Swab Registration System (SRS) User Guide for Company Admin

(accurate as of 28 July 2020)

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Logging into SRS

Email invitation

Upon account creation by BCA, the Company Admin will receive an email with the password and URL link to access the Swab Registration System (SRS) page. Below is how the email will look like when you receive it
Please check your junk/spam folder for the email as well

Dear user,

An account has been created for you to arrange COVID-19 Swab Test Appointment for your staff.
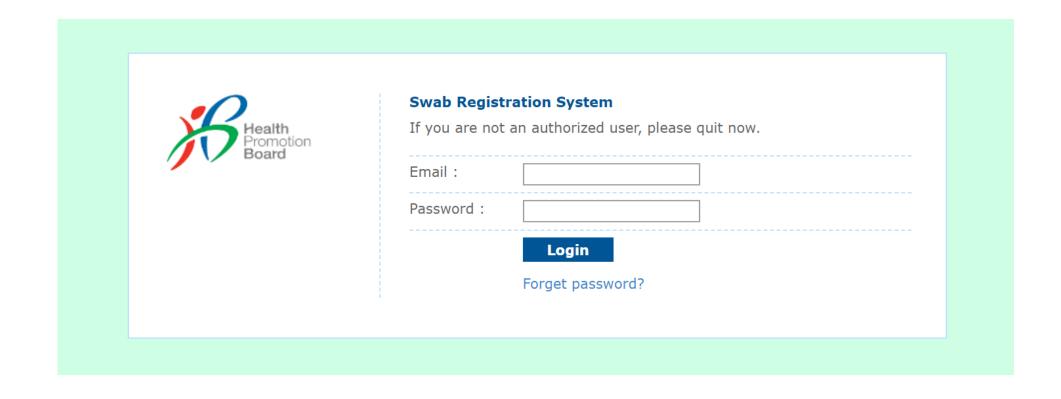
Your password: m51am5k06d2n   THS IS AN EXAMPLE PASSWORD. DO NOT USE THIS PASSWORD TO LOGIN

Please click on   https://swab.hpb.gov.sg/ext/Login.aspx   to login with your company email address and the given password.

This is an auto-generated email, do not reply.

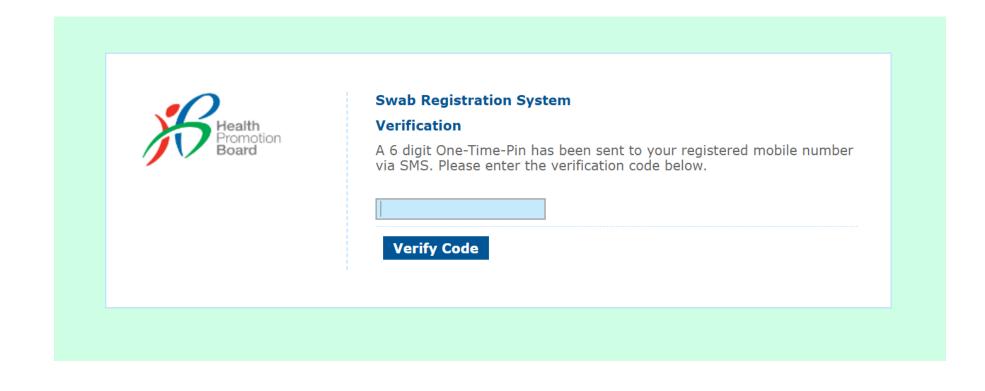# Log in

Log in to SRS using the email you registered your company with **(i.e. Login Email Address)** and the default password sent to your email

Swab Registration System

If you are not an authorized user, please quit now.
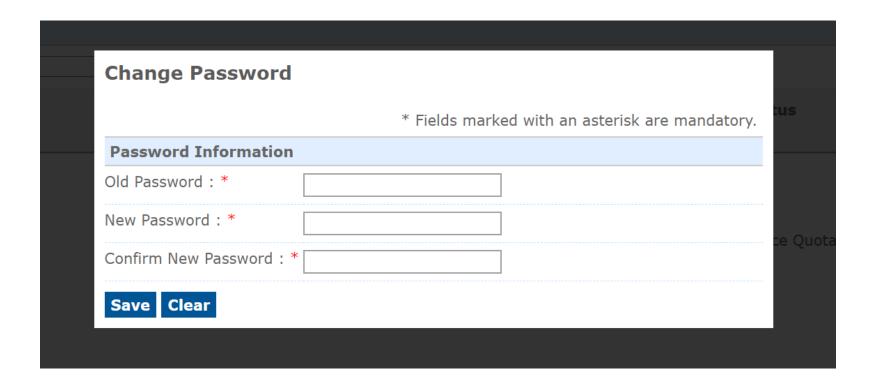
Email :

Password :

Login

Forget password?

OTP

After logging in, you will be prompted to key in the correct OTP sent to your registered mobile number via SMS

Swab Registration System

Verification

A 6 digit One-Time-Pin has been sent to your registered mobile number via SMS. Please enter the verification code below.

