

[UPDATED] FAST AND EASY TESTING FOR THE ARTS AND CULTURE SECTOR

This notice will be updated in accordance with adjustments to the safe management measures. Please read through it for more details.

1. The Fast and Easy Testing (“FET”) regime has been progressively rolled out for all higher risk sectors, including the Arts & Culture sector. FET will be required for the following workforce:
 - a. **Instructors** in the fields of dance, voice and theatre training (including speech and drama, actor training), where participants/ students are engaged in unmasked activities;
 - b. [Updated on 23 August 2021] **Instructors** in the fields of singing and wind/brass instruments (both masked and unmasked);
 - c. [Updated on 23 August 2021] **Cleaners** working in arts instruction businesses or centres which have already registered for FET with NAC via the Employer Supervised Self Swab (ESSS) or Quick Test Centre (QTC) modalities, even if they do not come into contact with unmasked individuals in the course of their work; and
 - d. **Other staff** in the above sectors who might come into close contact with participants/students while they are engaged in unmasked activities (e.g. administrative staff).
2. **FET is not required to be conducted for all other arts instructional activities that are not in the fields of dance, singing, wind/brass instruments, speech and drama, and voice training.**
 - a. **With effect from 15 July 2021 onwards, all enterprises in the higher-risk settings mentioned in paragraph 1 in the Arts & Culture sector (“Businesses”) must comply with the mandatory requirements set out in this updated notice.**
 - b. **For avoidance of doubt, the mandatory requirements are specified in the paragraphs below prefaced with the words ‘[Mandatory]’.**

Background

3. The purpose of the FET regime is to further reduce the risk of transmission of COVID-19 in settings with unmasked clients or where services are performed under prolonged and close contact with clients. Under the FET regime, businesses are required to ensure that their employees and persons who work under their direction (e.g. contractors and subcontractors) undergo regular FET using the COVID-19 Antigen Rapid Test (“ART”), regardless of their vaccination status. **Self-employed persons working in the settings of paragraph 1 should also ensure that they adhere to the FET regime.**

4. The FET regime and the mandatory requirements set out in this notice are imposed on Businesses 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 operations¹.

[UPDATED ON 4 AUGUST 2021] FOR ARTS INSTRUCTION BUSINESSES

5. As the FET will only be required in classes where participants/students are engaged in unmasked activities, all arts instruction Businesses in the fields of dance, voice and theatre training (including speech and drama, actor training) who conduct classes with masks on (for all instructors and students) will not be required to conduct the FET regime. If this is your business' mode of operations – i.e. conducting classes with masks on – **you are still required to notify the National Arts Council (NAC) by doing so via the form in paragraph 25**. For instructors in the fields of singing and wind/brass instruments (both masked and unmasked), different provisions apply as FET is required regardless as per para 1(b), and all arts instruction businesses should notify NAC as well via the form in paragraph 25.
6. **[Updated 23 Aug 2021] [Mandatory]** All arts instruction Businesses in the higher-risk settings mentioned in paragraph 1 must ensure that their employees undergo FET at least once every 14 days. This includes all full time and part time employees, as well as third-party contracted employees who work at the premises and come into close contact with unmasked participants/students. All cleaners employed at arts instruction Businesses in higher-risk settings must undergo FET at least once every 14 days, even if they do not come into contact with unmasked individuals.
7. Affected arts instruction Businesses with above 5 employees (full-time, part-time, and contracted) are required to conduct Employer-Supervised Self Swab (ESSS), where employees will swab themselves using an ART kit under the supervision of a trained staff ("**Supervisor**"). Supervision can be done either on-site at the workplace or virtually using tools such as video conferencing. To conduct ESSS, establishments will need to undergo training provided by the Government to supervise employees' self-swabs. Please see paragraphs 18 – 23 for details on **Supervisory Training Under the ESSS**. For SEPs and small businesses (less than 5 employees), please refer to section on "For Self-Employed Persons (SEPs) and Small Businesses" in para 11.
8. For ESSS, ART kits will be provided. arts instruction Businesses should submit full details required for Supervisor training via the application link in paragraph 21 . Additionally, arts instructions businesses should write to NAC_Feedback@nac.gov.sg to request for the Order Form for ART kits.

¹ To comply with the COVID-19 (Temporary Measures) (Control Order) Regulations and implement Safe Management Measures (SMMs), as set out on the [COVID Gobusiness website](#). They are also required to comply with the [SMMs](#) set out by the National Arts Council.

9. The costs for the kits and training for employees will be borne by the Government for 3 months, until 30 September 2021.
10. Please refer to **ANNEX A** for the FET workflow for arts instruction Businesses, and **ANNEX B** for Frequently Asked Questions (FAQs).

