

Guide To Using Safe@Work to Identify Appointments for Scheduling or Rescheduling

For workers in the Construction, Marine and Process Sectors

Overview

1. This guide helps companies identify workers whose appointments need to be scheduled or rescheduled on SRS
2. These are workers who fall under the following categories
 - Missed swab test
 - Next swab appointment is after due date
 - No swab appointment listed
3. The guide is meant to be used sequentially (i.e. step-by-step)

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Step 1

Log on to the Safe@Work portal and save your workers' AccessCode details

<https://www.mom.gov.sg/eservices/services/safe-work>

1. Log on to the Safe@Work portal via CorpPass.
2. Download your workers' Accesscode details and save them as an excel file.
3. Your workers' details will be listed like this:

AccessCode	(i) Approved to start work	(ii) Health Status					(iii) Residence Status	
		COVID-19 Infection	#1 Next Swab Due By	#2 Next Swab Appt On	Serving Quarantine Order or Stay-Home Notice or Leave of Absence?	#3 QO/SHML OA Ends On	Latest Trace Together Status	Place of Stay
Green	Yes	Cleared	9/11/2020	9/11/2020	No	NA	Installed	Cleared
Green	Yes	Recovered	21/09/2020	21/09/2020	No	NA	Installed	Cleared
Green	Yes	Recovered, Do schedule worker for RRT from 09/11/2020 onward	22/11/2020		<empty>	NA	Installed	Cleared
Red	Yes	Missed swab. Must schedule now. Learn more.	Must Swab Immediately	12/09/2020	On Quarantine Order	30/09/2020	Not Installed. Learn more	Staying at Decant site. Update here if worker h
Red	No. Learn more	Exempted from Rostered Routine Testing (RRT)	NA		On Stay-Home Notice	15/09/2020	Installed	Staying at isolation/quarantine site. Update here moved.
Red	No. Learn more	Active Covid. Learn more	NA		On Leave of Absence	01/09/2020	Not Installed. Learn more	Staying at uncleared Dormitory/Block. Lear
Red	No. Learn more	Require Re-test. This is being arranged. Learn more	NA		On Quarantine Order	Not Available	Please install. Learn more	Given temporary residency exemption. Lea
Red	Yes	Missed swab. cannot work. Learn more	Must Swab Immediately	09/09/2020	No	NA	Installed	Staying at factory premise. Apply here to convert to more.

Workers' AccessCode status is listed here. Workers who have a Red AccessCode are not allowed to work

Cells that are coloured red indicate reasons for AccessCode Red status

Step 2

Enable filters for all the headers

This will enable you to select specific categories of workers to follow up on.

1. Select the row containing the headers

2. Select the 'Data' tab

3. Select 'Filter'

The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Data' tab, and the 'Filter' icon is highlighted with a red box. Below the ribbon, a table is visible with the following headers:

AccessCode	(i) Approved to start work	(ii) Health Status				(iii) Residence Status		
		#1 Next Swab Due By	#2 Next Swab Appt On	Serving Quarantine Order or Stay-Home Notice or Leave of Absence?	#3 QO/SHN/L OA Ends On	Latest Trace Together Status	Place of Stay	

