

VACCINATE OR REGULAR TEST REGIME FOR THE BUSINESS TO CONSUMER (B2C) LAST MILE DELIVERY (LMD) SECTOR

1. With effect from 1 October 2021, enterprises in the BUSINESS TO CONSUMER (B2C) LAST MILE DELIVERY (LMD) sector¹ ("Enterprises") are required to implement the Vaccinate or Regular Test ("VoRT") regime. Enterprises must comply with the mandatory requirements that are set out in this notice. For avoidance of doubt, the mandatory requirements are specified in the paragraphs below prefaced with the words '[Mandatory]'

Background

2. The purpose of the VoRT regime is to increase the vaccination rate among the selected sectors and to empower Enterprises to detect possible infections among unvaccinated persons, so as to keep their workplaces and community safe.
3. Under the VoRT regime, Enterprises are required to ensure that all their employees and persons who work under their direction (e.g. contractors, subcontractors and self-employed persons), are Fully Vaccinated or undergo regular testing if they are not. The VoRT regime will apply concurrently with any existing Polymerase Chain Reaction Rostered Routine Testing ("**PCR RRT**") or Fast and Easy Testing Rostered Routine Testing ("**FET RRT**") regime that these persons are currently subject to (see paragraph 7 below for more details).
4. The VoRT 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. Checks will be conducted by enforcement teams to verify if Enterprises have complied with the mandatory requirements set out in this notice.

VoRT Requirements for Enterprises

5. **[Mandatory]** All Enterprises must ensure that all their employees² and persons who work under their direction³ that perform delivery, postal, courier or transportation services for letters, parcels, goods or household supplies directly to residential addresses (collectively, "**Workers**") are (A) Fully Vaccinated (as defined in paragraph 8 below) or (B) undergo a COVID-19 Polymerase Chain Reaction Test ("**PCR**") or COVID-19 Antigen Rapid Test ("**ART**")⁴ twice a week ("**VoRT Requirement**") on separate days

¹ Enterprises include self-employed persons.

² This includes both full and part time employees such as drivers, delivery assistants and walkers.

³ This includes contractors, subcontractors, employees of contractors and subcontractors, self-employed personnel who delivers letters, parcels and goods to residential addresses.

⁴ The ART test **must** be carried out (1) by an approved test provider under the Infectious Diseases (Antigen Rapid Test Providers); or (2) via ESSS (refer to paragraphs 13 to 20). For avoidance of doubt, unsupervised self-swabs by Workers are not recognised.

within that week. For the avoidance of doubt, if an Enterprise consists of only one self-employed person, he or she has to comply with the VoRT Requirement as well.

6. Enterprises should guide their Workers who are not Fully Vaccinated to maintain a 3 to 4 day interval between their weekly tests (e.g. if a Worker's first test of the week is carried out on Tuesday, his or her second test of the week should be carried out on Friday or Saturday).
7. Enterprises whose Workers are subject to existing PCR RRT or FET RRT regimes can recognise any PCR test or ART undergone by those Workers under those regimes during a given week as counting towards the Enterprises' testing requirement for those Workers (if they are not Fully Vaccinated) under the VoRT Requirement for that same week. For example, if an Enterprise has a Worker who is not Fully Vaccinated that underwent a PCR test as part of the RRT regime once during a week, the Enterprise is allowed to recognise that Worker's PCR test as satisfying one of the two weekly testing requirements for that Worker under the VoRT Requirement.
8. For the purposes of the VoRT Requirement and this notice, a Worker is considered to be **"Fully Vaccinated"** for the periods set out in the third column of [Table 1](#) below if he or she fulfils the relevant requirements for those periods as set out in the corresponding second columns.

Table 1: Fully Vaccinated

Category	Requirement(s)	Period
(1) Vaccinated with no prior history of COVID-19 infection	(a) Individual must not have had a history of COVID-19 infection; (b) Individual must have been vaccinated against a COVID-19 infection by the administration of the appropriate regimen of any approved vaccine ⁵ ; and (c) 14 days or more have elapsed after the day the individual was so vaccinated.	Starting 14 days after the day the individual was so vaccinated and ending 365 days later.
(2) Recovered from COVID-19 infection without prior vaccination	(a) Individual must not have been vaccinated against COVID-19 infection; and (b) Individual must have recovered from COVID-19 infection.	Starting the day the individual first tested positive for SARS-CoV-2 via a PCR test and ending 270 days later.
	(a) Individual must not have been vaccinated against COVID-19 infection; and (b) Individual must have recovered from COVID-19 infection; and	Starting the day the individual first tested positive for SARS-CoV-2 upon via a PCR test for

