

CAAS Circular 2021/56

14 September 2021

VACCINATE OR REGULAR TEST REGIME FOR AIRPORT WORKERS

With effect from 1 October 2021, enterprises in the Aviation sector ("Enterprises") are required to implement the Vaccinate or Regular Test ("VoRT") regime for their employees who meet the Rostered Routine Testing ("RRT") criteria stipulated under CAAS Circular 2020/42. Enterprises must comply with the mandatory requirements that are set out in this Circular. For avoidance of doubt, the mandatory requirements are specified in the paragraphs below prefaced with the words '[Mandatory]'

Background

- The purpose of the VoRT regime is to increase the vaccination rate among the selected sectors and to enable us to detect possible infections early among unvaccinated persons, so as to keep our workplaces and community safe.
- Under the VoRT regime, Enterprises are required to ensure that all their employees and persons who work under their direction (e.g. contractors and subcontractors), and who meet the RRT criteria stipulated under CAAS Circular 2020/42, are Fully Vaccinated or undergo regular testing if they are not. The VoRT regime will apply concurrently with any existing Polymerase Chain Rection Rostered Routine Testing ("PCR") RRT regime that these persons are currently subject to (see paragraph 7 below for more details).
- The VoRT regime and the mandatory requirements set out in this Circular are imposed on Enterprises under the COVID-19 (Temporary Measures) (Control Order) Regulations 2020. Failure to comply with the requirements set out herein may result in prosecution and/or other enforcement action, including suspension/closure of operations. Checks will be conducted by enforcement teams to verify if Enterprises have complied with the mandatory requirements set out in this Circular.

VoRT Requirements for Enterprises

- [Mandatory] All Enterprises must ensure that all their employees¹ and persons who work under their direction or at their premises², and who meet the RRT criteria stipulated under CAAS Circular 2020/42 (collectively, "Workers") are Fully Vaccinated (as defined in paragraph 8 below) or undergo a COVID-19 PCR or COVID-19 Antigen Rapid Test ("ART")³ twice a week ("VoRT Requirement"). For the avoidance of doubt, if an Enterprise consists of only one self-employed person, he or she has to comply with the VoRT Requirement as well.
- 6 Enterprises should guide their Workers who are not Fully Vaccinated to be tested at least once every 3-4 days, i.e. at least two times a week. E.g. Workers who are not Fully Vaccinated and on the 14-day RRT regime with an ART on day 7, will need to undergo 2 additional ART on day 3 and day 11.
- The Enterprises whose Workers are subject to existing PCR RRT regime can recognise any PCR test or ART undergone by those Workers under those regimes during a given week as counting towards the Enterprises' testing requirement for those Workers (if they are not Fully Vaccinated) under the VoRT Requirement for that same week. E.g. Workers who are not Fully Vaccinated and on the 7-day RRT regime with an ART on day 3, need not undergo additional ART during the week.
- For the purposes of the VoRT Requirement and this notice, a Worker is considered to be "**Fully Vaccinated**" for the periods set out in the third column of the table below if he or she fulfils the relevant requirements for those periods as set out in the corresponding second columns.

Category		Requ	uirement(s)	Period
(1)	Vaccinated with no prior history of COVID-19 infection	(a) (b) (c)	Individual must not have had a history of COVID-19 infection; Individual must have been vaccinated against a COVID-19 infection by the administration of the appropriate regimen of any approved vaccine ⁴ ; and 14 days or more have elapsed after the day	Starting 14 days after the day the individual was so vaccinated and ending 365 days later.
			the individual was so vaccinated.	

¹ This includes both full and part time employees

² This includes contractors, subcontractors, employees of contractors and subcontractors who work at the workplace (e.g. cleaners). This also includes business owners such as sole proprietors and partners.

³ The ART test <u>must</u> be carried out (1) by an approved test provider under the Infectious Diseases (Antigen Rapid Test Providers); (2) via ESSS (refer to paragraphs 13 to 21 below); or (3) by a QTC (refer to paragraph 12 below). For avoidance of doubt, unsupervised self-swabs by Workers are not recognised.