[UPDATED ON 4 AUGUST 2021] FOR SELF-EMPLOYED PERSONS (SEPs) and SMALL BUSINESSES

11. **Small Businesses are defined as having no more than 5 employees in the company.** This refers to full-time, part-time and contracted employees and instructors.
12. As the FET will only be required in classes where participants/students are engaged in unmasked activities, all self-employed persons (SEPs) and small Businesses in the fields of, dance, voice and theatre training (including speech and drama, actor training) who conduct classes with masks on are required to **notify** NAC by doing so via the form in paragraph 13. **The SEPs and small Businesses operating with masked instructors and students will not be required to participate in the FET regime.** For instructors in the fields of singing and wind/brass instruments (both masked and unmasked), different provisions apply as FET is required regardless as per para 1(b), and all SEPs and small businesses should notify NAC as well via the form in paragraph 13.
13. **[Mandatory] SEPs and employees of small Businesses in the fields of singing, wind/brass instruments, voice and theatre training (including speech and drama, actor training) who may not be able to organise the supervised self-swabs on their own, are to secure an appointment at Quick Test Centres (QTCs) via this link (www.go.gov.sg/artsculturesepfet).** You will be assigned a time slot based on a first-come-first-serve basis. A confirmation SMS with your appointment details will be sent 2 – 4 days prior to your test date. **Rescheduling of missed appointments and registration of subsequent FET appointments once every 14 days are to be made via the same link.**
14. **[Mandatory] SEPs and employees of small Businesses in dance instruction** who may not be able to organise the supervised self-swabs on their own, are to register at this link (www.go.gov.sg/sepfet) to secure an appointment at the Quick Test Centres (QTCs)² set up by SportSG. **Dance instructors that have earlier registered with SportSG need not register again.** Dance instructors should register at this link (www.go.gov.sg/sepfet1) for subsequent testing at SportSG QTCs.
15. Please refer to **ANNEX A** for the FET workflow for Self-Employed Persons and Small Businesses (5 or less employees), and **ANNEX B** for Frequently Asked Questions (FAQs).

² The QTCs set up by SportSG are Bishan, Jurong West and Pasir Ris ActiveSG Sport Centres. They are operational from 10am – 5pm on Mondays to Fridays and 10am – 1pm on Saturdays (including public holidays).

FET REQUIREMENTS FOR ARTS INSTRUCTION BUSINESSES

16. **[Mandatory]** All arts instruction Businesses under settings outlined in paragraph 1 must ensure that instructors and employees who work under their direction undergo FET at least once every 14 days.
17. **[Mandatory]** After their instructors/employees undergo FET, Businesses shall:
 - (1) verify³ the test results obtained by their instructor/employees;
 - (2) not allow any instructor/employee that has obtained an “AG+” or “AG Invalid”, “Double Invalid” test result (please refer to **ANNEX C** on details of the various test results) to enter or remain at the workplace;
 - (3) direct any instructor/employee that has obtained an “AG+” or “Double Invalid” test result to undergo a COVID-19 polymerase chain reaction (“PCR”) test and self-isolate at home; and
 - (4) only allow the instructor/employee that has obtained an “AG+” or “Double Invalid” test result to enter or remain in the work-place **if that instructor/employee has subsequently** undergone a PCR test and the test result of that PCR test shows that he or she is **negative for COVID-19 infection**.

Supervisory Training Under the ESSS

18. **[Mandatory]** Businesses conducting ESSS are advised to nominate at least 2 employees per outlet to attend a 4-hour virtual Supervisory Training in ART Self-Swab conducted by the Ministry of Health’s (MOH) appointed vendor, HMI Institute of Health Sciences Pte. Ltd. (“HMI”) before they perform their supervisory role.
19. The training will equip employees with the knowledge needed to supervise the conduct of ART. Employees who complete the 4-hour course can conduct ART Supervision Duties. A certificate of attendance will be issued to those who have completed it.
20. **[Mandatory]** Supervisors who are required to undergo FET themselves should conduct their self-swabs under the supervision of another colleague who has also undergone training by HMI Institute. If a Supervisor is above 50-years-old, Businesses must ensure that he or she is fully vaccinated against COVID-19 (i.e. they received two doses of the COVID-19 vaccination under Singapore’s national vaccination programme and 14 days have passed from the time of the second dose) before they can perform any supervisory role.

³ Businesses are required to inspect any physical test result slip, SMS or test kit evidencing the test result of the instructor/employee. It would not be sufficient for businesses to rely on oral statements by instructors/employees to fulfill this obligation.

21. 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. Affected arts instruction Businesses are advised to book their training slot directly with HMI at <https://hmi-ihs.com/supervisory-training-in-art-self-swab/> and to do so as soon as possible.
22. Upon successful booking, HMI will send a web link for Supervisors 1-2 days before the actual training day, to attend the virtual training session.
23. Please visit HMI Institute's website at <https://hmi-ihs.com> (refer to COVID-19 Training) for latest details on the ESSS training details.

