

No.69 of 2021

13 September 2021

Dear All

VACCINATE OR REGULAR TESTING (VORT) FOR JP STAFF AND PORT USERS

In line with the National transition from pandemic to endemic phase of COVID-19, Jurong Port will be implementing the policy of Vaccinate or Regular Testing (VoRT) port wide for all front line staff.

In view of the risk profile of Jurong Port's operation pertaining to COVID-19, frequent testing is still essential for all front line staff to detect and ringfence infections as early as possible. The summary table detailing the various testing frequencies with regards to vaccination status for both Zone 1 and 2 operators will be in effect from 1 October 2021. Please refer to Annex A for details.

We would also like to remind port users that all existing Government subsidies for the various costs incurred during the mandatory swab tests will cease on 31 Dec 2021. Henceforth, all companies are required to plan and factor this as part of your operational budget for Year 2022 onwards.

The Multi-Ministerial Task Force will be offering each company 8 sets of self-test kits per employee for weekly testing over a period of 2 months. The testing can be administered by the individual at home or at the work place but employers must put in place a process where the tests are done properly and reported to the relevant Govt Agencies. Kindly refer to the attachment in the table below for details on the uploading of test results. All companies are encouraged to commence transition into the Employer-led Supervised Self-swab (ESSS). Government subsidies are available till 31 Dec 2021 and cover the ESSS training and ESSS ART kits.

Swab Registration System (SRS) User Guide
(Refer to the PDF attached)



Supervised ART User
Guide_v0.1 (company)

RELY ON US

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Jurong Port

Together, we can all do our part to ensure that our workplace is safe and secure for the continuation of business operations.

Should you have any concerns or queries, please contact JP's WSH team at jpfss@jp.com.sg or our Customer Service at jpcss@jp.com.sg / 6413 9600.

Thank you and stay safe.

Woo Chee Seng
Assistant Vice President
Head, Workplace Safety and Health
Jurong Port Pte Ltd



Jurong Port



ANNEX A

Zone	Description	Vaccination Status	PCR Test Frequency	PCR Test Cost	Mandatory ART Frequency	ART Cost
1	Shore Personnel who are required to board vessels as part of their routine work.	Vaccinated [#]	7-Days RRT	To be borne by Govt till 31 Dec 2021	Day ¾ after last date of RRT	To be borne by Govt till 31 Dec 2021 via ESSS programme only. Non-ESSS tests are to be borne by individual/company from 1 Oct 2021.
		Unvaccinated (Medically Ineligible)				
		Unvaccinated (Medically Eligible)				
2	Shore personnel who do not need to board vessel but are still required to be present at the shore base operational areas such as wharfs, warehouses etc.	Vaccinated [#]	14-Days RRT	To be borne by Govt till 31 Dec 2021	N.A	N.A
		Unvaccinated (Medically Ineligible)			Day 3/7/11 after RRT	To be borne by Govt till 31 Dec 2021 via ESSS programme only. Non-ESSS tests are to be borne by individual/company from 1 Oct 2021.
		Unvaccinated (Medically Eligible)			Day 3/7/11 after RRT	To be borne by individual/company

[#]Includes personnel who have recovered from COVID-19 infection without prior vaccination (less than 270 days after being tested positive for SARS-CoV-2 via a PCR test)



Jurong Port



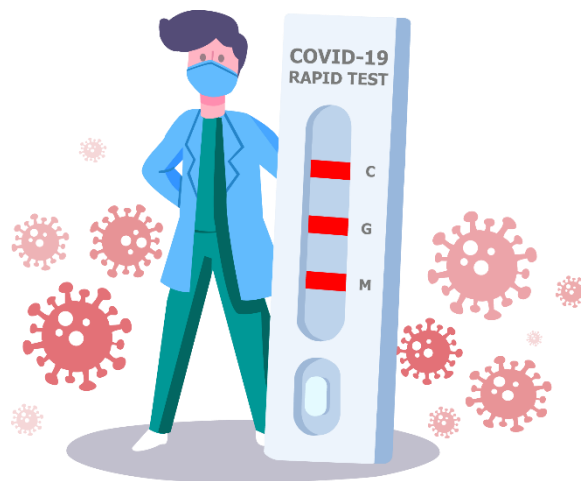
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**HEALTH PROMOTION BOARD (HPB)
SRS SUPERVISED ANTIGEN RAPID TEST (ART) RESULTS USER
GUIDE**



1 Introduction

This document is a guide to provide details on how

- a. Company Admins are able to update the excel file for Supervised Self-Administered Antigen Rapid Testing (ART) and upload the completed excel file to Swab Registration System (SRS),
- b. Sector leads can download reports for Self-administered ART attendance and results

2 Update Excel file

The excel templates for update are downloadable from SRS.

