

21 September 2021

Dear Stakeholder,

Time-Limited 8-weeks Rostered Routine Testing (RRT) for workplaces

1. Greetings from Singapore Tourism Board (STB). As part of the national effort to step up regular testing, we would like to encourage MICE companies with employees that work onsite and are not already subject to mandatory Rostered Routine Testing (RRT), to apply for 8 Antigen Rapid Test (ART) kits per onsite employee, in order to conduct weekly testing of employees over a two-month period.
2. With these kits, companies are to initiate weekly testing for all eligible onsite employees. These tests can be administered by the individuals themselves at home, or at the work premises. Please refer to the following for more information: <https://www.gobusiness.gov.sg/timelimitedrrt/>

Eligibility Criteria

3. Your company employees are eligible to apply for the ART kits if they are:
 - (a) Not on any mandatory Polymerase Chain Reaction (PCR) or Fast and Easy Testing (FET) RRT
 - If there are some employees on mandatory RRT, please exclude them from your request for ART kits
 - (b) Physically returning to office, worksite or any off-site premises at least once a week, for work purposes (i.e. does not work from home full-time)
 - Include full-time and part-time employees, regular vendors/contractors, students on long-term (at least 2 months) placement or internship

Compliance and Results Declaration

4. Companies that apply for the ART kits **MUST** put in place processes and ensure:
 - (a) Tests are conducted every week for all onsite employees (e.g. swab at home or on-site)
 - (b) Tests are done properly (e.g. provide employees with links to self-test instructions)
 - (c) Compliance by employees (e.g. email reminders, messaging apps)
 - (d) Appropriate follow-up protocols are adhered to for positive results (e.g. inform company within 30mins of positive results, company to inform STB on the same day of positive results, please refer to www.moh.gov.sg/covid-19/selfteststart for more information)
 - (e) Test results are properly collected and recorded (e.g. submit via internal HR portal, require photo of results, etc.)
 - (f) Appropriate follow-up protocols are adhered to (where required).
5. STB will conduct random monthly audits on companies to ensure compliance with the listed processes.

6. Companies that apply for the ART kits **MUST** submit their ART results declaration at the end of each month's testing cycle (i.e. twice across the two-month period) to the Government via this link: <https://go.gov.sg/time-limited-rrt-art-results-declaration>
7. The Government shall have the right to claw back the cost of any test kits should any of the information submitted in the application form or results declaration form are found to be untrue, or if any of non-compliance to the testing requirements are found.

Application

8. The application period is from **16 Sep – 13 Oct 2021**. Companies with employees that meet the eligibility criteria may apply for ART kits via this link: <https://go.gov.sg/time-limited-rrt-art-kits-application>
9. Corporate entity login (Corppass) is required for this application form. Please only submit one application form per company UEN. Multiple or inaccurate submissions will be voided and processing will be further delayed.
10. Successful applicants will be informed of their delivery within 20 working days from application. Please commence weekly testing with immediate effect upon receipt of the ART kits.
11. For queries about submitted applications, please contact:
 - **Enterprise Singapore (ESG)** at <https://go.gov.sg/helloesg> or +65 6898 1800 (Monday to Friday, 8:30am to 5:30pm, closed on Public Holidays)
 - **Health Promotion Board (HPB)** at +65 6876 5830 (Monday to Friday, 8am to 5pm, closed on Public Holidays)

The FAQs are available at <https://www.gobusiness.gov.sg/covid-19-faqs/time-limited-rrt-for-workplaces>

More information about ART

12. Learn more about how to perform a self-test using ART and what to do if tested positive below:

Resources	www.moh.gov.sg/covid-19/selftestart
Self-test instructions	https://artbuddy.healthpixel.co/

13. Thank you and stay safe!

Yours sincerely,

Dr Edward Koh
Executive Director
Conventions Meetings & Incentive Travel
(This is a computer generated letter, no signature is required)

Mr Poh Chi Chuan
Executive Director
Exhibitions & Conferences