Verify Code

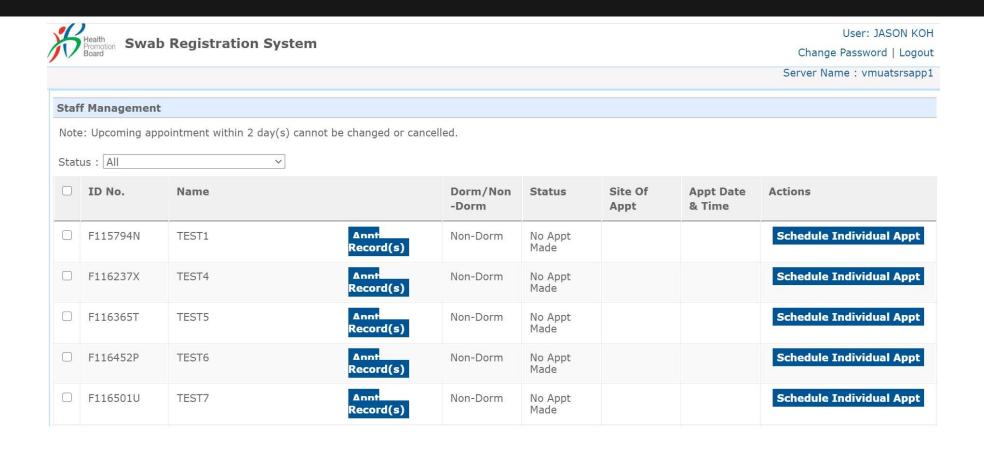Health Promotion Board

Password Change

If this is your <u>first time</u> logging in, you will be prompted to change the default password. You will need to do so before you can proceed
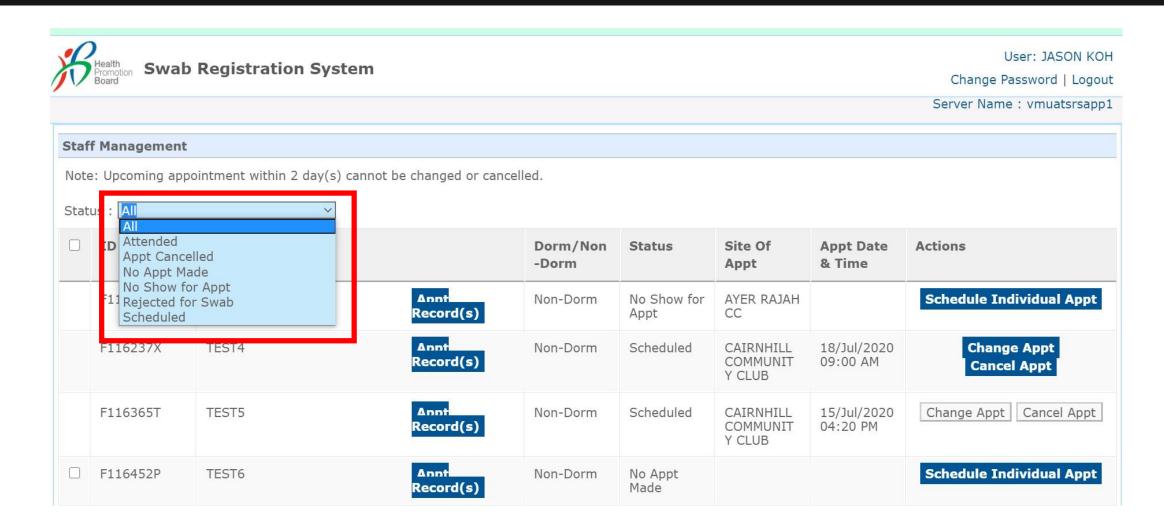
Main page

At the dashboard, as the Company Admin, you will be able to see a list of your employees required for swab test. The default listing is 200 people per page
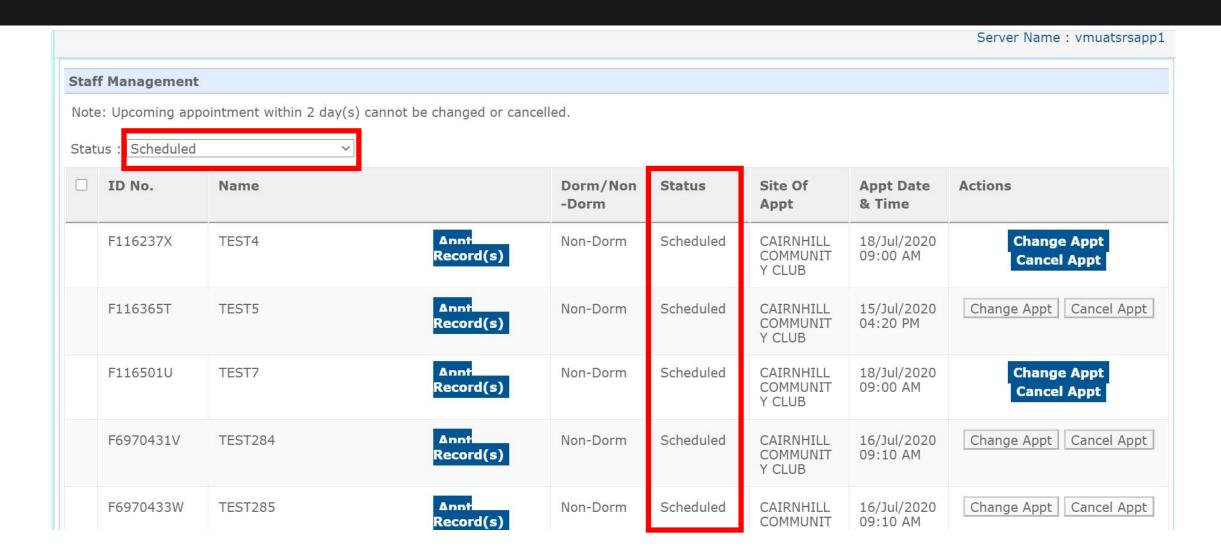
Swab Registration System

Staff Management

Note: Upcoming appointment within 2 day(s) cannot be changed or cancelled.