There are 2 different excel templates for capturing of the ART results. In this section, you will be guided on how to update the excel file for:

- a. Supervised Self-Administered ART via UEN; and
- b. Supervised Self-Administered ART (without UEN)

NB: Supervisors are to validate the identities and correctness of the individual's data input into SRS

2.1 Supervised Self-Administered ART via UEN

This option is intended for individual records who are in SRS as SRS will extract the required data from its database to minimise the data required to be captured by the Supervisors.

This mode of SRS will perform validation of these records during upload of the results and if the individual cannot be found under the UEN's employee records, SRS will display an error. To resolve this error, the Company HR of that UEN will need to add the individual's records into their employee records. If this is not possible, then Supervisor should the excel template in section 2.2.

For submission of ART results for individuals, the Supervisor can update the details accordingly to the excel file as indicated in Figure 1, shown below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	UEN *	Identification Number *	Nationality *	Contact No *	Date of Test (YYYYMMDD) *	Time of Test (24hr Format HH:mm) *	Test Brand *	Test Type *	Test Result *	Reason for Test *	For Official Use Only Remarks	For Official Use Only Use Case

Table 1: Self-Administered ART via UEN excel format

The fields in Table 1 are:

- i) UEN *
- ii) Identification Number *
- iii) Nationality *
- iv) Contact No *
- v) Date of Test (YYYYMMDD) *
- vi) Time of Test (24hr Format HH:mm) *
- vii) Test Brand*
- viii) Test Type*
- ix) Test Result*
- x) Reason for Test*
- xi) For Official Use Only Remarks

xii) For Official Use Only Use Case

2.2 Supervised Self-Administered ART (without UEN)

This option is meant for individual records not in SRS, e.g. transient workers like lorry truck drivers. The Supervisor can update the details accordingly to the excel file as indicated in Table 2, shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ID Type *	Country of Issue	Identification Number	Full Name (as in ID)	Date of Birth (YYYYMMDD) *	Gender (M/F) *	Nationality *	Postal Code *	Street Name *	Level No	Unit No	Contact No *	Date of Test (YYYYMMDD) *	Time of Test (24hr Format HH:mm) *	Test Brand*	Test Type*	Test Result*	Reason for Test*	For Official Use Only Remarks	For Official Use Only Use Case

Table 2: Self-Administered ART (without UEN) excel format

The fields in Table 2 are:

- i) ID Type *
- ii) Country of Issue *
- iii) Identification Number
- iv) Full Name (as in ID) *
- v) Date of Birth (YYYYMMDD) *
- vi) Gender (M/F) *
- vii) Nationality *
- viii) Postal Code *
- ix) Street Name *
- x) Level No
- xi) Unit No
- xii) Contact No *
- xiii) Date of Test (YYYYMMDD) *
- xiv) Time of Test (24hr Format HH:mm) *
- xv) Test Brand*
- xvi) Test Type*
- xvii) Test Result*
- xviii) Reason for Test*
- xix) For Official Use Only Remarks
- xx) For Official Use Only Use Case