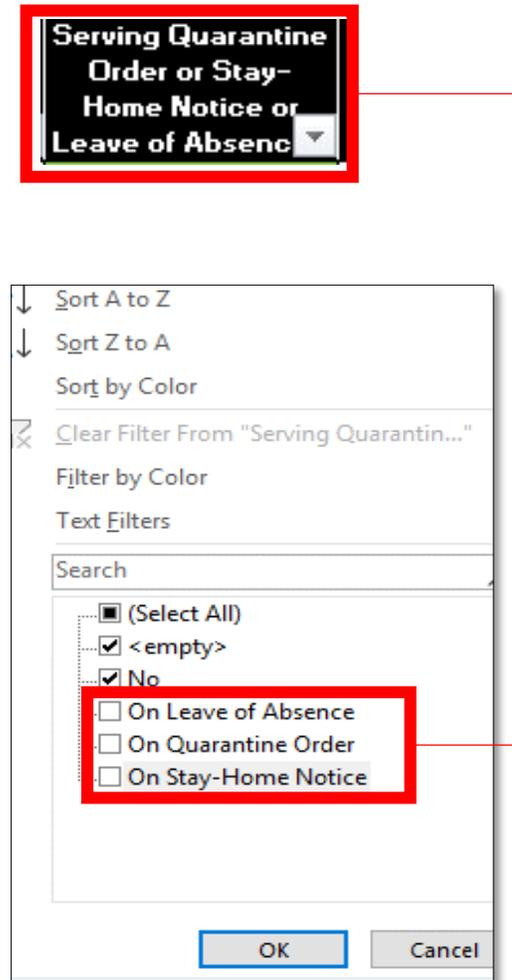
Step 3

Select workers who are RRT eligible

These are workers who need to adhere to their RRT schedule to remain AccessCode Green

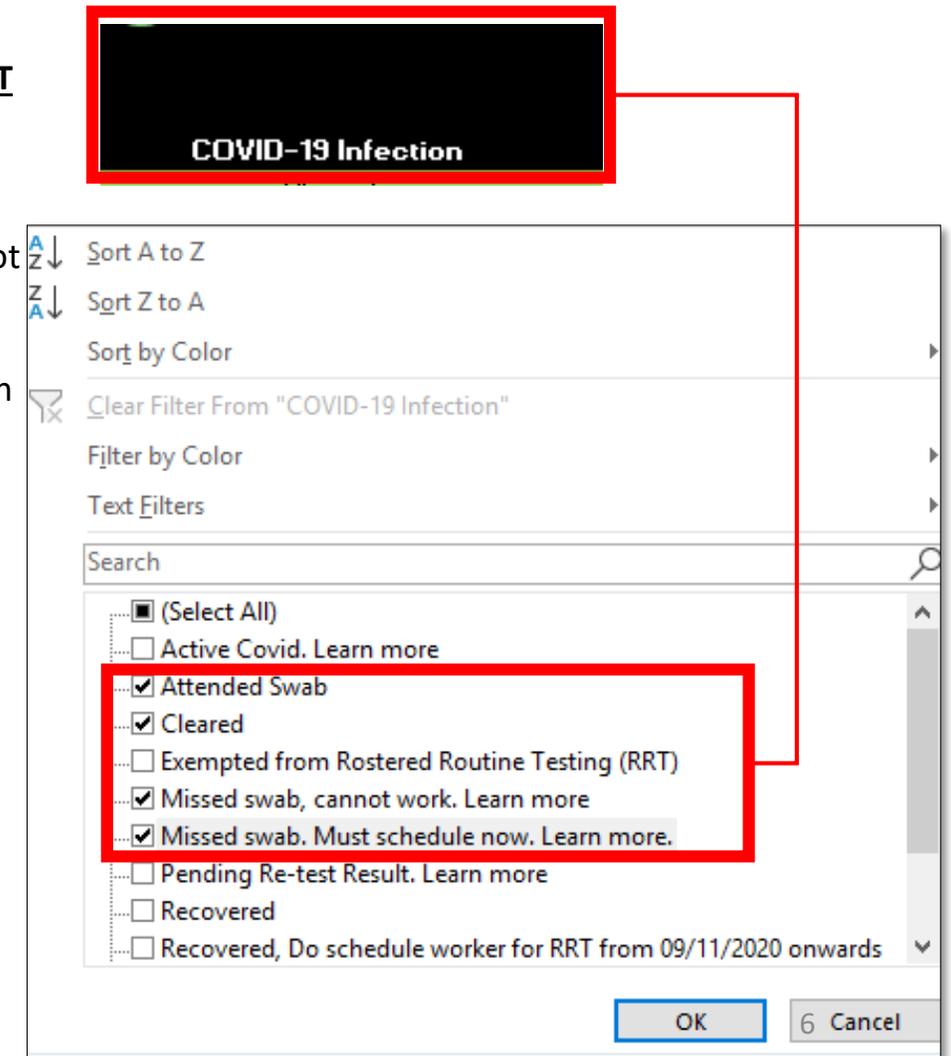
1. Under the 'Serving Quarantine Order or Stay-Home Notice or Leave of Absence' header, **UNSELECT** these 3 categories:

