

**Checklist for SG Clean Programme – Serviced Apartments**

<b>7-Points for SG Clean Programme</b>	<b>Clause number for Implementation Requirement</b>
1. Appoint a “SG Clean” Manager to implement measures and ensure compliance to checklist of SG Clean Programme.	1
2. Have processes in place for unwell <b>employees and tenants</b>	2
3. Have processes in place for unwell <b>contractors and suppliers</b> .  Have processes in place for unwell <b>guests</b> .	3
4. Step up frequency of disinfection for all common facilities, implement a pest control programme, and ensure that employees observe good personal hygiene.	4
5. Check that procedures are in place to manage personnel and travellers residing in serviced apartments who test positive for COVID-19.	5
6. Check that there are documents and records of all preventive measures.	6
7. Ensure compliance to government orders, guidelines and advisories on COVID-19.	7

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**Checklist for SG Clean Programme**

<b>1 Appoint a “SG Clean” Manager to implement measures and ensure compliance to checklist of “SG Clean” Programme (Hereinafter referred to as “Programme”).</b>
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**1.1 Management Commitment**

- 1.1.1 Serviced Apartment management should commit to develop, implement and continually improve the effectiveness of the Programme.

**1.2 SG Clean Manager**

- 1.2.1 Serviced Apartment management should appoint a SG Clean Manager to ensure compliance with the requirements of the Programme. The roles and responsibilities of the SG Clean Manager should include, but are not limited to:
- 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,
  - iv. Conducting inspection and checks to ensure compliance at all times,
  - v. Keeping records of inspection and checks.

**1.3 Communication**

- 1.3.1 The Serviced Apartment 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 requirements of the Programme should be made available to external stakeholders (such as tenants, contractors and suppliers, guests and general public), where required.

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<b>2 Have processes in place for unwell employees and tenants.</b>
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**2.1 Employees**

- 2.1.1 The Serviced Apartment should have process in place for unwell employees, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines<sup>1</sup>.

**2.2 Tenants**

- 2.2.1 The Serviced Apartment/Tenant should have processes for unwell employees of tenants, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines<sup>1</sup>.

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<sup>1</sup> <https://www.covid.gov.sg/>

<b>3 Have processes in place for unwell contractors and suppliers. Have processes in place for unwell in-house guests.</b>
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**3.1 Contractors and Suppliers**

- 3.1.1 The Serviced Apartment should have processes in place for all unwell contractors and suppliers, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines<sup>2</sup>.

**3.2 Serviced Apartment Guests**

- 3.2.1 The Serviced Apartment should have processes in place for all unwell in-house guests, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines<sup>3</sup>.

**3.3 Event guests (where applicable)**

- 3.3.1 The Serviced Apartment should work with event organisers for all unwell event guests upon registration such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines<sup>4</sup>.

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<sup>3</sup> <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-on-covid-19.html>

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

- 3.4.1 Where feasible and applicable, the Serviced Apartment should display updated health advisories indicating the necessary precautionary measures. This includes, but not limited to remaining vigilant and practice good personal hygiene, such as wash their hands regularly and refrain from touching their face unnecessarily.

<b>4 Step up frequency of disinfection for all common facilities, implement a pest control programme, and ensure that employees observe good personal hygiene.</b>
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**4.1 Disinfection of common facilities**

- 4.1.1 The Serviced Apartment should develop and implement processes to disinfect common facilities more frequently for premises/areas with high traffic flow, or high touch surfaces within the Serviced Apartment.

- 4.1.2 Common facilities include, but are not limited to:

- i. Apartment Lobby
- ii. Reception desks, where applicable
- iii. Public areas
- iv. Lifts including but not limited to buttons, railings and handles, where applicable
- v. Doors including but not limited to doorknobs and handles
- vi. Handrails of escalators and staircases, where applicable
- vii. Toilets
- viii. Function rooms, where applicable
- ix. Swimming/spa pools, where applicable (to refer to National Environment Agency (NEA) General Sanitation and Hygiene Advisory for Hotel Operators);
- x. Fitness centre, where applicable
- xi. Business centre, where applicable
- xii. Pantry or canteen
- xiii. Other common areas

**4.2 Disinfection of Apartments**

- 4.2.1 The Serviced Apartment should develop and implement processes to disinfect apartments to ensure higher hygiene levels.

**4.2.1.1 Occupied apartments**

To have processes in place for cleaning for occupied apartments more frequently.

**4.2.1.2 Check-out apartments**

To have processes in place for more thorough cleaning of check-out apartments.

