

HPB – BCA WEBINAR

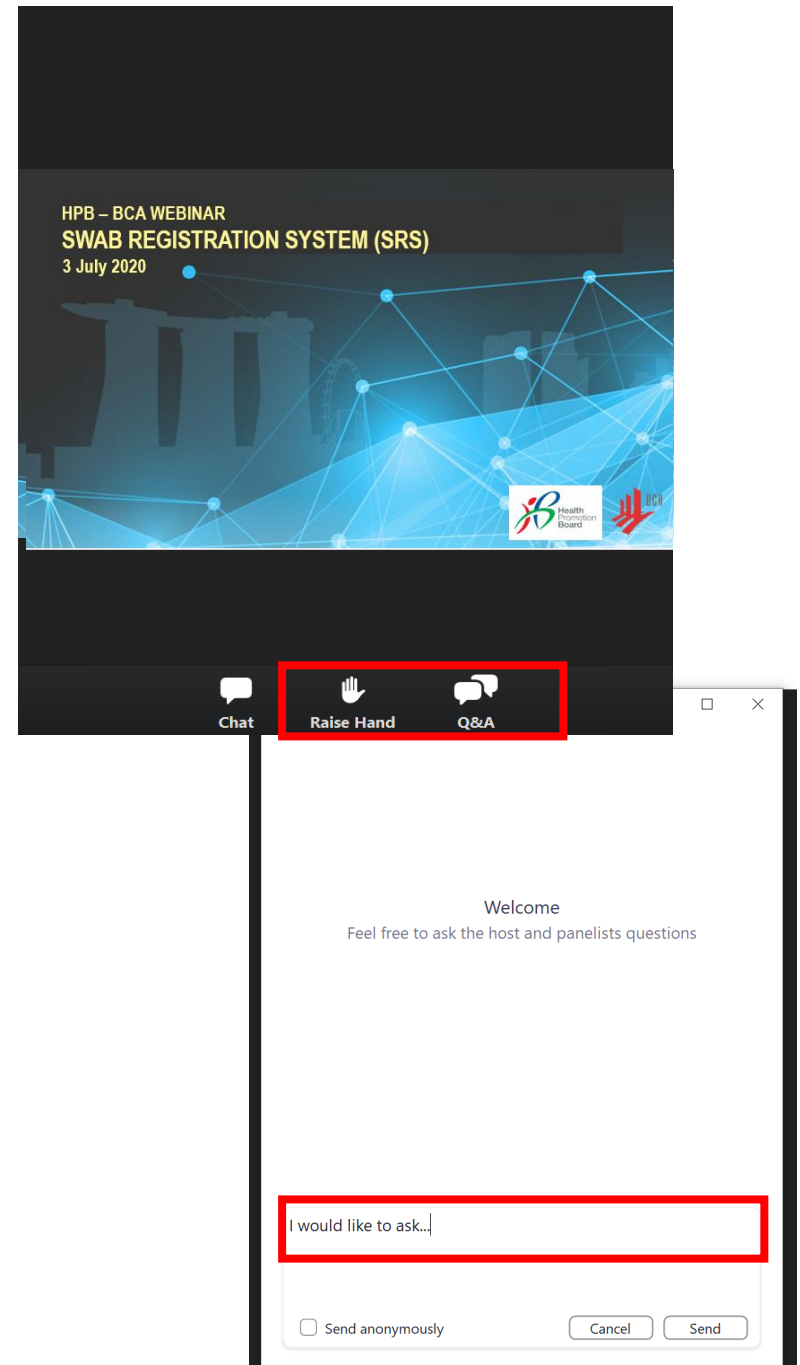
SWAB REGISTRATION SYSTEM (SRS)

29 July 2020 : 6.30pm – 7.30pm // 8.00pm – 9.00pm



Webinar Administration

- Webinar participants are on 'mute' setting by default.
- At the end of the session, participants will have the opportunity to ask questions to the panelists and speakers, moderated by the Webinar Chairperson.
- Before asking a question, you may click the 'Raise Hand' button on the toolbar. We will unmute your microphone and please ensure it turns green before speaking.
- Alternatively, you may click the 'Q&A' button on the toolbar and type in your questions.
- The Q&A session will be conducted at the end of all presentations.



Programme

Swab Registration System (SRS)

- What is the SRS?
- User guide by HPB
- Q&A

What is the SRS?

An online system for employers to register for each employee's swab appointments

- Provides flexibility for firms to book appointment dates for employees
- Timing will be automatically allocated by the SRS
- Notification on each employee's swab appointment date, venue and time will be sent to employers via email and to employees' via SMS after the appointment is made
- All firms can access the system on **1 Aug 2020**, to register for swab appointments from **3 Aug 2020 (Mon)** onwards

What is the SRS?

