

**Employer-Supervised Self-Swab (ESSS) in Private Tuition and Enrichment Centres  
Frequently Asked Questions (FAQs)**

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## 1. ESSS in Centres

1.1	<b>Background</b>
1.1.1	<b>Which staff groups need to undergo Fast and Easy Testing (FET) regime? What is the testing frequency and charging policy?</b>
	<ul style="list-style-type: none"> <li>▪ The FET regime applies to: <ul style="list-style-type: none"> <li>○ All individuals working within the premises of private tuition and enrichment centres that have students aged 12 years old and below (i.e. those born in 2010 or later) even if the individuals do not come into contact with the students. All individuals within the premises of private tuition and enrichment centres that are located in retail malls regardless of the age of the student; and</li> <li>○ All individuals working within premises where at least one programme is conducted for children aged 12 years old and below by a self-help group, even if the individuals do not come into contact with the children.</li> </ul> </li> <li>▪ From 1 Jan 2022, the Vaccinate or Regular Test (“VoRT”) regime will be replaced by the implementation of Workforce Vaccination Measures (WVM), where employees who are vaccinated or have recovered from COVID-19 within the past 180 days may return to the workplace. More details are available at: <a href="https://www.mom.gov.sg/covid-19/advisory-on-covid-19-vaccination-in-employment-settings">https://www.mom.gov.sg/covid-19/advisory-on-covid-19-vaccination-in-employment-settings</a>.</li> <li>▪ Higher-risk groups have to be tested once every 7 days under the FET regime. The Government will subsidise the cost of ART test kits for ESSS until 31 Mar 2022. Workers who are required to undergo Pre-Event Testing (PET) under the Workforce Vaccination Measures from 1 Jan 2022 can use their PET result to fulfil the FET requirement.</li> </ul>
1.1.2	<b>Why do staff in centres need to undergo compulsory FET regime?</b>
	<ul style="list-style-type: none"> <li>▪ To minimise the risk of transmission as part of our nationwide progressive re-opening, the Ministry of Health (MOH) announced compulsory FET for all staff, regardless of vaccination status, working in high-risk settings. The groups of staff in Question 1.1.1 have been identified as part of the high-risk group.</li> <li>▪ FET will be done through Employer Supervised Self Swab (ESSS), i.e. workers will swab themselves under the supervision of a staff ('supervisor').</li> <li>▪ ESSS is not a standalone measure. It is part of a suite of various protectionary measures we have in place for centres, including Safe Management Measures (SMMs) and TraceTogether.</li> <li>▪ We must continue to be diligent in implementing these measures, in order to keep our students and staff in centres safe.</li> </ul>
1.1.3	<b>If my staff work in a separate worksite that is not part of the premises of the private tuition or enrichment centre, do they need to undergo the FET regime?</b>
	<ul style="list-style-type: none"> <li>▪ If the worksite is completely separate from the premises of the tuition or enrichment centre (e.g. serving only administrative functions), and no students aged 12 years</li> </ul>