- On Leave of Absence
- On Quarantine Order
- On Stay-Home Notice



2. Under the 'COVID-19 Infection' header, **SELECT** these 5 categories:

1. Attended Swab
2. Cleared
3. Missed swab, cannot work. Learn more
4. Missed swab. Must schedule now. Learn more.



Step 4

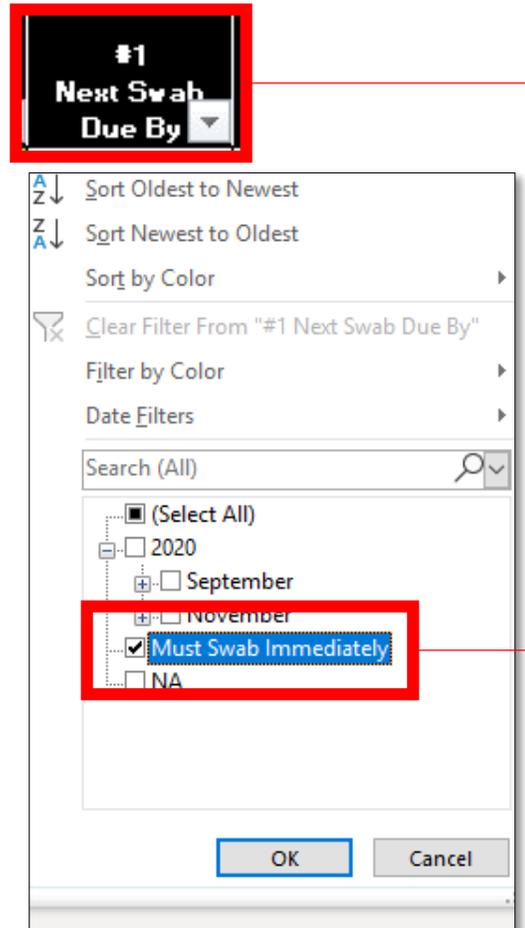
Schedule appointments for workers who have missed their swab due date

These are workers who have missed their RRT cycle and need to be scheduled immediately

Please ensure that filters applied in step 3 are still present before starting this step

1. Under the '#1 Next Swab Due By' header, **SELECT** this category:

- Must Swab Immediately



2. Workers listed under this selection have missed their RRT cycle. Ensure all workers in this category are scheduled to be swabbed within the next 2-3 days

A screenshot of a table with two columns. The first column is titled 'COVID-19 Infection' and has two rows: a green row with the text 'Missed swab. Must schedule now. Learn more.' and a red row with the text 'Missed swab. cannot work. Learn more.'. The second column is titled '#1 Next Swab Due By' and has two rows, both with the text 'Must Swab Immediately'. The table header and the second column are highlighted with a red box.

COVID-19 Infection	#1 Next Swab Due By
Missed swab. Must schedule now. Learn more.	Must Swab Immediately
Missed swab. cannot work. Learn more.	Must Swab Immediately

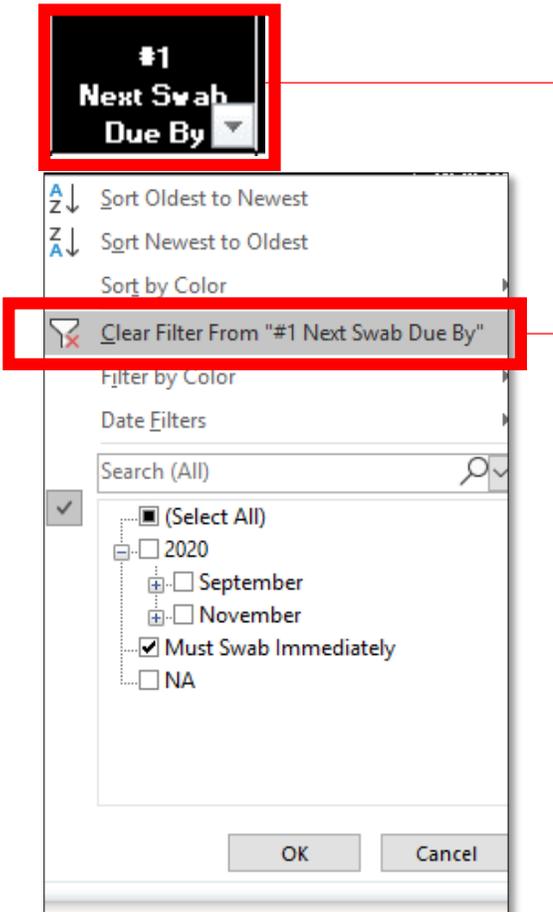
Step 4

Schedule appointments for workers who have missed their swab due date

These are workers who have missed their RRT cycle and need to be scheduled immediately