- Firms will be able to book 14 days in advance
- Once an employee has attended the first appointment, the **employee would be automatically scheduled** for subsequent appointment (unless absent or suspected C+ / contra case – these employees will be removed from the system)
- For **missed appointments**, employers need to go into SRS to reschedule based on T+2
- Employer will be able to **view appointments via the SRS**
- Please take note that your **employees access code may turn red** if they do not meet the periodic swabbing requirement

Details for SRS account creation

HPB Swab Registration
System Sign Up

- Only one SRS login account will be created per company UEN
- Unique SRS login email address for each company

1. Name

Firm's Point of Contact

2. Identification No

Enter NRIC or FIN

3. Login Email Address

Password, appointment bookings will be sent to this address

me@example.com

4. Mobile Number

8123 4567



Login ID. Must be unique for each firm.
Booking confirmation will be sent to this email address

Login OTP will be sent via sms

Employees ID and details are pre-populated

- Firms will be able to select swab appointment session for employees residing in COVID-cleared dormitories and non-dorms
- Selection of Regional Screening Centres (RSC) :
 - **Residing in Dormitories** – CSC Changi, Changi South Lane, Cochrane RC, F1 Paddock (Garage A), Penjuru RC, Terusan RC,
 - **Residing in non-dorms** – Changi Airport T4 carpark, Home Team NS (Bt Batok), F1 Paddock (Garage B), The Float at Marina Bay
 - **In-dorm swabs** (only for respective dorm residents) – for Westlite Juniper, Jurong Apartments, and Tampines Dorm (from 4th August)

ATTENTION!

Employers must choose the right location allocated for dorm vs non-dorm workers (specified in front of each site description)

[FOR DORM WORKERS ONLY] PENJURU RECREATION CENTRE - 27 PENJURU WALK, S608538
[FOR NON DORM WORKERS ONLY] OLD POLICE ACADEMY - 1 MOUNT PLEASANT ROAD, S298333
[Non Dorm Workers Only] CHANGI T4 - 10 AIRPORT BOULEVARD S819665

Employees ID and details are pre-populated

- For firms with >280 pax, max. employees per day = no of employees / 14
- For firms with <280 pax, max. employees per day = 20

Case 1 : If I have 420 employees, I can book a max of 30 appointment slots each swab date.

Case 2 : If I have 70 employees, I can book a max of 20 appointment slots each swab date

	1 Aug Today	2 Aug	3 Aug D1	4 Aug D2	5 Aug D3	6 Aug D4	7 Aug D5	8 Aug D6	9 Aug D7	10 Aug D8	11 Aug D9	12 Aug D10	13 Aug D11	14 Aug D12	15 Aug D13	16 Aug D14
Case 1 : 420		T-1	30	30	30	30	30	30	30	30	30	30	30	30	30	30
Case 2 : 70		T-1			20			20				20				10
Case 3 : 70		T-1		10		10		10		10		10				20

HPB's SRS User Guide

<refer to separate deck of slides>

Login Page

Swab Registration System
If you are not an authorized user, please quit now.

Email :

Password :

[Login](#)

[Forget password?](#)

2FA OTP Page



Swab Registration System
Verification
A 6 digit One-Time-Pin has been sent to your registered mobile number via SMS. Please enter the verification code below.

[Verify Code](#)

Please check spam if OTP email is not received.

FAQs

Q: My employee is already on the SRS. Do I still need to submit Application to Restart to BCA? <https://www1.bca.gov.sg/COVID-19/applying-for-restart>

A: Yes, your employee must be included in the Application to Restart. By booking appointments on the SRS, ***firms acknowledge that the employee had been included*** in the Application to Restart Works

Q: Does my employee need to go for swab? What are the swab requirements?

A: For swab requirements, please refer to <https://www.go.gov.sg/bca-summary-swab-requirements>

Summary on Swab Test Requirements [Updated on 9 July]

Approval to restart

For Safe Restart, builders / companies need to first apply to BCA for approval to ensure that they meet the Covid-Safe restart criteria (<https://go.gov.sg/bca-restart-criteria>). Applicants are to ensure that workers information submitted is accurate.

