

Updated as at 23 May 2022

**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 for unwell <b>employees and tenants</b> and ensure that those who have travelled overseas monitor their health status and to alert the Visitor Centre if they are not feeling well.	2
3. 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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**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**

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

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

**2.2 Tenants (where applicable)**

- 2.2.1 The Visitor Centre/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>.
- 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.

<b>3 Have processes in place for unwell contractors, suppliers and visitors.</b>
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**3.1 Contractors, Suppliers and Visitors**

- 3.1.1 The Visitor Centre 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>3</sup>.

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

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

<sup>3</sup> <https://www.covid.gov.sg/>

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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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<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 of COVID-19 confirmed cases**

The Visitor Centre should have processes in place to manage personnel who tested positive for COVID-19 such as arrange for self-isolation and contact tracing of close contacts.

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

5.1.2 Refer to NEA's List of Household disinfectants and self-disinfecting surface coating products against COVID-19 Virus.

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

5.1.3 Where a confirmed case has been present in the Visitor Centre'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>

<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 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.

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

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- 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<sup>4</sup> and ensure that this list is up-to-date<sup>5</sup>. These include the prevailing Safe Management Measures<sup>6</sup>, 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/our-services/public-cleanliness/environmental-cleaning-guidelines/advisories/general-sanitation-and-hygiene-advisory-for-premises-owners-and-operators>

- 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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<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 to mask-wearing for indoor settings.