Status : [All ▾]

	ID No.	Name		Dorm/Non-Dorm	Status	Site Of Appt	Appt Date & Time	Actions
☐	F115794N	TEST1	Appt Record(s)	Non-Dorm	No Appt Made			Schedule Individual Appt
☐	F116237X	TEST4	Appt Record(s)	Non-Dorm	No Appt Made			Schedule Individual Appt
☐	F116365T	TEST5	Appt Record(s)	Non-Dorm	No Appt Made			Schedule Individual Appt
☐	F116452P	TEST6	Appt Record(s)	Non-Dorm	No Appt Made			Schedule Individual Appt
☐	F116501U	TEST7	Appt Record(s)	Non-Dorm	No Appt Made			Schedule Individual Appt

Filtering feature

As the Company Admin, you can filter the status of your employees based on the options in the dropdown list provided
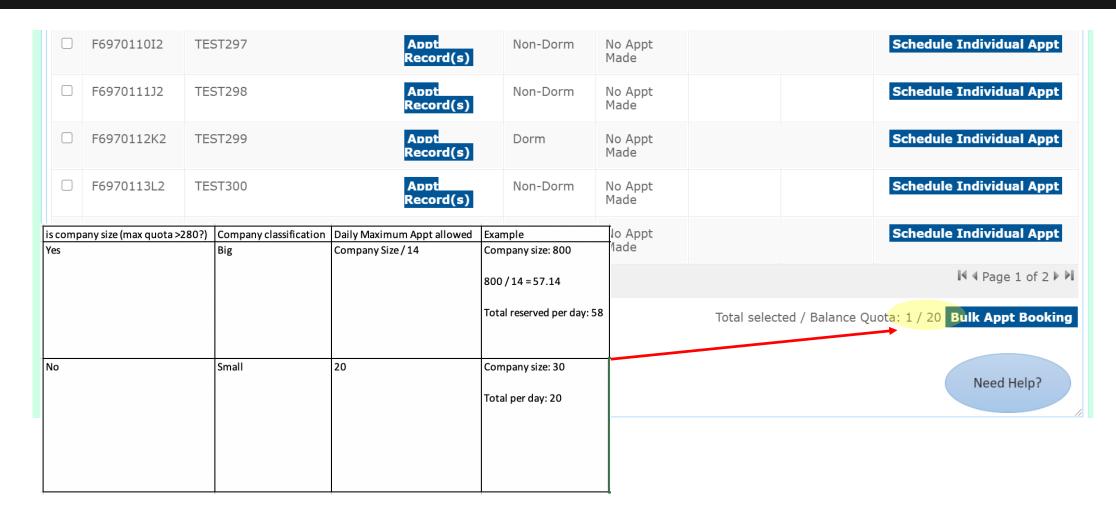
Filtering feature
Example below for "Scheduled" Status

Balance Quota

This shows the maximum number of appointments you can make for each DAY. Once it exceeds, you cannot book more appointments for that day. The quota calculation is based on what your Sector allocates to your company, based on the eligible list of employees in your company.
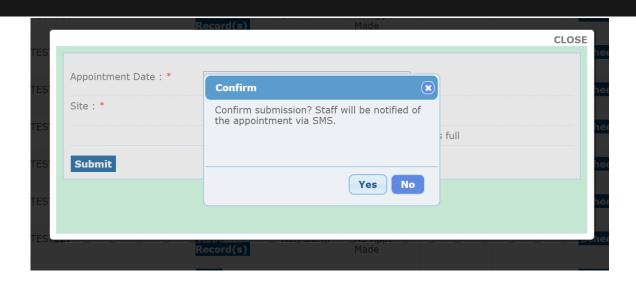
Making an Individual Appointment

To make an individual appointment
1. Click "Schedule Individual Appt"

To make an individual appointment
2. Select the date and site for the appointment and click submit

To make an individual appointment

3. Click yes to confirm submission. The selected staff will be notified of the appointment via SMS

SMS content

Note:
- Staff going for their first time swab will not receive an SMS as their mobile number has not been registered in the system yet. They will receive an SMS for subsequent swab appointments (i.e. second swab onwards).
- Staff with duplicate mobile numbers (e.g., sharing mobile numbers with other FW) will not receive the SMS as well

IMPORTANT: Company Admin is still required to inform and ensure employees to bring their physical NRIC/Work Permit/Drivers' License to the appointment. If not, they will be rejected even if they have the SMS on-hand.

To make an individual appointment

4 At the main page, the individual's status with site and time of appointment will be updated

☐	F6970399F	TEST268	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☐	F6970401G	TEST269	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
	F6970403H	TEST270	**Appt Record(s)**	Non-Dorm	Scheduled	01, BUKIT TIMAH NATURE RESERVE - PARKS & NATURE RESERVES	23/Jul/2020 09:05 AM	**Change Appt Cancel Appt**
☐	F6970405I	TEST271	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☐	F6970407J	TEST272	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**

Making Bulk Appointments

To make a bulk appointment
1. Select the staff of your choice for bulk booking and click "Bulk Appt Booking. You will not be allow to select more than the daily allowed quota

	F6970407J	TEST272	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
	F6970409K	TEST273	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☑	F6970411L	TEST274	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☑	F6970413M	TEST275	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☑	F6970415N	TEST276	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☑	F6970417O	TEST277	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☑	F6970419P	TEST278	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
	F6970421Q	TEST279	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
	F6970423R	TEST280	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
	F6970425S	TEST281	**Appt Record(s)**	Dorm	No Appt Made		

The number of staff selected will be reflected at the bottom of the page. In this scenario, 5 was selected for bulk booking

RESERVES

Page 1 of 2

Total selected / Quota per day: 5 / 20   **Bulk Appt Booking**

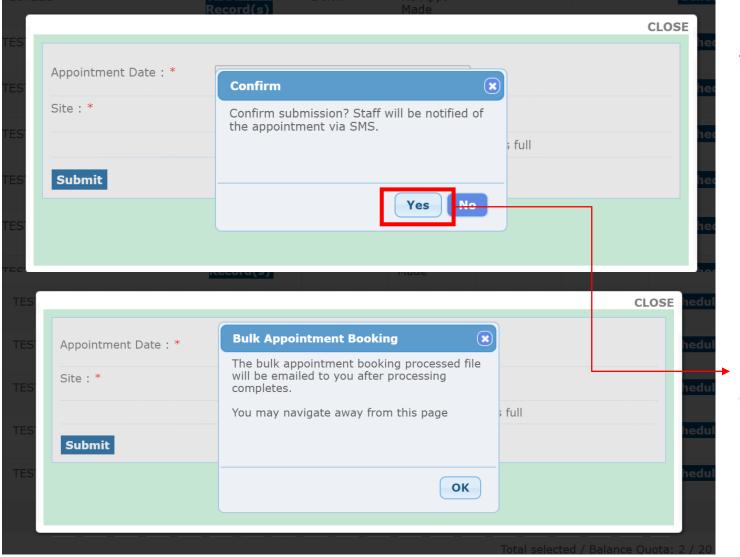Need Help?

