Updated as at 2 July 2020

Checklist for SG Clean Programme - Attractions[1]

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 attraction. Use SafeEntry visitor management system to record entry of all personnel.	2
3. Have processes in place to check temperature, look out for respiratory symptoms of **tenants, contractors, suppliers and visitors** and where feasible and applicable, 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 attraction. Use SafeEntry visitor management system to record entry of all personnel 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

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[1] This will include selected tours which use conveyance, such as trishaw rides, duck tours, river boat tours etc.

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**

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

1.2   **SG Clean Manager**

Attraction 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 Attraction 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, visitors 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[2] in place or are under an active Stay-Home Notice (SHN) or Quarantine Order (QO) are not at the attraction. Use SafeEntry visitor management system to record entry of all personnel.**

2.1 Employees

2.1.1 The attraction 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

2.1.2 The attraction 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 attraction.

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 attraction 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 will be asked by the organisation to seek immediate medical attention.

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[2] To refer to MOH's website (www.moh.gov.sg) for updated information on COVID-19 situation and Public Health travel Advisory.

3 **Have processes in place to check temperature and look out for respiratory symptoms of tenants, contractors, suppliers and visitors and where feasible and applicable, 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 attraction. Use SafeEntry visitor management system to record entry of all personnel. Implement appropriate safe distancing measures for visitors.**

3.1 Tenants, contractors and suppliers

3.1.1 The attraction 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 and suppliers.

3.1.2 Where feasible and applicable, the attraction 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 attraction.

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 attraction 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 organisation to seek immediate medical attention.

3.2 Visitors

3.2.1 The attraction 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 Where feasible and applicable, the attraction should have processes in place to ensure visitors who have visited COVID-19 affected countries with travel restrictions in place, or are under an active SHN or QO are not at the attraction.

3.2.3 The observations for visitors, where feasible and applicable, should be recorded in declaration form. Refer to travel declaration and contact tracing form template or the attraction 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

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

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

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

3.3.1 Where feasible and applicable, the attraction 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 running 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.

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

3.4.1 The attraction should put in place necessary precautionary measures to ensure safe distancing in accordance with prevailing advisories and guidelines:

    i.   Queue management[3] – To limit the number of visitors gathering within or outside the establishment

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

    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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[3] Examples can include but not limited to staggering visitors 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 seating arrangements for rides and shows are to adopt a minimum separation distance of one metre between visitors (e.g. leave one or two vacant seats between visitors or implement chequerboard seating, except where visitors are related (e.g. families, couples); seating arrangements are to adopt a minimum separation distance of one metre between visitors in common facilities such as waiting areas or rest areas; and spreading the layout of table, chairs and benches in common facilities.

[5] Examples can include but not limited to reducing operating capacity by limiting the number of visitors within the attraction at any one time in accordance with prevailing advisories; staggering entry and exit timings; identifying hotspots within the attraction that result in bunching of visitors and put in place measures to disperse them that allows at least one metre physical spacing between visitors, and no mixing between groups.

[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.

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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   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 attraction.

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 including shared maps and menus 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.   Queue areas

   vii.   Transportation within attraction such as trams, people-moving system, where applicable

   viii.   Back-of-house areas, offices, staff rest areas

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

   x.   Display or exhibition spaces, where applicable

   xi.   Modes of conveyance, e.g. bicycles, trishaws, where applicable

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

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

4.3   **Ensuring good personal hygiene of employees**

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

4.3.2   The Attraction 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 Attraction 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 Attraction 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 Attraction should consider appropriate identification and description (e.g. title, date, author, reference number).

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

7.2   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

7.3   Maintain and comply with the list of relevant guidelines and health advisories on the COVID-19 from government agencies[7] and ensure that this list is up-to-date[8]. This includes the relevant Safe Management Measures advisories issued by STB and NHB. This includes identifying relevant measures and determining how they should be implemented in the attraction.

https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-attractions.html

https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-tours.html

https://www.nhb.gov.sg/what-we-do/our-work/sector-development/museum-roundtable/public-advisory-on-covid-19

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

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[7] The 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).

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