⁴ These are limited to: (1) Tozinameran (Pfizer-BioNTech COVID-19 vaccine or Comirnaty COVID-19 vaccine); (2) Moderna COVID-19 vaccine; (3) Vaxzevria (AstraZeneca COVID-19 vaccine); (4) Covishield COVID-19 vaccine; (5) Johnson & Johnson's (J&J) Janssen COVID-19 vaccine; (6) Sinopharm COVID-19 vaccine; (7) Sinovac-CoronaVac COVID-19 vaccine; or (8) any other vaccine regimen as approved by the Ministry of Health (MOH). Where the individual is vaccinated under (3) to (8), their vaccination records must have been ingested into MOH's national IT systems before they will be recognised.

(2)	Recovered	(a)	Individual must not have been vaccinated	Starting the day the
	from COVID-		against COVID-19 infection; and	individual first tested
	19 infection	(b)	Individual must have recovered from COVID-	positive for SARS-CoV-2
	without prior		19 infection.	via a PCR test and ending
	vaccination			270 days later.
		(a)	Individual must not have been vaccinated	Starting the day the
			against COVID-19 infection; and	individual first tested
		(b)	Individual must have recovered from COVID-	positive for SARS-CoV-2
			19 infection; and	upon via a PCR test for the
		(c)	Individual had a second COVID-19 infection	second COVID-19
			and recovered from it.	infection and ending 270
				days later.
(3)	Recovered	(a)	Individual must have recovered from COVID-	Starting 14 days after the
	from COVID-		19 infection	day the individual was so
	19 infection	(b)	Individual must have been vaccinated against	vaccinated and ending 365
	and		a COVID-19 infection by the administration of	days later.
	subsequently		one dose of either (1) Tozinameran (Pfizer-	
	vaccinated		BioNTech COVID-19 vaccine or Comirnaty	
			COVID-19 vaccine) or (2) the Moderna	
			COVID-19 vaccine in Singapore; and	
		(c)	14 days or more have elapsed after the day	
			the individual was so vaccinated.	

- 9 [Mandatory] When verifying if a Worker is Fully Vaccinated, Enterprises shall:
 - (1) only recognise the proofs of vaccination as set out in **Annex A**; and
 - (2) regard Workers who decline or are unable to produce the proofs of vaccination as set out in <u>Annex A</u> as being <u>not</u> Fully Vaccinated for the purposes of the VoRT Requirement and this notice.
- 10 **[Mandatory]** In the event that a Worker is not Fully Vaccinated and has undergone PCR/ART as part of the Enterprises' VoRT Requirement, Enterprises shall:
 - (1) verify⁵ the PCR/ART test results obtained by their Workers;
 - (2) not allow any Worker that has obtained an "AG+" or "AG Invalid", "Double Invalid" ART test result (please refer to <u>Annex B</u> on details of these various test results) or positive PCR test result to continue working, or enter or remain in the workplace;
 - (3) direct any Worker that has obtained an "AG+" or "Double Invalid' test result to undergo a PCR test and self-isolate at home; and
 - (4) only allow the Worker described in paragraph 10(3) to resume work, or enter or remain in the workplace if the PCR test undergone by the Worker pursuant to paragraph 10(3) has disclosed a test result that shows that he or she is <u>negative for COVID-19 infection</u>.

⁵ Enterprises are required to inspect any physical test result slip, SMS or test kit evidencing the test result of the Worker. It would not be sufficient for Enterprises to rely on oral statements by Workers to fulfill this obligation.

To meet the twice weekly testing requirements for Workers that are not Fully Vaccinated under the VoRT Requirement, the ART must be conducted via **Employer-Supervised Self-Swab** ("**ESSS**") or by an approved test provider under the Infectious Diseases (Antigen Rapid Test Providers). Details on how to conduct ESSS are set out in paragraphs 12 to 20 below.