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	<p>old and below (i.e. those born in 2010 or later) enter this worksite, staff working in the worksite will <b><u>not</u></b> be required to be under the FET regime.</p> <ul style="list-style-type: none"> <li>▪ However, if the worksite is located <b><u>within a retail mall</u></b>, please visit: <a href="https://www.enterprisesg.gov.sg/covid-19/sector-testing">https://www.enterprisesg.gov.sg/covid-19/sector-testing</a> for more information on the testing requirements for enterprises located in retail malls.</li> </ul>
<b>1.1.5</b>	<b>My centre caters to both students aged 12 years old and below, and those who are above 12 years old. Do all my staff need to undergo the FET regime?</b>
	<ul style="list-style-type: none"> <li>▪ If the staff are working at the same worksite (i.e. same address and location), then <b>all staff within the worksite</b> will need to be tested, regardless of whether they serve students aged 12 years old and below (i.e. those born in 2010 or later), or if they serve only students aged above 12 years old.</li> </ul>
<b>1.1.6</b>	<b>My centre is located in a retail mall / My centre has branches located in a retail mall. Who do I onboard with, and who needs to be tested?</b>
	<ul style="list-style-type: none"> <li>▪ If your centre is already onboarded with MOE/SportSG/NAC/ESG, there is no need to onboard with another agency.</li> <li>▪ Centres located within retail malls that have at least one student aged 18 and below should onboard with MOE. Centres located within retail malls <b>and</b> catering solely to students aged above 18 years old should onboard with Enterprise Singapore (ESG) at <a href="https://www.enterprisesg.gov.sg/covid-19/sector-testing">https://www.enterprisesg.gov.sg/covid-19/sector-testing</a>.</li> <li>▪ All centre staff working within the premises of centres located in retail malls have to be tested, regardless of: (a) the age group of students that the centre caters to, or (b) if they come into contact with the students.</li> </ul>
<b>1.1.7</b>	<b>If my centre is not operating in-person lessons at all (e.g. due to suspension of in-person lessons), do my staff need to undergo the FET regime?</b>
	<ul style="list-style-type: none"> <li>▪ If all staff are working from home, they will not be required to undergo testing for the duration that they are working at home.</li> <li>▪ MOE also recommends that all staff conduct an unsupervised swab test before returning to the centre.</li> </ul>
<b>1.1.8</b>	<b>Can staff in high-risk groups, who are required to undergo ESSS, be exempted from ESSS?</b>
	<ul style="list-style-type: none"> <li>▪ As a default, all staff in high-risk groups (see Question 1.1.1) who are medically well should undergo ESSS. However, staff with a nosebleed in the past 24 hours should take the Antigen Rapid Test (ART) during the next scheduled supervised self-swab session within the 7-day cycle.</li> <li>▪ MOH has <b><u>exempted</u></b> the following groups of individuals from the FET regime: <ul style="list-style-type: none"> <li>○ Exemption due to contraindications: <ul style="list-style-type: none"> <li>➢ Nasal Surgery; or</li> <li>➢ Facial Injury (<i>that may affect the collection of nasal samples from the nostrils</i>).</li> </ul> </li> <li>○ Exemption due to special needs and disability:</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Special needs such as autism; or</li> <li>➤ Disability such as vision loss, physical impairment.</li> <li>○ Exemption due to past infection from COVID-19 (only for fully vaccinated employees).</li> </ul> <ul style="list-style-type: none"> <li>▪ In addition, the following groups of individuals can be exempted on a <u>time-limited basis</u>: <ul style="list-style-type: none"> <li>○ Individuals on long term leave of at least a month can be temporarily exempted for the duration that they are on leave;</li> <li>○ Individuals who are part-time staff who works less frequently than once a month; or</li> <li>○ Individuals who are full time staff on short-term overseas leave can be temporarily exempted for the duration that they are overseas.</li> </ul> </li> <li>▪ More information about the exemptions, and the workflow to apply for exemptions can be found in pages 5 – 7 of the ESSS Guide.</li> </ul>
<p><b>1.1.9</b></p>	<p><b>What is the treatment for staff who are not eligible for ESSS due to acute respiratory (ARI) symptoms?</b></p>
	<ul style="list-style-type: none"> <li>▪ Staff with any ARI symptoms such as fever, cough, flu, or runny nose should not undergo ART self-testing and should be referred to a Swab and Send Home (SASH) clinic listed on <a href="https://phpc.gov.sg/">https://phpc.gov.sg/</a> immediately to seek medical attention.</li> </ul>
<p><b>1.1.10</b></p>	<p><b>What is the treatment for staff who do not feel confident and/ or comfortable with conducting self-swabs?</b></p>
	<ul style="list-style-type: none"> <li>▪ All staff who are medically well (see exceptions in Question 1.1.8) should undergo ESSS.</li> <li>▪ Centres may consider sharing step-by-step instructions or videos at swab sites and give staff more time to complete the initial swabs.</li> </ul>
<p><b>1.1.11</b></p>	<p><b>Do centres have the discretion to include or exclude staff for ESSS?</b></p>
	<ul style="list-style-type: none"> <li>▪ To ensure consistent implementation across centres and prudence in the use of test kits and other resources, centres must only include the identified groups under the FET Regime (see Question 1.1.1).</li> <li>▪ Centres that have already placed other staff under ESSS under the guidance issued by SportSG or NAC should continue to conduct ESSS for those staff.</li> <li>▪ If further clarifications are required, please contact the Ministry of Education via <a href="https://www.moe.gov.sg/contact">https://www.moe.gov.sg/contact</a>.</li> <li>▪ Please refer to ‘Enforcement’ under Section 4.</li> </ul>
<p><b>1.1.13</b></p>	<p><b>If staff had undergone swab tests outside ESSS during the 7-day cycle (e.g. close contact of confirmed case, feeling unwell with ARI, pre-event testing for weddings etc, or other regimes), is there a need for staff to take the ART in the centre?</b></p>

