### SRS Guide on Supervised Selfadministered Antigen Rapid Test

Updated 8 Nov 2021

### Who is this guide for?



### **Company Admin**

(Refer Pg 3 - 23)

- Have an SRS account
- Have access to Daily Reports specific to company
- Main Role:
  - Upload employees' results in SRS in V1
  - Maintain the list of swab supervisors in SRS in V2 (please include swab supervisors in personnel list)



### **ART Supervisor**

(Refer Pg 24 – 36)

- Employee of the company
- Main role:
  - Supervise employees in performing a self-test as per VoRT requirement
  - Record employees' results in SRS



### Workers

(Refer Pg 37 - 46)

 Do a self-administered ART test based on the frequency required by BCA, under the supervision of the ART supervisor

### **Personal Data - Standard Notification (For Companies to Display)**

**Purpose:** Companies are to notify the employees that their employees will be collecting their Personal Data and FET results to submit to HPB and the Singapore Government.

**Use:** Companies are to print and put up copies of the Standard Notification at prominent spots where the employees will be able to read the notification statement prior to them doing the FET swab.

#### NOTIFICATON ON DATA COLLECTION FOR "FAST AND EASY TESTING"

This testing is conducted to collect the following data ("**Data**") required to support the Singapore Government's "Fast and Easy Testing" initiative ("**FET**"), which includes Antigen Rapid Test ("**ART**") or Breathalyser for the prevention and management of COVID-19 in Singapore:

- 1. Identification Number:
- ID Type;
- 3. Country of issue;
- 4. Full Name (as in ID);
- Date of Birth:
- 6. Gender:
- 7. Nationality;
- 8. Contact Number;
- Postal Code;
- 10. Street Name:
- 11. Level Number;
- Unit Number;
- 13. Date of Test:
- 14. Time of Test:
- 15. Test Brand;
- Test Type;
- 17. Test Result;
- 18. Reason for Test

Please note that the set of Data to be collected may be subject to further adjustments.

By taking this test, you acknowledge that this Data is submitted to the Health Promotion Board ("**HPB**") and the Singapore Government for these purposes ("**Purposes**"):

- (a) to undertake public health measures to prevent and contain COVID-19 spread, such as contact tracing, work place safe distancing measures, etc.
- (b) to provide services to the person tested; and
- (c) to undertake any other legally permissible purposes for the delivery of government services and performance of public functions.

Where necessary, this Data may also be disclosed to employers to assist with the Purposes above.

HPB will protect your information according its Privacy Policy, set out in <a href="https://www.hpb.gov.sg/privacy-statement">https://www.hpb.gov.sg/privacy-statement</a>.

This notification may be revised by HPB from time to time according to requirements. The latest update can be found on <a href="https://go.gov.sg/standardnotification-fet">https://go.gov.sg/standardnotification-fet</a>

### Terms & Conditions for Mobile SRS (For Companies reference)

**Purpose:** Similar to the Standard Notification, the T&Cs will be used in the mSRS as this involves the direct use of an IT system for data submission by the employees.

**Use:** Please note the T&Cs which employees' Personal Data and FET results will be collected and submitted to HPB and the Singapore Government through mSRS.

### **TERMS AND CONDITIONS**

This <System/App> collects data ("**Data**") required to support the Singapore Government's "Fast and Easy Testing" initiative ("**FET**"), which includes Antigen Rapid Test ("**ART**") or Breathalyser for the prevention and management of COVID-19 in Singapore:

- Identification Number;
- ID Type;
- 3. Country of issue;
- 4. Full Name (as in ID);
- Date of Birth;
- 6. Gender;
- 7. Nationality;
- 8. Contact Number;
- 9. Postal Code;
- 10. Street Name:
- 11. Level Number:
- 12. Unit Number;
- 13. Date of Test;
- 14. Time of Test;
- 15. Test Brand;
- 16. Test Type;
- 17. Test Result;
- 18. Reason for Test

Please note that the set of Data to be collected may be subject to further adjustments.

By using this < System/App>, you acknowledge that this Data is submitted to the Health Promotion Board ("HPB") and the Singapore Government for these purposes ("Purposes"):

- (a) to undertake public health measures to prevent and contain COVID-19 spread, such as contact tracing, work place safe distancing measures, etc.
- (b) to provide services to the person tested; and
- (c) to undertake any other legally permissible purposes for the delivery of government services and performance of public functions.

Where necessary, this Data may also be disclosed to employers to assist with the Purposes above.

HPB will protect your information according its Privacy Policy, set out in <a href="https://www.hpb.gov.sg/privacy-statement">https://www.hpb.gov.sg/privacy-statement</a>.

HPB reserves the right to change, modify or supplement the Terms and Conditions at its discretion and at any time, by posting the changed, modified or supplemented Notification Statement on or through [System/App], or through such other means as we may deem appropriate. Your continued use of [System/App] following the posting of any change, modification or supplement will constitute your acceptance of such change, modification or supplement.

### SRS workflow for Supervised Self-administered ART (ESSS) - Method 1

SRS Guide (Method 1): Upload ART Results via Excel

**SRS Guide for Company HR: ESSS** 

**English Language Chinese Language** 

**Malay Language** 

**Tamil Language** 

Pre-setup
Company HR to
submit to
application form @
https://go.gov.sg/reg
-srs-acc

Individual performs supervised swab.

Company HR to upload
Results through Nominal
Roll excel template.

>

SMS notification will be sent by SRS to Individual.

Note. After submission, an email with the password/login details will be sent to the Login Email Address indicated within 3 working days. Please check spam/junk folders in mail box too. If the company's email is being used as Login Email Address, please check with the company IT team if there is a filter preventing the sending of emails from srs\_noreply@gmail.com to your Login Email Address.

