

Updated as at 25 Oct 2022

**Checklist for SG Clean Programme – Shopping Malls<sup>1</sup>**

<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. Where feasible and applicable, have processes in place for unwell <b>contractors, suppliers and visitors</b> .	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 personnel 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 health advisories on COVID-19.	7

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<sup>1</sup> Not including Ministry of Health (MOH) registered/licensed clinics and Early Childhood Development Agency (ECDA) registered/licensed childcare centres.

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**Checklist for SG Clean Programme**

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

Shopping mall or shopping centre (herein known as Mall) management should commit to develop, implement, and continually improve the effectiveness of the Programme.

**1.2 SG Clean Manager**

Mall 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
- 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 Mall should communicate and make aware 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, customers and general public), where required.

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## **2 Have processes in place for unwell employees and tenants.**

### **2.1 Employees**

- 2.1.1 The Mall should have processes in place for unwell employees, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines<sup>2</sup>.

### **2.2 Tenants**

- 2.2.1 The Mall/Tenants should have processes in place for unwell employees of Tenants, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines<sup>2</sup>.

## **3 Have processes in place for unwell contractors, suppliers and visitors.**

### **3.1 Contractors, Suppliers and Visitors**

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

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

Where feasible and applicable, the Mall 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.

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<sup>2</sup> <https://www.covid.gov.sg/>

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

**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.

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

- i. Reception/Information counter and or similar counters used to provide customers information, and conduct activities such as lucky draws etc.,
- ii. Lobby,
- iii. Lifts including but not limited to buttons, railings and handles, where applicable,
- iv. Doors including but not limited to doorknobs and handles,
  - i. Handrails of escalators and staircases, where applicable,
  - ii. Toilets,
  - iii. Meeting rooms,
  - iv. Pantry or canteen,
  - v. Other common areas.

**4.2 The Mall should develop processes to ensure that employees observe good personal hygiene.**

4.2.1 The Mall should develop processes and use relevant collaterals to educate employees on infection control and good personal hygiene.

4.2.2 The Mall 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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<b>5 Check that procedures are in place to manage personnel who test positive for COVID-19.</b>
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**5.1 Handling COVID-19 confirmed cases**

- 5.1.1 The Mall 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>

- 5.1.2 Where a confirmed case has been present at the Mall's premises or public space, 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>

- 5.1.3 The Mall 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>3</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, consider appropriate identification and description (e.g. title, date, author, reference number). Examples of documents include Mall's COVID-19 response protocols, cleaning logs, staff advisories and notices etc.

- 6.1.2 The Mall should ensure that documents and records be retained for at least 3 months for traceability.

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<sup>3</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 health advisories on COVID-19</b>
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- 7.1 The Mall 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 Mall should maintain and comply with the prevailing list of relevant guidelines and health advisories on the COVID-19 from government agencies<sup>4</sup> and ensure that this list is up-to-date<sup>5</sup>. These include prevailing Safe Management Measures<sup>6</sup> and any other advisories and circulars issued by Enterprise Singapore, STB and other government agencies. This includes identifying relevant measures and determining how they should be implemented in the Mall.  
<https://www.enterprisesg.gov.sg/covid-19/safe-distance>  
[https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-mcsts-and-commercial-premises\\_191121.pdf](https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-mcsts-and-commercial-premises_191121.pdf)
- 7.4 The Mall 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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<sup>4</sup> 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).

<sup>5</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>6</sup> Examples of Safe Management Measures include but are not limited Vaccinated-Differentiated SMMs for events with more than 500 participants at one time.