Please ensure that filters applied in step 3 are still present before starting this step

3. **CLEAR** filters from '#1 Next Swab Due By' before moving on the next step



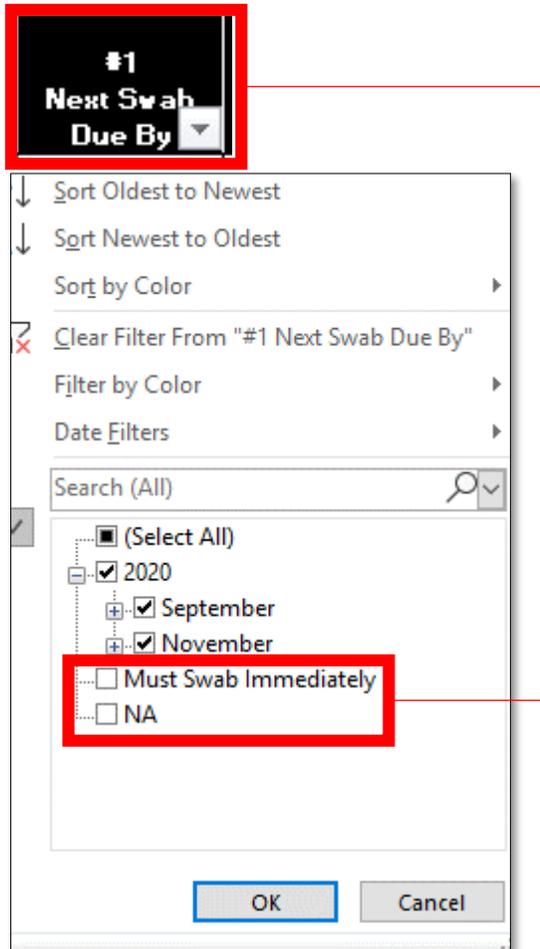
Step 5

Schedule appointments for workers who have no upcoming appointment

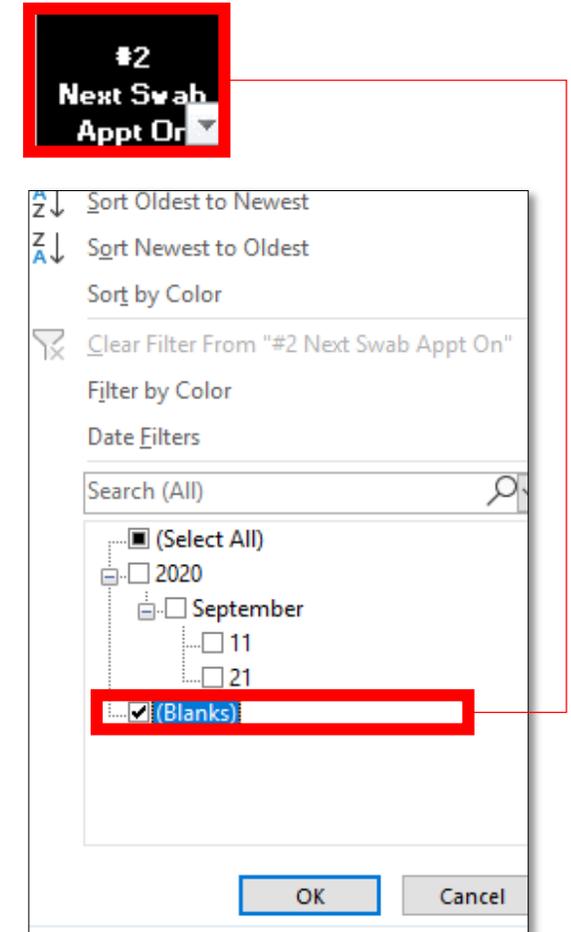
*These are workers whose appointments were previously cancelled or workers who have never been scheduled via SRS
Please ensure that filters applied in step 3 are still present before starting this step.*

