

Retail Establishment
Checklist for SG Clean Programme

5-Points for SG Clean Programme	Clause number for Implementation Requirement
1. <u>SG Clean Representative</u> - Appoint a “SG Clean” Manager to implement measures and ensure compliance to checklist of SG Clean Programme.	1
2. <u>Health Physique of employees</u> – Processes to be in place for screening of unwell employees.	2
3. <u>Health Physique of tenants, contractors, suppliers and visitors</u> - Processes to be in place for screening of unwell tenants, contractors, suppliers and visitors.	3
4. <u>Cleanliness and Sanitization</u> - Step up frequency of disinfection for all common facilities, and ensure that employees observe good personal hygiene.	4
5. <u>Documentation</u> - Check that processes and documentation are in place for the above clauses (S/N 1 to 4), as applicable.	5

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”)

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

The Retail establishment management should appoint a SG Clean Manager to ensure compliance with the requirements of this Programme. The roles and responsibilities of the 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 reactive 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.

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

2 Health Physique of employees – Processes to be in place for screening of unwell employees.

2.1 Handling unwell employees

- 2.1.1 The Retail establishment must develop processes to identify and manage unwell employees. These include, but are not limited to, the following:
- i. The premise should look out for any signs and symptoms which may suggest a personnel is unwell. Those who are unwell should be asked by the premise owner to seek immediate medical attention.
 - ii. Arrangement of quarantine areas for unwell employees displaying COVID-19 symptoms,
 - iii. Designation of an isolation route to the quarantine areas and transport pickup area,
 - iv. Arrangement of transport to designated flu clinic or hospital, where applicable,
 - v. Evacuation plan of the remaining employees, contractors, suppliers and visitors.

The Retail establishment should obtain prior approval from MOM before the foreign employee (returning workers on work passes) travels back to Singapore.

3 Health Physique of tenants, contractors, suppliers and visitors – Processes to be in place for screening of unwell tenants, contractors, suppliers and visitors.

3.1 Handling unwell tenants, contractors, suppliers and visitors

- 3.1.1 The Retail establishment must develop processes to identify and manage unwell tenants, contractors, suppliers and visitors. These include, but are not limited to, the following:
- i. The premise should look out for any signs and symptoms which may suggest a personnel is unwell. Those who are unwell should be asked by the premise owner to seek immediate medical attention.
 - ii. Arrangement of quarantine areas for unwell tenants, contractors, suppliers and visitors displaying COVID-19 symptoms,
 - iii. Designation of an isolation route to the quarantine areas and transport pickup area,
 - iv. Arrangement of transport to designated flu clinic or hospital, where applicable,
 - v. Evacuation plan of the remaining employees, tenants, contractors, suppliers and visitors.

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

Where feasible and applicable, the organisation should display updated health advisories indicating the necessary precautionary measures. This includes, but not limited to taking note of respiratory symptoms such as cough or shortness of breath, and to remain vigilant and practice good personal hygiene, such as wash their hands regularly and refrain from touching their face unnecessarily.

4 Step up frequency of disinfection for all common facilities, and ensure that employees observe good personal hygiene

4.1 Cleaning and disinfection of premises

4.1.1 The Retail establishment should develop and implement processes to disinfect common facilities more frequently for premises/areas with high traffic flow. In addition, establishments should have sufficient disinfecting solutions onsite for cleaning when required.

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), self-check-out kiosk,
- 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 (e.g. cashless top up kiosks and contactless payment units).

4.1.3 The Retail establishment should develop processes to protect employees doing disinfection work.

4.1.4 Ensure that disinfectants are used, and areas cleaned are well ventilated

4.2 Disinfection of premises after handling COVID-19 confirmed cases

4.2.1 The Retail establishment should disinfect quarantine area(s) and isolation route immediately after handling COVID-19 suspect cases.

4.2.2 Refer to NEA Interim List of Household products and Active Ingredients for Disinfection of COVID-19.

<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>

4.2.3 Where a confirmed case has been present at the premises or public space, refer to NEA Interim Guidelines for Environmental Cleaning and Disinfection of Premises with Transient Exposure to Confirmed Case(s) of the COVID-19.

<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/cleaning-and-disinfection/guidelines/guidelines-for-environmental-cleaning-and-disinfection>

4.3 Employee good personal hygiene

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

4.3.2 Refer to National Environment Agency (NEA) 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>

5 Documentation - Check that processes and documentation are in place for the above clauses (S/N 1 to 4), as applicable

5.1 Processes and Documentation

- 5.1.1 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 establishment's COVID-19 response protocols, cleaning logs, staff advisories and notices, etc.
- 5.1.2 The Retail establishment should ensure that documents be retained for at least 3 months for traceability.