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	<ul style="list-style-type: none"> <li>▪ There is no need for staff to take an additional test in the centre if they have taken a test within the 7-day cycle outside of the centre.</li> <li>▪ However, centres would need to verify documentary proof (SMS Notification/ records in HealthHub) before allowing them to enter the premises.</li> <li>▪ <u>Note</u>: ESSS should not be used as a substitute for mandatory swab regimes required by other sectors (e.g. BCA, Mandatory Testing due to COVID-19 Cluster).</li> </ul>
<b>1.1.14</b>	<b>When do we expect ESSS to end?</b>
	<ul style="list-style-type: none"> <li>▪ ESSS is currently ongoing. However, from 1 Jan 2022, the VoRT regime will be replaced by the implementation of Workforce Vaccination Measures (WVM), where employees who are vaccinated or have recovered from COVID-19 in the past 180 days may return to the workplace. More details are available at: <a href="https://www.mom.gov.sg/covid-19/advisory-on-covid-19-vaccination-in-employment-settings">https://www.mom.gov.sg/covid-19/advisory-on-covid-19-vaccination-in-employment-settings</a>.</li> <li>▪ Please check <a href="https://www.moe.gov.sg/faqs-covid-19-infection">https://www.moe.gov.sg/faqs-covid-19-infection</a> for the latest updates.</li> </ul>
<b>1.2</b>	<b>Centres conducting ESSS under SportSG, National Arts Council (NAC), or Enterprise Singapore (ESG)</b>
<b>1.2.1</b>	<b>My centre runs arts education instruction activities with children aged 12 years old and below (including visual arts classes, literary arts/creative writing classes and music classes). Who should I onboard with?</b>
	<ul style="list-style-type: none"> <li>▪ Centres that run arts education instruction activities should onboard with NAC. For more information, please visit: <a href="https://www.nac.gov.sg/support/covid-19/safe-management-measures-smms/fast-and-easy-testing-for-higher-risk-arts-instructions-activities">https://www.nac.gov.sg/support/covid-19/safe-management-measures-smms/fast-and-easy-testing-for-higher-risk-arts-instructions-activities</a>.</li> </ul>
<b>1.2.2</b>	<b>My centre runs sports and fitness instruction activities with children aged 12 years old and below. Who should I onboard with?</b>
	<ul style="list-style-type: none"> <li>▪ Centres that run sports and fitness instruction activities should onboard with SportSG. For more information, please visit: <a href="https://www.myactivesg.com/read/2021/7/a-safe-and-gradual-resumption-of-sport-and-fitness-activities-with-mandatory-fast-and-easy-testing">https://www.myactivesg.com/read/2021/7/a-safe-and-gradual-resumption-of-sport-and-fitness-activities-with-mandatory-fast-and-easy-testing</a>.</li> </ul>
<b>1.2.3</b>	<b>My centre is located in a retail mall and already has some staff undergoing FET under ESSS as advised by ESG. Do I need to conduct ESSS on-site for these staff?</b>
	<ul style="list-style-type: none"> <li>▪ Please refer to Question 1.1.6 for more details.</li> </ul>
<b>1.3</b>	<b>Ad-Hoc/Contract/Freelance Staff</b>
<b>1.3.1</b>	<b>Do Ad-Hoc/Contract/Freelance staff, including Term Contracts under Managing Agents need to undergo the FET regime? How about staff who do not come into contact with students?</b>
	<ul style="list-style-type: none"> <li>▪ All Ad-hoc/Contract/Freelance staff need to undergo the FET regime, as long as the site they work at is covered by the definition stated in Question 1.1.1.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Centres may conduct ESSS for these staff or arrange for the contracted company to conduct ESSS for the staff. It is the centre's responsibility to ensure that ESSS takes place.</li> <li>▪ For staff who do not undergo ESSS at the centre (e.g. they had undergone ESSS at another centre, or with the contracted company), the centre should check that the staff have undergone testing (SMS Notification/ records in HealthHub) before allowing them to enter the premises.</li> </ul>
<b>1.3.2</b>	<b>How can centres check that Ad-Hoc/Contract/Freelance staff have fulfilled the FET requirement?</b>
	<ul style="list-style-type: none"> <li>▪ Ad-Hoc/Contract/Freelance staff should show proof of testing to the centres by showing a: <ul style="list-style-type: none"> <li>○ negative Antigen Rapid Test (ART) or Polymerase Chain Reaction (PCR) result in the past 7 days.</li> <li>○ negative Pre-Event Testing (PET) result in the past 24 hours.</li> </ul> </li> <li>▪ The ART test <b>must</b> be carried out: <ul style="list-style-type: none"> <li>○ by a MOH-approved test provider;</li> <li>○ via ESSS model; or</li> <li>○ by a Quick Test Centre (QTC). More details on QTCs are available at: <a href="https://www.moh.gov.sg/covid-19/quick-test-centres-(qtcs)/">https://www.moh.gov.sg/covid-19/quick-test-centres-(qtcs)/</a></li> </ul> <p>Unsupervised self-swabs are not recognised.</p> </li> <li>▪ The individual's results are available via the SMS notification<sup>1</sup>, or record on HealthHub.</li> </ul> <p><sup>1</sup> Please note that SMS may not show the result (if more than 24 hours had passed since the test was taken). Individuals may want to snap a screen shot of the result as records.</p>
<b>1.3.3</b>	<b>What happens if a staff injures him/ herself during the self-swab?</b>
	<ul style="list-style-type: none"> <li>▪ Any workplace injuries should be dealt as per any normal workplace incident in the centre.</li> </ul>

