

## ADVISORY TO HOUSING DEVELOPERS

Who Should Know:

All developers with a sale licence

Effective Date:

With effect from 22 Nov 2021

### Update to Safe Management Measures for show galleries from 22 Nov 2021

1. As announced by Multi-Ministry Taskforce on 20 Nov 2021, existing Safe Management Measures (SMM) will be relaxed and will take effect from 22 Nov 2021.
2. The maximum number of persons in each group will increase from 2 to 5 persons from 22 Nov 2021, while the maximum capacity of the sales gallery will remain at 10 sqm per person. Please note that consumption of food and drinks will continue to be prohibited for visitors within the show gallery.
3. Developers with existing show galleries who wish to adopt the revised SMM guidelines are required to submit the updated SMM checklist, in the attached format, to the Controller from 22 Nov 2021 onwards and **no later than 2 working days** after the adoption of the revised SMM. For new show galleries, please submit the SMM checklist, in the attached format, to the Controller **at least 2 working days** before opening your show gallery.
4. As the situation is evolving, please continue to keep abreast of the latest announcements and take immediate steps to comply with the new requirements. We seek your understanding and cooperation to reduce the risk of transmission of COVID-19.
5. If you need to contact us, please email to [ura\\_coh\\_registry@ura.gov.sg](mailto:ura_coh_registry@ura.gov.sg).

Thank you.

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CONTROLLER OF HOUSING

URBAN REDEVELOPMENT AUTHORITY

## CHECKLIST ON SAFE MANAGEMENT MEASURES IN SHOW GALLERY

(Effective from 22 Nov 2021)

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 22 Nov 2021.

### 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	Maximum capacity of show gallery (based on <b>10 sqm</b> per person, rounded down to nearest whole number)  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.
2	Maximum capacity of show unit	Total no. of show units: ___  For <b>each show unit</b> , provide the following information:

	<p>The maximum capacity in show unit must be complied with at all times.</p>	<p>Show unit type: ____  Area of show unit: ____  Maximum capacity: ____ (apply <b>10 sqm/person</b>, round down to the nearest whole number)</p> <p>Attach photograph(s) to show that the maximum capacity is stated in a notice, displayed prominently at the entrance of the show unit.</p>
<b>Viewing Arrangements</b>		
3	<p>Viewing is to be done by appointment only.</p> <p>For each viewing appointment, not more than <b>5 persons</b>, including salespersons, per group is allowed. No intermingling between groups.</p> <p>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>	<p>Set out details of how viewings are arranged, e.g. hourly time slots and the number of groups for each time slot.</p>
<b>Pre-entry screening</b>		
4	<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>
5	<p>Deny entry to any person who is not wearing a mask, refuses to register, has a fever or is unwell, is currently under a quarantine order or stay-home notice, or had close contact with a confirmed COVID-19 case in the past 14 days.</p> <p>Face shield can only be worn for the following groups of persons:</p> <ol style="list-style-type: none"> <li>i. Children 12 years and below who have difficulty wearing masks for prolonged periods of time</li> </ol>	<p>Attach photograph(s) to show that this requirement is stated in a notice, displayed prominently at the entrance of the show gallery.</p>

	ii. People with health conditions that may have breathing / medical difficulties when wearing mask for prolonged periods of time	
<b>Safe-Distancing</b>		
6	Space markers to ensure that there is at least 1m distance between groups (of not more than <b>5 persons</b> each) must be placed at areas where visitors may need to wait in queue e.g. entrances, reception counter, outside show unit.	Attach photograph(s) showing the queue line and markers for each of the following areas:  a Entrance to show gallery b Reception counter c Entrance to each show unit
7	Space markers to ensure that there is at least 1m distance between groups (of not more than <b>5 persons</b> each) must be placed at areas of congregation, such as building model, location and site plans.	Attach photograph(s) showing the space markers for each of the following:  a Building model b Unit model c Location plan d Site plan  Please state if not applicable, e.g. no unit model displayed.
8	Discussion tables and chairs must be placed in a manner such that groups of not more than <b>5 persons</b> each are seated at least 1m from each other.  Keep any movable table(s) or chair(s) that are not meant to be used.	Attach photograph(s) showing the arrangement of tables and chairs in the discussion area.
<b>Hygiene</b>		
9	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.	State the cleaning and sanitising measures put in place, e.g. frequency of cleaning and sanitising of the show gallery, including high-touch areas.  Attach relevant photograph(s), e.g. hand sanitisers have been placed in prominent locations.

	Sanitisers are provided prominently in show gallery e.g. entrance, table top.	
10	Provide a “contactless” visiting experience for visitors, where possible.	<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>
11	Consumption of food and drinks is <b><u>not allowed</u></b> .	Please attach photograph(s) to show that this prohibition is stated in a notice displayed in the show gallery.

**Particulars of Person Filling Up This Checklist**

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