

16 September 2021

## **FAST AND EASY TESTING FOR THE ARTS AND CULTURE SECTOR**

To mitigate the risk of transmission of COVID-19, there will be changes made to the current mandatory FET regime.

1. **[Updated 16 September 2021]** From 1 October onwards, FET would be mandatory for all businesses<sup>1</sup> and their employees<sup>2</sup> working in the Arts and Culture sector in the following fields, regardless of whether they are conducting masked or unmasked activities:
  - a. Dance, singing, voice and theatre training (including speech and drama, actor training), and wind/brass instrument instruction activities; and
  - b. Arts education instruction activities with children aged 12<sup>3</sup> and below (including visual arts classes and literary arts/ creative writing classes).
2. **[Updated 10 Sep 2021]** From 13 September onwards, instructors and workers placed on the mandatory FET regime must **increase the frequency of their testing from once a fortnight (14 days) to once a week (7 days), regardless of vaccination status.**

The FET regime will run concurrently with the “Vaccinate or Regular Test” (VoRT) regime. The VoRT regime that will come into effect from **1 October 2021** applies to those who are **unvaccinated**. Please refer to <https://www.nac.gov.sg/whatwedo/support/sustaining-the-arts-during-covid-19/Vaccinate-or-Regular-Test-VoRT-.html> for the VoRT notice for the Arts and Culture sector.

1. The Fast and Easy Testing (“FET”) regime has been progressively rolled out for all higher risk sectors, including the Arts & Culture sector. To mitigate the risk of transmission of COVID-19, there will be changes made to the current mandatory FET regime.
2. **[Updated 16 Sep 2021]** From 1 October onwards, FET would be mandatory for all businesses<sup>4</sup> and their employees<sup>5</sup> working in the Arts and Culture sector in the following fields, regardless of whether they are conducting masked or unmasked activities:

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<sup>1</sup> Businesses include self-employed persons.

<sup>2</sup> This includes both full and part-time employees such as full-time office assistants, part-time instructors, and cleaners.

<sup>3</sup> Age of children as determined by year of birth (i.e. individuals born in and before year 2009).

<sup>4</sup> Businesses include self-employed persons.

<sup>5</sup> This includes both full and part-time employees such as full-time office assistants, part-time instructors, and cleaners.

- a. Dance, singing, voice and theatre training (including speech and drama, actor training), and wind/brass instruments instruction activities; and
  - b. Arts education instruction activities with children aged 12<sup>6</sup> and below (including visual arts classes and literary arts/creative writing classes)<sup>7</sup>.
3. With effect from 15 July 2021 onwards, all enterprises in the higher-risk settings mentioned in paragraph 1 in the Arts & Culture sector (“Businesses”) must comply with the mandatory requirements set out in this updated notice. For avoidance of doubt, the mandatory requirements are specified in the paragraphs below prefaced with the words **‘[Mandatory]’**.

## Background

4. 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. Under the FET regime, businesses are required to ensure that their employees and persons who work under their direction (e.g. contractors and subcontractors) undergo regular FET using the COVID-19 Antigen Rapid Test (“ART”), regardless of their vaccination status. **Self-Employed Persons (SEPs) working in the settings of paragraph 1 should also ensure that they adhere to the FET regime.**
5. The FET regime and the mandatory requirements set out in this notice are imposed on Businesses 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>8</sup>.

## FET FOR BUSINESSES

6. **[Updated 16 Sep 2021] [Mandatory]** All Businesses in the settings mentioned in paragraph 1 must ensure that all their employees and persons who work under their direction<sup>9</sup> undergo FET **at least once every 7 days** (the “FET Requirement”).
7. Businesses with above 5 employees (full-time, part-time, and contracted) are required to conduct **Employer-Supervised Self Swab (ESSS)**, where employees will swab themselves using an ART kit under the supervision of a trained staff (“**Supervisor**”). Supervision can be done either on-site at the workplace or virtually using tools such as video conferencing. To conduct ESSS, establishments will need to undergo training provided by the Government to supervise employees’ self-swabs. Please see paragraphs 17 – 22 for details on **Supervisory Training Under the ESSS**. For SEPs and small

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<sup>6</sup> Age of children as determined by year of birth (i.e. individuals born in and before year 2009).

<sup>7</sup> This is with the exception of Businesses that have already onboarded FET through the Ministry of Education (MOE).

<sup>8</sup> To comply with the COVID-19 (Temporary Measures) (Control Order) Regulations and implement Safe Management Measures (SMMs), as set out on the [COVID Gobusiness website](#). They are also required to comply with the [SMMs](#) set out by the National Arts Council.

<sup>9</sup> This includes contractors (e.g. cleaners), subcontractors, employees of contractors and subcontractors who work at the workplace. This also includes business owners and store managers that work at the workplace.

businesses (5 or less employees), please refer to the section on “**For Self-Employed Persons (SEPs) and Small Businesses**”.