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**4.3 The Serviced Apartment should develop processes to ensure that employees observe good personal hygiene.**

- 4.3.1 The Serviced Apartment should develop processes and use relevant collaterals to educate employees on infection control and good personal hygiene.
- 4.3.2 The Serviced Apartment should comply with and implement the good practices on maintaining high standards of sanitation and personal hygiene to minimise the transmission of the COVID-19 virus outlined in NEA's General Sanitation and Hygiene Advisory for Hotel Operators.

[https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-hotel-operators\\_191121.pdf](https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-hotel-operators_191121.pdf)

**4.4 Pest Control Programme**

- 4.4.1 The Serviced Apartment should engage a NEA-registered vector control operator to implement a pest control programme for the premise.
- 4.4.2 Check the premise daily and remove all potential vector breeding sites.
- 4.4.3 Look out for signs of pest infestation such as rat droppings or burrows, cockroach droppings, lizard droppings and bed bugs.

<b>5 Check that procedures are in place to manage personnel and travellers residing in serviced apartments who test positive for COVID-19</b>
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**5.1 Handling COVID-19 confirmed cases**

5.1.1 The Serviced Apartment should develop processes for recovery and isolation aligned with prevailing protocols<sup>4</sup> for guests who test positive for COVID-19.

5.1.2 The Serviced Apartment should have processes in place, which are in-line with MOM's prevailing Requirements for Safe Management Measures at the workplace, to manage personnel who tested positive for COVID-19.

<https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

5.1.3 Where a confirmed case has been present at the Serviced Apartment's premises or public spaces, refer to NEA's Guidelines for In-House Cleaning and Disinfection of Areas Exposed to COVID-19 Cases in Non-Healthcare Premises.

<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/guidelines-for-in-house-cleaning-and-disinfection-of-areas-exposed-to-covid-19-cases-in-non-healthcare-premises>

5.1.4 The Serviced Apartment should develop and implement processes to protect employees and/or contractors performing disinfection work, such as providing adequate personal protective equipment in accordance to prevailing guidelines<sup>5</sup>.

<b>6 Check that there are documents and records of all preventive measures.</b>
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**6.1 Documents and records**

6.1.1 When creating and updating the COVID-19 related documents, the Serviced Apartment should consider appropriate identification and description (e.g. title, date, author, reference number). Examples of documents include Serviced Apartment's COVID-19 response protocols, cleaning logs, staff advisories and notices etc.

6.1.2 The Serviced Apartment should ensure that documents and records are retained for at least 3 months for traceability.

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<sup>4</sup> <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-on-covid-19.html>

<sup>5</sup> <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/guidelines-for-in-house-cleaning-and-disinfection-of-areas-exposed-to-covid-19-cases-in-non-healthcare-premises>

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<b>7 Ensure compliance to government orders, guidelines and advisories on the COVID-19.</b>
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7.1 The Serviced Apartment 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 MOM's Requirements for Safe Management Measures at the workplace and put in place the appropriate measures.

<https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

7.3 The Serviced Apartment should maintain and comply with the prevailing list of relevant guidelines and advisories on COVID-19 from government agencies<sup>6</sup> and ensure that this list is up-to-date<sup>7</sup>. These include the General Sanitation and Hygiene Advisory for Hotel Operators, prevailing Safe Management Measures<sup>8</sup> and any other advisories and circulars issued by STB and other government agencies. This includes identifying relevant measures and determining how they should be implemented in the premises.

[https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-hotel-operators\\_191121.pdf](https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-hotel-operators_191121.pdf)

<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/advisories/general-sanitation-and-hygiene-advisory-for-premises-owners-and-operators>

<https://www.enterprisesg.gov.sg/covid-19/safe-distance>

7.4 The Serviced Apartment should comply with the government circular on collection/use of personal data. Refer to PDPC Advisory on Collection of Personal Data for COVID-19 Contact Tracing and Use of SafeEntry.

<https://www.pdpc.gov.sg/Help-and-Resources/2021/05/Advisory-on-Collection-of-Personal-Data-for-COVID-19-Contact-Tracing>

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<sup>6</sup> The advisories can include, but are 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).

<sup>7</sup> Refer and comply to the latest updates on the health advisories from MOH <https://www.moh.gov.sg/covid-19/phase-3-sector-related-advisories>

<sup>8</sup> Examples of Safe Management Measures include but are not limited to Vaccinated-Differentiated SMMs for events with more than 500 participants at one time (where applicable)