1. Under the '#1 Next Swab Due By' header, **UNSELECT** these categories:

- Must Swab Immediately
- NA



2. Under the '#2 Next Swab Appt On' header, **SELECT** this category:
- (Blanks)



Step 5

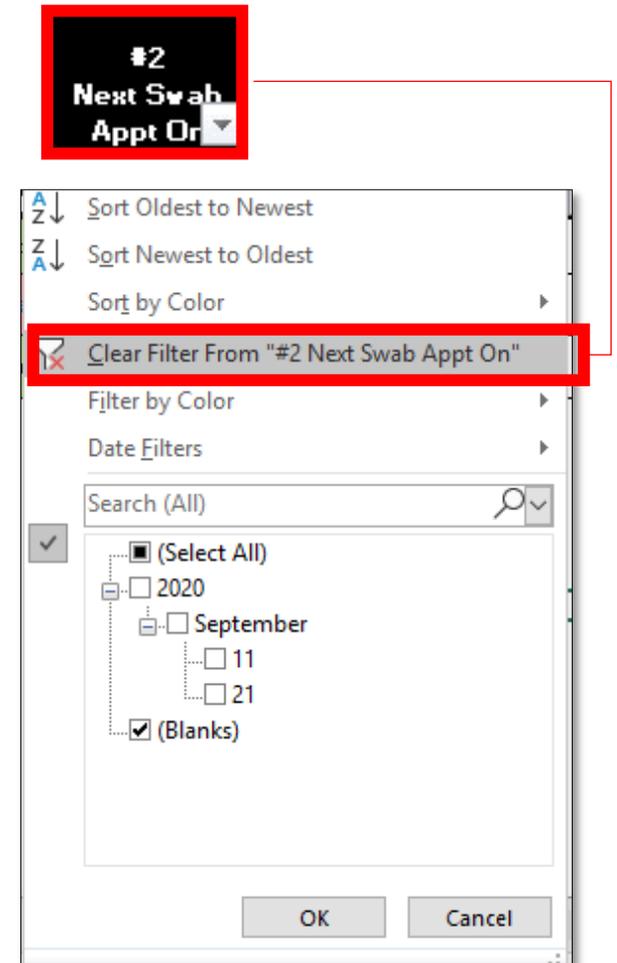
Schedule appointments for workers who have no upcoming appointment

*These are workers whose appointments were previously cancelled or workers who have never been scheduled via SRS
Please ensure that filters applied in step 3 are still present before starting this step.*

