

INFORMATION FOR AGENTS HANDLING SIGN-OFF CREW REQUIRING COVID-19 PRE-DEPARTURE TEST IN SINGAPORE PRIOR TO REPATRIATION (AS AT 06 Nov 2020)

Agents handling sign-off crew approved to undergo COVID-19 pre-departure test in Singapore should note the following procedures in this document.

Criteria

2 Approval for pre-departure tests are granted only for sign-off crew where it can be proven that there is a mandatory requirement from the destination country, transit country or airline for travellers to produce a negative COVID-19 PCR test result.

3 From 08 Nov 2020, all crew travelling to China would be required to undergo an additional IgM serology test as required by China. For more information, please refer to this <http://www.chinaembassy.org.sg/eng/lsw/t1829090.htm>. MPA will facilitate the crew to undergo the required COVID-19 Pre-Departure Tests (COVID-19 PCR test and IgM serology test). Please refer to para 8 for the detailed process for crew travelling to China.

4 The crew should have a valid in-principle approval to sign-off the ship and comply to the conditions as part of the crew change procedure.

Supporting documents

5 For crew who require pre-departure tests, they need to provide proof that there is a mandatory requirement from the destination country, transit country or airline.

Timeline

6 The entire process for a crew sign-off (excluding crew travelling to China) in Singapore takes approximately 2-3 working days. Agents must bear this in mind when planning for the sign-off.

7 Some key events/documentation requirements for each day are as follows:

Day 1

- Final no objection email from MPA
- Special Pass issued to crew by ICA
- Medical appointment for COVID-19 swab @ Marina South Pier (MSP)
- Booking confirmation with holding facility¹

¹ MPA may on a case-by-case basis allow the sign-off crew to stay at the holding facility for more than 72 hours.

Day 2

- COVID-19 swab test result (*released 24-48 hours*)

Day 2/3

- Crew boards planned flight

Crew travelling to China

8 For crew travelling to China, the main difference in the process is that COVID-19 Pre-Departure Tests are to be carried out first before MPA issues the Final no objection email. Agent/Owner may arrange a doctor to go onboard to conduct the PCR and Serology tests for the crew travelling to China. Alternatively, the crew may disembark from the vessel and proceed to MSP for the PCR and Serology tests. For the latter option, MPA will issue a no objection email for the crew to disembark for COVID-19 testing only. After undergoing the required COVID-19 testing, the crew will be required to return to the ship and remain on board while waiting for their results. The crew will be allowed to seek MPA's Final No Objection to sign-off and disembark the vessel once he/she has received the test results and the HS code (if required) together with the required sign-off documents stated in PMC 42 of 2020.

COVID-19 test appointment bookings

9 Agents must provide the following information to the MPA case officer **at least 2 days** prior to the planned/requested COVID-19 test appointment date.

Please note that medical appointments will be subject to the doctor's availability.

Requested Swab test appointment date and time:	(DD MMM YYYY / XXXX Hrs) *
Location:	MSP
Vessel Name:	
(1) Crew Name:	
(1) Crew DOB:	
(1) Crew Passport No.:	
(2) Crew Name:	
(2) Crew DOB:	
(2) Crew Passport No.:	
**	
Agency:	
PIC name:	
PIC contact number:	
PIC vehicle number:	
*Please request within the operating hours as per paragraph 6.	

**Add crew accordingly, leave a space in between each crew.

COVID-19 test appointment

10 MPA can arrange for COVID-19 tests for off-signers to be carried out at Marina South Pier (MSP).

11 All COVID-19 test appointments will be arranged within the following operating hours:

Daily: 1900 – 2359 hr (Only PCR test)

0000 – 0700 hr (PCR and Serology test)

12 COVID-19 Test Area: 2nd level of MSP, near the washroom (go via the side staircase) – Refer to Annex A.

Payment for COVID-19 test

13 The agent/crew shall prepare a credit card or NETS (cashless payment) to make payment to Parkway Shenton on site. **Cash payments will not be accepted.**

Other information

- The crew shall be transferred directly from vessel to West Coast Pier/Marina South Pier/ICA' Ports Crew Offices for immigration clearance and thereafter, directly to the swab station at Marina South Pier.
- The crew shall reach at least 10 minutes before the appointment time.
- The crew shall wear a mask at all times.
- The swab station can only accommodate up to 10 crew each time and all other crew shall remain in the transport vehicle to wait for their turn.
- The agent shall ensure that all crew have been tested and all the crew belongings including their passports are accounted for, before leaving MSP.
- The crew shall be transferred directly from MSP to the designated holding facility (excluding crew travelling to China) with no detour during the journey after the swab test. Crew travelling to China shall return to the ship after the swab tests.
- The PIC shall escort the crew to the swabbing station and accompany the crew at all times.
- The crew shall remain in the designated holding facility until his/her departure flight.
- The agent shall ensure the sign-off crew has a valid visa if required.
- The agent may consolidate and pass all the crews' passports to Parkway Shenton in advance for registration purposes.
- The crew shall not cut across MSP's public lobby area when heading to the staircase. The crew shall use the approved route (as shown in the location map in and the video in Annex A).

Frequently Asked Questions

Q1: What time will Parkway Shenton doctors be available?

A1: Doctors/nurses are only available during operating hours as per paragraph 11.

Q2: What is the duration of the COVID-19 test?

