

12 Nov 2021

Dear Enterprises

WORKFORCE VACCINATION MEASURES

1. On 23 October 2021, MTF further announced measures to build the foundations for safe resumption of activities in Singapore. To keep the workforce safe, it was announced that **from 1 January 2022, only employees who are fully vaccinated¹ or have recovered from COVID-19 within the past 270 days, can return to the workplace.** Unvaccinated employees will not be allowed to return to the workplace unless they test negative for COVID-19 before returning to the workplace, and they will need to pay for the costs of these tests. Please see below for details:
 - a. **MTF Press Release (23 October 2021):** <https://www.moh.gov.sg/news-highlights/details/preparing-for-safe-resumption-of-activities-by-building-strong-foundations-in-stabilisation-phase>
 - b. **MOM's updated advisory on COVID-19 vaccination at the workplace (23 October 2021):** <https://mom.gov.sg/covid-19/advisory-on-covid-19-vaccination-in-employment-settings>

Background

2. In line with MTF's direction, **from 1 January 2022, only employees² and persons who work under the direction or at the premise³ (collectively, "Workers") of all specified enterprises (see Annex A) in the Social Service Sector ("Enterprises") who are vaccinated, or recovered from COVID-19 within the last 270 days⁴ are allowed to return to the workplace. Unvaccinated workers will not be allowed to return to the workplace unless they have a negative Pre-Event Testing (PET) result from a MOH-approved COVID-19 test provider⁵.** The PET negative result lasts for 24

¹ An individual is considered vaccinated if he/she a) has been fully vaccinated, i.e., received the appropriate regimen of World Health Organisation Emergency Use Listing (WHO EUL) vaccines including their respective duration post-vaccination for the vaccine to be fully effective and b) had their vaccination records ingested in MOH's IT systems.

² This includes both full- and part-time employees, as well as interns.

³ This includes contractors (e.g., cleaners), subcontractors, employees of contractors and subcontractors who work at the workplace. Volunteers are also included. (See Q2 and Q3 in Annex B for more details of persons placed under these categories)

⁴ If the infection was more than 270 days ago, they can be exempted from testing only if they are fully vaccinated. This includes persons who a) recovered from a COVID-19 infection and subsequently receives at least one dose of COVID-19 vaccine (two doses if Sinovac or Sinopharm) that has been authorised under the Health Sciences Authority's Pandemic Special Access Route or listed on the World Health Organisation's Emergency Use Listing (WHO EUL) no earlier than 3 months after date of positive PCR, and b) are fully vaccinated before being infected with COVID-19 and subsequently recovering from it. Persons who received one dose of COVID-19 vaccine before being infected would need to receive their 2nd dose (3rd dose if Sinovac or Sinopharm) to be exempted. For individuals who are re-infected, the 270 days exemption starts from the date of the first C+ result of the re-infection.

⁵ Please refer to MOH's website at [this link](#) for more details.

hours and must be valid for the duration that workers are required to be present at the workplace. Unvaccinated workers who are medically eligible for vaccination will have to pay for the costs of the PET and show the results to their employers when reporting to the workplace.

3. All enterprises may ask workers for their vaccination status for the purpose of planning deployment at the workplace. Enterprises may also require workers to produce proof of vaccination before reporting to the workplace (see **Annex C**). Workers who refuse to do so would be treated as unvaccinated for the purposes of **Paragraphs 4 and 5** below. Enterprises which would like to check their enterprise-level vaccination rate may do so via a new web service – <https://go.gov.sg/percentvaccinated> (Corppass required), with effect from 25 October 2021.

Work Arrangements for Unvaccinated Workers

4. For unvaccinated workers whose work **can** be performed at home, enterprises may allow them to continue to work from home, but such working arrangements remain the enterprises' prerogative⁶. As the vast majority of vaccinated workers eventually return to the workplace more frequently, the prolonged absence of the unvaccinated workers from the workplace may affect their individual performance as well as negatively impact team or organisational performance.
5. For workers whose work **cannot** be performed from home, enterprises can:
 - a. Allow them to continue in the existing job with PET done at workers' own expense and own time (i.e., outside of working hours); or
 - b. Redeploy them to suitable jobs which can be done from home if such jobs are available, with remuneration commensurate with the responsibilities of the alternative jobs; or
 - c. Place them on no-pay leave or, as a last resort, terminate their employment (with notice) in accordance with the employment contract. If termination of employment is due to workers' inability to be at the workplace to perform their contracted work, such termination of employment would not be considered as wrongful dismissal.