### SRS workflow for Supervised Self-administered ART (ESSS) – Method 2

SRS Guide (Method 2): Upload ART Results via Company-Specific Link

**SRS Guide for Company HR: ESSS** 

English Language
Chinese Language
Malay Language
Tamil Language

**2**a

Swab Supervisors and firms to create individual profiles at <a href="http://go.gov.sg/srs-profile">http://go.gov.sg/srs-profile</a>

Pre-setup

Company HR to submit to application form @ https://go.gov.sg

/reg-srs-acc .

2b

Company HR to upload details of swab supervisors into SRS

3

Share the companyspecific SRS results submission link and the company's swab supervisors 4

Individual performs supervised swab.

5

Swab Supervisor to scan Individual's QR code and upload results. >

SMS
notification
will be sent by
SRS to
Individual.

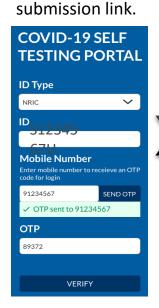
Access from Staff Management > Add New Staff Access from COVID-19 Testing > ART Link(s)

Note. After submission, an email with the password/login details will be sent to the Login Email Address indicated within 3 working days. Please check spam/junk folders in mail box too. If the company's email is being used as Login Email Address, please check with the company IT team if there is a filter preventing the sending of emails from srs\_noreply@gmail.com to your Login Email Address.

### Screenshots of SRS Web Interface for ESSS - Method 2

### Submission of Results – Supervised Version

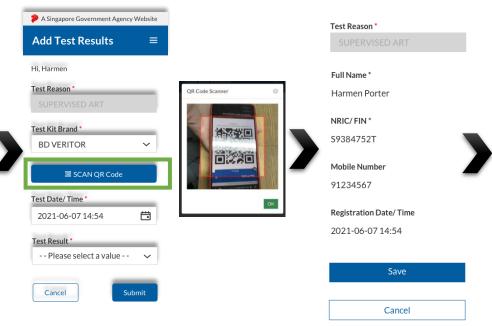
Swab Supervisor logs into their SRS Web profile through companyspecific SRS results



**Swab Supervisor** to **+ ADD ART** by tapping on the 3 bars at the top right.



**Swab Supervisor** to scan the Individual's QR Code and verify name, NRIC and mobile correct is correct. Tap **Save**.



### Results to be read after 15min.

Please refer to your test kit for specifics on timing and on how to interpret the results.

### Submit Test Results



Select the accurate test result, double check Individual's details and submit.

Full Name

Harmen Porter

NRIC/FIN

S9384752T

Mobile Number

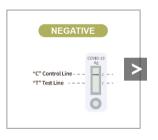
91234567

Registration Date/ Time

2021-06-07 14:54

Test Result \*

Click/ Tap on the following images to select a test result. Selected result will be highlighted in blue



Remarks

Some remarks here

Submit

Cancel



### Overview of Workflow

### Before the first test



### 1 Logging into SRS Portal

- 1. Login to SRS portal
- 2. Change password, forget password

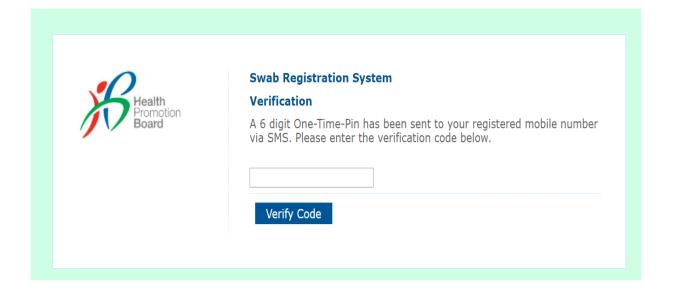
### Login to SRS Portal (<a href="https://swab.hpb.gov.sg/ext/">https://swab.hpb.gov.sg/ext/</a>) using your registered email account



- 1. Your sector lead will create your SRS account
- 2. Access site at <a href="https://swab.hpb.gov.sg/ext/">https://swab.hpb.gov.sg/ext/</a>
- 3. For first time users, retrieve your password from your registered email address<sup>1</sup>



3. After entering email address and password, a 6-digit One-Time-Pin will be sent to your registered mobile number.<sup>2</sup>





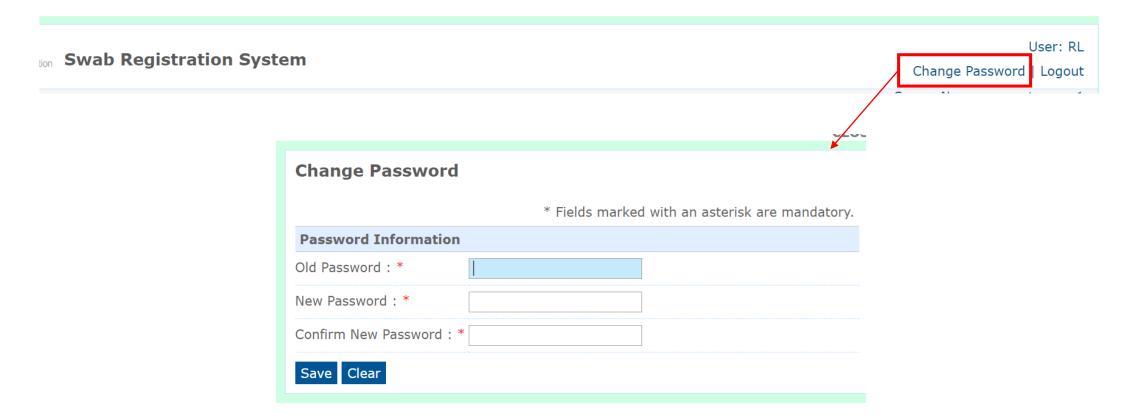
<sup>1</sup>Please check your junk folder if email cannot be found in your inbox.