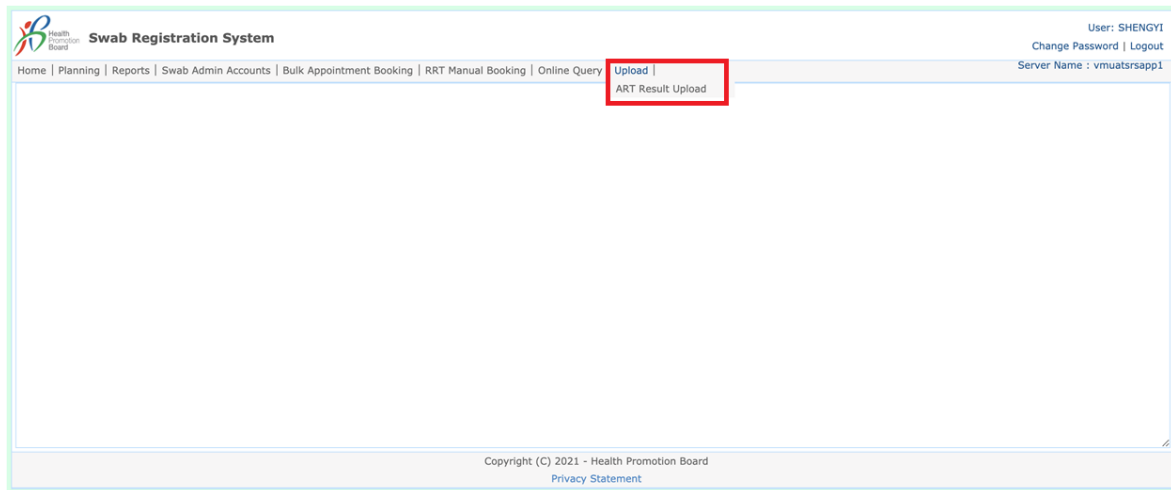
3 Uploading of Excel file

In this section, you will be guided on how to upload the excel file into SRS system.

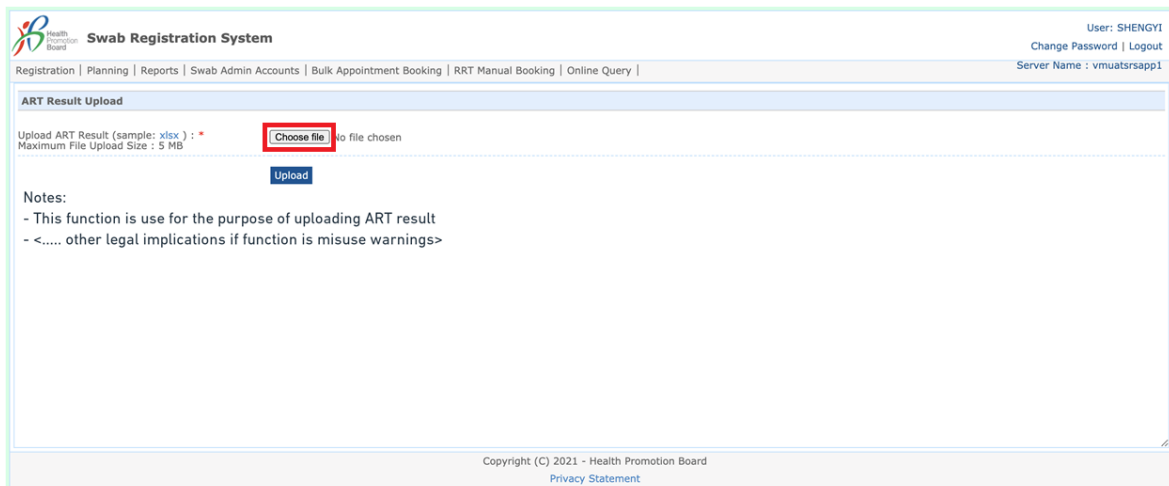
SRS will perform 2 types of validation:

- a. Validation on field level for the excel
- b. Validation against SRS database (ie checking if individuals are found in the specified UEN, or if the results in the excel sheet have been duplicated etc)

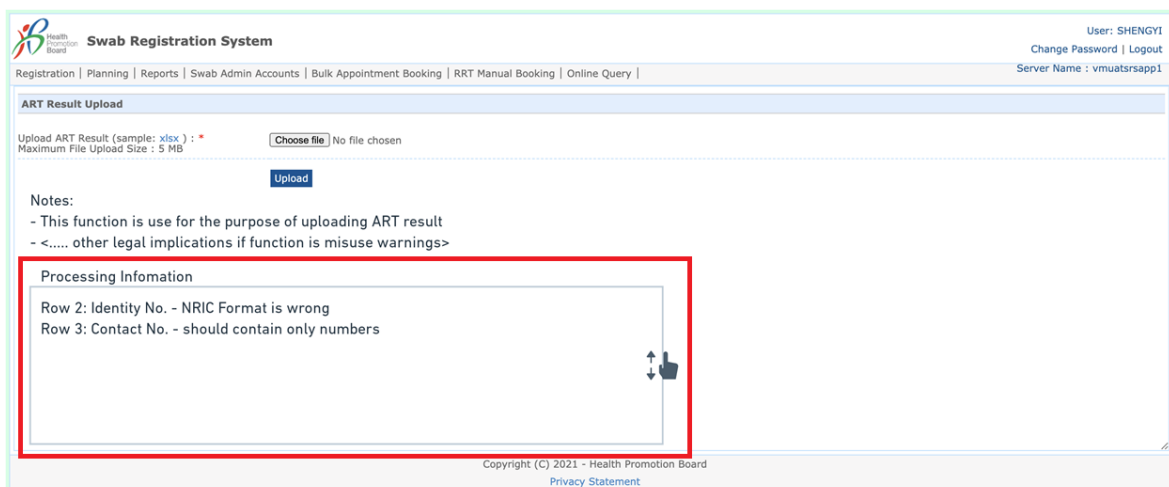
3.1 Login to SRS and click on Upload link followed by ART Result Upload.



