

**F&B ESTABLISHMENTS****Checklist of Safe Management Measures Required for Resumption of Business Activities – Customer-facing Operations**

<b>Requirement</b>	<b>Useful Evidence to Demonstrate Compliance</b>
<p><b>To resume business activities, all companies must fulfil these requirements below.</b></p> <p><i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i></p>	<p><b>Companies can prepare the following to show that they have fulfilled the requirements:</b></p> <p><i>Documentation of processes/data, demonstration of practices and sharing of understanding through interviews</i></p>
<b>A. Restriction on sale and consumption of alcohol</b>	
<p>1. Sale and consumption of alcohol in all F&amp;B establishments is prohibited after 2230hrs daily. This includes consumption at any outdoor refreshment area and/or tables/chairs<sup>1</sup> owned or managed by such establishment.</p> <p>As a best practice, by around 2200hrs, F&amp;B operators should start to cease the sale of alcohol as a dine-in service and remind patrons on the need to finish up their alcohol by 2230hrs.</p>	<p><i>Share practices and adherence to the restrictions</i></p>
<b>B. Implement table and seating arrangement</b>	
<p>2. Each table or group must be limited to 5 or fewer persons, with at least one-metre spacing between tables or groups.</p> <p>Where tables/seats are fixed, tables/seats should be marked out to accommodate groups of no more than 5, while ensuring at least one-metre spacing between groups.</p> <p>Suspend self-service buffet lines<sup>2</sup>.</p>	<p><i>Show seating arrangement / configuration.</i></p>
<b>C. Implement queue management</b>	

<sup>1</sup> The furniture should be kept / secured in such manner after close of business.

<sup>2</sup> This also applies to catering companies providing meals on other premises. They must not offer self-service buffet lines, but may offer individually packed options instead.

<p>3. F&amp;B establishments are to clearly demarcate queue lines, and must ensure at least one-metre spacing between customers at areas such as entrances and cashier counters (e.g. through floor markers).</p>	<p><i>Show demarcation of queue lines.</i></p>
<p><b>D. Implement crowd management</b></p>	
<p>4. Live music, radio broadcasts and all forms of television/video screenings<sup>3</sup> and other forms of public entertainment such as dancing, darts or karaoke are not allowed.</p> <p>Recorded music is only limited to soft background music in order to prevent customers from speaking loudly and risk droplet transmission.</p> <p>Ensure at least one-metre safe distancing between groups of patrons at common play areas for children/toddlers/infants within their premises.</p>	<p><i>Share practices and adherence to the restrictions</i></p>
<p><b>E. Contact tracing and Health checks</b></p>	
<p>5. F&amp;B establishments must implement SafeEntry for customers and visitors.</p> <p>F&amp;B establishments must conduct temperature screening and checks on visible symptoms<sup>4</sup> for customers at entrances<sup>5</sup>, and turn away those with fever and/or who appear unwell.</p>	<p><i>Show how SafeEntry and temperature declarations are communicated to customers.</i></p> <p><i>Show or describe how to deal with diners who are unwell.</i></p>
<p><b>F. Cleanliness and Hygiene</b></p>	
<p>6. All employees, customers, delivery personnel and other onsite personnel must put on their masks properly at all times, except when eating and drinking. On-site diners should do so before food is served and immediately after their meals.</p>	<p><i>Show or describe cleaning frequency and steps to upkeep hygiene.</i></p>

<sup>3</sup> Except for advisory videos related to safe management measures. Static images and a carousel of static images on a digital screen (e.g. of menus and promotional items) without sound are not considered to be TV/video screenings.

<sup>4</sup> Notable visible symptoms to look out for include: (a) coughing; (b) sneezing; (c) breathlessness; and (d) a runny nose.

<sup>5</sup> Individuals with temperatures above 38 degrees Celsius are considered to be having a fever. F&B establishments with seated diners 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.

F&B establishments must ensure that common spaces and items (e.g. utensils placed in common spaces), high-touch surfaces (e.g. counters, menus) and interactive components (e.g. iPads, smart kiosks), as well as any common play areas for children/toddlers/infants within their premises, are frequently cleaned/disinfected.

Any communal amenities (e.g. drinks dispensers and common condiments) must not be used. Self-service food samples must not be provided.