

24 Sep 2021

Dear Dormitory Operator,

Sanitation and Hygiene Advisory for Dormitories

1 In view of the ongoing Coronavirus Disease 2019 (COVID-19) situation, the Ministry of Manpower (MOM) and National Environment Agency (NEA) strongly urges all stakeholders to take precautionary measures to continue to maintain high standards of sanitation and personal hygiene to minimise the transmission of the COVID-19 virus.

2 Occupants are expected to maintain high standards of hygiene and cleanliness to safeguard public health and instill confidence in public that occupants in dormitories uphold good hygiene and cleanliness standards.

3 The NEA requires the following **good practices to be implemented immediately**:

a) Personal Hygiene

Occupants should be regularly reminded to:

- Monitor their health.
- Report to their supervisors, see a doctor and stay away from fellow workers if they are unwell.
- Wear a mask in accordance with prevailing regulations.
- Cover their mouths with tissue paper when coughing or sneezing and dispose of the soiled tissue paper into the rubbish bin immediately. Wash hands thoroughly with soap and water.
- Practise good toilet habits (e.g. flush toilets after use).
- Practise good personal hygiene (e.g. wash hands with soap and water before and after meals, after clean-up is carried out, after handling refuse or other dirty items, and after visiting the toilet).
- Refrain from sharing personal items (e.g. toothbrush, cutlery, cups).
- Refrain from feeding and going near stray animals or birds.
- Discard food waste into refuse bins.
- Sanitise their hands after contact with frequently touched areas.
- Refrain from touching their exposed body parts such as eyes, nose, face and arms with soiled gloves or unwashed/unsanitised hands.

b) Housekeeping/Refuse Management

- Periodically review the cleaning regime and step-up on cleaning and disinfection of frequently touched areas.

- Assign a team of workers to carry out enhanced cleaning and housekeeping daily. Disinfect with disinfectant regularly, frequently touched areas such as turnstiles, handrails, doorknobs, tabletops and seats found in common areas.
- Clean and disinfect all cleaning equipment immediately after used.
- Provide hand sanitisers at high human traffic points.
- Ensure workers' quarters, cooking, dining and laundry facilities are maintained at high level of cleanliness at all times.
- Provide sufficient refuse pedal bins lined with plastic bags with tight covers in dining areas.
- Ensure refuse bins are covered at all times and cleared daily. Tie refuse contained in plastic bags properly before disposal.
- Clean up immediately any refuse spillage.
- Engage licensed waste contractors to remove refuse daily.

c) Toilets

- Disinfect with disinfectant regularly, frequently touched areas such as water taps, door/ towel/ cistern handles, seats and cover flaps, wash basins, door knobs, buttons and switches.
- Provide adequate supply of toilet paper, paper towels (if provided) or hand dryers and liquid soap at all times. Where feasible, provide disinfectant, preferably dispensed through a no-touch mechanism for each toilet cubicle for users to clean toilet seats before and after use.
- Ensure toilet-flushing apparatus is functioning at all times.
- Provide adequate portable toilets with hand-wash facilities at the site and ensure they do not overflow, when necessary.
- Clear and disinfect portable toilets daily.
- Ensure all sanitary pipes and fittings are in good working condition, and water seal are not dried-out.
- Ensure that contact information for toilet users to give feedback is easily accessible.
- Keep exhaust fans running for longer operating hours at full capacity.
- Use floor blowers to dry the toilet floors only when the toilets are closed from usage.
- Allow tap water to run longer to minimise the need for users to press on the tap multiple times.
- Ensure adequate ventilation in toilets or use air purifier, if possible. Please refer to the 'Guidance Note on Building Air-Conditioning and Mechanical Ventilation (AMCV) Operations Amid COVID-19 Situation' on BCA's website at <https://go.gov.sg/bca-nea-moh-guidance-bldg-aircon-acmv-ops>.
- Install one way valve lid over gully traps, if possible.

d) Food Hygiene

- Ensure all products are obtained from licensed food sources.
- Cover food properly to prevent contamination.
- Do not keep personal belongings in food preparation areas. A separate locker area should be provided for storage of personal belongings.
- Do not use cracked or chipped crockery as germs can harbour in the cracks.
- Use separate chopping boards, knives and other instruments for raw and cooked foods to prevent cross contamination.

- Use clean disposable gloves when handling food.
- Store raw food and cooked/ready-to-eat food separately.

e) Pest Control Programme

- Store food provisions in rat-proof rooms or cabinets and ensure all food items are covered.
- Check the site daily and remove all potential vector breeding sites.
- Look out for signs of pest infestation such as rat droppings or burrows and cockroach droppings.
- Engage a registered vector control operator to implement a pest control programme for the site.
- Ensure no stray animals or birds on site.

f) Recreational Facilities

- Disinfect any exercise or recreational equipment with disinfectants regularly.

4 We seek your cooperation in implementing the above practices.

MINISTRY OF MANPOWER & NATIONAL ENVIRONMENT AGENCY

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