Checklist for SG Clean Programme – Singapore Visitor 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 visitor 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 visitor centre.	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

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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**

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

1.2   **SG Clean Manager**

Visitor Centre 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 Visitor 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 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 Leave of Absence (LOA)/Stay Home Notice (SHN) or Quarantine Order (QO) are not at the visitor centre.**

2.1 Employees

The visitor centre 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 visitor 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 visitor centre.

2.1.2 Those who are unwell with temperature of 38 degree Celsius or higher, and/or displaying any of the 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 LOA/SHN or QO are not at the visitor centre.**

3.1 Tenants, contractors and suppliers

3.1.1 Where feasible and applicable, the visitor 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 and suppliers.

3.1.2 Where feasible and applicable, the visitor centre 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 performing work at the visitor centre.

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 contract tracing form template (for reference only).

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

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 any of the respiratory symptoms will be asked by the organisation to seek immediate medical attention.

3.2 **Visitors**

3.2.1 Where feasible and applicable, the visitor centre 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 any of the 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 visitor centre 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.

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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

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4.1 Disinfection of common facilities

4.1.1 The visitor centre should develop and implement processes to disinfect common facilities at least once a day, and more frequently for premises/areas with high traffic flow or high touch surfaces and interactive components within the visitor centre.

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

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

   ii. Information booths, payment and ticketing counters, touchscreens, shared maps, display areas, interactive areas, 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. Back-of-house areas, offices, staff rest areas

   vii. Auditoriums, amphitheatres, meeting rooms and show areas, where applicable

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

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

4.3 Employee good personal hygiene

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

4.3.2 The visitor centre 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 of COVID-19 suspect cases**

5.1.1 The visitor 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, 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 visitor centre 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

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 visitor centre should consider appropriate identification and description (e.g title, date, author, reference number).

6.1.2 The visitor centre 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 visitor centre should comply with all government orders such as Stay-Home Notice (SHN) and Quarantine Order (QO) issued by the various Ministries.

7.2   The visitor centre should 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

7.3   The visitor centre should maintain and comply with the list of relevant guidelines and health advisories on the COVID-19 from government agencies[2] and ensure that this list is up-to-date[3]. This includes identifying relevant measures and determining how they should be implemented in the attraction.

7.4   The visitor centre 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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[2] 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).

[3] Organisation 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.