



新加坡金钻珠宝商会
SINGAPORE JEWELLERS ASSOCIATION

4th May 2021

Dear Members,

ADVISORY FOR RETAIL ESTABLISHMENTS

In view of the recent resurgence of COVID-19 community cases, the government is tightening Covid-19 measures to curb the spread.

- New Measures for Retail Establishments
From **1 to 14 May 2021**, the occupancy limit for malls and large standalone stores will be changed to **one person per 10 sqm of Gross Floor Area (GFA)**, instead of one person per 8 sqm of GFA. During this period, retail establishments are also encouraged to **cancel all customer-facing activities/events, as well as other promotions and sales**. Should there be a need for these events to proceed, retail establishments should ensure that safe management guidelines are strictly adhered to at all times and to avoid crowding situations in and outside the store.
- Safe Management Measures – Workplace Premises
To ensure COVID-safe workplaces, retail establishments should take care of their workers, workplaces and those who may become unwell at their workplaces, as outlined in [MOM's Requirements for Safe Management Measures](#) at the Workplace.
- Enforcement of Measures
Government agencies will be conducting inspections to check on the proper implementation of [Safe Management Measures \(SMMs\)](#). Under the COVID-19 (Temporary Measures) Act passed in Parliament on 7 April 2020, first-time offenders will face a fine of up to S\$10,000, imprisonment of up to six months, or both. For subsequent offences, they may face a fine of up to S\$20,000, imprisonment of up to twelve months, or both.

Businesses that do not implement or comply with the government's SMMs may be ineligible for government grants, loans, tax rebates and other assistance and may also be subject to temporary closures.

For more information, please refer to the attached advisory.

Regards,

Singapore Jewellers Association



2021年5月4日

致：全体会员

零售商安管指导准则

鉴于近期社区新冠病例激增，政府因此收紧防疫措施以阻止冠病扩散。

- **零售商场新安全管理措施**

从2021年5月1日至14日，购物商场和大型独立商店的人数限制为每10平方米一人，而不是每8平方米一人。在此期间，促请零售商取消所有面向客户及相关的促销活动。如果需要进行这些活动，零售商应确保始终遵守安全管理准则，并避免商店内外人群拥挤。

- **安管措施 - 工作场所**

为确保工作场所的安全，零售商应按照人力部《[工作场所安全管理措施要求](#)》中的规定，照顾员工、工作场所以及可能在工作场所出现身体不适的人员。

- **措施的执行**

政府相关部门将对商家进行检查是否落实正确的[安全管理措施 \(SMM\)](#)。根据2020年4月7日在国会通过的冠病-19（临时措施）法令，未遵守安全管理措施者将面对高达S\$10,000的罚款，或监禁长达6个月，或两者兼施；重犯者则可能面对高达S\$20,000新元的罚款，或监禁长达12个月，或两者兼施。

商家如果不执行或不落实正确的安全管理措施，它可能不会获得政府的补助金、贷款、税务回扣和其他援助，它也有可能被令暂停业务。

欲了解更多有关的信息，请参阅随函附上的文件。

感谢您的关注

新加坡金钻珠宝商会

JOINT ADVISORY

MR No.: 026/21

Advisory for Phase 3 Re-opening of Retail Establishments and Lifestyle-Related Services

1. The Multi-Ministry Taskforce (MTF) announced on 14 December that Phase 3 of re-opening will commence on 28 December 2020, where more activities in the community will resume.
2. To provide a safe environment for customers and workers, retail establishments and lifestyle-related services currently in operation must implement [Safe Management Measures \(SMMs\)](#), as required by the Ministry of Manpower (MOM) and comply with the COVID-19 (Temporary Measures) (Control Order) Regulations.
3. In addition, retail establishments and lifestyle-related services are required to comply with the measures set out by Enterprise Singapore (ESG), Housing & Development Board (HDB), Singapore Tourism Board (STB) and Urban Redevelopment Authority (URA) in this document. Establishments required to comply with these measures include malls, supermarkets and standalone stores¹. The information in this document supersedes that in previous advisories or statements.

