

Updated as at 16 July 2021

**Checklist for SG Clean Programme - Arts Venue<sup>1</sup>**

<b>7-Points for SG Clean Programme</b>	<b>Clause number for Implementation Requirement</b>
1. Appoint a “SG Clean” Manager to implement measures and ensure compliance to checklist of SG Clean Programme.	1
2. Have processes in place to check temperature and look out for respiratory symptoms of <b>employees and tenants</b> and ensure that those who have travelled overseas monitor their health status and to alert the establishment if they are not feeling well.  Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.	2
3. Have processes in place to check temperature, look out for respiratory symptoms of <b>contractors, suppliers and visitors</b> .  Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.	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 unwell personnel who are displaying COVID-19 symptoms.	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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<sup>1</sup> 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 to check temperature and look out for respiratory symptoms of employees and tenants and ensure that those who have travelled overseas monitor their health status and to alert the Arts Venue if they are not feeling well. Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel<sup>2</sup>.**

## 2.1 Employees

2.1.1 The arts venue should conduct temperature checking and screen for respiratory symptoms<sup>3</sup> of employees twice daily. Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the organisation to seek immediate medical attention.

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

2.1.3 Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.

## 2.2 Tenants

2.2.1 The arts venue should have processes in place to check temperature and look out for respiratory symptoms<sup>4</sup> of tenants. Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the organisation to seek immediate medical attention.

2.2.2 Where feasible and applicable, the arts venue should have processes in place to ensure tenants who have travelled overseas monitor their health status and to alert the arts venue if they are not feeling well and should not be at work.

2.2.3 Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.

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<sup>2</sup> The arts venue should ensure that TraceTogether mobile application or TraceTogether Token can be used for SafeEntry check-in.

<sup>3</sup> Symptoms as per MOH advisory as at 23 June 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

<sup>4</sup> Symptoms as per MOH advisory as at 23 June 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

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**3 Have processes in place to check temperature and look out for respiratory symptoms of contractors, suppliers and visitors. Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.**

**3.1 Contractors and suppliers**

- 3.1.1 The arts venue should have processes in place to check temperature and look out for respiratory symptoms<sup>5</sup> of contractors and suppliers. Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the organisation to seek immediate medical attention.
- 3.1.2 Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.

**3.2 Visitors**

- 3.2.1 The arts venue should have processes in place to check temperature and look out for respiratory symptoms<sup>6</sup> of visitors. Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the organisation to seek immediate medical attention.
- 3.2.2 Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.

**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 daily temperature screening, taking note of respiratory symptoms<sup>7</sup>, and to remain vigilant and practice good personal hygiene, such as wash their hands regularly and refrain from touching their face unnecessarily.

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<sup>5</sup> Symptoms as per MOH advisory as at 23 June 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

<sup>6</sup> Symptoms as per MOH advisory as at 23 June 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

<sup>7</sup> Symptoms as per MOH advisory as at 23 June 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

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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 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 others.

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**4.2 The Arts Venue should develop processes to protect employees and/or contractors performing disinfection work and ensure that employees observe good personal hygiene.**

- 4.2.1 The Arts venue should develop and implement processes to protect employees and/or contractors performing disinfection work, such as wearing Personal Protective Equipment, where feasible and applicable.
- 4.2.2 The Arts venue should develop processes or use relevant collaterals to educate employees and practitioners on infection control and good personal hygiene.
- 4.2.3 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>

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**5 Check that procedures are in place to manage unwell personnel who are displaying COVID-19 symptoms.**

**5.1 Handling of unwell personnel who are displaying COVID-19 symptoms<sup>8</sup>**

- 5.1.1 The Arts venue should develop processes to identify and manage unwell personnel. Procedures for managing unwell employees, tenants, contractors and suppliers, and where applicable, visitors, including:
- i. Arrangement of isolation/quarantine areas for unwell or suspected cases
  - ii. Designating an isolation route to the quarantine areas and transport pickup area, where applicable
  - iii. Arrangement of transport to designated Public Health Preparedness Clinics (PHPCs) or polyclinics, where applicable
  - iv. Evacuation plan of the remaining employees, tenants, contractors, suppliers and visitors where applicable
- 5.1.2 Procedures for assisting with contact tracing.
- 5.1.3 Procedures for cleaning and disinfecting premises exposed to unwell personnel.

**5.2 Post- handling of COVID-19 confirmed cases**

- 5.2.1 The Arts venue should disinfect quarantine areas and isolation route immediately after handling a COVID-19 confirmed cases.
- 5.2.2 Refer to NEA Interim List of Household Products and Active Ingredients for Surface Disinfection of the COVID-19 Virus.
- <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/interim-list-of-household-products-and-active-ingredients-for-disinfection-of-covid-19>
- 5.2.3 Where a confirmed case has been present in the Arts venue's premises or public spaces, refer to NEA Interim Guidelines for Environmental Cleaning and Disinfection of Areas Exposed to Confirmed Case(s) of COVID-19 in Non-Healthcare Premises.
- <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/cleaning-and-disinfection/guidelines/guidelines-for-environmental-cleaning-and-disinfection>

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<sup>8</sup> Symptoms as per MOH advisory as at 23 June 2021 include fever, cough, runny nose, sore throat, loss of taste or smell

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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 agencies<sup>9</sup> and ensure that this list is up-to-date<sup>10</sup>. This includes identifying relevant Safe Management Measure<sup>11</sup> 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/whatwedo/support/sustaining-the-arts-during-covid-19/Safe-Management-Measures-for-the-Arts-and-Culture-Sector-.html>

<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/docs/default-source/default-document-library/advisory-for-mcsts-and-commercial-premises\\_220521.pdf](https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-mcsts-and-commercial-premises_220521.pdf)

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<sup>9</sup> 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).

<sup>10</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>11</sup> Examples of Safe Management Measures include but are not limited to queue management, seating arrangement, capacity management and performer management.

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- 7.4 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>