Special Consideration for Unvaccinated Workers who are Medically Ineligible for Vaccines under the National Vaccination Programme (NVP)

6. For this group of workers, enterprises should consider the support measures listed in **Paragraphs 7a and 7b** below or exempt them from the workforce vaccination measures described in **Paragraph 2** above if they need to work on-site.

Special Consideration for Pregnant Workers

7. Pregnant workers are strongly encouraged to be vaccinated with the vaccines under the NVP as soon as possible. Pregnant women who delay vaccination are at higher risks of

⁶ Subject to any Government mandated Safe Management Measures (SMM) that require workers to work from home by default.

complications should they contract COVID-19 during pregnancy. Pregnant women may wish to consult their obstetrician to discuss the benefits and risks of vaccination. Enterprises are strongly encouraged to give special consideration to the needs and concerns of their pregnant workers, and should consider the following support measures:

- a. Allow the worker to work from home, if they are able to do so, and their absence from the workplace should not affect the assessment of their performance; or
- b. Redeploy the worker to suitable jobs which can be done from home, if such jobs are available, with remuneration that commensurate with the responsibilities of these alternative jobs.

Call to Action

8. Currently, close to 97% of workers⁷ are already fully vaccinated or have taken their first dose. We strongly encourage workers who have yet to be vaccinated, to do so quickly to better protect themselves and their loved ones. Workers may walk into any vaccination centre, polyclinic and participating Public Health Preparedness Clinic (PHPC) to get vaccinated without the need to make an appointment.
9. Enterprises should facilitate vaccination by granting paid time-off to workers for their vaccination (including vaccination booster shots), and additional paid sick leave (beyond contractual or statutory requirement) in the rare event that the worker experiences a vaccine-related adverse reaction.
10. Please note that the current Fast and Easy Testing – Rostered Routine Testing (FET-RRT) and Vaccinate or Regular Test (VoRT) regimes will continue to apply, unless otherwise advised.

Conclusion

11. 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 everyone.
12. For more details, please contact your service/programme coordinators in MSF/SGE for further clarifications.

(Last updated on 12 November 2021)

Annexes

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| Annex A | List of Enterprises in the Social Services Sector |
| Annex B | Frequently Asked Questions |
| Annex C | Recognised Proofs of Vaccination |

⁷ Workers who work in Enterprises in the Social Services Sector, as listed in Annex A.

List of Enterprises in the Social Services Sector

S/N	Type of Service	Programmes
1	Residential Homes serving elderly residents	<ul style="list-style-type: none"> • Welfare Homes • Sheltered Homes • Adult Disability Homes • Transitional Shelters • Senior Group Homes • Community Homes • Disability Hostels • Safe Sound Sleeping Places
2	Residential Homes serving non-elderly residents	<ul style="list-style-type: none"> • Children and Young Persons' Homes • Singapore Boys' Home • Singapore Girls' Home • Children Disability Homes • Crisis Shelters
3	Care Services for Children	<ul style="list-style-type: none"> • Early Intervention (EI) Centres • Community-based Student Care Centres (SCCs)
4	Community-based Disability Services	<ul style="list-style-type: none"> • Day Activity Centres • Therapy Hub • Sheltered Workshops • Community-based integration support • Special Student Care Centres
5	Social Services in the eldercare sector and/or serving children 12 years old and below e.g., case interviews, counselling sessions	<ul style="list-style-type: none"> • Family Service Centres • Family Violence Specialist Centres • Child Protection Specialist Centres • Integrated Services for Individual and Family Protection Specialist Centre • Mandatory Counselling Centres • Divorce Support Specialist Agencies • Integrated Service Providers • Fostering Agencies • HOPE Mentoring Agencies • Safe and Strong Families Agencies • Pre-Family Guidance Order Service Agencies • Family Guidance Order Service • Agencies providing residential services • Access Agencies
6	Services providing frontline services with direct interaction with seniors or children 12 years old and below	<ul style="list-style-type: none"> • Parenting Support Programme (if serving grandparents) • Early Risk Marriage Programme (if serving children 12 years old and below)
7	Others	Organisations running services similar to above, but are not listed, are to contact MSF on their obligations under the workforce vaccination measures.