## 2. Swab Operations

<b>2.1</b>	<b>Instructional Guide and Resources for Staff undergoing ESSS</b>
<b>2.1.1</b>	<b>Will there be resources or a step-by-step guide on how to conduct ESSS?</b>
	<ul style="list-style-type: none"> <li>▪ Please refer the ESSS Guide for detailed instructions.</li> </ul>
<b>2.2</b>	<b>Treatment of AG+</b>
<b>2.2.1</b>	<b>Will MOH be expected to issue Health Risk Warnings (HRW) to supervisors and staff in the event of a confirmed PCR test? Would supervisors and staff need to be placed on HRW even if SMMs are in place?</b>
	<ul style="list-style-type: none"> <li>▪ Please refer to <a href="https://www.moh.gov.sg/">https://www.moh.gov.sg/</a> for more information on the prevailing workflow for such cases.</li> </ul>

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<b>2.2.2</b>	<b>Where are the SASH-PHPCs located?</b>
	<ul style="list-style-type: none"> <li>Please see <a href="https://phpc.gov.sg/">https://phpc.gov.sg/</a>.</li> </ul>
<b>2.3</b>	<b>Rostering</b>
<b>2.3.1</b>	<b>What should centres do if a staff misses ESSS days in centres due to unforeseen circumstances?</b>
	<ul style="list-style-type: none"> <li>Centres should arrange for a separate swab supervision of staff who miss ESSS days in centres due to unforeseen circumstances.</li> <li>Staff with any acute respiratory infection (ARI) symptoms such as fever, cough, flu, or runny nose should visit a SASH clinic immediately to seek medical attention and take the necessary tests. Centres can verify the results of the test on the staff member's SMS notification / HealthHub record.</li> </ul>
<b>2.3.2</b>	<b>What is the treatment of staff who join mid-way (through a 7-day cycle) and there is no swab planned in the centre? Would they need to purchase and take their own tests before entering centres?</b>
	<ul style="list-style-type: none"> <li>New staff would undergo ESSS based on the days planned by the centre. Staff who join mid-way through the cycle could be tested in the next cycle. Please update HPB on your number of staff via <a href="https://go.gov.sg/fet-kits">https://go.gov.sg/fet-kits</a>.</li> </ul>
<b>2.3.3</b>	<b>Should the ESSS be done early in the morning so that any ART-positive can be detected early?</b>
	<ul style="list-style-type: none"> <li>Centres have the autonomy to determine a suitable time to conduct ESSS, in view of possible operational considerations.</li> </ul>
<b>2.3.4</b>	<b>Must centres start ESSS on the first day of the cycle?</b>
	<ul style="list-style-type: none"> <li>There is no need for centres to start ESSS swab operations on the first day of the cycle. Swabs must be completed by the last day of the 7-day cycle unless there are extenuating circumstances (see Question 2.3.6).</li> <li>Centres have the autonomy to determine suitable swab days and times within the cycle for relevant staff groups to be tested, bearing in mind operational considerations.</li> </ul>
<b>2.3.5</b>	<b>How many staff are we allowed to schedule for ESSS at any given time?</b>
	<ul style="list-style-type: none"> <li>Supervisors may only observe <u>up to five</u> staff undergoing self-swab at any one time. These tests should take up to ten minutes to self-administer and staff could be directed to a holding area while waiting for results. Alternatively, the centre may consider a 'Swab and Go' approach, where staff leave the centre after the testing, and are not required to wait for the results in the centre. The results will be sent via SMS to staff's mobile after uploading to the Swab Registration System (SRS).</li> <li>We recommend that centres keep groups small and consider the composition of the groups when planning the schedule for ESSS.</li> </ul>