Phase 3 updates for Retail establishments

4. Retail establishments and lifestyle-related services are to note the following:
 - 4.1. **From 1 to 14 May 2021, the occupancy limit for malls and large standalone stores² will be one person per 10 sqm of Gross Floor Area (GFA)**, instead of one person per 8 sqm of GFA (see paragraphs 6 and 7). During this period, retail establishments are also encouraged to cancel all customer-facing activities or events as well as other promotions and sales.
 - 4.2. **From 7 to 14 May 2021, the operating capacity of Commercial Family Entertainment Centres must be kept to a maximum of one person per 10 sqm of usable space or 50% operating capacity, whichever is lower³**, instead of one person per 8 sqm of usable space or 65% operating capacity (see Annex B).
 - 4.3. From 1 June 2021, selected retail establishments and lifestyle-related services for which it is currently mandatory to enforce SafeEntry check-in will transit to TraceTogether-only SafeEntry. To prepare for this, these establishments should implement Token check-in mode which allows the scanning of TraceTogether Tokens for SafeEntry check-in (see paragraph 8.3 for details).

¹ These refer to stores that occupy entire buildings, e.g. IKEA, Decathlon Innovation Lab.

² These refer to standalone stores > 930 sqm (or 10,000 sqft) of GFA.

³ Facilities below 50 sqm can admit up to 5 persons. This does not include staff.

Resumption of retail operations

5. Business-focused work-related events (both non customer-facing and customer-facing⁴) can be held within the workplace premises and third-party venues. Existing guidelines on the respective event venues will apply.

5.1. Non customer-facing events:

- Events held in retail establishments are subject to a cap of 50 persons or a lower number, depending on venue capacity and safe distancing requirements.
- At least one-metre spacing between individuals must be maintained at all times.
- Meals should not be the main feature. Employers should also avoid holding events over mealtimes as far as possible. Food or drinks should only be served if incidental to the workplace event (e.g. the meeting or conference extends over lunchtime). In addition, the food must be served in individual portions⁵, and participants must be seated while consuming. Participants should minimise the time that they are unmasked while eating and drinking.
- Prevailing SMMs as indicated in MOM's Requirements for Safe Management Measures at the workplace⁶ continue to apply.

5.2. Customer-facing events:

- Events organised by retail establishments within their own retail premises are subject to the maximum number of individuals that the venue may accommodate after safe distancing measures are adhered to. See occupancy limits in paragraphs 6 and 7.
- Events organised by retail establishments at third-party venues are subject to a cap of 50 persons or a lower number, depending on venue capacity and safe distancing requirements (excluding service staff).
- Events organised by external parties at retail establishments (where the premises now functions as a third-party venue) are subject to a cap of 50 persons or a lower number, depending on venue capacity and safe distancing requirements (excluding service staff).
- Meals should not be the main feature. Event organisers should also avoid holding events over mealtimes as far as possible. Food or drinks should only be served if incidental to the workplace event (e.g. the meeting or conference extends over lunchtime). In addition, the food must be served in individual portions⁷, and participants must be seated while consuming. Participants should minimise the time that they are unmasked while eating and drinking.
- All other prevailing workplace and venue SMMs must be adhered to.

5.3. Such events are still not permitted at public and common areas such as mall atriums, public transport nodes, HDB estates and common corridors.

5.4. Enterprise events are only allowed for work-related reasons. Those that are social or recreational in nature (e.g. Dinner & Dance) and exceeding the prevailing gathering size limit of 8 persons are not allowed.

⁴ Non customer-facing events include conferences, seminars, corporate retreats, etc, while customer-facing events include product launches, store opening, marketing/branding events, workshops, etc. Events that are substantially recreational or social in nature (e.g. gala dinners, networking functions, company D&Ds) are not permitted.

⁵ Food served through staff-served food lines must also be served in individual portions.

⁶ Refer to [MOM's Requirements for Safe Management Measures at the Workplace](#).

⁷ Food served through staff-served food lines must also be served in individual portions.

Stipulated Occupancy Limits

6. From 1 to 14 May 2021, the occupancy limit for all malls and large standalone stores > 930 sqm (or 10,000 sqft) of GFA will be one person per 10 sqm of GFA⁸.
7. All other stores (e.g. shops within malls, at HDB residential blocks, at MRT stations or bus interchanges) are not required to adhere to these occupancy limits as long as at least one-metre distancing between individual customers or groups of customers who are shopping together (up to 8 persons) is maintained.

