

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 Leave of Absence (LOA)/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 LOA/SHN or QO are not at the centre.	3
4. Check that all common facilities and pre-function areas are disinfected at more frequent intervals and 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

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.

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 customers), 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 restrictions¹ in place or are under an active Leave of Absence (LOA)/Stay Home Notice (SHN) or Quarantine Order (QO) are not at the centre.

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 LOA/SHN or QO are not at the centre.
- 2.1.3** 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.

3 Where feasible and applicable, have processes in place to check temperature and look out for respiratory symptoms of tenants, contractors, suppliers and visitors² and ensure that those who have visited COVID-19 affected countries with travel restrictions in place or are under an active LOA/SHN or QO are not at the centre.

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 LOA/SHN or QO are not performing work at the centre.
- 3.1.3** The observations for tenants, contractors and suppliers and visitors, where feasible and applicable, should be recorded in the declaration form. Refer to travel declaration and contract tracing form template (for reference only).

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 8 March include: Mainland China, Iran, Northern Italy and Republic of Korea (South Korea)

² Visitors may include customers, patrons, shoppers, business partners or government authorities.



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 any of the 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.

4 Have processes in place to ensure all frequently touched areas of common facilities are disinfected at more frequent intervals and that employees observe good personal hygiene

4.1 Disinfection of the common facilities.

- 4.1.1 The Centre should develop and implement processes to disinfect common facilities at more frequent intervals and 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.

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>

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. These include, but are not limited to, the following: Procedures 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>

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.

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 Comply or work with organisers to comply with relevant precautionary measures when considering holding any events within its premise. Refer to MOH Advisory for Large-Scale Events Amidst the Novel Coronavirus Situation.
[https://www.moh.gov.sg/docs/librariesprovider5/default-document-library/advisory-for-large-scale-events-amidst-the-novel-coronavirus-situation-\(8-feb-2020\)93cc0bb1c8964f7a8a97d3202056bcdd.pdf?sfvrsn=9343eaa7_0](https://www.moh.gov.sg/docs/librariesprovider5/default-document-library/advisory-for-large-scale-events-amidst-the-novel-coronavirus-situation-(8-feb-2020)93cc0bb1c8964f7a8a97d3202056bcdd.pdf?sfvrsn=9343eaa7_0)
- 7.3 Maintain and comply with list of relevant guidelines and health advisories on the COVID-19 from government agencies³ and ensure that this list is up-to-date⁴. This includes identifying relevant measures and determining how they should be implemented in the attraction.
- 7.4 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>

³ 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).

⁴ Centre should refer to the latest updates on the health advisories from MOH. In the event that new health advisories are issued, the new health advisories will supersede the requirements in this document.