Requirements for Enterprises that conduct ESSS

- 12 ESSS involves Workers using an ART kit and performing a swab on themselves under the supervision of a trained supervisor ("**Supervisor**"). The swabbing and supervision can be done either at the workplace or virtually using digital tools such as video conferencing.
- 13 **[Mandatory]** Enterprises conducting ESSS for their Workers are required to ensure that:
 - (1) they have appointed an adequate number of Supervisors to supervise every Worker whenever they carry out the swabs on themselves;
 - (2) the Supervisor has satisfied the training requirements set out under paragraph 14 below and properly performs his supervisory role⁶;
 - (3) Workers comply with the steps set out in paragraph 17 below and properly perform the swabs on themselves:
 - (4) the test results obtained by Workers from ESSS are uploaded on the Swab Registration System ("SRS") in accordance with the requirements set out under paragraph 18 below; and
 - (5) Workers who obtain 'AG+' or 'Double Invalid' test results while conducting ESSS are managed by the Enterprise in accordance with the requirements set out under paragraph 20 below.
 - (6) the ART test kits used for ESSS are those that are set out on the Health Sciences Authority's website at https://www.hsa.gov.sg/consumer-safety/articles/ covid19_ ARTselftests

Training for Supervisors

[Mandatory] Enterprises conducting ESSS shall ensure that their Supervisors have attended the 4-hour virtual Supervisory Training in ART Self-Swab that is conducted by the Ministry of Health's ("MOH") appointed training provider, HMI Institute of Health Sciences Pte. Ltd. ("HMI") before they perform their supervisory role. If a Supervisor is above 50 years

⁶ This includes wearing adequate personal protective equipment and maintaining appropriate infection prevention control procedures while conducting supervision.

old, Enterprises must ensure that he or she is Fully Vaccinated against COVID-19⁷ (refer to paragraph 8 for the definition of Fully Vaccinated) before they can perform any supervisory role.

- 15 Enterprises conducting ESSS are advised to nominate at least two Workers per outlet to undergo training to be a Supervisor. The training provided by HMI will equip Supervisors with the knowledge needed to supervise the conduct ESSS and a certificate of attendance will be issued to those who have completed it. The training provided by HMI is carried out daily from (a) 8am to 12pm, (b) 2pm to 6pm and (c) 6pm to 10pm on a first-come-first-served basis. Enterprises are advised to book their training slot directly with HMI at VirtualCampus (wizlearn.com)) as soon as possible.
- Upon successful registration and confirmation of the course, HMI will send an email notification with the web link for supervisors to attend the virtual training session. Please visit HMI's website at https://hmi-ihs.com/supervisory-training-in-art-self-swab/ for latest details on the ESSS training details.

Conduct of ESSS by Workers

- 17 **[Mandatory]** Enterprises are required to ensure that their Workers comply with the following when carrying out ESSS:
 - (1) Workers must be supervised⁸ by a Supervisor whenever they carry out ESSS;
 - (2) Workers who obtained an "AG Invalid" test result are to undertake a follow-up ART test;
 - (3) Workers who obtained an "AG+" or "Double Invalid" test result are to undertake a followup PCR test;
 - (4) Workers must use new ART test kits whenever they carry out ESSS; and
 - (5) Workers must properly dispose of used ART test kits after they have carried out ESSS⁹.

Uploading of Test Results onto the Swab Registration System ("SRS")

- 18 **[Mandatory]** Enterprises are required to upload the test results obtained by their Workers from ESSS onto SRS in accordance with the following:
 - (1) if the test result is "AG+" or "Double Invalid", Enterprises are to upload the test result of that Worker onto SRS <u>no later than 30 minutes</u> after the ESSS for that specific Worker is completed;

⁷ Enterprises can consider asking Supervisors to verify their vaccination status via TraceTogether.

⁸ This can be done in person or virtually.

⁹ Used test kits should be double-bagged and tied before disposing them in closed bins (e.g. pedal bins).

