

From: ASMI <admin@asmi.com>
Sent: Wednesday, 3 June, 2020 5:40 PM
To: Undisclosed Recipient List (admin@asmi.com)
Subject: (UPDATE) Additional Requirements and FAQs for Swab Test Registration for Shipyards & M&O Employees
Attachments: Circular - 1 June 2020.pdf; FAQ_Swab Ops Process Marine_03062020.pdf

CIRCULAR TO MEMBERS

3 June 2020

Dear Members,

(UPDATE) ADDITIONAL REQUIREMENTS AND FAQs FOR SWAB TEST REGISTRATION FOR SHIPYARDS & M&O EMPLOYEES

1. With reference to the circular sent out on the 1 June 2020 titled "Important - Swab Test Registration for Shipyards & M&O Employees" (attached), EDB has compiled an updated and more comprehensive FAQs regarding the Swab Tests Registration on the concerns companies have raised in the past couple of days.
2. Please note that under the revised FAQs, under the third point of item 3, all new submissions after 2 June 2020 at 11:59pm will require these documents in addition to your excel spreadsheet:
 - a) Screenshot of MTI's approval for your company to work in this period
 - b) Screenshot of Work Permit Online "Employer Details and Quota" showing "Industry: Process" or "Industry: Marine Shipyard".
3. We understand that some of you may have received notification that the inbox of email address swab@edb.gov.sg is full. We hope you understand it is a small team managing this interim manual process and seek your kind patience. Please kindly retry sending your email again at a later time.

Thank you.

Regards,
ASMI Secretariat

Subject **FW: Important - Swab Test Registration for Shipyards & M&O Employees**
From <admin@asmi.com>
To List of undisclosed recipients
Date 2020-06-03 15:16



From: admin@asmi.com
Sent: Monday, June 1, 2020 8:10 AM
To: admin@asmi.com
Subject: Important - Swab Test Registration for Shipyards & M&O Employees



CIRCULAR TO MEMBERS

1 June 2020

Dear Members,

1. The EDB has requested ASMI to reach out to its **member Shipyards and Marine & Offshore (M&O) companies to register their eligible employees for regular swab tests** to be conducted in early June 2020. Regular swabbing is required for employees who are already working for them to continue working after clearing the tests. This is part of the COVID-Safe Workforce measures to mitigate transmissions at workplaces.
2. Please read the attached Circular for information from EDB regarding the eligibility criteria for M&O employees and the registration of employees for swab tests.
3. **Registration starts from 1 to 5 June 2020 for swab test slots in early June 2020.** Please note that there are limited slots for the swab tests. All registration must be done using the attached "**1 June Registration Excel Sheet**". All completed forms must be submitted to the mailbox swab@edb.gov.sg.
4. We request shipyard members to help convey this information to their resident and common contractors. Thank you.

Regards,
ASMI Secretariat

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Frequently Asked Questions on the Mass Swab Test (offered by HPB and EDB)

This FAQ applies only to **regular swabbing (once every two weeks) to continue work**

Participants of the Mass Testing	
1.	<p>Who has to be registered via this route for regular swabbing?</p> <p>Process Sector or Marine Shipyard Sector employees who meet <u>ALL</u> of the following criteria:</p> <ul style="list-style-type: none">i) Process Sector or Marine Shipyard Sector Singapore Citizens/Permanent Residents/Employment Pass Holders/S Pass Holders/Work Permit Holders residing <u>outside of dormitories</u>, e.g. HDB, Private Residential Properties, Hotels; ANDii) Working on a <u>production site</u>, e.g. Project Managers, Engineers, Consultants, Contractors, Supervisors, Technicians, Operators, Craftsmen etc. working on a Process Plant production site/Shipyard production site respectively, and/or Contractor workshop (please do not include employees who do not work on the production site on an ongoing basis, e.g. HQ personnel, finance, admin, HR etc.); ANDiii) Who are <u>approved by MTI</u> to continue working, ANDiv) Who are <u>not on</u> House Quarantine Order, 5-day MC, Stay Home Notice, or Leave of Absence as at date of swab appointment.
Registration for Mass Testing	
2.	<p>How do companies sign up for a swab appointment?</p> <p>HPB's online swab registration system is being developed to allow companies to log in and book swab appointments on behalf of Process Sector or Marine Shipyard Sector employees (including Singapore Citizens/ Permanent Residents/ Employment Pass holders/S Pass Holders/Work Permit Holders) who work on the production site and reside outside the dormitories (e.g. HDBs, private residential properties, hotels) via an online swab registration system. For workers staying in dormitories, the government will arrange</p>