<sup>2</sup> If you do not receive your OTP despite multiple tries, it is likely that your registered mobile is incorrect. Please contact your sector lead(s) to check and amend.

### You will be prompted to change your password if you are logging in for the first time



- 1. Click **Change Password** on the top right corner
- 2. Enter your old and new password. Click **Save**.

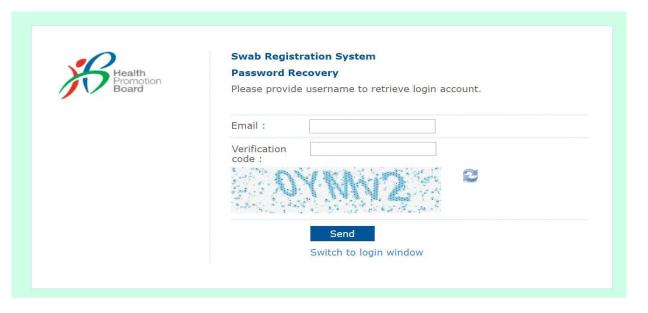


### If you forget your password, click on "Forget password?" to get another one



- 1. Click Forget password? on the main page
- 2. Enter your registered email address and verification code. Click **Send**.
- 3. A new password will be sent to your registered email address<sup>1</sup>.







<sup>1</sup>Please check your junk folder if email cannot be found in your inbox.

### 2 Insert details of your ART supervisors

2 methods to add ART supervisors' details

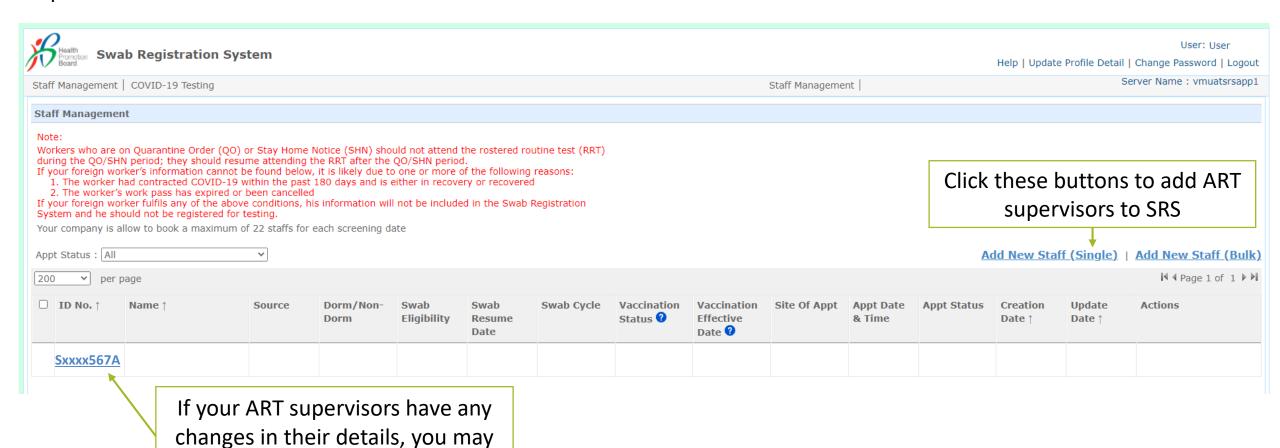
- 1. Add individuals one by one
- 2. Add multiple individuals concurrently

### Go to "Staff Management" to view the list of ART supervisors registered in SRS



click on their NRIC to edit.

Click **Staff Management** to view your company's list of ART supervisors registered in SRS, as well as to add/remove ART supervisors.



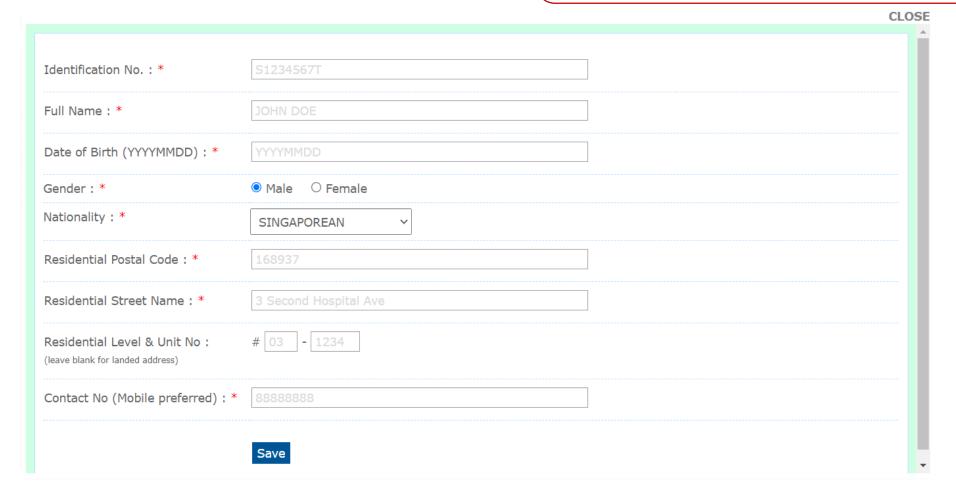
### Click "Add New Staff (Single)" to add ART supervisors one by one



- 1. Click Add New Staff (Single)
- 2. Fill in details and click **Save**.