- (2) if the test result is "AG-", Enterprises are to upload the test result of that Worker <u>no later</u> than 24 hours after the ESSS for that specific Worker is completed; and
- (3) the requirements set out under paragraphs 4 and 5 of **Annex B**.
- 19 Please contact CAAS_RRT_Helpdesk@caas.gov.sq to request for an SRS account.

Management of Workers with 'AG+' or 'Double Invalid' Test Result

[Mandatory] If any Worker obtains an 'AG+' or 'Double Invalid' test result from ESSS, the Enterprise shall comply with all the requirements set out under paragraphs 6 to 7 of Annex B.

Support for Enterprises

- To support enterprises that are conducting ESSS, the Government will bear the costs of training required by supervisors through 31 December 2021.
- 22 The Government will also give further support for enterprises that conduct ESSS by providing ART test kits to enterprises for Workers who are under the PCR RRT regime (E.g. Workers who are on the 7-day RRT regime with an ART on day 3, and Workers who are on the 14-day RRT regime with an ART on day 7), as well as Workers who have been certified by a medical practitioner in Singapore as medically ineligible to receive mRNA COVID-19 vaccines and are still required to undergo testing twice a week under the VoRT regime ("Medically Ineligible Worker(s)" or "MIW(s)"). Enterprises should verify a person's status as a MIW by checking against the original certification or memo that was issued to that person by a medical practitioner in Singapore or the SMS notification sent to that person. The Government's provision of ART test kits to enterprises for these Workers will continue through 31 December 2021. For avoidance of doubt, non-MIW Workers who are not Fully Vaccinated and on the 14-day RRT regime with an ART on day 7, are ineligible for these Government-provided ART test kits for their 2 additional ART on day 3 and day 11, and enterprises should make arrangements to comply with the requirements set out in the VoRT Notice.
- To place an order for ART test kits, enterprises should submit the relevant information using the Order Form found at https://go.gov.sg/esssarttestingkit by 15 September 2021 ("Order Form"). Enterprises that carry out their businesses across multiple premises (e.g. outlets) should submit a separate Order Form for each premise¹⁰. Enterprises must not distribute, supply or sell the ART test kits provided by the Government to any third party.

¹⁰ For enterprises with multiple outlets under the same UEN, you may submit your request to create multiple SRS company accounts under the same UEN. However, there must be a unique mobile number and email address used for each account. Enterprises without a UEN can indicate their NRIC in the UEN field instead.

Support from Enterprises

The fight against COVID-19 requires the collective effort of everyone in the community. We seek the support and understanding of all Enterprises during this period. We will continue to review and adjust the measures in line with the national posture for the health and well-being of the public and employees.

25 For more details on the VoRT regime, please contact us at CAAS_RRT_Helpdesk@caas.gov.sg for further clarifications.

PETER WEE
Director
Corporate Development & Emergency Preparedness

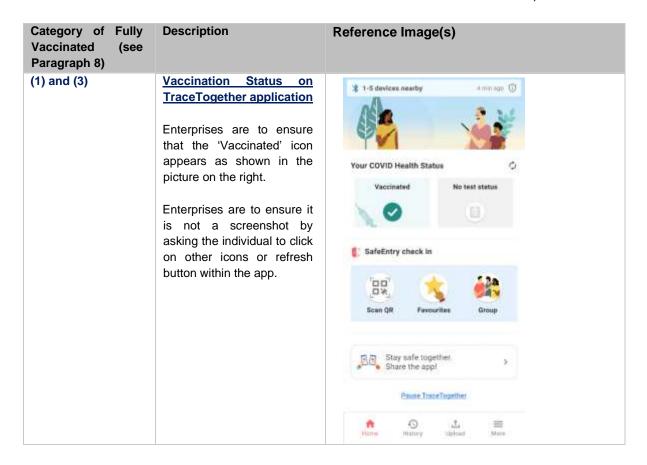
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Annex A: Recognised Proofs of Vaccination

Annex B: ART Test Results and the Management of Workers after ESSS

Recognised Proofs of Vaccination

Enterprises can establish how many workers are Fully Vaccinated by checking their vaccination status using the methods as set out on https://go.gov.sg/acceptabledocs (refer to the "For fully vaccinated individuals" and "For individuals who have recovered from COVID-19" sections).