Safe Management Measures – Customer-facing Operations/Front-of-house

8. The following measures apply to all customer-facing operations of retail establishments and lifestyle-related services.
 - 8.1. **Safe distancing**
 - 8.1.1. Retail establishments are to ensure at least one-metre spacing between groups of patrons (of up to 8 persons).
 - 8.1.2. Retail establishments are to clearly demarcate queue lines for customers at entrances, cashier counters, weighing counters, fitting rooms and must ensure at least one-metre spacing between individual customers (e.g. using floor markers).
 - 8.1.3. Employees must manage queues to ensure that safe distancing is observed at all times.
 - 8.2. **Crowd management**
 - 8.2.1. Activities and events at mall atriums are not allowed⁹. Retail establishments may conduct customer-facing activities or events within the shop premises or at permitted third-party venues such as MICE locations. However, from 1 to 14 May 2021, retail establishments are encouraged to cancel all such activities or events as well as other promotions and sales.
 - 8.2.2. Operators of common play areas for children/toddlers/infants in retail stores or malls¹⁰ must ensure at least one-metre spacing between groups of patrons (of up to 8 persons).
 - 8.3. **Contact tracing**
 - 8.3.1. The following retail establishments are required to deploy SafeEntry¹¹ to log the check-in of customers, vendors and visitors to their premises:
 - Malls and large standalone stores;
 - Large retail stores > 930 sqm or 10,000 sqft;
 - Supermarkets;
 - Personal care services e.g. hairdressers, barbers, spas, beauty and wellness, as these are higher-risk venues where customers will be unmasked;
 - Facilities providing basic pet services (that do not function on a drop-off, pick-up basis).

⁸ For mixed-use developments, GFA refers to the retail component only.

⁹ Such activities may be allowed for supermarkets on a case-by-case basis, if an extension of existing retail space is deemed necessary to ensure safe distancing. Approval must be sought from ESG.

¹⁰ These play areas refer to the facilities provided free-of-charge in the shops or at the malls' common areas.

¹¹ More information on SafeEntry and a full list of places where SafeEntry must be deployed can be found at <https://covid.gobusiness.gov.sg/safemanagement/safeentry/>

- 8.3.2. Before 1 June 2021, SafeEntry check-in can be done by:
- i) Scanning of the SafeEntry QR code using a QR code scanner on a smartphone;
 - ii) Using the SingPass App;
 - iii) Using the TraceTogether App;
 - iv) Presenting the TraceTogether Token QR code or ID card to the camera/2D scanner linked to SafeEntry (Business) App for scanning; or
 - v) Bringing the TraceTogether Token or App close to a SafeEntry Gateway (SEGW) ¹².
- 8.3.3. SEGW is available as a feature within the SafeEntry (Business) App and as a physical standalone device (SEGW Box). While SEGW is not a requirement, the above retail establishments are strongly advised to apply for a free SEGW Box per venue so as to improve the check-in experience for customers and visitors. They are encouraged to apply early as the number of SEGW Boxes available is limited¹³.
- 8.3.4. From 1 June 2021, when TraceTogether-only SafeEntry is implemented at the retail establishments (as listed in paragraph 8.3.1)¹⁴, SafeEntry check-in can only be done by:
- i) Scanning the SafeEntry QR code using the TraceTogether App;
 - ii) Presenting the TraceTogether Token QR code to the camera/2D scanner linked to SafeEntry (Business) App for scanning; or
 - iii) Bringing the TraceTogether Token or App close to a SEGW.
- 8.3.5. **To prepare for the implementation of TraceTogether-only SafeEntry, the above retail establishments should already accept TraceTogether Tokens as a mode of SafeEntry check-in** ¹⁵. Businesses that accept ID cards for check-in will be able to accept Token for check-in if they are already using: i) A smartphone loaded with the SafeEntry (Business) App setup; ii) a laptop and scanner setup if the scanner can scan barcode and QR code; or iii) a SEGW App or SEGW Box.
- 8.3.6. For avoidance of doubt, TraceTogether Token check-in and SEGW both refer to the mode of check-in, while TraceTogether-only SafeEntry refers to the overall programme which will permit only TraceTogether modes of check-in (i.e. TraceTogether App or Token) as described in paragraph 8.3.4.
- 8.3.7. After TraceTogether-only SafeEntry is implemented from 1 June 2021:
- i) Large retail stores > 930 sqm (or 10,000 sqft) and supermarkets located within a TraceTogether-only SafeEntry building (e.g. malls) that have the same operating hours as the building will no longer be

¹² The SEGW enables contactless detection of both the TraceTogether App and Token, and serves as an additional means of SafeEntry check-in that is quicker and more seamless. It also allows users to check if their Token has run out of battery or is not working. The SEGW App is available as a feature on SafeEntry (Business) App (updated to version 1.1.0 and above). Refer to go.gov.sg/gateway-overview to find out how to implement the SEGW.

¹³ Refer to https://www.safeentry.gov.sg/downloads/se_gateway_device_request_guide.pdf for details on how to apply for a SEGW Box.

¹⁴ All retail establishments must require their staff to do SafeEntry check-in using TraceTogether-only SafeEntry when this is implemented from 1 June 2021.