To make a bulk appointment
2. Select the date and site for the appointment and click submit

IMPORTANT: Please select the right site for non-dorm and in-dorm workers respectively.
Refer to Annex A – Designated Swabbing Centres if you are unsure or alternatively check in with your sector lead.

3. Click 'Yes' to confirm submission. The company admin will receive a message saying that he/she will receive an email with the bulk booking confirmation

Important:

Please check your email junk/spam folder

Note:

- Company Admin will receive a confirmation email for bulk appointments made for first time swab.
- Staff going for their first time swab will not receive an SMS as their mobile number has not been registered in the system yet. They will receive an SMS for subsequent swab appointments (i.e. second swab onwards)
- Staff with duplicate mobile numbers (e.g., sharing mobile numbers with other FW) will not receive the SMS as well

IMPORTANT: Company Admin is still required to inform and ensure employees to bring their physical NRIC/Work Permit/Drivers' License to the appointment. If not, they will be rejected even if they have the SMS on-hand.

To make a bulk appointment – Email confirmation and excel sample

---------- Forwarded message ---------
From: <srs_noreply@gmail.com>
Date: Wed, Jul 15, 2020 at 5:10 PM
Subject: Swab Registration System (SRS) [UAT] : Bulk appointment booking result
To: <JASONKOHSRS@gmail.com>

Sample of Email Confirmation

Hi,

Your swab test appointment has been scheduled, as follows:

Designated Swab Centre	ZZ 2
Date	23 Jul 2020
Sector	BCA

Please find details of appointments attached.

	A	B	C	D	E	F	G
1	Masked NRIC	Full Name	Site of Appc	Date of App	Time of Apr	Status	Remarks
2	F****411L	TEST274	ZZ 2	23-Jul-20	9:00 AM	Success	
3	F****413M	TEST275	ZZ 2	23-Jul-20	9:00 AM	Success	
4	F****415N	TEST276	ZZ 2	23-Jul-20	9:00 AM	Success	
5	F****417O	TEST277	ZZ 2	23-Jul-20	9:00 AM	Success	
6	F****419P	TEST278	ZZ 2	23-Jul-20	9:00 AM	Success	
7							

Excel Sample

All individuals will need to bring along:
1) A form of photo identification with NRIC/FIN number (e.g. NRIC, work permit, driver's license);
2) This confirmation letter or SMS notification;
3) Water bottle for hydration and
4) Umbrella for wet weather (optional);

Other notes:
1. Please be punctual and adhere strictly to the appointment details. We will not accept any walk-ins at our swabbing
2. Individuals who share the same mobile number will not receive SMS notifications

To make a bulk appointment
At the main page, the individuals' statuses with site and time of appointment will be updated

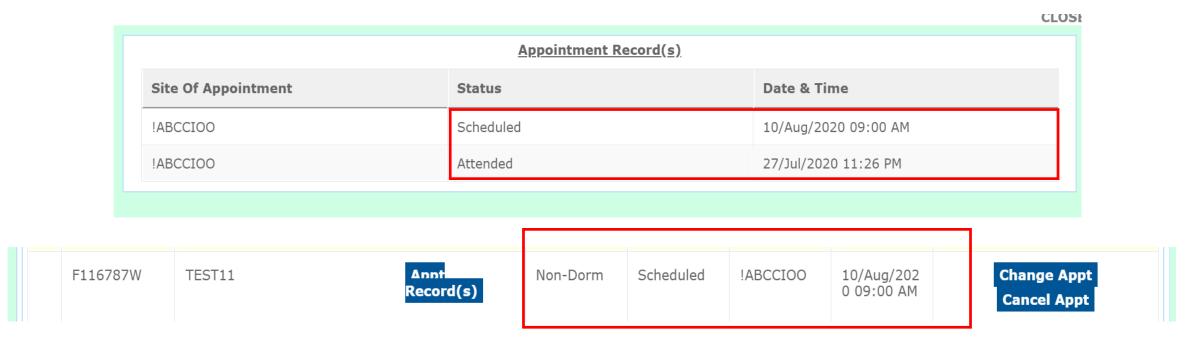|							
☐	F6970409K	TEST273	**Appt Record(s)**	Non-Dorm	No Appt Made			**Schedule Individual Appt**
	F6970411L	TEST274	**Appt Record(s)**	Non-Dorm	Scheduled	ZZ 2	23/Jul/2020 09:00 AM	**Change Appt** **Cancel Appt**
	F6970413M	TEST275	**Appt Record(s)**	Non-Dorm	Scheduled	ZZ 2	23/Jul/2020 09:00 AM	**Change Appt** **Cancel Appt**
	F6970415N	TEST276	**Appt Record(s)**	Non-Dorm	Scheduled	ZZ 2	23/Jul/2020 09:00 AM	**Change Appt** **Cancel Appt**
	F6970417O	TEST277	**Appt Record(s)**	Non-Dorm	Scheduled	ZZ 2	23/Jul/2020 09:00 AM	**Change Appt** **Cancel Appt**
	F6970419P	TEST278	**Appt Record(s)**	Non-Dorm	Scheduled	ZZ 2	23/Jul/2020 09:00 AM	**Change Appt** **Cancel Appt**
☐	F6970421Q	TEST279	**Appt Record(s)**	Non-Dorm	No Appt Made			**Schedule Individual Appt**

Note: Please take a screenshot of the appointment status in case you do not receive the confirmation email

Auto-Schedule of Appointments

Auto-Scheduling after attending first appointment on SRS
Once a worker has attended an appointment, he/she will be automatically scheduled for the next appointment 14 days later.

For example, Worker A was scheduled for a swab appointment on 27 Jul and attended the appointment. The following day, a new appointment date and time 14 days from 27 Jul will appear in SRS under Worker A's name.