Category of Fully Vaccinated (see Paragraph 8) (1) and (3)

Reference Image(s)

Enterprises are to ensure that the 'Vaccinated' icon as shown in the picture on the right.

Vaccination Status on HealthHub application

Description

Enterprises are to ensure it is not a screenshot by asking the individual to click on other icons within the app.



(1) and (3)

Physical Vaccination Card/Slip

Enterprises are to only accept the original hardcopy card/slip.

Enterprises are to ensure that the card/slip belongs to the individual by checking against the his/her Government-issued photo identification.

Enterprises are to ensure that more than 2 weeks have passed since the final dose of the vaccine (e.g. if your final dose was on 1 July 2021 (Day 1), you would be considered to be fully vaccinated from 15 July 2021 (Day 15)).

Note. Hard-copy and digital overseas vaccination certs are not recognised.

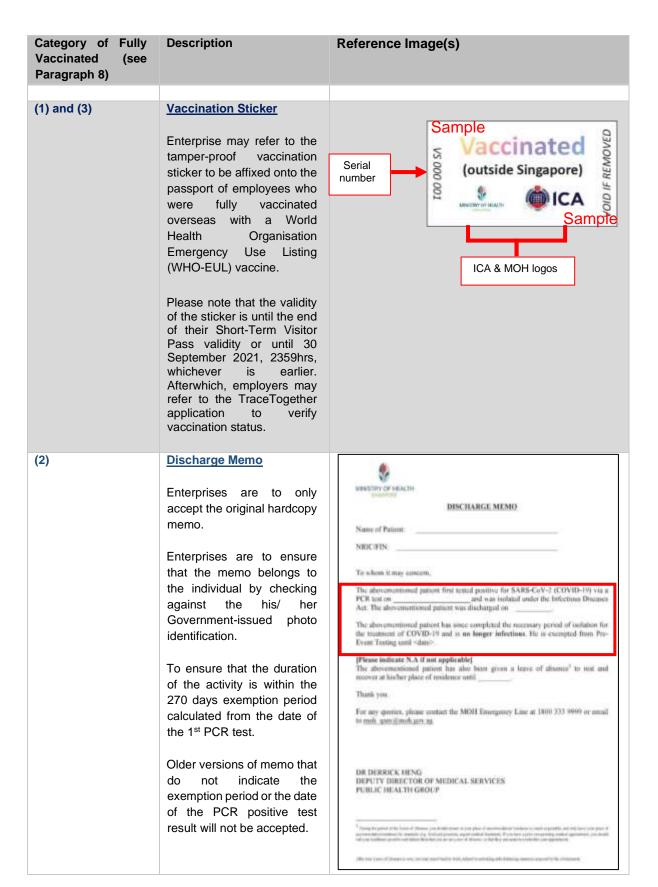
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COVID-19 VACCINATION CARD

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Category of Fully Vaccinated (see Paragraph 8)	Description	Reference Image(s)
(2)	Enterprises are to only accept the original hardcopy memo. Enterprises are to ensure that the memo belongs to the individual by checking against the his/ her Government-issued photo identification.	PRE-EVENT TESTING (PET) EXEMPTION NOTICE Full Name: (as per NRICOF PerPasaport) NRICOF PerPasaport Number: Country of Pasaport Number: Country of Pasaport Number: To whom it may concern. This is to certify that the abovement/street first heated positive for \$ARS-Cov-2 (COVID-16) via a Polymerase Chiri Reaction (PCR) test on Hilliam reactive is encompled from Pre-Event Testing (PET) bit militable producers. 2. For Further details, pleases contact [Numer of Core pand Branch if applicable]: Thank you. Stamp! Signature/Date Name: Designation: Clinic Name (and Branch if applicable): * Reconsect brookley returning SCAPRs with oversease PCR+ results with load S1- result shad precise OF with proof of measure PCR+ results with PCT Counts to Name.