¹⁵ TraceTogether Token check-in is done by premises scanning the QR codes on the TraceTogether Tokens of customers, vendors and visitors. Refer to <https://go.gov.sg/token-scanning> to find out how to implement Token check-in mode.

- required to deploy SafeEntry check-in for customers, vendors and visitors. Those located within a TraceTogether-only SafeEntry building but with longer operating hours must implement TraceTogether-only SafeEntry outside the building's operating hours.
- ii) Small retail stores (< 930 sqm or 10,000 sqft) that were not required to deploy SafeEntry for customers but have voluntarily done so, should remove their SafeEntry check-ins.

8.4. Health checks

- 8.4.1. All malls, large standalone stores, supermarkets and stores providing personal care and beauty services must conduct temperature screening¹⁶, employees must check for visible symptoms¹⁷ for customers at entrances, and turn away those with fever and/or who appear unwell¹⁸.

8.5. Cleanliness and hygiene

- 8.5.1. All employees, customers, delivery personnel and other onsite personnel must put on their masks properly at all times.
- 8.5.2. Product testers and samples for self application and immediate consumption, e.g. perfume testers, make-up testers and unsealed food samples, are not allowed. Staff must also not apply the product sample directly on customers.
- 8.5.3. Retail establishments must ensure frequent cleaning and disinfection of:
- Common spaces such as counters and display shelves, where customers are served, as well as play areas for children/toddlers/infants;
 - Items such as shopping trolleys/baskets and handrails, which have high human contact; and
 - Interactive hardware such as iPads, mall directories, self-checkout kiosks or lift buttons.

9. Retail establishments should put up clear signages to remind customers to comply with safe distancing requirements where applicable, and train and deploy service personnel to provide clear communication to customers on safe distancing measures.
10. Refer to **Annex A** for other recommended guidelines, and **Annex B** on guidance for specific trades.

Safe Management Measures – Workplace Premises¹⁹

11. To ensure COVID-safe workplaces, retail establishments should take care of their workers, workplaces and those who may become unwell at their workplaces, as outlined in [MOM's Requirements for Safe Management Measures at the Workplace](#).
12. For non customer-facing work-related events, please see paragraph 5.1.

¹⁶ Individuals with temperatures above 38 degrees Celsius are considered as having a fever. Supermarkets and stores providing beauty services in malls need not conduct temperature screening and checks on visible symptoms for customers if the mall is already doing so. They should, however, do so if they operate outside the mall hours.

¹⁷ Notable visible symptoms to look out for include: (a) coughing; (b) sneezing; (c) breathlessness; and (d) a runny nose.

¹⁸ Except where the individual is entering the permitted premises to seek medical treatment for a specific symptom.

¹⁹ Refers to the retail establishments' back-of-house operations involving employees, including at offices, warehouses and manufacturing facilities.

Enforcement of measures

13. Government agencies will be conducting inspections to check on the proper implementation of the SMMs. **Under the COVID-19 (Temporary Measures) Act passed in Parliament on 7 April 2020, first-time offenders will face a fine of up to S\$10,000, imprisonment of up to six months, or both. For subsequent offences, they may face a fine of up to S\$20,000, imprisonment of up to twelve months, or both.**
14. Businesses that do not implement or comply with the government's SMMs may be ineligible for government grants, loans, tax rebates and other assistance, and may also be subject to temporary closures.

Annex A – Other recommended guidelines for customer-facing operations

Annex B – Trade-specific Safe Management Measures for Retail Establishments and Lifestyle-Related Services

Annex C – Checklist of Safe Management Measures (customer-facing Operations)

Issued by:

**Enterprise Singapore
Housing & Development Board
Singapore Tourism Board
Urban Redevelopment Authority**

Updated as of 1 May 2021

Other recommended guidelines for customer-facing operations

(Note: Additional suggestions for retail establishments to put in place, where practicable)

A. Queue management

- Queues should not cause congestion for neighbouring establishments or at other parts of the mall.

B. Crowd management

- Avoid activities that would attract large crowds inside and outside of the retail establishment (e.g. celebrity appearances, aggressive shopping deals, closed-door members sales).
- A standard operating procedure (SOP) should be put in place to manage long queues and large crowds that could form inside or outside stores (e.g. where popular products are displayed) and/or the mall.
- Encourage the use of self-checkout, and cashless or contactless payment to reduce contact between employees and customers.
- Encourage customers to book appointments, for the viewing and testing of products, as well as for services (e.g. consultation, repairs).
- Consider placing frequently purchased goods and necessities near the entrance or checkout to facilitate movement and reduce in-store dwell time.
- Operators should take additional steps to manage the capacity within common play areas for children/toddlers/infants (e.g. deploying an employee to man the area), where practicable.

