

   iv.   Handrails of escalators and staircases, where applicable

   v.   Toilets, where applicable

   vi.   Other common areas such as chairs/benches and tables, common walkways, where applicable

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

4.3   **Ensuring good personal hygiene of employees**

4.3.1   The station should develop processes or use relevant collaterals to educate employees on infection control and good personal hygiene.

4.3.2   The station 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

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

5.1   **Handling of COVID-19 suspect cases**

5.1.1   The station should develop processes to identify and manage unwell personnel. Procedures for managing unwell employees, tenants, contractors and suppliers, and where applicable, visitors, including:

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

      ii.   Designating an isolation route to the quarantine areas and transport pickup area, where applicable

      iii.   Arrangement of transport to designated Public Health Preparedness Clinics (PHPCs) or polyclinics, where applicable

      iv.   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 of COVID-19 suspect/confirmed cases**

5.2.1   The station should disinfect quarantine areas and isolation route immediately after handling COVID-19 suspect cases, where applicable.

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 Attraction's 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 station should consider appropriate identification and description (e.g. title, date, author, reference number).

6.1.2   The station should ensure that 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   The station 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[4]. 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   The station should maintain and comply with the list of relevant guidelines and health advisories on the COVID-19 from government agencies[5] and ensure that this list is up-to-date[6]. This includes identifying relevant measures and determining how they should be implemented in the station.

7.4   The station 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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[4] 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.

[5] 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).

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