	<p>4. Please prioritise your entries. As there are limited slots available, not all requests for swabs may be granted.</p> <p>5. A fixed appointment schedule and further instructions would be emailed to you. You would be required to communicate to your employees to attend the allocated appointments at the designated centres. Given the limited time and slots available, changes to scheduled appointments cannot be accommodated.</p> <p>6. Employees who fail to show up for their allocated time slot will have to wait for the next available slot two weeks from now, and will not be allowed to continue working from 19th June onwards.</p>
4.	<p>What happens if I don't register my eligible employees for this swabbing exercise?</p> <p>Your employees will be allowed to continue working (with the necessary permissions) as per normal until the first 2-week window has passed; after which, they must stop working if they have not cleared their swab tests by then. Employers will also be able to check the health status of their workers online by end June 2020.</p>
5.	<p>If an employee is unable to make it for the allocated slot for the test, can he/she reschedule his/her appointment?</p> <p>Employees are advised to strictly follow their assigned appointment slots. To allow for tests to be done in a coordinated way, the test slots are assigned at a company-level.</p> <p>If there are employees who miss their swab appointments for valid reasons such as being unwell on that day, companies should write in to swab@edb.gov.sg with the exact worker to rearrange a slot, subject to availability. If no slots are available, the employee will have to wait till the next round of regular swabbing and may not be able to continue work till he/she has passed the tests.</p>

6.	<p>What if an employee is on Medical Leave? Would he/she need to go for the swab test?</p> <p>Employees who are on medical leave for fever or upper respiratory tract related symptoms (cough, runny nose, sore throat etc.) should not go for the swab test. However, if their medical leave is unrelated to fever or upper respiratory tract related symptoms, they may go for the swab test. Those who miss the allocated time slot for the swab test due to their medical leave only will need to arrange with swab@edb.gov.sg for another appointment.</p>
7.	<p>What if the employee has just returned from Home Quarantine Order, Stay Home Notice or 5-day Medical Leave? Would they need to go for the swab test?</p> <p>Employee returning from Home Quarantine Order (HQO), Stay Home Notice (SHN) or 5-day Medical Leave can take the swab test only if their HQO, SHN or 5-day Medical Leave has ended by the date of the scheduled swab appointment.</p>
8.	<p>Can companies send their employees to any private clinics or labs for tests to be done?</p> <p>Companies should not approach laboratories/hospitals to set up a private arrangement for these tests. Eligible companies will be contacted by EDB to arrange for the employees to be tested at HPB swab test centres.</p>
9.	<p>Who is paying for these swabs?</p> <p>The government will waive the costs of required swab tests for the Process and Marine sectors until August this year. The policy on charging for swab testing beyond August is under review and further details will be released later.</p>
10.	<p>What happens after I get my employees' swabbing schedules?</p> <p>You will be required to notify your employees and arrange for transport on the day of swabbing. Further details (e.g. documentation required etc.) will be provided upon confirmation of slots.</p>

11.	<p>If my employees in our dormitories have already done the COVID-19 swab test recently, do we still need to register for this regular swabbing?</p> <p>The regular swabbing is for all other employees that are NOT in the dormitories. The requirements of whom to do the swab tests are as per the cover letter para 3.</p>
12.	<p>Our company is considered under both the Marine sector and another sector, is it compulsory to send all the workers of both sectors for the regular swabbing?</p> <p>It is compulsory to send all of your employees that meets the criteria under para 3 including Singaporeans and PR residing outside of dormitories. Please send for all companies that are registered under the Marine SSIC code.</p>
13.	<p>Is there a need to indicate "DDMMM_Company Name_MO" inside Employee detail sheet ?</p> <p>No. Under "Registration for Swab Test", item 2 states "Please rename the Excel as "DDMMM_Company Name_MO" where DDMMYY refers to the date of submission (e.g. 31 May), and email one submission per company to swab@edb.gov.sg."</p>
14.	<p>We are under Manufacturing and marine sector. Is it compulsory to send all workers under these 2 sectors for the swab test? We don't have workers staying in dormitories.</p> <p>Companies that are registered under the Marine SSIC code, and meets the criteria under paragraph 3 (for all workers, including Singaporean and PR, outside of dormitories) on the first page of this document, are required to send all its worker for the swab test.</p>
15.	<p>How long will it take for me to know when is my company's appointment will be and can I change what was being allocated?</p> <p>Given the limited schedules, companies will have to abide by the allotted timeslots given to them and we cannot accommodate changes to this schedule. Do note that the earliest appointment is T+4 days, where T is the date of submission, subject to availability of slots.</p>