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2.3.6	<b>What is the rationale behind the 1-day buffer for staff undergoing the 7-day FET Regime?</b>
	<ul style="list-style-type: none"> <li>▪ The 1-day buffer is to anticipate situations where the staff is unable to do the ART on the scheduled swab day (e.g. the swab day is a public holiday or staff is on MC).</li> <li>▪ Notwithstanding, staff should be swabbed on the recommended swab days as much as possible, with a 3 – 4 day interval between tests.</li> </ul>
2.4	<b>Logistics for Swab Operations</b>
2.4.1	<b>How long will the Government bear the costs of ART kits for staff at centres under the FET regime?</b>
	<ul style="list-style-type: none"> <li>▪ The Government will subsidise the cost of ART test kits for ESSS until 31 Mar 2022. Beyond that, employers and businesses should be prepared to factor in testing costs as part of their normal business operations.</li> <li>▪ Workers who are required to undergo Pre-Event Testing (PET) under the Workforce Vaccination Measures from 1 Jan 2022 can use their PET result to fulfil the FET requirement.</li> </ul>
2.4.2	<b>My centre only has air-conditioned rooms. Can I conduct ESSS in those rooms?</b>
	<ul style="list-style-type: none"> <li>▪ Self-swabs are preferably conducted in an outdoor setting, or indoor with ample ventilation (open windows/ doors and fans).</li> <li>▪ As it is not ideal to have air-conditioning at the swab location, air-conditioning in the swab location should be switched off, if possible.</li> </ul>
2.4.3	<b>What should centres do if staff tests ART-positive?</b>
	<ul style="list-style-type: none"> <li>▪ Centres are strongly recommended to guide the Worker to abide by the prevailing management postures set out on MOH's website at <a href="https://www.moh.gov.sg/">https://www.moh.gov.sg/</a>. Currently, these are: <ul style="list-style-type: none"> <li>○ If unwell, follow MOH's protocol 1: See a doctor (i.e. visit a SASH clinic (<a href="https://flu.gowhere.gov.sg/">https://flu.gowhere.gov.sg/</a>) via private transport.</li> <li>○ If well, follow MOH's protocol 2: Self-isolate at home for the next 72 hours. After 72 hours, staff can re-test and if negative, staff may exit isolation and resume normal activities. If staff become unwell at any time, staff should see a doctor.</li> </ul> </li> <li>▪ Note that for the follow-up ART test after 72 hours, <ul style="list-style-type: none"> <li>○ It does not need to be carried out under supervision;</li> <li>○ Results do not need to be uploaded to SRS; and</li> <li>○ Individuals 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.</li> </ul> </li> <li>▪ For more information on the 1-2-3 protocols, please refer to Annex C in MOH's press release on 9 October: <a href="https://www.moh.gov.sg/news-highlights/details/protecting-the-vulnerable-securing-our-future">https://www.moh.gov.sg/news-highlights/details/protecting-the-vulnerable-securing-our-future</a>.</li> </ul>
2.5	<b>Alternative Forms of Supervision for ESSS</b>