3. Workers listed under this selection have no upcoming appointment. Schedule a swab appointment by the swab due date

#1 Next Swab Due By	#2 Next Swab Appt On
22/11/2020	
10/09/2020	
12/09/2020	

4. CLEAR filters from ' #2 Next Swab Appt On' before moving on the next step.



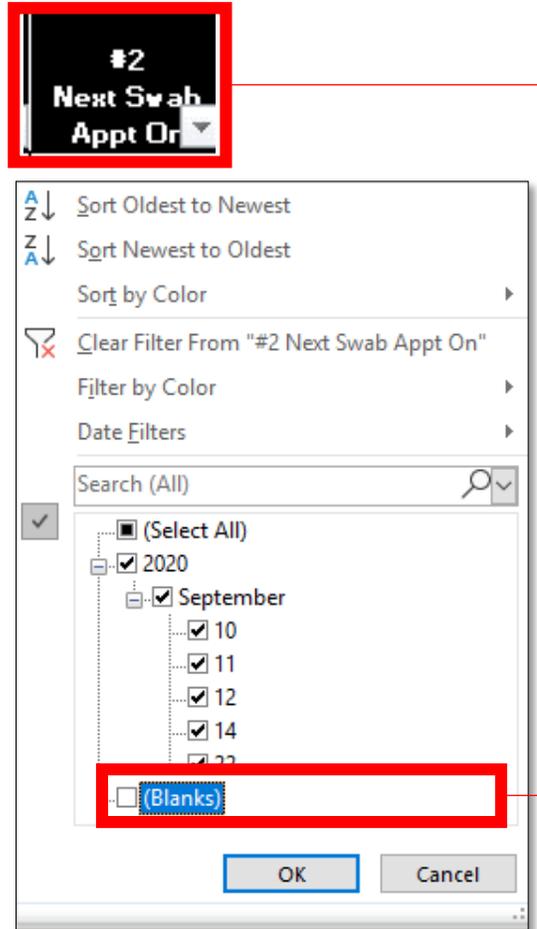
Step 6

Reschedule appointments that are too far away

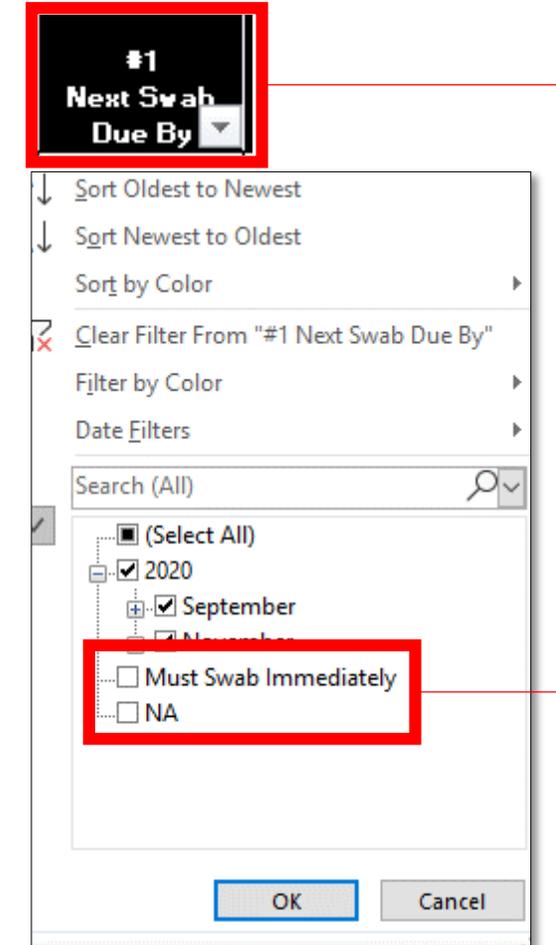
These are workers whose appointments are past the swab due date

Please ensure that filters applied in step 3 are still present before starting this step.

1. Under the '#2 Next Swab Appt On' header, **UNSELECT** this category:
 - (Blanks)



2. Under the '#1 Next Swab Due By' header, **UNSELECT** these categories:
 - Must Swab Immediately
 - NA



Step 6

Reschedule appointments that are too far away

These are workers whose appointments are past the swab due date

Please ensure that filters applied in step 3 are still present before starting this step.

5. Check if appointment is too far away by subtracting the value in the '#2 Next Swab Appt on' cell from the '#1 Next swab Due By' cell for all workers. Use the **FORMULA**:
`= IF(#1NEXTSWABDUEBY-
#2NEXTSWABAPPTON<0,TRUE,FALSE)`

In the example below:
`=IF(I19-J19<0,TRUE,FALSE)`

	I	J	K
18	#1 Next Swab Due By	#2 Next Swab Appt On	Swab appointment too far
19	9/11/2020	9/11/2020	=IF(I19-J19<0,TRUE,FALSE)

