

1 October 2021

Dear Enterprises

## **[UPDATED] FAST AND EASY TESTING FOR RETAIL MALLS AND LARGE STANDALONE STORES**

1. Since late-June 2021, the Fast and Easy Testing (“FET”) regime has been progressively rolled out for all higher risk sectors, including the F&B sector (e.g. Restaurants, Cafes, Food Courts, Coffee Shops, Hawker Stalls). **From 27 September 2021 onwards, all (1) retail mall operators; (2) operators of large standalone stores<sup>1</sup>; and (3) enterprises operating stores or booths located within the premises<sup>2</sup> of retail malls and large standalone stores (“Enterprises”) must comply with the mandatory requirements set out in this notice. For avoidance of doubt, the mandatory requirements are specified in the paragraphs below prefaced with the words ‘[Mandatory]’.**
2. This notice is not applicable for enterprises outside retail malls. Dine-in F&B establishments, personal care services (e.g. facial and nail services, spas/saunas, massage establishments, hairdressing, and make-up services), gyms/fitness studios, supermarkets, and private tuition and enrichment centres located in retail malls which have students aged 18 years old and below (i.e. born in 2003 or later) should comply with the FET notices issued by their respective sector leads.

### **Background**

3. The purpose of the FET regime is to further reduce the risk of transmission of COVID-19 in settings with unmasked clients or where services are performed under prolonged and close contact with clients. Given the rate of increase in community spread, mandatory routine testing has been extended to include more settings with frequent community interactions. Under the FET regime, enterprises are required to ensure that all their employees and persons who work under their direction (e.g. contractors and subcontractors), including those in non-public facing roles, that work within the premises of retail malls and large standalone stores (“Workers<sup>3</sup>”) undergo regular FET using the COVID-19 Antigen Rapid Test (“ART”), regardless of their vaccination status. Self-employed persons working in these settings should also ensure that they adhere to the FET regime.

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<sup>1</sup> These refer to standalone stores > 930 sqm (or 10,000 sqft) of GFA.

<sup>2</sup> Including stores and booths that are in any open-air atrium within the premises of the retail mall or large standalone stores, as well as stores and booths that have front-entrances that face towards publicly accessible walkways.

<sup>3</sup> Workers include the enterprises’ employees (both full and part time), persons who work under their direction (e.g. contractors, subcontractors, employees of contractors and subcontractors who work and are based at the workplace, including cleaners and security personnel etc.), and any self-employed persons of the enterprises.

4. The FET regime and the mandatory requirements set out in this notice 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<sup>4</sup>. Checks will be conducted by enforcement teams to verify if Enterprises have complied with the mandatory requirements set out in this notice.

### FET Requirements for Enterprises

5. **[Mandatory]** All Enterprises must ensure that all their Workers (as defined in paragraph 3 above) undergo FET<sup>5</sup> once every 7 days (the “**FET Requirement**”).
6. Where the Worker has obtained an “AG+” test result, Enterprises are strongly recommended to guide the Worker to abide by the prevailing management postures for such cases that are set out on MOH’s website at <https://www.moh.gov.sg/>.
7. To meet the FET Requirement, Enterprises are required to conduct **Employer-Supervised Self-Swab (“ESSS”)** for their Workers. Details on how to conduct ESSS are set out in paragraphs 8 to 17 below. The costs for the ART kits used for ESSS and the training required for Enterprises to conduct ESSS will be borne by the Government until 31 December 2021.

### Requirements for Enterprises conducting ESSS

8. 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 tools such as video conferencing.
9. **[Mandatory]** To satisfy the FET Requirement, Enterprises conducting ESSS for their Workers shall:
  - (1) appoint an adequate number of Supervisors to supervise every Worker whenever they carry out the swabs on themselves;
  - (2) ensure that the Supervisor has satisfied the training requirements set out under paragraph 12 below and properly performs his supervisory role<sup>6</sup>;

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<sup>4</sup> Enterprises are reminded to comply with the other requirements imposed under the COVID-19 (Temporary Measures) (Control Order) Regulations 2020 and implement the Safe Management Measures (“**SMMs**”) as set out on the [COVID Gobusiness website](#). They are also reminded to comply with the relevant **SMMs** that have been set out by Enterprise Singapore (ESG), Housing & Development Board (HDB), Singapore Food Agency (SFA), Sport Singapore (SportSG), National Environment Agency (NEA), Ministry of Home Affairs (MHA), Singapore Tourism Board (STB) and Urban Redevelopment Authority (URA).

<sup>5</sup> Enterprises are required to have their Workers conduct Employer-Supervised Self-Swab (ESSS) themselves in order to meet this requirement.