<b>2.5.1</b>	<b>What alternative approaches to on-site supervision for ESSS are allowed?</b>
	<ul style="list-style-type: none"> <li>▪ For operational flexibilities for ESSS to ease the workload of employers and supervisors, centres may consider: <ul style="list-style-type: none"> <li>○ <u>Virtual-Live Supervision</u>, where ART swabbing process is supervised real-time via virtual platforms.</li> <li>○ <u>Post-Swab Video Supervision</u>, where staff take a video of themselves self-swabbing, and submit the video alongside a photo of the ART test kit results.</li> </ul> </li> <li>▪ For more information on the alternative approaches, please refer to pages 21 – 22 of the ESSS guide.</li> </ul>

### 3. Supervisors

<b>3.1</b>	<b>Deployment and Staff Movement</b>
<b>3.1.1</b>	<b>Is there a recommended staff to be deployed as the Supervisor?</b>
	<ul style="list-style-type: none"> <li>▪ Centres have the autonomy to determine a suitable staff to carry out this role.</li> <li>▪ Supervisors above 50 years old need to be fully vaccinated against COVID-19 (i.e. they received two doses of the COVID-19 vaccination under Singapore’s national vaccination programme or any other vaccination regimen as approved by MOH<sup>2</sup> and 14 days have passed from the time of the second dose<sup>3</sup> before he or she can perform any supervisory role.</li> </ul> <p><sup>2</sup> Please refer to the First Schedule of the Infectious Diseases (COVID-19 Access Restrictions and Clearance) Regulations 2021 for the most updated information on the vaccination regimen and approved vaccines.</p> <p><sup>3</sup> Centres can consider asking Supervisors to verify their vaccination status via TraceTogether.</p>
<b>3.1.2</b>	<b>Can the Supervisor double-up as a Point Of Contact (POC) (or vice-versa)?</b>
	<ul style="list-style-type: none"> <li>▪ Yes, Supervisors may double-up as POCs (see section 5 for more details on role of POCs).</li> </ul>
<b>3.1.3</b>	<b>Are centres allowed to add or remove supervisors or change deployment mid-way? What do centres need to do?</b>
	<ul style="list-style-type: none"> <li>▪ Centres may add or remove supervisors mid-way via SRS and there is no need to update MOE.</li> </ul>
<b>3.1.4</b>	<b>If both supervisors are away from centre on MC during a particular cycle, should centres still continue with ESSS?</b>
	<ul style="list-style-type: none"> <li>▪ ESSS should not proceed in the absence of a supervisor.</li> <li>▪ In unforeseen circumstances where all supervisors are unavailable on the arranged date for testing, the centre should make alternative arrangements to reschedule the test date within the stipulated cycle. Note that cross-deployment of supervisors from other centres is not allowed.</li> </ul>
<b>3.1.5</b>	<b>Can a supervisor who is part of the staff group supervise his/ her own self-swab?</b>