Swab test

BCA will inform individual firms on their workers' swab test schedule within 2 weeks of receiving BCA's approval to resume works. The swab tests will be carried out by Health Promotion Board. **Meanwhile, ALL approved workers can be deployed to work while waiting for the swab test arrangements, unless they are residing in uncleared dormitories.**

Workforce	Activities			
	Working at construction sites ¹ (includes site maintenance, site safety, vector control, instrumentation & monitoring (I&M))	Visiting construction site regularly (includes inspectors, consultants, developers' representatives)	Not working at construction sites (Construction Account Workers including renovation works, facilities management and Lift & Escalator etc.)	Company Corporate Office Premises
(A) Singapore Citizens/ Permanent Residents/Employment Pass holders	Swab Test – Required to undergo periodic swab test, when site resumes work For sites where construction work has not resumed, workers involved in site maintenance, site safety, vector control & I&M, pre-construction site activities are NOT required to undergo periodic swab test until work resumes.		Not required	Not required
(B) S Pass, Work Permit holders residing in non-dormitories, (e.g. HDB, private residential premise, etc.)	Swab Test – Required to undergo periodic swab test For sites where construction work has not resumed, workers (even a very small workforce) involved in site maintenance, site safety, vector control & I&M, pre-construction site activities are required to undergo periodic swab test.		Swab Test – Required to undergo periodic swab test	
(C) S Pass, Work Permit holders residing in dormitories (e.g. purpose-built dorms, factory converted dorms, temporary occupation license quarters, construction temporary quarters, temporary living quarters, etc.)	Swab Test – Required to undergo periodic swab test May start work after their dormitories are cleared by the Inter-agency Task Force (refer to https://www.mom.gov.sg/covid-19/cleared-dormitories for status of cleared dormitories and dormitories due to be cleared).			
(D) Employees carrying out Earlier Permitted Activities	Swab Test – Required to undergo periodic swab test			

¹ Construction sites includes "Construction Projects" and "Supply Works" as listed under Table 1 of BCA's update dated 26 June 2020 (<https://www1.bca.gov.sg/COVID-19/construction-updates/latest-restart-updates>), and building works for single dwelling landed properties.

FAQs

Q: What employees are pre-populated on the system?

A: The system is for your SC/PR and FW (E-Pass, S-Pass and Work Permit holders)

- For SC/PR, you will be able to add and remove SC/PR from the system
- For FW, only eligible FW will be pre-populated by MOM's database.

Eligible workers includes those with valid work permits:

- a. Staying in cleared dormitories (PBD, FCD, CTQ, TOLQ, TLQ, decant sites), and with clean nominal rolls
- b. Staying in TLQ with occupancy TLQ <7 pax
- c. Living in non-dorms from the Construction, Marine and Processes sector
- d. All currently ***active Covid cases and recovered individuals will be excluded***

FAQs

Q: 20 of my workers from XX Tuas Drive is on the SRS, but 2 of my workers staying in the same dorm are not on the SRS. What should I do?

A: Please ensure that their residential address is updated on OFWAS. For employees residing in a dormitory:

For PBDs, dorm operators can update in their tenant management system, which syncs directly to MOM's system.

For non-PBDs (CTQ/TOLQ/FCD), they will have to update on DormWatch.

For TLQ, please ensure his/her name has been submitted by the dormitory operator to MOM_Dorm_NR@mom.gov.sg

FAQs

Q: My worker's dorm is declared cleared on MOM website, but their names are still not on the SRS. What should I do?

A: Please work with your dorm operator to confirm the nominal rolls with MOM. Once this is confirmed, workers from the dorms would be on the SRS.

Q: When will my dorm be cleared?

A: You may refer to MOM's website at for dormitory clearance schedule.

<https://www.mom.gov.sg/covid-19/cleared-dormitories>

FAQs

Q: Appointment SMS was sent to the wrong worker. Where can I update his/her mobile number?

A: Please ensure workers contact had been updated in MOM's databases – WPOL, EPOL and OFWAS

Q: My employee is residing in dorm, but shows up in SRS as non-dorm. How can I make the change and which swab site should I send him to?

A: Please ensure address is updated in MOM's database – OFWAS and EPOL.

Please work with the Dorm Operator to ensure the address is correctly updated via the correct system. If he is staying in a dorm, please select the Dorm RC sites.

FAQs

Q: My employee did not receive SMS and the email booking confirmation was not sent to my junk/spam. What should I do?

Please show a screenshot of the scheduled page on the SRS

Q: My employee need not go for periodic swabbing, but are on the SRS. How can I remove them?

A: If your employee does not need periodic swabbing, you do not need to schedule them for swab appointments.

QnA

For SRS troubleshooting:

Email to: SRS_Enquiries@bca.gov.sg

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Thank You

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you may leave the webinar platform.*

