Updated as at 24 May 2022

Checklist for SG Clean Programme – Cruise Terminal

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 and** ensure that those who have travelled overseas monitor their health status and to alert the Terminal Operator if they are not feeling well.	2
3. Have processes in place for unwell **contractors, suppliers, visitors and passengers.**	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

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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 Terminal Operator should commit to develop, implement and continually improve the effectiveness of the Programme.

1.2   **SG Clean Manager**

1.2.1 Terminal Operator 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 Terminal Operator 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 conforming to 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, suppliers, visitors and general public) where required.

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> **2 Have processes in place for unwell employees and tenants and ensure that those who have travelled overseas monitor their health status and to alert the Terminal Operator if they are not feeling well.**

2.1 Employees

2.1.1 The Terminal Operator should have processes in place for unwell employees, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines[1].

2.1.2 The Terminal Operator should have processes in place to ensure employees who have travelled overseas monitor their health status and to alert the Terminal Operator if they are not feeling well and should not be at work.

2.2 Tenants

2.2.1 The Terminal Operator/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 guidelines[2].

2.2.2 Where feasible and applicable, the Terminal Operator/Tenant should have processes in place to ensure employees of Tenants who have travelled overseas monitor their health status and to alert the Terminal Operator/Tenant if they are not feeling well and should not be at work.

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[1] https://www.covid.gov.sg/

[2] https://www.covid.gov.sg/

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

3.1   **Contractors, Suppliers, Visitors and Passengers**

3.1.1   The Terminal Operator should have processes in place for unwell contractors, suppliers, visitors and passengers, such as advising them to adopt the appropriate protocol in accordance with the prevailing guidelines[4].

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

3.2.1   Where feasible and applicable, the Terminal Operator 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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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 Terminal Operator 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 Terminal.

Common facilities include, but are not limited to:

    i.   Lifts including but not limited to buttons, railings and handles, where applicable

    ii.   Doors including but not limited to doorknobs and handles

    iii.   Handrails of escalators and staircases, where applicable

    iv.   Toilets

    v.   Immigration hall area

    vi.   Linkway between passenger boarding bridge and terminal building

    vii.   Other common areas such as chairs/ benches, common corridors, staff rest areas etc.

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[3] Visitors may include cruise passengers, customers, business partners or government authorities.

[4] https://www.mpa.gov.sg/web/portal/home/port-of-singapore/circulars-and-notices/detail/1b43328f-3c4b-4aef-a6b5-150c3fbd5882

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4.2 **The Terminal Operator should develop processes to protect employees and/or contractors doing disinfection work and ensure that employees observe good personal hygiene.**

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

4.2.3 The Terminal Operator 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

The Cruise Terminal 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 Terminal Operator 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 at the Terminal'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

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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 Terminal Operator should consider appropriate identification and description (e.g. title, date, author, reference number). Examples of documents include Terminal Operator's COVID-19 response protocols, cleaning logs, staff advisories and notices etc.

6.1.2 The Terminal Operator should ensure that all documents and records be retained for at least 3 months for traceability.

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

7.1 The Terminal Operator 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 Terminal Operator should maintain and comply with the prevailing list of relevant guidelines and health advisories on the COVID-19 from government agencies[5] and ensure that this list is up-to-date[6]. These include prevailing Safe Management Measures[7] and any other advisories and circulars for terminal operations issued by MPA, STB and other government agencies. This includes identifying relevant measures and determining how they should be implemented in the premises.

https://www.mpa.gov.sg/web/portal/home/port-of-singapore/circulars-and-notices/detail/1b43328f-3c4b-4aef-a6b5-150c3fbd5882

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 Terminal Operator 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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[5] 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).

[6] Refer and comply to the latest updates on the health advisories from MOH https://www.moh.gov.sg/covid-19/advisories-for-various-sectors

[7] Examples of Safe Management Measures include but are not limited mask-wearing for indoor settings