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	<ul style="list-style-type: none"> <li>Swab Supervisors who are part of the staff groups undergoing ESSS must have his/her self-swab <u>supervised by another Swab Supervisor</u>.</li> <li>Swab Supervisors should not supervise themselves or record their own ART results.</li> </ul>
<b>3.2</b>	<b>Roles and Responsibilities</b>
<b>3.2.1</b>	<b>Some staff may not be comfortable with self-swabs. Are supervisors allowed to help them in the event they still cannot do it by themselves?</b>
	<ul style="list-style-type: none"> <li>The supervisors are not trained to do so but will be able to guide them in terms of the steps.</li> <li>Centres may refer to videos or the interactive site for steps: <a href="http://go.gov.sg/art-instructions">http://go.gov.sg/art-instructions</a>.</li> </ul>
<b>3.2.2</b>	<b>Can two supervisors conduct concurrent supervisions at the same location?</b>
	<ul style="list-style-type: none"> <li>Centres may conduct concurrent supervisions at the same location as long as SMMs and operational guidelines are followed.</li> </ul>

**4. Enforcement**

<b>4</b>	<b>Enforcement</b>
<b>4.1</b>	<b>What should the centre do if a staff is unwilling or refuses to undergo ESSS in the centre?</b>
	<ul style="list-style-type: none"> <li>Staff without a valid ART result should not be allowed entry into the centre.</li> </ul>
<b>4.2</b>	<b>What are the penalties for breaching the COVID-19 (Temporary Measures) (Control Order) Regulations 2020?</b>
	<ul style="list-style-type: none"> <li>To ensure compliance, inspectors from MOE will be conducting inspections to check on the proper implementation of FET.</li> <li><b>Failure to comply with the requirements may result in prosecution and/or other enforcement action, including suspension/closure of operations.</b></li> <li>Businesses that do not implement or comply with the government's safe management measures (including implementing FET regime) may be ineligible for government grants, loans, tax rebates and other assistance, and may also be subject to temporary closures.</li> </ul>
<b>4.3</b>	<b>What will Enforcement Officers be requesting from centres during inspections?</b>
	<ul style="list-style-type: none"> <li>Centres should have hard copies of SRS records, and screenshots of test results from SMS notifications / HealthHub records ready.</li> <li>Centres should also promptly reply should they receive notification that their records have not been received.</li> </ul>

**5. Point-of-Contact (POC)/ Admin Questions**

<b>5.1</b>	<b>Roles &amp; Responsibilities</b>
<b>5.1.1</b>	<b>Is there a recommended staff to be deployed as the POC?</b>
	<ul style="list-style-type: none"> <li>▪ POCs are responsible for receiving the test kits and uploading staff's ART results on the same day to the SRS.</li> <li>▪ Centres have the autonomy to determine a suitable staff to carry out this role.</li> </ul>
<b>5.1.2</b>	<b>Are centres allowed to add, remove or change deployment of POCs mid-way? What do centres need to do?</b>
	<ul style="list-style-type: none"> <li>▪ Centres would need to alert MOE via FormSG (<a href="https://go.gov.sg/moe-fet-update-details">https://go.gov.sg/moe-fet-update-details</a>) and select option 'Replace the POC for my educational institution'.</li> </ul>
<b>5.2</b>	<b>Reporting of ART Results</b>
<b>5.2.1</b>	<b>When do staff's ART results need to be uploaded to SRS?</b>
	<ul style="list-style-type: none"> <li>▪ ART results of staff with AG positive would need to be uploaded on SRS <u>within 12 hours</u> of the time that the test was taken.</li> <li>▪ ART negative results would need to be uploaded on SRS no later than 24 hours that the test was taken.</li> </ul>
<b>5.2.2</b>	<b>What happens if the ART results are entered wrongly into the SRS? Can centres still amend the ART results after submitting it into SRS?</b>
	<ul style="list-style-type: none"> <li>▪ An email report with the status of the upload will be sent to the POC's registered email.</li> <li>▪ As multiple uploads per day are allowed, centres may correct any errors and re-upload amended data for affected records as the most recent upload would replace the earlier submission.</li> <li>▪ For wrong submission of "AG-/AG+" result, centres are to email to <a href="mailto:AskSRS@hpb.gov.sg">AskSRS@hpb.gov.sg</a> with the information below: <ul style="list-style-type: none"> <li>○ NRIC</li> <li>○ Name</li> <li>○ Date of FET test affected by erroneous result</li> <li>○ Company/ Employer for FET</li> <li>○ Company/ Employer's email address</li> <li>○ Final result to be displayed (AG+ or AG-)</li> <li>○ Screenshot of the SMS received (Optional)</li> </ul> </li> </ul>
<b>5.2.3</b>	<b>Do staff on long-term leave from centres during ESSS (e.g. hospitalisation/ medical leave) need to be reported in SRS?</b>
	<ul style="list-style-type: none"> <li>▪ Centres should only report the test results of staff who have taken the self-swab on SRS.</li> </ul>