CLOSE

Appointment Record(s)

Site Of Appointment	Status	Date & Time
!ABCCIOO	Scheduled	10/Aug/2020 09:00 AM
!ABCCIOO	Attended	27/Jul/2020 11:26 PM

F116787W	TEST11	**Appt Record(s)**	Non-Dorm	Scheduled	!ABCCIOO	10/Aug/2020 09:00 AM	**Change Appt** **Cancel Appt**

Auto-Scheduling confirmation email

For auto-rescheduling, confirmation email will be sent to companies for all workers who attended the first swab

Example: Company admin performs bulk booking for 10 staff on 27 Jul, then individual booking for another 2 staffs.

- All 12 staffs attended the swab appt on 27 Jul
- When the auto-schedule runs the following day on 28 Jul, company admin will receive a confirmation email that 12 staffs are successfully auto-scheduled for next appointment

Refer to the next slide for a sample of the auto-scheduling e-mail confirmation email sent to company admin.

Auto-Scheduling Email Confirmation
Email confirmation and sample of excel attachment

Hi,

We would like to inform you that staff who have attended their swab appointment on 27-Jul (Mon) have been auto-scheduled to attend their next swab appointment on **10-Aug (Mon)**.
Please find details of their next appointments attached.

All individuals will need to bring along:
1) A form of photo identification with NRIC/FIN number (e.g. NRIC, work permit, driver's license);
2) This confirmation letter or SMS notification;
3) Water bottle for hydration and
4) Umbrella for wet weather (optional)

Other notes:
1. Please be punctual and adhere strictly to the appointment details. We will not accept any walk-ins at our swabbing test centres. A summary of what to expect for the swab test can be fc

2. Individuals who share the same mobile number will not receive SMS notifications.

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WHAT TO EXPECT

The entire process will take approximately one hour, with the swab itself taking approximately six minutes.

Swabbing Centre – 4 Stations
There will be four stations, comprising of (i) holding, (ii) registration, (iii) swabbing and (iv) discharge.

Holding Area
All individuals must arrive on time at the waiting area and must wear masks (where possible, surgical masks). Please remind individuals to practise good hygiene at all times and keep to

Sample of Email Confirmation

Excel Sample

	A	B	C	D	E	F	G	H	I
1	Masked NRIC	Full Name	Site of Appc	Date of App	Time of Apr	Status	Remarks		
2	F***794N	TEST1	!ABCCIOO	10-Aug-20	9:00 AM	Success			
3	F***787W	TEST11	!ABCCIOO	10-Aug-20	9:00 AM	Success			
4	F***836W	TEST12	!ABCCIOO	10-Aug-20	9:00 AM	Success			
5	F***876N	TEST13	!ABCCIOO	10-Aug-20	9:00 AM	Success			
6	F***892L	TEST14	!ABCCIOO	10-Aug-20	9:00 AM	Success			
7	F***001W	TEST15	!ABCCIOO	10-Aug-20	9:00 AM	Success			
8	F***076N	TEST16	!ABCCIOO	10-Aug-20	9:00 AM	Success			

Cancelling of Appointments

To cancel an appointment

1. At the main page, select "Cancel Appt"

☐	F116365T	TEST5	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☐	F116452P	TEST6	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☐	F116501U	TEST7	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
	F116592T	TEST8	**Appt Record(s)**	Non-Dorm	Scheduled	CAIRNHILL COMMUNITY CLUB	18/Jul/2020 09:00 AM	**Change Appt** **Cancel Appt**
☐	F116664X	TEST9	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
☐	F116764U	TEST10	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**

To cancel an appointment

2. A pop up message will appear and ask if you want to confirm the cancellation

Confirm

Are you sure to cancel appointment? Staff will be notified of the appointment cancel via SMS.

Yes   No

SMS content

← HPB

Today 10:10

Pls be informed your COVID-19 Swab Test appt at [SiteName], on [Date of Appointment], [Time of Appointment] has been cancelled.
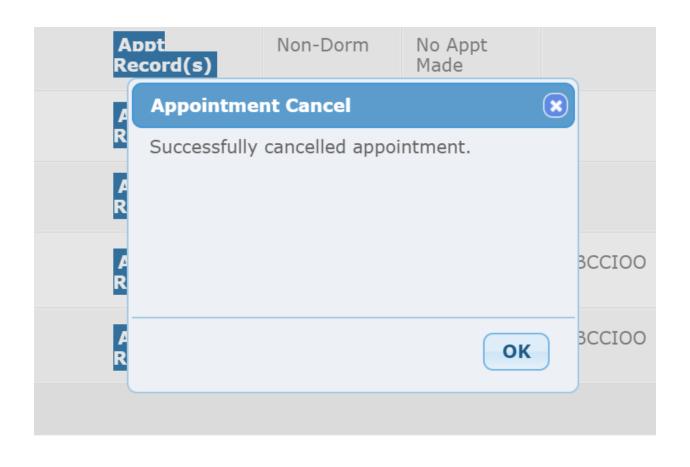
Note:
- Staff cancelling their first appointment will not receive an SMS as their mobile number has not been registered in the system yet. They will receive an SMS for subsequent swabs/cancellations (i.e. second swab onwards)
- Staff with duplicate mobile numbers (e.g., sharing mobile numbers with other FW) will not receive the SMS as well

To cancel appointment

3. Upon clicking Yes, a pop up will appear to inform you that the cancellation is successful. The selected staff will be notified of the cancellation of appointment via SMS.

Appt Record(s)	Non-Dorm	No Appt Made	
A R			
A R			
A R			BCCIOO
A R			BCCIOO

Appointment Cancel ⊗

Successfully cancelled appointment.

OK

To cancel appointment

4. At the main page, the individual's cancellation status will be updated

☐	F116501U	TEST7	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**
	F116592T	TEST8	**Appt Record(s)**	Non-Dorm	Appt Cancelled	CAIRNHILL COMMUNITY CLUB	**Schedule Individual Appt**
☐	F116664X	TEST9	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt**

Important Note on Appointment Cancellation

If appointment date for the staff is within 2 days from the present day, you will not be able to cancel the appointment.