A2: Subject to the volume of applications, the process of getting tested should take no more than 30 minutes per crew. This includes the registration time.

Q3: Are there parking charges at MSP?

A3: There are parking charges. Agents must pay as per the carpark rate.

Q4: How much is the PCR test?

A4: The PCR test costs about \$200 (inclusive of GST). Parkway Shenton will issue a receipt after payment.

Q5: How much is the serology test?

A5: The serology test costs about \$50 (inclusive of GST). Parkway Shenton will issue a receipt after payment.

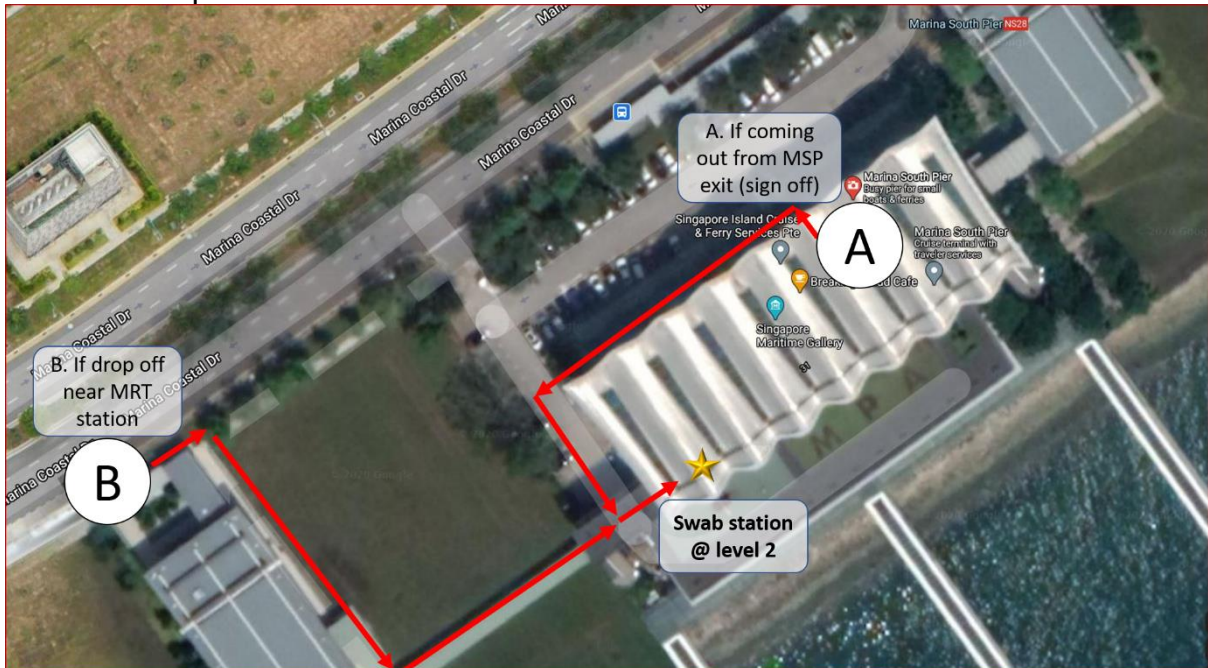
Q6: Who can I contact if I need further clarification?

A6: Please write in to crew_change@mpa.gov.sg.

Annex A

Location for COVID-19 test at Marina South Pier (MSP)

Overview map



COVID-19 test station at 2nd level of MSP



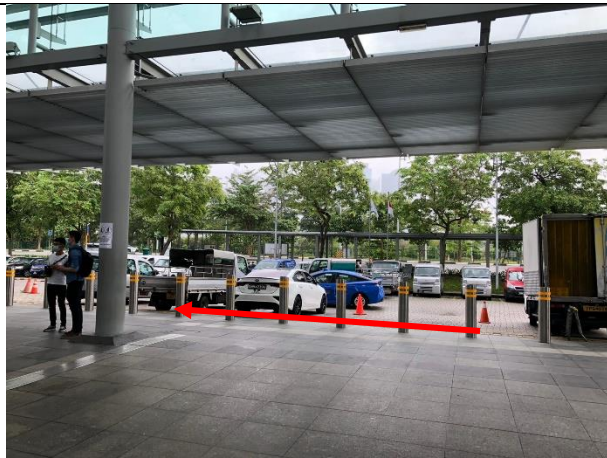
A. Directions from MSP exit (sign-off) to the COVID-19 test station

Video link below:

<https://drive.google.com/file/d/1wHluoumFE2uqxtvXV9XLujRK0C53yH8g/view?usp=sharing>



1. Exit from MSP and go left and walk straight.



2. Turn left at the end of the carpark and you will see a staircase.



3. Go up to 2nd level using this staircase.



4. At 2nd level turn right, and look for the room in the picture, near the washroom.



5. COVID-19 test station is on the left.



B. Directions from nearby MRT station exit (as landmark) to the COVID-19 test station

Video link below:

<https://drive.google.com/file/d/1oiUW76VYzRC0SCIM9WCABWxUKh2Mcl7Z/view?usp=sharing>



1. If drop off near the MRT station entrance/bus stop, follow the sheltered walkway to MSP.



2. Go up to 2nd level using this staircase.



3. At 2nd level turn right, and look for the room in the picture, near the washroom.



4. COVID-19 test station is on the left.