FREQUENTLY ASKED QUESTIONS

1. Should SSAs pay for the Pre-Event Testing (PET) from a MOH-approved COVID-19 test provider, for workers who are returning to the workplace and are medically eligible, but choose not to vaccinate?

No. In line with MTF's direction, unvaccinated employees should pay for the costs of their PET.

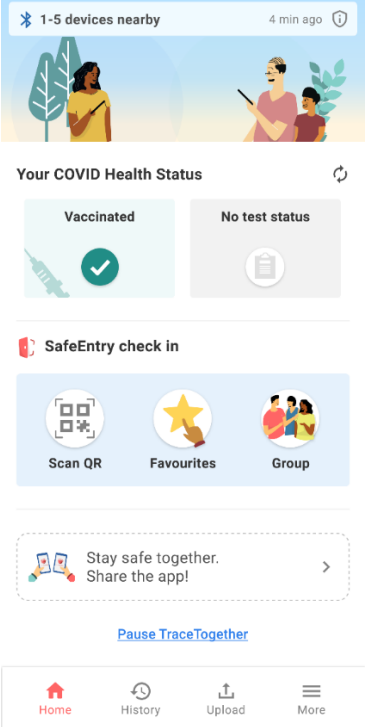
2. Are all contractors and volunteers included under the workforce vaccination measures?

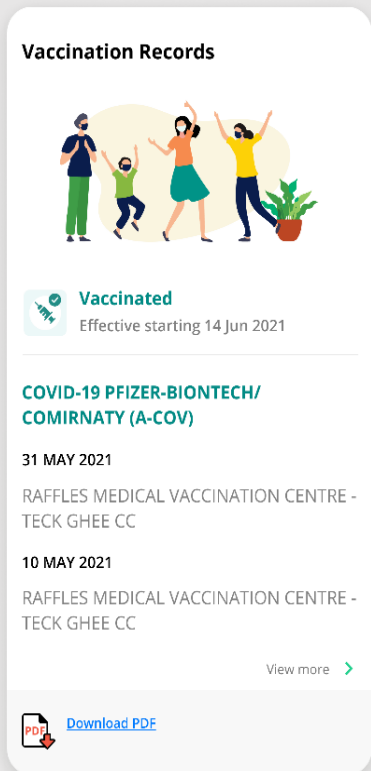
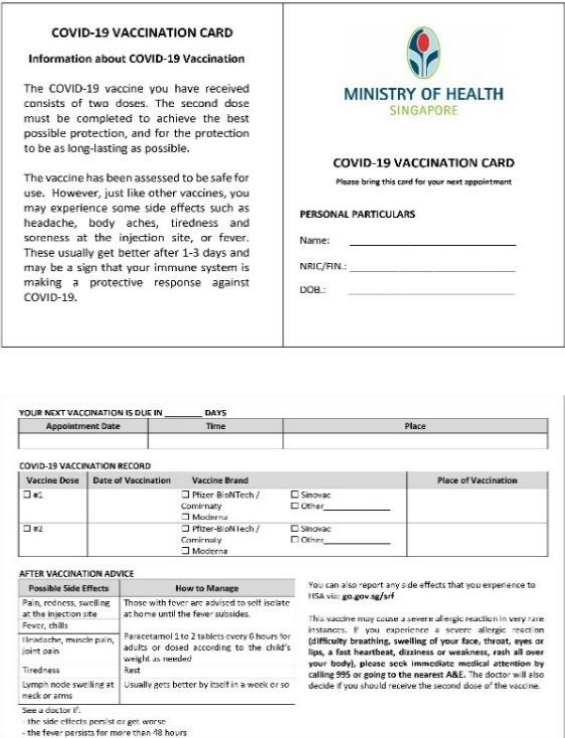
Regular contractors and regular volunteers (those who come into the facility to provide services/volunteer at least once a month) are included under the workforce vaccination measures.

