

Updated as at 25 Oct 2022

Checklist for SG Clean Programme – Integrated Resorts (IRs)

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 for unwell employees and tenants .	2
3. Have processes in place for unwell contractors, suppliers and IR 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 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 advisories on the COVID-19.	7

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Checklist for SG Clean Programme

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

1.1.1 The IR management should commit to develop, implement, and continually improve the effectiveness of the Programme.

1.2 SG Clean Manager

1.2.1 The IR management should appoint a SG Clean Manager to ensure compliance with the requirements of the 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 IR 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 of the Programme.

1.3.2 The measures and requirements of the Programme should be made available to external stakeholders (such as to tenants, contractors and suppliers, visitors and general public), where required.

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2 Have process in place for unwell employees and tenants.

2.1 Employees

- 2.1.1 The IR should have processes in place for unwell employees, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines¹.

2.2 Tenants

- 2.2.1 The IR/Tenant should have processes in place for unwell employees of Tenants, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines¹.

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

3.1 Contractors and Suppliers

- 3.1.1 The IR should have processes in place for unwell contractors and suppliers, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines¹.

3.2 IR visitors

- 3.2.1 The IR should have processes in place for unwell IR visitors, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines¹.

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

- 3.3.1 Where feasible and applicable, the IR 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.

¹ <https://www.covid.gov.sg/>

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

4.1.1 The IR 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 IR.

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, concierge desks, guest lounges, payment and ticketing counters and kiosks, including but not limited to shared maps and menus where applicable;
- iii. Walls, doors and windows including but not limited to doorknobs and handles;
- iv. Toilets and litter bins;
- v. Pantry or canteen, kitchens and food preparation areas;
- vi. Back-of-house areas, offices, staff rest areas, prayer rooms, nursing rooms etc.;
- vii. Queue areas, show/event areas, common corridors/walkways and carpeted areas, including chairs/benches and tables;
- viii. Equipment and interactive components, including but not limited to multi-media /audio systems, telephones, electronic devices and touch screens, where applicable; and
- ix. Transportation such as trams and people-moving systems, and related ancillary spaces such as taxi stands, coach bays, where applicable.

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4.1.3 Specifically for the Casino, all common facilities and equipment, including but not limited to the following, are also to be disinfected:

- i. Gaming pits, including gaming tables and chairs (to maximise cleaning frequency within operationally feasible limits);
- ii. Slot machines and gaming machines (to maximise cleaning frequency within operationally feasible limits);
- iii. Entry-levy kiosks and membership kiosks (to maximise cleaning frequency within operationally feasible limits);
- iv. Cashier cages and ancillary areas (to maximise cleaning frequency within operationally feasible limits);
- v. Gaming chips, floats and layouts (to maximise cleaning frequency within operationally feasible limits);
- vi. Playing cards (especially those handled by visitors, to dispose of after each use; otherwise to minimise the number of times the cards are reused); and
- vii. Dice and other gaming tools (especially those handled directly by visitors, to dispose of after each use or disinfected as often as possible).

4.2 The IR should develop processes to ensure that employees observe good personal hygiene

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

- i. Specifically for the casino, the IR should also ensure that all staff sanitise their hands before and after shifts at gaming tables / pits.

4.2.2 The IR 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 personnel who test positive for COVID-19.

5.1 Handling COVID-19 confirmed cases

- 5.1.1 The IR 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 in the IR 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>

- 5.1.3 The IR 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 guidelines².

6 Check that there are documents and records of all preventive measures
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6.1 Documents and records

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

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

²<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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7 Ensure compliance to government orders, guidelines and health advisories on the COVID-19

7.1 The IR 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 IR should maintain and comply with the prevailing list of relevant guidelines and advisories on COVID-19 from government agencies³ and ensure that this list is up-to-date⁴. These include prevailing Safe Management Measures⁵ 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.stb.gov.sg/content/stb/en/home-pages/advisory-on-covid-19.html>

https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-mcsts-and-commercial-premises_191121.pdf

7.4 The IR should comply with government circulars on the collection/use of personal data. Refer to the 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>

³ 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).

⁴ 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>

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