



03 February 2020

Sanitation and Hygiene Advisory for Food Establishments

1 To date, the Ministry of Health has confirmed several cases of the 2019 novel coronavirus (2019-nCoV) infection. In view of the situation, the National Environment Agency (NEA) and the Singapore Food Agency (SFA) strongly urges all stakeholders to take precautionary measures to maintain high standards of sanitation and personal hygiene to minimize the transmission of the novel coronavirus (nCoV).

2 Operators of food establishments are advised to maintain high standards of hygiene and cleanliness to safeguard public health and instill confidence in customers to dine at the premises. This will also provide assurance to the general public, knowing that the operators and its staff uphold good hygiene and cleanliness standards.

3 The SFA and NEA recommend the following good **practices to be implemented immediately**:

a) Personal Hygiene

Staff should be reminded to:

- Monitor their temperature regularly.
- Report to their supervisor, see a doctor and stay away from fellow colleagues if they are unwell.
- Wear a mask if they have a cough or runny nose.
- 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.
- Practice good toilet habits (e.g. flush toilets after use).
- Practice good personal hygiene (e.g. after clean-up is carried out, 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.
- Wash and disinfect cleaning equipment thoroughly immediately after use.

b) Food Hygiene

- 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

- Assign a team of staff to carry out cleaning and housekeeping daily.
- Disinfect frequently touched areas such as door knobs and tabletops with disinfectants regularly.
- Goods must be properly stored and stacked above floor level to facilitate cleaning of the premises.
- 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 any refuse spillage immediately.
- 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 frequently touched areas such as water taps, door/towel/cistern handles, seats and cover flaps, wash basins, door knobs, buttons and switches with disinfectants regularly.
- Provide adequate supply of toilet paper, paper towels (if provided) or hand dryers and liquid soap at all times.
- Ensure toilet-flushing apparatus is functioning at all times.
- Ensure that all sanitary pipes and fittings are in good working condition.

e) Pest Control Programme

- Keep the premises 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.

NATIONAL ENVIRONMENT AGENCY & SINGAPORE FOOD AGENCY