

5 February 2021

COVID-19 VACCINATION EXERCISE – SUBMISSION OF NOMINAL ROLLS

We wish to remind you to submit your company's nominal roll.

2 In CAAS' Circular 2021/11 of 31 January 2021, we explained the need for the collection of nominal rolls as part of COVID-19 vaccination exercise. The nominal rolls are needed to ensure smooth roll out of the COVID-19 vaccination programme, support air travel recovery and manage the risk of COVID-19 infection among aviation workers. In particular, in view of the better protection offered by vaccination, aviation workers who are subject to rostered routine testing and have completed their full course of vaccination can transit to lower frequency of testing. The nominal rolls will also assist with the identification of such workers.

3 Please note the following:

- a) Please submit your company's nominal roll **as soon as possible** via the online form at <https://go.gov.sg/vaxopsnr>
- b) The nominal roll is to include all CAT A¹ and CAT B² eligible workforce, irrespective of their interest to be vaccinated.
- c) If there are changes to the initial submission, please submit the updated nominal roll by **6pm every Wednesday of the week**. The updated submission will supersede the previous submission.

¹ CAT A is defined as air crew and workers involved in cleaning and disinfection services or those who come into close contact with travellers and their belongings, or physically handle air cargo (i.e. direct interaction)

² CAT B is defined as airport workers delivering essential services, or office staff involved in COVID-19 related work (i.e. indirect interaction).

- d) There is an updated template (version 3) for the nominal roll submission, which can be downloaded at this link: <https://go.gov.sg/vaxopsnrtemplate>.
- e) Instructions on how to complete the nominal roll can be found in the 'READ ME' section of the excel template. For fields that are not applicable, **please leave them blank**. Please ensure data entry errors are resolved before submitting your nominal roll.

4 Please contact the CAAS Vaccinations team at this email CAAS_vaxopsnr@caas.gov.sg if you have enquiries. Thank you.

Tay Tiang Guan
DEPUTY DIRECTOR-GENERAL
CIVIL AVIATION AUTHORITY OF SINGAPORE
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