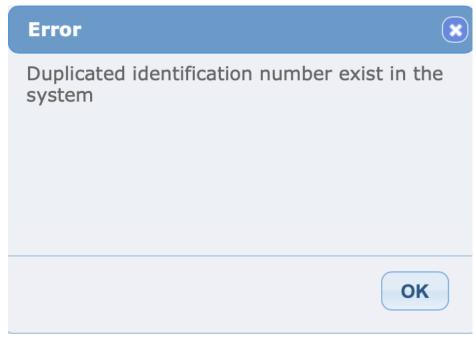


**ESSS.** Otherwise, they will not be able to submit results via the company-specific SRS results submission link.



### Some common error messages you may encounter

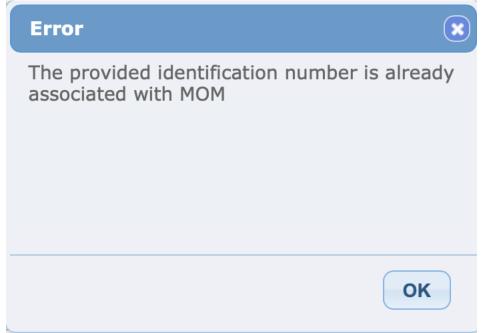






Individual has already been registered as a ART supervisor of your company in SRS.

No further actions required.





Individual is currently registered as an employee of another company in SRS.

Please inform your employee to contact their former company to remove their details from SRS. You may subsequently add their details.

## You can also add multiple ART supervisors into SRS at once. Click on "Add New Staff (Bulk)"



- 1. Click Add New Staff (Bulk)
- 2. Download the sample .xtsx file to fill up the details
- 3. You will need to fill up the details of your employees into the sample excel template



Details of ART supervisors must be uploaded into SRS. Otherwise, they will not be able to submit results via the company-specific SRS results submission link.

### Sample Template to add employees

Identification Number *	Full Name (as in ID) *	Date of Birth (YYYYMMDD)*	Gender (M/F) *	Nationality *	Contact No *	Postal Code *	Street Name *	Level No	Unit No
Sxxxx567D	John Tan	19880101	М	Singaporean	91234567	123456	Sesame Street	02	02

### ID

- Character Limit: 9
- NRIC/FIN preferred for case management and linkage to HealthHub etc

### **Full Name**

 Pls ensure no special characters in name (i.e. ')

#### **DOB**

- Character Limit: 8
- Pls check to remove all spacing

### **Contact Number**

- Singapore numbers only
- Mobile preferred, otherwise no
   SMS notification

### **Address**

Mandatory field

### **Postal Code**

- Strictly 6 characters
- For postal code that begins with 0, pls add a 'to prevent excel auto correction. E.g. Key in **012345**

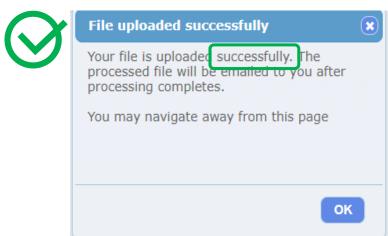
## You can also add multiple ART supervisors into SRS at once. Click on "Add New Staff (Bulk)"

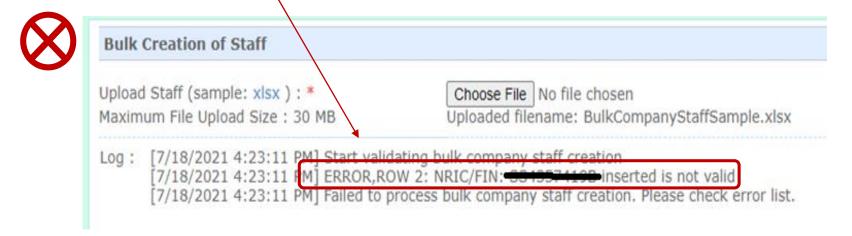


4. Once completed, click **Choose File**. Select your saved file and click **Upload**.

If your file was not uploaded successfully, correct the errors and try again. Refer to step 3 on how the template

should be filled.





5. SRS will send the results of the processed file to your email. Pls check that the records were successfully uploaded (i.e. "Success" in status column).



Status	Remarks
Success	



Status	Remarks
l Fail	The provided identification number is already associated with another company, please contact your sector lead



\*Check the remarks for reasons on failed upload. Refer to Page 16 on the next steps.

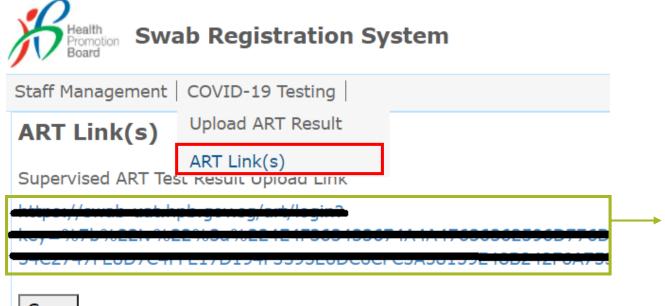
# Find your company-specific SRS results submission link

### Find your company-specific SRS results submission link



### Company-specific SRS results submission Link (for ESSS):

- Specific to each company (based on UEN number).
- Can only be used by ART Supervisors whose details have been uploaded into SRS (refer to Step 2).
- This link should be shared with individuals performing the role of ART Supervisors only. <u>Do not circulate</u> the link to others who are not performing the role of ART Supervisors.
- 1. Click on COVID-19 Testing > ART Link(s)



\*This is your company-specific SRS results submission link. Share this with your ART supervisors, so they may upload workers' results.

<u>Tip:</u> For easy sharing, you may wish to use a URL shortener to create a shortened link.