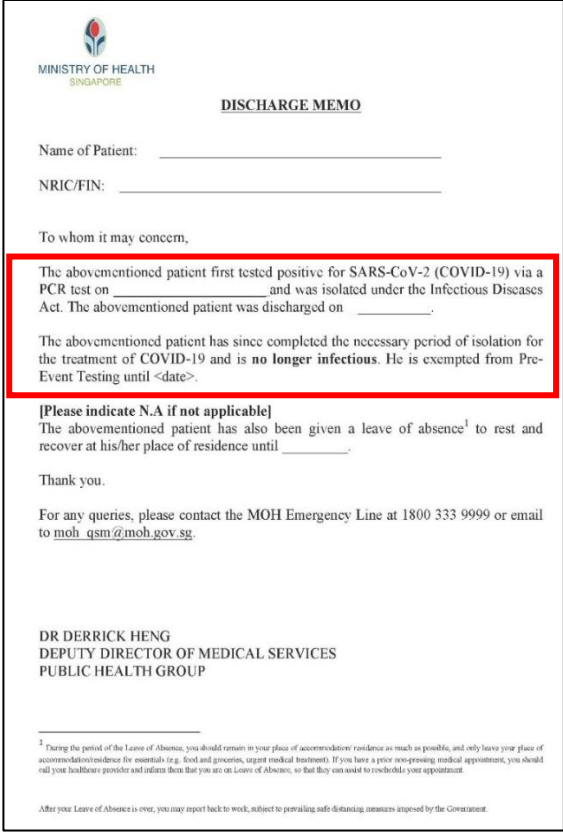
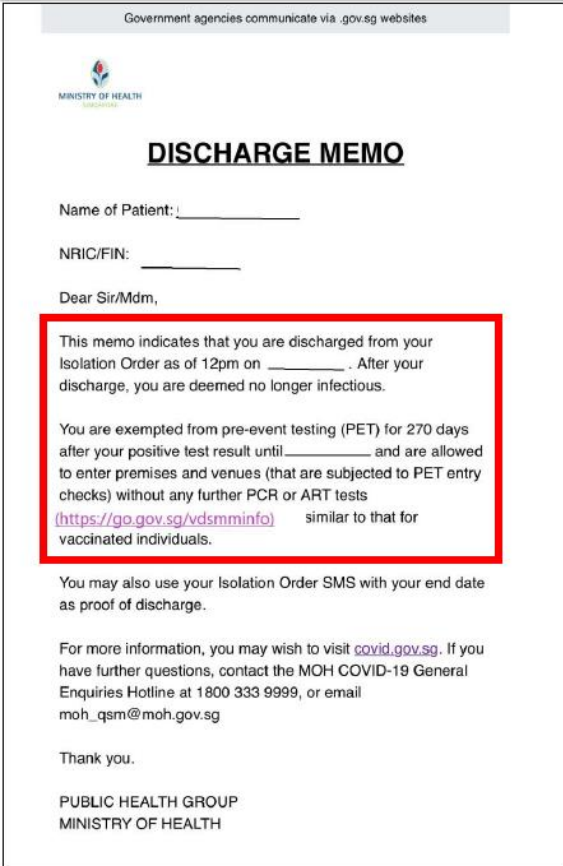
3. Which other groups are included under the workforce vaccination measures?

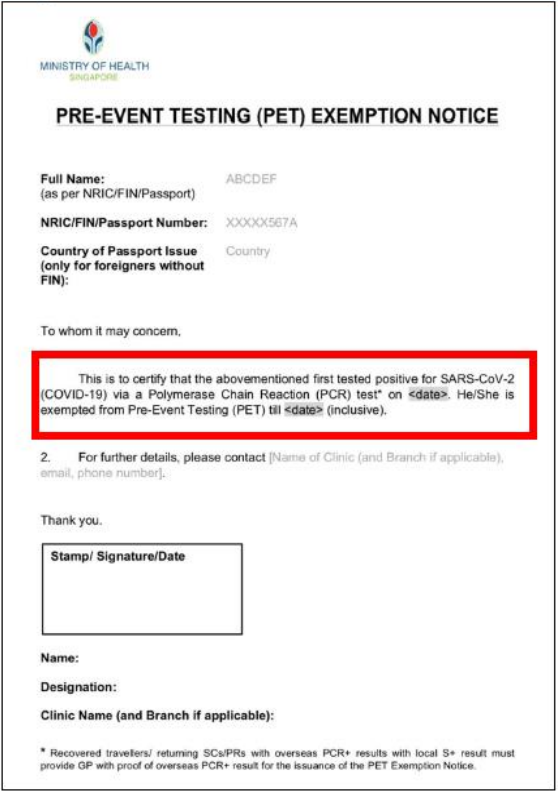
Caregivers who accompany clients with high needs into classes, or taking part in classes on how to care for their clients at least once a month, will also be included under the workforce vaccination measures.