8. **[Updated 16 Sep 2021]** For ESSS, ART kits will be provided. Businesses should submit full details required for Supervisor training and collection of ART kits, via the application links in paragraphs 21 and 23 **by 19 September 2021**. Businesses that have already registered for FET with the Ministry of Education (MOE) need not re-register with NAC.
9. The costs for the kits and training for employees will be borne by the Government until 31 December 2021.
10. Please refer to **ANNEX A** for the FET workflow for Businesses, and **ANNEX B** for Frequently Asked Questions (FAQs).

### **FOR SELF-EMPLOYED PERSONS (SEPs) and SMALL BUSINESSES**

11. For the purposes of the FET regime, **Small Businesses are defined as having no more than 5 employees requiring FET in the company**. This refers to full-time, part-time, and contracted employees and instructors.
12. **[Updated 16 Sep 2021] [Mandatory]** SEPs and employees of small Businesses in the settings outlined in paragraph 1 who may not be able to organise the supervised self-swabs on their own, are to secure an appointment at Quick Test Centres (QTCs) via this link ([www.go.gov.sg/artsculturesepfet](http://www.go.gov.sg/artsculturesepfet)). You will be assigned a time slot based on a first-come-first-serve basis. A confirmation SMS with your appointment details will be sent 2 – 3 days prior to your test date. Rescheduling of missed appointments and registration of subsequent FET appointments once every 7 days are to be made via the same link.
13. **[Updated 16 Sep 2021] [Mandatory]** SEPs and employees of small **dance instruction Businesses** who may not be able to organise the supervised self-swabs on their own, are to register at this link ([www.go.gov.sg/sepfet](http://www.go.gov.sg/sepfet)) to secure an appointment at the Quick Test Centres (QTCs)<sup>10</sup> set up by SportSG. Employees who have earlier registered with SportSG or MOE for FET need not register again. Dance instructors should register at this link ([www.go.gov.sg/sepfet1](http://www.go.gov.sg/sepfet1)) for subsequent testing at SportSG QTCs.
14. Please refer to **ANNEX A** for the FET workflow for Self-Employed Persons and Small Businesses (5 or less employees), and **ANNEX B** for Frequently Asked Questions (FAQs).

### **FET REQUIREMENTS FOR BUSINESSES CONDUCTING ESSS**

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<sup>10</sup> The QTCs set up by SportSG are Bishan, Jurong West, and Pasir Ris ActiveSG Sport Centres. They are operational from 10am – 5pm on Mondays to Fridays and 10am – 1pm on Saturdays (including public holidays).

15. **[Updated 16 Sep 2021] [Mandatory]** All Businesses under the settings outlined in paragraph 1 must ensure that instructors and employees who work under their direction undergo FET **at least once every 7 days**.
16. **[Mandatory]** After their instructors/employees undergo FET, Businesses shall:
  - (1) verify<sup>11</sup> the test results obtained by their Workers;
  - (2) not allow any Worker that has obtained an “AG+” or “AG Invalid”, “Double Invalid” test result (please refer to **ANNEX C** on details of the various test results) to enter or remain at the workplace;
  - (3) direct any instructor/employee that has obtained an “AG+” or “Double Invalid” test result to undergo a COVID-19 polymerase chain reaction (“PCR”) test and self-isolate at home; and
  - (4) only allow the instructor/employee that has obtained an “AG+” or “Double Invalid” test result to enter or remain in the work-place **if that instructor/employee has subsequently** undergone a PCR test and the test result of that PCR test shows that he or she is **negative for COVID-19 infection**.

### ***Supervisory Training Under the ESSS***

17. **[Mandatory]** Businesses conducting ESSS are advised to nominate at least 2 employees per outlet to attend a 4-hour virtual Supervisory Training in ART Self-Swab conducted by the Ministry of Health’s (MOH) appointed vendor, HMI Institute of Health Sciences Pte. Ltd. (“HMI”) before they perform their supervisory role.
18. The training will equip employees with the knowledge needed to supervise the conduct of ART. Employees who complete the 4-hour course can conduct ART Supervision Duties. A certificate of attendance will be issued to those who have completed it.
19. **[Mandatory]** Supervisors who are required to undergo FET themselves should conduct their self-swabs under the supervision of another colleague who has also undergone training by HMI Institute. If a Supervisor is above 50-years-old, Businesses 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 ) before they can perform any supervisory role.
20. 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. Businesses are advised to book their training slot directly with HMI at <https://hmi-ihs.com/supervisory-training-in-art-self-swab/> and to do so as soon as possible.

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<sup>11</sup> Businesses are required to inspect any physical test result slip, SMS or test kit evidencing the test result of the instructor/employee. It would not be sufficient for businesses to rely on oral statements by instructors/employees to fulfill this obligation.

21. Upon successful booking, HMI will send a web link for Supervisors 1-2 days before the actual training day, to attend the virtual training session.
22. Please visit HMI Institute's website at <https://hmi-ihs.com> (refer to COVID-19 Training) for latest details on the ESSS training details.

