

Updated as at 28 Oct 2022

Checklist for SG Clean Programme – Retail Establishments

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 .	2
3. Have process 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 the COVID-19.	7

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Checklist for SG Clean Programme

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

Retail store or outlet or stall (herein known as Retail establishment) management should commit to develop, implement, and continually improve the effectiveness of the Programme.

1.2 SG Clean Manager

Retail establishment 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 Retail establishment 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 contractors and suppliers, customers and general public), where required.

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2 Have processes in place for unwell employees.

2.1 Employees

- 2.1.1 The Retail establishment should have processes in place for unwell employees, 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 visitors².

3.1 Contractors, suppliers and visitors

- 3.1.1 The Retail establishment should have processes for all unwell of contractors, suppliers and visitors, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines³.

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

Where feasible and applicable, the Retail establishment 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/>

² Visitors may include customers, patrons, shoppers, business partners or government authorities.

³ <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 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. Fitting rooms, chairs and related accessories,
- ii. Trolleys, shopping baskets/bags,
- iii. Counter (registration, payment etc.)
- iv. Communal facilities/items (gym equipment, toys, furniture etc.)
- v. Lifts, stairways, including buttons, handrails, railings and handles,
- vi. Doors including doorknobs and handles,
- vii. Common walkways,
- viii. Other common areas.

4.1.3 Ensure that disinfectants are used, and areas cleaned are well ventilated.

4.2 The Retail establishment should develop processes to ensure that employees observe good personal hygiene.

4.2.1 The Retail establishment should develop processes or use relevant collaterals to educate its employees on infection control and good personal hygiene.

4.2.2 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 Retail establishment 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 Retail establishment, 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 Retail establishment 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.

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 Retail establishment 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 consider appropriate identification and description (e.g. title, date, author, reference number).

- 6.1.2 Ensure that documents and records be retained for at least 3 months for traceability.

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

7.1 The Retail establishment should refer and comply to with all other 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 Retail establishment 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. These includes the relevant Safe Management Measures⁷ advisories issued by Enterprise Singapore, the 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 organisation.

<https://www.enterprisesg.gov.sg/covid-19/safe-distance#RE>

<https://www.stb.gov.sg/content/stb/en/home-pages/advisory-on-covid-19.html>

<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 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>

<https://www.enterprisesg.gov.sg/covid-19/safe-distance#RE>

ingapore (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 queue management and crowd management.