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5.2.4	<b>Some staff may not undergo testing in a particular cycle due to various reasons (e.g. MC, on long-term leave). How should centres report this on SRS?</b>
	<ul style="list-style-type: none"> <li>▪ An email will be sent by the team monitoring the FET results and centres can close the issue when responding to that email.</li> </ul>
5.2.5	<b>Who should centres contact if they face difficulties uploading results on SRS?</b>
	<ul style="list-style-type: none"> <li>▪ For SRS related enquires, you may also email the SRS Support Email at <a href="mailto:AskSRS@hpb.gov.sg">AskSRS@hpb.gov.sg</a> or call the SRS Support hotline at 6876 5848, from Monday to Friday from 8am to 5pm and Saturday from 8am to 1pm. The SRS Support hotline is closed on Sundays and Public Holidays.</li> </ul>
5.3	<b>ART Kit Stocktake and Replenishment</b>
5.3.1	<b>How do centres place orders for additional ART kits? How often should orders be placed?</b>
	<ul style="list-style-type: none"> <li>▪ For the first order, after submission of the Order Form, a confirmation email/SMS from a third-party vendor will be sent to your POC with the delivery date within a week.</li> <li>▪ For subsequent deliveries, HPB will automatically send the kits to centres based on the number of test results uploaded onto HPB's system [Note: The subsequent replenishment of kits is strictly based on the number of kits the centre had received and the number of test results that are uploaded on SRS successfully. HPB will not send additional kits to centres without results uploaded on SRS.] Centres can look out for the SMS from the transporter on the scheduled delivery. Should centres not receive the kit within the scheduled time frame/ delivery date, please contact the relevant transporter to check on their delivery status (can be found in page 11 of the ESSS Guide).</li> <li>▪ Centres may edit the number of staff in their centres by amending their nominal roll (NR) via MOE's FormSG at (<a href="https://go.gov.sg/v2-vort-nr-moe-tuition-registration">https://go.gov.sg/v2-vort-nr-moe-tuition-registration</a>) and also update HPB via (<a href="https://go.gov.sg/fet-kits">https://go.gov.sg/fet-kits</a>).</li> </ul>
5.3.2	<b>I have questions regarding the delivery (e.g. received a notice that delivery was fulfilled when it was not the case) Who should I contact?</b>
	<ul style="list-style-type: none"> <li>▪ Please contact the relevant transporter to check on their delivery status (can be found in page 11 of the ESSS Guide).</li> </ul>
5.3.3	<b>What should centres do if they are have not received/ receive missing/ faulty ART kits?</b>
	<ul style="list-style-type: none"> <li>▪ POCs or Receiving Officers should take a photo of any faulty/ damaged kit(s) discovered upon receipt of goods and notify MOE through FormSG (<a href="https://go.gov.sg/art-incident-reporting">https://go.gov.sg/art-incident-reporting</a>).</li> </ul>
5.3.4	<b>Can centres use the ART kits for ESSS for other purposes? (e.g. testing of students)</b>
	<ul style="list-style-type: none"> <li>▪ No, ART kits for ESSS should not be used for other purposes.</li> </ul>