Enterprises can establish how many workers are Fully Vaccinated by checking their vaccination status using the most updated methods as set out on <https://go.gov.sg/acceptabledocs> (refer to the “For fully vaccinated individuals” and “For individuals who have recovered from COVID-19” sections).

Category of Fully Vaccinated (see Paragraph 8)	Description	Reference Image(s)
(1) and (3)	<p><u>Vaccination Status on TraceTogether application</u></p> <p>Enterprises are to ensure that the 'Vaccinated' icon appears as shown in the picture on the right.</p> <p>Enterprises are to ensure it is not a screenshot by asking the individual to click on other icons or refresh button within the app.</p>	 <p>The screenshot shows the TraceTogether app interface. At the top, it indicates '1-5 devices nearby' and '4 min ago'. Below this is an illustration of people. The main section is titled 'Your COVID Health Status' and shows two buttons: 'Vaccinated' (with a green checkmark and a syringe icon) and 'No test status' (with a grey document icon). Below this is the 'SafeEntry check in' section with three options: 'Scan QR', 'Favourites', and 'Group'. At the bottom, there is a 'Stay safe together. Share the app!' banner and a 'Pause TraceTogether' link. The bottom navigation bar includes 'Home', 'History', 'Upload', and 'More'.</p>

Category of Fully Vaccinated (see Paragraph 8)	Description	Reference Image(s)
(1) and (3)	<p><u>Vaccination Status on HealthHub application</u></p> <p>Enterprises are to ensure that the 'Vaccinated' icon as shown in the picture on the right.</p> <p>Enterprises are to ensure it is not a screenshot by asking the individual to click on other icons within the app.</p>	 <p>The screenshot shows a mobile app interface titled 'Vaccination Records'. At the top, there is an illustration of a family celebrating. Below that, a green checkmark icon is followed by the text 'Vaccinated' and 'Effective starting 14 Jun 2021'. The main section lists two vaccination events: '31 MAY 2021' at 'RAFFLES MEDICAL VACCINATION CENTRE - TECK GHEE CC' and '10 MAY 2021' at 'RAFFLES MEDICAL VACCINATION CENTRE - TECK GHEE CC'. At the bottom, there is a 'View more' link with a right-pointing arrow and a 'Download PDF' button with a PDF icon.</p>
(1) and (3)	<p><u>Physical Vaccination Card/Slip</u></p> <p>Enterprises are to only accept the original hardcopy card/slip.</p> <p>Enterprises are to ensure that the card/slip belongs to the individual by checking against the his/her Government-issued photo identification.</p> <p>Enterprises are to ensure that more than 2 weeks have passed since the final dose of the vaccine (e.g. if your final dose was on 1 July 2021 (Day 1), you would be considered to be fully vaccinated from 15 July 2021 (Day 15)).</p> <p><i>Note. Hard-copy and digital overseas vaccination certs are not recognised.</i></p>	 <p>The image shows a physical 'COVID-19 VACCINATION CARD' from the Ministry of Health Singapore. The card is divided into two columns. The left column contains information about the vaccine, including the number of doses, safety assessment, and instructions for use. The right column contains personal particulars: Name, NRIC/RIN, and DOB. Below the card is a 'YOUR NEXT VACCINATION IS DUE IN' section with a table for Appointment Date, Time, and Place. This is followed by a 'COVID-19 VACCINATION RECORD' table with columns for Vaccine Dose, Date of Vaccination, Vaccine Brand, and Place of Vaccination. The bottom section is 'AFTER VACCINATION ADVICE', which includes a table for Possible Side Effects and How to Manage them, and a note about reporting severe allergic reactions.</p>