### **Registering for Self-Collection ART Kits for ESSS**

23. **[Updated 16 Sep 2021] [Mandatory]** To register for self-collection of test kits for ESSS, arts instruction Businesses should submit full details through the form at this link (<https://go.gov.sg/artsbizfet>) ("**Order Form**") by **19 September 2021**.
  - a. Businesses with multiple outlets are encouraged to submit a form for each outlet.
  - b. The Point-of-Contact <sup>12</sup> ("**POC**") stipulated in the Order Form must be the employee who will be responsible for both the self-collection of the ART test kits and ensuring the uploading of test results onto SRS by the Supervisor<sup>13</sup>.
  - c. The ART test kits will be scheduled for self-collection on first-come-first-served basis.
  - d. The kits, funded by the Government, will be provided on a monthly basis till 31 Dec 2021. Existing Businesses on ESSS that require more ART kits to test an increased number of employees are to put in an amendment order at [www.go.gov.sg/fet-kits](http://www.go.gov.sg/fet-kits).
24. **[Updated 16 Sep 2021]** Businesses that have registered previously with SportSG or the Ministry of Education for the collection of test kits and the SRS account do not need to register again with NAC.
25. **[Mandatory]** Businesses shall only use the ART test kits that are supplied by the Government for ESSS and shall not distribute, supply or sell them to any third-party. ART Test Kits must be used with prudence and companies need to ensure that one employee only use one test kit for one cycle of FET unless the test result is AG invalid. For the self-collection of test kits, details to be provided via the form include:
  - a. Name of Company
  - b. UEN & SSIC codes
  - c. Art Form (with multiple entries)
  - d. Full Business address (street name, floor & unit number, with a separate field for Postal Code)
  - e. Name of POC (this must be the same person that ensures the FET results are uploaded to the SRS account)
  - f. POC Email (to receive confirmation email)

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<sup>12</sup> Businesses are also able to nominate an alternate POC per outlet, if they wish to do so. For businesses 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.

<sup>13</sup> Businesses have the flexibility to decide who is the POC and Supervisor for ESSS. One employee may serve as both the POC and Supervisor, or different employees may be appointed for the two roles.

- g. POC Mobile Number (to receive confirmation SMS)
  - h. Number of Employees to be Tested (including all full-time, part time and third-party contracted employees)
26. After submission of the Order Form, a confirmation email and SMS from a third-party vendor will be sent to your POC with the collection location and date within a week. A further SMS will be sent when the ART kits are ready for collection, and the ART kits must be collected within 3 days upon receipt of this SMS. If the ART kits are not collected within 3 days from stipulated date of collection, it will be returned to the warehouse, and an email will be sent to your POC to rearrange for a new delivery date, at a fee.

### ***Uploading of Test Results on the Swab Registration System (SRS)***

27. The information that is submitted in the Order Form will also be used by NAC to help Businesses set up an SRS account. Once the SRS account has been set up, your POC will receive an email notification informing them about the creation of the SRS account. Please check your Junk folder to ensure the email has not been marked as spam.
28. Refer to **ANNEX D** for the guide on using SRS for Businesses.
29. Businesses are to share the Standard Notification with employees. The Standard Notice informs Businesses about the collection of employees' Personal Data and FET results for submission to the Government through the SRS.
30. Refer to **ANNEX E** for the Standard Notice.
31. **[Mandatory]** Businesses are required to upload the test results obtained by their instructors/ employees from ESSS onto SRS in accordance with the following
- (1) if the test result is "AG+" or "Double Invalid", Businesses are to upload the test result of that instructor/employee onto SRS **no later than 30 minutes** after the ESSS for that specific instructor/employee is completed;
  - (2) if the test result is "AG-", Businesses are to upload the test result of that Worker **no later than 24 hours** after the ESSS for that specific instructor/employee is completed; and
  - (3) the requirements set out under paragraphs 4 and 5 of **ANNEX C**.

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

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

### ***Support from Arts Sector***

33. For FET related enquiries, please email NAC officers Ms Grace Kanai at [Grace.Kanai@nac.gov.sg](mailto:Grace.Kanai@nac.gov.sg) and Ms Tan Hwee Peng at [Tan.Hwee.Peng@nac.gov.sg](mailto:Tan.Hwee.Peng@nac.gov.sg).
34. For Swab Registration System (SRS) related enquires, you may also email the SRS Support Email at [AskSRS@hpb.gov.sg](mailto:AskSRS@hpb.gov.sg) 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.
35. The fight against COVID-19 requires the collective effort of everyone in the community. We seek the support and understanding of all Businesses 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.

### ***Annexes appended for more information***

**Annex A:** FET Workflow for Businesses and SEPs

**Annex B:** FAQs on Fast and Easy Testing (FET) Regime

**Annex C:** FET Test Results and the Management of Workers after ESSS

**Annex C (Appendix I):** Referral Note

**Annex D:** SRS Guide for Arts Instruction Businesses

**Annex E:** Standard Notice for Businesses to inform Instructors/ Employees of Personal Data Collection and FET Results