

## OPERATIONALISATION OF COVID-19 GUIDELINES FOR MUSEUM STAKEHOLDERS

1 In line with MOH's advisory on Tighter Measures to Minimise Further Spread of COVID 19 issued on 24 March 2020, the National Heritage Board (NHB) would like to inform all museum stakeholders of the following requirements. These measures will take effect from 26 March 2020, 2359 hours, and are expected to be in place until 30 April 2020, but may be extended if the situation does not improve.

### Events

- a) All public events and gatherings must be deferred or cancelled, regardless of size. This includes both ticketed and non-ticketed events and gatherings, including concerts, performances, and other productions. This is a tightening of the previous requirement where all events and gatherings were to be limited to fewer than 250 participants. There should be no events at outdoor or public spaces such as concourses. All guided tours will also be suspended.
- b) Private events, including birthday and wedding celebrations, involving more than 10 persons at any one time, should be deferred or cancelled.

### Venues

- c) Museum stakeholders who wish to keep their premises open to the public may do so. However, they are to ensure the following:
  - i. Reduce operating capacity within the venue at any one time, so that the venue does not have more than one person per 16 square metres of usable space. This is to significantly reduce the density of crowds in the venue, especially during peak periods.
  - ii. Groups should not exceed 10 persons.
  - iii. Disperse congregations and provide an environment that allows at least 1m physical spacing between patrons. This includes queues and waiting areas. Museums stakeholders are encouraged to offer services by appointment or through digital services (e.g. online and mobile purchase of tickets to events/venues and adopting e-payments) where possible, to minimise queues and the handling of cash and physical tickets. Crowds should be quickly dispersed.
- d) Museum stakeholders' premises may continue to be used by arts and culture practitioners for honing their craft but these should not involve members of the public. Examples are rehearsals and filming (e.g. for digital broadcast). In addition, precautions should be taken to minimise risk of transmission.
- e) In-house or professional trainings and workshops for arts and culture practitioners and volunteers may also continue within museum stakeholders' premises. However, organisers and participants must adhere to the prevailing safe distancing measures (i.e. maximum of 10 persons per group, including the trainer(s) and facilitator(s); maintaining a minimum 1-metre separation between participants; health screening, visitor registration to facilitate contact-tracing).
- f) Museum stakeholders who wish to use their premises in line with the uses spelled out in paragraphs c) – e) are to also ensure the following:

- i. Implement visitor registration and contact-tracing measures at the entrances to premises, such as obtaining the contact details of visitors (name and phone number and/or email address). In addition, museum stakeholders can request visitors to download the TraceTogether app (<https://www.tracetgether.gov.sg>) to complement (but not replace) the contact-tracing measures.
  - ii. Put in place temperature screening measures as well as keep an eye out for persons who appear unwell. These visitors must then be turned away and encouraged to seek medical attention.
  - iii. Obtain travel and health declarations of visitors. Visitors who have been overseas in last 14 days must be turned away.
  - iv. Increase the frequency of cleaning and disinfection of their premises, especially frequently touched surfaces and items, and remove all handling objects where possible. In addition, museum stakeholders should consider removing audio guides and closing off play areas, etc. if these items/areas cannot be sufficiently cleaned and disinfected.
  - v. Provide hand sanitisers in easily accessible locations.
  - vi. Put up notices and posters in prominent places to remind all to practise social responsibility and comply with the safe distancing measures.
- g) Museum stakeholders who are unable to adhere to Paragraphs a)-f) must close their premises.
- h) Existing measures for workplaces continue to apply and employers should put in place measures to reduce close physical interactions amongst employees. Tele-conferencing should also be used in place of physical meetings wherever possible. Where employees can perform their work by telecommuting from home, employers must ensure that they do so.
- i) Museum stakeholders whose premises are located in tenanted spaces (e.g. commercial malls) must comply with the requirements above, as well as any other requirements that the Government may impose through landlords on tenants. Museum stakeholders who are also landlords must ensure their tenants comply with any such requirements.

2 Action will be taken against any non-compliance with the government's safe distancing requirements. Museum stakeholders who do not implement or comply with the requirements may be ineligible for government grants and assistance, and may be subject to penalties under the Infectious Disease Act. Additional penalties may be imposed on those which are found to have been a place of transmission of COVID-19, if the venues are found not to have adhered to these requirements.

3 NHB, National Gallery Singapore, STPI Singapore and Singapore Chinese Cultural Centre (SCCC), will keep their premises open in-line with the requirements at Paragraph 1.

4 These requirements are subject to further review based on the global situation and developments in Singapore, including changes to MOH's advisories.

25 March 2020