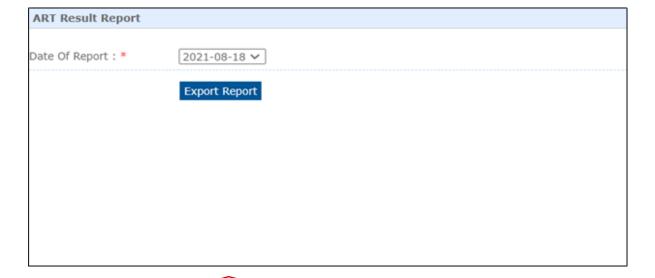


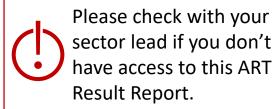
### 4 Accessing ART Reports

## Company Admins will have access to ART results of workers supervised by appointed ART Supervisors

- 1. Click on Reports > ART Result Report
- 2. Click **"Export Report"** to download the report





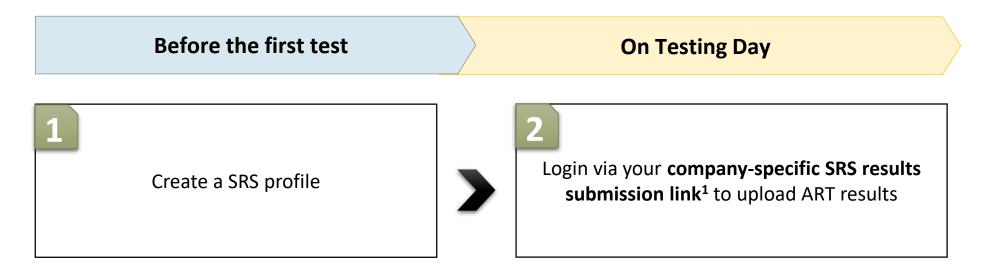


- Reports will be generated on a real-time basis.
- Reports will be available up to the past 30 days (inclusive of today).



### **ART Supervisor**

### Overview of Workflow



<sup>&</sup>lt;sup>1</sup> Approach your Company Admin for your company-specific SRS results submission link

1 Create an SRSv2 profile

### Supervisors and Workers will need to create a profile on SRS



### First Time Login

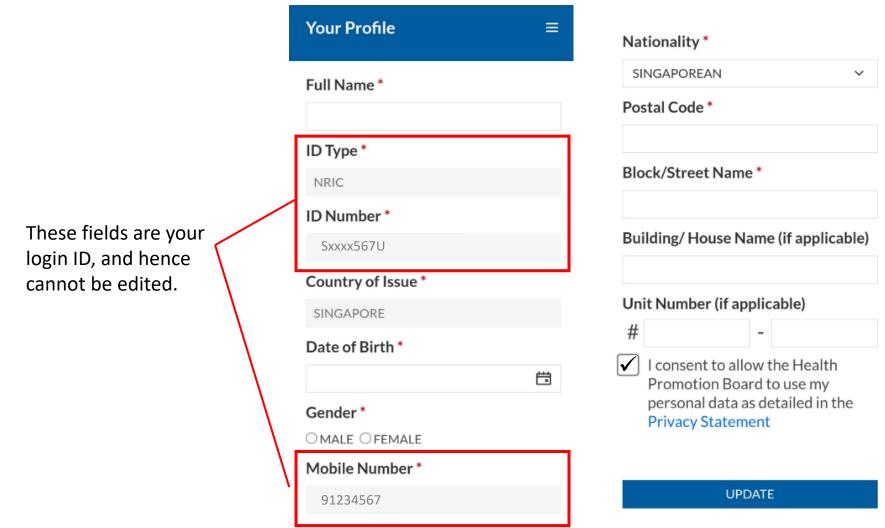
- 1. Access site at <a href="http://go.gov.sg/srs-profile">http://go.gov.sg/srs-profile</a> (this link is only for profile creation)
- 2. Key in your ID Type, ID Number and Mobile Number. Click **Send OTP**.
- 3. A 5-digit One-Time-Pin will be sent to your mobile number. Key in the One-Time-Pin and click **Verify**.

Note: Your ID and mobile number will be your login information the next time you enter the portal.



### Key in the required information to create your profile

- Use mobile phone and Chrome/Safari
  - 4. You will be required to profile your personal details the first time you enter the portal.
  - 5. Fill in all details and click on the consent checkbox or message to consent HPB's use of personal data. Then click Update.



## Workers will need to show their QR code to the ART Supervisors during their ART test

- Use mobile phone and Chrome/Safari
  - 6. Your personalised QR code will be generated. It will be displayed below the update button.
    - Please show this to the ART supervisor during your ART test day, so they may help you upload your test results.
    - If you do not have mobile data, you may wish to save a copy of the QR code onto your mobile phone. Do not share your QR code with anyone else except for ART testing.