C. Health checks

- All retail stores not mandated to conduct temperature screening and not located within malls are encouraged to do so and check for visible symptoms where practicable.

D. Cleanliness and hygiene

- Limit display and testing of products, e.g. stationery, laptops, mobile phones, etc. Employees to conduct product demonstrations if required. Such products should also be sanitised regularly.
- Where possible, place hand sanitisers in close proximity of store entrances, high-touch surfaces like door handles, as well as common play areas. Encourage customers to sanitise their hands before entering stores and/or handling products on display.
- Products that customers touch frequently such as clothes, footwear, jewellery, accessories and optical products, should be cleaned, sanitised or sterilised frequently, where possible.

E. Encourage online retail, and “click & collect” for goods and delivery

- Encourage online retail and click-and-collect from store, to reduce dwell time
- Where practicable, collection and delivery from the store must be spaced out and contactless.
- Take reasonable steps to ensure that delivery personnel observe at least one-metre spacing at all times and do not cluster together.
- Refer to the [Advisory for Delivery Businesses](#) for guidelines on delivery requirements.

F. Use of retail establishments as a third-party venue for work-related events

- If a retail outlet is used as a third-party event space, as a best practice, only one event should be held in the outlet at a time. If not feasible, each third-party event should be clearly demarcated from the others, as well as from the main consumer shopping area. Each area should be kept completely separate by either a solid partition (at least 1.8-metre high, from wall to wall), or a minimum 3-metre spacing demarcated by continuous physical barriers (e.g. plexiglass screens, barricade tape, queue poles). There should be no mixing or intermingling of guests from separate events.

Trade-Specific Safe Management Measures for Retail Establishments

The table below contains the trade-specific Safe Management Measures recommended for the **customer-facing operations** of retail establishments.

- **Retail establishments are reminded to ensure that their employees and customers wear their masks properly at all times, except when eating or drinking.**
- The other measures indicated as “**MUST**” below are also requirements to be implemented, in addition to the measures listed in the main body of the advisory.
- The remaining measures should be implemented, where practicable.

Category	Customer-facing operations
Malls, Standalone stores	<ul style="list-style-type: none"> • Allow tenants to extend queues beyond their premises and mark queue spots outside their units, in order to manage the crowd. However, this should not cause congestion at other parts of the mall. • Put in place Standard Operating Procedures (SOPs) to identify hotspots and manage large crowds and long queues both within and outside the malls; these may include re-directing customers to other outlets, breaking the queues into several sections, putting up signs that indicate length of queuing time and implementing queue or appointment management systems²⁰.
Supermarkets, Convenience stores, Mini-marts	<ul style="list-style-type: none"> • Consider providing dedicated shopping hours for vulnerable groups, such as the elderly, persons with disabilities and pregnant women. • Encourage customers to limit entry to one member per family. <p><u>Supermarkets</u></p> <ul style="list-style-type: none"> • Put in place Standard Operating Procedures (SOPs) to identify hotspots and manage large crowds and long queues both within and outside the supermarkets; these may include re-directing customers to other outlets, breaking the queues into several sections, putting up signs that indicate length of queuing time and implementing queue or appointment management systems.

²⁰ While implementing the necessary SMMs, malls should ensure that the entrance and exit points remain accessible to those with disabilities.

Books & Stationeries	<ul style="list-style-type: none"> Minimise browsing time by encouraging customers to read book summaries online and reduce browsing in-store.
Department stores	<p><u>Department stores</u></p> <ul style="list-style-type: none"> Consider establishing separate check-out / collection counters for in-store purchases, redemptions, click-and-collect and home delivery, to minimise queues. Put in place Standard Operating Procedures (SOPs) to identify hotspots and manage large crowds and long queues both within and outside the department stores; these may include re-directing customers to other outlets, breaking the queues into several sections, putting up signs that indicate length of queuing time and implementing queue or appointment management systems.
Fashion (Apparel, Shoes, Jewellery, Accessories and Optical wear)	<ul style="list-style-type: none"> Fitting rooms, seats and try-out areas should be spaced at least one metre apart and clearly demarcated. Fitting rooms should be disinfected after each use. Discourage the testing and trying of products. Products tried on by customers should be sanitised where possible, e.g. via steaming, cleaning, leaving overnight to air, or other reasonable sanitisation methods. Implement click-and-collect systems (customers can browse and purchase items online and collect them in stores) to reduce dwell time. Encourage online purchases by having a flexible return policy. <p><u>Apparel</u></p> <ul style="list-style-type: none"> Limit the number of apparels per fitting to minimise dwell time. Employees conducting tailoring and measuring services should wear personal protective equipment, e.g. masks at all times. <p><u>Jewellery, Watches, Accessories</u></p> <ul style="list-style-type: none"> Establishments offering piercing services MUST ensure that all tools are thoroughly disinfected before and after each use. <p><u>Optical Wear</u></p> <ul style="list-style-type: none"> Equipment used for eye checks and consultations MUST be sanitised before each new customer is served.
Beauty Retail	<ul style="list-style-type: none"> Swatches and individually packed samples, e.g. sachets, travel-sized products and gifts with purchase, may be distributed to customers upon request/completion of purchase. <p><i>Note: For services on makeovers and trial facials, refer to the section on Beauty Services below.</i></p>

