

Employers' Guide to the Periodic Commuting Arrangement (PCA)

Responsibilities and Obligations



Employers and their employees have a collective duty to ensure that employees comply with entry procedures and Stay-Home-Notice (SHN) requirements.



During Application Process



Ensure that your employees have a valid work pass and a Singapore mobile number upon arrival in Singapore. Employees' SHN place of residence must comply with the existing guidelines.

More details on the guidelines can be found [here](#).



Employer/employees will bear the costs associated with (i) COVID-19 PCR swab tests of up to **S\$200** (inclusive of GST), and (ii) employees' SHN.

Before Entry into Singapore

Ensure that your employees have appropriate transport arrangements:



If they do not have their personal vehicles, you should arrange transportation for the commute (i) between Malaysia and Singapore's checkpoints; and (ii) from Singapore's checkpoint to their SHN place of residence.



Your employees are prohibited from taking public trains and buses to their SHN place of residence.



Ensure that your employees bring along their valid work pass and are able to enter Singapore on the approved date.

During the Stay-Home-Notice (SHN)



Arrange to provide employees with food and other daily essentials during their SHN via contactless delivery.



Ensure that your employees attend their swab test on the assigned date. They must bring along a copy of the COVID-19 PCR swab test confirmation email and their work pass.



Ensure that your employees remain contactable throughout the SHN duration.