**UPDATE** 

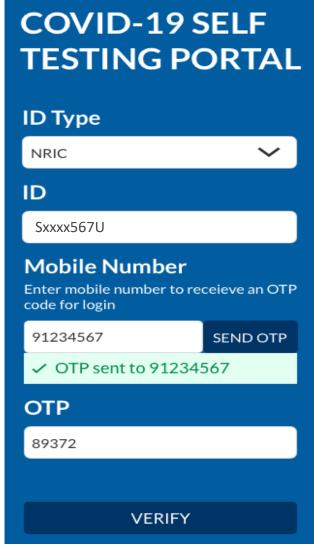


Show this QR Code to identify yourself for Covid-19 Testing

### Upload ART results via your companyspecific SRS results submission link

### Login via your company-specific SRS results submission link to submit results.





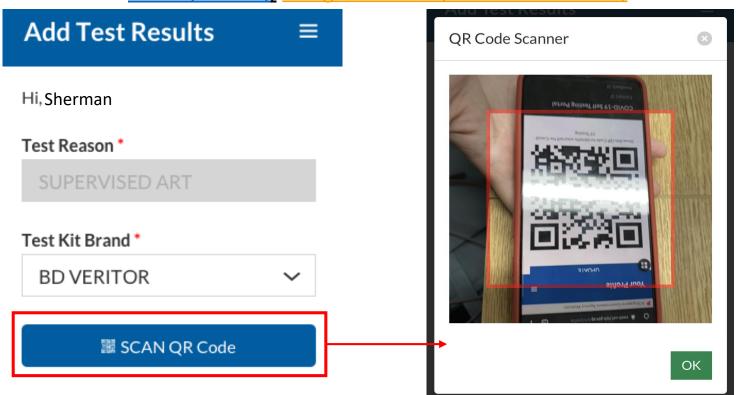
- 1. Access the site using your company-specific SRS results submission link.
  - Approach your Company Admin if you do not have this link
- 2. Key in your ID Type, ID Number and Mobile Number (same as what you have keyed previously). Click **Send OTP**.
- 3. A 5-digit One-Time-Pin will be sent to your mobile number. Key in the One-Time-Pin and click **Verify**.
- 4. Click the icon at the top right corner, and click + ADD ART



### Scan your worker's QR codes to verify their details



- 5. The Add Test Results page will appear.
- 6. Select Test Kit Brand from the drop down menu.
- 7. Click **Scan QR Code**, and scan worker's personalised QR code.
  - Ensure your preferred internet browser is allowed to use your device's camera. Instructions: <u>Safari (iPhone)</u>, <u>Google Chrome (Android & iPhone)</u>



### Register the worker by saving his profile after the necessary verifications

- Use mobile phone and Chrome/Safari
  - 8. If worker's QR code was successfully scanned, you will be able to see worker's details.
  - 9. Verify if worker's name, his ID (NRIC/FIN) and mobile number are correct
    - Note: Workers will receive a SMS with their results on their registered mobile number.
  - 10. Press "Save" after the worker performs his self swab to register him.
  - 11. The ART kit should be labelled with worker's details. You may identify each kit through their Name, Initials or last 4 digits of ID



Auto-filled by system

Full Name \*
Harmen Porter

NRIC/FIN \*
S9384752T

Mobile Number
91234567

Registration Date/Time

2021-06-07 14:54

Test Reason \*

Save

Cancel

### Submit Test Results only after 15 minutes



12. When the test result is ready, click on the worker's record from the **Submit Test Results** section to submit the test result.



### Results to be read after 15min.

Please refer to your test kit for specifics on timing and on how to interpret the results

### Submit Test Results

#### PENDING RESULT

Full Name: Harmen Porter, XXXXX752T Registration Date/ Time: 2021-06-07 14:54

#### PENDING RESULT

Full Name: Carrie Lee, XXXXX111A Registration Date/ Time: 2021-06-07 14:20

#### PENDING RESULT

Full Name: Ng Siu Man, XXXXX431F Registration Date/ Time: 2021-06-07 14:30

#### Full Name

Harmen Porter

#### NRIC/FIN

S9384752T

#### Mobile Number

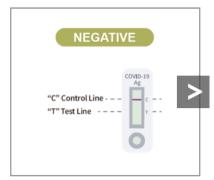
91234567

#### Registration Date/Time

2021-06-07 14:54

#### Test Result \*

Click/ Tap on the following images to select a test result. Selected result will be highlighted in blue

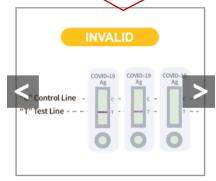


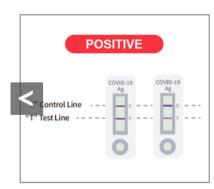
#### Remarks

Some remarks here

### 13. Select the accurate test result

- Scroll horizontally or click on the arrows, to view all test results available
- Each test result is color coded for easy identification
- 14. Enter remarks (if any) for company specific tagging





#### Remarks

Some remarks here

#### Remarks

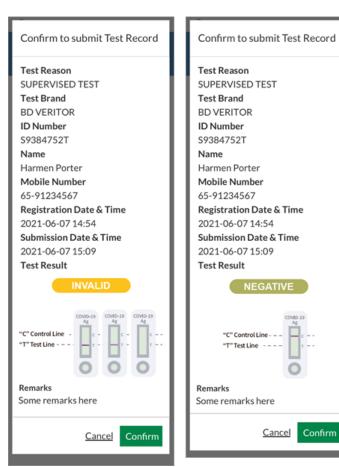
Some remarks here

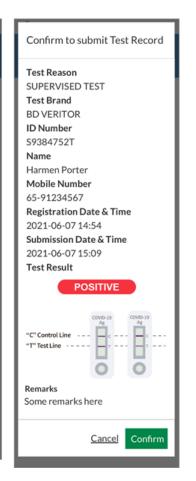
29

Culomait

### Double check all details and results are correct before submitting

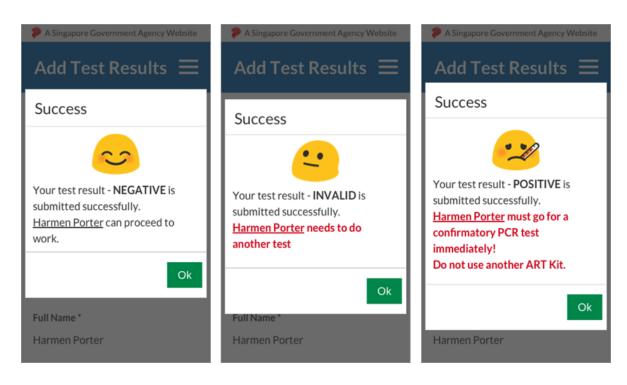
- Use mobile phone and Chrome/Safari
- 15. A confirmation message will pop up. Please confirm that worker details and test results are correct. Click **confirm**.