ART Test Results and the Management of Workers after ESSS

A. ART Test Results

- 1. ART test kits will return one of three possible test results:
 - (1) negative or "AG-";
 - (2) positive or "AG+"; or
 - (3) invalid or "AG Invalid".
- 2. Workers that obtain an "**AG Invalid**" test result are required to immediately undergo a follow-up ART. Workers that obtain a second "**AG Invalid**" test result from this follow-up ART will be regarded as having a "**Double Invalid**" test result.
- 3. If a Worker undergoes ART at a QTC, they will receive an SMS stating their test result within 1-2 hours. Alternatively, the test results of these Workers can also be found on their TraceTogether or HealthHub phone applications.
- 4. If a Worker undergoes ART as part of ESSS, Image 1 below illustrates how the different test results will be shown on the Abbott Panbio and SD Bio Sensor ART test kits (which are the ART test kits that is distributed to Enterprises for MIWs). Please note that the lines on the test kit cassette will appear in 15 20 minutes ("Checking Window") after the specimen buffer has been added to the test well. Enterprises shall only upload the test results that are shown on the test kit cassette during the Checking Window onto SRS.

Image 1: Test results on the Abbott Panbio and SD Bio Sensor ART test kit

Negative Test Result ('AG-')	Positive Test Result ('AG+')	Invalid Test Result ('AG Invalid')
C T	C T	C T
Bold marking at 'C' and <u>No</u> marking at 'T'	Bold marking at 'C' and Bold marking at 'T'	No marking at 'C' and Bold marking at 'T'
	C T	C T
	Bold marking at 'C' and	No marking at 'C' and

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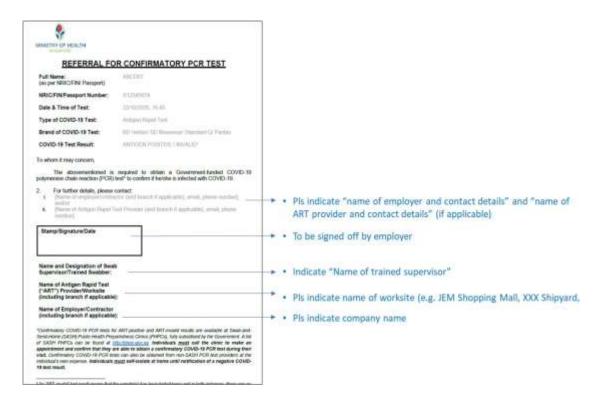
- 5. If a Worker undergoes ART as part of ESSS and uses an ART test kit other than the SD Bio Sensor and Abbott Panbio ART test kit, Enterprises are to refer to the manufacturer's instructions on how to interpret the test results obtained by their Workers and only upload the test results that are obtained pursuant to these instructions onto SRS.
- 6. If the Enterprise had wrongly submitted a "AG+" or "Double Invalid" result for a Worker on SRS, Enterprises must use this form to submit the details and updated result of the Worker https://go.gov.sg/artpositivenoncompliance
- B. <u>Management of Workers after ESSS</u>
- 7. If a Worker obtains an "AG+" or "Double Invalid" test result from ESSS <u>AND</u> shows signs of acute respiratory infection ("ARI") (e.g. cough, sore throat, runny nose, loss of sense of smell), Enterprises are required to, as soon as possible:
 - (1) contact the Ministry of Health's Case Management Task Group (CMTG) at 6435-4060¹¹ to arrange for conveyance of that Worker to a Swab Isolation Facility (SIF) for further isolation and confirmatory PCR tests; and
 - (2) notify that Worker that he will be conveyed to a Swab Isolation Facility for the purposes stated in (1) above and to self-isolate in the interim.
- 8. If a Worker obtains an "AG+" or "Double Invalid" test result from ESSS <u>AND</u> does not show signs of ARI, Enterprises are required to, as soon as possible:
 - (1) contact and make an appointment for that Worker to visit a doctor for a confirmatory PCR test at a Swab and Send Home Public Health Preparedness Clinic ("SASH PHPC")¹²;
 - (2) fill in the referral note set out in Appendix I ("Referral Note") in accordance with the requirements set out in Image 2 below and hand a copy of the Referral Note to that Worker;

[This part is intentionally left blank]

¹¹ Please note that this is NOT a general enquiry hotline and is to be used ONLY for its intended purpose to activate conveyance for an AG+ or double invalid individual with ARI symptoms.