Swabbing Centres

16. When is the period for swabbing?

The swabbing exercise for Process and Marine Sectors will start from 4th June 2020. Regular swabbing is required every two weeks for the same employees.

17. How do employees get to the swabbing centre?

The swabbing centre assigned for staff from the Marine and Process sectors is the **Old Police Academy at 1 Mount Pleasant Road, Singapore 298333**. Staff are ONLY allowed to proceed to the allocated swab centre when notified by EDB or employers of their confirmed swab date and time.

Companies have the prerogative to cater for transport such as buses to ferry their staff to the swabbing centres. However, the following must be observed:

- Companies have the responsibility to ensure that staff undergo wellness checks such as temperature taking before boarding the company-chartered transport
- Companies are to ensure that safe-distancing measures are adopted in the company-chartered transport
- There must be a supervisor with the staff to ensure that all the scheduled staff are accounted for when disembarking at the swab site and before leaving the swab site after the swab test. The supervisor can also be one of those scheduled for a swab test.
- Companies should ensure that the supervisor or a designated person is provided with a copy of EDB's notification to companies which indicates confirmed date and time of swab test. This is required for the company-chartered transport to gain entry into the swabbing centre premises.

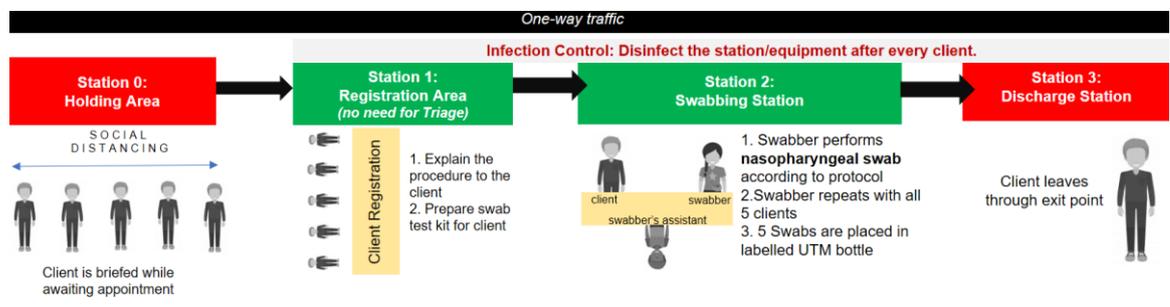
Staff who are making their own transport arrangements are to note that no private vehicles, including cars and motorcycles, will be allowed into the premises of the swabbing centre. Staff who are taking taxis or private-hire vehicles should alight outside the swabbing centre and enter by foot. Staff should bring with them a copy of EDB's

	notification to companies which indicates date and time of confirmed swab test appointment.
18.	<p>What are the operating hours of the swabbing centres?</p> <p>The swabbing centre at Old Police Academy will operate from 9am to 430pm daily. We seek companies' assistance to ensure employees are punctual for their appointment slots. Their punctuality will prevent backlog for the ground operations.</p>
19.	<p>What can employees expect once they arrive at their designated swabbing centres?</p> <p>Employees can expect to see a total of four stations, comprising of (i) holding, (ii) registration, (iii) swabbing and (iv) discharge.</p> <p><u>Holding Area</u></p> <p>Employees are to arrive on time at the waiting area and must wear masks. They will be briefed on what to expect, reminded to practise good hygiene at all times and keep to the social distancing measures put in place throughout the whole process. There will be signages to guide employees along during the visit. Should employee feel unwell or need to use the toilet, please inform the staff present. For contact tracing purposes, employees must scan the SafeEntry QR code and check-in at the site.</p> <p><u>Registration</u></p> <p>Employees will be registered and be asked to complete a Laboratory Registration Form (LRF) with an attached name label. The swabbing procedure will also be explained to them. An usher will direct the employee an available swab station. The usher will hand over the test kit to the swab assistant.</p> <p><u>Swabbing</u></p> <p>Employees will be required to identify themselves to the swabber. A tissue will be provided to the employee to blow their nose. They will be asked to be seated in a comfortable</p>

position. Once the employee is ready, the dry swab will be inserted through one nostril straight back along the floor of the nasal passage until it reaches the posterior wall of the nasopharynx. Employee is to expect resistance and rotation of the swab in the nostril. The same process will be repeated in the other nostril with the same swab.

