

Updated as at 25 Oct 2022

Checklist for SG Clean Programme - Arts Venue¹

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 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 health advisories on COVID-19.	7

¹ This includes art exhibition galleries, concert halls, theatres and performance centers.

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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

Arts venue management should commit to develop, implement and continually improve the effectiveness of the Programme.

1.2 SG Clean Manager

Arts venue 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 Arts venue 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 SG Clean 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 for unwell employees and tenants.

2.1 Employees

- 2.1.1 The Arts Venue should have processes in place for unwell employees, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines².

2.2 Tenants

- 2.2.1 The Arts Venue/Tenants should have processes for unwell employees of tenants, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines².

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

3.1 Contractors and suppliers

- 3.1.1 The Arts Venue should have processes in place for unwell contractors and suppliers, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines².

3.2 Visitors

- 3.2.1 The Arts Venue should have processes in place for unwell visitors, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines².

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

- 3.3.1 Where feasible and applicable, the Arts Venue 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.

² <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
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4.1 Disinfection of common facilities

- 4.1.1 The Arts Venue 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 arts venue.

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

- 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 including shared maps and menus 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. Queue areas
 - vii. Back-of-house areas, offices, staff rest areas
 - viii. Auditoriums, amphitheatres, meeting rooms and show areas, where applicable
 - ix. Display or exhibition spaces, where applicable
 - x. Props and performance-related equipment, where applicable
 - xi. Other common areas such as chairs/benches and tables, common walkways, where applicable
- 4.1.1 The Arts Venue should avoid the sharing of all other equipment (e.g. props, musical instruments and microphones) as far as possible. If this cannot be done, the equipment should be thoroughly cleaned and/or disinfected before handled or used by others³.

³ <https://www.nac.gov.sg/support/covid-19/safe-management-measures-smms/latest-updated-smms-for-arts-and-culture-stakeholders>

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4.2 The Arts Venue should develop processes to ensure that employees observe good personal hygiene.

- 4.2.1 The Arts Venue should develop processes or use relevant collaterals to educate employees and practitioners on infection control and good personal hygiene.
- 4.2.2 The Arts Venue 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>

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

- 5.1.1 The Arts Venue 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 Arts Venue'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 Arts Venue 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 guidelines⁴.

⁴<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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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 Arts venue should consider appropriate identification and description (e.g. title, date, author, reference number). Examples of documents include COVID-19 response protocols, cleaning logs, staff advisories and notices etc.
- 6.1.2 Ensure that documents and records be retained for at least 3 months for traceability.

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

- 7.1 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 Arts Venue should maintain and comply with the prevailing list of relevant guidelines and health advisories on COVID-19 from government agencies⁵ and ensure that this list is up-to-date⁶. This includes identifying relevant Safe Management Measure⁷ advisories issued by National Arts Council and National Heritage Board, General Sanitation and Hygiene Advisory, 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 arts venue.

<https://www.nac.gov.sg/support/covid-19/safe-management-measures-smms/latest-updated-smms-for-arts-and-culture-stakeholders>

<https://www.nhb.gov.sg/what-we-do/our-work/sector-development/museum-roundtable/safe-management-measures-for-museum-stakeholders>

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

⁵ The 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).

⁶ 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>

⁷ Examples of Safe Management Measures include but are not limited to Vaccinated-Differentiated SMMs for events with more than 500 participants at one time.

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- 7.4 The Arts Venue should comply with government circular on collection/use of personal data during the event of an emergency. Refer to PDPC Advisory on Collection of Personal Data for COVID-19 Contact Tracing.

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