



22 May 2021

Sanitation and Hygiene Advisory for JTC Food Manufacturing Properties

1 In view of the ongoing Coronavirus Disease 2019 (COVID-19) situation, JTC Corporation (JTC), the National Environment Agency (NEA) and the Singapore Food Agency (SFA) strongly urge all stakeholders to take precautionary measures and continue to maintain high standards of sanitation and personal hygiene in order to minimise the transmission of COVID-19 virus.

2 Tenants/lessees of JTC food manufacturing properties are expected to maintain high standards of hygiene and cleanliness to safeguard public health. This will provide assurance to the general public, knowing that the tenants/lessees of JTC manufacturing properties and their staff uphold good hygiene and cleanliness standards.

3 The JTC, NEA and SFA require the following **good practices to be implemented immediately**:

a) Personal Hygiene

Staff should be regularly reminded to:

- Monitor their temperature.
- Report to their supervisor, see a doctor and stay away from fellow colleagues if they are unwell.
- Wear a mask in accordance with prevailing regulations.
- Cover their mouth with a tissue paper when coughing or sneezing and dispose of the soiled tissue paper in the rubbish bin immediately. Wash hands thoroughly with soap and water.
- Cover all wounds or cuts on their hands with waterproof plasters.
- Practise good toilet habits (e.g. flush toilets after use).
- Practise good personal hygiene (e.g. after cleaning up, after handling refuse or other dirty items, and after visiting the toilet).
- Use gloves when carrying out cleaning work and when handling waste.
- Use gloves when clearing items discarded on the tables such as used tissue papers and tooth picks.
- Refrain from touching their exposed body parts such as face and arms with soiled gloves or unwashed/unsanitised hands.
- Sanitise their hands after contact with frequently touched areas.
- Wash and disinfect cleaning equipment thoroughly immediately after use.



b) Food Hygiene

- Food should only be prepared within designated food processing areas.
- Do not leave unpacked food at common areas (e.g. the front of house or driveway).
- Do not prepare or handle food if they feel unwell (for e.g. vomiting, diarrhea or fever) or if they have infected wounds, skin infections or sores.
- Ensure all products are obtained from licensed food sources.
- Cook food thoroughly. Keep hot food above 60°C.
- Cover food properly to prevent contamination.
- Provide serving spoons where deemed necessary.
- 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.
- Keep food preparation areas and premises clean and pest-free, and ensure preparation surfaces, utensils and cooking equipment are clean, and ensuring good housekeeping practices.

c) Housekeeping/Refuse Management

- Periodically review the cleaning regime and step-up on cleaning and disinfection of frequently touched areas.
- Assign a team of staff to carry out enhanced cleaning, washing and housekeeping daily for the premises inclusive of the front and back of house.
- Provide hand sanitisers at high human traffic points.
- Remove unwanted, non-useable or unused items such as unwanted equipment, cardboard boxes, plastic basket, metal cabinets etc daily.
- Do not wash cooking utensils and cutleries at common areas.
- Goods must be properly stored and stacked above floor level to facilitate cleaning of the premises.
- Disinfect frequently touched areas such as door knobs and tabletops with disinfectants regularly.
- Provide sufficient refuse pedal bins lined with plastic bags with tight covers in the kitchen.
- Ensure refuse bins are covered at all times and cleared daily.
- Clean up immediately any refuse spillage.
- Engage licensed waste contractors to remove waste daily.
- Wash and disinfect all refuse bins and litter bins at the end of each business day.



d) Toilets

- Disinfect with disinfectants regularly, frequently touched areas such as water taps, door/towel/cistern handles, and 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.
- 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.

e) Air-Conditioning and Mechanical Ventilation System (ACMV)

- Purge the indoor air two hours before and after occupancy. In buildings without purging systems, operation hours of ACMV system should be extended by two hours before and after occupancy, where feasible.
- Adjust outdoor air intake to the maximum during occupancy.
 - Use toilet exhaust fans and open windows to improve the ventilation for spaces without ducted outdoor air supply system. If not possible, use portable air cleaners and make plans for mechanical ventilation, whenever possible.
- Use filters with at least MERV-14 rating for treating recirculation air in Air Handling Units. If not possible, use filters with highest removal efficiency allowable by existing ACMV system.
- Ensure filters are properly installed and maintained according to manufacturer's recommendation.
- Ensure that all ventilating and air-conditioning systems are inspected, cleaned and maintained regularly in accordance to manufacturer's recommendations.
- 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>.

f) Pest Control Programme

- Keep the premises inclusive of front of house and back of house free of food scraps to keep pests away.
- Check the premises daily and remove all potential vector breeding sites.
- Look for signs of pest infestation such as rodent droppings or burrows and cockroach droppings.



- Engage a registered vector control operator to implement a pest control programme for the site.

4 We seek your cooperation in implementing the above practices.

JTC CORPORATION, NATIONAL ENVIRONMENT AGENCY & SINGAPORE FOOD AGENCY

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