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As of 3<sup>rd</sup> June 2020

**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**

<b>Participants of the Mass Testing</b>	
1.	<p><b>Who has to be registered via this route for regular swabbing?</b></p> <p><b>Process Sector or Marine Shipyard Sector employees who meet <u>ALL</u> of the following criteria:</b></p> <ul style="list-style-type: none"><li>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; AND</li><li>ii) 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 <b>do not</b> include employees who do not work on the production site on an ongoing basis, e.g. HQ personnel, finance, admin, HR etc.); AND</li><li>iii) Who are <u>approved by MTI</u> to continue working, AND</li><li>iv) Who are <u>not on</u> House Quarantine Order, 5-day MC, Stay Home Notice, or Leave of Absence as at <b>date of swab appointment</b>.</li></ul>
<b>Registration for Mass Testing</b>	
2.	<p><b>How do companies sign up for a swab appointment?</b></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 <b>outside the dormitories</b> (e.g. HDBs, private residential properties, hotels) via an online swab registration system. For workers staying in dormitories, the government will arrange</p>

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	<p>for testing after dormitories are cleared. More details on the registration system will be released at a later date.</p> <p>In the interim, EDB, with the help of ASMI (Marine) and ASPRI (Process), will facilitate by contacting eligible companies to arrange for the eligible employees as per criteria 1(i) to 1(iv) above to be tested, by the process described in section (3) below.</p>
3.	<p><b>How should I apply?</b></p> <p><i>These steps were in the original ASPRI/ASMI Circular. Step 3 is a NEW step required for new submissions after 2<sup>nd</sup> June 11:59pm. The earlier eligible submissions would have been directly contacted to provide these documents.</i></p> <ol style="list-style-type: none"><li>1. Complete the Excel form for all employees who fulfil 1(i) to 1(iv) above. Any entries with incomplete or faulty information (e.g. faulty NRIC/FIN numbers, wrong Date of Birth formats, no local mobile numbers etc.), missing information, or which do not fulfil the criteria may be disqualified without further notice and not allocated a swab appointment.</li><li>2. Please rename the Excel as “<b>DDMMM_Company Name_PCM</b>” where DDMMYY refers to the date of submission (e.g. 03JUN), and email <b>one submission per company</b> to <a href="mailto:swab@edb.gov.sg">swab@edb.gov.sg</a>.</li><li>3. <b>[NEW]</b> All new submissions <b>after 2<sup>nd</sup> June 11:59pm</b> require the additional documents below (the earlier eligible submissions would have been directly contacted to provide these documents):<ol style="list-style-type: none"><li>i. Screenshot of <b>MTI's approval</b> for your company to work in this period</li><li>ii. Screenshot of <b>Work Permit Online “Employer Details and Quota”</b> showing “<b>Industry: Process</b>” or “<b>Industry: Marine Shipyard</b>”.</li></ol></li></ol> <p>Please ensure both screenshots are of clear resolution. These documents are required to ensure that our limited capacity is allocated to the correct workers, to best meet the swabbing needs across both industries.</p>

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	<p>4. <b>Please prioritise your entries.</b> 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, <b>changes to scheduled appointments cannot be accommodated.</b></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 19<sup>th</sup> June onwards.</p>
4.	<p><b>What happens if I don't register my eligible employees for this swabbing exercise?</b></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><b>If an employee is unable to make it for the allocated slot for the test, can he/she reschedule his/her appointment?</b></p> <p>Employees are advised to strictly follow their assigned test appointment slots, given the limited availability of the slots. If there are employees who miss their swab appointment for valid reasons such as being unwell on that day, companies should inform <a href="mailto:swab@edb.gov.sg">swab@edb.gov.sg</a> and arrange for another possible slot. This will be subject to availability.</p>
6.	<p><b>What if an employee is on Medical Leave? Would he/she need to go for the swab test?</b></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</p>

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	<p>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 <b>only</b> will need to arrange with <a href="mailto:swab@edb.gov.sg">swab@edb.gov.sg</a> for another appointment.</p>
7.	<p><b>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?</b></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><b>Can companies send their employees to any private clinics or labs for tests to be done?</b></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><b>Who is paying for these swabs?</b></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>
<b>Swabbing Centres</b>	
10.	<p><b>When is the period for swabbing?</b></p> <p>The swabbing exercise for Process and Marine Sectors will start from 4<sup>th</sup> June 2020. Regular swabbing is required every two weeks for the same employees.</p>
11.	<p><b>How do employees get to the swabbing centre?</b></p>

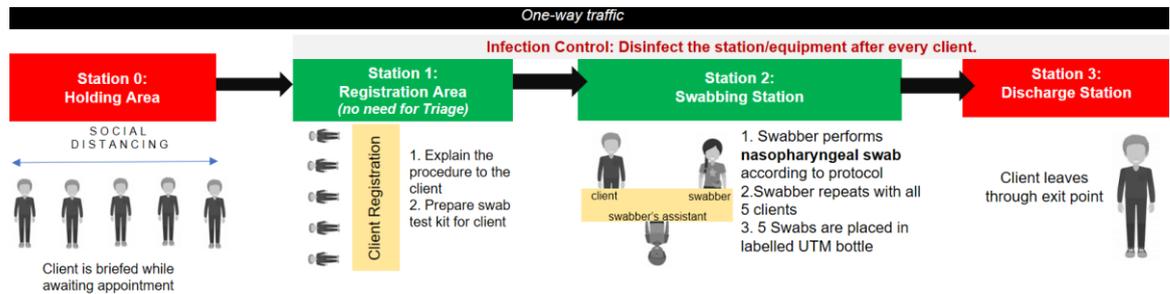
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	<p>The swabbing centre assigned for staff from the Marine and Process sectors is the <b>Old Police Academy at 1 Mount Pleasant Road, Singapore 298333</b>. Staff are ONLY allowed to proceed to the allocated swab centre when notified by EDB or employers of their confirmed swab date and time.</p> <p>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:</p> <ul style="list-style-type: none"><li>• Companies have the responsibility to ensure that staff undergo wellness checks such as temperature taking before boarding the company-chartered transport</li><li>• Companies are to ensure that safe-distancing measures are adopted in the company-chartered transport</li><li>• 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.</li><li>• 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.</li></ul> <p>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.</p>
12.	<p><b>What are the operating hours of the swabbing centres?</b></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>

<p>13.</p>	<p><b>What can employees expect once they arrive at their designated swabbing centres?</b></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 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.</p> <p><u>Discharge</u></p> <p>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</p>

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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.



14. **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)

15. **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.

16. **What if the employee often has nosebleeds, can he/she still take the swab test?**

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

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	<p>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>
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**Confirmation of Results from COVID-19 Testing**

17.	<p><b>Employee was informed that his/her test is suspected to be positive and was asked to undergo a second test. Why did this happen?</b></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>
18.	<p><b>How long do employees need to wait to receive the results of their test?</b></p> <p>Test results would be out within 24 to 48 hours. Employee whose test results are negative will <b>not</b> receive any notification.</p>
19.	<p><b>What should employees do as they are waiting for the results of their test?</b></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</p>

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	food, after toilet visits, or when hands are dirtied by respiratory secretion after coughing or sneezing; practicing safe distancing and wearing of mask.
20.	<b>What happens if an individual employee is tested positive for COVID-19?</b>  The employee will be notified by a healthcare personnel and necessary arrangements will be made for their conveyance to the appropriate medical facilities.