16. A success message will appear upon submission.

Workers will also receive an SMS with their results.



### Workers will receive an SMS once their test results have been successfully uploaded

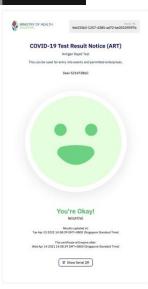
### Sample Messages:

Dear F\*\*\*\*289U, your ART result is NEGATIVE for the test performed on 27-Jun (Sun) 23:15 PM. Result Link:

(https://checker-staging.covid-ops .gov.sg/?serial\_no=7ebd241c-0edd

-401a-8d6b-07429a7629d0)

This result is uploaded by (BULKHEAD PTELTD)



Dear F\*\*\*\*919K, your ART result is POSITIVE for the test performed on 27-Jun (Sun) 23:15 PM. You may have COVID-19 infection and require a PCR test. Please go to the nearest QTC or SASH GP clinic (https://flu.gowhere.gov.sg) for a confirmatory PCR. After your PCR test, please self-isolate till results are out. Result Link:

(https://checker-staging.o .gov.sg/?serial\_no=4c8c6 -46d3-af49-6ef900a7596d This result is uploaded by (BULKHEAD PTELTD)

COVID-19 Test **Result Notice (ART)** Antigen Rapid Test For patients with respiratory infection, it is a legal requirement to stay home until you receive your PCR results.

Dear F1928289U



Dear F\*\*\*\*514U, your ART result is INVALID for the test performed on 27-Jun (Sun) 23:15 PM. You will be required to do another ART. If this is your 2nd INVALID result, you may have COVID-19 infection and require a PCR test. Please go to the nearest QTC or SASH GP clinic (https://flu.gowhere.gov.sg) for a confirmatory PCR. After your PCR test, please self-isolate till results are out.

Result Link:

(https://checker-staging.(Result Notice (ART) .gov.sg/?serial\_no=adc5 -4787-a58c-ec403ad0d0d

This result is uploaded by (BULKHEAD PTELTD)

**COVID-19 Test** 

Antigen Rapid Test

For patients with respiratory fection, it is a legal requirement to stay home until you receive your PCR results.

Dear F6689514U

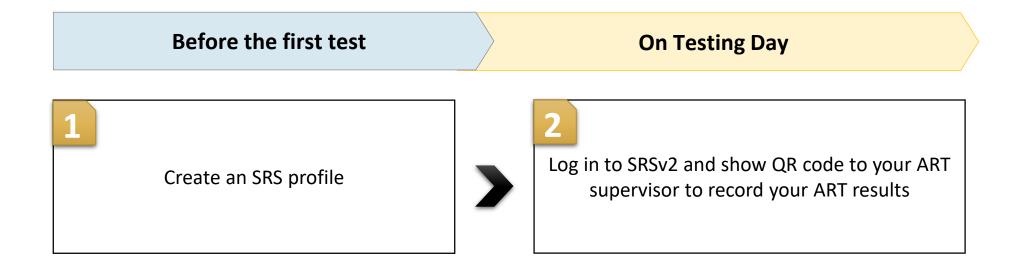


You need a retest. INVALID



### Workers

### Overview of Workflow



1 Create an SRS profile

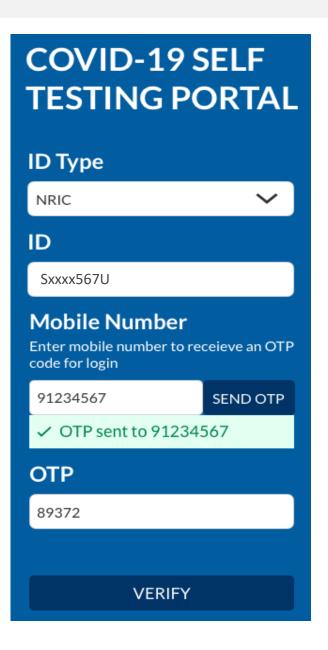
### Supervisors and Workers will need to create a profile on SRS



### First Time Login

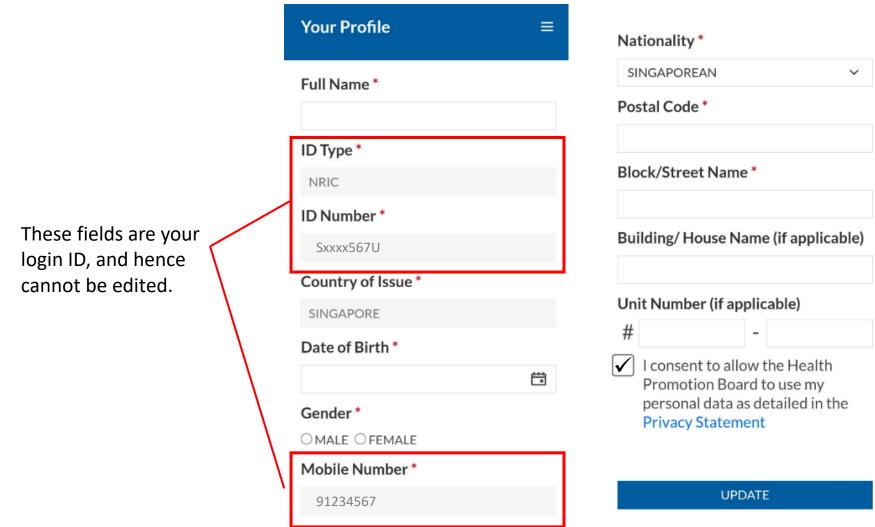
- 1. Access site at <a href="http://go.gov.sg/srs-profile">http://go.gov.sg/srs-profile</a> (this link is only for profile creation)
- 2. Key in your ID Type, ID Number and Mobile Number. Click **Send OTP**.
- 3. A 5-digit One-Time-Pin will be sent to your mobile number. Key in the One-Time-Pin and click **Verify**.