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

- (3) ensure that Workers comply with the steps set out in paragraph 15 below and properly perform the swabs on themselves;
  - (4) ensure that 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 16 below; and
  - (5) ensure that 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](https://www.hsa.gov.sg/consumer-safety/articles/covid19_ARTselftests)
10. Where the Workers have obtained an “AG+” test result while conducting ESSS, Enterprises are recommended to strongly encourage them to undertake a follow-up ART test and to abide by the prevailing management postures for such cases that are set out on MOH’s website at <https://www.moh.gov.sg/>. The follow-up ART test does not need to be carried out under supervision and the results do not need to be uploaded to SRS. Enterprises are to use self-sourced ART test kits for the follow-up ART test and not those that have been supplied by the Government under the FET regime.
11. Enterprises with 1 or 2 workers are required to conduct ESSS to satisfy the FET requirements. These enterprises must send their workers for training, place an order for the ART kits through their Sector Lead, and provide the details required to create the SRS account. Where needed, such enterprises might collaborate with other enterprises for the appointment of supervisors of their workers in their SRS for the submission of ESSS results.

#### *Training for Supervisors*

12. **[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 MOH’s appointed training provider, HMI Institute of Health Sciences Pte. Ltd. (“HMI”) before they perform their supervisory role. If a supervisor is above 50 years old, Enterprises must ensure that he or she is Fully Vaccinated against COVID-19 (i.e. they received two doses of the COVID-19 vaccination under Singapore’s national vaccination programme and 14 days have passed from the time of the second dose<sup>7</sup>) before they can perform any supervisory role.
13. 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 \(wizlearn.com\)](https://www.wizlearn.com) and to do so as soon as possible.

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<sup>7</sup> Enterprises can consider asking Supervisors to verify their vaccination status via TraceTogether

14. 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/> (refer to "COVID-19 Training") for latest details on the ESSS training.

#### *Conduct of ESSS by Workers*

15. **[Mandatory]** Enterprises are required to ensure that their Workers shall:
  - (1) be supervised<sup>8</sup> by a Supervisor whenever they carry out ESSS;
  - (2) use new ART test kits whenever they carry out ESSS; and
  - (3) properly dispose of used ART test kits after they have carried out ESSS<sup>9</sup>.

#### *Uploading of Test Results onto SRS*

16. **[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+", Enterprises are to upload the test result of that Worker onto SRS **no later than 30 minutes** after the ESSS for that specific Worker is completed;
  - (2) if the test result is "AG-", Enterprises are to upload the test result of that Worker **no later than 24 hours** after the ESSS for that specific Worker is completed; and
  - (3) the requirements set out under paragraphs 3 and 5 of **Annex A**.
17. More details on the registration for an SRS account, as well as the SRS guide can be found in paragraph 19 below or at <http://www.enterprisesg.gov.sg/sector-testing>.

#### **Support for Enterprises conducting ESSS**

18. The Government will be supplying ART kits to Enterprises until 31 December 2021. To order the ART kits, Enterprises are required to submit the relevant information using the form at <https://go.gov.sg/vort-fetrtrt-registration-mallretail> ("Order Form"). The ART kits will be delivered to Enterprises through the retail malls or through its registered address. **Enterprises shall only use the ART kits that are supplied by the Government for ESSS and shall not distribute, supply or sell them to any third-party.** ART kits must be used with prudence and companies need to ensure that one employee only use one test kit for one cycle of RRT, unless the test result is AG invalid.
19. The information that is submitted on the Order Form will also be used by the relevant Government agencies to help Enterprises set up an SRS account. Once the SRS

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<sup>8</sup> This can be done in person or virtually.

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

account has been set up, your POC will receive an email notification informing them about the creation of the SRS account and how to upload test results onto it.




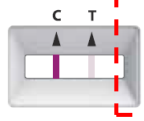

### **Support from Enterprises**

20. 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.
21. For more details on the FET regime, please visit [www.enterprisesg.gov.sg/sector-testing](http://www.enterprisesg.gov.sg/sector-testing).

**FET Test Results and the Management of Workers after ESSS**

1. ART test kits will return one of three possible test results:
  - (1) negative or “**AG-**”;
  - (2) positive or “**AG+**”;
  - (3) invalid or “**AG Invalid**”.
  
2. Workers that obtain an “**AG Invalid**” test result are required to immediately undergo a follow-up ART until they obtain an “**AG+**” or “**AG-**” test result.
  
3. 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’)
 <p><u>Bold</u> marking at ‘C’ and <u>No</u> marking at ‘T’</p>	 <p><u>Bold</u> marking at ‘C’ and <u>Bold</u> marking at ‘T’</p>	 <p><u>No</u> marking at ‘C’ and <u>Bold</u> marking at ‘T’</p>
	 <p><u>Bold</u> marking at ‘C’ and <u>Faint</u> marking at ‘T’</p>	 <p><u>No</u> marking at ‘C’ and <u>No</u> marking at ‘T’</p>

4. 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.

5. If the Enterprise had wrongly submitted a “AG+” 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>
  
6. Enterprises are strongly recommended to guide Workers that obtain “AG+” test results from ESSS to abide by the prevailing management postures for such cases that are set out on MOH’s website at <https://www.moh.gov.sg/>