

Updated as at 16 July 2021

Checklist for SG Clean Programme - Exhibition and Convention Centre (MICE venue)

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 MICE venue 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 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 health advisories on the COVID-19.	7

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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

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

1.2 SG Clean Manager

1.2.1 MICE venue 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, 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 MICE 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 Programme

1.3.2 The measures and the requirements of the Programme should be made available to external stakeholders (such as to tenants, contractors and suppliers, public and visitors), 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 MICE venue 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 MICE venue should have processes in place to check temperature and look out for respiratory symptoms² 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 MICE venue to seek immediate medical attention.

2.1.2 The MICE venue should have processes in place to ensure employees who have travelled overseas monitor their health status and to alert the Centre 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 MICE venue 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 MICE venue to seek immediate medical attention.

2.2.2 Where feasible and applicable, the MICE venue should have processes in place to ensure employees of tenants who have travelled overseas monitor their health status and to alert the MICE 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.

¹ The MICE venue 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.

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3 Have processes in place to check temperature and look out for respiratory symptoms of contractors, suppliers and visitor⁴. Use TraceTogether-only SafeEntry visitor management system to record entry of all personnel.

3.1 Contractors, Suppliers and Visitors

3.1.1 The MICE venue should have processes in place to check temperature and look out for respiratory symptoms⁵ of all contractors, suppliers and visitors. Those who are unwell with temperature of 37.5 degree Celsius or higher, and/or display respiratory symptoms will be asked by the MICE venue to seek immediate medical attention.

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

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

3.2.1 Where feasible and applicable, the MICE venue 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 Visitors may include event organisers, events attendees, business partners or government authorities.

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

⁶ 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 MICE 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 MICE venue.

4.1.2 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. Meeting rooms, exhibition halls and pre-function areas
- vi. Business centre, where applicable
- vii. Pantry or canteen, kitchens and food preparation areas
- viii. Vehicle drop off and pick up points e.g. Taxi Stands, Coach Bay
- ix. Other common areas such as chairs/ benches, common corridors, staff rest areas etc.

4.2 The MICE 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 MICE venue 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 MICE venue should develop processes and use relevant collaterals to educate employees on infection control and good personal hygiene.

4.2.3 The MICE 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 unwell personnel who are displaying COVID-19 symptoms⁷

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

5.1.1.1 Procedures for managing unwell employees, tenants, contractors and suppliers, and 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 hospital, where applicable,
- iv. Evacuation plan of the remaining employees, tenants, contractors, suppliers and 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 MICE venue should disinfect quarantine area(s) and isolation route immediately after handling a COVID-19 suspect case.

5.2.2 Refer to NEA's 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 Centre's premises or public spaces, refer to NEA's 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 MICE venue should consider appropriate identification and description (e.g. title, date, author, reference number). Examples of documents include MICE venue's COVID-19 response protocols, cleaning logs, staff advisories and notices etc.

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

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

7.1 The MICE venue 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 MICE venue should maintain and comply with list of relevant guidelines and health advisories on the COVID-19 from government agencies⁸ and ensure that this list is up-to-date⁹. This includes 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.stb.gov.sg/content/stb/en/home-pages/advisory-for-MICE.html#MICE>

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

7.4 The MICE venue should comply with the 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>

⁷ Symptoms as per MOH advisory as at 16 May 2021 include fever, cough, runny nose, sore throat, loss of taste or smell.

⁸ 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).

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.