Registering for Self-Collection ART Kits for ESSS

24. **[Mandatory]** Arts instruction Businesses **registering for the first time** should write to NAC_Feedback@nac.gov.sg to request for the Order Form for ART kits.
 - a. Businesses with multiple outlets are encouraged to submit a form for each outlet.
 - b. The Point-of-Contact⁴ ("**POC**") stipulated in the Order Form must be the employee who will be responsible for both the self-collection of the ART test kits and ensuring the uploading of test results onto SRS by the Supervisor⁵.
 - c. The ART test kits will be scheduled for self-collection on first-come-first-served basis.
 - d. The kits, funded by the Government, will be provided on a monthly basis, for 3 months (till 30 Sep 2021). Arts instruction Businesses who have used up their previously issued ART kits are to request for a replenishment at www.go.gov.sg/fet-kits.
25. Arts instruction Businesses conducting higher-risk mask-on activities should also **notify** NAC at www.go.gov.sg/artsbizmasked. Dance instruction Businesses that have registered previously with SportSG for the collection of test kits and the SRS account do not need to register again with NAC.
26. **[Mandatory]** Businesses shall only use the ART test kits that are supplied by the Government for ESSS and shall not distribute, supply or sell them to any third-party. ART Test Kits must be used with prudence and companies need to ensure that one employee only use one test kit for one cycle of FET unless the test result is AG invalid. For the self-collection of test kits, details to be provided via the form include:
 - a. Name of Company
 - b. UEN & SSIC codes
 - c. Art Form (with multiple entries)

⁴ Businesses are also able to nominate an alternate POC per outlet, if they wish to do so. For businesses with multiple outlets under the same UEN, you may submit your request to create multiple SRS company accounts under the same UEN. However, there must be a unique mobile number and email address used for each account. Enterprises without a UEN can indicate their NRIC in the UEN field instead.

⁵ Businesses have the flexibility to decide who is the POC and Supervisor for ESSS. One employee may serve as both the POC and Supervisor, or different employees may be appointed for the two roles.

- d. Full Business address (street name, floor & unit number, with a separate field for Postal Code)
 - e. Name of POC (this must be the same person that ensures the FET results are uploaded to the SRS account)
 - f. POC Email (to receive confirmation email)
 - g. POC Mobile Number (to receive confirmation SMS)
 - h. Number of Employees to be Tested (including all full-time, part time and third-party contracted employees)
27. After submission of the Order Form, a confirmation email and SMS from a third-party vendor will be sent to your POC with the collection location and date within a week. A further SMS will be sent when the ART kits are ready for collection, and the ART kits must be collected within 3 days upon receipt of this SMS. If the ART kits are not collected within 3 days from stipulated date of collection, it will be returned to the warehouse, and an email will be sent to your POC to rearrange for a new delivery date, at a fee.

Uploading of Test Results on the Swab Registration System (SRS)

28. The information that is submitted in the Order Form will also be used by NAC to help Businesses set up an SRS account. Once the SRS account has been set up, your POC will receive an email notification informing them about the creation of the SRS account.
29. Refer to **ANNEX D** for the guide on using SRS for arts instruction Businesses.
30. Businesses are to share the Standard Notification with employees. The Standard Notice informs Businesses about the collection of employees' Personal Data and FET results for submission to the Government through the SRS.
31. Refer to **ANNEX E** for the Standard Notice.
32. **[Mandatory]** Businesses are required to upload the test results obtained by their instructors/ employees from ESSS onto SRS in accordance with the following
- (1) if the test result is "AG+" or "Double Invalid", Businesses are to upload the test result of that instructor/employee onto SRS **no later than 30 minutes** after the ESSS for that specific instructor/employee is completed;
 - (2) if the test result is "AG-", Businesses are to upload the test result of that Worker **no later than 24 hours** after the ESSS for that specific instructor/employee is completed; and
 - (3) the requirements set out under paragraphs 4 and 5 of **ANNEX C**.

Management of Workers with 'AG+' or 'Double Invalid' Test Result

33. **[Mandatory]** If any Worker obtains an 'AG+' or 'Double Invalid' test result from ESSS, the Business shall comply with all the requirements set out under paragraphs 6 to 7 of **ANNEX C.**

Support from Arts Sector

34. For FET related enquiries, please email NAC officers Ms Grace Kanai at Grace_Kanai@nac.gov.sg and Ms Tan Hwee Peng at Tan_Hwee_Peng@nac.gov.sg.
35. For Swab Registration System (SRS) related enquires, you may also email the SRS Support Email at AskSRS@hpb.gov.sg or call the SRS Support hotline at 6876 5848, from Monday to Friday from 8am to 5pm and Saturday from 8am to 1pm. The SRS Support hotline is closed on Sundays and Public Holidays.
36. The fight against COVID-19 requires the collective effort of everyone in the community. We seek the support and understanding of all Businesses during this period. We will continue to review and adjust the measures in line with the national posture for the health and well-being of the public and employees.

Annexes appended for more information

Annex A: FET Workflow for Businesses and SEPs

Annex B: FAQs on Fast and Easy Testing (FET) Regime

Annex C: FET Test Results and the Management of Workers after ESSS

Annex C (Appendix I): Referral Note

Annex D: SRS Guide for Arts Instruction Businesses

Annex E: Standard Notice for Businesses to inform Instructors/ Employees of Personal Data Collection and FET Results