⁵ These are limited to: (1) Tozinameran (Pfizer-BioNTech COVID-19 vaccine or Comirnaty COVID-19 vaccine); (2) Moderna COVID-19 vaccine; (3) Vaxzevria (AstraZeneca COVID-19 vaccine); (4) Covishield COVID-19 vaccine; (5) Johnson & Johnson's (J&J) Janssen COVID-19 vaccine; (6) Sinopharm COVID-19 vaccine; (7) Sinovac-CoronaVac COVID-19 vaccine; or (8) any other vaccine regimen as approved by the Ministry of Health (MOH). Where the individual is vaccinated under (3) to (8), their vaccination records must have been ingested into MOH's national IT systems before they will be recognised. Please refer to the First Schedule of the Infectious Diseases (Mass Gathering Testing for Coronavirus Disease 2019 Regulations 2021) for the most updated information on the vaccination regimen and approved vaccines.

	(c)	Individual had a second COVID-19 infection and recovered from it.	the second COVID-19 infection and ending 270 days later.
(3) Recovered from COVID-19 infection and subsequently vaccinated	(a) (b) (c)	Individual must have recovered from COVID-19 infection Individual must have been vaccinated against a COVID-19 infection by the administration of one dose of any approved vaccine ⁶ ; and 14 days or more have elapsed after the day the individual was so vaccinated.	Starting 14 days after the day the individual was so vaccinated and ending 365 days later.

9. **[Mandatory]** When verifying if a Worker is Fully Vaccinated, Enterprises shall:
- (1) only recognise the proofs of vaccination as set out in **Annex A**; and
 - (2) regard Workers who decline or are unable to produce the proofs of vaccination as set out in **Annex A** as being **not** Fully Vaccinated for the purposes of the VoRT Requirement and this notice.
10. **[Mandatory]** If a Worker is not Fully Vaccinated and has undergone PCR/ART as part of the Enterprises' VoRT Requirement, Enterprises shall verify⁷ that Worker's PCR/ART test result.
11. 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/>.
12. To meet the twice weekly testing requirements for Workers that are not Fully Vaccinated under the VoRT Requirement, Enterprises should conduct **Employer-Supervised Self-Swab ("ESSS")** for their Workers. Details on how to conduct ESSS are set out in paragraphs 13 to 20 below.

Requirements for Enterprises that conduct ESSS

13. 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 digital tools such as video conferencing.
14. **[Mandatory]** 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;

⁶ Please refer to footnote S/N.

⁷ Enterprises are required to inspect any physical test result slip, SMS or test kit evidencing the test result of the Worker. It would not be sufficient for Enterprises to rely on oral statements by Workers to fulfill this obligation.

- (2) ensure that the Supervisor has satisfied the training requirements set out under paragraph 15 below and properly performs his supervisory role⁸;
- (3) ensure that Workers comply with the steps set out in paragraph 18 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 19 below;
- (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

14A. Where Workers have obtained ‘AG+’ test results while conducting ESSS, Enterprises are recommended to strongly encourage them to abide by the prevailing management postures for such cases that are set out on MOH’s website at <https://www.moh.gov.sg/>.

Training for Supervisors

15. **[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-19⁹ (refer to paragraph 8 for the definition of Fully Vaccinated) before they can perform any supervisory role.
16. 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/) as soon as possible.
17. 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/> for latest details on the ESSS training.

Conduct of ESSS by Workers

⁸ This includes wearing adequate personal protective equipment and maintaining appropriate infection prevention control procedures while conducting supervision.

⁹ Enterprises can consider asking Supervisors to verify their vaccination status via TraceTogether.

18. **[Mandatory]** Enterprises are required to ensure that their Workers shall:

- (1) be supervised¹⁰ 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 ESSS¹¹.

18A. Where 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/>.

Uploading of Test Results onto the Swab Registration System (“SRS”)

19. **[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 4 to 6 of **Annex B**.

Management of Workers with ‘AG+’ or ‘AG Invalid’ Test Result

20. **[Mandatory]** If any Worker obtains an ‘AG+’ or ‘AG Invalid’ test result from ESSS, the Enterprise shall comply with all the requirements set out under paragraphs 6 to 7 of **Annex B**.

Annex A: Recognised Proofs of Vaccination

Annex B: ART Test Results and the Management of Workers after ESSS

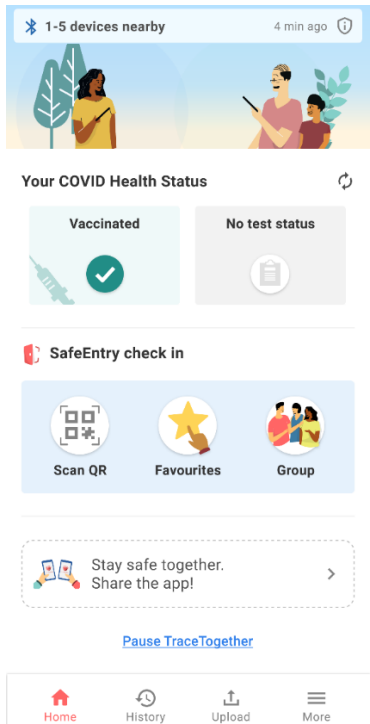
¹⁰ This can be done in person or virtually.

