

Checklist for SG Clean Programme – Cruise Terminal

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 terminal.	2
3. Where feasible and applicable, have processes in place to check temperature, look out for respiratory symptoms of tenants, contractors, suppliers, visitors and passengers , 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 terminal.	3
4. Check that there are processes in place for all common facilities to be 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

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, customers 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 restrictions¹ in place or are under an active Leave of Absence (LOA) / 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

- 2.1.1 The terminal operator should have processes in place to ensure employees has visited COVID-19 affected areas or is under an active LOA/SHN or QO are not at the terminal.
- 2.1.2 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 organisation to seek immediate medical attention.

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)

3 Where feasible and applicable, have processes in place to check temperature and look out for respiratory symptoms of tenants, contractors, suppliers, visitors² and passengers, and ensure that 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 terminal.

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 LOA/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 contract tracing form template (for reference only).



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 Terminal operator to seek immediate medical attention.

3.2 Passengers

- 3.1.1 Support cruise lines to conduct temperature screening of all embarkation passengers and crew.
- 3.1.2 Support Maritime Port Authority (MPA) to conduct temperature screening of all disembarkation passengers and crew.
- 3.1.3 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 organisation to seek immediate medical attention.

3.2 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.

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

4 Check that all frequently touched areas of common facilities are disinfected at more frequent intervals and that employees observe good personal hygiene

4.1 Disinfection of common facilities

4.1.1 The Terminal should develop and implement processes to ensure common facilities, especially premises/areas with high traffic flow are effectively disinfected at more frequent intervals. 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 should develop processes to protect employees and/or contractors doing disinfection work.

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 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 passengers³)

- 5.1.1 The Terminal 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 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>

³ There is existing SOP in place for disembarking passengers managed by MPA, and SOP for embarking passenger 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 should consider appropriate identification and description (e.g title, date, author, reference number).
- 6.1.2 The Terminal 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 should comply with all government orders such as Stay-Home Notice (SHN) and Quarantine Order (QO) issued by the various Ministries.
- 7.2 The Terminal should 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 The Terminal should maintain and comply with list of relevant guidelines and health advisories on the COVID-19 from government agencies⁴ and ensure that this list is up-to-date⁵. This includes identifying relevant measures and determining how they should be implemented in the Terminal.
- 7.4 The Terminal 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>

⁴ 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).

⁵ Terminal 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.