

Updated as at 16 July 2021

Checklist for SG Clean Programme – Integrated Resorts (IRs)

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 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 IR 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 contractors, suppliers and IR visitors . 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 advisories on the COVID-19.	7

Updated as at 16 July 2021

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

1.1.1 The IR management should commit to develop, implement, and continually improve the effectiveness of the Programme.

1.2 SG Clean Manager

1.2.1 The IR management 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 IR 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 of the Programme.

1.3.2 The measures and requirements of the Programme should be made available to external stakeholders (such as to tenants, contractors and suppliers, visitors and general public), where required.

Updated as at 16 July 2021

2 Have process 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 IR if they are not feeling well. Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel¹.

2.1 Employees

- 2.1.1 The IR should conduct temperature checking and look out for respiratory symptoms² of employees twice daily (for casino employees specifically, to ensure temperature is taken at start and mid of shift). Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the IR to seek immediate medical attention.
- 2.1.2 The IR should have processes in place to ensure employees who have travelled overseas monitor their health status and to alert the IR 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 IR/Tenant should have processes in place to check temperature and look out for respiratory symptoms³ of all employees 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 IR/Tenant to seek immediate medical attention.
- 2.2.2 Where feasible and applicable, the IR/Tenant should have processes in place to ensure employees of Tenants who have travelled overseas monitor their health status and to alert the IR/Tenant 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.

¹ The IR should ensure that TraceTogether mobile application or TraceTogether Token can be used for SafeEntry check-in.

² Symptoms as per MOH advisory as at 23 June 2021 include fever, cough, runny nose, sore throat, loss of taste or smell.

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

Updated as at 16 July 2021

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

3.1 Contractors and Suppliers

- 3.1.1 The IR should have processes in place to check temperature and look out for respiratory symptoms⁴ of all 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 IR to seek immediate medical attention.
- 3.1.2 Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.

3.2 IR visitors

- 3.2.1 The IR should have processes in place to check temperature and look out for respiratory symptoms⁵ of all IR visitors. Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the IR 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 Hotel should display updated health advisories indicating the necessary precautionary measures. This includes, but not limited to daily temperature screening, taking note of respiratory symptoms⁶ and to remain vigilant and practice good personal hygiene, such as wash their hands regularly and refrain from touching their face unnecessarily.

⁴ Symptoms as per MOH advisory as at 23 May 2021 include fever, cough, runny nose, sore throat, loss of taste or smell.

⁵ Symptoms as per MOH advisory as at 23 May 2021 include fever, cough, runny nose, sore throat, loss of taste or smell.

⁶ Symptoms as per MOH advisory as at 23 May 2021 include fever, cough, runny nose, sore throat, loss of taste or smell.

Updated as at 16 July 2021

4 Step up frequency of disinfection for all common facilities, implement a pest control programme, and ensure that employees observe good personal hygiene.

4.1 Disinfection of common facilities

4.1.1 The IR 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 IR.

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, concierge desks, guest lounges, payment and ticketing counters and kiosks, including but not limited to shared maps and menus where applicable;
- iii. Walls, doors and windows including but not limited to doorknobs and handles;
- iv. Toilets and litter bins;
- v. Pantry or canteen, kitchens and food preparation areas;
- vi. Back-of-house areas, offices, staff rest areas, prayer rooms, nursing rooms etc.;
- vii. Queue areas, show/event areas, common corridors/walkways and carpeted areas, including chairs/benches and tables;
- viii. Equipment and interactive components, including but not limited to multi-media /audio systems, telephones, electronic devices and touch screens, where applicable; and
- ix. Transportation such as trams and people-moving systems, and related ancillary spaces such as taxi stands, coach bays, where applicable.

Updated as at 16 July 2021

4.1.3 Specifically for the Casino, all common facilities and equipment, including but not limited to the following, are also to be disinfected:

- i. Gaming pits, including gaming tables and chairs (to maximise cleaning frequency within operationally feasible limits);
- ii. Slot machines and gaming machines (to maximise cleaning frequency within operationally feasible limits);
- iii. Entry-levy kiosks and membership kiosks (to maximise cleaning frequency within operationally feasible limits);
- iv. Cashier cages and ancillary areas (to maximise cleaning frequency within operationally feasible limits);
- v. Gaming chips, floats and layouts (to maximise cleaning frequency within operationally feasible limits);
- vi. Playing cards (especially those handled by visitors, to dispose of after each use; otherwise to minimise the number of times the cards are reused); and
- vii. Dice and other gaming tools (especially those handled directly by visitors, to dispose of after each use or disinfected as often as possible).

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

- 4.2.1 The IR 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 IR should develop processes and use relevant collaterals to educate employees on infection control and good personal hygiene.
 - i. Specifically for the casino, the IR should also ensure that all staff sanitise their hands before and after shifts at gaming tables / pits.
- 4.2.3 The IR 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>

Updated as at 16 July 2021

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

5.1 Handling unwell personnel who are displaying COVID-19 symptoms⁷

5.1.1 The IR should develop processes to identify and manage unwell personnel. These include, but not limited to:

5.1.1.1 Procedures for managing unwell employees, tenants, contractors, suppliers and IR visitors including:

- i. Arrangement of quarantine areas for unwell or suspected cases,
- ii. Designation of an isolation route to the quarantine areas and transport pickup area,
- iii. Arrangement of transport to designated Public Health Preparedness Clinics (PHPCs) or hospital, where applicable,
- iv. Evacuation plan of the remaining employees, tenants, contractors, suppliers and IR visitors.

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

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 IR 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>

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

6.1.2 The IR should ensure that documents and records are retained for at least 3 months for traceability.

Updated as at 16 July 2021

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

7.1 The IR 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 IR should maintain and comply with the prevailing list of relevant guidelines and advisories on COVID-19 from government agencies⁸ and ensure that this list is up-to-date⁹. These include prevailing Safe Management Measures¹⁰ and 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 premises.

https://www.nea.gov.sg/docs/default-source/default-document-library/advisory-for-mcsts-and-commercial-premises_220521.pdf

7.4 The IR should comply with government circulars on the collection/use of personal data. Refer to the 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>

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

⁸ The advisories can include, but are 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).

⁹ 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>

¹⁰ Examples of Safe Management Measures include but are not limited to queue management, seating arrangement, capacity management.