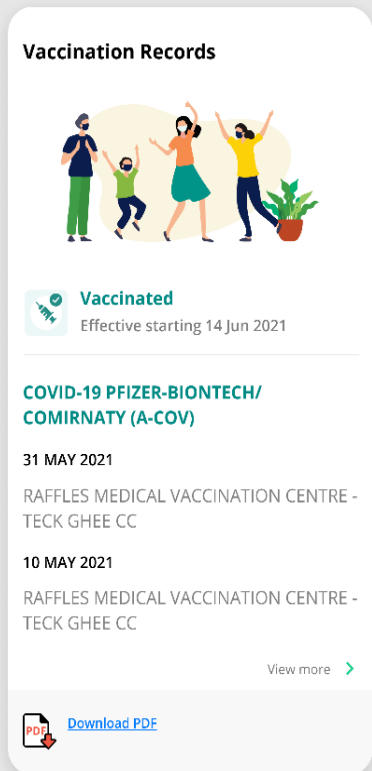
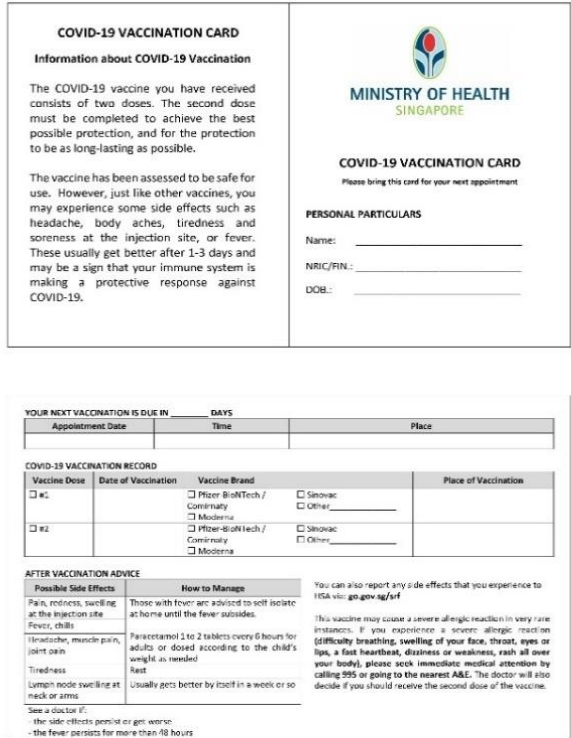
¹¹ Used test kits should be double-bagged and tied before disposing them in closed bins (e.g. pedal bins).

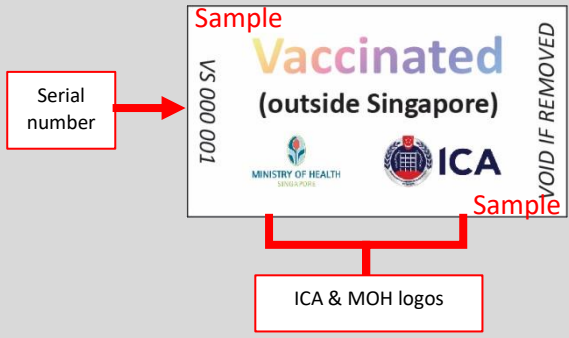
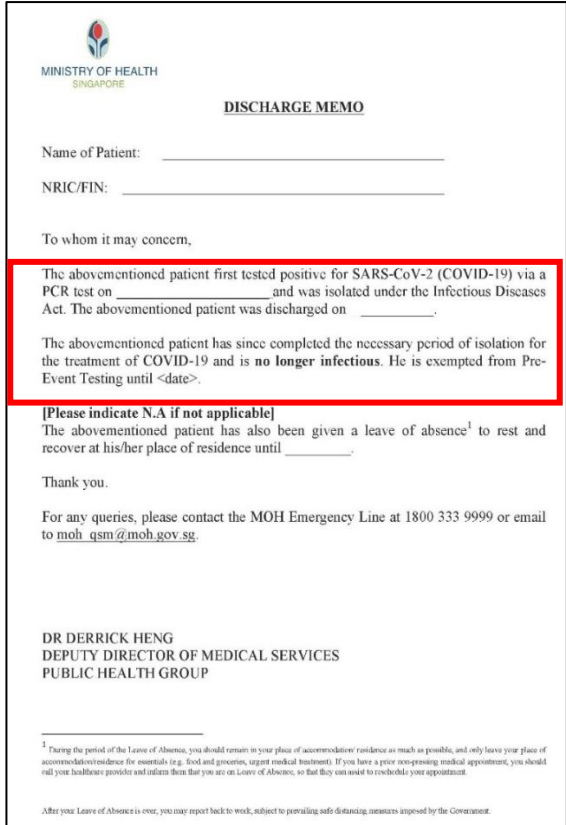
ANNEX A