Discharge

Upon completion of swab, the usher will direct the employee to exit point. The employee will be briefed on what to expect after the test. Employee will be informed to scan the SafeEntry QR code and check-out of the site. Employee is to walk to the company-arranged transport vehicle or to walk out of premise by foot for other private or public transport.



20. What do employee need to bring for their swab test?

Employee will need to bring:

- A copy of EDB’s confirmation on the appointment slots and schedules for the employees
- A form of photo identification with their NRIC/FIN number e.g. NRIC, work permit, driver’s license or passport.
- Bottle of drinking water to keep hydrated
- Umbrella for wet weather
- Mask (to be worn at all times)

21. What is the duration of the entire swabbing process?

The whole swab process will take approximately ten minutes. The entire process from the first station (i) holding, (ii) registration, (iii) swabbing to the last station (iv) discharge would

	take approximately one hour. We seek companies' understanding that the ground operation staff will be trying their best to clear the employees as quickly as possible.
22.	<p>What if the employee often has nosebleeds, can he/she still take the swab test?</p> <p>At the registration station, employee would be asked to identify whether he/she has any contraindications*. If employee is found to have contraindications, he/she would have to be referred to do a throat swab. More information on the referral would be provided at a later date.</p> <p><i>*Contraindications include: Previous facial/nose surgeries, or operations through the nose, Ear/Nose/Throat (ENT) conditions, Facial or Skull fractures, Frequent nosebleed conditions, Tumours/cancers of the nose or throat</i></p>
Confirmation of Results from COVID-19 Testing	
23.	<p>Employee was informed that his/her test is suspected to be positive and was asked to undergo a second test. Why did this happen?</p> <p>HPB may adopt a pooled or batched testing for this swab test. This is a method where multiple samples are pooled together as one result. Given the limited testing capacity available globally, scientists from multiple countries have used this method to enable simultaneous testing of multiple samples to accelerate the rate of testing and detection of COVID-19 cases. This method has been validated locally and used in the recent dormitory and pre-school staff swab tests. We have thus adopted this method in Singapore for the testing of groups where there is low prevalence.</p> <p>In rare cases where the joint sample is found to be positive, an individual test will be conducted for each person in the pool to determine which individuals are positive.</p>
24.	How long do employees need to wait to receive the results of their test?

	Test results would be out within 24 to 48 hours. Employee whose test results are negative will not receive any notification.
25.	<p>What should employees do as they are waiting for the results of their test?</p> <p>Employee should continue to practise the same standard COVID-19 precautionary measures i.e. frequent washing of hands with soap – especially before eating or handling food, after toilet visits, or when hands are dirtied by respiratory secretion after coughing or sneezing; practicing safe distancing and wearing of mask.</p>
26.	<p>What happens if an individual employee is tested positive for COVID-19?</p> <p>The employee will be notified by a healthcare personnel and necessary arrangements will be made for their conveyance to the appropriate medical facilities.</p>
27.	<p>What is the validity of the swab test?</p> <p>The test will last for 14 days/two weeks, after which repeated tests will be required afterwards in order for workers to carry on working.</p>
28.	<p>Do I have to wait for results before start to work, OR allow to work while waiting for results?</p> <p>Not for the first two weeks after the lifting of the Circuit Breaker. Singaporean/PRs and/or foreign workers can resume work while waiting for this first round of swab test results.</p> <p>On the second page under “Registration for Swab Test”, item five states “Employees who fail to show up for their allocated time slot will have to wait for the next available slot two weeks from now, and will <u>not be allowed to continue working from 19 June onwards.</u>”</p>
29.	<p>Where can I find the results of the swab test / health status?</p> <p>Companies will be able to check the health status of their workers online from end June (as in the FAQ)</p>