<p>Pharmacy, Traditional Chinese Medicine (TCM), Health Supplement Retail</p>	<ul style="list-style-type: none"> • Consider providing dedicated shopping hours for vulnerable groups, such as the elderly, persons with disabilities and pregnant women. <p><u>Pharmacy</u></p> <ul style="list-style-type: none"> • Encourage customers to opt for teleconsultation services and to book appointments with pharmacists, where available. <p><u>TCM and Health Supplement Retail</u></p> <ul style="list-style-type: none"> • Health drink/product sampling MUST NOT be allowed. • Allow customers to arrange for pickup and/or delivery for replenishment of medication and/or supplements, or opt for teleconsultation services. • Consider breaking bulk and pre-packing items, e.g. dried goods and herbs into sealed packets with fixed sizes, to minimise handling of products by customers.
--	--

Trade-Specific Safe Management Measures for Lifestyle-Related Services

The table below contains the trade-specific Safe Management Measures recommended for customer-facing operations of lifestyle-related services.

- **Retail establishments are reminded to ensure that their employees and customers put on their masks properly at all times, except when eating or drinking.**
- The other measures indicated as “**MUST**” are also requirements to be implemented, on top of measures listed in the main body of the advisory.
- The remaining measures should be implemented, where practicable.

Category	Customer-facing operations
Beauty Services (Spa and Wellness, Hair and Make-up, Nail Services, etc.)	<ul style="list-style-type: none"> • Customers receiving facial treatments or facial therapies in private rooms are allowed to remove their masks during their treatment, but operators MUST ensure that the private room is thoroughly disinfected before and after use. Face masks for customers should be kept on in open settings (i.e. open-format salons where customers are seated together but spaced at least one-metre apart). • Employees MUST sanitise their hands before and after each customer’s treatment. • All operators MUST disinfect all tools and workstations before and after each service. • Employees should wear appropriate protective gear, where practicable. • Encourage appointment bookings, implement queue management and booking system (e.g. digital booking systems or calling customers) to stagger customer appointments. • Ensure good ventilation in the premises, where practicable. • Assign one therapist to follow-through all treatments with the same customer, where practicable. • Refrain from serving food and beverages to customers and remove shared items such as magazines and newspapers. <p><u>Spa and Wellness</u></p> <ul style="list-style-type: none"> • All clothing, towels and bedding MUST be changed after use by every customer. • All equipment MUST be cleaned and sanitised after use by every customer. Allow sufficient time within operating hours for thorough cleaning. • Establish a schedule to disinfect common areas and high-touch points regularly (e.g. waiting areas, check-out counters). • Encourage customers to sanitise hands before and after every service.

	<ul style="list-style-type: none"> • When tools are used to apply beauty products on customers, employees should not dip the same tools more than once into beauty product containers without sanitisation. Single-use massage oil, creams and beauty products are encouraged to prevent cross-contamination. <p><i>Note: Massage Establishments should refer to the Singapore Police Force's Advisory on Safe Management Measures for Massage Establishment Outlets.</i></p> <p><u>Hairdressing Services</u></p> <ul style="list-style-type: none"> • All capes and towels MUST be changed after every service. • All hairdressing equipment, e.g. scissors, combs, brushes, MUST be disinfected and sanitised after use by each customer. <p><u>Make-up Services</u></p> <ul style="list-style-type: none"> • All capes and towels MUST be changed after every service. • Brushes MUST be washed with soap after every use (encouraged to keep a spare set of brushes for alternate use) and sanitised before dipping into any cosmetic or beauty product. • Use single-use disposable applicators (e.g. disposable mascara wands, lip wands, face sponge), where practicable. • When tools are used to apply beauty products on customers, employees should not dip the same tools more than once into beauty product containers without sanitisation. <p><u>Nail Services</u></p> <ul style="list-style-type: none"> • Tools such as nail files, emery boards, buffers and other disposables MUST be disinfected or replaced after each use. • Employees MUST remove their aprons before going for breaks, meals, etc. Aprons MUST be sprayed with disinfectant daily and kept clean. • Manicure stations – MUST cover common contact areas, such as hand-rests, with a towel or disposable covers, and replace them after each customer. • Pedicure stations – MUST disinfect foot basin and wipe down the pedicure chair after each customer. • Use alternate workspace stations to ensure a safe distance of at least one metre between customers.
<p>Financial Services (Licensed moneylenders, Money</p>	<ul style="list-style-type: none"> • Encourage customers to sanitise hands before and after handling currency notes and coins.

