

## CHECKLIST ON SAFE MANAGEMENT MEASURES IN SHOW GALLERY

(Effective from 15 Mar 2022)

This checklist serves as a guide for developers to ensure that your show gallery complies with the safe management measures to minimise the transmission of COVID-19 and is not meant to be exhaustive. As the situation is evolving, developers should keep abreast of the latest developments and take immediate steps to comply with any new requirements. Please refer to MOH's website (<https://www.moh.gov.sg/covid-19>) for full and latest information.

Please submit this checklist to COH via email to [ura\\_coh\\_registry@ura.gov.sg](mailto:ura_coh_registry@ura.gov.sg) **at least 2 working days before** re-opening/opening your show gallery. For existing show galleries, please submit the updated checklist to COH **no later than 2 working days** after the adoption of the revised SMM.

### Details of project

<b>Name of developer</b>	
<b>Project</b>	
<b>Location of show gallery</b>	
<b>Date of launch</b>	
<b>Date of opening of show gallery</b>	
<b>Date of implementing Revised SMM*</b>	
<b>Developer's contact person</b> Name Mobile number	

\* For existing show galleries opened prior to 15 Mar 2022.

### Safe Management Measures Implemented In Show Gallery

No.	Items	Developer to fill in the details and attach the relevant photographs
	<b>Maximum capacity</b>	
1	For show galleries with more than 1,000 persons at any one time.  Maximum capacity to be computed based on <b>10 sqm</b> per person, rounded down to nearest whole number.  Viewings to be done by appointment only <sup>1</sup> .  The maximum capacity in show gallery must be complied with at all times.	Total usable floor area of show gallery: ___ sqm  Maximum capacity: ___  Attach photograph(s) to show that the maximum capacity is stated in a notice, displayed prominently at the entrance of the show gallery.

	<p><sup>1</sup>In scheduling the appointments, developers should cater for sufficient buffer time for each appointment to ensure that the overall capacity at the show gallery is not exceeded at any one time. There should not be any crowding at the entrance of the show gallery.</p>	
2	<p>Developers are to ensure that there are no chokepoints and crowds are spread as evenly as possible.</p>	<p>State the measures implemented to ensure that there are no chokepoints and crowds are spread as evenly as possible, e.g.:</p> <ul style="list-style-type: none"> <li>a. viewing by appointment only on days when crowds are expected. Please provide information on the time slots and number of groups for each time slot; and</li> <li>b. station staff to guide visitors and control crowd.</li> </ul>
<p><b>Pre-entry screening</b></p>		
3	<p>Registration of all staff, salespersons and visitors, the time of entry and exit, using TraceTogether SafeEntry for contact tracing.</p>	<p>State whether TraceTogether Token check-in is implemented: Yes / No</p>
4	<p>Allow entry only to persons who:</p> <ul style="list-style-type: none"> <li>i. are fully vaccinated; or</li> <li>ii. have recovered from COVID-19 within the last 180 days; or</li> <li>iii. are medically ineligible for all COVID-19 vaccines under the National Vaccination Programme; or</li> <li>iv. are children aged 12 years and below.</li> </ul> <p>Visitors should be refused entry if the person:</p> <ul style="list-style-type: none"> <li>v. is not wearing a mask; or</li> <li>vi. refuses to register; or</li> <li>vii. is currently under a quarantine order or stay-home notice.</li> </ul> <p>Face shields can only be worn for the following groups of persons:</p> <ul style="list-style-type: none"> <li>i. children 12 years and below who have difficulty wearing</li> </ul>	<p>Attach photograph(s) to show that this requirement is stated in a notice, displayed prominently at the entrance of the show gallery.</p>

	<p>masks for prolonged periods of time</p> <p>ii. people with health conditions that may have breathing / medical difficulties when wearing mask for prolonged periods of time</p>	
<b>Hygiene</b>		
5	<p>Ensure that adequate cleaning and sanitising measures for the show gallery and show units are put in place. More frequent cleaning and sanitising should be carried out for high-touch areas e.g. doors, reception counter, discussion tables and chairs.</p> <p>Sanitisers are provided prominently in show gallery e.g. entrance, table top.</p>	<p>State the cleaning and sanitising measures put in place, e.g. frequency of cleaning and sanitising of the show gallery, including high-touch areas.</p> <p>Attach relevant photograph(s), e.g. hand sanitisers have been placed in prominent locations.</p>
6	<p>Provide a “contactless” visiting experience for visitors, where possible.</p>	<p>Outline the plan on how to reduce the frequency of contacts by visitors from entering to leaving the show gallery. Some examples are as follows:</p> <ul style="list-style-type: none"> <li>i. Scan QR code for SafeEntry using own mobile devices</li> <li>ii. Advise visitors after pre-entry screening to minimise contact with surfaces in show gallery, including show units.</li> </ul>
7	<p>Consumption of food and drinks is <b><u>not allowed</u></b>.</p>	<p>Please attach photograph(s) to show that this prohibition is stated in a notice displayed in the show gallery.</p>

#### Particulars of Person Filling Up This Checklist

<b>Name</b>	
<b>Designation</b>	
<b>Company</b>	
<b>Contact Number</b>	
<b>Email Address</b>	