Staff Management

Note: Upcoming appointment within 2 day(s) cannot be changed or cancelled.

Status : [All ▾]

Example:

You made a booking for the 2 FINS below on the 10th of Jul for the 16th of Jul, 9:10am. Assume the present day today is 15th of Jul and because 15th of Jul is within 2 days of the scheduled appointment date which is 16th Jul, **you will not be able to cancel the appointment**, and the **cancel appt button is disabled.**

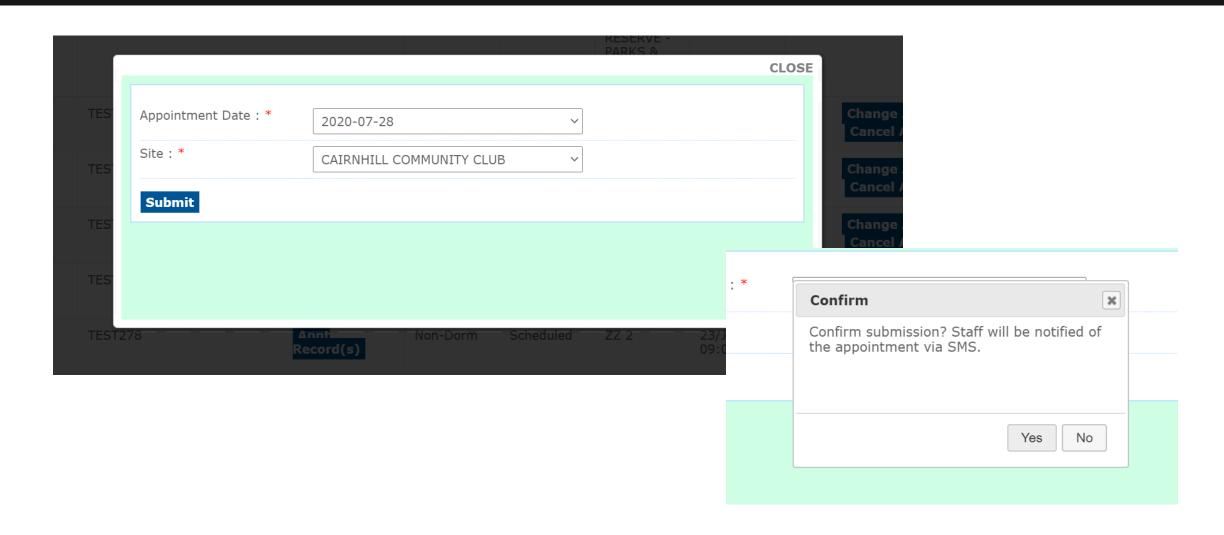| FIN	Name		Type	Status	Location	Date/Time		
F6970431V	TEST284	Appt Record(s)	Non-Dorm	Scheduled	CAIRNHILL COMMUNITY CLUB	16/Jul/2020 09:10 AM	Change Appt	Cancel Appt
F6970433W	TEST285	Appt Record(s)	Non-Dorm	Scheduled	CAIRNHILL COMMUNITY CLUB	16/Jul/2020 09:10 AM	Change Appt	Cancel Appt

Changing of Appointments

To change appointment
1. At the main page, select "Change Appt"

☐	F6970407J	TEST272	**Appt Record(s)**	Non-Dorm	No Appt Made			**Schedule Individual Appt**
☐	F6970409K	TEST273	**Appt Record(s)**	Non-Dorm	No Appt Made			**Schedule Individual Appt**
	F6970411L	TEST274	**Appt Record(s)**	Non-Dorm	Scheduled	ZZ 2	23/Jul/2020 09:00 AM	**Change Appt** **Cancel Appt**

To change appointment

2. Select a new date and site and submit. The selected staff will be notified of the cancellation of the original appointment via SMS, followed by SMS confirmation of the new appointment made. Hence, the staff will receive a total of 2 SMSes.

To change appointment
3. At the main page, the individual's status will be updated

☐	F6970407J	TEST272	**Appt Record(s)**	Non-Dorm	No Appt Made			**Schedule Individual Appt**
☐	F6970409K	TEST273	**Appt Record(s)**	Non-Dorm	No Appt Made			**Schedule Individual Appt**
	F6970411L	TEST274	**Appt Record(s)**	Non-Dorm	Scheduled	CAIRNHILL COMMUNITY CLUB	28/Jul/2020 09:00 AM	**Change Appt** **Cancel Appt**

Important Note on Change Appointment

If appointment date for the staff is within 2 days from the present day, you will not be able to change the appointment

Staff Management

Note: Upcoming appointment within 2 day(s) cannot be changed or cancelled.

Status : | All |

Example:

You made a booking for the 2 FINS below on the 10th of Jul for the 16th of Jul, 9:10am. Assume the present day today is 15th of Jul and because 15th of Jul is within 2 days of the scheduled appointment date which is 16th Jul, **you will not be able to change the appointment**, and the **change appt button is disabled.**

