Updated as at 22 July 2021

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 tenants** and ensure that those who have travelled overseas monitor their health status and to alert the Visitor Centre if they are not feeling well. Use TraceTogether-only 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 **contractors, suppliers and visitors**. Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.	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 unwell personnel who are displaying COVID-19 symptoms.	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 COVID-19.	7

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<u>Checklist for SG Clean Programme</u>

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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:

   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 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 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.

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> **2 Have processes in place to check temperature and look out for respiratory symptoms of employees and tenants and ensure that those who travelled overseas monitor their health status and to alert the Visitor Centre if they are not feeling well. Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel[1].**

2.1 Employees

2.1.1 The Visitor Centre should conduct temperature checking and screen for respiratory symptoms[2] of employees twice daily. Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the Visitor Centre to seek immediate medical attention.

2.1.2 The Visitor Centre should have processes in place to ensure employees who have travelled overseas monitor their health status and to alert the Visitor Centre if they are not feeling well and should not be at work.

2.1.3 Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.

2.2 Tenants (where applicable)

2.2.1 The Visitor Centre should have processes in place to check temperature and look out for respiratory symptoms[3] of employees of Tenants. Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the Visitor Centre to seek immediate medical attention.

2.2.2 Where feasible and applicable, the Visitor Centre/Tenants should have processes in place to ensure employees of Tenants who have travelled overseas monitor their health status and to alert the Visitor Centre/Tenant if they are not feeling well and should not be at work.

2.2.3 Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.

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[1] The Visitor Centre should ensure that TraceTogether mobile application or TraceTogether Token can be used for SafeEntry check-in.

[2] Symptoms as per MOH advisory as at 23 May 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

[3] Symptoms as per MOH advisory as at 23 May 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

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> **3** **Have processes in place to check temperature and look out for respiratory symptoms of contractors, suppliers and visitors. Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.**

3.1   Contractors, Suppliers and Visitors

3.1.1   The Visitor Centre should have processes[4] in place to check temperature and look out for respiratory symptoms[5] all contractors, suppliers and visitors. Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the Visitor Centre to seek immediate medical attention.

3.1.2   Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.

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

3.2.1   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[6], 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] The establishment need not conduct the checks if the establishment is located within and only accessible via the entrance of a larger premises (e.g. mall, hotel, attraction etc.) which is already conducting these checks for tenants, contractors, suppliers and visitors. Should the operating hours of the establishment and the larger premises differ, the establishment should still conduct the checks.

[5] Symptoms as per MOH advisory as at 23 May 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

[6] Symptoms as per MOH advisory as at 23 May 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

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4   Step up frequency of disinfection for all common facilities and ensure that employees observe good personal hygiene.

4.1   **Disinfection of common facilities**

4.1.1   The Visitor Centre should 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 Visitor Centre.

4.1.2   Common facilities include, but are not limited to:

    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, meeting rooms and exhibition 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 and ensure that employees observe good personal hygiene**

4.2.1   The Visitor Centre should develop processes to protect employees and/or contractors performing disinfection work, such as wearing Personal Protective Equipment, where feasible and applicable.

4.2.2   The Visitor Centre should develop processes and use relevant collaterals to educate employees on infection control and good personal hygiene.

4.2.3   The Visitor Centre 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 National Environment Agency (NEA)'s 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

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> **5   Check that procedures are in place to manage unwell personnel who are displaying COVID-19 symptoms.**

5.1   Handling of unwell personnel who are displaying COVID-19 symptoms[7]

5.1.1   The Visitor Centre 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 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 unwell personnel.

5.2   Post- handling of COVID-19 confirmed cases

5.2.1   The Visitor Centre should disinfect quarantine area(s) and isolation route immediately after handling a COVID-19 confirmed case.

5.2.2   Refer to NEA's Interim List of Household Products and Active Ingredients for Surface Disinfection of the COVID-19 Virus.

https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/interim-list-of-household-products-and-active-ingredients-for-disinfection-of-covid-19

5.2.3   Where a confirmed case has been present in the Visitor Centre's premises or public spaces, refer to NEA's Interim Guidelines for Environmental Cleaning and Disinfection of Areas Exposed to Confirmed Case(s) of COVID-19 in Non-Healthcare Premises.

https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/cleaning-and-disinfection/guidelines/guidelines-for-environmental-cleaning-and-disinfection

> **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). Examples of documents include Visitor Centre's COVID-19 response protocols, cleaning logs, staff advisories and notices etc.

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   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 Visitor Centre should maintain and comply with the list of relevant guidelines and health advisories on the COVID-19 from government agencies[8] and ensure that this list is up-to-date[9]. These include the prevailing Safe Management Measures[10], advisories issued by Singapore Tourism Board and any other advisories and circulars issued by other government agencies. This includes identifying relevant measures and determining how they should be implemented in the Visitor Centre.

https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-mcsts-and-commercial-premises_220521.pdf

7.4   The Visitor Centre should comply with 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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[7] Symptoms as per MOH advisory as at 23 May 2021 include fever, cough, runny nose, sore throat, loss of taste or smell.

[8] 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).

[9] 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

[10] Examples of Safe Management Measures include but are not limited to queue management, seating arrangement, capacity management.