<p>changers, Pawnbrokers, Remittance services)</p>	<p><u>Licensed Moneylenders</u></p> <ul style="list-style-type: none"> • Encourage the use of digital payments and/or online transfers. • Encourage customers to book appointments. • Consider allowing online submission of documents for credit verification. <p><u>Money Changers</u></p> <ul style="list-style-type: none"> • Encourage employees to practise good hand hygiene, e.g. by using hand sanitiser after handling cash, and avoid touching the face with their hands. <p><u>Pawnbrokers</u></p> <ul style="list-style-type: none"> • Encourage the use of digital payments and/or online transfers. • Encourage customers to book appointments. <p><u>Remittance services</u></p> <ul style="list-style-type: none"> • Encourage customers to book appointments. • Consider implementing e-services (website/app) to facilitate online remittance.
<p>Commercial Family Entertainment Centres (Indoor Kids' Playgrounds, Recreation and Leisure Centres)²¹</p>	<ul style="list-style-type: none"> • Operators MUST conduct temperature screening and checks on visible symptoms for customers at entrances, and turn away those with fever and/or who appear unwell. • From 7 to 14 May 2021, operating capacity MUST be kept to a maximum of one person per 10 sqm of usable space or 50% operating capacity, whichever is lower²², instead of one person per 8 sqm of usable space or 65% operating capacity. • Commercial Family Entertainment Centres with > 930 sqm (or 10,000 sqft) of Gross Floor Area can review operating capacity by referring to SMMs for Attractions released by STB, and submit refreshed proposals to enquiry@enterprisesg.gov.sg • Please refer to the Assessment Checklist: Requirements for Re-opening Proposal for the list of operational areas to be addressed and measures required for each area. • Groups of customers, including those participating in any organised group activities, MUST be limited to 8 or fewer persons, with at least one-metre spacing between tables or groups. • To reduce crowding, operators should: <ul style="list-style-type: none"> ○ Encourage guests/participants to book appointments in advance;

²¹ Indoor attractions in touch with STB should continue to liaise with STB before reopening their facilities.

²² Facilities below 50 sqm can admit up to 5 persons. This does not include staff.

	<ul style="list-style-type: none"> ○ Implement a queue management system for entry into premises and between activity stations with clear demarcations for one-metre spacing among customers. • Consider having employees and guests/participants wear disposable gowns, gloves and socks within premises, where practicable. • Place hand sanitisers near frequently touched surfaces such as grab-bars. • Regularly clean and disinfect high-touch/interactive equipment and components within the premises. • Ensure that each activity station is manned and supervised by an employee, where practicable.
Unmanned Massage Chairs, Claw Machines, Photoboosts, Kiddy Rides	<ul style="list-style-type: none"> • While using these facilities, customers MUST be at least one metre apart. • Operators MUST clean and disinfect the massage chairs or machines frequently and between peak periods of usage, and at the end of the day, even if the facilities have self-disinfecting coatings. • Display signages to guide customers on safe distancing measures while using the facilities. • Provide hand sanitisers for customers to use before and after their sessions.
Pet Grooming	Refer to Operational Guidelines for Pet Establishments Providing Pet Grooming Services and Animal Physiotherapy and Rehabilitation Services (NPARKS) for more details.
Preschools and Early Intervention Centres	Refer to Phased Reopening of Preschools and Early Intervention Centres from 2 June 2020 (ECDA) for more details.
Sport and Physical Exercise / Activities (Gyms & Fitness Centres)	Refer to Sport Singapore's media releases for updates.
Traditional Chinese Medicine (TCM) Clinics	Refer to General Advisory on Good Clinical Practice and Control for TCM Practice (2020) (MOH / Traditional Chinese Medicine Practitioners Board) for more details.
Tuition and Enrichment Centres, Childcare Centres	Refer to Press Releases (MOE) for updates.