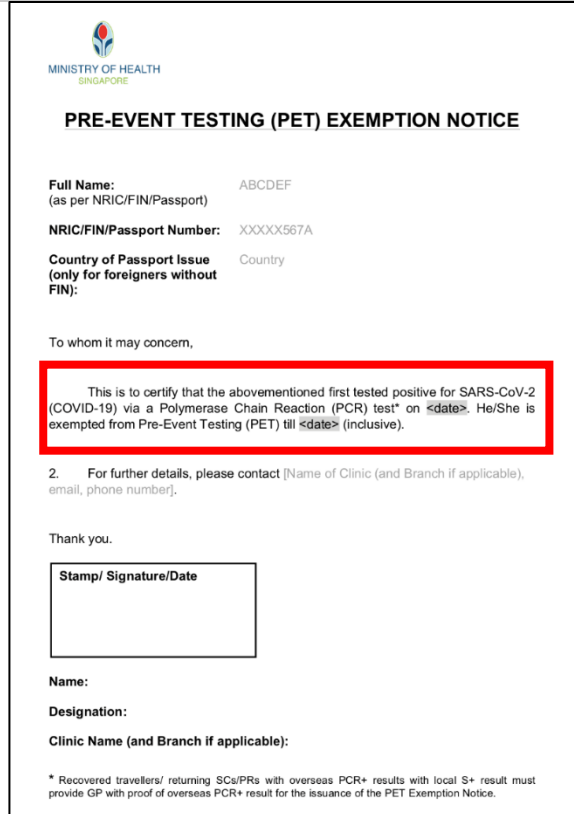
Recognised Proofs of Vaccination

Enterprises can establish how many workers are Fully Vaccinated by checking their vaccination status using the methods as set out on <https://go.gov.sg/acceptable docs> (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 application interface. At the top, it indicates '1-5 devices nearby' and '4 min ago'. Below this is a banner with an illustration of two 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 a 'SafeEntry check in' section with three buttons: 'Scan QR', 'Favourites', and 'Group'. At the bottom, there is a 'Pause TraceTogether' link and a bottom navigation bar with icons for 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>	
(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>	


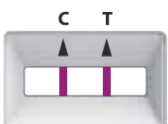
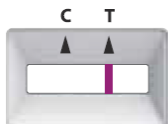
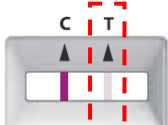
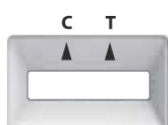
Category of Fully Vaccinated (see Paragraph 8) (1) and (3)	Description	Reference Image(s)
	<p><u>Vaccination Sticker</u></p> <p>Enterprise may refer to the tamper-proof vaccination sticker to be affixed onto the passport of employees who were fully vaccinated overseas with a World Health Organisation Emergency Use Listing (WHO-EUL) vaccine.</p> <p>Please note that the validity of the sticker is until the end of their Short-Term Visitor Pass validity or until 30 September 2021, 2359hrs, whichever is earlier. Afterwhich, employers may refer to the TraceTogether application to verify vaccination status.</p>	 <p>The image shows a sample vaccination sticker. It has a vertical serial number 'VS 000 001' on the left. The main text reads 'Sample Vaccinated (outside Singapore)'. Below this are the logos for the Ministry of Health and ICA. A red box labeled 'Serial number' points to the serial number. Another red box labeled 'ICA & MOH logos' points to the logos. The right edge of the sticker has the text 'VOID IF REMOVED'.</p>
(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 the 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>The image shows a sample discharge memo form. It is titled 'DISCHARGE MEMO' and is from the Ministry of Health Singapore. It contains fields for 'Name of Patient' and 'NRIC/FIN'. Below these is a section for 'To whom it may concern,' followed by a red-bordered box containing the following text: '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 _____. 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>.' Below this is a section for '[Please indicate N.A if not applicable]' with text about leave of absence. The form is signed by Dr. Derrick Heng, Deputy Director of Medical Services, Public Health Group. A footnote at the bottom explains the leave of absence period.</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 the 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:</p> <p>Designation:</p> <p>Clinic Name (and Branch if applicable):</p> <p><small>* Recovered travellers/ returning SCs/PRs 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.</small></p>

ART 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+**”; or
 - (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 at a QTC, they will receive an SMS stating their test result within 1-2 hours. Alternatively, the test results of these Workers can also be found on their TraceTogether or HealthHub phone applications.
4. 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>

5. 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.

6. 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>
7. 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/>