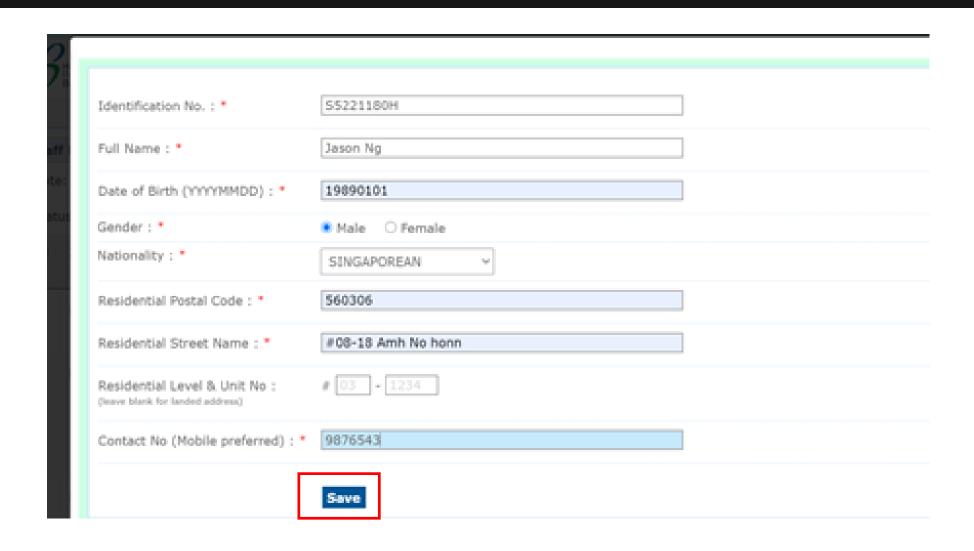| F6970431V | TEST284 | Appt Record(s) | Non-Dorm | Scheduled | CAIRNHILL COMMUNITY CLUB | 16/Jul/2020 09:10 AM | Change Appt | Cancel Appt |
| F6970433W | TEST285 | Appt Record(s) | Non-Dorm | Scheduled | CAIRNHILL COMMUNITY CLUB | 16/Jul/2020 09:10 AM | Change Appt | Cancel Appt |

Create a New Singapore Citizen / Permanent Resident staff

Staff Management – Adding Singapore Citizens and Permanent Residents staff
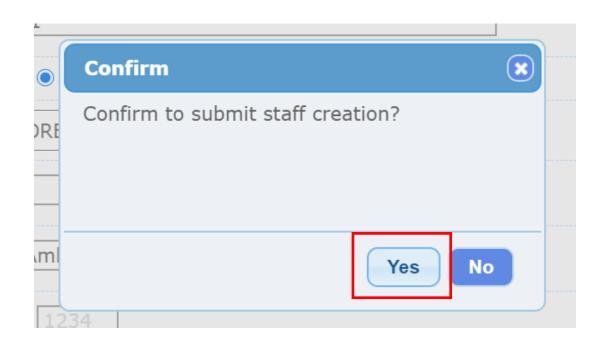## 1. Click on the ""Add new SG Citizen/PR staff" button on the top right of the page

Note: Upcoming appointment within 2 day(s) cannot be changed or cancelled.

Status : [All ▼]

Add new SG Citizen/PR staff

	ID No.	Name		Dorm/Non-Dorm	Status	Site Of Appt	Appt Date & Time	Actions
☐	F115794N	TEST1	**Appt Record(s)**	Non-Dorm	Scheduled	!ABCCIOO	10/Aug/2020 09:00 AM	**Change Appt** **Cancel Appt**
	F115835M	TEST2	**Appt Record(s)**	Non-Dorm	Appt Cancelled	01, BUKIT TIMAH		**Schedule Individual Appt**

☐	S5221180H	JASON NG	**Appt Record(s)**	Non-Dorm	No Appt Made	**Schedule Individual Appt** **Delete**

500 ⌄ per page	⏮ ◀ Page 1 of 1 ▶ ⏭

Important Note 1: You can only add staff that do not exist in your existing company records. If you add an existing staff, the following message will appear.

Fail

The provided NRIC already exist.

OK

Important Note 2: You are not allowed to add staff records that is existing in another company. If your do, the system will show the following message below

Your sector lead is BCA in this case and you can contact them via srs_enquiries@bca.gov.sg
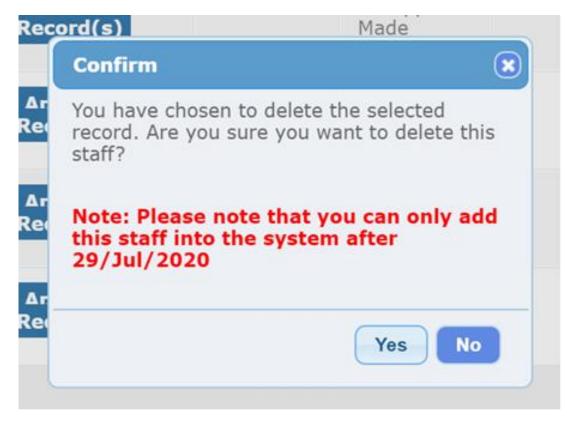
Important Note 3: If you try to delete a staff today, the system will prompt with the below message, to say that you can only add the same staff back the following day.

| ☐ | S5221180H | JASON NG | **Appt Record(s)** | Non-Dorm | No Appt Made | | **Schedule Individual Appt** **Delete** |

500 ∨ per page   ⏮ ◀ Page 1 of 1 ▶ ⏭

Confirm ✖

You have chosen to delete the selected record. Are you sure you want to delete this staff?

Note: Please note that you can only add this staff into the system after 29/Jul/2020

Yes   No

Important Note 4: If you try to add the "deleted staff" back on the same day, the system will prompt with the following message

Fail

This NRIC was recently deleted from your company, you can only add this person after 29-Jul-2020.

OK

Date will change based on when you delete and add back

Staff Management – Update Singapore Citizen / Permanent Resident Staff Particulars