Note: Your ID and mobile number will be your login information the next time you enter the portal.



### Fill in all necessary information to create your profile

- Use mobile phone and Chrome/Safari
  - 4. You will be required to profile your personal details the first time you enter the portal.
  - 5. Fill in all details and click on the consent checkbox or message to consent HPB's use of personal data. Then click **Update.**



### Show this QR code to your ART Supervisors during your ART test

- Use mobile phone and Chrome/Safari
  - 6. Your personalised QR code will be generated. It will be displayed below the update button.
    - Please show this to the ART supervisor during your ART test day, so they may help you upload your test results.

If you do not have mobile data, you may wish to save a copy of the QR code onto your mobile phone. Do not share your QR code with anyone else except for ART testing.



**UPDATE** 

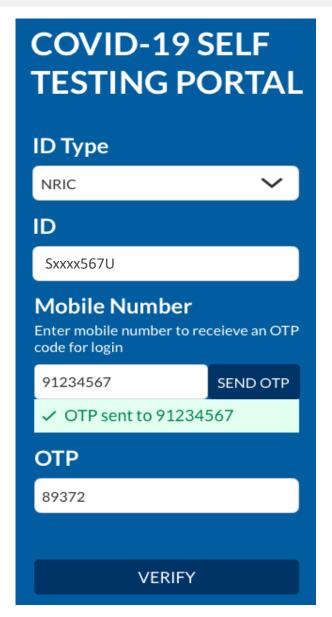
# Log in to SRS and show QR code to your ART supervisor

### For subsequent logins, key in the ID (NRIC/FIN) and mobile number previously registered with



### 2<sup>nd</sup> Login onwards

- 1. Access site at <a href="http://go.gov.sg/srs-profile">http://go.gov.sg/srs-profile</a>
- 2. Key in your ID Type, ID Number and Mobile Number (same as what you have keyed previously). Click **Send OTP**.
- 3. A 5-digit One-Time-Pin will be sent to your mobile number. Key in the One-Time-Pin and click **Verify**.

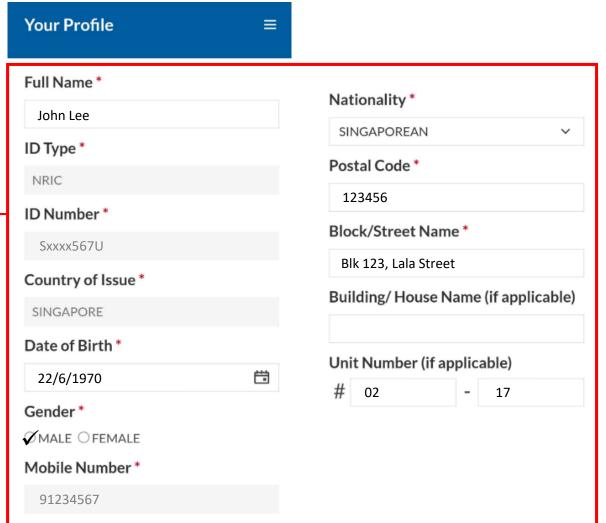


### After verifying the SMS OTP you can access your QR code

- Use mobile phone and Chrome/Safari
  - 4. Scroll to the bottom of your profile page to view your personalized QR code.
    - Show the QR code to your ART Supervisor after you have completed your ART test

These fields have been filled prior.

If there are changes in your details, please update the field and press update.



#### UPDATE



Show this QR Code to identify yourself for Covid-19 Testing

### You will receive an SMS once your results have been successfully uploaded by your ART Supervisor

### Sample Messages:

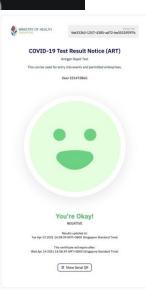
Dear F\*\*\*\*289U, your ART result is NEGATIVE for the test performed on 27-Jun (Sun) 23:15 PM.

Result Link:

(https://checker-staging.covid-ops .gov.sg/?serial\_no=7ebd241c-0edd

-401a-8d6b-07429a7629d0)

This result is uploaded by (BULKHEAD PTELTD)



Dear F\*\*\*\*919K, your ART result is POSITIVE for the test performed on 27-Jun (Sun) 23:15 PM. You may have COVID-19 infection and require a PCR test. Please go to the nearest QTC or SASH GP clinic (https://flu.gowhere.gov.sg) for a confirmatory PCR. After your PCR test, please self-isolate till results are out. Result Link:

(https://checker-staging.o .gov.sg/?serial\_no=4c8c6 -46d3-af49-6ef900a7596d This result is uploaded by (BULKHEAD PTELTD)

COVID-19 Test **Result Notice (ART)** 

Antigen Rapid Test

For patients with respiratory infection, it is a legal requirement to stay home until you receive your PCR results.

Dear F1928289U



Dear F\*\*\*\*514U, your ART result is INVALID for the test performed on 27-Jun (Sun) 23:15 PM. You will be required to do another ART. If this is your 2nd INVALID result, you may have COVID-19 infection and require a PCR test. Please go to the nearest QTC or SASH GP clinic (https://flu.gowhere.gov.sg) for a confirmatory PCR. After your PCR test, please self-isolate till results are out.

Result Link:

(https://checker-staging.cResult Notice (ART) .gov.sg/?serial\_no=adc55

-4787-a58c-ec403ad0d0d This result is uploaded by (BULKHEAD PTELTD)

**COVID-19 Test** 

Antigen Rapid Test

For patients with respiratory fection, it is a legal requirement to stay home until you receive your PCR results.

Dear F6689514U



You need a retest. INVALID

41

### **END**