Category of Fully Vaccinated (see Paragraph 8)	Description	Reference Image(s)
(2)	<p><u>Discharge Memo</u></p> <p>Enterprises are to only accept the original hardcopy memo.</p> <p>Enterprises are to ensure that the memo belongs to the individual by checking against his/ her Government-issued photo identification.</p> <p>To ensure that the duration of the activity is within the 270 days exemption period calculated from the date of the 1st PCR test.</p> <p>Older versions of memo that do not indicate the exemption period or the date of the PCR positive test result will not be accepted.</p>	 <p>MINISTRY OF HEALTH SINGAPORE</p> <p>DISCHARGE MEMO</p> <p>Name of Patient: _____</p> <p>NRIC/FIN: _____</p> <p>To whom it may concern,</p> <p>The abovementioned patient first tested positive for SARS-CoV-2 (COVID-19) via a PCR test on _____ and was isolated under the Infectious Diseases Act. The abovementioned patient was discharged on _____.</p> <p>The abovementioned patient has since completed the necessary period of isolation for the treatment of COVID-19 and is no longer infectious. He is exempted from Pre-Event Testing until <date>.</p> <p>[Please indicate N.A if not applicable] The abovementioned patient has also been given a leave of absence¹ to rest and recover at his/her place of residence until _____.</p> <p>Thank you.</p> <p>For any queries, please contact the MOH Emergency Line at 1800 333 9999 or email to moh_qsm@moh.gov.sg.</p> <p>DR DERRICK HENG DEPUTY DIRECTOR OF MEDICAL SERVICES PUBLIC HEALTH GROUP</p> <p><small>¹ During the period of the Leave of Absence, you should remain in your place of accommodation/residence as much as possible, and only leave your place of accommodation/residence for essentials (e.g. food and groceries, urgent medical treatment). If you have a prior non-pressing medical appointment, you should call your healthcare provider and inform them that you are on Leave of Absence, so that they can assist to reschedule your appointment.</small></p> <p><small>After your Leave of Absence is over, you may report back to work, subject to prevailing safe-distancing measures imposed by the Government.</small></p>
(2)	<p><u>e-Discharge Memo</u></p> <p>The unique link to the e-Discharge Memo will be sent via SMS.</p> <p>Ensure it is not a screenshot by asking the individual to click on other links within the memo.</p> <p>Enterprises are to ensure that the duration of the activity is within the 270 days exemption period.</p>	 <p>Government agencies communicate via .gov.sg websites</p> <p>MINISTRY OF HEALTH</p> <p>DISCHARGE MEMO</p> <p>Name of Patient: _____</p> <p>NRIC/FIN: _____</p> <p>Dear Sir/Mdm,</p> <p>This memo indicates that you are discharged from your Isolation Order as of 12pm on _____. After your discharge, you are deemed no longer infectious.</p> <p>You are exempted from pre-event testing (PET) for 270 days after your positive test result until _____ and are allowed to enter premises and venues (that are subjected to PET entry checks) without any further PCR or ART tests (https://go.gov.sg/vdsmminfo) similar to that for vaccinated individuals.</p> <p>You may also use your Isolation Order SMS with your end date as proof of discharge.</p> <p>For more information, you may wish to visit covid.gov.sg. If you have further questions, contact the MOH COVID-19 General Enquiries Hotline at 1800 333 9999, or email moh_qsm@moh.gov.sg</p> <p>Thank you.</p> <p>PUBLIC HEALTH GROUP MINISTRY OF HEALTH</p>

Category of Fully Vaccinated (see Paragraph 8)	Description	Reference Image(s)
(2)	<p><u>PET Exemption Notice</u></p> <p>Enterprises are to only accept the original hardcopy memo.</p> <p>Enterprises are to ensure that the memo belongs to the individual by checking against his/ her Government-issued photo identification.</p>	 <p>MINISTRY OF HEALTH SINGAPORE</p> <p>PRE-EVENT TESTING (PET) EXEMPTION NOTICE</p> <p>Full Name: ABCDEF (as per NRIC/FIN/Passport)</p> <p>NRIC/FIN/Passport Number: XXXXX567A</p> <p>Country of Passport Issue: Country (only for foreigners without FIN):</p> <p>To whom it may concern,</p> <p>This is to certify that the abovementioned first tested positive for SARS-CoV-2 (COVID-19) via a Polymerase Chain Reaction (PCR) test* on <date>. He/She is exempted from Pre-Event Testing (PET) till <date> (inclusive).</p> <p>2. For further details, please contact [Name of Clinic (and Branch if applicable), email, phone number].</p> <p>Thank you.</p> <p>Stamp/ Signature/Date</p> <p>Name: Designation: Clinic Name (and Branch if applicable):</p> <p>* Recovered travelers/ returning SCs/PRTs with overseas PCR+ results with local S+ result must provide GP with proof of overseas PCR+ result for the issuance of the PET Exemption Notice.</p>

(Last updated on 12 November 2021)