1. Click on the NRIC of SG Citizen/PR Staff to edit their particulars

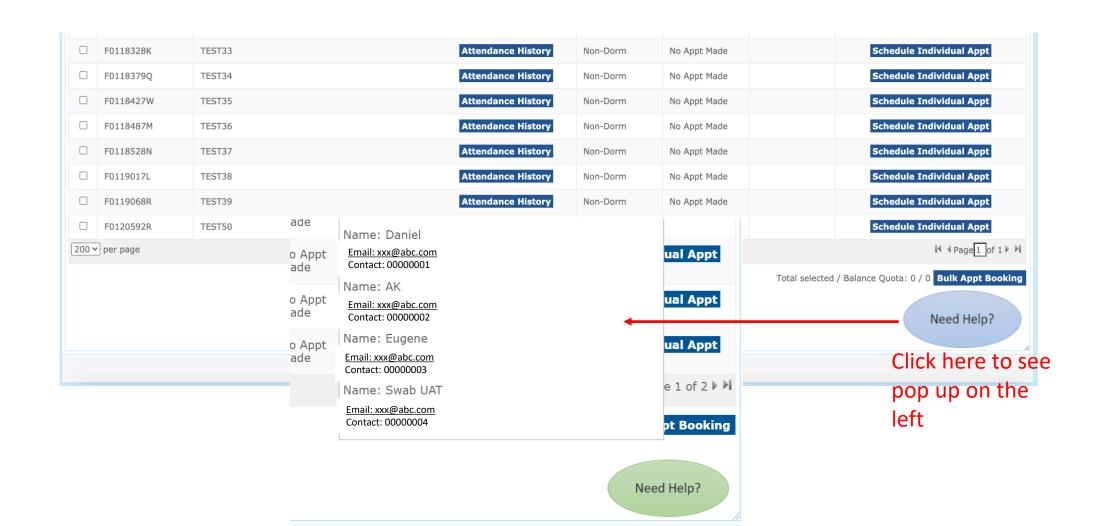|							
☐	S5221180H	JASON NG	**Appt Record(s)**	Non-Dorm	No Appt Made		**Schedule Individual Appt** **Delete**

500 ⌄	per page	⏮ ◀	Page 1 of 1 ▶ ⏭

Help Function

As the Company Admin, you can click on the "Need Help" button at the bottom of the main page to find the contact details of your sector lead so that you can reach out to them for any issues.

	F0118328K	TEST33	Attendance History	Non-Dorm	No Appt Made	Schedule Individual Appt
	F0118379Q	TEST34	Attendance History	Non-Dorm	No Appt Made	Schedule Individual Appt
	F0118427W	TEST35	Attendance History	Non-Dorm	No Appt Made	Schedule Individual Appt
	F0118487M	TEST36	Attendance History	Non-Dorm	No Appt Made	Schedule Individual Appt
	F0118528N	TEST37	Attendance History	Non-Dorm	No Appt Made	Schedule Individual Appt
	F0119017L	TEST38	Attendance History	Non-Dorm	No Appt Made	Schedule Individual Appt
	F0119068R	TEST39	Attendance History	Non-Dorm	No Appt Made	Schedule Individual Appt
	F0120592R	TEST50				Schedule Individual Appt

200 ∨ per page

Name: Daniel
Email: xxx@abc.com
Contact: 00000001

Name: AK
Email: xxx@abc.com
Contact: 00000002

Name: Eugene
Email: xxx@abc.com
Contact: 00000003

Name: Swab UAT
Email: xxx@abc.com
Contact: 00000004

Total selected / Balance Quota: 0 / 0 **Bulk Appt Booking**

Need Help?

Click here to see pop up on the left

Basic Troubleshooting

1. **I did not receive any emails on the login username and password.**

   ❏ Check that you are using the Login Email Address that you have submitted to your sector lead (i.e. MOM/BCA/EDB).
   ❏ Check your spam/junk folders in email
   ❏ If you cannot remember which Login Email Address was submitted, please check with your sector lead.

2. **I still cannot find the login email anywhere.**

   ❏ Please check with your company IT team if there is a filter that prevents the sending of e-mails from the Swab Registration System (srs_noreply@gmail.com) to your Login Email Address

3a. **My company IT has removed the filter for my email. What should I do next?**

   ❏ Go to https://swab.hpb.gov.sg/ext/Login.aspx, click on "Forget password" and key in the verification code so that you will receive a new password. New password will be sent to your email.

3b. My company told me that that they do not filter for such emails or that they cannot remove the filter. What should I do next?

- ❑ You need to create a Gmail account for the purpose of using of SRS. This new Gmail account will serve as your new Login Email Address.
- ❑ Once created, please inform your sector lead (i.e. MOM/BCA/EDB) that you have a new Login Email Address and request sector lead to update their records.
- ❑ Once the record is updated, you can try to log in with your new Login Email Address

4. I am unable to log in with the password indicated in the e-mail.

- ❑ Please note that the password is case sensitive.
- ❑ If it does not work, please click on "Forget password" on the login page to trigger a new password (https://swab.hpb.gov.sg/ext/Login.aspx)
- ❑ Check your spam/junk folders to retrieve the e-mail with new password

5. I did not receive the OTP. What should I do?

- ❑ Please check with your sector lead (i.e. MOM/BCA/EDB) if your mobile number is correctly reflected in the system.
- ❑ If it is not reflected correctly, please request sector lead to update your mobile number in the system

6. My account is suspended and/or block. What should I do?

❑ This occurred due to multiple incorrect login attempts.
❑ Please inform and request your sector lead to verify and unblock your account.

7. Some of my workers who were still in the system yesterday have disappeared today. They also received an appointment cancellation SMS even though I did not cancel their appointments in the system.

Please check the following for the affected workers
❑ Are they COVID-19 positive workers?
❑ Did their work pass expire yesterday?
❑ Did the workers change their living arrangements? For example, they moved from a cleared dormitory to an uncleared dormitory?
❑ Are they under Stay Home Notice (SHN) and/or Quarantine Order (QO)?

If the workers fulfil any of the above conditions, their names are automatically removed from the system.

If the workers do not meet of any of the above conditions, please contact your sector lead for further assistance.

Annex A – Designated Swabbing Centres
*subject to changes

S/N	Swabbing Centres	Who should be scheduled here
1	Changi Airport Terminal 4	Employees not living in dormitories (i.e. non-dorm workers)
2	F1 Paddock	
3	Home Team NS @ Bukit Batok	
4	Old Police Academy	
5	The Float @ Marina Bay	
6	Civil Service College @ Changi	Employees living in dormitories (i.e. in-dorm workers)
7	Cochrane RC	
8	F1 Pit Garage A	
9	Penjuru RC	
10	3 Changi South Lane	