¹² The list of SASH PHPCs can be found at http://phpc.gov.sg

Image 2: Information to be stated by Enterprises on Referral Note



- (3) arrange for that Worker to be conveyed to the SASH PHPC that he or she will be taking his confirmatory PCR test at in accordance with **Appendix II**;
- (4) notify that Worker that he is required to consult with a doctor at a SASH PHPC for a confirmatory PCR test, to bring his NRIC, Employment Pass, S Pass or Work Permits (whichever is relevant) for verification at that SASH PHPC, and to self-isolate in the interim; and
- (5) notify that Worker that he or she has to self-isolate at home until the PCR test result has returned.
- 9. Enterprises should remind Workers who have obtained an "AG+" or "Double Invalid" test result to go for their confirmatory PCR swab on a daily basis. After 72 hours have elapsed from the time of their ART, Enterprises must check if these individuals have gone for their confirmatory PCR swabs and report those who have yet to do so within the same day via https://go.gov.sg/artpositivenoncompliance



REFERRAL FOR CONFIRMATORY PCR TEST

Full Name: ABCDEF

(as per NRIC/FIN/ Passport)

NRIC/FIN/Passport Number: \$1234567A

Date & Time of Test: 22/10/2020, 16:45

Type of COVID-19 Test: Antigen Rapid Test

Brand of COVID-19 Test: BD Veritor/ SD Biosensor/ Standard Q/ Panbio

COVID-19 Test Result: ANTIGEN POSITIVE / INVALID¹

To whom it may concern,

The abovementioned is required to obtain a Government-funded COVID-19 polymerase chain reaction (PCR) test* to confirm if he/she is infected with COVID-19.

For further details, please contact:

- [Name of employer/contractor (and branch if applicable), email, phone number]; and/or
- ii. [Name of Antigen Rapid Test Provider (and branch if applicable), email, phone number]

Stamp/Signature/Date	

Name and Designation of Swab Supervisor/Trained Swabber:

Name of Antigen Rapid Test ("ART") Provider/Worksite (including branch if applicable):

Name of Employer/Contractor (including branch if applicable):

¹ An 'ART-invalid' test result means that the sample(s) has been tested twice and in both instances, there was no conclusive finding as to whether the individual is tested positive or negative. An individual who tests ART-invalid is subject to the same requirements as the individual who tests ART-positive.

Conveyance of Workers to SASH PHPC for Confirmatory PCR Test

- 1. Enterprises must arrange for private transport (e.g. car or taxi with windows wound down and air conditioning switched off) for the Worker to be sent to a SASH PHPC. The conveyed Worker should be reminded to wear a surgical mask and sit alone in the back seat (on the other side from driver).
- 2. Enterprises may wish to consider the following private transport service providers that are available for booking. The transport cost is to be borne by Enterprises.

S/N	Service Provider	Contact Number / Mobile Application	
1	ComfortDelGro Taxi	6333 1133 or via ComfortDelGro	
	(Comfort & CityCab taxis)	арр	
2	Trans-cab	6213 0997	
3	SMRT	6477 5971	
4	Prime	6776 7553	
5	Premier	6681 9462	
6	GrabSHN, Go-Jek, Ryde, MVL(TADA)	Via respective providers' app	

3. When arranging for private transport to convey Workers to SASH PHPCs, the Enterprise must inform the private transport hotline operator that the said worker is going to a SASH PHPC for his or her confirmatory PCR test. For booking through mobile apps, Enterprises must key in "SHN" in the chat / note / comment box or check the SHN checkbox (if provided within the app) to notify the private transport provider of the same.