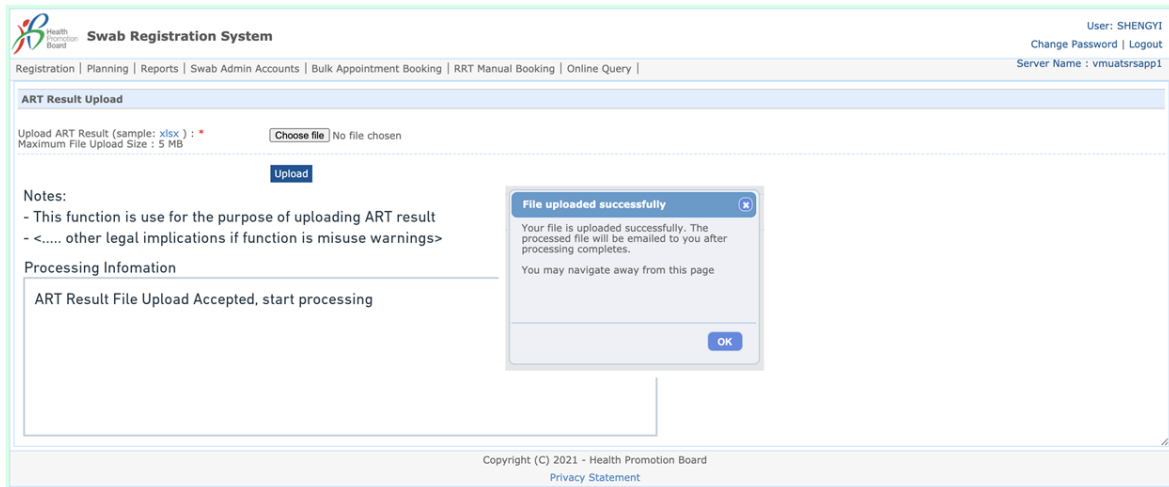
3.2 Click on [Choose File] button and select the excel file to upload.



3.3 Should there be any error in the uploaded excel file, there will be error messages indicating the row and the error encountered to the uploaded file.

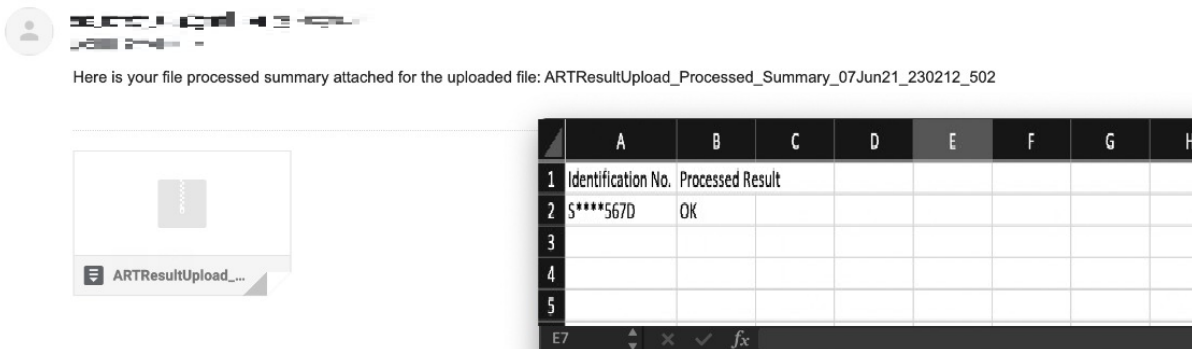


3.4 Upon excel file uploaded successfully, a window will pop up indicating that the File uploaded successfully.



3.5 An email will be sent to the company admin for the processed results. The email will contain results of validation against SRS database

Swab Registration System (SRS) [UAT] : Confirmation of upload ART result summary Inbox x



4 Suggested improvements for capturing of results into SRS Excel

4.1 Preparation of nominal rolls prior to ART testing

Companies could prepare a nominal roll of staff envisages to take the ART tests in advance to minimise the amount of data entry on site.

4.2 Usage of barcodes and barcode scanners

Companies can create employee cards for individuals for scanning into SRS using readily available software from the internet to generate the barcodes. Refer to samples are provided below. Barcode scanners can simplify the capturing of data into excel.





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