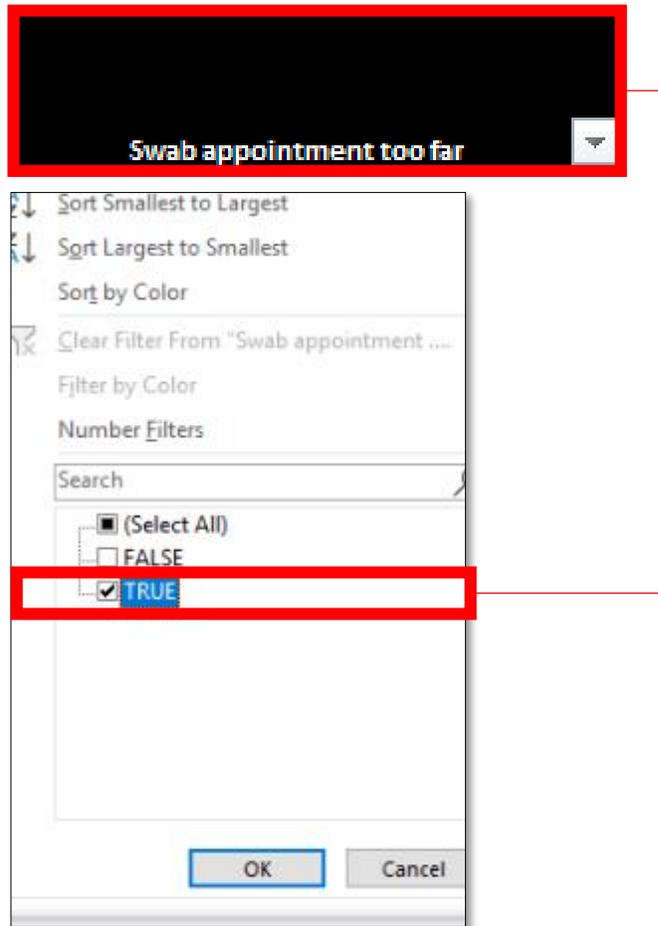
Step 6

Reschedule appointments that are too far away

These are workers whose appointments are past the swab due date

Please ensure that filters applied in step 3 are still present before starting this step.

6. Under the 'Swab Appointment Too Far' header, **SELECT** this category:
- TRUE



7. Workers listed under this selection have appointments that are too far away. Schedule a swab appointment by the swab due date

#1 Next Swab Due By	#2 Next Swab Appt On	Swab appointment too far
9/16/2020	9/25/2020	TRUE
9/17/2020	9/25/2020	TRUE
9/18/2020	9/25/2020	TRUE

Annex A

'Covid-19 Infection' Status Definitions

	Workers who fall under this Category
Cleared	<ul style="list-style-type: none"> ❖ Swab required workers¹ with a negative swab result in the last RRT cycle ❖ Swab required¹ workers who received new work passes ❖ Swab required¹ recovered workers who are currently eligible for RRT
Attended Swab	<ul style="list-style-type: none"> ❖ Swab required¹ workers who have attended RRT with results pending
Exempted from Rostered Routine Testing (RRT)	<ul style="list-style-type: none"> ❖ Non-dorm Swab required¹ workers who are work from home or office based with exemptions² successfully declared ❖ Non-CMP sector workers³
Recovered, Do schedule worker for RRT from 09/11/2020 onwards	<ul style="list-style-type: none"> ❖ All recovered workers who are not eligible for RRT yet
Missed swab. Must schedule now. Learn more⁴	<ul style="list-style-type: none"> ❖ Swab required¹ workers who missed their last RRT cycle and should be swabbed immediately to prevent AccessCode from turning RED
Missed swab, cannot work. Learn more⁴	<ul style="list-style-type: none"> ❖ Swab required¹ workers who missed their last RRT cycle and should be swabbed before they are allowed to continue working
Require Re-test. This is being arranged. Learn more	<ul style="list-style-type: none"> ❖ Workers whose last RRT test results were inconclusive/rejected/pooled positive and need to be re-swabbed with a negative result before they can continue working
Pending Re-test Result. Learn more	<ul style="list-style-type: none"> ❖ Workers who were re-swabbed and are pending a negative result before they can continue working
Active Covid. Learn more	<ul style="list-style-type: none"> ❖ Workers who are currently Covid Positive

- ^[1] Workers are tagged with swab requirements if they fall under any of the following categories:
- From the Construction, Marine and Process sectors and have not successfully applied for exemption
 - Staying in dormitories, including factory converted dormitories (FCD) and temporary living quarters (TLQ)
 - Included in an application to BCA to work in construction sites
- ^[2] To find out more about exemption from swab requirements, please contact swab@edb.gov.sg for marine/process sector workers or srs_enquiries@bca.gov.sg for construction sector workers.
- ^[3] Non-CMP workers are tagged with swab exemption by default unless they have been included in an application to work on construction sites. If non-CMP workers are required by shipyard/process sector clients to be swabbed, they should still be scheduled for RRT.
- ^[4] The swab attendance record may take up to 48h to be updated. You may ignore this message if your worker has attended his swab recently.

Annex B

Summary of Follow-up Action needed for RRT Eligible workers

#1 Next Swab Due By	#2 Next Swab Appt On	Remarks	Follow-up Action
9/11/2020	9/9/2020	Next swab appointment is on or before due date	Appointment date is within RRT cycle. Please proceed for appointment
21/09/2020	23/09/2020	Next swab appointment is after due date	Appointment is too far away. Please reschedule an appointment by the swab due date.
22/11/2020		No swab appointment listed	There is no upcoming appointment booked. Please schedule an appointment by the swab due date
Must Swab Immediately		Must swab immediately	Worker has missed RRT cycle. Please schedule an appointment within the next 2 days.