RETAIL ESTABLISHMENTS & LIFESTYLE-RELATED SERVICES**Checklist of Safe Management Measures Required for Resumption of Business Activities – Customer-facing Operations**

Requirement	Useful Evidence to Demonstrate Compliance
<p>To resume business activities, all companies must fulfil these requirements below.</p> <p><i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i></p>	<p>Companies can prepare the following to show that they have fulfilled the requirements:</p> <p><i>Documentation of processes/data, demonstration of practices and sharing of understanding through interviews</i></p>
<p>A. Implement safe distancing, crowd and queue management</p>	
<p>1. Ensure at least one-metre spacing between groups of patrons (of up to 8 persons).</p> <p>Clearly demarcate queue lines for customers at entrances, cashier counters, weighing counters, fitting rooms and where required, and ensure one-metre spacing between individual customers (e.g. through floor markers).</p> <p>Ensure at least one-metre spacing between groups of patrons at common play areas for children/toddlers/infants within their premises.</p> <p>Have an SOP in place to manage long queues and large crowds outside stores and/or mall.</p>	<p><i>Show or describe what systems or digital solutions have been put in place to manage queues, crowds and to minimise physical contact.</i></p> <p><i>Show or describe SOPs on additional safeguards/ measures in the event a crowd gathers. These may include re-directing customers to other outlets, breaking the queues into several sections, putting up signs that indicate length of queuing time and implementing queue or appointment management systems.</i></p>
<p>B. Contact tracing and Health checks</p>	
<p>2. The following retail establishments are required to deploy SafeEntry to log the check-in of customers, vendors and visitors to their premises:</p> <ul style="list-style-type: none"> • Malls and large standalone stores; • Large retail stores > 930 sqm or 10,000 sqft; • Supermarkets; 	<p><i>Show or describe how requirements on SafeEntry and temperature declarations are communicated to customers.</i></p> <p><i>Show or describe how to deal with customers who are unwell.</i></p>

<ul style="list-style-type: none"> • Personal care services e.g. hairdressers, barbers, spas, beauty and wellness, as these are higher-risk venues where customers will be unmasked; • Facilities providing basic pet services (that do not function on a drop-off, pick-up basis). <p>From 1 June 2021, TraceTogether-only SafeEntry will be implemented at the above listed retail establishments (with some exceptions listed in paragraph 8.3.7)²³. To prepare for this, these selected establishments should accept TraceTogether Tokens as a mode of SafeEntry check-in.</p> <p>Malls, large standalone stores, supermarkets and stores providing personal care and beauty services must conduct temperature screening²⁴. Employees must check for visible symptoms²⁵ for customers at entrances²⁶. Turn away those with fever and/or who appear unwell²⁷.</p>	
C. Cleanliness and Hygiene	
<p>3. All employees, customers, delivery personnel and other onsite personnel must put on their masks properly at all times.</p> <p>Product testers and samples for self application and immediate consumption, e.g. perfume testers, make-up testers and unsealed food samples are not allowed. Staff must also not apply the product sample directly on customers.</p> <p>Ensure regular cleaning and disinfection of common spaces and items where applicable:</p> <ol style="list-style-type: none"> a. Counters and display shelves where customers are served. b. Items such as shopping trolleys/baskets and handrails, which have high human contact. 	<p><i>Show or describe cleaning SOPs including steps to upkeep hygiene, schedules and instructions/ cleaning agents, where necessary and applicable.</i></p>

²³ All retail establishments must require their staff to do SafeEntry check-in using TraceTogether-only SafeEntry when this is implemented from 1 June 2021.

²⁴ Individuals with temperatures above 38 degrees Celsius are considered as having a fever. Supermarkets and stores providing beauty services in malls need not conduct temperature screening and checks on visible symptoms for customers if the mall is already doing so. They should, however, do so if they operate outside the mall hours.

²⁵ Notable visible symptoms to look out for include: (a) coughing; (b) sneezing; (c) breathlessness; and (d) a runny nose.

²⁶ Individuals with temperatures above 38 degrees Celsius are considered to have a fever. Supermarkets and stores providing beauty services in malls need not take the temperature of customers if the mall is already doing so. They should however do so, if they operate outside the mall hours.

²⁷ Except where the individual is entering the permitted premises to seek medical treatment for a specific symptom.

c. Interactive hardware such as iPads, self-checkout kiosks or lift buttons. d. Common play areas for children/toddlers/infants.	
---	--